



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaforth, ON
Tuesday, October 17, 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, and Gloria Wilbee

Absent:

Councillor John Steffler

Staff Present:

CAO Brad McRoberts; Clerk Jessica Rudy; Director of Finance/Treasurer Stacy Grenier; Director of Public Works Barry Mills; Fire Chief Kent Readman; Director of Community Services Lissa Berard and Drainage Superintendent Ken McCallum

Others Present:

Huron County Planner Shae Stoll

Ed Delay, RJ Burnside & Associates (Item 7.2)

1. Call to Order and Opening Remarks

Mayor MacLellan called the meeting to order at 6:00 p.m.

Mayor MacLellan recognized that this week signified Small Business Week and Local Government Week and that October 17, 2023 was also Early Childhood Educators and Child Care Worker Appreciation Day.

Mayor MacLellan commented that the Seaforth downtown area was mostly open after the tractor collision that took place on Friday, October 13, 2023, and congratulated the CAO, Public Works staff, Fire Chief and Firefighters and staff involved in the Emergency Control Group noting that they all did a good job to ensure public safety.

2. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

3. Confirmation of the Agenda

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That the Agenda, for the Regular Meeting of Council dated October 17, 2023, as amended to include Item 14.1 regarding a request from the Cranbrook Community Centre Committee, be adopted.

Carried

4. Disclosure of Pecuniary Interest

None declared.

5. Minutes of Previous Meeting

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

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

5.1 Regular Meeting – October 3, 2023

5.2 Public Meeting – October 3, 2023

5.3 Committee of Adjustment Public Hearing – October 3, 2023

Carried

6. Consent Agenda

There were no requests to remove any items from the Consent Agenda.

Moved by Deputy Mayor McLellan and Seconded by Councillor Dalton:

That the Consent Agenda items 6.1 and 6.2 be received for information and approved.

- Municipality of South Huron re: Notice of Open House and Public Meeting for Official Plan and Zoning By-law Amendments
- Council Expenses for September 2023

Carried

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

Lisa Harper and Ryan Erb appeared before Council highlighting their current statistics, the 211 system and the coldest night of the year and requested that a Council and/or staff member be appointed to the Huron East Community Committee for January 2024.

In response to Council, R. Erb confirmed that the info Perth Huron website narrows down all the resources available through 211 and that it can also help connect people and organizations in disaster management situations.

In regard to Intimate Partner Violence statistics, R. Erb confirmed that most of all statistics were exacerbated by COVID but have not gone back down since.

7.2 Staff Report: DRAINS-23-06 re: Geiger Municipal Drain Tender Options

Landowners were provided the opportunity to add their name to the petition and no one came forward.

The original and only petitioner was provided the opportunity to remove their name from the petition, however they were not in attendance and did not provide any prior indication of wishing to remove their name.

Ed DeLay, RJ Burnside & Associates, Engineer for the Geiger Municipal Drain provided a background and timeline for the report and outlined the options available to Council in regard to the tenders received. E. DeLay recommended that Council proceed with option one, of accepting the bid from Robinson Farm Drainage.

Drainage Superintendent Ken McCallum noted that retendering would not likely see any reduction in prices and new bidders would likely have a 2025 construction date, depending on how the contractor aligns their 2024 work.

Mayor MacLellan opened the floor for any comments from landowners present, and G. and L. Traquair noted their support in moving forward with the project.

Council discussed the options presented to them and agreed with option one, to accept the bid from Robinson Farm Drainage and proceed to construction.

Moved by Deputy Mayor McLellan and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East accept the bid from Robinson Farm Drainage of \$387,220.00 plus HST and proceed with construction for the Geiger Municipal Drain.

Carried

8. Planning

8.1 Planner's Report re: Consent Application C101-2021

Huron County Planner Shae Stoll provided an overview of the application and property details and recommended the application for approval. A copy of the presentation is [appended](#) to the original minutes.

In response to Council, S. Stoll noted that the parkland fee is per development, at this point this is one development and further charges would be implemented with the plan of condominium.

Moved by Deputy Mayor McLellan and Seconded by Councillor McGrath:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner, Shae Stoll, dated October 12, 2023 and has no objection to consent

application C101-2021, provided the conditions, as outlined in the planning report, are met.

Carried

8.2 Planner's Report re: Consent Application C62-2023

Huron County Planner Shae Stoll provided an overview of the application and property details and recommended the application for approval. A copy of the presentation is [appended](#) to the original minutes.

Moved by Councillor Wilbee and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner, Shae Stoll, dated October 12, 2023 and has no objection to consent application C62-2023, provided the conditions, as outlined in the planning report, are met.

Carried

9. Municipal Drains

10. Reports & Recommendations of Municipal Officers

10.1 CAO-23-28, Request for Proposal – Corporate & Community Strategic Plan

CAO Brad McRoberts provided an overview of the proposals that were received and confirmed that the process would likely take approximately three months to complete.

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

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

Carried

10.2 CAO-23-29, Seaforth & District Community Centre Roof

CAO Brad McRoberts provided a background to the roof replacement, noting that due to the current condition the only option is to replace the entire roof with steel and reminded Council that the quote adds an additional \$600,000 to the original budgeted amount.

In response to Council inquiries regarding fundraising opportunities it was noted that roofs do not generally gain much traction as they are not something tangible that can be used or touched.

Council discussed the increased pricing and asked that when the debenture is prepared that various terms be explored and stated that they would like to see a report from staff outlining potential fundraising opportunities.

Moved by Councillor Dalton and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East direct staff report back to Council on fundraising opportunities for the Seaforth and District Community Centre (SDCC) roof replacement.

Carried

Moved by Deputy Mayor McLellan and Seconded by Councillor Newell:

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

Carried

10.3 CAO-23-30, Workforce Strategy

CAO Brad McRoberts provided a detailed overview of each of the strategies and stressed that these were brought forward for recruitment and retention purposes and noted that the following policies were the ones being recommended to develop and implement in 2024:

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

It was noted that the Trial Fitness Membership was to be added to the recommendation.

Council offered feedback on the various strategies, and agreed to the proposed 2024 policies, as presented.

Moved by Councillor Fisher and Seconded by Councillor Wilbee:

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;
- Trial Fitness Membership;
- Teambuilding Exercises; and
- Enhanced Vacation Policy.

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

Carried

10.4 CAO-23-31, Policy for Annual Cost of Living Increase

CAO Brad McRoberts noted that the current policy adjusts the cost of living to the August to August Ontario Consumer Price Index (CPI) and is approved by the Personnel Committee. He noted that the proposed policy has the Personnel Committee approving the cost of living increase to a cap of 4% with the remaining percentage carried forward up to two (2) years and provided various scenarios on how the carry forward could be utilized.

In response to Council, B. McRoberts confirmed that adjustments would have to be equal across the grid to maintain equity in the workplace and reiterated that currently there is no cap, CPI could be lower than the 4% but not go beyond that.

Council expressed favour for the 4% cap but requested that the final decision remain at Council opposed to the Personnel Committee and that the carryover option be eliminated from the policy.

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East approve the Compensation Policy as discussed.

Carried

10.5 FD-23-05, Request for Pre-Budget Approval for Firefighter Personal Protective Equipment (aka Bunker Gear)

CAO Brad McRoberts provided a background to the report noting that there is a supply of expired bunker gear that needs to be replaced to ensure that all firefighters are equipped with the proper gear and the need to implement a replacement schedule.

In response to Council, Fire Chief Kent Readman confirmed that all stations would be receiving the gear and that all equipment has an expiry of ten (10) years, including boots and helmets.

In regards to planning for the new recruits K. Readman confirmed that the price is locked in with the group purchase and will be ordered and fitted once they are hired. It was noted that training is a year long process and includes live fire training, having the proper equipment is essential for current and new firefighters.

Moved by Councillor Newell and Seconded by Councillor Wilbee:

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

Carried

11. Correspondence

11.1 Brussels Santa Claus Parade Committee re: Brussels 2023 Santa Claus Parade Request for Road Closure

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East approve the request temporary road closures in Brussels on December 2, 2023 from 4:45p.m. until 6:15 p.m. for the Brussels Santa Claus Parade.

Carried

11.2 Seaforth Lions Club Santa Claus Parade Committee re: Seaforth Santa Claus Parade Request for Road Closure

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East approve the request for the temporary road closures in Seaforth on November 24, 2023 from 6:30 p.m. until 8:30 p.m. for the Seaforth Santa Claus Parade.

Carried

12. Unfinished Business

13. Council Reports

13.1 Council Member Reports

13.1.1 County Council Report

Deputy Mayor McLellan reported that County Council is performing a service level review which has involved three (3) days of information from every department and the services provided, he noted that a final report will come back to County Council outlining the priority areas.

13.1.2 Other Boards/Committees or Meetings/Seminars

13.2 Requests by Members

Councillor Fisher requested an update on the Brussels, Morris & Grey Community Centre (BMGCC) renovation, Brussels Subdivision development, status of the Toronto Boulevard land in Vanastra and an the Seaforth fire siren for the next meeting.

13.3 Notice of Motion

Deputy Mayor McLellan provided notice for a motion at the next Council meeting in regards to the Grey Fire Association purchase of a fan, requesting that the Municipality help cover the cost in the 2024 budget.

13.4 Announcements

Deputy Mayor McLellan announced that the Ethel turkey supper will be held on October 29, 2023 for \$15 per person.

Councillor Newell announced that he attended the Brussels fire open house and stated that it was a well-attended, good event.

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**

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East support the Cranbrook Community Centre Committee in submitting the L.E.A.F grant application for the Cranbrook Community Centre Revival Project.

Carried

15. By-laws

Moved by Deputy Mayor McLellan and Seconded by Councillor Diehl:

That Be it Hereby Resolved By-law 062-2021, A By-law for the Geiger Municipal Drain be given final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Morrison and Seconded by Councillor Wilbee:

That Be it Hereby Resolved By-law 074-2023, A By-law to Temporarily Close Roads in Brussels and Seaforth for the Santa Claus Parades be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

16. Closed Session and Reporting Out

Moved by Councillor Chartrand and Seconded by Councillor Dalton:

That a closed meeting of Council be held on Tuesday, October 17, 2023 at 8:57 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:

16.1 Adoption of October 3, 2023 Closed Session of Council Meeting Minutes

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.

And that CAO Brad McRoberts, Director of Finance/Treasurer Stacy Grenier, Director of Public Works Barry Mills and Clerk Jessica Rudy remain in closed session.

Carried

Moved by Councillor Fisher and Seconded by Councillor Dalton:

That Council of the Municipality of Huron East resumes the regular Council meeting at 9:17 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council discussed a matter that has 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.

17. Confirmatory By-law

Moved by Councillor Wilbee and Seconded by Councillor Chartrand:

That Be It Hereby Resolved that By-law 075-2023, a By-law to Confirm the Proceedings of Council, be given first, second, third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

18. Adjournment

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

The time now being 9:18 p.m. That the regular meeting adjourn until November 7, 2023 at 6:00 p.m.

Carried

Consent C101-2021

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)



1

Subject Lands



2

Application Details

Consent C101-2021

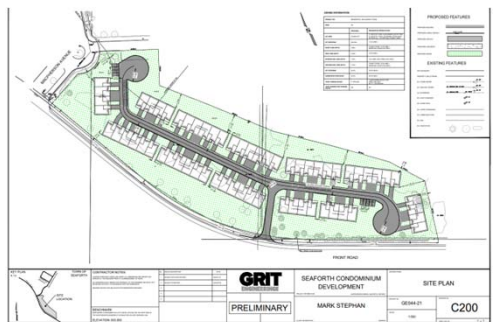
- Deferred by County Council in February 2022.
- Corresponding Official Plan Amendment and Zoning Amendment applications now approved with no appeals
- Purpose to separate development lands from golf course lands
- Severed parcel: 7.4 acres (3 ha) of vacant land
- Retained: 91.9 acres (37.2 ha) of recreational land

3

- Severed: Zoned R3-4, designated Urban-primary settlement area
- Retained: Zoned RC1 (Golf Course) & Natural Environment, designated Recreation and Natural Environment



4



5

Policy Review

Huron East Official Plan

- Primary Settlement Area policies
- Traffic impact study and functional servicing report completed

Huron East Zoning By-Law

6

Comments Received

- No concerns from Huron East Staff or other agencies
 - Further discussions regarding specifics of external servicing
- Neighbours
 - Bridges Residents
 - Traffic volumes/ congestion
 - Density
 - Speeding
- Neighbouring farmer
 - Future compatibility concerns
 - Conflict with residents and farm practices

7



8



9

Recommendation

- It is recommended that Consent C101-2021 be recommended for approval and forwarded to Huron County Council for decision

10

Conditions

Recommended 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

1. 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).
2. The sum of \$750 be paid to the Municipality as cash-in-lieu of parkland.
3. The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the municipality.
4. 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.
5. 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 the submitted traffic impact study, to the satisfaction of the Municipality of Huron East.

Survey/Reference Plan

6. 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

7. 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

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

11

Consent C62-2023

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

Owner/ Applicant: Glen and Deb Haney



12

Subject Property



13

Purpose

New lot created under the surplus farm residence severance policies.

Severed land: approx. 1.7 acres (0.68 ha) consisting of a house and shed.

Retained land: approx. 46.3 acres (18.73 ha) consisting of vacant farmland

14

Review

- Zoned AG1 and NE2 in Huron East Zoning By-Law
- Designated Agriculture and Natural Environment in Huron East Official Plan
- Huron East Official Plan Surplus Farm Residence Consent Policies

15



16

Comments Received

- No concerns from staff or other agencies

17

Recommendation

- Application is consistent with the PPS, conforms to the Huron County Official Plan and Huron East Official Plan and complies with the Huron East Zoning By-Law.
- Application C62-2023 is recommended for approval with the attached conditions

18

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Conditions:

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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. AG2-34) and the retained farmland will be automatically rezoned to prohibit a new residence (eg. AG2) in the Huron East Zoning By-law.

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