



Municipality of Huron East

Council Agenda

Tuesday, December 5, 2023 at 6:00 P.M.

Council Chambers

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

1. Closed Session and Reporting Out

That a closed meeting of Council be held on Tuesday, December 5, 2023, at 4:30 p.m., in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

- 1.1 239(2)(b) – personal matters about identifiable individuals in relation to employee matters **(Verbal Report)**
- 1.2 Adoption of November 21, 2023 Closed Session of Council meeting minutes **(Distributed Separately)**

2. Call to Order & Mayor's Remarks

3. Land Acknowledgement

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

4. Motion to Reconvene into Open Session and Reporting Out from Closed Session

5. Confirmation of the Agenda

6. Disclosure of Pecuniary Interest

7. Minutes of Previous Meeting

- 7.1 [Regular Meeting – November 21, 2023](#)

8. 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

- 8.1 [Water and Sewer Committee](#) re: Minutes from September 6, 2023
- 8.2 [Water and Sewer Committee](#) re: Minutes from November 14, 2023
- 8.3 [The County of Prince Edward](#) re: Request to Stop the Ministry of Environment, Conservation and Parks (MECP) Proposal to Expand the use of the Permit-by-Rule to Waste Management Systems, Storm Water Management Systems and Certain Water Taking Activities
- 8.4 [Huron Clean Water Project Review Committee](#) re: HCWP Helps Support Phragmites Management
- 8.5 [Township of Coleman](#) re: Support for the Ontario Conservation Officer's Association (OCOAs) for Conservation Officer Reclassification
- 8.6 [Economic Development Committee](#) re: Minutes from September 12, 2023
- 8.7 [CAO-23-34](#), July to September 2023 Building Maintenance

9. Public Meetings/Hearings and Delegations

- 9.1 [Delegation](#): Cassidy Svetek, FlashVote re: FlashVote Presentation

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10. Planning

11. Municipal Drains

12. Reports & Recommendations of Municipal Officers

- 12.1 [CAO-23-35](#), Resident Surveys & Engagement

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- 12.2 [CAO-23-36](#), Workforce Strategy Policies

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13. Correspondence

14. Unfinished Business

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

15.1.2 Other Boards/Committees or Meetings/Seminars

15.2 Requests by Members

15.3 Notice of Motions

15.4 Announcements

16. Other Business

16.1 Motion from Water and Sewer Committee re: Jacobs Contract Renewal

Recommendation:

That the Council of the Municipality of Huron East waive the procurement process and accept the renewal of the Jacobs Contract for a 10 year term.

17. By-laws

17.1 [By-law 084-2023](#), A By-law to Delegation Authority to the CAO and Treasurer for Purchase and Sale of Land Agreements

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18. Confirmatory By-law

18.1 [By-law 086-2023](#), A By-law to Confirm the Proceedings of Council

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19. Adjournment



**Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaford, ON
Tuesday, November 21, 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; and Director of Community Services Lissa Berard

Others Present:

Ben Gowing, GM BluePlan (Item 7.1)

1. Call to Order and Opening Remarks

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

Mayor MacLellan reminded Council of the Seaford Parade on November 24, 2023 and the holiday staff event on Saturday, November 25, 2023.

2. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

3. Confirmation of the Agenda

Moved by Councillor Diehl and Seconded by Councillor Steffler:

That the Agenda for the Regular Meeting of Council dated November 21, 2023 be adopted as circulated.

Carried

4. Disclosure of Pecuniary Interest

None declared.

5. Minutes of Previous Meeting

Moved by Councillor Chartrand and Seconded by Deputy Mayor McLellan:

That Council of the Municipality of Huron East approve the following Council Meeting

Minutes as circulated:

5.1 Regular Meeting – November 7, 2023

Carried

6. Consent Agenda

In relation to Item 6.5, Municipality of Shuniah re: Unnecessary Noise from Engine Breaks, Deputy Mayor McLellan inquired to the number of complaints received regarding engine break noise and it was reported that there are complaints around Kippen Road, however, the Municipality had previously installed a sign to avoid the use of engine breaks on the road.

Councillor Fisher requested clarification on Item 6.7, CLK-23-22, Process for Requests by Members. In response, Clerk Jessica Rudy explained that any requests for a staff report should receive a majority vote by Council and confirmed that closed session requests are strongly recommended to be done through a discussion with the Clerk, prior to a request being made at Council.

Deputy Mayor McLellan requested clarification on Item 6.8, FIN-23-12, Huron East Parkland regarding the increase of parkland fees. In response, CAO Brad McRoberts noted that the price increased to \$20,000 per acre on unopened road allowances, as part of the land disposition policy.

Moved by Councillor Wilbee and Seconded by Councillor Fisher:

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

- Municipality of Wawa re: Resolution of Support for Bill C-310
- Council Expenses re: Expenses for October 2023
- Municipality of Bluewater re: Notice of Passing Zoning By-law Amendment – Z07-2023
- Municipality of Bluewater re: Notice of Adoption of Official Plan Amendment #23
- Municipality of Shuniah re: Unnecessary Noise from Engine Breaks
- Accounts Payable (August to November 2023)
- CLK-23-22, Process for Requests by Members
- FIN-23-12, Huron East Parkland Reserve Fund
- PW-23-12, Replacement of Rural Yield Signs with Stop Signs

Carried

7. Public Meetings/Hearings and Delegations

7.1 Engineers Report re: Coates Municipal Drain

Ben Gowing, Engineer, GM BluePlan appeared before Council to provide a summary of the Coates Municipal Drain revised final report, background, timing, and recommended drain improvements.

B. Gowing confirmed that the other Engineer involved with the project had spoken with the landowners who addressed concerns in the original presentation of the report, and the report was updated to reflect those discussions.

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East accept the revised engineers report on the Coates Municipal Drain 2023 and designate it as By-law 057-2023;

And That the Court of Revision be set for December 19, 2023 at 5:30 p.m. and that Raymond Chartrand, Diann Diehl, and Alvin McLellan be appointed as members with Alvin McLellan acting as Chair.

Carried

8. Planning

9. Municipal Drains

10. Reports & Recommendations of Municipal Officers

10.1 FIN-23-13, Brussels, Morris, & Grey Community Centre (BMGCC) Debenture

Council discussed the debenture with a few noting concerns with borrowing and the long debenture term.

Councillor Fisher proposed to sell the unsold Brussels subdivision lots to a developer, at a price to which would cover the debenture. Councillor Fisher requested a recorded vote.

In response to Councillor Fisher's proposal regarding the Brussels subdivision, B. McRoberts provided a detailed overview of the money already invested into the subdivision and stated that selling the unsold lots would not see a large return of investment as the cost of the subdivision construction would need to be recovered.

In response to Council discussion on various financing options such as a bridging loan, short term bank loans and borrowing from existing reserves, such as water and sewer, Director of Finance/Treasurer Stacy Grenier confirmed that the deadline to submit the By-law to the province was December 1, 2023 and that if the By-law was not approved the municipality would have to pay back the total borrowing amount, at market value, which the municipality does not have available. It was reiterated that the debenture to borrow was approved in 2021 and that construction loan was always expected to roll into the debenture upon substantial completion of the BMGCC.

S. Grenier provided an overview of the interest and payments with a 10-year debenture option and noted that the 10-year option would be more of a burden to the tax payers opposed to the twenty year option.

Mayor MacLellan reiterated that the province will not issues debentures after project completion and, stated that, although there is no flexibility on payment options, the province does provide cheaper rates compared to other borrowing institutes.

Moved by Councillor Diehl and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East consider By-law 081-2023 to authorize the debenture for \$1,889,700 to finance the costs of the Brussels, Morris, & Grey Community Centre (BMGCC) renovation and expansion.

Carried (7 in favour; 4 opposed)

Yays: D. Diehl, A. McLellan, B. MacLellan, J. Morrison, J. Newell, J. Steffler, and G. Wilbee.

Nays: R. Chartrand, B. Dalton, R. Fisher, and L. McGrath.

Council discussed the need to consider the options related to borrowing sooner in the decision process and requested that staff bring forward a report regarding options with debenture terms, financing scenarios and status of restricted and unrestricted reserves.

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East direct staff to report to Council by the December 19, 2023 Council meeting on various debenture terms, financing options, and status of restricted and unrestricted reserves.

Carried

11. Correspondence

11.1 Seaforth BIA re: Ratification of BIA Directors

Moved by Councillor Fisher and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East approve the appointment of the following 2024-2025 BIA Directors, as determined at the November 8, 2023 BIA Annual General Meeting:

- Shelly Stanly, The Looking Glass and Spa, 2023-2024
- Shannon Craig, McKillop Mutual Insurance Company, 2024-2025
- Randy Nixon, Orr Insurance Brokers Inc., 2024-2025
- Kelly Miller, Degree Fitness Seaforth, 2024-2025

- Maureen Agar, Member at Large, 2023-2024
- Laure Guichelaar, Seaforth Tax & Business Consulting, 2023-2024
- Bevin Witmer, Robinson Chevrolet Inc., 2024-2025
- Annette Scarrow, Beyond the Vines, 2024-2025

Carried

12. Unfinished Business

13. Council Reports

13.1 Council Member Reports

13.1.1 County Council Report

Deputy Mayor McLellan reported that the Gibbons Street project came in under the original anticipated price, and that the County wrote off \$75,000 from nonpayment of rental units for County owned apartments and confirmed the province tracks the repeat offenders.

Mayor MacLellan provided an update that the Health Unit has asked for a delegation to meet with the Minister of Health during the Rural Ontario Municipal Association (ROMA) conference regarding the absorption of provincial downloading and the impact on the municipalities, including the recent permanent reduction of 10% staff from the Health Unit.

13.1.2 Other Boards/Committees or Meetings/Seminars

Councillor Wilbee reported that the Heritage Committee had a delegation from Allan Avis Architects Inc., the heritage architect working on the 33 Main Street, Seaforth restoration and noted that the Committee was pleased with the plans for restoration and overall report from the Architect.

Deputy Mayor McLellan reported that the County should be receiving a report regarding defibrillators for the Seaforth Optimist Club in December 2023.

13.2 Requests by Members

Deputy Mayor McLellan requested that staff bring forward a discussion on the Brussels Subdivision and possible disposition strategies.

Moved by Deputy Mayor McLellan and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East direct staff to bring forward a report regarding the status and next steps regarding the Brussels Subdivision;

And that comments from the Realtor be included regarding sales forecasting from now until early spring 2024.

Carried

13.3 Notice of Motion

13.4 Announcements

14. Other Business

14.1 Request from Seaforth Homecoming Committee to use the word “Seaforth” in their Organizing Name: Seaforth Homecoming 2025

Moved by Councillor Morrison and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East grant permission to the Seaforth Homecoming Committee to use the word “Seaforth” in their organizing name: “Seaforth Homecoming 2025”.

Carried

15. By-laws

Moved by Councillor Wilbee and Seconded by Councillor Morrison:

That Be it Hereby Resolved By-law 057-2023, A By-law for the Coates Municipal Drain be given first and second, readings and signed by the Mayor and Clerk.

Carried

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That Be it Hereby Resolved By-law 081-2023, A By-law A By-law to Authorize the Borrowing upon Amortizing Debentures in the Principal Amount of \$1,889,700 towards the Cost of the Brussels, Morris, and Grey Community Centre Renovation and Expansion 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 Chartrand:

That be it hereby resolved that By-law 082-2023, A By-law to Amend By-law 074-2023, A By-law to Temporarily Close Roads in Seaforth, 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 Newell and Seconded by Councillor Morrison:

That a closed meeting of Council be held on Tuesday, November 21, 2023 at 7:16 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 November 7, 2023 Closed Session of Council Meeting Minutes

16.2 239(2)(c) - proposed or pending disposition of land in Vanastra

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

Carried

Moved by Councillor Diehl and Seconded by Councillor Dalton:

That Council of the Municipality of Huron East resumes the regular Council meeting at 7:26 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council discussed a matter relating to proposed or pending disposition of land in Vanastra.

17. Confirmatory By-Law

Moved by Councillor Wilbee and Seconded by Councillor Fisher:

That Be It Hereby Resolved that By-law 083-2023, 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 Councillor Steffler:

The time now being 7:27 p.m. That the regular meeting adjourn until December 5, 2023, at 6:00 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

**Water & Sewer Committee
Meeting Minutes
Council Chambers
Town Hall, 72 Main Street South, Seaforth
Wednesday, September 6, 2023**

Members Present:

Mayor Bernie MacLellan; Councillors Raymond Chartrand, Larry McGrath, Justin Morrison and John Steffler

Staff Present:

CAO Brad McRoberts, Public Works Director Barry Mills, and Executive Assistant/Communications Coordinator Aaly Broda

Others Present:

Jacobs Project Manager Lucas Egli, and Jacobs Area Manager Rick Marsh

1. Call to Order

Mayor MacLellan called the meeting to order at 3:00 p.m.

2. Disclosure of Pecuniary Interest

None declared.

3. Delegations

4. Meeting Minutes

Moved by Councillor Chartrand and Seconded by Councillor McGrath:

That the Water and Sewer Committee approve the February 27, 2023 Water and Sewer Committee minutes as circulated.

Carried

5. Correspondence

6. Safety Issues

7. Water & Sewage Systems

7.1 Jacobs – Monthly Operating Reports – January to June 2023

Jacobs Project Manager Lucas Egli presented the monthly operations reports to the Committee with the following being highlighted:

January:

- Issued a couple of inspection reports for the drinking water systems, both received 100% results.
- Received Ministry approval and installed a chlorine operational analyzer at the beginning of the reservoir in Brussels.
- Received Ministry approval to get rid of the online turbidimeters in Brucefield; as it is a true groundwater system, weekly handheld checks to take place instead.

February:

- Received erratic readings from one of the flowmeters at the Vanastra sewage plant.
- Installed new washdown booster pump in Vanastra.
- Installed two (2) new pressure tanks in Brucefield.

March:

- Annual drinking water quality management system audit; no non conformances identified, two (2) opportunities for improvement (OFI's) – will reassess in 6 months .
- UPS replacements in the water system

April:

- Replaced a UV ballast in UV bank #2 Seaforth Sewage Plant.
- Replaced overload on Southwest aerator at Seaforth Sewage Plant.
- Rebuilt chlorine pump #1 in Vanastra.

May:

- Spring hydrant flushing went well; no broken hydrants.
- Replaced oil in blower #1 & 2 in Brussels.
- Replaced oil in sludge collector drives in Seaforth.
- Rebuilt chlorine pump #2 in Vanastra.

June:

- Completed annual inspection of filters #1 & 2 in Brussels.
- Third party (Pierce Services) completed calibrations of flow meters and chlorine analyzers.
- Replaced oil in aerator gear boxed in Seaforth.
- Replaced chlorine discharge line in Vanastra.
- Cleaned out wet wells in Brussels & Seaforth.
- Replaced UPS battery backups at the Seaforth Water Tower and in Brucefield.
- Replaced back pressure valve on chlorine board in Brucefield.

L. Egli provided update regarding reading averages for all treatment plants and noted that all averages appear to be normal with the exception of Brucefield. Monthly Sewage Readings are average with Seaforth Waste Water Treatment Plant (WWTP) showing lower.

The Committee discussed the apparent leak in Brucefield, staff confirmed they would inquire about sound monitoring to locate the leak.

L. Egli responded to questions regarding flow numbers and common practices.

The Committee discussed sanitary discharge capacity ratings in detail.

Moved by Councillor Steffler and Seconded by Councillor McGrath:

That the Water and Sewer Committee accept the Jacobs Monthly Operating Reports from January to June 2023, as presented.

7.2 Huron East System Report

Public Works Manager Barry Mills presented the Huron East System Report with the following being highlighted:

- Water main breaks in Brussels and Vanastra.
- Ministry inspection; 100% rating in 2022 for Brussels and Seaforth systems.
- 0 noncompliance for Vanastra 2022 inspections.
- Cleaned out Seaforth lagoon.
- BM Ross surveyed bottom of lagoon for next design of treatment plant.
- Connection fee for additional residential units.
- Faulty foot valve at Brucefield water system; to be pulled, no timeline at this time.

Committee discussed oil discharge that occurred in July in Seaforth.

Moved by Councillor Chartrand and Seconded by Councillor Steffler:

That the Water and Sewer Committee accept the Huron East Systems Report from the Public Works Director, as presented.

Carried

7.3 Vanastra Drinking Water Inspection Results

Mayor MacLellan congratulated staff on the highly rated inspection results.

Moved Councillor Morrison and Seconded by Councillor Steffler:

That the Water and Sewer Committee accept the Vanastra Drinking Water Inspection Results as presented.

Carried

8. Other Business

8.1 Jacobs Project Manager – Lucas Egli Resignation (effective August 25, 2023)

Jacobs staff ensured staff that there were would be no impact to Municipal operations.

The Committee and staff thanked L. Egli for the years of service provided.

8.2 Report PW-23-10, Egmondville Sanitary Servicing

B. Mills discussed road assessments conducted in Egmondville; noting that most roads have not reached end of life.

Mayor MacLellan recommended maintenance be done on Water St. in Egmondville.

The Committee discussed the future expansion of the Sewage Treatment Plant and possible effects on capacity.

The Committee discussed the boundaries between Seaforth and Egmondville and applicable fees, noting that the former Seaforth boundary would be a\$5,500 development/connection fee and the outside urban boundary would be a\$10,000 development/connection fee.

The report was received for information.

9. Adjournment

Moved by Councillor Steffler and Seconded by Councillor Morrison:

That the time now being 4:59 p.m. that the meeting does now adjourn.

Carried

Bernie MacLellan, Mayor

Aaly Broda, Secretary

**Water & Sewer Committee
Meeting Minutes
Council Chambers
Town Hall, 72 Main Street South, Seaforth
Tuesday, November 14, 2023**

Members Present:

Mayor Bernie MacLellan; Councillors Raymond Chartrand, Larry McGrath, Justin Morrison and John Steffler

Staff Present:

CAO Brad McRoberts, Public Works Director Barry Mills, Water Operator Shawn Bromley and Planning and Operations Coordinator Meaghan McCallum

Others Present:

Jacobs Project Manager Aaron Yungblut, Jacobs Area Manager Lucas Egli, Jacobs Manager of Projects Kevin Dahl, Jacobs Area Manager Rick Marsh

1. Call to Order

Mayor MacLellan called the meeting to order at 3:00 p.m.

2. Disclosure of Pecuniary Interest

None declared.

3. Delegations

None.

4. Meeting Minutes

Moved by Councilor Ray Chartrand and Seconded by Councilor Justin Morrison:

That the Water and Sewer Committee approve the September 6, 2023 Water and Sewer Committee minutes as circulated.

Carried

5. Correspondence

6. Safety Issues

7. Water & Sewage Systems

7.1 Jacobs – Monthly Operating Reports – July to September 2023

Jacobs Project Manager Aaron Yungblut presented the monthly operations reports to the Committee with the following being highlighted:

July:

- Third party calibrations completed
- Hoppers Well Service diagnosed water hammer in piping causing a loud noise at the Brucefield well site. This was determined not to be a critical issued and was monitored until maintenance was eventually completed week of Nov 3rd.
- Brussels and Seaforth wet wells were cleaned out

August:

- Seaforth water system had a fault on the Variable Frequency Drive (VFD) – replaced by electrician
- 5 year video inspection completed on Seaforth water tower, Vanastra and Brussels reservoirs.
- Crombie Street Oil spill monitoring continued resulting in WWTP low flows.
- The Brucefield system has a complete bi-annual UV re-build on UV Unit 2 (new bulbs, sleeves, wiper seals, o-rings)
- Sommers Electric replaced the 600V Fuses in the well pump starter panel for the Brussels Well No. 1.

September:

- Seaforth test well #1 was taken out of service to repair an Issue with the pressure control valve.
- Hydrant flushing was completed in Brussels, Seaforth, Vanastra and Brucefield.
- Datasoft was onsite at 30 Welsh St and Vanastra STP to diagnose SCADA communication alarms/loss of communication.
- The Seaforth STP saw a replacement ballast in UV unit.
- Regular maintenance was completed on mechanical and chemical equipment through Jacobs on-line maintenance program.

Miscellaneous Items:

- Water flows were normal. No leaks noted.
- Sewage flows were normal.
- Over budget on waste water repair budget, however chemical budget should be ok since Jacobs are dealing with bulk chlorine however alum purchased recently so numbers will be slightly different.
- No extra VFD available on the shelf but talk of getting it rebuilt. Looking for quotes.

Moved by Councilor Larry McGrath and Seconded by Councilor Ray Chartrand:

That the Water and Sewer Committee accept the Jacobs Monthly Operating Reports from July to September 2023, as presented.

Carried

7.2 Huron East System Report

Public Works Director Barry Mills presented the Huron East System Report with the following being highlighted:

- MOE was doing investigations on Brussels system as a result of high fluoride results. The Health Unit recommendation was to advise public of high fluoride. This notice will accompany the quarterly water invoices and will be posted on the website.
- The monitoring wells on Crombie Street are still active. So far no issues.
 - With respect to the extra costs incurred by the MHE, the hope is to bill the expenses back to the property owner and the owner of the mineral oil. MHE plans to seek legal advice for this.
- With respect to the Brucefield high water usage issue, the leak was finally located outside a house underground. The repair was completed in October 2023.
- The Brucefield well repairs were completed efficiently and without issue during the first week of November 2023.
- The Fishleigh St development in Brussels is set to begin in early 2024.

Moved by Councilor John Steffler and Seconded by Councilor Ray Chartrand:

That the Water and Sewer Committee accept the Huron East Systems Report from the Public Works Director, as presented.

Carried

7.3 DWQMS Management Review

Moved Councilor Justin Morrison and Seconded by Councilor Larry McGrath:

That the Water and Sewer Committee accept the DWQMS Management Review report, as presented.

Carried

8. Other Business

8.1 Jacobs New Project Manager – Aaron Yungblut (effective August 25, 2023)

Received for information.

8.2 Jacobs Contract Renewal Presentation

- Jacobs highlighted that they have been in partnership with MHE since 2010, working more than 4,750 days with zero recordable safety incidents and 99.88% compliance rate in 2022 for wastewater treatment plant and 100% inspection rating from the OMECP for all four drinking water facilities.
- Jacobs has strived to look for ways to improve efficiency and increase cost savings. They have been able to hold the annual maintenance and repair account constant

since 2010, despite significant inflationary pressures and increases in the assets under management.

- When asked about potential hidden costs, it was noted that should flows increase by 5%, a fee increase would need to be discussed.

Motion presented to recommend that the Council waive the procurement process:

Moved by Councilor Ray Chartrand and Seconded by Councilor Larry McGrath

Motion to accept the 10 year contract proposal from Jacobs:

Moved by Councilor John Steffler and Seconded by Councilor Justin Morrison

That the Water and Sewer Committee accept the renewal of the Jacobs Contract, as presented, for a 10 year term.

Carried

9. Adjournment

Moved by Larry McGrath and Seconded by John Steffler:

That the time now being 4:04 p.m. that the meeting does now adjourn.

Carried

Bernie MacLellan, Mayor

Meaghan McCallum, Secretary

November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

RESOLUTION NO. 2023-569

DATE: November 14, 2023

MOVED BY: Councillor Maynard

SECONDED BY: Councillor Roberts

WHEREAS the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

AND WHEREAS the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

AND WHEREAS In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

AND WHEREAS Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

AND WHEREAS Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

AND WHEREAS the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no

longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

THAT this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO





Huron Clean Water Project

November 10, 2023

Municipality of Huron East:

Re: HCWP Helps Support Phragmites Management

We are sending this letter to all municipalities in Huron County to encourage a coordinated approach to controlling invasive phragmites.

The Huron Clean Water Project (HCWP) provides financial and technical assistance to improve and protect water quality in Huron County, it is funded by the County of Huron. Clean water projects help protect the health of soil, water, and people; keep bacteria, chemicals, and nutrients out of watercourses, and Lake Huron; and help protect the water in aquifers, that many homes, farms, villages, and businesses rely on. We encourage municipalities to partner with HCWP as we recognize the integral role that municipalities contribute towards protecting and improving water quality in the County of Huron.

Municipalities are often challenged with managing invasive species along their roadsides, and other landholdings. Without management, roadsides provide a vector for invasives species spread, often expanding beyond road allowances into private properties, and threatening valuable ecosystems. Invasive phragmites (*Phragmites australis* subsp. *australis*) is an invasive plant, that threatens important ecosystems throughout the County of Huron. Invasive phragmites spreads rapidly, growing in dense patches, that crowd out native vegetation, reducing the biodiversity of natural areas and their ability to function as an ecosystem, and contribute towards protecting and improving water quality in Huron County. Invasive phragmites also may affect agriculture, cause road safety hazards; impact recreational activities such as swimming, boating, and angling; and increase the risk of fire hazards, due to the dense, dead stems it leaves behind each year. Fortunately, HCWP provides an opportunity for partnerships, assisting with technical advice and cost-share funding opportunities to improve management.

We recognize that it is often beneficial to discuss management techniques, experiences, and successes, with colleagues across Huron County's network, to facilitate this, I would encourage you to reach out to Mike Alcock, Director of Public Works Department at the Municipality of Morris-Turnberry to learn more about Mike's experience managing roadside phragmites throughout the municipality, and his experience working with HCWP. Mike may be reached at (519) 887-6137 ext. 227 or by email, at malcock@morristoryberry.ca.

In addition to the support that HCWP may provide with invasive phragmites management, did you know that your municipality may be eligible for other cost-share

funding opportunities through the HCWP? This may include tree planting, forest management, well decommissioning, wetland restoration, erosion control projects and more. To learn more about how we can work together to protect, and improve water quality in Huron County, I encourage you to visit HCWP's website, at: <https://www.huroncounty.ca/plandev/county-wide-projects/water-protection/> and by reaching out to HCWP's program delivery contacts.

HCWP's program delivery contacts may be reached at:

Ausable Bayfield Conservation Authority
Nathan Schoelier, Stewardship and
Lands Manager
nschoelier@abca.ca
(519) 235-2610 ext. 263

Maitland Valley Conservation Authority
Ben Van Dieten, Agricultural Stewardship
Supervisor
bvandieten@mvca.on.ca
(519) 335-3557 ext. 245

Thank you for your contribution towards protecting Huron County's valuable resources.

Yours truly,

Jamie Heffer

Jamie Heffer

Chair, Huron Clean Water Project Review Committee

**Resolution
Regular Council Meeting**



Agenda Number: 9.4.
Resolution Number 23-371
Title: 23-R-49 Letter of Support - Conservation Officer Reclassification
Date: Monday, November 20, 2023

Seconded by: M. Lubbock

Moved by: S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premiere Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temiskaming Municipal Association and the Federation of Northern Ontario Municipalities.

CARRIED

YES: 4

NO: 0

ABSENT: 0

S. Cote

M. Lubbock

P. Rieux

L. Perry

Certified True Copy

 Christopher W. Oslund
 CAO/Clerk - Treasurer

**Municipality of Huron East
Economic Development Committee Meeting Minutes
72 Main Street South, Seaforth, ON
Tuesday, September 12, 2023**

Members Present:

Councillors Diehl, Councillor Morrison, Councillor Steffler, Maureen Agar, Zoellyn Onn, and Kerri Ann O'Rourke

Staff Present:

Economic Development Officer Taralyn Cronin

1. Call to Order and Adopt Agenda

Councillor Diehl called the meeting to order at 9:00 a.m.

Moved by Maureen Agar and Seconded by Kerri Ann O'Rourke

That the agenda for the meeting be adopted.

Carried

2. Disclosure of Pecuniary Interest

None reported.

3. Minutes of Previous Meeting

Received.

4. Correspondence

None.

5. Economic Development Officer's Report

5.1 Huron East Economic Development Strategic Plan Implementation Progress

T. Cronin provided an overview of tasks in-progress or completed. There was a discussion about potential community improvements programs to include in our Huron East Community Improvement Plan. Façade, signage, heritage and accessibility grants were suggested as ones that we ensure to include in the Plan. Councillor Steffler suggested including provincial and federal grants that are available. These would be mentioned in marketing material each year as requirements and availability of provincial and federal programs often change. Councillor Steffler also suggested reaching out to the Brussels and Seaforth Community Trusts to see if they would provide financial support towards a program (e.g. property improvement; accessible storefront entrances). T. Cronin will discuss this opportunity with the Trusts once the community improvement programs have been finalized.

5.2 Brussels Logo

Committee members were pleased with the logo selected by the community and believed hcreates inc. captured the essence and values of the community.

5.3 Tours and Trails Guide and Accompanying Itineraries

Committee members thought that the Tours and Trails Guide looked great. A suggestion was made to include Brussels 5Rs Thrift Shop and Hometown Pizza in the itineraries. T.Cronin will update the itineraries. Both publications will be printed over the next couple of weeks.

5.4 Huron East Promotional Videos and Still Images

T. Cronin presented a list of confirmed and potential locations for the October 5th Video/Photo Shoot, including: Molesworth Farm Supply; Marcrest; Maple Keys Conservation Area; Atwood to Henfryn Trail; North Woods Elementary School; Capella Meadows; Walton Little School; G2G Trail; Purple Bike Café; Community Futures Huron; Brussels 5Rs Thrift Shop; Brussels Pharmacy; Brussels Dog Park; Four Winds Event Barn; Riverside Funeral Home; Mait-side Orchards; Cowboy Loft; Blake's Apple Orchard; Tuckersmith Communications; Maria's Wok N Dine; Delta Power; and residential developments in Brussels and Seaforth. Suggestions were made to get footage at the Walton Ball Diamond and Hall, Brussels Agromart Ltd., and the Fall Fairs. Off the Lens will be collecting footage at the Brussels Fall Fair. Councillor Steffler said that there will be drone footage of the Seaforth Fall Fair and that we can likely incorporate some of that footage into the promotional video.

6. New Business

6.1 Brussels Fairy Wings Mural Update

Zoellyn Onn provided an update on the Brussels Fairy Door Trail Mural. The mural was created by a local artist with funding from Community Futures Huron and the Brussels Optimist Club. Unfortunately, the mural was not done to expectations. Zoellyn has taken it upon herself to correct the mistakes and embellish the mural and hopes to have it completed soon.

6.2 2023 Tourism Initiatives

There are still funds left in the "Tourism Initiatives" Budget. T. Cronin proposed looking into designing and printing tourism information panels for the G2G Trail Kiosks at McNaught Line and Walton since the space is available. T. Cronin also proposed updating the large billboard at the McNaught Line G2G Trailhead. The billboard was originally created for the International Plowing Match in Walton but does not meet current accessibility standards. Committee members agreed that these initiatives were worthwhile. T. Cronin will get quotes for design and print of these items.

6.3 2024 Economic Development Projects Brainstorm Session

T. Cronin stated that wayfinding signage is included in the proposed 2024 Budget as presented in the 5 Year Capital Budget Forecast. Another new item in the proposed 2024 Budget is Community Improvement Grants, which will enable the municipality to implement community improvement programs included in the new Huron East Community Improvement Plan.

Some ideas that T.Cronin is considering for 2024 include: an organized tour for the public to learn more about what is made in Huron East; a video series promoting the manufacturing sector; mural/art trail; welcome package for new businesses; and marketing material to promote grants available through the Huron East Community Improvement Program. Committee members liked these ideas and agreed that more promotion of the industries in Huron East is needed.

7. Adjournment

Moved by Maureen Agar and Seconded by Councillor Morrison :

The time now being 10:30 a.m. That the regular meeting do adjourn.

Carried

Dianne Diehl, Chair

Taralyn Cronin, Secretary

Municipality of Huron East

Building Maintenance Report

July - September, 2023

Property Location	Job Description
VRC Pavilion	install siding, soffit and fascia
	install roof trims, metal roof with ridge and eaves foam closures
Day Care	prep & install double closet doors
VRC	roof drain repairs in the men's washroom
Town Hall	prepare an office floor plan for quoting, hang bulletin boards in Lissa's & Taralyn's offices
Grey Twp. Office	replace a closer arm on entrance door

VRC: Finished VRC Pavilion



Day Care: New Closet Doors



Property Location	Job Description
HCFHT	replace the front door sweeps
Brussels Library	replace the portable AC units
VRC	had eavestrough replaced
Seaforth FD	install a door sweep
Grey Shop	had eavestrough replaced
	trough guys called about an issue with rotted fascia board, went and had a look and told them to replace all the rotted wood
Brussels shop	demo wall, reframe, install the new door & frame
	insulate, vapour barrier and cover interior wall with plywood, put new steel on the exterior
Brussels STP	move the Brussels STP sign to the new filter building
	inspect the flat roofs with Smith-Peat estimator
Brussels Sewage pumping station	inspect the flat roof with Smith-Peat estimator
Town Hall	inspect the flat roofs with Smith-Peat estimator
Seaforth Sewage Pumping Station	inspect the flat roof with Smith-Peat estimator
Vanastra Water Plant	inspect the flat roof with Smith-Peat estimator



Grey Shop: New Trough and Repaired Soffit & Fascia





Brussels Sewage Treatment Plant: Sign Moved to the New Filter Building

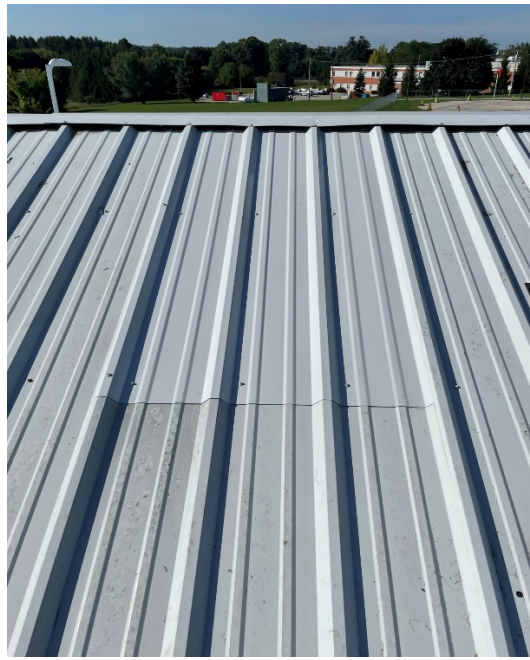


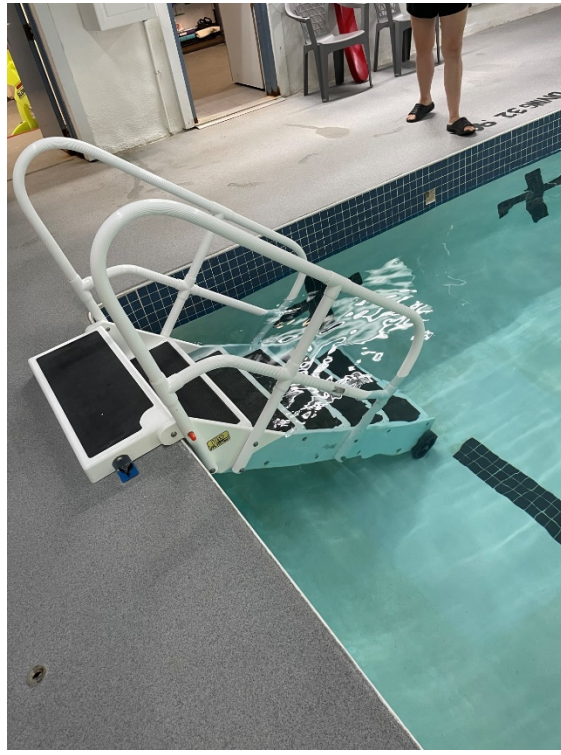
Property Location	Job Description
HCFHT	remove roof vents and ridge, cover the holes in the roof with metal roof panels, install a proper ridge vent & reinstall the metal ridge.
Munn's Grove Sign	take sign to Brenwood Sign's for reconditioning
Day Care	hang white boards in daycare rooms, assemble shelving
Grey office	remove furnace room door, cut in & install a louvered vent
Brussels Signs	build 3 flower boxes as requested by Deb Seili
Seaforth library	sand the front doors, re-stain & apply 4 coats of finish, caulk the doors & brick moulding
VRC	assemble the new pool steps, install
SDCC	prep stairs for rubber treads & install

HCFHT: Remove Ridge & 18 Leaky Roof Vents



HCFHT: Put Down Butyl Tape & New Steel Over the Holes, Installed a Proper Ridge Vent & Closure, Reinstalled the Ridge





SDCC: New Vinyl Treads on the Back Stairs



Seaforth Library: Sanded Front Doors



Seaforth Library: Refinished Front Doors



Grey Office: Louvered Vent Installed into the Furnace Room Door



FlashVote
The scientific way to survey and engage your community

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1

Topics

- [Why governments need representative input](#)
- [Why “public” input is a bad representation](#)
- [Introducing FlashVote](#)
- [How it works for governments](#)

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2

WHY GOVERNMENTS NEED REPRESENTATIVE INPUT

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3

Public Input

How often do you think **public input sentiment...**

matches **whole community sentiment?**

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4

Public Input

~5%

Public input sentiment is the **same** as public sentiment

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5

Public Input

~70%

Public input sentiment is the **opposite** of public sentiment

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6

Harvard Case Study

INPUT METHODS MATTER:
How Legacy Community Input Methods Lead to Biased Policy Decisions

Justin de Benedictis-Kessner, Tomohito Okuda, Connie Liu, Emily Mello, Henrietta Cho, and Carly De La Hoz

HARVARD Kennedy School
TAUBMAN CENTER for State and Local Government

HARVARD Kennedy School
RAPPAPORT INSTITUTE for Greater Boston

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Harvard Case Study

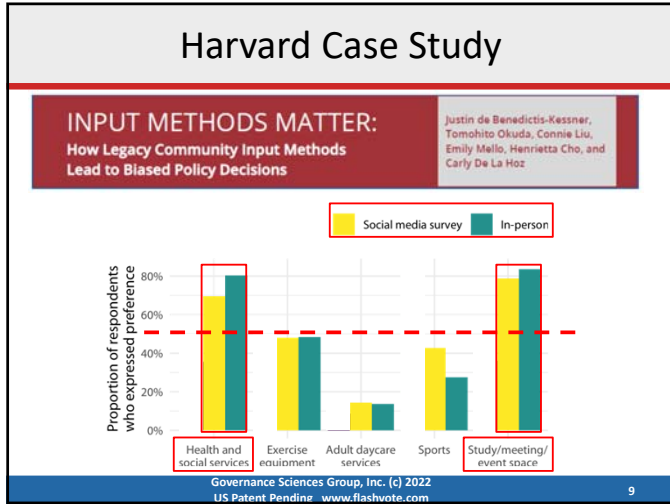
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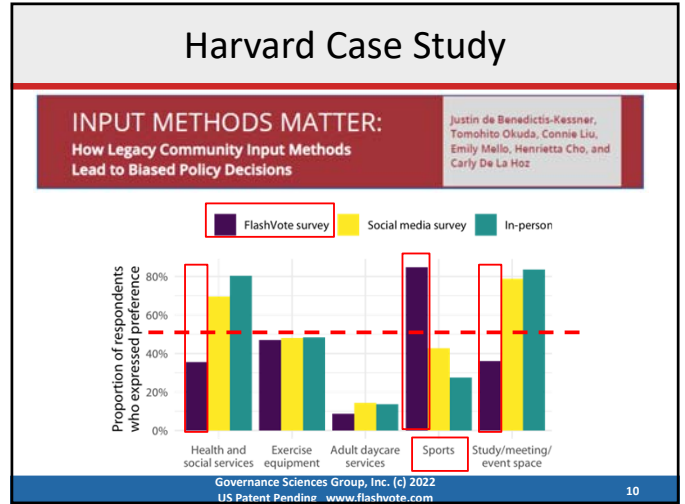
Category	Proportion of respondents who expressed preference
Health and social services	~80%
Exercise equipment	~50%
Adult daycare services	~15%
Sports	~30%
Study/meeting/event space	~80%

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Harvard Case Study

INPUT METHODS MATTER:
How Legacy Community Input Methods Lead to Biased Policy Decisions

Justin de Benedictis-Kessner, Tomohito Okuda, Connie Liu, Emily Mello, Henrietta Cho, and Carly De La Hoz

TRADITIONAL METHODS OF
COMMUNITY INPUT ARE BIASED

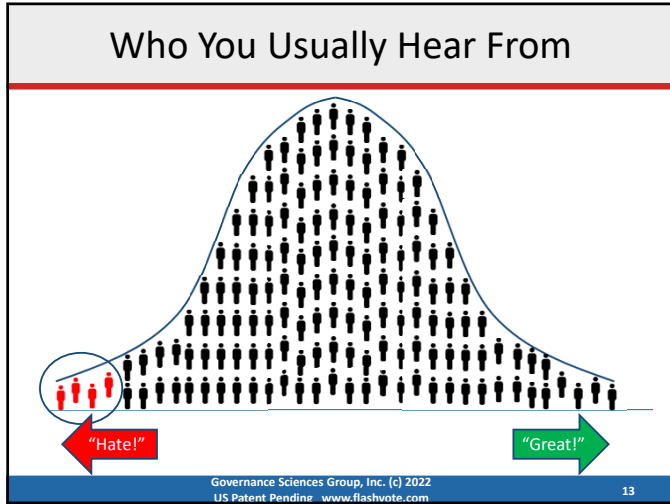
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11

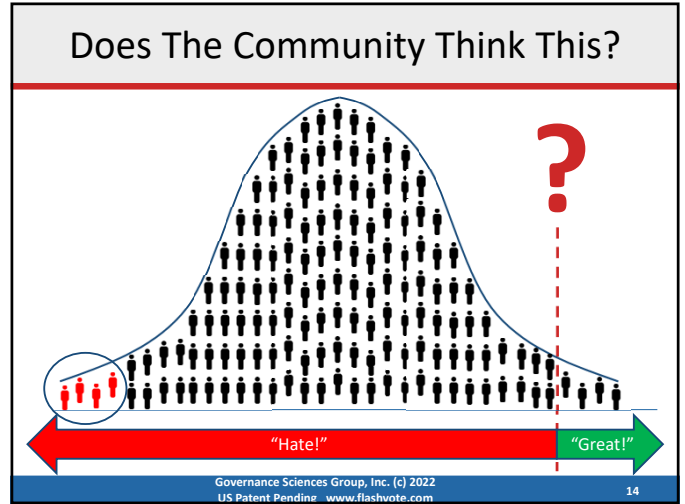
WHY "PUBLIC" INPUT IS A BAD
REPRESENTATION OF THE PUBLIC

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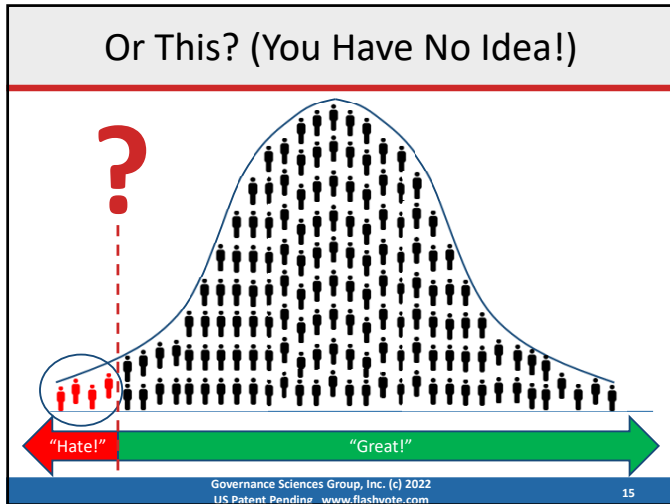
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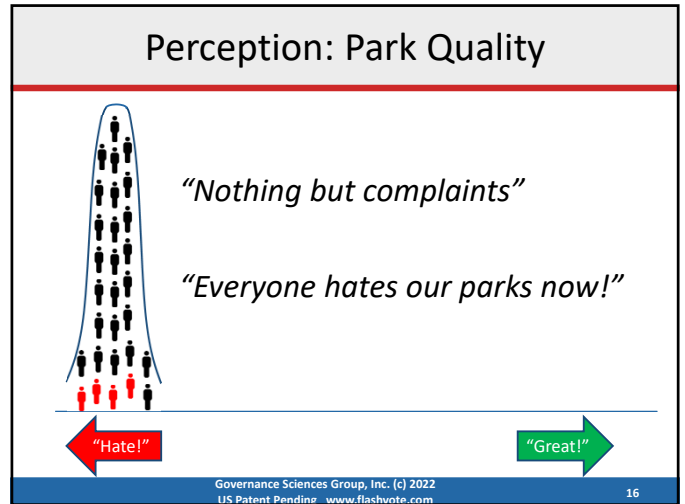
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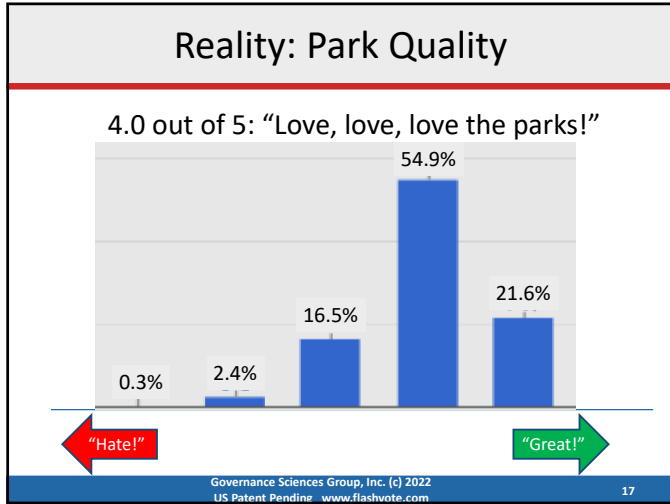
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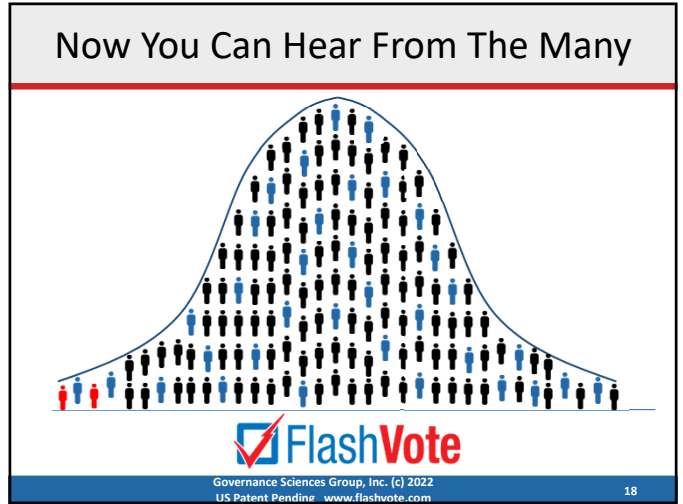
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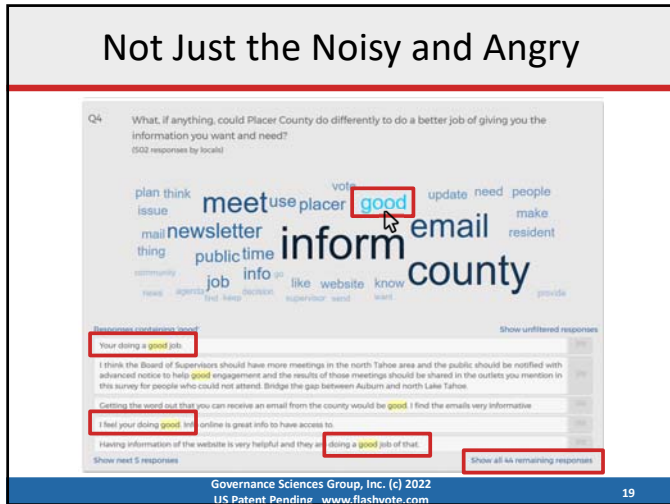
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18



19

INTRODUCING FLASHVOTE

Statistically valid
community input in 48 hours

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20

The Scientific Way to Survey and Engage

- FlashVote gets large samples of representative residents to answer professionally designed questions – quickly, frequently and automatically
- You use the fast and reliable results to deliver more valued services, to save money, and to make residents happier

21

HOW IT WORKS FOR GOVERNMENTS

22

Our Process

1. We (Help) Sign Up Residents
2. You Pick A Topic(s)
3. We Draft and Launch
4. We Report Results

23

HOW IT WORKS FOR GOVERNMENTS (1/4)

- We Help Sign Up Residents
 - We invite them by mail, email and other methods

24

Your Residents Want To Help

- Do they have one hour a week to help make their local government better? No way!
- But what about...

Do you have one minute a month to help make your local government better?

YES NO

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We Can Invite Residents For You

- We can send SMS, email or mail and provide content for other offline or online promotion

You're invited!

Placer County invites you to join its new FlashVote community, it's free, fast and fun!

It takes less than 1 minute to sign up. Civic participation has never been easier and get a look your help.

Why join? Imagine you could give us your input on issues in seconds, from any device, anytime.

Then results from the community are shared within days. And FlashVote protects your data and privacy as an independent intermediary between you and Placer County.

Accept invitation

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People Sign Up With Demographics

Sign Up Now!

Free, fast and fun

Sign up once to be heard many times on many issues.

You help make your government better. You even earn points that are redeemable for rewards in some communities.

Civic participation has never been easier or more satisfying.

Full privacy. No spam. We will not share your personal information with anyone.

Sign up with your Facebook account

Sign up with your Google+ account

Sign up with your Twitter account

Or sign up with your email:

Email

First name Last name

Password

Confirm password

Female Male why?

Birth Year (YYYY) why?

By clicking "Sign up" you agree with our TERMS AND CONDITIONS

SIGN UP

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People Provide Physical Addresses

Please review your 1 address below.

456 Plumas St. Reno, NV 89509, US

Address recognized or mapped incorrectly?

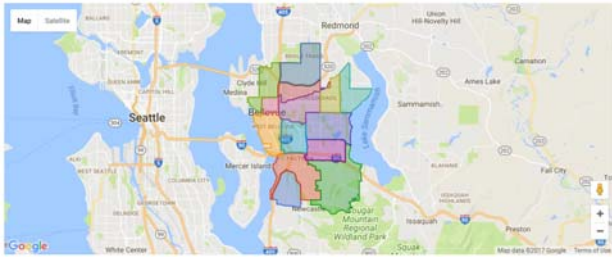
Full privacy. No spam. We will not share your personal information with anyone.

EDIT CONFIRM

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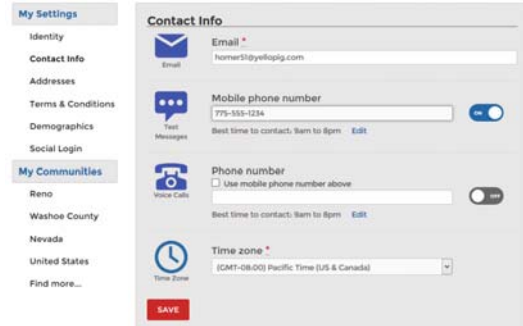
People Are Linked to Subregions



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People Can Choose Email/Text/Phone



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HOW IT WORKS FOR GOVERNMENTS (2/4)

- We (Help) Sign Up Residents
 - We invite them by mail, email and other methods
- You Pick Topic(s)
 - We provide a professionally crafted survey with 1 to 5 questions targeted to citizen knowledge

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HOW IT WORKS FOR GOVERNMENTS (3/4)

- We (Help) Sign Up Residents
 - We invite them by mail, email and other methods
- You Pick Topic(s)
 - We provide a professionally crafted survey with 1 to 5 questions targeted to citizen knowledge
- We Draft and Launch
 - We reach users with email, texts and voice calls

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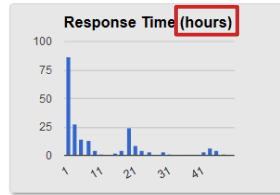
HOW IT WORKS FOR GOVERNMENTS (4/4)

- We (Help) Sign Up Residents
 - We reach them by mail, email and other methods
- You Pick Topic(s)
 - We provide a professionally crafted survey with 1 to 5 questions targeted to citizen knowledge
- We Draft and Launch
 - We reach users with email, texts and voice calls
- We Report Results
 - We email results and post an interactive report page at the conclusion of each 48 hour survey

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Fast Surveys Plus Immediate Results

- Standard 48 hours from launch to full report



Started:
Jun 15, 2016 2:04pm

Ended:
Jun 17, 2016 2:05pm

Advisory Groups:
South Lake Tahoe - All

34

Results Are Super Easy To Use

View results by
Locals only

1391 Responses
100% of 1391 initially invited (72%)
Margin of error: ± 3%

Applied Filter:
Locals only
Responses for filter:
1197

Average rating: 3.1 (Touch chart bars for details)

Rating	Percentage
Terrible (1)	4.2%
Bad (2)	19.2%
OK (3)	34.4%
Good (4)	29.7%
Excellent (5)	5.3%
Not Sure	11.4%

Q1 Please rate the job the Placer County government does of informing you about the decisions they are making and the things they are doing.
(1197 responses by Locals)

35

Results Have Filters For Easy Analysis

View results by

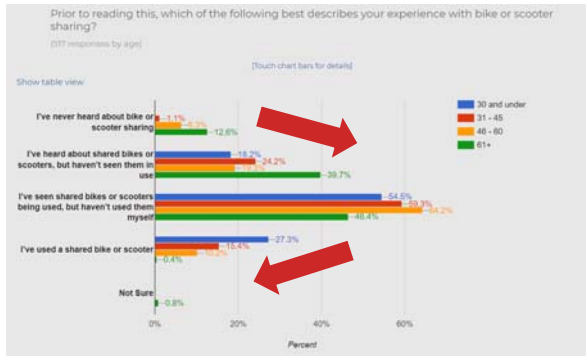
- Locals only
- All results
- Locals only**
- Owner/Non-Owner
- Residency
- Age
- Gender

Responses
627 of 950 initially invited (66%)
Margin of error: ± 4%

Applied Filter:
Locals only
Responses for filter:
530

36

Filters Can Show Trends

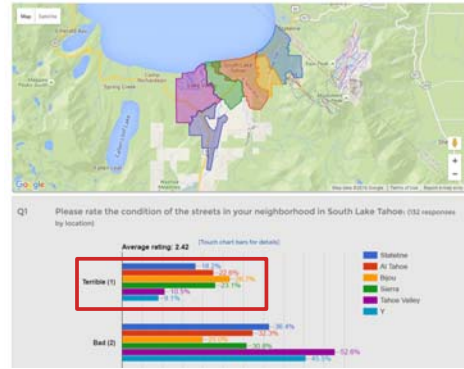


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Filters Can Include Location Data



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Open Responses Also Have Analytics



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Questions and next steps?

Cassidy@flashvote.com
905-244-3604

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Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 5, 2023
Subject: Resident Surveys & Engagement

Recommendation:

That the Council of the Municipality of Huron East support staff's recommendation to consider FlashVote License services to support the gathering of statistically valid community input for a 3-year engagement as part of the 2024 budget.

Background:

Staff had the opportunity at a recent professional workshop to view a presentation by a FlashVote representative regarding their service of gathering community input.

Typical community input within the municipal sector will involve public meeting, surveys, and engagement platforms. It also can be in the form of petitions, delegations, formal written complaints or requests to Council. While listening to the community's concerns is important, it is critical to recognize that it can pose the risk that it is not representative of the community as a whole. A non-scientific survey can result in a dominance of self-interested and self-selected "loud" voices and less from the normal distribution and representative spectrum of residents. Decisions by Council can be driven by negative opinions without considering positive or neutral opinions on any particular matter. At times decisions to negative feedback can result in decisions that subsequently lead to greater negative response.

Using FlashVote's services allows the municipality to establish a scientific approach to community surveys that provides a better representation of the general public's or residents-as-whole's opinion on specific matters.

Staff are considering a number of community surveys over the next several months including but not limited to:

- Budget survey (Reoccurring);
- Asset Management Survey;
- Municipal Service Satisfaction Survey (Reoccurring);
- Recreational Service Needs Survey;

- Council Composition Survey;
- Strategic Planning Survey

There may also be the need for other topic specific surveys within a given year.

Others Consulted: Department Heads & Executive Assistant/Communications Coordinator.

Financial Impacts:

FlashVote charges an annual fee of \$10,000/year to support and develop up to 6 formal scientifically significant surveys per year. This equates to less than \$1700 per survey. There is a one-time implementation set up fee of \$4000. This one-time implementation set up fee is waived if the municipality commits to a 3-year engagement of the service.

Signatures:

Brad McRoberts (Original signed)

Brad McRoberts, MPA, P. Eng., CAO

Aaly Broda (Original Signed)

Aaly Broda, Exec. Assist.
/Communications Coordinator

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 5, 2023
Subject: Workforce Strategy Policies

Recommendation:

That the Council of the Municipality of Huron East approve the following workforce strategy policies:

- Compensation Policy
- Vacation Policy;
- Flexible Work Policy (8 month trial)
- Employee Volunteer Policy; and
- Employee Recognition Policy.

Background:

At the October 17, 2023 Council meeting the following motion was carried:

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

As part our Pay Equity Review process, Council also asked for staff to develop a Compensation Policy.

Provided as attachments to this reports are proposed policies for:

23-12-05 Workforce Strategy Policies

- [Compensation Policy](#) – revised to reflect Council's direction
- [Vacation Policy](#) – revised to increase current vacation allotment by 1 week;
- [Flexible Work Policy](#) – proposed policy to be implemented for an 8-month trial period effective January 1, 2024;
- [Employee Volunteer Policy](#) – policy to permit staff to support local volunteer groups; and
- [Employee Recognition Policy](#) – policy to initiate a monthly employee recognition program.

Others Consulted:

Council, Department Heads, Huron County municipalities, and HR consultants.

Financial Impacts:

None of the above policies have a financial impact other than the Employee Recognition program. Depending on the success of the program the cost would be in the \$600-\$1200 range.

Signatures:

Brad McRoberts (Original signed)

Stacy Grenier (Original Signed)

Brad McRoberts, MPA, P. Eng., CAO

Stacy Grenier, Director of Finance



Policy Name: Compensation Policy	
Policy No.	
Approved by:	Date:
Last Review by:	Date:

Statement:

The Municipality of Huron East will strive to ensure that its compensation is equitable and competitive to encourage employee retention and recruitment.

Purpose:

To ensure equitable and competitive compensation for all employees.

Policy:

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 a limit of 4.0%;

Full time Employees will advance through their job classification Pay Band Steps to a maximum of Job Rate, based upon satisfactory annual performance evaluations. Part-time employees will remain in the same Pay Band Step until completion of the equivalent full-time hours for a year's service and will be eligible to advance a Step in the Pay Band to a maximum of Job Rate, conditional on a satisfactory performance evaluation and recommendation by their Supervisor.

Responsibility:

The Personnel Committee will make recommendations to Council on the annual cost of living increase.

The CAO will ensure that annual job descriptions reviews are completed by Department Heads and/or Supervisors.

The CAO will ensure that job evaluations are undertaken upon modification of existing job descriptions or creation of new job descriptions by an independent third party professional.

Supervisors will be required to complete annual job description reviews and annual performance evaluations on an annual basis on or before the employee work anniversary date.

Background:

Work anniversary will be defined as either the date of starting employment with Huron East or the start of a new position whichever is more recent.

Related Policies:

Annual Performance Evaluation Policy



Policy Name: Vacation Policy	
Policy No.:	
Approved by:	Date:
Last Review by:	Date:

Statement:

The Municipality of Huron East provides an enhanced vacation policy that meets or exceeds the minimum of the Employment Standards Act (ESA) in an effort to encourage employee retention and recruitment.

Huron East encourages employees to use their allocated vacation in order to ensure a work-life balance, mental health, and quality of life.

Purpose:

The Vacation Policy is established to define vacation allotment, use and approval of use processes.

Policy:

The Municipality of Huron East provides paid vacation time to full-time continuous employees in accordance to the following schedule, based on the employees' years of continuous service. The vacation year is a calendar year which means vacation is accrued and administered from January 1st to December 31st.

Years of Completed Service	Vacation Entitlement
0 to 4 years of service	15 days
5 to 9 years of service	20 days
10 to 14 years of service	25 days
15 or more years of service	30 days

Note: New employees vacation allotment will be prorated during the first year of employment

For purposes of recruitment, previous other employment in a related field may be used to determine vacation allotment upon hiring.

Vacation times are scheduled to maintain the effective delivery of service and departmental operations. All vacation schedules are to be approved by the Supervisor of each employee. Every effort will be taken by the employee to use vacation time during the year of entitlement. Employees with outstanding vacation time at the end of the entitlement year may carry over a maximum of ten (10) vacation days into the following year. The employee must demonstrate at the time of the request, as to when the carried over vacation time will be used, and it must be used on or before October 31 of the year following the entitlement. If carried over vacation from the previous year's allotment is not used by October 31 of the following year, the Supervisor is permitted to schedule vacation time for that employee regardless of the employee's willingness or preference.

All part-time employees with up to five (5) years of continuous service will receive 4% vacation pay in December calculated on their earnings, and 6% vacation pay for remaining part-time employees with over five (5) years of continuous service.

Responsibility:

Employees are required to submit their vacation requests to their Supervisor on the Vacation Request & Authorization Form for approval. Vacation allotment will be subject to the Supervisor's approval.

Vacation requests are subject to approval of the Department Head or Supervisor and may be denied on the basis of departmental staffing level and department coverage.

Employees may be required to rotate their preferred vacation periods with other staff to ensure vacation periods are not dominated by any single employee (i.e. time off surrounding statutory holidays).

Related Policies



Policy Name: Flexible Work Policy	
Policy No.:	
Approved by:	Date:
Last Review by:	Date:

Statement:

The Flexible Work Policy provides principles, guidelines and conditions surrounding an employee's ability to participate in a flexible work format with the Municipality of Huron East.

The Municipality of Huron East acknowledges that a flexible work schedule program will not be applicable or eligible for all employees due to the nature of their respective job description.

Purpose:

The intent of the policy is:

- To provide options for employees to arrange flexible work schedules; and
- Improve employee recruitment and retention through greater flexibility to achieve improved work-life balance.

Policy:

Each employee has the ability to arrange a flexible work schedule on a department by department basis subject to the following:

1. Total hours per week as defined by the job description remains unchanged. The employee will need to fulfill the number of hours defined in their job description on a weekly basis.
2. Hours of service and staffing levels to ensure coverage, as defined by each department, must be accommodated and maintained.
3. Flexible work schedule accommodation must have no financial impact to the municipality.

4. Working through the scheduled lunch break or part thereof is prohibited as a means to accommodate a flexible work schedule.
5. Department Heads are responsible for ensuring that service hours and necessary staffing are maintained at all times.
6. Flexible work schedule arrangements may be suspended to accommodate staff shortages, vacations, authorized leaves or any other scheduling issues.
7. Work tasks and work task timing must not be affected.
8. Work from home arrangements must be able to be accommodated with the duties as outlined in the job description, have the necessary technological tools, and the employee must be able to fulfill the roles and duties of their job description while working from home.
9. All employee flexible work schedules must be approved by the Department Head and the CAO.
10. Each employee on a flexible work schedule will be required to sign a Flexible Work Schedule Acknowledgement & Agreement Form.

Flexible work schedule programs are not specifically defined but can include the following:

- a) 4-day work week;
- b) 9-day work period over two weeks;
- c) Work from home a maximum of 1-day per week, where eligible;
- d) Extended shifts to accommodate a shortened work week;

Department Heads and Supervisors will be responsible for monitoring and auditing compliance with the policy and flexible work schedule agreements. Failure to comply with the terms and conditions of the policy or flexible work schedule agreements will result in disciplinary action up to and including suspension or termination of the right to flexible work arrangements or progressive disciplinary action up to and including termination of employment.

Responsibility:

It will be the responsibility of each Department Head, Supervisor and CAO to approve, reject, or adjust any employee's flexible work schedule as deemed necessary.

It will be the responsibility of the employee to comply with this Policy and their individual Flexible Work Schedule Agreement.

Related Policies:

Progressive Disciplinary Policy

Vacation Policy

Use of Technology Policy

Performance Evaluation Policy



Policy Name: Employee Volunteer	
Policy No.	
Approved by:	Date:
Last Review by:	Date:

Statement:

The Municipality of Huron East is fortunate to have a strong community volunteer network that supports and delivers valuable services to the residents throughout Huron East.

The Municipality of Huron East wants to support its employee's participation and support to these organizations.

Purpose:

The policy is to provide full time employees with paid time off to volunteer with community not-for-profit groups, community groups and service clubs that support and serve the communities within Huron East and to provide guidelines on how this policy is to be applied.

Policy:

Full-time employees are eligible to volunteer with not for profit groups, community groups and service clubs one (1) day per year and to have that day considered a paid day subject to the following conditions:

1. The not-for-profit groups, community groups and service clubs must be a recognized group within Huron East and that serves residents of Huron East;
2. The paid volunteer day must be affiliated with an event;
3. A representative of the not-for-profit groups, community groups and service clubs must sign a Volunteer Acknowledgement Form verifying that the employee performed a minimum of one (1) day of volunteer support;
4. The volunteer work must occur during the employees regular scheduled work hours (e.g. for office staff Monday to Friday);

5. The volunteer hours are not eligible for overtime compensation;
6. The employee must submit their request to their Supervisor for approval and approval is subject to all conditions similar to other time off requests (i.e. staffing, coverage, work load, etc.).

Employees who abuse this privilege will be subject to disciplinary action including up to termination of employment.

Responsibility:

The employee is responsible for submitting request to their Supervisor, adhering to this Policy and submitting the Volunteer Acknowledgement Form to their Supervisor.

The Supervisor is responsible for approving all requests, tracking employee participation, ensuring adequate staff coverage for the department and obtaining the Volunteer Acknowledgement Form from the employee.

The CAO and Department Heads will review the Policy on an annual basis.

Related Policies:



Policy Name: Employee Recognition	
Policy No.	
Approved by:	Date:
Last Review by:	Date:

Statement:

Frequently employees of Huron East go above and beyond the requirements of their respective job descriptions. Recognizing these efforts is important as an organization.

Purpose:

The intent is to recognize those employees that go above and beyond their duties as defined in their respective job descriptions.

Policy:

The Municipality will recognize outstanding employee(s) on a monthly basis. The recognition process will be staff driven and submissions for consideration can be submitted to the Department Head or CAO by any staff member or members of Council.

The CAO will present all submissions at the Department Head meetings for consideration and approval by the Department Heads.

Approved recognitions will be announced at the end of each month. Each employee will receive a gift of \$50 in value to be determined by the CAO and Department Heads.

Responsibility:

Staff and Council will be responsible for submitting nomination for recognition.

CAO will be responsible for bringing nominations to the Department Heads for consideration.

Department Heads will be responsible for approving nominations and arranging the gift if the employee is within their department.

**The Corporation
of the
Municipality of Huron East
By-law No. 084 for 2022**

Being a By-law to Delegate Authority to the Chief
Administrative Officer and Treasurer for Executing
Purchase and Sales Agreements for the Municipality of
Huron East

Whereas Section 23.1 of the Municipal Act, S.O. 2001, C 25 states that Council is authorized to delegation certain powers and duties;

And Whereas Section 5 of the Municipal Act, provides that a municipality's power shall be exercised by by-law;

And Whereas Council deems it expedient to delegate authority to the Chief Administrative Officer and Treasurer to execute purchase and sale agreements for disposition of land in the Municipality of Huron East;

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

1. That the Chief Administrative Officer and Treasurer are hereby delegated authority to execute the purchase and sales agreements for disposition of land in the Municipality of Huron East.
2. That this by-law shall come into force and take effect on the date of final passing thereof.

Read a first and second time this 5th day of December 2023.

Read a third and final time this 5th day of December 2023

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

**The Corporation
of the
Municipality of Huron East
By-law No. 085 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 5th day of December, 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 5th day of December 2023.

Read a third time and finally passed this 5th day of December 2023.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk