



## **Municipality of Huron East**

### **\*Amended Council Agenda**

**Tuesday, December 19, 2023 at 6:00 P.M.**

### **Council Chambers**

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

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

**2. Land Acknowledgement**

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

**3. Confirmation of the Agenda**

**4. Disclosure of Pecuniary Interest**

**5. Minutes of Previous Meeting**

**5.1 [Regular Meeting – December 5, 2023](#)**

Page 5

**6. Consent Agenda**

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

**Consent Agenda Items**

**6.1 [Economic Development Committee](#) re: Minutes from November 14, 2023**

**6.2 [Council Expenses for November 2023](#)**

**6.3 [Accounts Payable](#)**

**6.4 [Municipality of South Huron](#) re: Notice of Passing of a Zoning By-law Amendment 73-2023 – South Huron Housing Update**

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

**7.1 Presentation:** Mayor MacLellan re: Huron East Employee Service Awards

**7.2 \*Delegation:** Hayley Bettles re: Vanastra Early Childhood Learning Centre Invoicing Concerns

Page 161

**7.3 Delegation:** District Chief Max McLellan, Brussels Station re: Parking at Brussels Fire Station Expansion and Training/Practice Pay Rates

Page 49

**7.4 Engineers Report** re: Clark and McTaggart Municipal Drains (Distributed Separately)

**Recommendation:**

That the Council of the Municipality of Huron East accept the engineers' report on the Clark and McTaggart Municipal Drains 2023 and designate it as By-law 087-2023;

And that the Court of Revision be set for January 23, 2024 at 5:30 p.m. and that Alvin McLellan, Dianne Diehl and Brenda Dalton be appointed as members with Alvin McLellan acting as Chair.

**7.5 Committee of Adjustment Public Hearing** re: Minor Variance Application MV09-2023

Page 52

**8. Planning****9. Municipal Drains**

**9.1 CLK-23-23**, McKenzie Municipal Drain - Section 40 Report

Page 58

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

**10.1 PW-23-13**, Speed Limiting Measures on Front Road, Hensall Road & Krauter Line

Page 60

**10.2 CLK-23-24**, Annual and Multi-Year Accessibility Plans

Page 66

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- 10.3 [CLK-23-25](#), Delegation of Authority for Purchase and Sale Agreements for Land in Huron East  
Page 109
- 10.4 [FIN-23-14](#), Request for Proposal – Municipal Insurance Tender  
Page 117
- 10.5 [EDO-23-05](#), Huron East Community Improvement Plan  
Page 120
11. **Correspondence**
12. **Unfinished Business**
13. **Council Reports**
- 13.1 Council Member Reports
- 13.1.1 County Council Report
- 13.1.2 Other Boards/Committees or Meetings/Seminars
- 13.2 Requests by Members
- 13.3 Notice of Motions
- 13.4 Announcements
14. **Other Business**
15. **By-laws**
- 15.1 [By-law 084-2023](#), A By-law to Delegate Authority to the CAO and Treasurer for Purchase and Sale Agreements of Land in Huron East  
Page 150
- 15.2 [By-law 086-2023](#), A By-law to Regulate Speed Limits on Certain Highways in the Municipality of Huron East and to Repeal By-laws 71-2004, 41-2005, 75-2006 and 68-2012  
Page 151
- 15.3 [By-law 087-2023](#), A By-law for the Clark and McTaggart Municipal Drains (1<sup>st</sup> and 2<sup>nd</sup> Reading)  
Page 153
- 15.4 [By-law 088-2023](#), A By-law to Authorize Amendment No. 14 to By-law 26-2010 – CH2M HILL OMI – Operation and Maintenance Agreement

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for the Water and Wastewater Facilities

Page 154

**16. Closed Session and Reporting Out**

**17. Confirmatory By-law**

**17.1 [By-law 089-2023](#)**, A By-law to Confirm the Proceedings of Council

Page 160

**18. Adjournment**



**Municipality of Huron East Council Meeting Minutes**  
**Council Chambers**  
**72 Main Street South, Seaforth, ON**  
**Tuesday, December 5, 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; Director of Public Works Barry Mills and Clerk Jessica Rudy

**1. Closed Session**

Moved by Councillor Morrison and Seconded by Councillor Chartrand:

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

- 1.1 239(2)(b) – personal matters about identifiable individuals in relation to employee matters
- 1.2 Adoption of November 21, 2023 Closed Session of Council Meeting Minutes

And That County of Huron Director of Human Resources Lara Vanstone (Item 1.1), CAO Brad McRoberts and Clerk Jessica Rudy remain in closed session.

Carried

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

Mayor MacLellan called the meeting to order at 6:06 p.m.

Mayor MacLellan remarked on the success and positive feedback from the Seaforth Santa Claus Parade and requested that consideration be given to using the alternate route as the main route for future parades.

**3. Land Acknowledgement**

Mayor MacLellan provided the land acknowledgement.

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

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East reconvene into Open Session at 6:10 p.m.

Carried

Mayor MacLellan reported that Council went into closed session to discuss personal matters about identifiable individuals relating to employee matters.

## **5. Confirmation of the Agenda**

Moved by Councillor Steffler and Seconded by Councillor Chartrand:

That the Agenda for the Regular Meeting of Council dated December 5, 2023 be adopted as circulated.

Carried

## **6. Disclosure of Pecuniary Interest**

None disclosed.

## **7. Minutes of Previous Meeting**

Moved by Deputy Mayor McLellan and Seconded by Councillor Diehl:

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

### **7.1 Regular Meeting – November 21, 2023**

Carried

## **8. Consent Agenda**

Deputy Mayor McLellan requested that Council support Item 8.5, Township of Coleman regarding Support for the Ontario Conservation Officer's Association (OCA) for Conservation Officer Resolution.

Mayor MacLellan requested follow up and further information in regard to Item 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.

Councillor Fisher requested further information on the grant from the County of Huron in relation to Item 8.4, Huron Clean Water Project Review Committee re: HCWP Helps Support Phragmites Management; in response Mayor MacLellan noted that the question would be brought forward at the next County Council meeting.

Moved by Deputy Mayor McLellan and Seconded by Councillor Newell:

That the Municipality of Huron East supports the motion from the Township of Coleman

regarding Support for the Ontario Conservation Officer's Association (OCA) for Conservation Officer Resolution.

Carried

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That Consent Agenda items 8.1 to 8.4 and 8.6 to 8.7 be received for information and approved.

- Water and Sewer Committee re: Minutes from September 6, 2023
- Water and Sewer Committee re: Minutes from November 14, 2023
- 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
- Huron Clean Water Project Review Committee re: HCWP Helps Support Phragmites Management
- Economic Development Committee re: Minutes from September 12, 2023
- CAO-23-34, July to September 2023 Building Maintenance

Carried

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

### **9.1 Delegation: Cassidy Svetek, FlashVote re: FlashVote Presentation**

Cassidy Svetek, FlashVote appeared before Council to present the FlashVote system, why governments need the representative input, how public input can be limited to select few, how FlashVote can work for government and the various filters for trends and analytics that can be utilized.

In response to Council, C. Svetek explained only five survey questions are needed and written in a way to gather as much data as possible; how the program is volunteered based and preference on contact method is gathered upon sign up i.e. call, text, online; and how an individuals information is only used to register for FlashVote and not to associate their information to their responses. It was noted that the public trust to use the program is gained by the municipality promoting the program to its residents.

C. Svetek confirmed that FlashVote has been recently purchased by Saugeen Shores and Kincardine.

## **10. Planning**

## **11. Municipal Drains**

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

### **12.1 CAO-23-35, Resident Surveys & Engagement**

Council discussed the program and noted that there are other communication and survey tools available to the municipality such as the website, H.E.A.R engagement platform and social media and requested further information on the amount of registrants in enrolled with the H.E.A.R engagement platform.

Council noted that program would need the trust of the residents to complete the sign-up process and noted that the current tools available could be better utilized to gather public input, especially for the perceived amount of surveys the municipality would undertake.

Mayor MacLellan requested that information and feedback be gathered from the municipalities currently using the system, to see if they have been satisfied and seeing a change in the public input they receive.

CAO Brad McRoberts confirmed that the recommendation is not seeking approval of the program but rather asking that Council consider it during the 2024 budget discussions and process.

Moved by Councillor Steffler and Seconded by Councillor McGrath:

That the Council of the Municipality of Huron East agree 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.

Defeated

### **12.2 CAO-23-36, Workforce Strategy Policies**

B. McRoberts provided an overview of the report, noting that the policies were previously discussed for implementation in 2024.

In response to Council, B. McRoberts provided the details of the employee recognition policy, noting the importance and timeliness of monthly recognition opposed to a semi-annual or annual basis at year end.

B. McRoberts confirmed that the vacation policy aligns with current trends and reminded Council that the policies are being enacted in a proactive measure for staff recruitment and retention.

Moved by Councillor Chartrand and Seconded by Councillor Steffler:

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

Carried

### **13. Correspondence**

### **14. Unfinished Business**

### **15. Council Reports**

#### **15.1 Council Member Reports**

##### **15.1.1 County Council Report**

Deputy Mayor McLellan noted that County Council has not met since the last update.

Councillor Steffler noted that the location of the Heart to Home Homeless Shelter is not available online and requested that issue be brought to County Council.

##### **15.1.2 Other Boards/Committees or Meetings/Seminars**

Deputy Mayor McLellan reported that the last Bluewater Recycling Association meeting discussed the Christmas tree chipping program and reported a lack of recycle bins for new apartment builds after April 1, 2024 due the producers taking on responsibility for recycling, it was noted that the Association is continuing discussions and working on solutions.

#### **15.2 Requests by Members**

In response to Councillor Chartrand, B. McRoberts noted that confirmation has not yet been received in regards to the ROMA delegation request.

In response to Deputy Mayor McLellan, Director of Public Works Barry Mills reported that the bagged leaf collection saw an approximate 80% success rate and the over all program ran smoothly.

Councillor Diehl reported that Cranbrook Hall was successful in a recent grant application, providing \$17,000 in upgrades to the hall.

#### **15.3 Notice of Motion**

#### **15.4 Announcements**

Deputy Mayor McLellan announced that the Ethel Christmas Parade will be held on December 15, 2023 at 6:30 p.m.

**16. Other Business****16.1 Motion from Water and Sewer Committee re: Jacobs Contract Renewal**

Moved by Councillor McGrath and Seconded by Councillor Wilbee:

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.

Carried

**17. By-laws**

Council discussed the details of the delegation and requested that the bylaw be revised to ensure that any purchase and sale agreements have Council approval prior to execution from the CAO and Treasurer.

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That the Municipality of Huron East defer By-law 084-2023, A By-law to Delegate Authority to the CAO and Treasurer for Purchase and Sale of Land Agreements.

Carried

**18. Confirmatory By-Law**

Moved by Councillor Diehl and Seconded by Councillor Dalton:

That Be It Hereby Resolved that By-law 085-2023, a By-law to Confirm the Proceedings of Council, be given first, second, third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

**19. Adjournment**

Moved by Councillor Diehl and Seconded by Councillor Fisher:

The time now being 7:47 p.m. That the regular meeting adjourn until December 19, 2023 at 6:00 p.m.

Carried

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Bernie MacLellan, Mayor

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Jessica Rudy, Clerk

**Municipality of Huron East  
Economic Development Committee Meeting Minutes  
72 Main Street South, Seaforth, ON  
Tuesday, November 14, 2023**

**Members Present:**

Councillor Diehl, Councillor Morrison, Maureen Agar 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 9:04 a.m.

Moved by Councillor Morrison and Seconded by Maureen Agar

That the agenda for the meeting dated November 14, 2023 be adopted as circulated.

Carried

**2. Disclosure of Pecuniary Interest**

None reported.

**3. Minutes of Previous Meeting**

Received for information.

**4. Correspondence**

None.

**5. Economic Development Officer's Report**

**5.1 Huron East Economic Development Strategic Plan Implementation**

T. Cronin provided an overview of tasks in-progress or completed. T.Cronin and County of Huron Planner, Shae Stoll, are currently working on drafting a Huron East Community Improvement Plan (CIP). The Plan will include a number of different grants that may be implemented in a given year at Council's discretion. A question was raised as to whether it was worth including a Tax Increment Equivalent Grant. This type of grant is determined by the municipal property tax increase as a result of a property's increased assessment value, are tedious to administer and result in only a small amount of grant funding to the property owner. Listing a program in the CIP does not mean that the municipality have to implement it. Staff will include it in our CIP to keep our options open.

A suggestion was made to develop a five-year plan that outlines what grants would be available to businesses and when so that business owners and commercial/industrial property owners can plan ahead. This is something that T.Cronin can prepare each year when developing the budget for the subsequent year. Maureen Agar mentioned that in her experience, you must provide three quotes for work to submit with a grant application; however, she raised the concern that it is very difficult to find three contractors to quote on work. T.Cronin will make note of this concern for consideration when developing the grant program guidelines.

## **5.2 Main Street South Seaforth Closure**

T. Cronin provided the latest update on the Main Street South road closure. Committee members agreed that this is a very unfortunate incident; however the municipality and business community need to continue to stay positive and promote what is available in downtown Seaforth and how easy it is to access the impacted businesses. The community does not want consumers to walk away from the downtown with a negative perception.

## **5.3 Tours and Trails Guide and Accompanying Itineraries Update**

T. Cronin stated that we continue to receive requests for the Guide and Itineraries and that feedback has been positive. The municipality only had a small number of people enter the contest; however it rained almost every day that the contest was open and the weather was not ideal for exploring trails. Staff will look at running the contest or a similar one in the spring.

## **5.4 Huron East Promotional Videos and Still Images Update**

Committee members felt that the businesses, activities and places participating in the video shoots well represents what Huron East has to offer.

## **5.5 G2G Trail Signage**

If there are tourism initiatives funds left after staff designs and prints the two G2G Trail Kiosk Signs, the Committee may be able to design a new billboard for the McNaught trailhead; however, staff would have to wait and use 2024 funding for print.

## **5.6 2024 Economic Development Budget**

The Committee had a lengthy discussion about the projects presented by T.Cronin. T.Cronin asked the Committee for their thoughts on municipal branding and whether they see the need to look at this prior to developing wayfinding signage. The Committee agreed that it is likely time to look at a re-branding exercise as it has been over twenty years since the Municipal logo was created. Concerns were raised about the cost of re-branding; however, wayfinding signage is a big investment and the municipality does not want the signs to become outdated soon after their installation. T. Cronin has requested a quote from a local graphic designer to get an estimate of cost and will see

whether a re-branding exercise is feasible.

Committee members agreed that a Community Guide is a great way to provide community information to new residents, current residents, business owners and visitors. It was recognized that developing a Guide is a labour intensive endeavor and for it to be worthwhile, the Guide should likely be mailed to all residents. It was noted that distribution costs were not included in the cost projection. Kerri-Ann O'Rourke stated that some municipalities are no longer producing a guide due to accessibility requirements. T. Cronin stated that as long as we provide an alternate version (e.g. text only), we should be able to meet accessibility requirements. T. Cronin will discuss this initiative at the next staff department head meeting to gauge interest as it is a project that would require input from all departments.

An action item in the Economic Development Strategic Plan is to “determine the feasibility and best approach to a ‘shop local’ campaign that addresses both the urban areas and rural areas in Huron East”. T.Cronin has been researching gift card programs as a way to promote local shopping. T.Cronin presented information about gift card programs offered by two different vendors. Each program has pros and cons. AnyCard is web-based platform and while the initial cost of the program is free, merchants must manually redeem the cards through a website and wait up to a week for compensation. AnyCard takes a percentage off of each card purchased. The Municipality of Central Huron started using this program in 2022. The Downtown Gift Card program, uses the Visa platform and comes with a program where staff can view how much is being spent at participating businesses, including the overspend on each transaction (the dollar amount spent in addition to the gift card balance). The Downtown Gift Card program is user-friendly; however, it is expensive (over \$9,000 initial fee plus \$600 a month on a two or three year contract) and merchants must accept Visa to participate. The Town of Minto has recently started using this program. The Committee was unsure there would be enough buy-in from businesses to make this worthwhile. The Committee would like to re-visit this idea next year once there is a better understanding of the success of the programs in Central Huron and Minto.

Committee members are still in favour of running a promotion in 2024 that focuses on our manufacturing industry. T. Cronin stated that this may be a good Supporting Local Economic Development (SLED) project next year if the SLED fund is available.

Kerri-Ann O'Rourke would like to look at the Huron East By-laws that are relevant to businesses next year to see if any need to have changes made to make them more 'business friendly'. T. Cronin stated that the Clerk is currently reviewing our By-laws to bring them up-to-date. T.Cronin will check the status of any relevant By-laws and report back to the Committee at our next meeting.

## **5.7 Fall/Winter Edition of the Business Connection E-Newsletter**

T. Cronin presented the items that will be described in the fall/winter edition of the

Business Connection e-newsletter. Committee members will contact T.Cronin if they have any other additions to the upcoming e-newsletter.

**6. New Business**

None.

**7. Adjournment**

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

The time now being 11:00 a.m. That the regular meeting do adjourn until February 13, 2024 at 9:00a.m.

Carried

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Dianne Diehl, Chair

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Taralyn Cronin, Secretary

Date	Meetings	Raymond Chartrand	Brenda Dalton	Dianne Diehl	Bob Fisher	Bernie MacLellan	Larry McGrath	Alvin McLellan	Justin Morrison	Jeff Newell	John Steffler	Gloria Wilbee	Total
Nov. 1	Personnel	88.34		88.34 49.64	88.34	88.34			88.34 35.09				<b>526.43</b>
Nov. 7	Council Meeting	183.11	183.11 21.08	183.11 49.64	183.11	183.11	183.11	183.11 47.60	183.11 35.09	183.11 34.00	183.11	183.11 24.48	<b>2,226.10</b>
Nov. 13	Heritage											88.34 24.48	<b>112.82</b>
Nov. 14	Water and Sewer	88.34				88.34	88.34		88.34		88.34		<b>441.70</b>
Nov. 14	Economic Development			88.34					88.34 35.09				<b>211.77</b>
Nov. 21	Council Meeting	183.11	183.11 21.08	183.11 49.64	183.11	183.11	183.11	183.11 47.60	183.11 35.09	183.11 34.00	183.11	183.11 24.48	<b>2,226.10</b>
Nov. 27	Office Meeting					117.79							<b>117.79</b>
	Council 1/2 Year Remuneration	3,291.00	3,291.00	3,291.00	3,291.00	6,010.00	3,291.00	4,439.00	3,291.00	3,291.00	3,291.00	3,291.00	<b>40,068.00</b>
<b>Total</b>		<b>3,833.90</b>	<b>3,699.38</b>	<b>3,982.82</b>	<b>3,745.56</b>	<b>6,670.69</b>	<b>3,745.56</b>	<b>4,900.42</b>	<b>4,062.60</b>	<b>3,725.22</b>	<b>3,745.56</b>	<b>3,819.00</b>	<b>45,930.71</b>





**Accounts Payable Report**  
**Municipality of Huron East**  
**As of December 12th, 2023**

<b>Cheque Number</b>	<b>Date</b>	<b>Vendor Check Name</b>	<b>Invoice Description</b>	<b>Amount Paid</b>
16500	11/22/2023	AVRON	veccl- misc toys and supplies	\$ 4,260.79
16501	11/22/2023	Compass Minerals Canada	PW SALT	\$ 8,159.46
16502	11/22/2023	Equitable Life of Canada	EQUITABLE LIFE DEC1-31	\$ 21,782.85
16503	11/22/2023	Pauleen Kerkhof	BMGCC UTENSILS	\$ 342.60
16504	11/22/2023	Lake Affect Media	ECDEV- RADIO ADVERTISING	\$ 904.00
16505	11/22/2023	Lakeside Radio Broadcasting	ecdev advertising	\$ 276.84
16506	11/22/2023	Poppe Electric Ltd	PW- WINTHROP WELL REPAIR	\$ 185.99
16507	11/22/2023	Quinn Dressel Associates	SDCC- ROOF LOAD ASSESSMENT	\$ 4,746.00
16508	11/22/2023	Tech Forward Fire Solutions Ltd	BFD- SUPPLIES	\$ 6,492.76
16545	11/23/2023	Bell Canada	30 WELSH WATER TOWER PHONE	\$ 3.06
16509	12/4/2023	Home Trust	PUC INVESTMENT TOP UP	\$ 5,000.00
16510	12/5/2023	The Lawn Master	LIONS PARK GRASS CUTTING	\$ 366.12
16515	12/6/2023	Don Brown	2023 FIRE PAY	\$ 3,392.65
16434	12/6/2023	Jeffery Holman	2023 FIRE PAY	\$ 4,703.38
16512	12/6/2023	Scott Jervis	2023 FIRE PAY	\$ 3,863.65
16513	12/6/2023	Kalen Martene	2023 FIRE PAY	\$ 5,742.82
16514	12/6/2023	Nick Ten Hag	2023 FIRE PAY	\$ 728.16
16516	12/6/2023	Jason Berard	2023 FIRE PAY	\$ 5,285.49
16517	12/6/2023	Dean Finnigan	2023 fire pay	\$ 4,703.75
16518	12/6/2023	James Wilbee	2023 FIRE PAY	\$ 10,705.00
16519	12/6/2023	Tyler Eckert	2023 FIRE PAY	\$ 3,621.96
16520	12/6/2023	Tom Phillips	2023 FIRE PAY	\$ 6,206.56
16521	12/6/2023	Kristena Hendrick	2023 FIRE PAY	\$ 5,811.78
16522	12/6/2023	Barry Young	2023 FIRE PAY	\$ 6,095.74
16523	12/6/2023	Mark Melady	2023 FIRE PAY	\$ 8,676.39
16524	12/6/2023	Doug Anstett	2023 FIRE PAY	\$ 9,537.11
16525	12/6/2023	Mitchell McKee	2023 FIRE PAY	\$ 4,079.39
16526	12/6/2023	Timothy Pickett	2023 FIRE PAY	\$ 4,823.67
16527	12/6/2023	Greg McGrath	2023 fire pay	\$ 3,615.15
16528	12/6/2023	Adam Haney	2023 FIRE PAY	\$ 5,719.83
16529	12/6/2023	Paul Hulley	2023 FIRE PAY	\$ 6,310.31
16530	12/6/2023	Stephen Eckert	2023 FIRE PAY	\$ 6,046.66
16531	12/6/2023	Joseph Vanden Hengel	2023 FIRE PAY	\$ 5,328.62
16532	12/6/2023	Glenyce Kelly	2023 FIRE PAY	\$ 1,874.55

16533	12/6/2023 Matt Shannon	2023 FIRE PAY	\$	3,846.53
16535	12/12/2023 DOMM Construction Ltd	BRUSS FIRE HALL EXPANSION	\$	184,890.60
16536	12/12/2023 Brussels Agricultural Society	DONATION BRUSSELS TRUST	\$	500.00
16537	12/12/2023 Fab Broadcasting Corp	BIA ADVERTISING	\$	141.25
16538	12/12/2023 Linton Consulting Services Inc	ADMIN- STRATEGIC PLAN CONSULT	\$	4,068.00
16539	12/12/2023 Sydney McCourt	VRC SWIM INSTRUCTION	\$	1,479.00
16540	12/12/2023 MIDWESTERN CO-OP	BMGCC- POOL SUPPLIES	\$	139.50
16540	12/12/2023 MIDWESTERN CO-OP	BMGCC CHLORINE	\$	77.74
16541	12/12/2023 SGS Canada Inc.	MULTIPLE DEPTS WATER TESTING	\$	150.31
16542	12/12/2023 Silver Creek Landscaping	BIA LANDSCAPING	\$	423.75
16543	12/12/2023 Stop Restaurant Supply	BMGCC- KITCHEN SUPPLIES	\$	2,826.20
16544	12/12/2023 Fastenal Canada	GFD- SUPPLIES	\$	72.61
			<b>TOTAL CHEQUES \$</b>	<b>368,008.58</b>

DIRECT DEBIT	11/20/2023 Enbridge Gas Inc	TUCK SHED GAS	\$	158.60
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	MCKILLOP OFFICE PHONE	\$	131.12
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	VRC BALL PARK HYDRO	\$	33.38
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	BCEM HYDRO	\$	57.38
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	W VANASTRA HYDRO	\$	915.20
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	VAN WATER LIGHTS HYDRO	\$	37.97
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	C4TH STP HYDRO	\$	6,182.69
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	GREY GARAGE HYDRO	\$	381.46
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	BRUCEFIELD WTP HYDRO	\$	704.05
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	VRC FOOD BOOTH	\$	33.40
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	VANASTRA STP HYDRO	\$	2,773.46
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	ST LIGHT HYDRO	\$	715.41
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	ST LIGHT HYDRO	\$	21.88
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	ST LIGHT HYDRO	\$	486.11
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	ST LIGHT HYDRO	\$	338.92
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	CRES DR HYDRO	\$	10.30
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	BRIARHILL ST LIGHT HYDRO	\$	27.17
DIRECT DEBIT	11/22/2023 Hydro One Networks Inc	KENT&ADELAIDE ST LIGHT HYDRO	\$	17.45
DIRECT DEBIT	11/23/2023 Enbridge Gas Inc	C4TH LIB GAS	\$	152.26
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	PW PHONE/INTERNET	\$	109.60
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	W/WW INTERNET/PHONE	\$	378.55
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BRUSS POOL INTERNET/PHONE	\$	36.92
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BMG PHONE/INTERNET	\$	144.09
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BRUSS OPP INTERNET	\$	73.45
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	TOWN HALL PHONE LINES	\$	519.82
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	SDCC TELECOMMUNICATIONS	\$	157.01
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BMG SECURITY SERVICES	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	GREY WARD AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	MCKILLOP SHED AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	SDCC AMP	\$	33.90

DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	SFD AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	TH AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	TUCKERSMITH SHED AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	VRC AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BRUSSELS LIBRARY AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	BMG AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	HEHC AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Tuckersmith Comm Co-Op	SEAFORTH LIBRARY AMP	\$	33.90
DIRECT DEBIT	11/23/2023 Waste Management	TUCK SHED WASTE REMOVAL	\$	1,994.79
DIRECT DEBIT	11/23/2023 Waste Management	BMG WASTE REMOVAL	\$	551.38
DIRECT DEBIT	11/23/2023 Municipality of Morris-Turnberry	QUARTERLY TAXES CON5 LOT30	\$	76.00
DIRECT DEBIT	11/23/2023 Municipality of Bluewater	OCWA QUARTERLY TAXES	\$	882.00
DIRECT DEBIT	11/23/2023 Municipality Of Central Huron	W VANASTRA	\$	9,781.80
DIRECT DEBIT	11/23/2023 Edward Fuels (A Division of McDougall Energy Inc.)	SFD/PW FUEL	\$	2,300.50
DIRECT DEBIT	11/23/2023 Eastlink	TDN INTERNET	\$	45.97
DIRECT DEBIT	11/23/2023 The Beer Store	BMG LIQUOR	\$	2,653.57
DIRECT DEBIT	11/23/2023 The Beer Store	SDCC LIQUOR	\$	3,295.57
DIRECT DEBIT	11/27/2023 Bell Canada	GREY SHED PHONE	\$	83.48
DIRECT DEBIT	11/27/2023 Bell Canada	GREY TWP OFFICE	\$	61.56
DIRECT DEBIT	11/27/2023 Bell Canada	BFD OFFICE PHONE	\$	159.96
DIRECT DEBIT	11/27/2023 Bell Canada	GFD OFFICE	\$	126.91
DIRECT DEBIT	11/27/2023 Bell Canada	BRUSS SHED PHONE	\$	75.12
DIRECT DEBIT	11/27/2023 Bell Canada	BRUSS OPP PHONE	\$	71.00
DIRECT DEBIT	11/27/2023 Bell Mobility	MULTIPLE DEPTS CELLPHONE	\$	714.59
DIRECT DEBIT	11/30/2023 Festival Hydro	TH/PW HYDRO split 75-25	\$	1,128.48
DIRECT DEBIT	11/30/2023 Festival Hydro	31 OAK HYDRO	\$	1,202.52
DIRECT DEBIT	11/30/2023 Festival Hydro	BRUSS STP HYDRO	\$	6,676.98
DIRECT DEBIT	11/30/2023 Festival Hydro	BRUSS PUMPING STN HYDRO	\$	318.89
DIRECT DEBIT	11/30/2023 Festival Hydro	30 WELSH HYDRO	\$	237.80
DIRECT DEBIT	11/30/2023 Festival Hydro	BFD HYDRO	\$	173.65
DIRECT DEBIT	11/30/2023 Festival Hydro	BLIB HYDRO	\$	195.39
DIRECT DEBIT	11/30/2023 Festival Hydro	BMD HYDRO	\$	283.63
DIRECT DEBIT	11/30/2023 Festival Hydro	SFD HYDRO	\$	205.29
DIRECT DEBIT	11/30/2023 Festival Hydro	C4TH LIBRARY HYDRO	\$	297.25
DIRECT DEBIT	11/30/2023 Festival Hydro	C4TH OPP HYDRO	\$	145.81
DIRECT DEBIT	11/30/2023 Festival Hydro	360 TURNBERRY HYDRO	\$	38.15
DIRECT DEBIT	11/30/2023 Festival Hydro	73 VICTORIA ST HYDRO	\$	34.20
DIRECT DEBIT	11/30/2023 Festival Hydro	66 CHURCH ST HYDRO	\$	2,914.31
DIRECT DEBIT	11/30/2023 Festival Hydro	240 TURNBERRY HYDRO	\$	105.36
DIRECT DEBIT	11/30/2023 Festival Hydro	C4TH WATER TOWER HYDRO	\$	1,113.50
DIRECT DEBIT	11/30/2023 Festival Hydro	40 welsh st well hydro	\$	1,979.24
DIRECT DEBIT	11/30/2023 Festival Hydro	31 OAK HYDRO	\$	24.32
DIRECT DEBIT	11/30/2023 Festival Hydro	40 WELSH HYDRO	\$	39.34
DIRECT DEBIT	11/30/2023 Festival Hydro	80 alfred st hydro	\$	54.72
DIRECT DEBIT	11/30/2023 Festival Hydro	35 WELSH ST HYDRO	\$	38.80

DIRECT DEBIT	11/30/2023 Festival Hydro	BRYAN&ANDERSON HYDRO	\$	65.67
DIRECT DEBIT	11/30/2023 Festival Hydro	35 oak hydro	\$	36.51
DIRECT DEBIT	11/30/2023 Festival Hydro	648 SPORTS DR HYDRO	\$	36.51
DIRECT DEBIT	11/30/2023 Festival Hydro	BMG LIGHTS HYDRO	\$	54.71
DIRECT DEBIT	11/30/2023 Festival Hydro	BMG POOL HYDRO	\$	44.13
DIRECT DEBIT	11/30/2023 Festival Hydro	240 TURNBERRY SOLAR HYDRO	\$	77.17
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	TUCK SHED HYDRO	\$	179.51
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	MCKILLOP SHED HYDRO	\$	108.33
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	VRC GENERATOR HYDRO	\$	2,758.83
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	VRC HYDRO	\$	2,331.16
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	VRC LIGHTS HYDRO	\$	25.90
DIRECT DEBIT	11/30/2023 Hydro One Networks Inc	GFD HYDRO	\$	234.51
DIRECT DEBIT	11/30/2023 Festival Hydro	589 TURNBERRY HYDRO	\$	37.01
DIRECT DEBIT	11/30/2023 Festival Hydro	SDCC HYDRO	\$	8,650.70
DIRECT DEBIT	11/30/2023 Festival Hydro	36 CHALK ST HYDRO	\$	43.53
DIRECT DEBIT	11/30/2023 Festival Hydro	56 VICTORIA ST HYDRO	\$	36.53
DIRECT DEBIT	11/30/2023 Festival Hydro	650 ALEXANDER HYDRO	\$	36.51
DIRECT DEBIT	11/30/2023 Festival Hydro	C4TH ST LIGHT HYDRO	\$	1,381.62
DIRECT DEBIT	11/30/2023 Festival Hydro	HEHC HYDRO	\$	1,336.72
DIRECT DEBIT	11/30/2023 Festival Hydro	MAIN&GOUINLOCK HYDRO	\$	172.82
DIRECT DEBIT	11/30/2023 Festival Hydro	TUCK ST LIGHT HYDRO	\$	8.00
DIRECT DEBIT	11/30/2023 Festival Hydro	BRUSS ST LIGHT HYDRO	\$	702.14
			<b>TOTAL DIRECT DEBITS \$</b>	<b>73,444.80</b>

CREDIT CARD	10/11/2023 AMCTO	ADMIN- VIRTUAL FINANCE FORUM	\$	394.37
CREDIT CARD	8/16/2023 DoubleTree by Hilton	SDCC- ACCOMMODATIONS FOR ORFA	\$	340.08
CREDIT CARD	8/16/2023 Kelsy's	SDCC- EMPLOYEE MEALS	\$	40.64
CREDIT CARD	8/17/2023 Subway	SDCC CONFERENCE LUNCH	\$	14.85
CREDIT CARD	8/20/2023 Canadian Tire	SDCC- HELMET H&S	\$	62.14
CREDIT CARD	8/23/2023 Ministry of Transportation	ROADS- LICENCE RENEWALS	\$	51.00
CREDIT CARD	9/25/2023 Ontario Rec Facilities Assoc.	SDCC- ORFA TRAINING	\$	779.70
CREDIT CARD	9/26/2023 Antica Pizzeria Niagara Falls	CBO- CONFERENCE MEALS	\$	59.86
CREDIT CARD	9/27/2023 Watermark Dining Niagara	CBO MEALS	\$	81.69
CREDIT CARD	9/27/2023 WENDYS	CBO MEALS	\$	22.68
CREDIT CARD	9/27/2023 Hilton Niagara Falls	CBO- CONFERENCE HOTEL	\$	982.68
CREDIT CARD	9/29/2023 LCBO	SDCC LIQUOR	\$	632.37
CREDIT CARD	10/2/2023 Hilton Toronto	COUNCIL- ROMA HOTEL	\$	310.23
CREDIT CARD	10/2/2023 Rural Ontario Municipal Association	COUNCIL ROMA CONFERENCE	\$	1,514.20
CREDIT CARD	10/2/2023 Rural Ontario Municipal Association	COUNCIL- ROMA CONFERENCE FEE	\$	757.10
CREDIT CARD	10/3/2023 New Orleans Pizza	COUNCIL- MEALS	\$	86.12
CREDIT CARD	10/3/2023 Facebook	ECDEV- TOURS AND TRAILS ADVERT	\$	169.71
CREDIT CARD	10/3/2023 Maria's Wok 'n Dine	ECDEV- MEALS FOR MODELS	\$	67.77
CREDIT CARD	10/3/2023 Seaforth Foodland	ADMIN- COFFEE	\$	12.99
CREDIT CARD	10/3/2023 The Purple Bike Cafe	ecdev- meals for photoshoot	\$	52.26

CREDIT CARD	10/3/2023 Economic Developers Association of Canada	ECDEV- EDCO ADVERTISING	\$	90.40
CREDIT CARD	10/5/2023 The Real Canadian Superstore	bmgcc- vending supplies	\$	268.90
CREDIT CARD	10/5/2023 Brussels Foodland	bmgcc- vending supplies	\$	21.39
CREDIT CARD	10/6/2023 Shell Canada Products-Seaforth	PW- FUEL	\$	40.00
CREDIT CARD	10/10/2023 Ministry of Transportation	PW- VEHICLE REGISTRATIONS	\$	5,644.50
CREDIT CARD	10/10/2023 Rural Ontario Municipal Association	COUNCIL- ROMA CONFERENCE REGIS	\$	2,271.30
CREDIT CARD	10/11/2023 Ministry of Transportation	PW- VEHICLE REGISTRATIONS	\$	5,174.00
CREDIT CARD	10/11/2023 Ministry of Transportation	PW VEHICLE REGISTRATIONS	\$	2,715.00
CREDIT CARD	10/17/2023 Ontario Building Officials Association	cbo- oboa conference	\$	226.00
CREDIT CARD	10/17/2023 Ontario Building Officials Association	CBO- OBOA CONFERENCE REG	\$	226.00
CREDIT CARD	10/18/2023 Dollar Haven & Discount	bmgcc water pitchers	\$	28.19
CREDIT CARD	10/18/2023 Bartliffs Bakery	DCS- ECE APPRECIATION DAY FOOD	\$	39.00
CREDIT CARD	10/19/2023 LCBO	BMGCC- LIQUOR SUPPLIES	\$	289.92
CREDIT CARD	10/24/2023 New Orleans Pizza	ADMIN- STAFF MEETING LUNCH	\$	184.73
CREDIT CARD	11/21/2023 American Water Works Association	W/WW- MEMBERSHIP DUES	\$	515.62
CREDIT CARD	11/21/2023 Mobile Storage Rentals	BMGCC- STORAGE CAN	\$	169.50
CREDIT CARD	11/25/2023 Ontario Rec Facilities Assoc.	SDCC- OFRA TRAINING	\$	310.75
			<b>Total Credit Card</b>	<b>\$ 24,647.64</b>

EFT000000007006	11/23/2023 Blackburn Media Inc	ECDEV- ADVERTISING	\$	452.00
EFT000000007007	11/23/2023 Bluewater Recycling Association-MARS	wmgmt- november automated	\$	24,162.10
EFT000000007007	11/23/2023 Bluewater Recycling Association-MARS	wmgmt- october disposal	\$	5,315.89
EFT000000007008	11/23/2023 B M Ross & Associates Limited	W/WW BIOSOLID REMOVAL	\$	11,406.93
EFT000000007009	11/23/2023 Cedar Signs	PW- SIGNS	\$	307.64
EFT000000007010	11/23/2023 Cimco Refrigeration London Br	SDCC- COMPRESSOR SERVICE	\$	9,740.77
EFT000000007011	11/23/2023 Cochrane's Repairs	PW- VEHICLE ANNUAL SAFETY	\$	251.65
EFT000000007012	11/23/2023 Dale Pump & Farm Service Ltd	W/WW SUPPLIES	\$	369.28
EFT000000007013	11/23/2023 De Lage Landen Financial Serv	VRC CONTRACTED SERVICES	\$	381.99
EFT000000007014	11/23/2023 Elgin Contracting & Restoration Ltd	BMGCC- RENOS	\$	600,461.29
EFT000000007015	11/23/2023 Harrington McAvan Ltd.	PW- ARCHETECTURAL SERVICES	\$	248.60
EFT000000007016	11/23/2023 Huron Ridge Acres	ADMIN- CHRISTMAS PARTY FLOWERS	\$	153.52
EFT000000007017	11/23/2023 Jade Equipment Co Ltd	PW- GRADER BILLING CYCLE 1/5	\$	3,107.50
EFT000000007018	11/23/2023 Lavis Contracting Co Ltd	PW- ARCHETECTURAL SERVICE	\$	98,865.18
EFT000000007019	11/23/2023 McCallum Meaghan	CBO- CRIMINAL REF CHECK	\$	41.00
EFT000000007020	11/23/2023 McDonald Home Hardware Building Centre	BRUSS LIBRARY SMOKE DETECTOR	\$	79.09
EFT000000007021	11/23/2023 Max McLellan	BFD- FIRE EXPENSE	\$	347.06
EFT000000007022	11/23/2023 Moffat & Powell - Seaforth	HEHC- TOOLS/SUPPLIES	\$	16.37
EFT000000007022	11/23/2023 Moffat & Powell - Seaforth	PW- SIGNS	\$	181.92
EFT000000007022	11/23/2023 Moffat & Powell - Seaforth	PW- SUPPLIES	\$	180.82
EFT000000007022	11/23/2023 Moffat & Powell - Seaforth	PW STAKES	\$	112.44
EFT000000007022	11/23/2023 Moffat & Powell - Seaforth	PW- STAKES	\$	56.22
EFT000000007023	11/23/2023 New-Lift Hydraulics	PW- G3-95 R&M	\$	681.56
EFT000000007024	11/23/2023 Off The Lens Media Inc	ecdev- advertising	\$	2,825.00
EFT000000007025	11/23/2023 Orkin Canada Corporation	SDCC PEST CONTROL	\$	113.93

EFT000000007026	11/23/2023 R J Burnside & Associates Ltd	BRUSS WWTP FULTER &UV UPGRADE	\$	9,432.93
EFT000000007026	11/23/2023 R J Burnside & Associates Ltd	14TH CONC MD	\$	1,280.43
EFT000000007027	11/23/2023 Robert's Farm Equipment Inc	PW- TOOLS/EQUIPMENT	\$	234.54
EFT000000007028	11/23/2023 Rowcliffe Trucking	PW- SALT DELIVERY	\$	1,299.50
EFT000000007029	11/23/2023 Seaforth Plumbing & Heating	SDCC WATER SOFTENER REPAIR	\$	262.62
EFT000000007029	11/23/2023 Seaforth Plumbing & Heating	VRC SUPPLIES	\$	196.62
EFT000000007030	11/23/2023 S. Somers Electric Ltd	W/WW BRUSS WELL 1 PUMP REPAIR	\$	710.76
EFT000000007030	11/23/2023 S. Somers Electric Ltd	PW- BRUSS SCHOOL INVERTER R&M	\$	542.40
EFT000000007031	11/23/2023 Stonetown Supply Services Inc	SDCC- JANITORIAL SUPPLIES	\$	220.54
EFT000000007031	11/23/2023 Stonetown Supply Services Inc	ECDEV- ADVERTISING	\$	1,130.00
EFT000000007032	11/23/2023 Twins Lawn Care Service	HEHC LAWN MAINTENANCE	\$	291.54
EFT000000007033	11/23/2023 Wintergreen Learning Materials Ltd	VECLC- SUPPLIES	\$	152.84
EFT000000007033	11/23/2023 Wintergreen Learning Materials Ltd	VECLC- SUPPLIES	\$	2,270.71
EFT000000007034	11/23/2023 WPCI Cedar Pointe	ADMIN- TECHNOLOGY UPGRADES	\$	934.58
EFT000000007035	12/13/2023 Maureen Agar	BIA EXPENSES	\$	607.70
EFT000000007036	12/13/2023 Allin, Nancy	VRC SWIM CLASSES	\$	81.00
EFT000000007037	12/13/2023 AMP Security	BMGCC- SECURITY FEATURES	\$	1,988.80
EFT000000007037	12/13/2023 AMP Security	HEHC- SECURITY SERVICES	\$	2,237.40
EFT000000007038	12/13/2023 Artech Signs & Graphics	bia advertising	\$	90.40
EFT000000007039	12/13/2023 Barmy Tech	SDCC- STAFF CLOTHING	\$	268.83
EFT000000007040	12/13/2023 Lissa Berard	pw- holiday napkins	\$	12.41
EFT000000007041	12/13/2023 Bloom's and Rooms	HEFD- XMAS GARLAND	\$	191.99
EFT000000007042	12/13/2023 Municipality of Bluewater	HEFD- FIRE CALLS	\$	800.00
EFT000000007043	12/13/2023 Aaltina Broda	ADMIN- CHRISTMAS PARTY DECOR	\$	55.99
EFT000000007044	12/13/2023 Canadian Red Cross	VRC- FIRST AID COURSE	\$	20.50
EFT000000007045	12/13/2023 Coca-Cola Bottling Co	B,GCC VENDING SUPPLIES	\$	1,219.20
EFT000000007046	12/13/2023 Cochrane's Repairs	GFD- VEHICLE REPAIRS/MAINTENA	\$	398.42
EFT000000007047	12/13/2023 Cronin, Taralyn	ECDEV- EXPENSES	\$	104.97
EFT000000007048	12/13/2023 Brad Dietrich	CBO TRAVEL MILEAGE	\$	1,385.08
EFT000000007049	12/13/2023 Charlene Dietrich-Illsley	BRUS LIB- CLEANING	\$	490.00
EFT000000007049	12/13/2023 Charlene Dietrich-Illsley	BMD CLEANING	\$	400.00
EFT000000007050	12/13/2023 Elligsen Electric Ltd	SDCC- DEHUMIDIFIER R&M	\$	305.10
EFT000000007051	12/13/2023 Eric Cox Sanitation Equipment & Supplies	SDCC- JANITORIAL SUPPLIES	\$	742.26
EFT000000007051	12/13/2023 Eric Cox Sanitation Equipment & Supplies	BMGCC- MISC SUPPLIES	\$	3,270.50
EFT000000007051	12/13/2023 Eric Cox Sanitation Equipment & Supplies	BMGCC- JANITORIAL SUPPLIES	\$	184.56
EFT000000007051	12/13/2023 Eric Cox Sanitation Equipment & Supplies	BMGCC JANITORIAL SUPPLIES	\$	153.57
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	350.46
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	238.84
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	11.41
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	388.92
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	15.66
EFT000000007052	12/13/2023 Food Basics- Store # 632	VECLC GROCERIES	\$	83.09
EFT000000007053	12/13/2023 Glanville, Lisa	PW- EMPLOYEE CLOTHING	\$	248.54
EFT000000007053	12/13/2023 Glanville, Lisa	PW- CLOTHING ALLOWANCE	\$	151.46
EFT000000007054	12/13/2023 John Hill	bldg mileage	\$	519.56

EFT000000007055	12/13/2023 H.O. Jerry (1983) Ltd	HEHC- JANITORIALS	\$	183.41
EFT000000007055	12/13/2023 H.O. Jerry (1983) Ltd	BMGCC JANITORIAL SUPPLIES	\$	662.98
EFT000000007055	12/13/2023 H.O. Jerry (1983) Ltd	VRC JANITORIAL SUPPLIES	\$	236.37
EFT000000007055	12/13/2023 H.O. Jerry (1983) Ltd	VRC JANITORIAL SUPPLIES	\$	110.75
EFT000000007056	12/13/2023 Jacobs Consultancy Canada Inc	WLF MONITORING	\$	11,198.51
EFT000000007056	12/13/2023 Jacobs Consultancy Canada Inc	W/WW- HYDRANT FLUSHING	\$	68,368.60
EFT000000007057	12/13/2023 JUTZI WATER TECHNOLOGIES	BMGCC- MONTHLY SERVICE FEE	\$	319.63
EFT000000007058	12/13/2023 Kelly Auto Service	SFD-PUMPER #1 R&M	\$	880.01
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- TANKER #5 R&M	\$	26.35
EFT000000007058	12/13/2023 Kelly Auto Service	SFD TANKER #6 R&M	\$	333.35
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- SUPPLIES	\$	22.01
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- TANKER#5 R&M	\$	209.40
EFT000000007058	12/13/2023 Kelly Auto Service	SFD PUMPER # 2 R&M	\$	84.75
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- TANKER#6 R&M	\$	519.75
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- TANKER#5 R&M	\$	47.25
EFT000000007058	12/13/2023 Kelly Auto Service	SFD- TANKER #6 R&M	\$	1,044.01
EFT000000007059	12/13/2023 Abram Klassen	Burlap and Plastic Covers	\$	140.84
EFT000000007060	12/13/2023 Kootenay Murphy Holding Ltd.	HEFD- FIRE PRO CONTRACT	\$	1,723.82
EFT000000007061	12/13/2023 Kurtis Smith Excavating Inc	PW- BRYAN&AND HOLDBACK RLS	\$	7,119.00
EFT000000007062	12/13/2023 McCallum, Ken	DRAINAGE SUPER HK MILEAGE	\$	674.56
EFT000000007062	12/13/2023 McCallum, Ken	DRAINAGE SUPER HE MILEAGE	\$	398.04
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BMD SUPPLIES	\$	39.18
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BMD SUPPLIES	\$	26.63
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BFD SUPPLIES	\$	33.89
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BLDG FRAMING HAMMER	\$	75.70
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	CRANBROOK HALL TOOLS	\$	18.07
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	HEHC TOOLS	\$	180.62
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BFD- CLIPS	\$	9.03
EFT000000007063	12/13/2023 McDonald Home Hardware Building Centre	BMGCC- SUPPLIES	\$	52.05
EFT000000007064	12/13/2023 Dave Meriam	SDCC- EMPLOYEE EXPENSES	\$	198.26
EFT000000007065	12/13/2023 Microage Basics	BFD- OFFICE SUPPLIES	\$	101.69
EFT000000007066	12/13/2023 Moffat & Powell - Seaforth	SDCC- SUPPLIES	\$	19.33
EFT000000007066	12/13/2023 Moffat & Powell - Seaforth	SDCC SUPPLIES	\$	35.72
EFT000000007066	12/13/2023 Moffat & Powell - Seaforth	VRC SUPPLIES	\$	62.13
EFT000000007066	12/13/2023 Moffat & Powell - Seaforth	HEHC- SUPPLIES	\$	37.71
EFT000000007067	12/13/2023 Kevin Moore	BFD- CLEANING	\$	200.00
EFT000000007067	12/13/2023 Kevin Moore	BFD- HALL CLEANING	\$	200.00
EFT000000007068	12/13/2023 MRC Systems Inc	BFD- BATTERIES	\$	372.84
EFT000000007069	12/13/2023 Liz Murtha	VRC SWIM CLASSES	\$	432.00
EFT000000007070	12/13/2023 Graham Nesbitt	BMGCC- EQUIPMENT RENTAL	\$	758.00
EFT000000007071	12/13/2023 Township of North Huron	HEFD- FPO FEES	\$	3,599.09
EFT000000007071	12/13/2023 Township of North Huron	HEFD- 2ND Q FPO EXPENSES	\$	5,102.12
EFT000000007072	12/13/2023 North Huron Publishing Inc	HEFD- ADVERTISING	\$	127.97
EFT000000007072	12/13/2023 North Huron Publishing Inc	HEFD- ADVERTISING	\$	62.15
EFT000000007072	12/13/2023 North Huron Publishing Inc	BMGCC- ADVERTISING	\$	222.47

EFT000000007073	12/13/2023 Orkin Canada Corporation	SFD- PEST CONTROL	\$	56.50
EFT000000007073	12/13/2023 Orkin Canada Corporation	VRC PEST CONTROL	\$	79.08
EFT000000007073	12/13/2023 Orkin Canada Corporation	HEHC- PEST CONTROL	\$	89.76
EFT000000007074	12/13/2023 Pete's Paper Clip	BIA GIFT CARD REDEMPTION	\$	25.00
EFT000000007075	12/13/2023 Postmedia Network Inc.	ECDEV ADVERTISING	\$	1,130.00
EFT000000007076	12/13/2023 Primitive Creek	BIA GIFT CARD REDEMPTION	\$	125.00
EFT000000007077	12/13/2023 RCAP Leasing Inc	SDCC FLOOR SCRUBBER	\$	308.65
EFT000000007078	12/13/2023 Ryan Construction	14th conc drain work	\$	11,124.85
EFT000000007079	12/13/2023 Sanigear	BFD- SUIT CLEANING	\$	737.11
EFT000000007080	12/13/2023 Seaforth Animal Hospital	bylaw- dog boarding	\$	197.75
EFT000000007081	12/13/2023 Seaforth Jewellers	BIA GIFT CARD REDEMPTION	\$	50.00
EFT000000007081	12/13/2023 Seaforth Jewellers	BIA GIFT CARDS	\$	25.00
EFT000000007082	12/13/2023 Seaforth Plumbing & Heating	HEHC- LEAK REPAIR	\$	125.56
EFT000000007082	12/13/2023 Seaforth Plumbing & Heating	VRC- BUILDING R&M	\$	9,045.65
EFT000000007083	12/13/2023 CANDICE SEULAL	VECLC- FOOD FOR STAFF MEETING	\$	41.22
EFT000000007084	12/13/2023 Sills Home Hardware	TH/PW- SUPPLIES	\$	452.11
EFT000000007084	12/13/2023 Sills Home Hardware	SDCC SUPPLIES	\$	30.14
EFT000000007084	12/13/2023 Sills Home Hardware	SFD- SUPPLIES	\$	100.54
EFT000000007084	12/13/2023 Sills Home Hardware	VRC SUPPLIES	\$	20.33
EFT000000007084	12/13/2023 Sills Home Hardware	HEHC SUPPLIES	\$	90.31
EFT000000007085	12/13/2023 Swan Dust Control Ltd	HEHC MAT RENTAL	\$	136.46
EFT000000007085	12/13/2023 Swan Dust Control Ltd	HEHC MAT RENTAL	\$	136.46
EFT000000007086	12/13/2023 Sysco - Southwestern Ontario	VECLC GROCERIES	\$	548.55
EFT000000007087	12/13/2023 Nancy Whidden	VECLC EMPLOYEEGROCERY EXPENSES	\$	65.45
EFT000000007088	12/13/2023 Jennette Zimmer	bldg insp nov mileage	\$	770.66
EFT000000007088	12/13/2023 Jennette Zimmer	BLDG INSP CENTRAL HURON MILEAG	\$	267.84
EFT000000007088	12/13/2023 Jennette Zimmer	BLDG INSP NOV CH MILEAGE	\$	404.24
EFT000000007088	12/13/2023 Jennette Zimmer	BLDG INSP OCT MILEAGE HE	\$	807.24
EFT000000007089	12/13/2023 HICKS MORLEY HAMILTON STEWART STORIE LLP	ADMIN- PROFESSIONAL SERVICES	\$	160.46
			<b>TOTAL EFT'S \$</b>	<b>929,258.34</b>

**Total Payroll-Pay Periods-17-23, Full-time, Part-time, Monthly Brussels Fire, Seaforth Fire \$ 468,499.25**

**Total Paid Accounts Payable/Payroll \$ 1,863,858.61**

*Stacy Grenier*

**Treasurer, Stacy Grenier**





## The Corporation of the Municipality of South Huron

### Notice of Passing of a Zoning By-Law Amendment

Please be advised that Council of the Municipality of South Huron passed By-law #73-2023 on the 4th day of December, 2023 under Section 34 of the *Planning Act*, R.S.O. 1990, as amended.

► You are being notified of this application because you are an agency that requires notice, or you have filed a written request with the Clerk to receive the notice of decision.

#### **Purpose and Effect**

The purpose and effect of the Housing Update is primarily to include direction in the Zoning By-law to allow for more flexible housing options including:

- additional residential units in town, village and agricultural settings;
- intensification within existing fully serviced urban neighbourhoods; and
- introduction of greenfield zoning for undeveloped areas in serviced settlement areas.

The proposed Housing Update Amendment proposes text changes to the Zoning By-law as summarized below:

#### **Agricultural Area**

1. Incorporate provisions to permit Additional Residential Units (ARU) in the agricultural area as follows:
  - a) On AG1 zoned parcels, up to 2 ARUs are permitted of which one may be a detached unit.
  - b) On small agricultural holdings (AG4 zone), one ARU is permitted in either the main dwelling or detached building.
2. Expand permissions for on-farm accommodation for farm labour to more permanent dwelling units and building types.
3. Add cannabis production facility as a permitted AG2 use.
4. Update on-farm diversified use provisions to permit a wider range of on-farm businesses.
5. Remove application of Minimum Separation Distance between livestock barns and On-Farm Diversified Uses and Agricultural Commercial Industrial Uses.
6. Amend the application of MDS to cemeteries such that cemeteries are treated as a Type A Land Use (single distance) rather than a Type B Land Use (double distance).
7. Update Agricultural Small Holding (AG4) Zone provisions, including building location requirements and removing livestock limitations.

8. Clarify that the sale of forest products as part of a General Agriculture Use is for forest products that are cultivated and produced on site.

#### Urban Settlement Areas

9. Incorporate provisions for Additional Residential Units (ARU) instead of second units in the R1, R2 and R3 zones in fully serviced settlement areas (i.e., Exeter, Crediton, Centralia, Huron Park, north of Grand Bend) and in partially/privately settlement areas (e.g., Dashwood, Shipka, Kirkton, Elimville, etc.) subject to lot size and area for septic systems.
10. Require new semi-detached, duplex, and converted dwellings as well as triplexes to be on full services.
11. Permit mobile homes to be used for detached ARUs in R1, R2 and R3 zones.
12. Introduce or refine residential definitions for rowhouse (in place of multiple attached dwelling), additional residential unit (in place of second unit), multiple unit dwelling (in place of apartment, stacked townhouse, etc.), dwelling with supports (in lieu of hospice, group home, transitional housing, overnight respite care, etc.), dwelling, accessory dwelling, and residential density (including low, medium, and high density).
13. Permit "dwelling with supports" in R1, R2 and R3 zones.
14. Permit triplexes in the R1 zone and multiple unit dwellings in the R2 zone.
15. Remove the unit maximum for rowhouses in the medium density (R2) residential area.
16. Revise parking requirements to:
  - a) Set the parking requirements to 1 space per dwelling unit in the C5 zone, 1 space per dwelling unit for a triplex or quadruplex, and 1 unenclosed space per rowhouse dwelling.
  - b) Reduce the parking requirements for a dwelling with supports to 2 spaces and for properties owned or managed by the Huron County Housing Corporation to 1 space per 4 units.
  - c) Permit tandem parking for residential dwellings with less than five dwelling units.
  - d) Allow all uses, not just commercial uses, to use off-site parking to meet their parking requirements.
17. Permit dwelling with supports in R1, R2 and R3 zones.
18. Permit a triplex in the R1 zone but limit it, as well as a converted dwelling, duplex, dwelling with supports, and semi-detached dwelling, to fully serviced settlement areas.
19. Permit multiple unit dwellings to a maximum of three storeys in R2 zone.
20. Remove link semi-detached dwelling from the by-law since it's a building form no longer used.

21. Permit more than one main building in the R3 zone as well as more than one rowhouse dwelling in the R2 zone.
22. Reduce interior side yard setbacks from 3 metres and 1.8 metres to 1.5 metres for single detached, semi-detached, duplex, triplex, and rowhouse dwellings.
23. Reduce the front yard setback for single detached, converted, dwelling with supports, semi-detached, duplex, and rowhouse dwellings.
24. Increase the setback for accessory buildings that don't contain an additional residential unit to 1.5 metres from 1.2 metres.
25. Increase maximum zone coverage for single detached to 45% for all structures and for a rowhouse to 42% but limit the main building to 40% for both dwelling types (ensures zone coverage is available for accessory structures).
26. For multiple unit dwellings:
  - a) Remove provisions regulating the location of common walkways.
  - b) Replace private outdoor amenity area and outdoor communal amenity area requirements with a requirement that the minimum outdoor communal amenity area be at least 100 square metres in a rectangular orientation from the current minimum of 25 square metres per unit to a maximum of 500 square metres.
27. Add provisions to recognize that semi-detached, duplex, triplex, quadruplex, rowhouse, and multiple unit dwellings that are further subdivided into separate properties are deemed to comply with their zone provisions.
28. Introduce Residential Greenfield Zoning to facilitate residential development on large, undeveloped parcels.
29. In the C5 zone, permit residential units on ground floor or above the ground floor and require a minimum building height of 2 storeys.
30. Add microbrewery as a permitted use in the M1 zone.
31. Add brewery as a permitted use in the M2 zone.

#### Natural Environment

32. Reduce the maximum size of accessory buildings and structures in the NE1 zone from 100 square metres to 50 metres.

#### General Amendments

33. Revise the list of definitions to reflect new terms added (such as 'tandem parking'), terms no longer used (such as 'second unit'), and updated terms (such as 'storage containers').
34. Replace medical marihuana production facility with updated cannabis production facility provisions.

35. Remove redundant provisions that are already addressed by other existing provisions in the by-law, such as:
  - a) exempting the adjacent land natural environment zone setback around woodlots smaller than 4 hectares that are not a significant natural feature.
  - b) Permitting the number of driveways to be determined by the entrance permit approval process.
36. Add a reference to always using the latest Federal legislation in addition to the latest Provincial legislation.
37. Include roads and trails in the list of utility services for the public that are permitted in all zones.
38. Place the zone sections (Sections 4 through 40) in alphabetical order and renumber the sections sequentially.

The text amendment applies to all the lands within the Municipality of South Huron. This Bylaw amends Zoning By-law 69-2018.

The Zoning By-law Amendment will not come into force until the Official Plan amendment by-law is approved by the County of Huron which occurs after its adoption by the Municipality of South Huron, in accordance with Section 43(21) of the Planning Act.

### **Effect of Written and Oral Submissions**

The planning report was presented with a recommendation to Council. Written and Oral Comments were received in regard to timing of the amendment and parking. Comments were also received from the Ministry of Transportation. Council reviewed all materials received on this application and has taken these submissions into consideration when making its decision.

### **Appeals**

Any person or agency may appeal to the Ontario Land Tribunal in respect of the By-law by filing with the Acting Clerk of the Municipality of South Huron, not later than the 2nd day of January, 2024, at 4 pm, a notice of appeal setting out the objection. Only individuals, corporations and public bodies may appeal a zoning by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group.

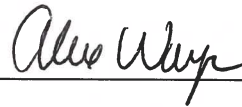
However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf. No person or public body shall be added as a party to the hearing of the appeal, unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

Please note that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record and may be viewed by the general public and

**Additional Information**

The complete by-law is available for inspection by contacting the Planning Coordinator at [Planning@southhuron.ca](mailto:Planning@southhuron.ca) or by calling 519-235-0310 ext 252. Any questions relating to the by-law shall be directed to Alex Wolfe, ext. 224. Information may also be posted on our website ([www.southhuron.ca](http://www.southhuron.ca)).

Dated at the Municipality of South Huron this 13th day of December, 2023.



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Alex Wolfe  
Acting Clerk

## The Corporation of the Municipality of South Huron

### By-Law #73-2023

#### Being a By-Law to amend Municipality of South Huron Zoning By-Law 69-2018

Whereas the Municipal Council of the Corporation of the Municipality of South Huron considers it advisable to amend Zoning By-law 69-2018, as amended, of the Corporation of the Municipality of South Huron and;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. The text amendments of this by-law shall apply to all lands within the Municipality of South Huron.
2. Section 1.19 of By-law 69-2028 is hereby deleted and replaced with the following:

#### **1.19. Zones, Symbols, and Section Numbers**

For the purposes of this By-law the Municipality is hereby divided into the following use zones:

<b>Zone Symbol</b>	<b>Zone</b>	<b>Section #</b>
AG1	General Agriculture	4
AG2	Restricted Agriculture	5
AG3	Agricultural Commercial-Industrial	6
AG4	Agricultural Small Holding	7
AL1	Airport Lands- Essential Facilities	8
AL2	Airport-Related Uses	9
C3	Highway Commercial	10
C4	Core Commercial	11
C5	Mixed Use Commercial	12
C6	Grouped Commercial	13
C8	Village Commercial	14
CF	Community Facility	15
D	Future Development	16
DA	Defined Area Overlay for Public Safety	17
DS	Disposal	18
ER1	Extractive Resources	19
ER2	Extractive Industrial	20
FF	Flood Fringe Overlay	21
FW	Floodway Zone	22
-H	Holding	23
LR1	Lakeshore Residential	24
M1	Light Industrial	25
M2	General Industrial	26
NE1	Natural Environment Zone 1	27
NE2	Natural Environment Zone 2	28
OS	Parks and Open Space	29

Zone Symbol	Zone	Section #
R1	Residential- Low Density	30
R2	Residential- Medium Density	31
R3	Residential- High Density	32
R4	Mobile Home Park	33
R5	Residential Park	34
RC2	Recreational Trailer Park and Campground	35
RC3	Recreational Commercial	36
RC4	Huron County Playhouse	37
RG1	Residential Greenfield	38
SY	Salvage Yard	39
U	Utility	40

3. Section 1.24 of By-law 69-2028 is hereby amended by replacing “Provincial” with “Provincial or Federal”.

4. Section 2 of Bylaw 69-2018 is hereby amended by the following:

‘Agricultural Use, General’ is amended by the addition of the following in underline: general farming and without limiting the generality of the foregoing shall include such uses as: the general cultivation of land and the associated production, conditioning, processing and storage of field crops, vegetables, fruit, horticultural crops and nursery stock and the selling of such produced on the premises, the breeding and care of livestock, fowl, fur-bearing animals and bees, and the selling of such stock or the product of such stock raised on the premises, and the management of forest, and the sale of forest products provided that they are cultivated and produced on-site, including fuel wood, pulp wood, timber, Christmas trees, and maple products, and includes a farm dwelling and accessory buildings and uses.

‘Cannabis’ is defined as follows:

the plants marijuana, and hemp in the family Cannabaceae.

‘Dwelling’ is hereby amended by replacing “motels, or institutions” with “or motels” and the numbering of the definitions within Dwelling (i.e. a, b, c, etc.) are removed and put in alphabetical order with the other definitions in Section 2.

‘Multiple Attached Dwelling’ is renamed ‘Rowhouse Dwelling’ and replaced as such throughout the Bylaw.

‘Multiple Unit Dwelling’ replaces the definition of ‘Apartment’ and is defined as follows:

a residential building, other than a rowhouse dwelling, divided horizontally and/or vertically into five (5) or more dwelling units. This use includes but is not limited to apartments, stacked townhouses, back to back townhouses, etc.

Both ‘apartment’ and ‘apartment building’ are replaced with ‘multiple unit dwelling’ throughout the By-law.

'Second Unit' is hereby deleted.

'Accessory Dwelling' is hereby amended by replacing 'accessory to a building or use' with 'accessory to a non-residential building or use'.

'Additional Residential Unit' is defined as follows:

a dwelling unit within a dwelling in addition to the main dwelling unit or a dwelling unit within a detached accessory structure.

'Dwelling with Supports' is defined as follows:

a residence for the short or long term accommodation of persons who, by reason of their emotional, mental, social or physical condition or legal status, require a group living arrangement for their well-being. This shall include, for example, a group home, transitional housing, hospice, respite care, crisis care facility but shall not include a hotel or motel.

'Group Home' is hereby deleted.

'Link Semi-Detached Dwelling' is hereby deleted.

'Medical Marihuana Production Facility' is renamed 'Cannabis Production Facility', replaced as such throughout the By-law and defined as follows:

lands, buildings or structures used for producing, processing, testing, destroying, packaging and/or shipping of cannabis authorized by an issued license or registration pursuant to the Access to Cannabis for Medical Purposes Regulations to the Controlled Drugs and Substances Act and the Cannabis Act.

'On-Farm Diversified Use' is amended by the addition of the following to the final sentence:

"or, to a limited scale, produced on farms located within a 50km radius".

'Seasonal Worker Housing' is hereby deleted.

'Storage Containers' is hereby amended by the addition of the following:

This definition does not apply to shipping containers or similar structures which are disassembled and utilized as building materials in compliance with the Ontario Building Code.

'Tandem Parking' is defined as follows:

two parking spaces, one in front of the other, that occupy an area that is the same width but double the length of a standard parking space.

'Residential Density' is defined as follows:

the total number of main dwelling units within the same zone on all contiguous developed properties, including those with dwellings under construction, divided by the total zone area of those properties, expressed as units per hectare.



5. Section 3.2.4. (Location of Accessory Building) is hereby amended by the deletion of the fourth and sixth paragraphs and replacement of the following:

In a Residential zone, a private garage, carport, satellite dish, swimming pool or other accessory building or structure shall be erected and used in the rear yard and/or in the interior side yard only, provided that such accessory building or uses:

- shall be no closer than 1.5 metres to the property line;
- shall not be located closer to a street or private road than the setback required for the main building; and
- shall not include an Additional Residential Unit.
- semi-detached private garages or carports may be centered on a mutual side property line.

6. Section 3.16 (Medical Marihuana Production Facility) is hereby deleted and replaced with the following:

3.16 Cannabis Production Facility

A Cannabis Production Facility shall also be subject to the following provisions:

- a) No lands, building or structure or portion thereof used for a Cannabis Production Facility that is equipped with air treatment control situated in the AG1, AG2, AG3, M1, or M2 zones may be located any closer than 150 metres to a Residential Zone, Community Facility Zone, commercial recreational facility, park or similar recreational use, dwelling, public school, private school, place of worship, community centre, or a day care.
- b) No lands, building or structure or portion thereof used for a Cannabis Production Facility that is not equipped with air treatment control situated in the AG1, AG2, or AG3 zone may be located any closer than 300 metres to a Residential Zone, Community Facility Zone, commercial recreational facility, park or similar recreational use, dwelling, public school, private school, place of worship, community centre, or a day care.
- c) All lands, buildings or structures or portion thereof used for a Cannabis Production Facility in the M1 or M2 zones shall be equipped with air treatment control.
- d) Cannabis Production Facilities must be entirely contained within wholly enclosed buildings or structures or portions thereof in the M1 and M2 zones.
- e) Accessory buildings or structures used for security purposes for Cannabis Production Facilities may be located in any yard provided they are not located in a sight triangle and have a minimum setback from a front, side, or rear lot line of at least 1.5 metres.
- f) Outdoor storage that is part of or accessory to a Cannabis Production Facility is prohibited.

7. Section 3.17 (Minimum Distance Separation (MDS)) is hereby amended by the replacement of the last sentence with the following:
  - 3.17.1 MDS and Low Visitation Cemeteries  
For calculating MDS I or II, all cemeteries in the CF zone are deemed to be low visitation and shall be treated as a Type A land use. This provision does not apply in or to a settlement area designation.
8. Section 3.17 (Minimum Distance Separation (MDS)) is hereby amended by the addition of the following:
  - 3.17.2 MDS and Agricultural Commercial Industrial Uses and On Farm Diversified Uses  
For calculating MDS I or II, MDS is not applied to or from Agricultural Commercial Industrial (AG3) zones or On Farm Diversified Uses.
9. Section 3.19 is amended by the deletion of the following:

No adjacent land is applied around woodlots smaller than 4 hectares that are otherwise not deemed to be a significant natural feature. An EIS may be required to determine if development shall be permitted.
10. Section 3.26.1 (Number of Parking Spaces required) is amended by renaming the 'Apartment Building and other multiple unit dwellings' row title to 'Multiple Unit Dwelling'.
11. Section 3.26.1 (Number of Parking Spaces) is amended by adding 'Rowhouse Dwelling' with a minimum parking requirement of '1 unenclosed parking space'.
12. Section 3.26.1 (Number of Parking Spaces required) is amended by adding 'Additional Residential Unit (ARU)' with a minimum parking requirement of '1 per ARU'.
13. Section 3.26.1 (Number of Parking Spaces required) is hereby amended by the deletion of 'Group Home' and the required number of parking spaces.
14. Section 3.26.1 (Number of Parking Spaces required) is hereby amended by the addition of 'Dwelling with Supports' and a required number of parking spaces of 2 per dwelling with supports.
15. Section 3.26.1 (Number of Parking Spaces required) 'Mixed commercial development (C5)' is hereby amended by setting the number of required parking spaces as follows:

1 parking space per 15 sq. m. of gross floor area for the commercial use and 1 space per dwelling unit.

16. Section 3.26.1. is amended by the addition of 'Huron County Housing Corporation owned and operated dwelling units' and a required number of parking spaces of 0.25 spaces per dwelling unit.
17. Section 3.26.1 (Number of Parking Spaces required) is hereby amended by the addition of both 'Triplex' and 'Quadruplex' and setting their required number of parking spaces as 1 per dwelling unit.
18. Section 3.26.13. (Off-Site Parking) is amended by the deletion of "for a non-residential use" in the second sentence.
19. Section 3.26.15. (Parking Area Design Standards) is amended by the addition of the following:
  - 3.26.15.6 Tandem Parking  
Tandem parking spaces are permitted for all residential dwellings with less than five dwelling units.
20. Section 3.26.15.5. is amended by deleting the last paragraph.
21. Section 3.29.5. is amended by adding the following sentence:

The prohibition on mobile homes does not apply to a mobile home utilized as an Additional Residential Unit (ARU) in any zone where an ARU is permitted.
22. Section 3.35 (Second Units) is hereby deleted.
23. Section 3.45. (Temporary Accommodation for Workers) is hereby deleted.
24. Section 3.47.1 is hereby amended by the following in underline:
  - 3.47.1. The provisions of this By-law shall not apply to prevent the use of any land as a street or to prevent the installation of public services and utilities such as water mains, storm and sanitary sewers, gas distribution mains, railway lines, electrical substations and transmission lines of 230 kv or less, pumping stations, flood and erosion control works, telephone and cable lines, radio and communication towers, roads, trails, and accessory utility service buildings and structures provided that:
25. Section 3.23 (On Farm Diversified Uses) is amended by the deletion and replacement of the second last bullet with the following:
  - MDS shall not apply to on-farm diversified uses.
26. Section 4.1. is amended by the deletion of 'group home' and replacement with:

'dwelling with supports'

27. Section 4.2 is amended by the deletion of 'seasonal worker housing' and replacement with:  
 "dwelling units for on-farm labour, accessory to agriculture, in a single building containing a maximum of 6 dwelling units"
28. Section 4.2 is amended by the addition of ', mobile home' after single detached dwelling.
29. Section 4.2. is amended by the addition of:  
 "Additional Residential Units (total of 2) with a maximum of one (1) within a detached structure".
30. Section 4.2. is amended by the deletion of "one mobile home accessory to an agricultural use (a mobile home may be used as a primary or supplementary residential unit)".
31. Section 4.3. is amended by replacing all five bullets with:
- buildings and structures for the permitted and accessory uses
  - more than 1 main building per property is permitted
32. Section 4.5. is hereby amended by the numbering of 'Other permitted buildings and structures and accessory structures' as 4.4.2. and adding the following below the table in this section:
- 'In addition, an Additional Residential Unit (ARU) in an accessory structure must also:
- be located at a maximum separation of 60 metres from the main dwelling;
  - use the same laneway as the main dwelling;
  - comply with the front yard setback for the main dwelling; and
  - comply with the Minimum Distance Separation Formulae to barns on separately titled lots'.
- In addition, dwelling units for on-farm labour must also:
- be located at a maximum separation of 60 metres from the main dwelling or if no main dwelling exists, a maximum separation of 60 metres from the largest building (e.g., livestock barn, greenhouse, etc.);
  - use the same laneway as the dwelling and/or largest building; and
  - comply with Minimum Distance Separation Formulae to barns on separately titled lots.
33. Section 4.5 is renumbered to 4.4.1 and the title changed to "Buildings and structures used for livestock and waste storage".
34. Amend Section 4.2. to replace 'home industry and home occupation' with 'On-Farm Diversified Uses'.

35. Section 4.6 is hereby deleted and the remaining provisions of Section 4 renumbered to reflect this change.
36. Section 5.1 is amended by the addition of “cannabis production facility”.
37. Section 5.2 is hereby amended by the deletion of ‘seasonal worker housing’.
38. Section 6.2 is amended by the deletion of ‘seasonal worker housing’ and replacement with the following:
- dwelling units for on-farm labour, accessory to agriculture, in a single building containing a maximum of 6 dwelling units as per the AG1 zone’s on-farm labour provisions.
39. Section 6.7 is hereby deleted.
40. Section 7.1 is amended by the deletion of ‘group home in a single detached dwelling’ and replacement with ‘dwelling with supports in a single detached dwelling’.
41. Section 7.1 is amended by the deletion of ‘converted dwelling’.
42. Section 7.2 is amended by the addition of:
- An Additional Residential Unit (maximum of 1).
43. Section 7.2 is amended by the replacement of ‘livestock use (maximum of 4 nutrient units)’ with ‘livestock use’.
44. Section 7.3 is amended by the addition of:
- 1 Additional Residential Unit within or attached to main dwelling, within a detached accessory building not containing livestock, or as a modular or mobile home.
45. Section 7.3 is amended by the deletion of the following:
- 1 single detached dwelling, converted dwelling, or mobile home;
  - barns
46. Section 7.5 is hereby deleted and replaced with the following:
- 7.5 Accessory Structures
- 7.5.1 Accessory Structure Containing Livestock
- Notwithstanding any provision of this by-law to the contrary, an accessory building containing livestock may be established subject to the following:
- Front Yard (minimum): 17 metres
  - Exterior Side Yard (minimum): 17 metres
  - Interior Side Yard (minimum): 10 metres
  - Rear Yard (minimum): 10 metres
  - Building height (maximum): 9 metres

- Must be located in rear or interior side yard.
- Minimum Distance Separation Formula. Where the yard setbacks as required by MDS are not the same as above, the larger of the two setbacks applies.

#### 7.5.2. Accessory Structure containing Additional Residential Unit

A single Additional Residential Unit is permitted within an accessory building provided the accessory building:

- is located a maximum distance of 60 metres measured from the main dwelling;
- is located to the rear or in the interior side yard of the main dwelling;
- uses the same laneway as the main dwelling; and
- Complies with the AG4 main building setbacks.

#### 7.5.3. General Accessory Structures

Accessory buildings not containing livestock or an ARU are required to meet the AG4 main building minimum side yard and rear yard setbacks.

47. Section 8.2 (Permitted Structures) is amended by the deletion of '100 square metre maximum' and replaced with '50 square metre maximum'.

48. Section 19.1 is hereby deleted and replaced with the following:

#### **19.1 Permitted Uses**

- converted dwelling with full services
- duplex dwelling with full services
- dwelling with supports in a single detached dwelling
- semi-detached dwelling with full services
- single detached dwelling
- triplex dwelling with full services

49. Section 19.2. is hereby amended by the deletion of 'second unit in a single detached dwelling, semi-detached dwelling or accessory structure' and replaced with:

- Additional Residential Unit(s) in a single detached dwelling, semi-detached dwelling, or a structure accessory to those dwellings

50. Section 19 is hereby amended by inserting the following and renumbering subsequent sections as a result of this insertion:

#### **19.4 Zone Provisions**

19.4.1 A semi-detached, duplex, or triplex dwelling which is further subdivided is deemed to comply with the provisions of the R1 zone.

#### **19.4.2 Additional Residential Units (ARU)**

- a) Where connected to full services, the following provisions apply:
  - i. A maximum of two (2) ARUs shall be permitted per fully serviced lot with the ARUs either being located:
    - Both within or attached to the main dwelling or

- One (1) within or attached to the main dwelling and one (1) within a detached accessory structure;
  - ii. A maximum of one (1) ARU is permitted in a single, detached accessory building; and
  - iii. The ARU must use the same entrance/driveway as the main dwelling.
- b) Where partially or privately serviced, the following provisions apply:
  - i. A single (1) ARU is permitted either within the main dwelling or in an accessory building provided:
    - The property is a minimum of 4,000 square meters;
    - The ARU uses the same driveway as the main dwelling; and
    - The ARU uses the same well and/or septic.
- c) Where an ARU is contained within an accessory building, notwithstanding the provisions to the contrary, the following provisions apply:
  - i. The ARU shall be located:
    - In either the rear or interior side yard;
    - No closer than 1.5 metres to a property line; and
    - No closer to a street than the setback required for the main building;
  - ii. The ARU shall comply with the size restrictions for accessory buildings and structures;
  - iii. One (1) additional on-site parking space is provided for the ARU in addition to the parking requirements for the main dwelling;
  - iv. The ARU must use the same entrance/driveway as the main dwelling;
  - v. A pathway to the principal entrance of the ARU from its parking area is required and shall be a minimum of 1.5 metres in width with a clear height of 2.1 metres;
  - vi. A minimum 3 metres between the existing dwelling and the ARU;
  - vii. Beginning from a height of 4 metres, an ARU may not penetrate a 45-degree angular plane located as follows:
    - From the minimum 1.5 metres rear yard setback, projected towards the front lot line,
    - From the minimum 1.5 metres side yard setback, projected towards opposite side lot line;
  - viii. The maximum building area shall not exceed 75% of the ground floor area of the dwelling including an attached garage.

51. Section 19.5 is renamed “Single Detached Dwelling, Converted Dwelling, & Dwelling with Supports”.
52. Section 19.5 is amended by changing the minimum front yard for full services properties from 7.5 metres to the following:
  - main dwelling: 4.5 metres
  - attached garage: 6 metres
53. Section 19.5 is amended by changing the minimum interior side yard to “1.5 metres”.
54. Section 19.5. is amended by setting the maximum ‘Zone Coverage’ for fully serviced properties as:
  - ‘all structures: 45%
  - main building: 40%’.
55. Section 19.6 is hereby amended by the deletion of the ‘Link Semi-detached’ column and the renaming of the section title to ‘Semi-Detached Dwelling and Duplex Dwelling’.
56. Section 19.6 is hereby amended by deleting the front yard minimum of 7.5 metres for semi-detached and duplex dwellings and replacing it with the following:
  - main dwelling: 4.5 metres
  - attached garage: 6 metres
57. Section 19.6 is amended by the deletion and replacement of interior side yard unattached side with ‘1.5 metres’ for all unit types.
58. Section 19.7 is hereby deleted and replaced with a new Section 19.7 called ‘Triplex Dwelling’ and containing the triplex zone provisions from Section 20.6 along with a modification that the minimum interior side yard for an unattached side is reduced from 3 metres to 1.5 metres.
59. Section 19.8 “Second Units” is hereby deleted and the subsequent sections renumbered.
60. Section 20.1 is hereby deleted and replaced with the following:
  - 20.1. Permitted Uses
    - multiple unit dwelling
    - quadruplex dwelling
    - rowhouse dwelling
    - uses in the R1 zone subject to the R1 zone provisions



61. Section 20.2 is amended by deleting the bullet point that starts with 'second unit in single detached unit' and replacing it with the following:

- Additional Residential Unit (ARU) in a rowhouse dwelling, in the rear yard of a rowhouse dwelling, or as permitted in the R1 zone with the unit(s) subject to the ARU zone provisions of the R1 zone

62. Section 20.4 and 20.5 are hereby deleted and replaced with the following:

**20.4 Zone Provisions**

20.4.1 A quadruplex, rowhouse and/or multiple unit dwelling which is further subdivided is deemed to comply with the provisions of the R2 zone.

63. Section 20.6 is hereby amended by deleting the triplex zone provisions and renaming the section '20.5 Quadruplex Dwelling'.

64. Section 20.7 is hereby amended by deleting the front yard minimum of 7 metres and replacing it with

'main dwelling: 4.5 metres  
attached garage: 6 metres'.

65. Section 20.7. is amended by setting the maximum 'Zone Coverage' as:

'all structures: 42%  
main building: 40%'.

66. Section 20.7 is hereby amended by reducing the minimum interior side yard for an unattached side from 3 metres to 1.5 metres.

67. Section 20.7 is hereby amended by the deletion of 'Number of Dwelling units per Building (maximum) 4'.

68. Section 20.7 is hereby amended with the addition of the following:

Number of Rowhouse Dwellings on a Property                      no maximum.

69. Section 20.7 is hereby renamed '20.6 Rowhouse Dwellings'

70. Section 20.8 is deleted and replaced with the following:

**"20.7 Multiple Unit Dwelling**

The R3 zone provisions for Multiple Unit Dwelling apply except for Maximum Building Height which shall be 3 storeys in the R2 zone".

71. Section 20.9 is hereby deleted and the provisions following this section are renumbered.

72. Section 21.1 (R3 Permitted Uses) is amended by replacing the list of permitted uses with the following:

- dwelling with supports subject to the provisions of the R1 zone
- long term care home
- multiple unit dwelling
- retirement home
- rowhouse dwelling subject to the provisions of the R2 zone

73. Section 21.2 (Accessory Uses) is amended by replacing “second unit in multiple attached dwelling, or accessory structure” with “Additional Residential Unit(s) accessory to a rowhouse dwelling subject to the R2 zone provisions”.

74. Section 21.3 (Permitted Structures) is amended by the addition of the following:

More than one main building may be established on a property.

A rowhouse and/or multiple unit dwelling which is further subdivided is deemed to comply with the provisions of the R3 zone.

75. Section 21.4 is hereby deleted and replaced with the following:

#### **21.4 Zone Provisions**

21.4.1 A rowhouse or multiple unit dwelling which is further subdivided is deemed to comply with the provisions of the R3 zone.

76. Section 21.5 (Apartment Building – Zone Provisions) is renamed ‘Multiple Unit Dwelling’.

77. Section 21.6 is hereby amended by replacing its contents with the following:

Building height (maximum)	15 metres
Balconies for above grade multiple unit dwelling units shall be a minimum of 1.5 metres deep and 2.4 metres long and enclosed by a privacy screen or wall on the 2 sides which abut the building.	

An outdoor communal amenity area of no less than 100 square metres with a square or rectangular orientation shall be provided.

More than 1 multiple unit dwelling may be established on a property provided the multiple unit dwellings also have the following minimum separation between the buildings:

- an exterior wall having a habitable room: 18 metres
- all other exterior walls: 3 metres

78. Section 21.6 is hereby amended by merging it with Section 21.5 by deleting the title ‘Section 21.6 Apartment Building – Building Provisions’.

79. Section 21.8 (Second Units) is hereby deleted and Sections 21.7 and 21.9 renumbered to be Sections 21.6 and 21.7 respectively.
80. Section 26.1 is hereby amended by replacing 'multi-unit residential building including triplexes, quadruplex and multiple attached' with the following:
- quadruplex
  - rowhouse
  - triplex
81. Section 26.3. is hereby amended by changing the Main Building height (minimum) from '1 storey (3.5 metres)' to '2 storeys (7 metres)'.
82. Section 26.5 is hereby deleted and replaced with the following:
- 26.5. Residential Units in the C5 Zone  
Residential units may be located in combination with any permitted commercial use provided such dwelling units are:
- located entirely above the ground floor; or
  - at the rear of the main commercial use and the commercial use is a minimum 50% of the area of the ground floor and runs across the front of the building excluding stairway accesses.
- Rowhouses, quadruplexes, and triplexes are permitted as standalone buildings subject to the R2 zone provisions.
- Long-term care homes, multiple unit dwellings, and retirement homes are permitted as standalone buildings subject to the R3 zone provisions.
83. Section 29.1 is amended to add the following:
- microbrewery
84. Section 30.1 is amended by the addition of the following:
- brewery
85. Section 32.5 is amended by replacing 'single detached, multi-unit dwellings, and mobile home parks' with 'uses listed in the R1, R2, R3, R4, and R5 zones'.
86. This bylaw is hereby amended by the addition of Section 40 as follows:
40. Residential Greenfield (RG1)  
Within this Zone, no person shall establish any use of land or building, or erect or alter any building or structure for any purpose except in accordance with the following provisions:
- 40.1 Permitted Uses
- Uses existing on the date of the passing of this By-law
  - Uses permitted by the R2 Zone
  - Uses permitted by the R3 Zone
  - Uses accessory to the permitted uses

#### 40.2 Permitted Structures

- buildings and structures for the permitted uses
- buildings and structures accessory to the permitted uses

#### 40.3. Zone Provisions

The minimum residential density within the RG1 zone shall be 15 units per hectare.

#### 40.4 Special Zones

##### 40.4.1 RG1-1

Notwithstanding the provisions to the contrary, on the lands zoned RG1-1, all R3 uses not already permitted by the R2 zone shall be located a minimum of 50 metres from all R1 and R2 zoned properties.

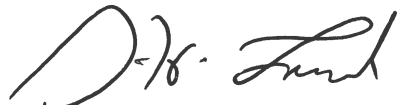
87. Sections 4 through 40 are hereby put in alphabetical order by zone symbol and the sections re-numbered sequentially.

88. All other provisions of By-law 69-2018, as amended, shall apply.

89. This by-law shall come into effect upon final passing, pursuant to Section 34 of the Planning Act, RSO, 1990.

Read a first and second time this 4<sup>th</sup> day of December, 2023.

Read a third time and passed this 4<sup>th</sup> day of December, 2023.



George Finch, Mayor



Alex Wolfe, Acting Clerk

Schedule “1” to By-Law 73-2023 –By-Law 73-2023 has the following purpose and effect.

The purpose and effect of the Housing Update is primarily to include direction in the Zoning By-law to allow for more flexible housing options including:

- additional residential units in town, village and agricultural settings;
- intensification within existing fully serviced urban neighbourhoods; and
- introduction of greenfield zoning for undeveloped areas in serviced settlement areas.

The proposed Housing Update Amendment proposes text changes to the Zoning By-law as summarized below:

#### Agricultural Area

1. Incorporate provisions to permit Additional Residential Units (ARU) in the agricultural area as follows:
  - a) On AG1 zoned parcels, up to 2 ARUs are permitted of which one may be a detached unit.
  - b) On small agricultural holdings (AG4 zone), one ARU is permitted in either the main dwelling or detached building.
2. Expand permissions for on-farm accommodation for farm labour to more permanent dwelling units and building types.
3. Add cannabis production facility as a permitted AG2 use.
4. Update on-farm diversified use provisions to permit a wider range of on-farm businesses.
5. Remove application of Minimum Separation Distance between livestock barns and On-Farm Diversified Uses and Agricultural Commercial Industrial Uses.
6. Amend the application of MDS to cemeteries such that cemeteries are treated as a Type A Land Use (single distance) rather than a Type B Land Use (double distance).
7. Update Agricultural Small Holding (AG4) Zone provisions, including building location requirements and removing livestock limitations.
8. Clarify that the sale of forest products as part of a General Agriculture Use is for forest products that are cultivated and produced on site.

#### Urban Settlement Areas

9. Incorporate provisions for Additional Residential Units (ARU) instead of second units in the R1, R2 and R3 zones in fully serviced settlement areas (i.e., Exeter, Crediton, Centralia, Huron Park, north of Grand Bend) and in partially/private settlement areas (e.g., Dashwood, Shipka, Kirkton, Elimville, etc.) subject to lot size and area for septic systems.

10. Require new semi-detached, duplex, and converted dwellings as well as triplexes to be on full services.
11. Permit mobile homes to be used for detached ARUs in R1, R2 and R3 zones.
12. Introduce or refine residential definitions for rowhouse (in place of multiple attached dwelling), additional residential unit (in place of second unit), multiple unit dwelling (in place of apartment, stacked townhouse, etc.), dwelling with supports (in lieu of hospice, group home, transitional housing, overnight respite care, etc.), dwelling, accessory dwelling, and residential density (including low, medium, and high density).
13. Permit "dwelling with supports" in R1, R2 and R3 zones.
14. Permit triplexes in the R1 zone and multiple unit dwellings in the R2 zone.
15. Remove the unit maximum for rowhouses in the medium density (R2) residential area.
16. Revise parking requirements to:
  - a) Set the parking requirements to 1 space per dwelling unit in the C5 zone, 1 space per dwelling unit for a triplex or quadruplex, and 1 unenclosed space per rowhouse dwelling.
  - b) Reduce the parking requirements for a dwelling with supports to 2 spaces and for properties owned or managed by the Huron County Housing Corporation to 1 space per 4 units.
  - c) Permit tandem parking for residential dwellings with less than five dwelling units.
  - d) Allow all uses, not just commercial uses, to use off-site parking to meet their parking requirements.
17. Permit dwelling with supports in R1, R2 and R3 zones.
18. Permit a triplex in the R1 zone but limit it, as well as a converted dwelling, duplex, dwelling with supports, and semi-detached dwelling, to fully serviced settlement areas.
19. Permit multiple unit dwellings to a maximum of three storeys in R2 zone.
20. Remove link semi-detached dwelling from the by-law since it's a building form no longer used.
21. Permit more than one main building in the R3 zone as well as more than one rowhouse dwelling in the R2 zone.
22. Reduce interior side yard setbacks from 3 metres and 1.8 metres to 1.5 metres for single detached, semi-detached, duplex, triplex, and rowhouse dwellings.
23. Reduce the front yard setback for single detached, converted, dwelling with supports, semi-detached, duplex, and rowhouse dwellings.

24. Increase the setback for accessory buildings that don't contain an additional residential unit to 1.5 metres from 1.2 metres.
25. Increase maximum zone coverage for single detached to 45% for all structures and for a rowhouse to 42% but limit the main building to 40% for both dwelling types (ensures zone coverage is available for accessory structures).
26. For multiple unit dwellings:
  - a) Remove provisions regulating the location of common walkways.
  - b) Replace private outdoor amenity area and outdoor communal amenity area requirements with a requirement that the minimum outdoor communal amenity area be at least 100 square metres in a rectangular orientation from the current minimum of 25 square metres per unit to a maximum of 500 square metres.
27. Add provisions to recognize that semi-detached, duplex, triplex, quadruplex, rowhouse, and multiple unit dwellings that are further subdivided into separate properties are deemed to comply with their zone provisions.
28. Introduce Residential Greenfield Zoning to facilitate residential development on large, undeveloped parcels.
29. In the C5 zone, permit residential units on ground floor or above the ground floor and require a minimum building height of 2 storeys.
30. Add microbrewery as a permitted use in the M1 zone.
31. Add brewery as a permitted use in the M2 zone.

#### Natural Environment

32. Reduce the maximum size of accessory buildings and structures in the NE1 zone from 100 square metres to 50 metres.

#### General Amendments

33. Revise the list of definitions to reflect new terms added (such as 'tandem parking'), terms no longer used (such as 'second unit'), and updated terms (such as 'storage containers').
34. Replace medical marihuana production facility with updated cannabis production facility provisions.
35. Remove redundant provisions that are already addressed by other existing provisions in the by-law, such as:
  - a) exempting the adjacent land natural environment zone setback around woodlots smaller than 4 hectares that are not a significant natural feature.
  - b) Permitting the number of driveways to be determined by the entrance permit approval process.
36. Add a reference to always using the latest Federal legislation in addition to the latest Provincial legislation.

37. Include roads and trails in the list of utility services for the public that are permitted in all zones.
38. Place the zone sections (Sections 4 through 40) in alphabetical order and renumber the sections sequentially.

The text amendment applies to all the lands within the Municipality of South Huron. This Bylaw amends Zoning By-law 69-2018.



# Council Delegation Request

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

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

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

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

- parking lot at the new expansion of the Brussels Hall
- entrance on North side to gear room and only 7 parking spots
- the remainder would be coming in from South trying to inter gear room when others coming out dressed causing an issue
- Pay 2 weeks late , different rate , practice , training

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

- approve adequate parking for all fire personnel
- exit and entrance to parking area
- Have pay more timely
- bring training wage inline with practice as they are the same

**Thank you for your Delegation Request.**

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

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

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

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

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

☒ I agree

**Council Meeting Date \***

12/19/2023



# 51 Thank You

51

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



**Municipality of Huron East**

**Committee of Adjustment**

**Public Hearing Agenda**

**Tuesday, December 19, 2023 at 6:00 P.M.**

**Council Chamber**

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

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

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

4.1 [Planning Report](#) re: Minor Variance Application MV09-2023

Page 2

- Reduce the minimum corner lot area for a quadruplex from 1260 m<sup>2</sup> to 1015 m<sup>2</sup>.

5. **Adjournment**

**PLANNING & DEVELOPMENT**

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

www.huroncounty.ca

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

From: Shae Stoll, Planner

Date: December 13, 2023

**Re: MV09-23 Minor Variance**

Queen Street (Legally Described as Plan 192, Lot 215, Brussels Ward, Municipality of Huron East)

Owner/Applicant: J & M Gultzen Holdings Ltd. (C/O Kelly Van Bakel)

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**Recommendation**

It is recommended that minor variance amendment application MV09-23 be approved with the following conditions:

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

**Purpose**

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

The purpose of the Minor Variance is to request relief from the minimum corner lot area for a quadruplex on the subject lands zoned 'Residential Low Density (R1)'. The application seeks to permit a smaller than required lot area for the proposed development type. The variance would permit a reduced corner lot area from the required 1260 m<sup>2</sup> (13,562 ft<sup>2</sup>) to 1015 m<sup>2</sup> (10,925 ft<sup>2</sup>).

The owner has indicated plans to construct two quadruplex buildings, one on the corner lot subject to this variance and the other on the interior lot to the east, as shown in figure 3. The interior lot meets all zoning provisions and is not subject to any planning approvals for the proposed development.

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

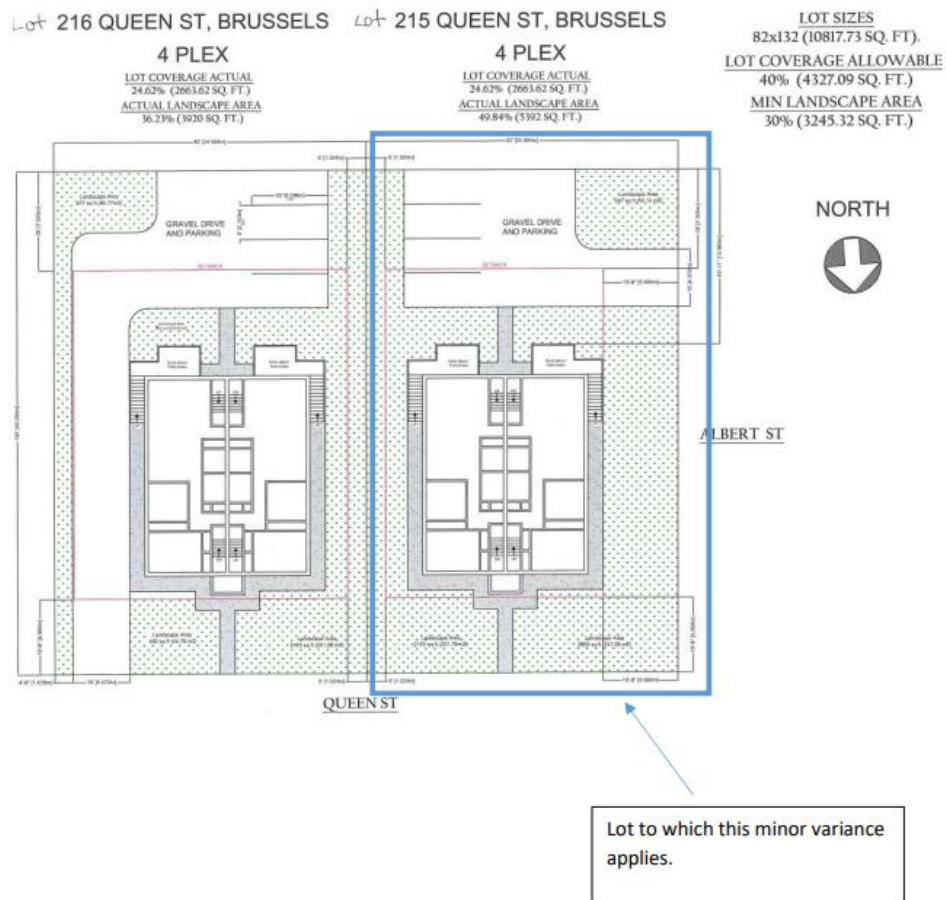


**Figure 2. Site Photo.** Looking north from Queen Street.





**Figure 3.** Minor Variance concept sketch (as provided by applicant). Sketch shows two 0.25 acre lots detailing the proposed quadruplex buildings on each lot. Note: only the corner lot outlined in blue is subject to this variance.



### Comments Received

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

Huron East staff noted that additional work may be required to upgrade the Municipal services to accommodate the proposed development.

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

### Review

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

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

The subject lands are designated Residential in the Huron East Official Plan (HEOP) and within the Primary Settlement Area of Brussels. Residential development, such as the proposed development, is directed to Primary Settlement Areas. Policies in the Official Plan speak to providing a range of dwelling units and permits intensification in established residential areas. Section 6.5.3.1.2 outlines the goal of promoting the creative use of building and site design and landscaping to allow the mixing of densities, the integration of new structures into the older areas without a loss of harmony and the continuation of the existing natural landscape. The proposal will allow for the construction of a quadruplex which will help to contribute to the supply of rental units and mixed housing options. The proposal meets the intent of the Huron East Official Plan.

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

The property is zoned R1 in the Huron East Zoning By-law, which allows for up to four-unit residential development. The proposal as shown in Figure 3 above, otherwise meets the applicable Zoning By-law provisions such as yard setbacks and lot coverage. The proposal maintains ample landscaped open space, approximately 50%, whereas 30% minimum is required. The larger required zone area for a corner lot is, in part, to provide sufficient area for a building while also providing adequate distance from property lines to accommodate safe sightlines for vehicles. The proposed building is situated to maintain adequate sight distances from the abutting streets and no concerns were raised by County or Huron East Public Works. A lot grading and drainage plan will be required as part of the building permit process for a new residential development. The proposal meets the rest of the requirements in the Huron East Zoning By-law and will provide sufficient space for access and drainage. As such, the proposal meets the intent of the Huron East Zoning By-law.

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

The subject property is within the Settlement Area of Brussels. Surrounding land uses are low density residential dwellings including some multi-unit developments. The proposed building design will be considerate of the surrounding neighborhood and existing dwellings. The minor variance does not impede on the surrounding neighbourhood from a compatibility perspective and proposes a development type that will help address the housing needs of the community. Therefore, this application is considered desirable for the appropriate development of the lands. The proposal is considered minor in nature as it requests a modest reduction to the required corner lot area and does not meet or exceed the provisions for minimum landscaped area or maximum lot coverage.

**Conclusion**

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



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

Sincerely,

“original signed by”

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Shae Stoll, Planner

Site inspection: December 12, 2023

## **Huron East Administration**

**To:** Mayor MacLellan and Members of Council  
**From:** Jessica Rudy, AMP, Clerk  
**Date:** December 19, 2023  
**Subject:** McKenzie Municipal Drain – Section 40 Report

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### **Recommendation:**

To be received for information.

### **Background:**

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

- June 1, 2018: Section 78 Improvement Request filed with the Municipality.
- June 12, 2018: Council accepts the request and appoints R.J. Burnside Engineering Ltd.
- September 12, 2018: Onsite meeting held with landowners.
- June 4, 2019: One year extension provided for Engineer's report.
- July 3, 2019: Information meeting held with landowners.
- May 22, 2020: Request for the project to cease from moving forward. Request made by the individual who submitted the Section 78 request.
- August 31, 2020: CAO/Clerk submitted a report to the Administration Committee with a recommendation to have the CAO meet with the landowners to determine their intention on the improvement and if the drain does not proceed, Huron East costs would not exceed \$6,370.00.
- November 25, 2021: Clerk discusses history of the file with the appointed Engineer from R.J. Engineering Ltd (Ed DeLay). The Engineer agreed to meet with landowners to determine their intent with respect to the drain.
- April 8, 2022: The Engineer notified the Clerk that they would like to proceed with a Section 40 report under the Drainage Act.

Section 40 of the Drainage Act states:

"Where the engineer finds that a drainage works is not required or is impractical, or cannot be constructed under this Act, the engineer shall forthwith file with the

clerk of the initiating municipality a report to that effect, stating the reasons therefore, the amount of the engineer's fees and other charges and by whom they shall be paid, and the clerk shall forthwith send a notice of the filing of such report to all persons who signed the petition and the matter shall not be further proceeded with unless the decision of the engineer is reversed on appeal."

- April 22, 2022: Council provided support for the Engineer write the Section 40 report under the Drainage Act.

**Comments:**

The final report was received on December 7, 2023, a notice and copy of the report was mailed to all affected landowners. A copy of the report is attached for information.

Landowners have a 40-day appeal period on the report, from the date the notice and report was mailed, being January 17, 2024. After which, and if there are no appeals then the file on the improvement process from 2018 will be considered closed.

**Others Consulted:**

Drainage Superintendent Ken McCallum

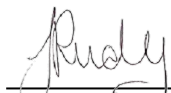
**Financial Impacts:**

The total cost for the McKenzie Drain is \$45,233. The Municipality is assessed \$2,606 for Morrison Line and Centennial Road, with the rest being assessed to the affected landowners.

Per the Agricultural Drainage Infrastructure Program (ADIP) guidelines, the costs of preparation for reports under Section 40, are not eligible for grants.

**Attachments:**

[Attachment A](#): McKenzie Municipal Drain – Section 40 Report

**Signatures:**

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Jessica Rudy, AMP, Clerk



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Brad McRoberts, MPA, P. Eng., CAO

## Huron East Public Works

**To:** Mayor MacLellan and Members of Council  
**From:** Barry Mills, Director of Public Works  
**Date:** December 19, 2023  
**Subject:** Speed Limiting Measures on Front Road, Hensall Road & Krauter Line

---

### **Recommendation:**

That Council authorize a By-law for the installation of 60 km/h speed signs on Front Road between Hensall Road and MacPherson Avenue, Egmondville; 60 km/h speed signs on Front Road between Huron Road and 5<sup>th</sup> Avenue, Vanastra; 60 km/h speed sign on Krauter Line; as well as a 50 km/h speed sign on Hensall Road 60 meters north of Lorne Ave, Hensall.

### **Background:**

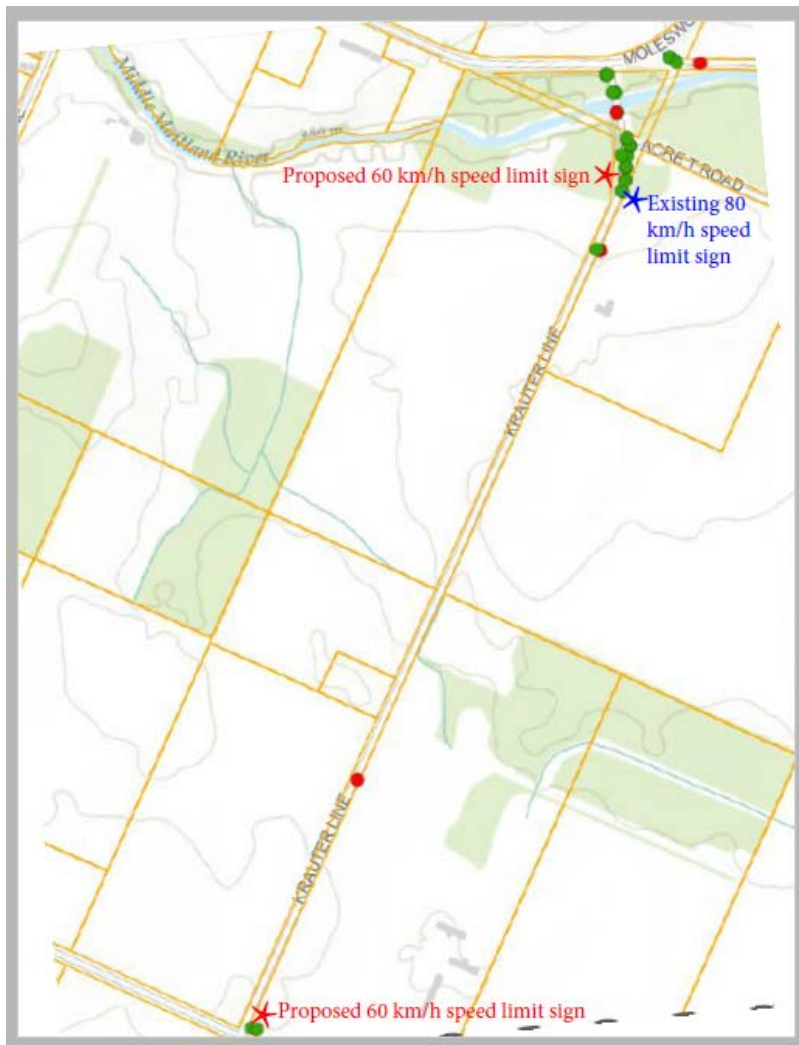
Krauter Line, Front Road and Hensall Road provide access in and out of neighborhoods or from points of origin to a collector road system. Collector roads are intended to provide access to properties as well as linkages between local roads, other collector and arterial roads.

### **Krauter Line (Section 365)**

Krauter Line, is a connection road between McNaught Line and County Road 19.

A 80 km/h speed limit sign is currently in place approximately 200 meters south of Molesworth Line. As a result of radar traffic monitoring data collection, the average total daily vehicles was 1087 and average speed was between 93 km/h. Based on these recent speed records and traffic counts Krauter Line is a Class 3 highway under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.

A speed limit reduction from 80 km/h to 60 km/h for the section of roadway would amend the classification of this section of roadway from a Class 3 to a Class 4 under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.



**Figure 1 - Krauter Line**

### **Front Road, Egmondville (Section 1060)**

Bayfield Street East, which becomes Front Road, is a collector road entering and exiting the east end of Egmondville.

A 50 km/h speed limit sign is currently in place approximately 250 meters east of MacPherson Avenue. As a result of radar traffic monitoring data collection and a Front Road Traffic Impact Study the average total daily vehicles was 1164 and average speed was between 78.2 and 89.9 km/h. This rate of speed is well above the posted speed limit and supports the recurring speed complaints from surrounding homeowners.

Based on these recent speed records and traffic counts this section of Front Road is a Class 3 highway under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.

A speed limit reduction from 80 km/h to 60 km/h for the section of roadway between MacPherson Avenue and Hensall Road would amend the classification of this section of

roadway from a Class 3 to a Class 4 under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.

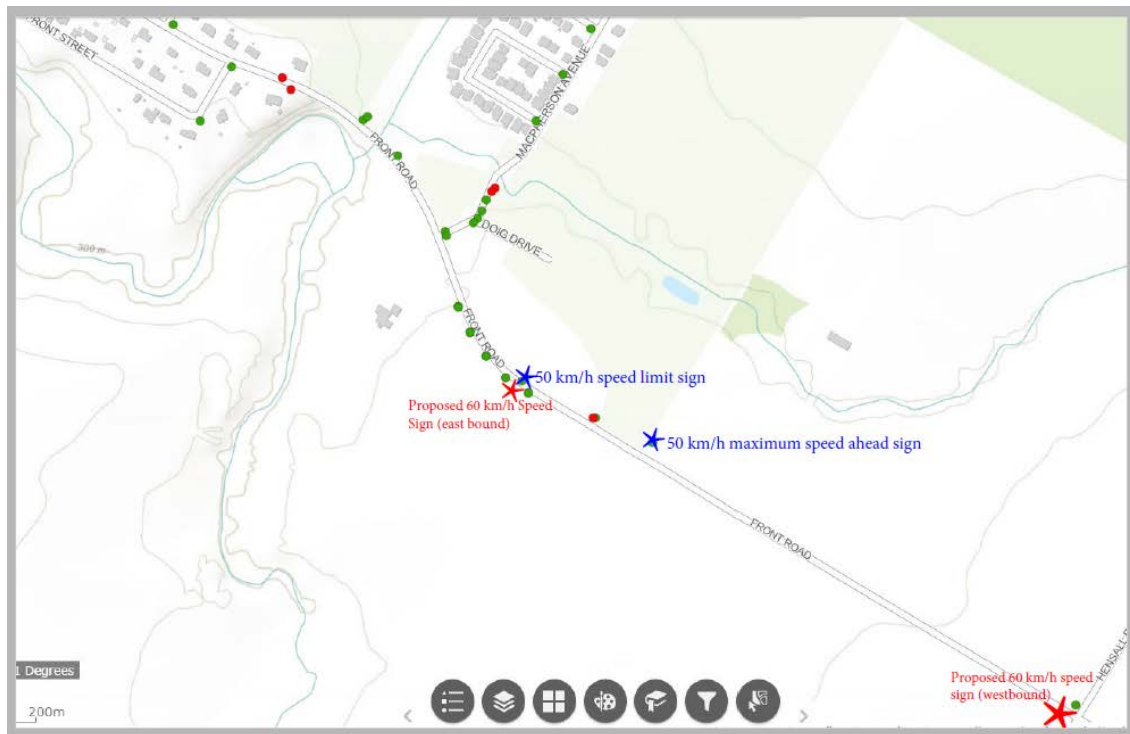


Figure 2 - Front Road to Hensall Road - Road Section 1060

### Front Road, Vanastra (Section 1010)

Front Road southeast of Huron Road (Highway 8) is a collector road to and from the east end of Vanastra.

While travelling Front Road north from 5<sup>th</sup> Avenue, a 80 km/h speed limit sign is in place 200 meters north of 5<sup>th</sup> Avenue, Vanastra. Next a 50 km/h sign is posted 170 meters before the Goderich-Exeter Railway and continues to Huron Road (Highway 8). Therefore, the northbound route has a 1 km section of Front Road that is 80 km/h.

Conversely, while travelling south on Front Road from Huron Road (Highway 8) a 50 km/h sign is posted 40 meters from the intersection. This is the only posted speed limit travelling south until a 60 km/h sign is encountered 200 meters prior to 5<sup>th</sup> Avenue, Vanastra.

Without additional southbound signage between the railway line and just prior to 5<sup>th</sup> Avenue, the speed limit may be subject to interpretation. The addition of a 60 km/h sign following the railway would clarify the 1.2 km section of roadway.

Recent speed records and traffic counts classify this section of Front Road as a Class 3 road under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.

For clarity, it is proposed that the road section from Huron Road to the Railway have a 50 km/h speed limit and the road section from the Railway to 5<sup>th</sup> Avenue would have a 60 km/h speed limit. These limits would be in effect for north bound and south bound traffic.

The speed limit sign amendments would adjust the classification of this section of roadway from a Class 3 to a Class 4 under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways.

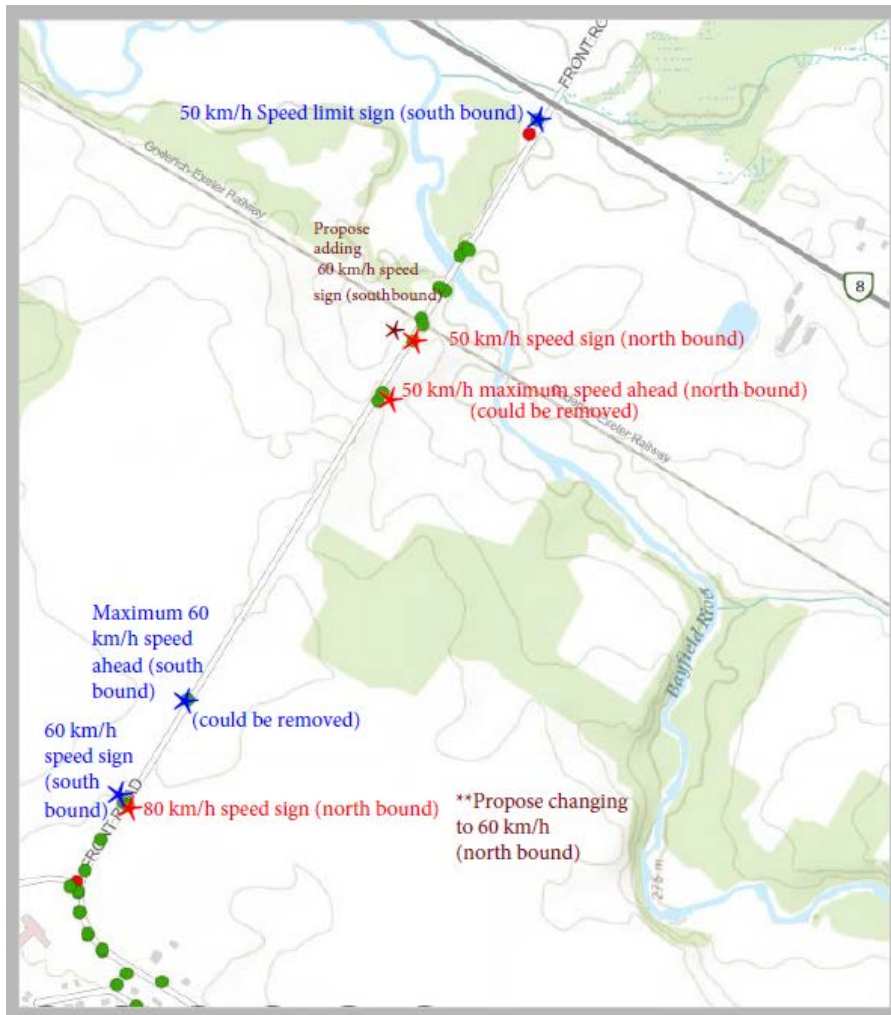


Figure 3 - Front Road to 5th Avenue - Road Section 1010

### Hensall Road, Hensall (Section 915)

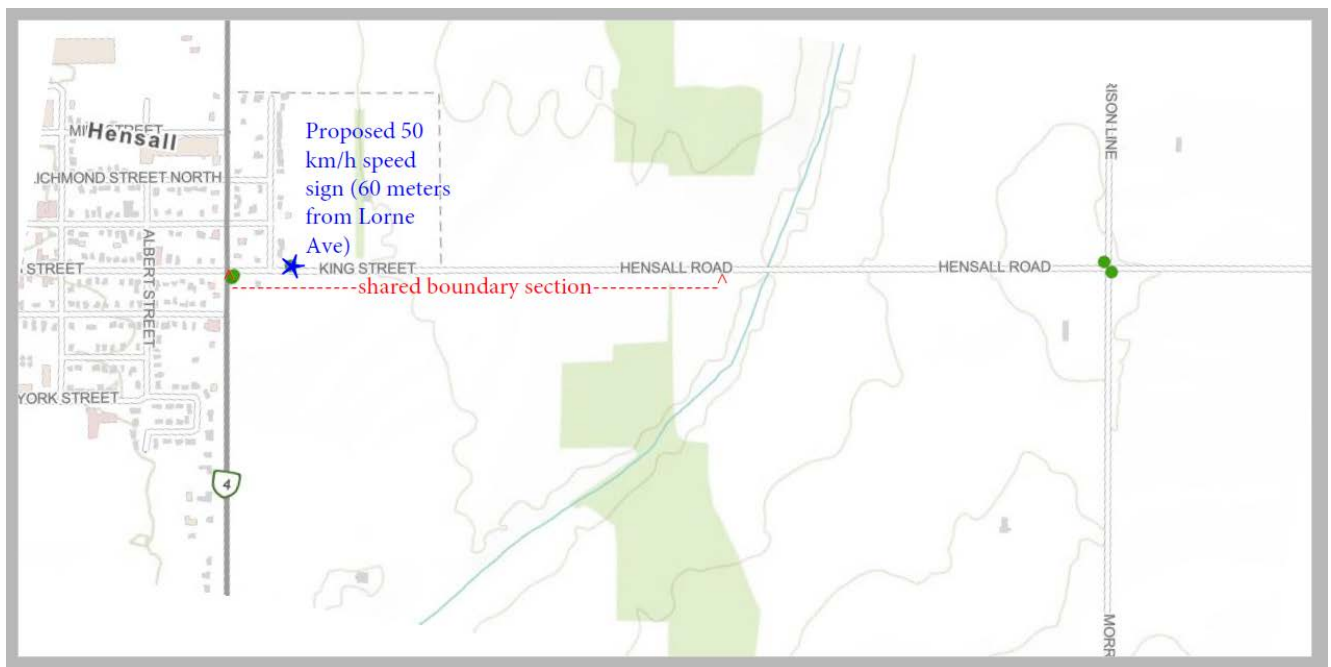
Hensall Road which becomes King Street, is a collector road into and out of Hensall and meets up to London Road (Highway 4).

To the east of London Road, King Street (Hensall Road) has a residential settlement section from London Road to Lorne Avenue following which the road then transitions to Hensall Road. For 427 meters from London Road, Hensall Road is a boundary road between the Municipality of Bluewater and Municipality of Huron East.

As a result of radar traffic monitoring data collection, the average total daily vehicles was 939 and average speed was 64.45 km/h. While this speed is below the speed limit, it should be noted that under the Highway Traffic Act (HTA) the residential area default speed limit is 50 km/h.

There is currently no signage to indicate a speed reduction. It was suggested by the Municipality of Bluewater that speed limit signage be implemented with a 50 km/h speed limit sign be installed east of the residential area at Lorne Ave, with speed limit transition signage placed in advance of the proposed 50 km/h area in accordance with Book 5 of the Ontario Traffic Manual (OTM) specifications.

The Municipality of Bluewater passed a By-law on October 2, 2023 to establish a 50km/h speed limit at the west end of Hensall Road. In order for this by-law to be enforceable, a similar by-law from Huron East would be required.



**Figure 4 - Hensall Road/King Street, Hensall - Road Section 915**

### Comments:

By reducing the speed limit on Section 1060 and 1010 of Front Road and Section 365 of Krauter Line, each section will fall within the Class 4 road classification and therefore comply with O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways. The majority of roads in Huron East are Class 4 roadways. It is preferable to have similarly classified roads within the Municipality so that patrol and maintenance standards are consistently followed throughout.

With respect to Hensall Road, Section 915, it would be prudent to cooperate with the Municipality of Bluewater to install speed limiting signage for the residential section.



Following implementation of speed limit reductions, the OPP will be advised of the changes.

**Others Consulted:**

South Patrol Foreman Tanner Glanville

North Patrol Foreman Joe Ryan

Planning and Operations Coordinator Meaghan McCallum

**Financial Impacts:**

The installation of 7 speed limit signs is approximately \$200 per sign for a total of \$1,400 to be allocated to the 2024 Operating Budget.

**Signatures**



Barry Mills, Director of Public Works



Brad McRoberts, MPA, P.Eng, CAO

**Huron East**  
**Administration**

**To:** Mayor MacLellan and Members of Council  
**From:** Jessica Rudy, Clerk  
**Date:** December 19, 2023  
**Subject:** Annual and Multi-Year Accessibility Plans

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**Recommendation:**

That the Council of the Municipality of Huron East adopt the 2023 Annual Accessibility Plan and the 2024 Multi-Year Accessibility Plan, as presented in report CLK-23-24.

**Background:**

The County of Huron creates the Annual Multi-Year Accessibility Plan and the 2023 Accessibility Update under the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005. Huron County Council approved the documents at their December 2023 County Council meeting.

The Municipality of Huron East provides input to the plans by submitting a summary of completed, ongoing and proposed accessibility projects for the appendix of the Accessibility Plan.

All lower tier municipalities are encouraged to adopt the plans, after approval of County Council.

A copy of the annual and multi year plan is attached to this report.

**Financial Implications:**

N/A

**Attachments:**

[Attachment A](#): 2023 Annual Accessibility Plan

[Attachment B](#): 2024 Multi-Year Accessibility Plan

**Signatures:**



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Jessica Rudy, AMP, Clerk



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Brad McRoberts, MPA, P. Eng., CAO



**Corporation of the County of Huron** 1 Courthouse Square  
Goderich, ON N7A 1M2 Canada **Tel:** 519.524.8394 Ext. 3257

**Fax:** 519.524.2044 [www.huroncounty.ca](http://www.huroncounty.ca)

## **Huron County Accessibility Advisory Committee's 2023 ACCESSIBILITY PLAN UPDATES**

The Huron County Accessibility Advisory Committee has worked diligently to achieve the goals defined within the approved plan. Recognized achievements include:

### **Accessibility Plans:**

The County of Huron has created an “Annual Multi-Year Accessibility Plan” and a “2023 Accessibility Update” under the Ontarians with Disabilities Act 2001 and the Accessibility for Ontarians with Disabilities Act 2005, with annual updates on successes. The County of Huron has completed both requirements with the documents approved by Huron County Council at the December 2023 County Council meeting.

### **Site Plan Reviews:**

The Huron County Accessibility Advisory Committee has been actively engaged with Municipal and County staff and organizations in conducting Site Plan Reviews in a timely fashion. The Committee believes public awareness will continue to stimulate community participation and the subcommittee's time and commitment. The Committee reaches out to each local municipality to review municipal facilities and projects. Recommendations were made for each review. The Reviews have been taking place virtually via ZOOM, in person meetings with participation of the Public Works Officers and by site visits. Examples of completed and/or current site plan reviews in process for 2023:

- Blyth Intersection reconstruction
- Main Street and Sanders Street Intersection, Exeter
- Gibbons Street Assisted Living facility construction
- Sanders Street apartment construction
- North Huron Council Chamber
- Huron County OPP Station in Clinton

- Huron County Economic Development / Planning Department located at 57 Napier Street Goderich 2 new accessible parking spaces.
- Electric Vehicle Charging Stations in County of Huron
- Seaforth Post Office Ramp
- Wingham Patrol Yard new build-preliminary review of parking spaces
- Review of Accessibility Lift in a municipal facility

### **Government Directives and Regulations:**

The Accessibility Advisory Committee provided updates and advice about new government directives and regulations to the County Council and the Municipal Working Group. The Working Group is made up of one volunteer/staff member from each partner municipality. Each member of the group reports back to and shares newly developed resources and material approved by the County Council to their Mayor/Councilors.

### **2023 Accessibility Awards of Merit for Barrier-Free Design**

This Award promotes public awareness of the importance of barrier-free design and programming recognizes excellence in accessibility efforts. Awards are presented to the owner of a building or facility that has been designed or renovated with special regard to accessibility for persons with a disability. There are 2 award categories – Business and Public Sector.

The following is a listing of the 2023 Award Recipients:

#### **Business Category Award**

The Riverview Local Eatery

#### **Public Sector Category Award**

Central Huron Municipality

The Township of Ashfield-Colbourne-Wawanosh

### **Sandra Thompson Memorial Accessibility Champion Award**

The Accessibility Champion Award was established in 2022 to honor the memory of Sandra Thompson and to celebrate the International Day of Persons with Disabilities.

Sandra Thompson was dedicated to promoting accessibility in Huron County, was a leader in inspiring others to improve accessibility in our community and worked as the Accessibility Coordinator for the County of Huron until 2016. She was from the Bluevale area.

The International Day of Persons with Disabilities falls on December 3 each year. This day is endorsed by the United Nations and is important because we need to realize just how many people there really are who are impacted by disability.... World-wide there are currently one billion people! That's essentially saying that one in every seven people in the world are facing challenges and barriers due to some specific type of disability. In Ontario, the data tells us that 24.1% of the population (age 15 and older) identify as having a disability.

The Accessibility Champion Award recognizes and honours an individual in Huron County who:

- has shown dedication and commitment to promoting accessibility in our community
- has demonstrated exemplary commitment & leadership towards advancing accessibility
- is working to build a more inclusive community
- is making a difference in the lives of people living with a disability

Nominations included: a detailed description of the nominee's work and initiatives; A signed testimonial(s) that speak to the contributions and impact of the individual to accessibility in the County of Huron. The 2023 Award winner is Carol Leeming.

### **Continued use of Resources:**

- Continued connectivity with County Council, Partnering Municipalities, and Businesses.
- The Municipal Accessibility Working Group continues to meet via ZOOM two times per year. Topics related to accessibility were discussed including municipal accessibility projects, the rigor of the Ministry Accessibility Audits, review of Accessibility Plans for the 2023, and ideas for providing training on accessibility to their new Councils. Additionally, the Group was encouraged to consider hosting events during National AccessAbility Week from May 25 to 1 June 2024.

- An Accessibility Tour of Clinton was held to show and discuss various accessibility features of recreational facilities, parking, sidewalks, playgrounds, entrances, and businesses. The HCAAC will continue to participate in such tours to ensure that partnering municipalities become well versed with the National Accessibility standards and how to translate the AODA and the ODA into reality.
- The HCAAC has begun working on a project to create short videos about how spaces may be made accessible in a how-to context. Funding has been applied for by the PASS (Public Accessibility Standards Simplified).
- The Committee continues to encourage local businesses to get involved in creating barrier free communities.
- The HCAAC continued in 2023 to participate in the Back Alley Artist Extravaganza. Our 4'x4' art board was created to promote the HCAAC, accessibility and that 'everyone is welcome' in Huron County. The art board has now found a home in the Huron County Museum.



Photograph shows a row of paintings the nearest painting has multi-coloured sun rays with accessibility logo and Huron County printed in the middle.

- A Portable Accessible Washroom has been a focus of discussion for HCAAC. This continues to be an initiative that will be pursued in 2024.
- County staff and IT Department: Website accessibility is an important focus. Accessibility training is required by all County employees.

- o Background: New public websites and significantly refreshed websites were required to be compliant with Web Content Accessibility Guidelines WCAG 2.0 Level A by January 1, 2014. Furthermore, by January 1, 2021, all public websites and web content posted after January 1, 2012, must meet WCAG 2.0 Level AA.
- o WCAG 2.0 is an internationally accepted standard for web accessibility developed by the World Wide Web Consortium (W3C). Following the WCAG 2.0 guidelines makes content accessible to people with a wide range of disabilities, including:
  - Blindness and low vision
  - Deafness and hearing loss
  - Learning disabilities
  - Cognitive impairments
  - Mobility impairments
  - Speech impairments
- The HCAAC continues to promote the development of accessibility training to employees/staff through continuous learnings on training requirements defined in the Integrated Accessibility Regulation. These learning opportunities are customized into six modules:
  1. Customer Service
  2. General Requirements
  3. Human Rights
  4. Employment
  5. Information & Communication
  6. Design of Public Spaces
- All new County staff received required training within an appropriate time frame. All staff are required to receive training on accessibility standards for customer service and use of assistive devices.

- Upon request, provide information in accessible formats and with communication supports at the same cost charged to others. Publicized the availability of accessible formats and communication supports on website and documents.
- Continue to work with IT and Human Resources departments to train staff on Accessibility Standards.
- The “Huron County Universal Design and Accessibility Guidelines” is being reviewed and updated with the assistance of the Planning and Development Department. This review started in 2022 and will be completed in 2024. An updated version will be provided to local Municipalities once it is completed. This document assists in their review of site plans under section 41, Site Plan Control Area, of the Planning Act.
- The HCAAC was approached by Welland and Oxford County AACs to assist in strengthening their abilities to review site plans. The HCAAC will continue to develop presentations designed to help fellow AACs and our partner municipalities in this regard.





# Multi-Year Accessibility Plan

Huron County Accessibility Advisory Committee

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January 2024

**This document is available in alternative formats, upon request.  
Please see Page 3 for details.**

## EXECUTIVE SUMMARY



The Huron County Accessibility Advisory Committee is an established community resource that creates, develops, and implements the objectives of Huron County and its nine (9) municipalities be it mandated by legislation or inspired by local community groups and individuals from across Huron County sharing the vision of Huron County's Accessibility Advisory Committee.

It is the responsibility of the Huron County Accessibility Advisory Committee to advise Huron County Council about the requirements and implementation of

accessibility standards. Since inception, the Huron County Accessibility Advisory Committee has been promoting and developing a barrier-free Municipality for citizens of all abilities including persons with disabilities. Through local media, public events, award ceremonies and speaking engagements the Committee continues to educate and advise on accessibility issues while broadening awareness within Huron County and its partner municipalities.

As the provincial legislation and regulations mature, the Huron County Accessibility Advisory Committee will continue its efforts in promoting awareness, while implementing educational and training guidelines, policies and standards defined by The Ontarians with Disabilities Act.

**CONTACT INFORMATION**

Communication supports and accessible formats are available upon request. (e.g., digital, large print, braille)

For additional information, please contact:

Accessibility Coordinator at  
**[accessibility@huroncounty.ca](mailto:accessibility@huroncounty.ca)**  
Phone 519-524-8394, Extension 3257

Huron County Accessibility Advisory Committee  
1 Courthouse Square  
Goderich, ON N7A 1M2

This report is available online at: **<http://www.huroncounty.ca>**

If your inquiry is specific to a municipality, please contact them directly.

Table of Contents

Contents

EXECUTIVE SUMMARY ..... 2

CONTACT INFORMATION..... 3

ONGOING GOALS..... 6

*The Accessibility Education Committee ..... 6*

*Directive and Regulation Review Sub Committee ..... 8*

*Summary..... 8*

BACKGROUND ..... 8

MESSAGE FROM THE HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE’S CHAIR  
..... 9

COUNTY COUNCIL (2023) ..... 10

HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE (HCAAC) 11

*OUR VISION ..... 11*

*OUR MISSION ..... 11*

*OUR MANDATE..... 11*

*GOALS & OBJECTIVES OF THE HCAAC..... 12*

*LAST YEAR’S GOALS ..... 12*

*2023 ACHIEVEMENTS ..... 13*

*Business Category Award ..... 13*

*Public Sector Category Award ..... 13*

*2024 GOALS ..... 16*

*RETURN ON INVESTMENT ..... 17*

*QUICK FACTS..... 18*

APPENDIX 1: 2024 Priorities for HCAAC..... 19

Objectives Mandated by Legislation .....	19
1. <i>Multi-Year Accessibility Plan and Annual Updates....</i>	19
2. <i>Annual Accessibility Plan .....</i>	20
3. <i>Alignment of Both Plans .....</i>	20
4. <i>Review of Building Plans for Renovation, Construction, Purchase, Lease and Exterior Site Plans</i>	21
5. <i>Provide Accessibility Information to the County and local Municipalities</i>	21
Objectives Driven by HCAAC and Community .....	23
1. <i>These objectives are driven by Passion to Accomplish the Committee’s Vision of Informing and Inspiring People from Across Huron County on Making Huron County Accessible for everyone. Develop relationships with County Council, Municipalities, and local businesses.</i>	23
2. <i>Accessibility Awards of Merit for Barrier-Free Design Program</i>	23
3. <i>Accessible Websites .....</i>	24
4. <i>Events .....</i>	25
5. <i>Sandra Thompson Memorial Accessibility Champion Award Program</i>	25
APPENDIX 2 .....	27
Consultation with the HCAAC .....	27
APPENDIX 3: Municipality Summary .....	28

## ONGOING GOALS

Huron County continues to strive toward ensuring that at all levels of decision making there is consideration of those with disabilities. The betterment of the community must involve everyone.

The Huron County Accessibility Advisory Committee (HCAAC) believes in taking action. Action taken today will improve tomorrow and strengthen the community for all. By improving the quality of life for people with disabilities today we ensure access for those who face disabilities tomorrow.

The HCAAC is determined to make available to Huron County business owners the knowledge and information needed to create barrier free communities and economies.

The HCAAC created three sub committees to assist with removing barriers:

- Accessibility Education Sub Committee
- Accessibility Review Sub Committee
- Directive and Regulation Review Sub Committee.

### **The Accessibility Education Committee**

The Accessibility Education Committee meets as required to develop and implement programs to educate agencies, businesses, and the broader private sector and to plan for special events that will bring awareness to the community regarding accessibility. This Committee will develop resources for the private sector about the AODA, Huron County's Universal Design and Accessibility Guideline for Site Plan Control, and the importance of identifying, preventing, and removing barriers and challenges faced by people with disabilities.

In the past, this Committee has partnered with local Business Improvement Areas (BIAs) to raise awareness of the AODA and the responsibility of businesses and not-for-profit organizations.

The Committee has increased awareness and advanced understanding about accessibility by creating the Business Award of merit to Barrier Free Design, the Public Sector Award of Merit for Barrier Free Design and Programming and the "Accessibility Champion" Sandra Thompson Memorial Award. Nominations for these awards are encouraged by the public and consideration and decisions on the awardees is the responsibility of the Committee.

### **The Accessibility Review Sub Committee**

The Review Committee is responsible for advising municipalities on the accessibility for persons with disabilities to a public municipal building prior to purchasing, construction, renovation, or lease. The Accessibility Standards for the built environment focuses on removing barriers in four areas:

1. Public Spaces
2. Buildings
3. Trails and beaches
4. Outdoor play spaces

This is intended to make it easier for all Ontarians- including those with disabilities, seniors, and families to access the places where they work, travel, shop, and play.

As a large public sector organization, the Design of Public Spaces Standard only applies to new construction and planned redevelopment.

Ontario's Building Code has been amended to include enhancements to accessibility in buildings and the Committee is cognizant that this is an insufficient standard to adhere to and seeks to ensure that the Code is complied with as well as a firm view of the future use of people with disabilities. This often results in recommendations from the Committee exceeding the Code standard.

This Committee is responsible for drafting, periodically reviewing and updating the document titled "Huron County Universal Design and Accessibility Guidelines" and providing it to its Municipalities to assist in their review of site plans under section 41, Site Plan Control Area, of the Planning Act. The Committee may, if requested by a local Municipality, review a site plan under Section 41 of the Planning Act to ensure facilities designed are accessible for persons with disabilities.

This Committee does site plan reviews which helps to remove barriers before they are made during construction of new buildings and renovations of old buildings. A building plan review form may be found on our website. Site Plan Review Checklists have been developed to assist in the review process. Forms and checklists are updated and reviewed regularly to adapt to continual changes in current standards.

Plans and spaces such as municipal offices, libraries, arenas, washrooms, additions, renovations, etc. have been reviewed. The word is out in Huron County on the importance of accessibility in ensuring inclusion for all.

The following is a selection of reviews completed at time of publication in 2023:

- Blyth Intersection reconstruction
- Main Street and Sanders Street Intersection, Exeter
- Gibbons Street Assisted Living facility construction
- Sanders Street apartment construction
- North Huron Council Chamber
- Huron County OPP Station in Clinton
- Huron County Economic Development / Planning Department located at 57 Napier Street in Goderich - 2 new accessible parking spaces
- Electric Vehicle Charging Stations in County of Huron
- Seaforth Post Office Ramp
- Wingham Patrol Yard new build-preliminary review of parking spaces
- Review of Accessibility Lift in a municipal Facility
- Playground in Hensall
- Clinton Library space audit
- Wingham Trail Extension
- Ashfield Park Washroom Project
- Goderich Public Library
- Hay Tract Accessibility Assessment
- Huron County Supportive Housing Build in Goderich plans review

The Committee reports back to Council, advises municipalities and others that requested a review on the accessibility of buildings, structures or premises in relation to the updated Building Codes and Huron County's Universal Design and Accessibility Guideline for Site Plan Control document. These reports provide County staff with valuable information on items that need to be addressed during the architectural phase, pre-construction phase and during construction or renovation.

### **Directive and Regulation Review Sub Committee**

The Committee reviews any relevant regulations and directives and identifies concerns, provides solutions, and recommendations to the Accessibility Coordinator, such as drafting new policies identified in IASR.

The Accessibility Coordinator gathers input from the Directive and Regulation Review Committee, the Municipal Working Group and the Senior Management Team and drafts a response to the Ministry for Seniors and Accessibility and writes to County Council identifying areas of concern and possible solutions and recommendations.

This Sub Committee will review the draft response and provide final feedback to the Accessibility Coordinator.

### **Summary**

In summary, with the implementation of the Accessibility Education Sub Committee, Accessibility Review Sub Committee, and the Directive and Regulation Review Sub Committee, the Huron County Accessibility Advisory Committee has been very successful in removing and avoiding barriers in our communities. The activities that are undertaken by the sub committees ensure that the conversation around Accessibility is active and vibrant and penetrates deeply into the community.

### **BACKGROUND**

Disability impacts the lives of many Ontarians, and the numbers of people with disabilities is increasing as the population ages. In Ontario, approximately 1.85 million people identify as having a disability. This means roughly one in seven Ontarians live with a disability and face various types of accessibility challenges in their everyday life. Also, as the aging population is expected to grow in the next 25 years, it is projected that the number of people living with a disability is also expected to grow in our province. This is why it is more important now than ever to remove all barriers that impede accessibility. Designing our municipal spaces where every person who lives or visits can participate fully makes good sense — for our people, our businesses, and our communities.

Although our governments have the vision of a barrier free Ontario, the reality is that persons with disabilities still face barriers which prevent them from participating in all aspects of society. As a community we must learn to see barriers as our fellow citizens with disabilities live with them.

The Accessibility for Ontarians with Disabilities Act, 2005 calls on the business community, public sector, not-for-profit sector and people with disabilities or their representatives to develop, implement and enforce mandatory accessibility standards. Accessibility standards are the rules that businesses and organizations in Ontario will have to follow to prevent or remove barriers to accessibility for all citizens.



## MESSAGE FROM THE HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE'S CHAIR

### AWARENESS & ENGAGEMENT

People with disabilities regularly face barriers that prevent them from working, shopping, travelling and simply living and volunteering in their communities.

One of Huron County Accessibility Advisory Committee's (HCAAC's) greatest strengths lies in our Committee Members, who pursue so passionately a vision of informing, educating and inspiring residents from across Huron County on making Huron County accessible for people of all abilities and ages, eventually leading to a fully inclusive society for all.

The HCAAC has continued to invest time and effort into the development of accessibility training to employees/staff of all kinds through continuous learnings on training requirements defined in the Integrated Accessibility Regulation and focus on:

- Customer Service
- General Requirements
- Human Rights
- Employment
- Information & Communication, and
- Design of Public Spaces

What training each staff is required to take is based on the job responsibilities, for example, if you are a Facilities staff you are required to take the minimum training which includes Human Rights, General Requirements and Customer Service. If you have a management position you are required to complete all training modules. All staff are required to receive training on accessibility standards for customer service and use of assistive devices (magnifying glass, large print, voice to text, etc.).

It is a goal of the HCAAC to continue to provide businesses with training opportunities and provide training material to increase their awareness and knowledge of the Government Legislation. It is our hope to also increase engagement between HCAAC and local businesses.

### GOVERNANCE

The Accessibility Committee has been working together virtually since 2021 and looks forward to continuing that work in 2024. We have a great blend of energized individuals mixed with some experienced Committee members that have brought their knowledge and experience to the Committee. In the fall of 2022, we selected new Committee members to join us in 2023 as several Committee members have reached the end of their maximum number of terms they can participate. I would like to take this opportunity to thank all of our Committee members for their dedication, commitment and passion for creating an inclusive society.

Thank you.  
Trevor Bazinet,  
Committee Chair

## COUNTY COUNCIL (2023)

Huron County is governed by County Council, which is made up of fifteen (15) members from area municipalities. Each municipality located within Huron County, is represented at County Council by their representatives - Mayors or Reeves, Deputy Mayors or Deputy Reeves.

At their Inaugural Session in December (every 2 years), County Council elects a Warden from among the Councilors. The Warden is the executive officer of the Corporation and the head of County Council. The Warden chairs County Council meetings, sits as an ex-officio member on all Standing Committees, and represents the County at a wide range of functions and activities.

In 2022, there was a Municipal election which has resulted in some new members of County Council and local Municipal Councils.

Huron County includes the following nine lower tier, or local municipalities:

- Corporation of the **Township of Ashfield-Colborne-Wawanosh**  
(Formerly Ashfield, Colborne and West Wawanosh Townships)
- Corporation of the **Municipality of Bluewater**  
(Formerly Hay and Stanley Townships, plus the Villages of Bayfield, Hensall and Zurich)
- Corporation of the **Municipality of Central Huron**  
(Formerly Goderich and Hullett Townships, and the Town of Clinton)
- Corporation of the **Town of Goderich**
- Corporation of the **Township of Howick**
- Corporation of the **Municipality of Huron East**  
(Formerly Grey, McKillop and Tuckersmith Townships, Village of Brussels, and Town of Seaforth)
- Corporation of the **Municipality of Morris – Turnberry**  
(Formerly Morris and Turnberry Townships)
- Corporation of the **Township of North Huron**  
(Formerly Village of Blyth, Township of East Wawanosh, and Town of Wingham)
- Corporation of the **Municipality of South Huron**  
(Formerly Stephen and Usborne Townships and Town of Exeter)

Starting in 2021, each of the 9 municipalities are encouraged to provide a summary of their local accessibility projects, achievements, and proposed activities in the Annual Accessibility Plan. A template for this summary is located in this Appendix.

## **HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE (HCAAC)**

The Huron County Accessibility Advisory Committee is made up of 9 voting members including:

- 5 persons with a disability as defined in the Ontarians with Disabilities Act (ODA)
- 1 person from professional discipline
- 1 citizen representative
- 1 elected official
- Warden as ex-officio

The HCAAC is supported by 6 non-voting members including:

- chair of the ODA Municipal Working Group
- 1 person from County Planning Department
- 1 Municipal Building Official
- Huron County CAO
- the Accessibility Coordinator
- and the County Clerk

Other Huron County staff may support the committee in various capacities.

For 2023 the HCAAC includes:

Voting Members: Warden, Member of Council, and 7 Committee members

Non-Voting Members:

- Chairperson Municipal Working Group: Rachel Anstett 2023
- County Planning Department: Planner Hanna Holman
- Municipal Building Official: Jeanette Zimmer
- Huron County CAO: Meighan Wark
- County Clerk: Susan Cronin
- Accessibility Coordinator: Oonagh Vaucrosson

### **OUR VISION**

The Huron County Accessibility Advisory Committee will inform and inspire people from across Huron County on making Huron County accessible for everyone.

### **OUR MISSION**

The Huron County Accessibility Advisory Committee will assist Huron County Council and participating municipalities to fulfill the purpose of the Ontarians with Disabilities Act and Accessibility for Ontarians with Disabilities Act by providing vision and advice to council in regard to the removal of barriers by 2025.

### **OUR MANDATE**

The authority to establish the Huron County Accessibility Advisory Committee (HCAAC) originated from the provisions of the Ontarians with Disabilities Act (ODA) and will continue to exist under the provisions of the Accessibility for Ontarians with Disabilities Act (AODA).

The HCAAC is the advisory committee to Huron County Council and participating municipalities fulfilling the purpose of the ODA and the AODA.

## **GOALS & OBJECTIVES OF THE HCAAC**

The objectives of the Huron County Accessibility Advisory Committee are revised and updated annually in November and are used as a resource that outlines the role and responsibilities of the HCAAC and provides a monitoring tool to ensure all tasks are completed and not forgotten. (See Appendix 1) This document is divided into two sections:

- Objectives mandated by legislation under the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standard (IASR)
- Objectives driven by communities to accomplish the committee's vision of creating a County that is accessible to everyone.

## **LAST YEAR'S GOALS**

- Under the requirements of the Ontarians with Disability Act 2001, the HCAAC continued to create and post a Multi-Year Accessibility Plan and an Annual Accessibility Plan Update that contains the goals of Huron County and last year's successes.
- Under the requirements of both the ODA and the AODA, the HCAAC continued to review, in a timely manner and advise municipalities and County Council on the accessibility of building plans and drawings for renovation and new construction, and review exterior site plans as requested.
- The HCAAC provided advice to County Council and participating municipalities with respect to government directives and regulations relating to the status of persons with disabilities including regulations for the Accessibility for Ontarians with Disabilities Act, 2005 and more specifically the Integrated Accessibility Standard Regulations. The HCAAC will continue to provide advice, tools, and direction to Huron County Council and participating municipalities on obtaining full compliance within timelines set out in the Regulation.
- The HCAAC continued to enhance relationships with County Council, local municipalities, businesses.
- The HCAAC joined forces with volunteers and members of Huron County council and staff at events to promote inclusion.
- The HCAAC kept Huron County Building Officials updated on "new" legislation and best practices with regards to the built environment, public spaces, and site plans.
- The HCAAC strengthened its partnerships with public works officials, recreation and facility staff, planning officials and local architects concerned with designing new municipal buildings by widening the embrace of consultation.

## 2023 ACHIEVEMENTS

The Huron County Accessibility Advisory Committee has worked diligently to achieve the goals defined within the approved plan. Recognized achievements include:

- **Accessibility Plans:** The County of Huron has created an Annual Accessibility Plan under the Ontarians with Disabilities Act 2001 and a Multi-Year Accessibility Plan Update under the Accessibility for Ontarians with Disabilities Act 2005, with annual updates on successes. The County of Huron has completed both requirements with the documents approved by County Council at the December 2022 County Council meeting. These documents were also shared with the 9 local municipalities for their review and approval.
- **Site Plan Reviews:** These reviews were done virtually via ZOOM in 2022 with some site visits starting to occur in September 2022. The Huron County Accessibility Advisory Committee has been actively engaged with municipalities and organizations, county staff as well as private businesses in conducting Site Plan Reviews in a timely fashion. The committee believes public awareness will continue to stimulate community participation and the sub-committee's time and commitment. The committee has developed checklists to assist in Site Plan Reviews.
- The HCAAC began a process of sharing its experience and learning with other County's to help them as they strive to align their County with the ODA, AODA and Integrated Standards Regulations.
- The Committee reviewed many plans and/or spaces.
- **2022 Accessibility Awards of Merit for Barrier-Free Design:** This Award promotes public awareness of the importance of barrier-free design and recognizes excellence in accessibility design. Awards are presented to the owner of a building or facility that has been designed or renovated with special regard to accessibility for persons with a disability. There are 2 award categories – Business and Public Sector organizations.

The following is a listing of the 2023 Award Nominees/Recipients:

### **Business Category Award**

The Riverview Local Eatery

### **Public Sector Category Award**

The Municipality of Central Huron

The Township of Ashfield-Colborne-Wawanosh

- **Government Directives and Regulations:** The Accessibility Advisory Committee has provided updates and advice about new government directives and regulations to County Council and the Municipal Working Group. The Municipal Working Group is made up of one volunteer/staff member from each lower tier. Each

member of the group reports back to and shares newly developed resources and material approved by County Council to their Mayor/Councillors.

- Sandra Thompson Memorial Accessibility Champion Award

The Accessibility Champion Award was established in 2022 to honor the memory of Sandra Thompson and to celebrate the International Day of Persons with Disabilities.

Sandra Thompson was dedicated to promoting accessibility in Huron County, was a leader in inspiring others to improve accessibility in our community and worked as the Accessibility Coordinator for the County of Huron until 2016. She was from the Bluevale area.

The International Day of Persons with Disabilities falls on December 3 each year. This day is endorsed by the United Nations and is important because we need to realize just how many people there really are who are impacted by disability.... World-wide there are currently one billion people! That's essentially saying that one in every seven people in the world are facing challenges and barriers due to some specific type of disability. In Ontario, the data tells us that 1 in every 7 people (age 15 and older) identify as having a disability.

The Accessibility Champion Award recognizes and honours an individual in Huron County who:

- has shown dedication and commitment to promoting accessibility in our community
- has demonstrated exemplary commitment & leadership towards advancing accessibility
- is working to build a more inclusive community
- is making a difference in the lives of people living with a disability

Nominations included: a detailed description of the nominee's work and initiatives; A signed testimonial(s) that speak to the contributions and impact of the individual to accessibility in the County of Huron. Carol Leeming was the award winner for 2023.

- Continued connectivity with County Council, partner Municipalities and Businesses. This contact with municipalities and the community has been via phone/virtual ZOOM meetings, email, and in person.
- The Municipal Accessibility Working Group continues to meet via ZOOM two times per year. Topics related to accessibility were discussed including municipal accessibility projects, review of Accessibility Plans for the 2022 municipal elections, and ideas for providing training on accessibility to their new Councils.
- The Huron County Economic Development Department continues to support small businesses with an accessibility lens for physical spaces and virtual presence. The Committee approved a Huron County Accessibility Policy in connection with a Ministry of Seniors and Accessibility Desk Audit.
- The HCAAC continued in 2022 to participate in the Back Alley Artist Extravaganza in Clinton. Our 4'x4' art board was created to promote the HCAAC, accessibility and that 'everyone is welcome' in Huron County. The art board has been donated to the Clinton

Public Library for display at their facility after the Art Show finished in the fall. It is now housed in the Huron County Museum.



- Portable Accessible Washroom has been a continued focus of discussion for HCAAC and a special Sub-Committee formed. A funding application was made to the Inclusive Community Grants Program of the Ontario Ministry for Seniors and Accessibility. On October 31, 2022 the Committee was informed that the application was not successful. We are looking for other sponsorships and partners to proceed with an accessibility education video series proposal.
- The HCAAC submitted an application for funding for a video project proposal. The Huron County Public Accessibility Standards Simplified (PASS). This project is a series of videos used to easily display best practices of outdoor spaces such as parks, parking, EV charging Stations, trails, etc. There is currently nothing like this available.
- County staff and IT Department: Website accessibility is an important focus. Accessibility training is required by all County employees.
  - Background: New public websites and significantly refreshed websites were required to be compliant with Web Content Accessibility Guidelines WCAG 2.0 Level A by January 1, 2014. Furthermore, by January 1, 2021, all public websites and web content posted after January 1, 2012, must meet WCAG 2.0 Level AA.
  - WCAG 2.0 is an internationally accepted standard for web accessibility developed by the World Wide Web Consortium (W3C). Following the WCAG 2.0 guidelines makes content accessible to people with a wide range of disabilities, including:
    - Blindness and low vision
    - Deafness and hearing loss
    - Learning disabilities
    - Cognitive impairments
    - Mobility impairments
    - Speech impairments

Huron County IT staff run reports on a regular basis on the standard of accessibility of the Huron County website. Internal website audit structure is being considered and will commence when a strategy has been sufficiently developed. The HCAAC continues to promote the development of accessibility training to employees/staff through continuous learnings on training requirements defined in the Integrated Accessibility Regulation. These learning opportunities are customized into six modules:

1. Customer Service
  2. General Requirements
  3. Human Rights
  4. Employment
  5. Information & Communication
  6. Design of Public Spaces
- All new County staff have received required training within an appropriate time frame. All staff are required to receive training on accessibility standards for customer service and use of assistive devices.
  - All Councilors, committee and board members received training upon their appointment in 2022/2023. Ongoing virtual training is arranged for 2024.
  - Upon request, provide information in accessible formats and with communication supports at the same cost charged to others. Publicized the availability of accessible formats and communication supports on website and documents.
  - Continue to work with IT and Human Resources departments to train staff on Accessibility Standards.
  - The “Huron County Universal Design and Accessibility Guidelines” is being reviewed and updated with the assistance of the Planning and Development Department. This review started 2022. An updated version will be provided to local Municipalities in 2024. This document assists in their review of site plans under section 41, Site Plan Control Area, of the Planning Act.
  - Accessibility Standards for Customer Service is part of Huron County’s procurement process. The procurement policy will be reviewed in 2024.

## **2024 GOALS**

- Under the requirements of the Ontarians with Disability Act 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act 2005 (AODA), the HCAAC will continue to create and post a Accessibility Plan Update an Annual Accessibility Plan that contains the goals of Huron County and the previous year's achievements.
- Under the requirements of both the ODA and the AODA, the HCAAC will continue to review in a timely manner and advise municipalities on the accessibility of building plans and drawings for renovation and new construction, and the purchase or lease of public buildings as well as review exterior site plans as requested.
- Establishing a protocol to advise on accessibility standards that are municipally owned facilities within Huron County.
- The Committee will continue to enhance relationships with County Council, local municipalities, businesses, the Huron Perth Catholic District School Board, and the



Avon Maitland District School Board and Service Organizations.

- The 2024 County Council Tour of Huron County will include a focus on accessibility
- The Huron County Library locations will continue to be reviewed for accessibility.
- Awards Program for Businesses and the Public Sector will continue to be enhanced to celebrate organizations and individuals who are working to build a more inclusive society. The award program promotes public awareness of the importance of barrier-free design and to recognize excellence in accessibility design.
- Continue to celebrate accessibility champions in Huron County through the Sandra Thompson Memorial Accessibility Champion Award. This individual will be recognized along with the International Day of Person with Disabilities (which happens on December 3 every year).
- To increase awareness and create a stronger presence in the community, the Committee will explore ways to promote National Access Awareness Week in May 2024 in partnership with our local municipalities.
- The Committee will keep Huron County Building Officials updated on all new legislation with regards to the built environment, public spaces, and site plans.
- Develop new programs and promote existing programs to engage local businesses in developing barrier free communities.
- To continue to explore the Portable Accessible Washroom project by seeking sponsors and funding opportunities.
- Have submitted an application for funding for the creation of an accessibility video training program called Huron County Public Accessible Spaces Simplified (PASS)
- Will continue to assist Ontario municipalities in sharing what has been learned and experienced by way of presentations about Huron County best practices.
- The HCAAC will work with the County's IT department by providing recommendations to help make the County's website user friendly for persons with disabilities. A continued key focus within Huron County is training staff to create documents in accessible formats.
- Continue to work with IT and human resources departments to train staff on accessibility standards.
- 5-year Multiyear Plan will be updated and presented to Council.
- The activities for 2024 will be summarized in the 2024 Accessibility Update Report
- Each of the 9 Municipalities are encouraged to add a summary of their accessibility projects in the Appendix for 2024.

## **RETURN ON INVESTMENT**

What is the return on investment or benefits to employers for hiring people with disabilities? The following are some of the benefits as reported by employers.

Hiring people with disabilities:

- Contributes to a better rate of attendance, punctuality, employee morale, teamwork, and safety in the workplace.
- Often leads to a reduction in staff turnover; people with disabilities have proven to be skilled and loyal employees.
- Shows that the company values diversity and is a tangible example of good corporate citizenship.

- Increases the purchasing power for individuals with a disability and their families.
- Reflects the demographics of your community and enhances the community's understanding of people with disabilities.
- May free up resources to complete other tasks and increase productivity.
- Allows the person with a disability to be a role model to the staff and community and others with a disability.
- May include free corporate marketing when your new employee talks about where they work.
- May require accommodations for your new employee, but the change may make your company more robust, innovative, and adaptive.

#### **QUICK FACTS**

- Improved accessibility in Ontario can help generate up to \$9.6 Billion in new retail spending and 1.6 billion in new tourism spending.
- Currently, Canadians with disabilities influence the spending decisions of 12-15 million other consumers.
- In the next 20 years, an aging population and people with disabilities will represent 40% of total income in Ontario-that being \$536 Billion
- 1 in 7 people in Ontario have a disability. That is 1.85 million Ontarians.
- By 2036, as our population ages, 1 in 5 people in Ontario will have a disability

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## **APPENDIX 1: 2024 Priorities for HCAAC**

### **Objectives Mandated by Legislation**

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#### **1. Multi-Year Accessibility Plan and Annual Updates**

Under the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standard (IAS), the County of Huron is required to establish, implement, maintain, and document a Multi-Year Accessibility Plan. The Plan outlines the organization's strategy to identify, prevent and remove barriers for people with disabilities in the County's programs, services, and facilities, over a 5-year plan.

#### **HCAAC Responsibility**

Huron County's Accessibility Coordinator will review and revise the Multi 5-Year Accessibility Plan highlighting the previous year's successes in consultation with the HCAAC and County staff annually.

Once approval is obtained from County Council, the revised Multi 5- Year Accessibility Plan will be posted on the County website as directed in the Integrated Accessibility Standard (IAS).

#### **Council Responsibility**

County Council will approve the revised Multi 5-Year Accessibility Plan and send a copy to the Ministry of Seniors and Accessibility.

The Clerk will share the plan with the CAO and Senior Management Team to ensure all departments work towards implementation of the Multi 5-Year Accessibility Plan.

Local Municipal Councils will approve the revised Multi 5-Year Accessibility Plan and staff will ensure that all departments work towards implementation of the Multi 5-Year Accessibility Plan

#### **Municipal Working Group**

HCAAC Municipal Working Group Representatives will present the revised Multi 5-Year Accessibility Plan to their Councils for approval.

Once approval is obtained for the revised Multi 5- Year Accessibility Plan, it will be posted on partner municipal websites and will be implemented.

#### **Timeline Targets**

Multi 5-Year Accessibility Plan written every 5 years, effective January 2014.

The Multi 5-Year Accessibility Plan update will be reviewed, maintained, updated and successes reported on and posted on the website annually.

County Council to approve by January 1<sup>st</sup>

Local Municipal Councils to approve by January 1<sup>st</sup>

**2. Annual Accessibility Plan**

Under the requirements of the ODA, the County of Huron is required to create and post an Annual Accessibility Plan that contains the goals of Huron County and last year's successes.

**HCAAC Responsibility**

Huron County's Accessibility Coordinator will create the Annual Accessibility Plan in consultation with the HCAAC and County staff as appropriate and will present annual plan to committee by December each year.

**Council Responsibility**

County Council will approve and send a copy of the Annual Accessibility Plan to the Ministry of Economic Development, Job Creation and Trade as directed in the ODA, 2001.

**Municipal Working Group Committee Responsibility**

HCAAC Municipal Working Group will present the Annual Accessibility Plan to their Councils for approval.

**Timeline Targets**

County Council will approve the Annual Accessibility Plan by January 1 each year.

Local Councils will approve the Annual Accessibility Plan.

**3. Alignment of Both Plans**

The identified goals of the Annual Accessibility Plan are in alignment with the Multi-Year Plan

**HCAAC Responsibility**

Once approval is obtained from County Council, the Annual Accessibility Plan will be posted on the County website as directed in the ODA 2001.

**Council Responsibility**

The Clerk will share the plan with the CAO and Senior Management Team to ensure all departments work towards implementation of the Annual Accessibility Plan.

**Municipal Working Group Committee Responsibility**

Municipal Working Group member: Once approval is obtained; the Annual Accessibility Plan will be posted on lower tier websites and will be implemented.

**Timeline Targets**

The identified goals are in alignment with the Multi-Year Plan.

#### **4. Review of Building Plans for Renovation, Construction, Purchase, Lease and Exterior Site Plans**

Under the requirements of both the ODA, 2001 and the AODA, 2005 the HCAAC must review in a timely manner and advise municipalities and businesses on the accessibility of building plans for renovation and new construction, and the purchase or lease of public buildings as well as review exterior site plans as requested.

The Committee will use the Illustrated Guide of the Accessibility Standards for Outdoor Spaces produced by GAATES and supported by the Ontario Government.

##### **HCAAC Responsibility**

The HCAAC ~ Accessibility Review Committee is responsible for meeting and reviewing site plans and providing comments and recommendations in a timely manner.

##### **Council Responsibility**

Huron County Council is responsible for keeping appropriate partner municipality staff informed of their duty to request site plan reviews with the HCAAC prior to purchasing, construction, renovation, or lease.

County Council to review and approve if appropriate.

##### **The Municipal Working Group Committee Responsibility**

The Municipal Working Group is responsible for keeping appropriate partner municipal staff informed of their duty to request site plan reviews with the HCAAC prior to purchasing, construction, renovation, or lease.

If approved, the Municipal Working Group will share the resource with building officials.

##### **Timeline Targets**

The HCAAC Accessibility Review Committee will accommodate as quickly as possible.

Ongoing

#### **5. Provide Accessibility Information to the County and local Municipalities**

Provide info on Accessibility Directives and Regulations relating to the status of persons with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

##### **HCAAC Responsibility**

To gather comments on proposed regulations and standards, the Accessibility Coordinator will work with the Directive and Regulation Review Subcommittee. The Accessibility Coordinator will also work with staff from various departments across the County and the Municipal Working Group to further identify concerns on how the proposed regulation may be implemented.

##### **Council Responsibility**

The Accessibility Coordinator will prepare regular updates for County Council. The update will provide a summary of the requirements outlined in the regulations and standards and an overview of the County's readiness to meet the requirements.

### **The Municipal Working Group Committee Responsibility**

The Municipal Working Group will provide comments and concerns with the Accessibility Coordinator on the requirements of the regulations and standards.

The Municipal Working Group will share updates with appropriate staff at their Municipality.

### **Timeline Targets**

Timelines will be applied on an ongoing basis.

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## Objectives Driven by HCAAC and Community

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- 1. These objectives are driven by Passion to Accomplish the Committee's Vision of Informing and Inspiring People from Across Huron County on Making Huron County Accessible for everyone. Develop relationships with County Council, Municipalities, and local businesses.**

Develop information sources for new legislation.

Webinars / Presentations to BIAs, partner municipalities and to agencies and business by individuals with disabilities.

Provide regular council updates.

Review municipal facilities and make recommendations to improve accessibility.

### HCAAC Responsibility

The Accessibility Coordinator will provide regular County Council updates keeping Council informed.

The Accessibility Education Committee will promote the use of accessibility apps such as AccessNow. This information will be accessible online / weblinks / and therefore always available. Information to businesses to be shared on request.

### Council Responsibility

County Council will encourage municipalities to participate in and host a presentation at one of their Council meetings.

County Council will provide their feedback and suggestions on the content of the information packages.

### The Municipal Working Group Committee Responsibility

Presentations to be arranged for local municipalities. Any updates on material or information that the AAC designs and creates will be shared via presentation with our local municipalities.

### Timeline Targets

These endeavours happen on an ongoing basis.

### 2. Accessibility Awards of Merit for Barrier-Free Design Program

Continue to implement our annual awards program to celebrate organizations and individuals who are working to build a more inclusive society. The award is to promote public awareness of the importance of barrier-free design and to recognize excellence in accessibility design.

The awards are incorporated with National Access Awareness Week or other events.

To increase awareness and create a stronger presence in the community, the Committee will continue to host National Access Awareness Week Celebrations and media events in partnership with our local municipalities.

### **HCAAC Responsibility**

The Accessibility Education Subcommittee will continue to implement an annual awards program recognizing public sector organizations and private businesses or individuals.

### **Council Responsibility**

County Council to promote National Access Awareness Week.

### **The Municipal Working Group Committee Responsibility**

Municipal Working Group will continue to suggest nominees and to share nomination forms with County Building Inspectors as they have the greatest knowledge of who is building and/or renovating with barrier-free design being a focus.

### **Timeline Targets**

Awards are issued on an annual basis.

### **3. Accessible Websites**

The HCAAC will work with the County's IT Department and other staff by providing recommendations on making the County's website more accessible.

Beginning January 1, 2014: new public websites, significantly refreshed websites and any web content posted after January 1, 2012 must meet Web Content Accessibility Guidelines (WCAG) 2.0 Level A

Beginning January 1, 2021: all public websites and web content posted after January 1, 2012 must meet WCAG 2.0 Level AA other than criteria 1.2.4 (live captions) and 1.2.5 (pre-recorded audio)

### **HCAAC Responsibility**

The Accessibility Coordinator, Clerk, Corporate Communications Specialist, and Information Technology Staff to review options for staff training on creating accessible documents.

### **Council Responsibility**

County Council to support accessibility update requirements to County websites.

### **The Municipal Working Group Committee Responsibility**

The Municipal Working Group Representatives will share the material with the Council, local business organizations and Economic Development staff.

### **Timeline Targets**

Ongoing



**4. Events**

Actively participate in and assist in arranging local events.

**HCAAC Responsibility**

The Accessibility Education Sub-Committee and the Accessibility Coordinator to outline activities.

The Coordinator will organize volunteers to support the events.

**Council Responsibility**

County Council will receive requests.

**The Municipal Working Group Committee Responsibility**

Municipal Working Group will approach their Council to arrange and attend events.

**Timeline Targets**

These timelines will coincide with the planning of events during the course of the year.

**5. Sandra Thompson Memorial Accessibility Champion Award Program**

The Accessibility Champion Award was established in 2022 to honor the memory of Sandra Thompson and to celebrate the International Day of Persons with Disabilities.

Sandra Thompson was dedicated to promoting accessibility in Huron County, was a leader in inspiring others to improve accessibility in our community and worked as the Accessibility Coordinator for the County of Huron until 2016. She was from the Bluevale area.

The award is to promote public awareness of the importance of accessibility and to recognize an individual in our community who is an accessibility champion.

The award has been designed to be a Huron County with The International Day of Persons with Disabilities (December 3 each year) or other events.

**HCAAC Responsibility**

The Accessibility Education Subcommittee will continue to implement this annual award program recognizing an individual in our community.

**Council Responsibility**

County Council to promote The International Day of Persons with Disabilities (December 3 each year)

**The Municipal Working Group Committee Responsibility**

HCAAC and sub-committees, and Municipal Working Group to suggest nominees.

**Timeline Targets**

The Nominations for the Award are to be received by the end of September and the Award is issued by the HCAAC in its November 2024 meeting.

**Note: The HCAAC Objectives will be reviewed annually (November by the Committee) to assess progress and to update and add new initiatives accordingly.**

## APPENDIX 2

### Consultation with the HCAAC

HCAAC uses the following resource:

The “Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces” can be found online at: <http://www.gaates.org/DOPS/default.php>

Or at

<https://drive.google.com/file/d/0B2c3Xbwb7aY3aUFpd3ZReUJzbG8/view>

### Overview of Appendix 3

This following Appendix 3 is a section of the Annual Plan. Where each of the 9 municipalities can add their own Appendix 3 to summarize the accessibility actions/ activities/ accomplishments in their own municipality.

Pictures are encouraged to be added to this Section. Each picture will be described in alt text.

The HCAAC will gather Appendix 3s and share this Section with other municipalities to show examples of what is being done throughout Huron County to provide universal accessibility.

The following information has been submitted by our partner municipalities and has not been edited/amended by the HCAAC.

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### **APPENDIX 3: Municipality Summary Summary of Accessibility-Related Projects**

#### **Municipality of CENTRAL HURON Summary of Accessibility-Related Projects**

##### **1. Started and Completed in 2022**

- Holmesville Playground Equipment
- 2022 Municipal & School Board Election - Online/Phone Voting

##### **2. Started in 2022 and continued into 2023**

- Tourist Booth Accessible Washroom
- Website Updates – to meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (ongoing)

##### **3. Started, In Progress or Completed in 2023**

- Isaac Street Reconstruction Project (accessible features)
- Library Lift
- Downtown Additions: • Automatic Door Openers - 16 stores
- Stores provided doorbells and a wheelchair sticker
- Stores had grab bars installed
- All downtown stores were provided with a chair to place on the sidewalk
- Yellow visibility strips were painted on stores with steps and received a StopGap ramp



Photograph shows several store fronts with yellow wedge ramps at each entrance. White middle aged man is standing at nearest store front entrance on yellow ramp. Blade signs indicate type of store above man's head and reads Cannabis.

#### **4. Started in 2023/Planned for 2024**

- Library Lift
- Website Updates – to meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (ongoing)

## **Municipality of South Huron 2022 update and progress on the AODA Regulations**

The following outlines our progress in 2022 and goals and next steps in meeting the accessibility standards in five key areas, all of which are part of the [Integrated Accessibility Standards Regulation](#) (IASR), ON Reg. 191/11.

- Customer Service
- Information & Communications
- Employment
- Transportation
- Design of Public Spaces (and Built Environment)

There are also a number of General Requirements that apply across all of the accessibility standards. Any updates to the IASR will be reflected in the Annual Status Update Reports to the Accessibility Plan.

### **Customer Service**

- All new and seasonal staff receive training upon hire or return, a refresher course will be provided every 5 years for full time staff.
- Staff across the organization have been trained in the functions of the website to conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA.
- The website is monitored on an ongoing basis to ensure its functionality and content remain accessible.
- The municipality continues to provide accessible formats and communication supports upon request.
- South Huron is a member of the Huron County Accessibility Advisory Committee (HCAAC) and also attends Accessibility working group meetings.

### **Information and Communications**

- South Huron records and where possible live streams its Council meetings on the municipal website. Watching the meetings online or a recording of a meeting is an effective way that we are reaching our residents who are not able to attend our meetings in person.
- South Huron uses eScribe software in the creation of agenda packages. The software meets the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. to ensure compliance with WCAG 2.0 Level AA when producing Council Reports.
- South Huron Council chambers has an audio system, including microphones and speakers.
- Staff continue to attend computer and in-house training to continue the development of accessible forms and documents and continue to update templates for accessibility on the website.
- Every webpage contains a small caption within the footer of every page about alternative formats/accessing information.
- Bi-weekly hub in newspaper states that our information is accessible and to contact municipality about receiving information in alternative formats.

### **Feedback**

The Municipality of South Huron welcomes input from the public in order to help identify ways in which we can improve accessibility in facilities, goods and services. Members of

the public are encouraged to share their comments or suggestions by contacting the Municipal Clerk or complete the [Customer Service Feedback](#) form on the municipal website.

Accessible formats and communication supports are available, upon request to the Clerk.

### **General Requirements**

- Procurement
  - The Municipal Procurement By-law incorporates accessibility criteria into the procurement of goods and services.
- Reporting
  - Reports are produced annually on the progress and implementation of the multi-year Accessibility Plan, and this information is posted on our website and available in alternate formats, upon request.
  - The multi-year Accessibility Plan will be reviewed and updated once every five years.
  - The Municipality, as legislated, will file Accessibility Compliance Reports with the Ministry for Seniors and Accessibility. As a public sector organization, our last reporting deadline was December 31, 2021 and our next reporting deadline is December 31, 2023.
  - The Corporate Accessibility Policy has been updated to reflect changes to any of the standards
  - Records will continue to be maintained for training provided on accessibility, including the dates of the training and the number of individuals who attended.

### **Employment**

- All employment advertisements inform applicants of our ability to make accommodations throughout the recruitment process, if required.
- All of the requirements in the Employment Standard continue to be maintained by the Municipality including those pertaining to the following:
  - Recruitment, assessment and selection
  - Accessible formats and communication supports for employees
  - Workplace emergency response information
  - Documented individual accommodation plans
  - Return to work process
  - Performance management
  - Career development and advancement
  - Redeployment
- Human Resources continuously monitors the status of employee training.
- Employees are assigned training in AODA Customer Service Standards, Understanding Human Rights and, Information and Communication Standards and Employment Standards as required.
- All new employees regardless of their employment status (full-time, part-time, contract, seasonal and Council) take the following online training courses:
  - AODA Customer Service Standards Training
  - Understanding Human Rights (AODA Edition)
- New employees who have access to editing the corporation's webpage are assigned

the following online training course: IASR (Integrated Accessibility Standards Regulation): Information and Communications Standards and Employment Standards Training.

- When conducting interviews:
  - On all recruitment postings the following is included in the posting: Accommodations are available upon request for all parts of the recruitment process.

### **Design of Public Spaces (and Built Environment)**

- As per standard operational practices, the following is conducted on a regular basis either through legislative or municipal policy requirements:
  - Repair, maintenance, and removal of barriers on municipal trails, sidewalks and public spaces
  - Fire Code inspections of private, public, and municipal facilities
  - Building Code inspections of new or renovated facilities
  - Health and safety inspections of all municipal facilities
  - Emergency management measures to promote the safety of the community within times of emergency

### **Goals and Next Steps for Accessibility**

- Ensure the Municipality of South Huron continues to meet compliance with the AODA, its regulations and all other related pieces of legislation and continue with organizations commitment to accessibility.
- Review Municipality of South Huron's policies and practices to ensure accessibility compliance as part of normal policy review process.
- Strive to ensure that new facilities, programs and services are designed and created with accessibility features incorporated.
- Continue to develop resources and training materials for staff, volunteers and contractors and promote awareness and education regarding accessibility requirements and obligations throughout the corporation.
- Work with corporate departments to explore new and innovative ways to remove and prevent barriers to access.
- Ongoing training for staff on the Customer Service Standard and the Integrated Accessibility Standards Policy
- Continue to monitor accessibility issues, trends and legislative changes.

### **Highlights and Initiatives**

- Accessibility Consultant Review – Stephen Arena and South Huron Recreation Centre projects during design and construction phases.
- 2022 Election Accessibility Plan was provided to the Huron County Accessibility Advisory Committee for review prior to the election. Accommodations provided to electors upon request including personal assistance at election help desks. More details to be included in separate Post Election Accessibility Report.
- Worked with Huron County Accessibility Committee on Huron County Accessibility Plan and updates.
- On-Line permitting for building and planning live in 2022, that is accessible to anyone with any device, browser, and operating system.
- Conducted hybrid virtual meetings for Council and Committees



- During the pandemic, the municipality continued to be in compliance with the standard and ensuring that goods and services are accessible for everyone, including people with disabilities. Service delivery had to be innovative, agile and responsive to the ever-changing restrictions. For example, many services moved online and staff continued working and communicating digitally to provide accessible services remotely.
- Accessibility Audit at Kirkton-Woodham Pool and associated priority list and budget document provided to South Huron and Perth South Councils.
- During the COVID19 pandemic when interviews for recruiting were primarily conducted over remote video conferencing, all correspondence to candidates included the below. This has also become a standard piece of correspondence to potential candidates to ensure we can meet any accommodation needs since we have returned to in-person meetings as follows:  
 “If you require any specific accommodation needs, please discuss them with Human Resources so that we can make any reasonable adjustments necessary to enable you to attend and take part in the interview process.”
- The Council Chambers has been upgraded with new televisions, speakers and audio equipment to improve sound quality and visual displays. Long microphone booms have also been installed.

### **Township of North Huron – Summary of Accessibility-Related Projects**

- The Township of North Huron continues to implement accessible features into the services, buildings and programs that we offer. In 2023, the Township saw the completion of a number of projects to improve accessibility in municipally owned/operated facilities.
- The new Township of North Huron Council Chambers is located at the Royal Oaks Building and is a fully accessible and newly renovated space where Council meetings will be held. The space includes accessible seating, sufficient turning radius for mobility devices, and will allow for more accessible virtual participation in meetings.
- The reconstruction of the front entrance at the North Huron Municipal Office in Wingham was completed as well. Accessible features of this project include a new mobility ramp and three sets of accessible doors to better serve and accommodate patrons and employees using the facility.
- Construction has also started on accessibility upgrades to the Wingham Firehall washrooms. With the completion of the project, accessible features will include fully accessible washrooms and showers within the building for the firefighters.
- The Township of North Huron continues to make accessible documents a priority. All documentation that is provided on the Township’s website is in an accessible format and can be provided in another format, upon request. The Township is spending significant time converting a number of frequently requested by-laws into an accessible format for the benefit of the public.

## Municipality Summary

### Town of Goderich

#### Summary of Accessibility-Related Projects

##### 1. Accessible Projects Completed in 2022

- **Goderich Waterfront and Boardwalk** – The Boardwalk was designed and built adhering to and exceeding accessibility standards. This design provides for greater use by a wider demographic.
- **Employment** – All employment advertisements inform applicants of our ability to make accommodations throughout the recruitment process, if required. All of the requirements in the Employment Standard continue to be maintained by the Town including those pertaining to the following: recruitment, assessment and selection.
- **Municipal Website** – The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The website is monitored weekly to ensure its functionality and content remain accessible and the Town continues to provide accessible formats upon request.
- **Goderich Municipal Airport Website** - The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The website is monitored weekly to ensure its functionality and content remain accessible and the Town continues to provide accessible formats upon request.
- **Goderich Tourism Website** - The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The website is monitored weekly to ensure its functionality and content remain accessible and the Town continues to provides accessible formats upon request.
- **Customer Service** – All new hires receive training upon hire or return in AODA Customer Service Standards.
- **Information and Communications**
  - Council meetings are livestreamed and recorded
  - eScribe software is used in the creation of agenda packages. This software meets the WCAG 2.0 Level AA requirements to ensure compliance when producing Council Agendas and reports.

- **2022 Municipal Election** – Voting was held by telephone or via internet allowing for greater accessibility.
- **Design of Public Spaces**
  - As per standard operational practices, the following is conducted on a regular basis either through legislative or municipal requirements:
    - Repair, maintenance, and removal of barriers on municipal trails, sidewalks, and public spaces.
    - Fire Code inspections of private, public, and municipal facilities
    - Building Code inspections of new or renovated facilities
    - Health and safety inspections of all municipal facilities
    - Emergency management measures to promote the safety of the community within times of emergency
- **On-line permitting for building permits** – This on-line system is accessible to anyone with any device, browser, and operating system.

## 2. Ongoing Accessible Projects

- Regularly reviewing and updating the various websites to ensure compliance with WCAG 2.0, Level AA standards
- Continue to develop resources, training and continuing education materials for staff, volunteers and contractors to promote awareness and education regarding accessibility
- Ongoing training for staff regarding the WCAG 2.0 Level AA requirements in preparation of reports and documents
  - Continue to monitor accessibility issues, trends and legislative changes.

## Municipality of Huron East

### Summary of Accessibility Related Projects

#### Accessible Projects Completed in 2023

- Council Chamber Equipment - Live stream of Council meetings to YouTube, including installation of A/V equipment (OWL's) and 3 tv's mounted to the wall, also helps with hybrid participation in Council meetings
- Completion of tours and trails guide – guide is available in various formats.
- Hiring of a Communications Coordinator – will be working on the website to ensure that is up to WCAG compliant.

#### Ongoing Accessible Projects

- Audio walking tours - includes trails in Vanastra and Seaforth
- BMGCC addition
- Accessible documents – staff are continuing to work ensure that all documents are compliant with AODA standards.

## Accessible Projects Proposed for 2024 and Beyond

- Adding Huron East businesses to the Access Now App.

### APPENDIX 3: Municipality Summary Municipality of Bluewater

#### Summary of Accessibility-Related Projects

1. Accessible Projects Completed in 2023
  - Replacement and upgrade of approximately 300 metres of existing sidewalk with AODA compliant sidewalks, with tactile plates installed at the intersection of Goshen Street and Main Street. A new, AODA compliant sidewalk of approximately 450 metres was built along Main Street from the Zurich Lions Park to the bowling alley, connecting the bowling alley, park and additional services to the rest of downtown Zurich.
  - AODA compliant sidewalks were constructed along Bayfield Main Street from the Square to just beyond Catherine Street. Tactile plates were installed at intersections. These sidewalks replace the gravel pathways that were there previously.
  - Accessible play structure installed in Hensall Kinsmen Park to replace existing structure.
  - Seven commonly requested by-laws were added to the municipal website as webpages, allowing for easier navigation with screen readers.
2. Accessible Projects Ongoing in 2023-2024
  - A new, AODA compliant sidewalk is scheduled for installation in Bayfield in spring of 2024 (approximately 150 metres) which will run from Cameron Street, along Highway 21 to the Foodland complex.
  - Soon to be completed Active Transportation Master Plan will include recommendations for AODA compliant sidewalk design for new subdivisions.
3. Accessible Projects Proposed in 2024 (*next year*)
  - Replacement of sidewalk on Richmond St. North. Hensall from Highway 4 to Lorne Ave with AODA compliant sidewalks.
  - Continued remediation of content on the municipal website to increase accessibility.

**Huron East****Administration**

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

**From:** Jessica Rudy, AMP, Clerk

**Date:** December 19, 2023

**Subject:** Delegation of Authority for Purchase and Sale Agreements for Land in Huron East

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**Recommendation:**

That the Council of the Municipality of Huron East consider a By-law to delegate authority to the CAO and Treasurer to execute purchase and sale agreements for land in Huron East.

**Background:**

In May 2023 Council approved the Sale or Other Disposition of Surplus Land Policy, attached to this report.

Step 3 of this policy states the CAO may execute the agreements, after the approval of key terms and conditions from Council.

A similar By-law was passed in 2022 for the execution of Purchase and Sale Agreements for the Brussels Subdivision. The proposed By-law removes the subject area and provides the delegation to all land negotiations.

**Comments:**

The purpose of the By-law is to provide the appropriate authority to the CAO and Treasurer to execute the purchase and sale agreements, in accordance with the policy.

All terms and conditions receive final approval from Council, prior to any final executions.

The proposed By-law has been amended from the December 5, 2023 Council meeting to include a reference to the policy and a statement that the authorization is for the final execution of purchase and sale agreements, after final approval from Council.

**Others Consulted:**

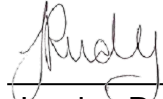
N/A

**Financial Implications:**

N/A

**Attachments:**

[Attachment A](#): Policy 1.36: Sale & Other Disposition of Surplus Land

**Signatures:**

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Jessica Rudy, AMP, Clerk

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Brad McRoberts, MPA, P. Eng., CAO



## Sale or Other Disposition of Surplus Lands Policy

### Policy No. 1-36

Approved by: Council	Date: May 16, 2023
Last Review by:	Date:

### Purpose:

Section 270(1) of the Municipal Act, 2001, as amended, requires municipalities to adopt policies regarding the sale and other disposition of municipally owned land.

The purpose, goals and objectives of this policy are to:

- Adhere to the Municipal Act requirements by creating a policy to oversee the sale and disposition of municipally owned land;
- Create a policy that is inclusive of disposition of real property assets, and closing of highways and road allowances; and
- Establish a consistent, transparent and accountable procedure to be followed.

### Policy:

In this policy the following terms shall have the following meanings:

**Act:** the Municipal Act, 2001 as amended from time to time.

**Appraisal:** a written valuation of the fair market value of land, performed by an independent, certified appraiser that is satisfactory to the CAO.

**Chief Administrative Officer (CAO):** means the CAO of the Municipality of Huron East

**Clerk:** The Clerk of the Municipality of Huron East.

**Council:** The Council of the Municipality of Huron East.

**Highway:** the meaning ascribed to it under the Municipal Act, 2001 and applies to any highway in respect of which the Municipality has sole or joint jurisdiction pursuant to the provisions of the Act.

**Land:** real property owned by the Municipality and includes any building located thereon.

**Market Value Assessment:** a written valuation of fair market value of land, performed by a qualified realtor.

**Meeting:** Any regular or special meeting of Council open to the public.

**Municipality:** the Corporation of the Municipality of Huron East.

**Road Allowance:** includes all road allowances located within the Municipality over which the Municipality has sole or joint jurisdiction, whether created by the Crown surveyors or shown on a registered plan of subdivision, whether or not opened, unopened, closed or stopped up.

**Surplus:** property that the Municipality does not require to meet its present or anticipated future needs.

**Application:**

This policy shall not apply to the sale of Surplus Land to:

- a) A municipality;
- b) A local board including a school board;
- c) The Crown in the right of Ontario or Canada and their agencies.

**Procedures:**

**General Conditions Governing the Disposition of Land**

Before any disposition of land by the Municipality, the following actions shall occur, unless an exemption applies:

- a) The land shall be declared surplus by a resolution of Council.
- b) At least one appraisal or market value assessment shall be obtained.
- c) The method by which the land is to be disposed of shall be approved by Council.
- d) Notice of the proposed disposition shall be provided to the public.

The following procedures shall apply to the disposition of land by:

**Step One: Declaration of Surplus Land**

1. Council shall declare the land to be surplus by resolution in the following manner:
  - a) Notice of lands to be considered surplus shall be circulated to all Department Heads for comment.
  - b) Once departmental comments have been received, a report shall be submitted to Council recommending:



- i. Whether the land should be declared surplus,
  - ii. The suggested method of disposing of land, and
  - iii. Whether staff is requesting authority to negotiate the terms and conditions of the proposed disposition.
2. The following classes of land shall be exempt from the requirement to be declared surplus prior to the sale:
  - a) Land that is transferred to another government body or public utility in exchange for other land for road allowance or road widening purposes within the geographic limits of the Municipality.
  - b) Land that is transferred by the Municipality to a developer through the site plan or subdivision development process in exchange for land of equal or greater value.
  - c) Land acquired as a road widening or part of a road widening in connection with an approval or decision under the Planning Act, as amended, including road widening lands being conveyed, in whole or in part, back to the original owner of the land or their successor in title.
  - d) Land being expropriated from the Municipality by another governmental body pursuant to the Expropriations Act or any other legislation.
  - e) Land conveyed to a person by the Municipality as part of the settlement of litigation proceedings.

### **Step Two: Determining Value**

3. Prior to the disposal of land by the Municipality, at least one appraisal of the fair market value of the land shall be obtained by staff, unless otherwise stated in this policy
4. Lands exempt for the appraisal of the fair market value or market value assessment include:
  - a) Closed highways, if sold to an owner(s) of land abutting the closed highways.
  - b) Land that does not have direct access to a highway if sold to the owner(s) of land abutting that land.
  - c) Lands formerly used for railway lands, if sold to an abutting owner(s).

These lands will be sold based upon the value defined in the current Fees & Charges By-law.

5. An appraisal, at the discretion of the CAO, is current for a period of up to three (3) years from the date of the appraisal. In the event that the land is not disposed of by

the Municipality within three (3) years of the date of the most recent appraisal obtained by the Municipality, an updated appraisal will be required.

6. If it would not be practical or economical to obtain an appraisal as determined by staff, or a minimum sale price has been approved by Council, then an appraisal will not be required. Circumstances in which it would be practical or economical to obtain an appraisal include, but are not limited to, when the estimated value of the land to be disposed of is less than \$10,000.00 or when the cost of obtaining the appraisal would be more than 5% of the estimated value of the land. In these circumstances a market value assessment by a qualified realtor will be used.
7. When an appraisal is obtained by staff, it shall state the criteria used to determine value within the appraisal.
8. Where there is a variance of greater than 10% between the value of land and the proposed sale price of the land, and the proposed sale price is less than the appraisal or market value assessment value of the land, the variance shall be approved by Council. Where there is a variance of 10% or less between the appraisal or market value assessment value of land and the proposed sale price of the land and the proposed sale price is less than the appraised fair market value of the land, the variance shall be approved by the CAO and reported to Council.
9. Notwithstanding that certain lands are exempted from a requirement for a declaration of surplus prior to disposition as set out in Section 2 of this Policy, an appraisal shall be required for those lands prior to any disposition, with the exception of lands to which Section 5 applies.

### **Step Three: Negotiation of Terms and Conditions and Agreement of Purchase and Sale**

10. Once staff have negotiated the key terms and conditions of the disposition, a report shall be brought forward to Council in line with the Notice Policy, for approval of disposition, unless an exemption applies.
  - a) Once Council has approved the key terms and conditions of the disposition, an Agreement of Purchase and Sale shall be prepared by staff. The Municipal Solicitor and the CAO shall have the authority to negotiate any additional terms and conditions in the Agreement of Purchase and Sale with the purchaser, provided that the additional terms and conditions protect the rights and interests of the Municipality.
  - b) The CAO shall have the authority to approve the final terms and conditions in the Agreement of Purchase and Sale on behalf of the Municipality.
11. The following minor land dispositions shall be exempt from the requirement to receive Council approval of the disposition:

- a) Agreements to convey lands originally transferred to the Municipality as a road widening(s) in connection with an approval or decision made under the Planning Act back to the original owner of the land, or their successor in title, either in whole or in part;
  - b) Land that is transferred to another government body or public utility in exchange for other land for road allowance or road widening purposes within the geographic limits of the Municipality.
  - c) Land that is transferred by the Municipality to a developer through the site plan or subdivision development process in exchange for land of equal or greater value.
12. In the event that an Agreement of Purchase and Sale is required for a disposition of land, and the disposition of land does not require the prior approval of Council, under Section 11, then the CAO shall have the authority to approve the terms and conditions of the Agreement of Purchase and Sale, and to execute same on behalf of the Municipality.

Items qualifying for disposition under this section are exempt from notice requirements.

#### **Step Four: Provision of Public Notice**

13. Where an Agreement of Purchase and Sale is pending consideration at a meeting of Council, notice of the proposed disposition shall be given to the public as set out below.
14. The notice of the proposed disposition shall be given and contain information in line with the Municipality's Notice Policy.
15. In addition to the notice requirements in Section 14, notice of the proposed disposition shall also be provided to the following groups regarding the following matters:
- a) Notice of unopened road allowance dispositions shall also be provided to all local public utility and telecommunication companies.
  - b) Notice of unopened road allowance dispositions shall also be provided to all abutting property owners.
  - c) Notice of submerged road allowance dispositions shall also be provided to the Ministry of Natural Resources and may not proceed without consent.
16. Notwithstanding Section 14 of this Policy, lands that have been exempted from the requirement for a declaration of surplus prior to disposition shall also be exempted from the requirement to provide public notice of the disposition of the land.

#### **Approved Methods of Disposition:**

Council may authorize staff to dispose of land by any of the following methods:

- a) Listing the land or using a real estate broker;
- b) Direct advertising;
- c) Direct negotiations with a purchaser;
- d) Tender/RFP process; or
- e) Public auction.

**Terms and Conditions of Disposition:**

Regardless of which of the methods of disposition as set out in Section 16 of this policy is approved by Council, the resulting Agreement of Purchase and Sale and general disposition of land shall be on the terms and conditions and in a form satisfactory to the CAO.

**Compliance with Provincial Legislation:**

The Municipality shall adhere to any applicable legislative requirements governing the disposition of land at all times and, where this Policy is in conflict with the requirements of such legislation, the legislation shall supersede the provisions of this By-law and any disposition will proceed in accordance with the legislated requirements.

**Steps may be Concurrent:**

The steps and procedures required to close all or a stipulated portion of a highway or road allowance, to declare lands to be Surplus Lands, and to authorize the sale of Surplus Lands, including provision of Notice, contents of Notice, and holding meetings and passing By-laws pertaining to the same, may be taken as one step or separately, and concurrently or at different times.

**Proceeds of Disposition:**

All funds paid to the Municipality in transactions for the disposition of land shall be managed and accounted for by the Treasurer.

**Related Policies:**

Notice Policy

Accountability and Transparency Policy

## Huron East Finance

**To:** Mayor MacLellan and Members of Council  
**From:** Stacy Grenier, Director of Finance / Treasurer  
**Date:** December 19, 2023  
**Subject:** Request for Proposal - Municipal Insurance Tender

---

### **Recommendation:**

That the Council of the Municipality of Huron East award the Municipal Insurance contract to Intact Public Entities.

### **Background:**

Staff are not qualified to provide insurance advice and the municipality requires an independent third party familiar with municipal insurance needs and familiar with Huron East. In August, Orr Insurance & Investment (Orr) was appointed broker of record for insurance and risk management services for The Municipality of Huron East effective January 1, 2024 in concert with the issuance of a Request for Proposal for provision of municipal insurance coverage for 2024.

The first order of business was to prepare and issue a request for proposal for the Municipal Insurance Contract. Staff and representatives from Orr Insurance and Investments worked together to prepare a comprehensive tender package to go to market for our municipal insurance needs. Intact Public Entities, BFL, Marsh and Aon were approached. Orr received responses from Intact Public Entities and Marsh.

Orr completed a detailed review of and comprehensive scoring for each proposal. The results are presented in the following table:

Category	Points Available	IPE	Marsh
<b>Technical Proposal</b>			
Coverage and completeness – meeting the specifications, scope of coverage, overall Clarity	25	13.8	11.6
Services Offered – insurance administration, risk management, claims management	40	25.3	16.7
Experience – Bidder municipal experience, team expertise, financial stability of insurers, references	10.0	6	4.5
<b>Financial Proposal</b>			
Price - total all coverages	25	25	19.9
<b>Totals</b>	<b>100.0</b>	<b>70.1</b>	<b>52.7</b>

The scoring of the submissions was weighted and scored as follows.

- In the first three categories a 50% score is considered meeting tender requirements.
- The Financial Proposal is weighted by the lowest price receiving 100% of the points and the higher price score based on their percentage to the lowest price.

Based on scoring, it is recommended by Orr Insurance and Investments and staff that the contract be awarded to Intact Public Entities.

There are additional benefits that choosing Intact Public Entities for the Municipality. Intact Public Entities has more than 90 years' of experience with municipal insurance. They are active in various Municipal Associations including AMO, ROMA and Good Roads. Orr Insurance and Investments has dealt with them for over fifty years.

Intact Public Entities (IPE) provides exceptional Claims and Risk Management services to their clients.

- IPE will inspect 10 buildings a year for the 5-year term of the agreement to ensure best practices are being met and to ensure replacement cost limits are insured
- IPE provides an excellent online risk management library including online courses for staff to enhance their knowledge of insurance required for various tender scenarios
- IPE is also offering to conduct seminars in person

- IPE offers road inspections. Staff may be able to meet with IPE Risk Managers to review current claims, which seem heavily weighted to road losses, to establish an inspection/best practice process for staff road inspections

These additional services will be very beneficial for staff.

**Others Consulted:**

Brad McRoberts, CAO, Rick Orr and Margaret Anderson from Orr Insurance

**Financial Impacts:**

The Policy from Intact Public Entities will cost the Municipality \$391,222 plus taxes in 2024. This is an increase of \$36,222 from the 2023 Insurance premium of \$355,000 plus taxes.

- These premiums do not include other policies placed outside the program such as the Firefighters Accident policy and Cyber Liability.

It must be noted the increase is mostly due to the increase of insured property values as a result of a comprehensive and detailed analysis of the appropriate replacement values. For 2023, the premium is based on \$60 Million in property values compared to \$156 million in property values for 2024. This is an increase of coverage of \$96 Million worth of municipal property. Historically municipal assets were grossly undervalued. Lastly, it is anticipated that there will be more value for our dollar with IPE, which may have impact on claims and claim success.

**Signatures**

*Stacy Grenier*

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Stacy Grenier, CPA  
Director of Finance/Treasurer

*Brad McRoberts*

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Brad McRoberts, MPA, P. Eng.  
CAO

**Huron East**  
**Administration**

**To:** Mayor MacLellan and Members of Council  
**From:** Taralyn Cronin, Economic Development Officer  
**Date:** December 19, 2023  
**Subject:** Huron East Community Improvement Plan

---

**Recommendation:**

That the Municipality of Huron East accept report EDO-23-05 for information and direct staff to plan a public open house regarding the Community Improvement Plan.

**Background:**

Goal 1 of the Huron East Economic Development Strategic Plan (2022-2027) is to “better understand what economic development entails and collectively work towards Huron East being investment-ready”. One of the actions to address this goal is to:

Develop and implement a Huron East Community Improvement Plan that encompasses all of Huron East and includes all relevant legislatively permitted community improvement planning tools relevant for both the urban and rural areas. The following planning tools are examples of financial incentive programs that contribute toward improving one or more of the following areas:

- Agriculture: to increase agricultural use and increased agri-tourism (i.e., tax increment financing, building and land improvement, etc.)
- Industrial/employment: to provide opportunities for land development, redevelopment of brownfields, etc. (i.e., tax increment financing, vacant lands tax assistance, building permit and planning application fee, etc.)
- Downtown improvement: revitalization (façade improvements; signage and property improvements, etc.)

A Draft Community Improvement Plan (CIP) is attached. A CIP for Downtown Brussels was adopted by Huron East Council in 2017. A CIP was also developed for Downtown Seaforth in 2019; however, it was not adopted by Council. This CIP would seek to repeal the existing Brussels CIP and replace it with a broader, more comprehensive CIP. A Community Improvement Plan (CIP) allows a municipality to provide financial incentives to encourage private investment in revitalization, redevelopment, and enhancement efforts within defined community improvement project areas. The



Draft CIP attached, defines the Community Improvement Project Area as the entire municipality, with priority focus areas.

A project was created on Huron East's community engagement platform, HEAR, back in October to gather feedback from the business community regarding the types of programs that they would be interested in. This feedback, along with various plans and studies, were taken into consideration when developing this Plan.

Staff recommends bringing the Draft CIP forward to an in-person Open House for the public to review the draft CIP, ask questions and provide comment. The project will also remain open on HEAR for the public to provide their comments on the draft Plan. Following public consultation, Staff will make any necessary changes to the Plan and bring forward a final draft for Council consideration. If approved by Council, the Municipality may then consider the implementation of one or more programs and provide financial incentives to eligible landowners and tenants to make physical improvements to private property.

**Others Consulted:**

CAO, Economic Development Committee, Huron County Planning Department

**Financial Impacts:**


None at this time.

**Attachments:**

[Attachment A:](#) Draft Community Improvement Plan

**Signatures:**

  
\_\_\_\_\_  
Taralyn Cronin, EDO

  
\_\_\_\_\_  
Brad McRoberts, MPA, P. Eng., CAO



# COMMUNITY IMPROVEMENT PLAN

Municipality of Huron East

Authors: Taralyn Cronin, Huron East Economic Development Officer; and Shae Stoll, County of Huron Planner

December 2023



## Table of Contents

1.0	Introduction.....	4
1.1.	Purpose of a Community Improvement Plan.....	4
1.2.	Legislative Authority .....	4
1.2.1.	Planning Act .....	4
1.2.2.	Provincial Policy Statement (2020) .....	5
1.2.3.	County of Huron Official Plan .....	6
1.2.4.	Huron East Official Plan.....	6
2.0	Background Information .....	7
2.1.	Brussels Community Improvement Plan .....	7
2.2.	Seaforth Community Improvement Plan .....	9
2.3.	Seaforth Heritage Conservation and Revitalization Reports .....	9
2.4.	Business Retention and Expansion (BR+E) Studies .....	10
2.5.	Brussels Community Research and Reports.....	11
2.6.	Vanastra Community Research and Reports.....	12
2.7.	Economic Development Strategic Plans .....	13
2.8.	Other Relevant Studies and Plans .....	14
3.0	Goals and Objectives .....	15
4.0	Community Improvement Project Area.....	16
5.0	Community Improvement Programs .....	16
5.1.	The Façade Improvement Grant (Financial Incentive-Based Program) .....	16
5.2.	Signage Improvement Grant (Financial Incentive-Based Program) .....	16
5.3.	Property Improvement Grant (Financial Incentive-Based Program).....	17
5.4.	Sidewalk Café and Outdoor Patio Grant (Financial Incentive-Based Program) 17	
5.5.	Historic Property Improvement Grant.....	17
5.6.	Accessibility Improvement Grant (Financial Incentive-Based Program).....	18
5.7.	Environmental Stewardship and Energy Efficiency Grant (Financial Incentive-Based Program).....	18
5.8.	Vacant and Underutilized Properties Conversion/Expansion Grant (Financial Incentive-Based Program) .....	18
5.9.	Building Improvement Grant (Financial Incentive-Based Program).....	19
5.10.	Major Redevelopment Tax Increment Equivalent Grant (Financial Incentive-Based Program).....	20



5.11. Branding, Design and Marketing Grant (Financial Incentive-Based Program)	20
5.12. Start-up Space Leasehold Improvement Grant (Financial Incentive-Based Program).....	21
5.13. Site Design and Study Grant (Financial Incentive-Based Program).....	21
5.14. Planning Application and Building Permit Fee Grant (Financial Incentive-Based Program).....	21
5.15. Residential Conversion, Rehabilitation and Intensification Grant (Financial Incentive-Based Program) .....	22
5.16. Rental Housing Grant (Financial Incentive-Based Program) .....	22
5.17. Additional Residential Unit Grant (Financial Incentive-Based Program) .....	22
5.18. Publicly Accessible Private Spaces and Public Art Grant (Financial Incentive-Based Program).....	23
5.19. Streetscape Beautification, Signage and Landscaping Improvement (Municipal-Driven and Financial Incentive-Based Program) .....	23
5.20. Public Space, Parks and Recreation Works (Municipal-Driven and Financial Incentive-Based Program) .....	23
6.0 Implementation .....	24
7.0 Conclusion.....	24

## Appendices

- A. Municipality of Huron East Community Improvement Project Area
- B. Brussels Community Improvement Project Area
- C. Seaforth Community Improvement Project Area
- D. Vanastra Community Improvement Project Area

## **1.0 Introduction**

The Municipality of Huron East was incorporated in 2001, following the amalgamation of the former Townships of Grey, McKillop and Tuckersmith, along with the Town of Seaforth and the Village of Brussels. The Municipality's population is distributed among the robust rural landscape and the community's primary development nodes of Seaforth, Brussels, Vanastra as well as the smaller settlement areas of St. Columban, Brucefield, Cranbrook, Walton and Ethel. The Municipality is home to the vibrant, historic downtowns of Seaforth and Brussels, which are comprised of numerous businesses offering a variety of products and services. Huron East also boasts a strong agriculture-based economy and takes pride in supporting its farmers. The industrial sector is an important presence within the community, with three established industrial parks in each of the three primary development nodes.

This Community Improvement Plan (CIP) provides a framework to encourage and support the maintenance and rehabilitation of buildings and properties in Huron East. This CIP draws on the background work of the previous CIPs developed for communities within Huron East as well as various documents and economic development reports relating to community revitalization.

### **1.1. Purpose of a Community Improvement Plan**

Community Improvement Plans are widely used by municipalities across Ontario to focus and initiate change and development in areas of need. A Community Improvement Plan (CIP) aims to leverage private investment to promote revitalization, redevelopment, and enhancement by providing financial incentives to projects within defined community improvement project areas. These areas can be defined as a municipality or an area(s) within a municipality.

This Community Improvement Plan (CIP) provides key revitalization and improvement strategies for the Municipality of Huron East to stimulate and support growth in the commercial downtown areas, local industries, value-added agricultural facilities, tourism businesses, and commercial businesses across the municipality. It is also intended to support the development of residential units. The Plan defines revitalization goals and objectives for the Municipality based on relevant studies and plans and establishes Financial Incentive Programs to meet these goals and objectives. This Plan takes a long-term approach to the revitalization of Huron East and not all programs may be implemented in a given year. It is anticipated that small, incremental improvements will collectively add up to more significant and visible changes over time.

### **1.2. Legislative Authority**

#### **1.2.1. Planning Act**

Ontario's Planning Act, R.S.O. 1990, contains direction for the creation and delivery of CIPs. Section 28 of the Ontario Planning Act allows municipalities, where there are provisions in its Official Plan relating to community improvement, to designate by By-law a "Community Improvement Project Area" and prepare a "Community Improvement Plan".

Section 28(1) of the Planning Act defines community improvement as "the planning or replanning, design or redesign, re-subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary".

Section 28 of the Planning Act establishes and defines the term "community improvement project area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason" (S. 28(1)). Section 28(2) states that the Municipality may, by by-law, designate all or part of the Municipality as a community improvement project area.

Once a community improvement project area has been designated, a community improvement plan can be prepared for that area. A Municipality may use a community improvement plan to:

- acquire, hold, clear, grade or otherwise prepare land;
- construct, repair, rehabilitate or improve buildings on land acquired or held by the municipality;
- sell, lease or dispose of any land and buildings acquired or held by the municipality; and/or
- make grants or loans to owners and tenants of land and buildings within the community improvement project area to help them pay for the cost of rehabilitating their lands or building.

### **1.2.2. Provincial Policy Statement (2020)**

CIPs help to achieve the Provincial Policy Statement (PPS) objectives of healthy communities, a strong economy, and a clean and safe environment. Community improvement is supported through PPS policies for:

- i. Building strong, healthy communities;
- ii. Providing publicly accessible built and natural settings for recreation;
- iii. Promoting efficient development and a mix of land uses;
- iv. Improving accessibility;

- v. Ensuring that necessary infrastructure and public service facilities are available;
- vi. Promoting regeneration, including the redevelopment of brownfield sites;
- vii. Providing opportunities for economic activities in prime agricultural areas;
- viii. Conserving heritage resources;
- ix. Supporting green design; and,
- x. Encouraging residential intensification.

### **1.2.3. County of Huron Official Plan**

The County Official Plan provides guidance to local municipalities for the development of local official plans. The Community Services section of the Plan (Section 3) recognizes the importance of community services in Huron County and their contribution to a healthy rural community.

As stated in Community Policies and Actions #15:

Local Municipalities are encouraged to develop and/or revise existing Community Improvement Plans to support investment in projects to benefit the community such as downtown revitalization, accessibility and affordable housing.

### **1.2.4. Huron East Official Plan**

The Huron East Official Plan provides policies to guide land use decisions throughout the Municipality. The Huron East CIP must conform to the policies of the Official Plan. The relevant policies related to the preparation of a CIP are discussed below.

#### **a) Goals and Objectives**

The Huron East Official plan provides a framework where specific goals and objectives of community improvement are outlined. The following policies below outline community improvement goals and objectives found within the Huron East Official Plan.

Goals (Section 9.6.2):

1. To encourage, support and aid in the co-ordination of private efforts to rehabilitate and/or redevelop property, which will have a positive impact on the well-being of the community, such as downtown revitalization, intensification, heritage preservation, affordable housing, high quality urban design and brownfield requirements;
2. To improve the physical appearance and environmental condition of the community;
3. To foster community pride;
4. To attract business investment and new residents to the Municipality of Huron East;
5. To involve the public in identifying areas needing of community improvement, what deficiencies exist and the improvement and rehabilitation priorities; and
6. To focus on the development and redevelopment of downtown cores.

#### **b) Project Area Selection Criteria**

The Official Plan also provides guidance on the selection of community improvement project area by outlining specific criteria for project area selection. Below is a policy found in the Official Plan.

**Project Area Selection Criteria (Section 9.6.3.2):**

In determining the location of a Community Improvement Project Area and preparation of a Community Improvement Plan, one or more of the following conditions shall exist:

- i. Buildings (including façades), structures, and / or properties which are of heritage or architectural significance in need of preservation, restoration, repair, rehabilitation or redevelopment;
- ii. Built or natural heritage resources in need of preservation or renewal;
- iii. Areas where elements of the natural heritage or parks system present opportunities for municipal improvements that would encourage redevelopment and improved recreational facilities for the community;
- iv. Non-conforming or incompatible land uses or activities;
- v. Deficiencies in physical infrastructure or community facilities and services;
- vi. Lack of public and private parking facilities;
- vii. Areas susceptible to flooding and requiring protection;
- viii. An inadequate mix of housing types;
- ix. Known or perceived environmental contamination (i.e. brownfields);
- x. Poor visual quality, including streetscape and design;
- xi. High industrial or commercial vacancy rates;
- xii. Any other relevant social, economic, or environmental reason; and/or
- xiii. Demonstrated support by residents and taxpayers of the area.

A map showing the Community Improvement Project Area (Municipal boundary) is shown in Appendix A. Maps showing the commercial, industrial and future development project focus areas can be found in Appendices B, C, and D.

## **2.0 Background Information**

A CIP for Downtown Brussels was adopted in 2017. A CIP was also developed for Downtown Seaforth in 2019; however, it was not adopted by Huron East Council. This CIP would seek to repeal the existing Brussels CIP and replace it with a broader, more comprehensive CIP that takes various historic and background reports into account.

### **2.1. Brussels Community Improvement Plan**

A Community Improvement Plan for Downtown Brussels was adopted in 2017, which included a commercial façade improvement grant program focused on the enhancement and protection of the built environment in the commercial core area. This has been a useful tool in maintaining and promoting the vibrancy of the downtown core of Brussels; however, it is limited in geographic area and is focused primarily on exterior façade improvement. This CIP would apply to the broader area of Huron East with focus



areas in the downtown areas of Brussels, Vanastra and Seaforth. Brussels CIP included eligibility requirements and façade renderings, which will be incorporated into the new Façade Improvement Program Guidelines in the Huron East CIP.

The Brussels Community Improvement Background Report included a downtown SWOT report. This report is summarized below.

#### Strengths

- Maitland River
- Distinctive historic architecture
- Downtown parkette

#### Weaknesses

- Several buildings lack accessible entries
- Many buildings are not maintained to the same standard as others
- Inconsistent signage
- Lack of streetscape furniture
- Vacant commercial buildings
- Original architectural detailing altered on some buildings

#### Opportunities

- Available commercial space
- Wide sidewalks can accommodate streetscape improvements
- Large brick walls great for murals
- Improvements to accessibility is possible
- Opportunity to restore original architectural character of buildings
- Streetscape through rehabilitation, cleaning and maintenance

#### Threats

- Derelict, perhaps unsafe buildings
- Poorly-maintained building facades that are visually unappealing and may discourage shoppers
- Residential uses migrating into the frontage of commercial land uses

Based on the background research done for the Brussels Community Improvement, it was concluded that Brussels' critical needs are: improvement of the visual state of buildings; support for the creation of a barrier-free pedestrian environment; and improvement of pedestrian safety and public realm aesthetics. These needs are still relevant and there are programs included in this new Plan to address all of the critical needs identified when the Brussels CIP was developed.

## **2.2. Seaforth Community Improvement Plan**

The Seaforth CIP was developed in 2019 with the intention of addressing the needs of the Seaforth Heritage Conservation District and encouraging property owners to enhance and maintain the heritage features of Seaforth's Main Street. The CIP mentions that the historical and cultural value Seaforth's main street is highly recognized by the 1984 Seaforth Heritage Conservation District Plan, the Huron East Heritage Committee and its Municipal Council; however, there is a lack of clear and stringent guidelines for private property owners on taking the proper steps for restoration on the buildings. Many of the buildings within the Seaforth Main Street incorporate details of Victorian architecture. In some cases though, the building restoration has not been well-maintained over the years.

As mentioned previously, the Seaforth CIP was not adopted by the Huron East Council. The document does, however, highlight the importance of preserving the historic buildings that line the main street and describe how incentive programs can encourage property owners to properly maintain their historic buildings.

## **2.3. Seaforth Heritage Conservation and Revitalization Reports**

Seaforth's historic downtown buildings are a great asset to the community and the importance of preserving Seaforth's heritage is evident in several reports.

The Heritage Conservation District Plan (HCDP) for Main Street Seaforth was enacted in 1984 to ensure the long-term viability, preservation and enhancement of the historic town centre. One of the main objectives of this plan is to guide future development to ensure the intrinsic heritage qualities of the area are preserved and enhanced. The plan reflects the prosperity of Seaforth in the late 19th century. In 2009, a Seaforth Heritage Conservation District Study was conducted to assess the effectiveness of the Seaforth HCDP. The study concluded the Seaforth HCDP is a valued tool by residents that has been effective in retaining and restoring heritage elements and protecting the small-town atmosphere of Seaforth; however some improvements and updates would be beneficial.

In 1986, The Town of Seaforth, in partnership with the BIA, entered into a three year agreement with the Heritage Canada Foundation to initiate and implement a Main Street Canada project. This project took a four point approach: organization, marketing, commercial and economic development, and design. As part of the program, a full-time Main Street Coordinator was hired and provided direction to the newly established Economic Development Committee and the Local Architectural Conservation Advisory Committee (LACAC). The LACAC made a commitment to provide historic design guidance to property owners downtown. This project also focused on improving communication and marketing efforts, attracting businesses, and improving downtown landscaping. Improving the appearance and image of downtown Seaforth through

increased signage, façade improvements and streetscaping was also the goal of the 1987 Downtown Improvement Strategy for Town of Seaforth.

A Seaforth Streetscape Study was completed in 1988. The goal of the study was to:

Prepare a Master Plan proposal for the redevelopment of the Seaforth Streetscape and Environs based on a theme of recapturing the character, quality and richness of the street at the turn of the century, which encourages the development of these intrinsic characteristics as a vehicle for the rejuvenation of the downtown core as a progressive and viable economic entity.

A number of historic photographs are presented in the study report with explanations of how historic elements can be incorporated into the present day streetscape. Suggestions of street furniture that would complement the 19<sup>th</sup> century downtown are also given. A detailed analysis of the downtown was conducted at the time of study, and it is interesting to note that many of the suggestions provided to improve specific areas of the downtown are still relevant today.

In 2017, the Seaforth Main Street Revitalization Report provided an update to the original Seaforth Streetscape Master Plan. Recommendations for downtown revitalization include:

- Adding landscape features (trees, greenery, planters, etc.);
- Rejuvenating buildings;
- Adding pedestrian amenities (parks, patios, street furniture, etc.);
- Preserving and enhancing historic character;
- Increasing signage;
- Improving lighting;
- Undertaking façade treatments (re-pointing brick, fresh paint, mural, etc.); and
- Enhancing back alley spaces.

A building pathology report was conducted in Seaforth in 2018. The report detailed various components of building facades for many historic Main Street buildings and highlighted areas that need cosmetic or structural repairs or restoration. The purpose of this report was to provide detailed evaluation of the exterior state of various historic buildings in efforts to preserve and restore heritage components of the Main Street. The report is helpful to the Municipality and building owners in assessing repair needs and may provide a basis for prioritizing future building improvements.

Financial-incentive programs included in this Plan address the needs identified in these plans and reports.

## **2.4. Business Retention and Expansion (BR+E) Studies**

Business Retention & Expansion Studies have been completed for both Vanastra (2013) and Brussels (2011). These reports highlight various priority areas for supporting

the local business community and ensuring sustainable business growth. Community appearance, signage, heritage development, small business support and downtown core revitalization were cited as prominent priority areas. To encourage growth, the need for greater access to government grants was mentioned in the Brussels BR+E Final Report.

## **2.5. Brussels Community Research and Reports**

A business and household survey were completed as part of the Brussels Community Economic Development Strategy in 1991. Forty-five (45) out of fifty (50) people from the Brussels business community responded to the business survey. The majority (95 percent) stated that improvements were needed to the core commercial area.

Suggestions to improve the downtown included: store front improvements; cleaning up empty buildings; adding streetscape furniture; and increasing beautification efforts. The overwhelming majority of respondents (97.6 percent) stated that industrial/commercial development was also needed.

For the household survey, three hundred forty (340) out of approximately three hundred ninety-five (395) surveys were returned. Results showed that 93.8 percent of respondents believed that core commercial area improvements were needed and the most popular suggestion on how to do this was through store front improvements. A suggestion was made in the survey to offer incentives to attract industry to vacant lots.

The needs identified in these surveys are still relevant. A Façade Improvement Program was implemented in Brussels in 2017; however, there were no applications received. Verbal reports from the business community suggest that there was no uptake on the grants available because business owners either were not aware of the program or did not feel that the amount of funding available was worth their time and financial investment. Only having one program available also limits the scope of improvements. This will be taken into consideration when program guidelines are developed under this Plan.

The Brussels Streetscape Master Plan (2013) describes the existing Brussels downtown streetscape as very basic and lists the following challenges:

- High street lights give area a highway feel;
- Wide lanes create unstructured downtown;
- Lack of crosswalks; and
- Lack of greenery and colour throughout most of the year.

To address these challenges, the goals of the Master Plan are to make recommendations to:

- Improve storefront improvement projects;
- Maintain historically and culturally significant sites, such as the post office and library; and

- Generate more human activity and traffic within a new vibrant, walkable, sustainable and aesthetically pleasing downtown core.

A conceptual diagram is included in the Plan, which illustrates what Downtown Brussels could look like with improvements to the streetscape. Improvements such as new streetlights, sidewalk treatments, landscaping, enhanced parkette and streetlight decorations. Some improvements have been made to date, such as sidewalk treatments, and adding street furniture and streetlight decorations. A new mural has also been painted on the wall of a building facing the parkette. The poor conditions of some of the downtown buildings and unattractive facades still plague Downtown Brussels. Incentives are needed to encourage property owners to invest in these dilapidated buildings.

## **2.6. Vanastra Community Research and Reports**

Over the years, Vanastra has struggled with its image. As a former top-secret air force base and military installation, Vanastra is a very unique community. Following the closure of the base in 1971, many of the military buildings fell into disrepair. A community survey was completed as part of the Vanastra Community Economic Development Strategy in 1991, and 69% of respondents (63 out of 240 respondents) said Vanastra had a problem with its image. Among the suggestions to improve the community's image were to: "clean-up the place"; develop vacant properties; and tear down unsafe buildings. A negative image and lack of community identity were concerns raised again through the BR+E Study in 2013.

A report entitled "Putting Vanastra on the Map: Community Guidelines and Policy Recommendations" was published in 2013 recommending strategies for revitalization based on the six priority areas identified in the Vanastra BR+E Final Report. Section 4 of the report, outlines the rationale for developing a Community Improvement Plan for Vanastra and recommendations for the types of programs to include. A key issue raised in the BR+E study, was the large number of derelict buildings in the community. The report suggests that financial incentives offered through a CIP, encourages private investment, which aids in the rebuilding of a community. A benefit of a CIP as well, is that you can support mixed-use development. Given the community's history as a military base, there is an existing mix of residential, industrial and commercial uses. The following financial incentive programs were recommended in the "Putting Vanastra on the Map" report:

- i. Façade Improvement Program
- ii. Professional Fees Assistance Program (or Site Design and Study Program)
- iii. Tax Increment Equivalent Grants
- iv. Brownfield Financial Tax Incentive Program
- v. Development Charges Rebate Grant Program
- vi. Heritage Property Tax Relief

The community of Vanastra is not included in the Brussels or Seaforth CIP. Both the Vanastra Community Economic Development Strategy and the Putting Vanastra on the Map justify the need for a CIP that encompasses Vanastra.

## **2.7. Economic Development Strategic Plans**

There are currently two strategic plans in place that guide economic and community development activities in Huron East. Seaforth has an active Business Improvement Area (BIA), which encompasses a large section of downtown Seaforth. Brussels has a business group; however, at the present time, they only coordinate marketing activities. Despite having a large industrial sector, Vanastra does not currently have a business group.

The purpose of the Seaforth BIA is to 1) revitalize and maintain a dynamic local neighbourhood and 2) promote the area as a business or shopping destination. The Seaforth BIA Strategic Plan (2022-2026) provides the following strategic directions and goals relevant to community improvement:

### **1. Physical Enhancements**

- create better directional parking, and information/street signage
- improve downtown's main corner (vacant lot)
- work with heritage committee on guidelines for businesses;
- improve façades
- celebrate our history

### **2. Infrastructure Enhancements and Event Planning**

- create shaded/attractive parkette area at BIA Centre
- improve and maintain back-alleys (posters, murals, colour, greenery, garbage cans, etc.)
- 'Green up' Seaforth downtown
- Emphasize heritage (e.g. install heritage blade building signs using old banner tops from Goderich Street and restore heritage colours to BIA identity)

Huron East's 2022-2027 Economic Development Strategic Plan was developed to produce actionable items that focus on both the long and short term needs for local development conducive to supporting its current businesses as well as attracting new and diverse businesses. Part of the updated plan involved thorough staff and stakeholder consultation as well as data analysis that helped formulate three key strategic goals for Huron East:

- I. Better understand what economic development entails and collectively work towards Huron East being investment ready;

- II. Effectively build positive relationships through productive communication and engaged collaboration with the business community and various levels of government;
- III. Build a Huron East business retention program that supports local business.

Actions to address these goals, which relate to community development are:

- Develop and implement a Huron East Community Improvement Plan that encompasses all of Huron East and includes all relevant legislatively permitted community improvement planning tools relevant to both the urban and rural areas. The following planning tools are examples of financial incentive programs that contribute toward improving one or more of the following areas:
  - Agriculture: to increase agricultural use and increased agri-tourism (i.e., tax increment financing, building and land improvement, etc.)
  - Industrial/employment: to provide opportunities for land development, redevelopment of brownfields, etc. (i.e., tax increment financing, vacant lands tax assistance, building permit and planning application fee, etc.)
  - Downtown improvement: revitalization (façade improvements; signage and property improvements, etc.)
- Consider opportunities to support local businesses by developing, promoting or encouraging increases in the local labour force through strategies such as affordable housing, government programs, attraction and retention of residents, etc.
- Strengthening downtown commercial cores (for example, in Brussels, work with the main street building owners to revert the residential spaces on the ground floor to commercial space to provide space to attract retail and service)
- Increasing tourism (for example, implementing the Huron County gateway and wayfinding signage program in Huron East)
- Strengthening the Agriculture Sector

Direction for support to local businesses and strengthening the economic base is also seen from the County level. The Huron County 2022-2025 Economic Development Strategic Plan identifies inclusion of everyone in the rural economy, collaboration with partners such as Municipalities, effective communication and sustaining a thriving business community as its primary strategic goals. From these goals, the plan outlines various objectives for success. Developing a municipal wide CIP serves to address the goal of inclusion by enabling diverse community members and businesses to fully participate in the community and access funding opportunities. The CIP also encourages the sustainability of the local economy through funding opportunities that seek to support businesses to grow and start and invest in a thriving local economy.

## 2.8. Other Relevant Studies and Plans

There are two other studies and plans that have been undertaken in Huron East, which relate to community improvement and the importance of encouraging private sector investment and revitalization efforts.

Facilitating an inclusive and accessible built environment for all community members has been an emerging priority in recent years. In a 2004 Huron East Community Survey (199 respondents), 90% of residents supported an effort for more retail/commercial/industrial development in Huron East. “Offering tax incentives to start-ups” was mentioned as a way to do that. When asked what the most important things are that would improve the downtown areas of Seaforth and Brussels, one hundred five (105) respondents said, “more shops providing variety”; ninety five (95) said, “dress up empty store fronts; and seventy six (76) said, “clean up messy properties”.

In 2015, the Municipality initiated an Age-Friendly Action Plan that highlighted the community’s strengths and weaknesses in various domains related to accessibility and building barrier free communities. The report concluded several recommendations that could be implemented to improve the accessibility and age-friendly design throughout the community. Recommendations that support the need for a more comprehensive CIP include:

- Improving outdoor spaces and public buildings by remove barriers and improving walkability to create a more pedestrian and age friendly environment; and
- Addressing housing needs by: improving access and availability of affordable housing; placing emphasis on the importance of secondary suites; further developing housing affordability programs and grants; improving options for implementing accessibility modifications for existing homes.

### **3.0 Goals and Objectives**

The goals of this CIP have been developed based on the comprehensive review of plans and reports and input from the public, staff and Council. Program applications will be reviewed against the goals of the CIP. Preference will be given to those projects which meet the goals of the Plan.

This CIP has the following goals:

1. To stimulate private investment through the use of municipal financial incentive programs.
2. To improve the physical appearance and economic health of the downtown commercial areas.
3. To encourage the maintenance and preservation of designated historic buildings and historically significant properties.
4. To promote the development, redevelopment or conversion of vacant or underutilized properties.
5. To support new business start-ups and expansions to existing businesses.



6. To retain and support existing businesses.
7. To encourage value-added agricultural activities and on-farm diversified uses.
8. To increase the supply of attainable housing, multi-unit housing and rental units.
9. To encourage energy conservation and support sustainable initiatives.
10. To create employment opportunities.

Financial incentives (including incremental tax rebates) may be offered to private landowners or commercial/industrial tenants to assist them in improving their buildings and properties. These may change from year to year, at Council's discretion, based on budget priorities and feedback about the CIP programs from municipal staff and stakeholders.

#### **4.0 Community Improvement Project Area**

As recommended in the Huron East Economic Development Strategic Plan (2022-2027), and supported by the background research to the Plan, the Huron East Community Improvement Project Area includes all lands within the municipal boundary. The Project Area is shown in Schedule A of the consolidated Municipality of Huron East Official Plan 2023, and provided in Appendix A of this CIP.

The programs authorized in this CIP may be carried out within the CIP project area. The settlement areas of Brussels and Seaforth each have defined Commercial Focus Areas (delineated in red), Industrial Areas (delineated in purple) and Future Development Areas (delineated in yellow), as shown in Appendix B and C. The settlement area of Vanastra includes a defined Commercial/Industrial Focus Area (delineated in green), shown in Appendix D. These areas may be prioritized for certain programs.

#### **5.0 Community Improvement Programs**

##### **5.1. The Façade Improvement Grant (Financial Incentive-Based Program)**

The purpose of the Façade Improvement Grant is to cover a portion of the project costs for exterior improvements to the public-facing facades of existing commercial and industrial buildings. Agriculture properties which are open to the visiting public and which represent value added agricultural activity (e.g. farm retail outlet) may be eligible.

This grant is intended to encourage commercial, industrial and agricultural property owners and tenants to revitalize, rehabilitate and restore building facades. Where all eligibility requirements are fulfilled, a Facade Improvement Grant may be provided for up to 50% of the eligible costs project costs. This program may be used in conjunction with the Municipality's Heritage Designated Property Tax Reduction and Loan Program.

##### **5.2. Signage Improvement Grant (Financial Incentive-Based Program)**

The purpose of the Signage Improvement Grant is to cover a portion of the project costs for exterior improvements to the public-facing signage of existing buildings. Agriculture

properties which are open to the visiting public and which represent value added agricultural activity (e.g. farm retail outlet) may be eligible.

This grant is intended to encourage commercial, industrial and agricultural property owners and tenants to install clear and effective storefront signage, which is important in communicating the products and/or services a business offers. Where all eligibility requirements are fulfilled, a Signage Improvement Grant may be provided for up to 50% of the eligible costs project costs.

### **5.3. Property Improvement Grant (Financial Incentive-Based Program)**

The purpose of the Property Improvement Grant is to cover a portion of the project costs for exterior improvements to the public-facing façade of existing buildings. Agriculture properties which are open to the visiting public and which represent value added agricultural activity (e.g. farm retail outlet) may be eligible.

This grant is intended to encourage commercial and industrial property owners and tenants to create an inviting entrance to encourage both vehicular and pedestrian traffic to stop and discover what a business has to offer. Where all eligibility requirements are fulfilled, a Property Improvement Grant may be provided for up to 50% of the eligible costs project costs.

### **5.4. Sidewalk Café and Outdoor Patio Grant (Financial Incentive-Based Program)**

The Sidewalk Café and Outdoor Patio Grant may be available to eligible applicants to assist with the physical improvement and beautification of seasonal outdoor sidewalk café spaces and permanent outdoor patios. The grant is intended to promote a lively and vibrant streetscape in the downtown cores and support the establishment of restaurant patio space in other areas, where permitted and appropriate. Where all eligibility requirements are fulfilled, a Sidewalk Café and Outdoor Patio Grant may be provided for up to 50% of the eligible costs project costs.

### **5.5. Historic Property Improvement Grant**

The purpose of the Historic Property Improvement Grant is to encourage the conservation of historic buildings and properties in the Municipality designated under Part IV of the Ontario Heritage Act. This grant provides incentives for owners of historic properties to renovate or refurbish the properties in a manner that is consistent with and complementary to the heritage character. Where all eligibility requirements are fulfilled, a Historic Property Improvement Grant may be provided for up to 50% of the eligible costs project costs.

All proposed improvements must be approved by the Huron East Heritage Committee. The design of improvements should be based on historical documentation and primarily be intended to restore or preserve the property's heritage attributes. Adaptive re-use of

heritage properties is also encouraged to ensure the long-term viability of these historically significant properties. This program may be used in conjunction with the Municipality's Heritage Designated Property Tax Reduction and Loan Program.

#### **5.6. Accessibility Improvement Grant (Financial Incentive-Based Program)**

Removing barriers and improving overall accessibility of our communities is of great importance to the Municipality of Huron East. The purpose of the Accessibility Improvement Grant is to cover a portion of the costs of improving the experience and accessibility of properties within Huron East, to remove exterior and interior barriers to the public and comply with provincial accessibility laws and standards, with the aim of helping to make Huron East a community for people of all ages and abilities. Designing for accessibility not only helps people with disabilities, it also improves access for others including seniors, families with young children, delivery drivers, and patrons.

It is intended that any improvements considered under this program will meet or exceed the requirements of the Accessibility for Ontarians with Disabilities Act and the Ontario Building Code. Accessibility projects can include the installation of ramps, elevators, lifts, automatic door openers, or any other improvements that improve accessibility and remove barriers, as approved by the Municipality. Where all eligibility requirements are fulfilled, an Accessibility Improvement Grant may be provided for up to 50% of the eligible costs project costs.

#### **5.7. Environmental Stewardship and Energy Efficiency Grant (Financial Incentive-Based Program)**

Not only does energy efficiency save money and increase the resilience and reliability of the electric grid, it also provides environmental, social, and physical benefits to the health of a community. The purpose of the Environment Stewardship and Energy Efficiency Program is to assist commercial and industrial property owners with improving their energy efficiency and conservation measures. Where all eligibility requirements are fulfilled, an Environmental Stewardship and Energy Efficiency Grant may be provided for up to 50% of the eligible costs project costs.

This program supports the following projects:

- I. Construction of new green buildings that meet LEED (Leadership in Energy and Environmental Design) certification standards;
- II. Retrofit of existing buildings for energy efficiency and resource conservation (i.e. replacement of lighting, doors, windows, insulation, heating, etc. and installation of low-flush toilets, grease trap, etc.); and,
- III. Alternative energy generating sources (i.e. rooftop solar panels).

#### **5.8. Vacant and Underutilized Properties Conversion/Expansion Grant (Financial Incentive-Based Program)**

The purpose of the Vacant and Underutilized Properties Conversion/Expansion Grant is to encourage the conversion and revitalization of vacant and/or underutilized commercial, industrial, agricultural or institutional properties in Huron East. Where all eligibility requirements are fulfilled, a Vacant and Underutilized Properties Conversion/Expansion Grant may be provided for up to 50% of the eligible costs project costs.

This program may be available to eligible property owners to assist with:

- I. Conversion of an existing vacant upper storey space or ground floor space into a rental dwelling unit(s) provided that the project meets the provisions of the Huron East Zoning By-law;
- II. Conversion of an existing storefront into a permitted and more suitable commercial space (e.g. retail to restaurant use) in accordance with Huron East's Official Plan and Zoning By-law;
- III. Conversion of non-conforming or vacant building space into a new permitted commercial, mixed use or other eligible uses;
- IV. Expansions of existing commercial uses to increase the gross floor area within the footprint of the existing building;
- V. Re-purpose agricultural buildings to support value-added agricultural facilities, or on-farm diversified uses, such as agri-tourism;
- VI. New industrial development;
- VII. New commercial development; and,
- VIII. Remediation of a brownfield site.

### **5.9. Building Improvement Grant (Financial Incentive-Based Program)**

The Building Improvement Grant may be available to eligible applicants to assist with improvements to existing buildings that may otherwise be considered cost prohibitive. This incentive targets private sector investment in interior building renovations or building expansions which are intended to improve the viability of older commercial or industrial (employment) buildings. Where all eligibility requirements are fulfilled, a Building Improvement Grant may be provided for up to 50% of the eligible costs project costs.

The Municipality of Huron East recognizes that there are buildings in our settlement areas that are in need of significant repairs in order to bring them up to Building Code and have them available for lease. It is important to have building stock available in our commercial and industrial areas for potential investors. This program is intended to support improvements to private property to meet the current Building Code and to provide for safe and usable eligible uses. The purpose of the Program is to offer incentives to private commercial and industrial property owners that propose significant projects that substantially renovate, restore, improve and update a prominent building or structure and accomplish more than one of the following:

- I. Address structural and life safety issues to create usable and efficient floor space;
- II. Improve property standards or preserve architectural significance; and/or,
- III. Preserve or enhance employment opportunities.

#### **5.10. Major Redevelopment Tax Increment Equivalent Grant (Financial Incentive-Based Program)**

The purpose of the Major Redevelopment Tax Increment Equivalent Grant (TIEG) is to stimulate investment by effectively deferring part of the increase in property taxation because of building and property redevelopment or rehabilitation, and retrofit works for commercial and/or industrial properties.

This Tax Increment Equivalent Grant (TIEG) program provides tax assistance to private land owners in order to encourage private sector investment in properties and buildings. The TIEG program will provide tax assistance equal to all or a portion of the municipal property tax increase (increment) following the completion of a project owned by a private land owner that has resulted in an increase in the assessed property value.

The time period for the TIEG program is subject to Council's discretion up to a maximum of 10 years per project, or until eligible remediation and redevelopment costs have been offset, whichever comes first. It is the intention of the Municipality of Huron East to provide the TIEG program for the following:

- I. Remediation purposes to assist in bringing existing buildings up to current Ontario Building Code standards;
- II. Accessibility enhancements to downtown and commercial businesses for wheelchair accessible entrances and ramps;
- III. Development or redevelopment of a vacant property for commercial, retail, office, industrial or a mix of uses; and
- IV. Adaptive reuse of a property to suit a new commercial, retail, office, industrial or a mix of uses.

#### **5.11. Branding, Design and Marketing Grant (Financial Incentive-Based Program)**

To catch the eye of a potential customer and create a positive first impression, businesses need professional, high-quality and attractive designs. Clear messaging is also important and it is through effective branding that a business can tap into people's emotions and make them feel a connection to you.

The Branding, Design and Marketing Program offers grants to business owners for professional design services to help them promote their business and stand out from their competition for one or more of the following:

- I. Logo development
- II. Brand development

- III. Design services for marketing material
- IV. Design services for exterior signage and façade improvements

Where all eligibility requirements are fulfilled, a Branding, Design and Marketing Grant may be provided for up to 50% of the eligible costs project costs.

#### **5.12. Start-up Space Leasehold Improvement Grant (Financial Incentive-Based Program)**

The Municipality of Huron East recognizes the importance of supporting business start-ups to drive economic growth, create jobs and foster innovation. The purpose of the Start-up Space Leasehold Improvement Program is to assist new businesses and start-up companies to 'set-up-shop' by providing grants towards permanent leasehold improvements to commercial or mixed use spaces that increase the marketability of the property and commercial rental units. Where all eligibility requirements are fulfilled, a Start-up Space Leasehold Improvement Grant may be provided for up to 50% of the eligible costs project costs.

#### **5.13. Site Design and Study Grant (Financial Incentive-Based Program)**

The Site Design and Study Grant may be available to eligible applicants for the completion of studies, plans, or designs that will investigate the site-specific potential of an improvement project.

This program is intended to aid with initial background planning and design in support of development or redevelopment projects on eligible properties.

#### **5.14. Planning Application and Building Permit Fee Grant (Financial Incentive-Based Program)**

The Planning Application and Building Permit Fee Grant may be available to eligible applicants to offset the planning and building fees required by the Municipality. This program is intended to help encourage new development efforts by reducing regulatory costs associated with major improvements to private properties.

The planning and building permit fee rebate program offers rebates on required fees including the Municipality's planning application fees and/or building permit fees, where a building permit is required for a construction project.

Fee reductions apply to the following applications types:

- I. Site Plan Approval;
- II. Minor Variance;
- III. Severance;
- IV. Demolition Permit
- V. Building Permit; and/or
- VI. Sign Permit.

#### **5.15. Residential Conversion, Rehabilitation and Intensification Grant (Financial Incentive-Based Program)**

The Residential Conversion, Rehabilitation and Intensification Grant aims to support existing residential units and increase the number of residential units available in and around the Downtown of the urban centres. This grant provides an opportunity to property owners who wish to convert/rehabilitate/intensify their properties for residential purposes.

The program is intended to focus on the Downtown of the urban centres and mixed-use zone (i.e. commercial/ residential) to promote the conversion of existing vacant buildings for new residential units or to increase the occupancy of existing units. Where all eligibility requirements are fulfilled, a Residential Conversion, Rehabilitation and Intensification Grant may be provided for up to 50% of the eligible costs.

#### **5.16. Rental Housing Grant (Financial Incentive-Based Program)**

The purpose of the Rental Housing Grant is to create a wider range of rental housing options in Huron East by increasing the number of residential units available for rent throughout the settlement areas. Residential units which are intended for rent and are structurally sound may be eligible for financial assistance with:

- I. Renovation or improvement of an existing unit related to exterior/functional design
- II. Construction of new residential rental units

Where all eligibility requirements are fulfilled, a Rental Housing Grant may be provided for up to 50% of eligible costs.

#### **5.17. Additional Residential Unit Grant (Financial Incentive-Based Program)**

The Additional Residential Unit Grant is intended to provide financial assistance in support of establishing a new Additional Residential Unit. Through this grant the Municipality will encourage further diversification of the housing base allowing for more attainable options, where appropriate, and providing the increased availability of rental housing accommodation. Where all eligibility requirements are fulfilled, the Additional Residential Unit Grant may be provided to cover up to 50% of eligible project construction costs.

The Additional Residential Unit Program provides a one-time grant to help offset project costs for the construction of an:

- I. interior accessory apartment dwelling unit within an existing principal dwelling unit or as an addition thereto; or,
- II. exterior accessory apartment dwelling unit within an existing or new detached accessory structure.

This grant is intended to support a greater mix and size of housing types in Huron East, and the increased availability of rental housing accommodation.

#### **5.18. Publicly Accessible Private Spaces and Public Art Grant (Financial Incentive-Based Program)**

The Publicly Accessible Private Spaces and Public Art Grant may be available to eligible applicants to assist with the permanent installation of Publicly Accessible Private Spaces and outdoor artworks on private property.

The grant is intended to promote a vibrant streetscape in the settlement areas of Huron East and encourage the creation of spaces that enhance the pedestrian experience, and complement the public network of parks, trails, community gardens and public art. Where all eligibility requirements are fulfilled, the Publicly Accessible Private Spaces and Public Art Grant may be provided to cover up to 50% of eligible project construction costs.

#### **5.19. Streetscape Beautification, Signage and Landscaping Improvement (Municipal-Driven and Financial Incentive-Based Program)**

The Municipality of Huron East recognizes the importance of creating functional and vibrant spaces in our communities, which foster local pride and create a welcoming environment for visitors. The Municipality partners with community groups on streetscape beautification efforts, including the installation of street furniture (waste receptacles, benches, planters, pole decorations, etc.), and the maintenance of flower beds.

The purpose of this program is to support streetscape beautification efforts and other community improvements, such as sidewalk and lane treatments, parking and signage, which strengthen community identity. Where all eligibility requirements are fulfilled, funding may be available to community organizations or private individuals through the Streetscape Beautification, Signage and Landscaping Improvement Program to encourage improvements on publically owned property.

#### **5.20. Public Space, Parks and Recreation Works (Municipal-Driven and Financial Incentive-Based Program)**

The Municipality of Huron East recognizes the importance of enhancing and preserving our public spaces, parks and recreational areas as they generate economic, environmental and social benefits for our communities. The Municipality partners with community groups to improve our public spaces, parks and recreational areas.

The purpose of this program is to support enhancements to our public spaces, parks and recreational areas that benefit the community. Where all eligibility requirements are fulfilled, funding may be available to community organizations or private individuals



through the Public Space, Parks and Recreation Works Program to encourage improvements on publically owned property.

## **6.0 Implementation**

By offering financial incentive-based programs, we anticipate invoking positive change to our rural communities through a public-private collaborative effort. The municipal-driven and financial incentive-based programs described in Section 5.0 of this Plan are funded by the Municipality of Huron East with current and/or potential funding from the Ontario Ministry of Agriculture Food and Rural Affairs, Ministry of Tourism and Culture, Regional Tourism Organization 4, County of Huron, or similar. The programs are funded by municipal budget allocations, reviewed annually on an as-required basis.

The CIP shall remain in effect for ten (10) years following its adoption by Council. Programs and incentives offered under the CIP may vary from year to year at the discretion of Council, based on recommendations from Municipal staff. The programs in this CIP will be administered through Huron East Council, through an established committee overseen by the Economic Development Officer. Program guidelines affirming eligibility requirements and application forms will be established once funding is allocated to a Program.

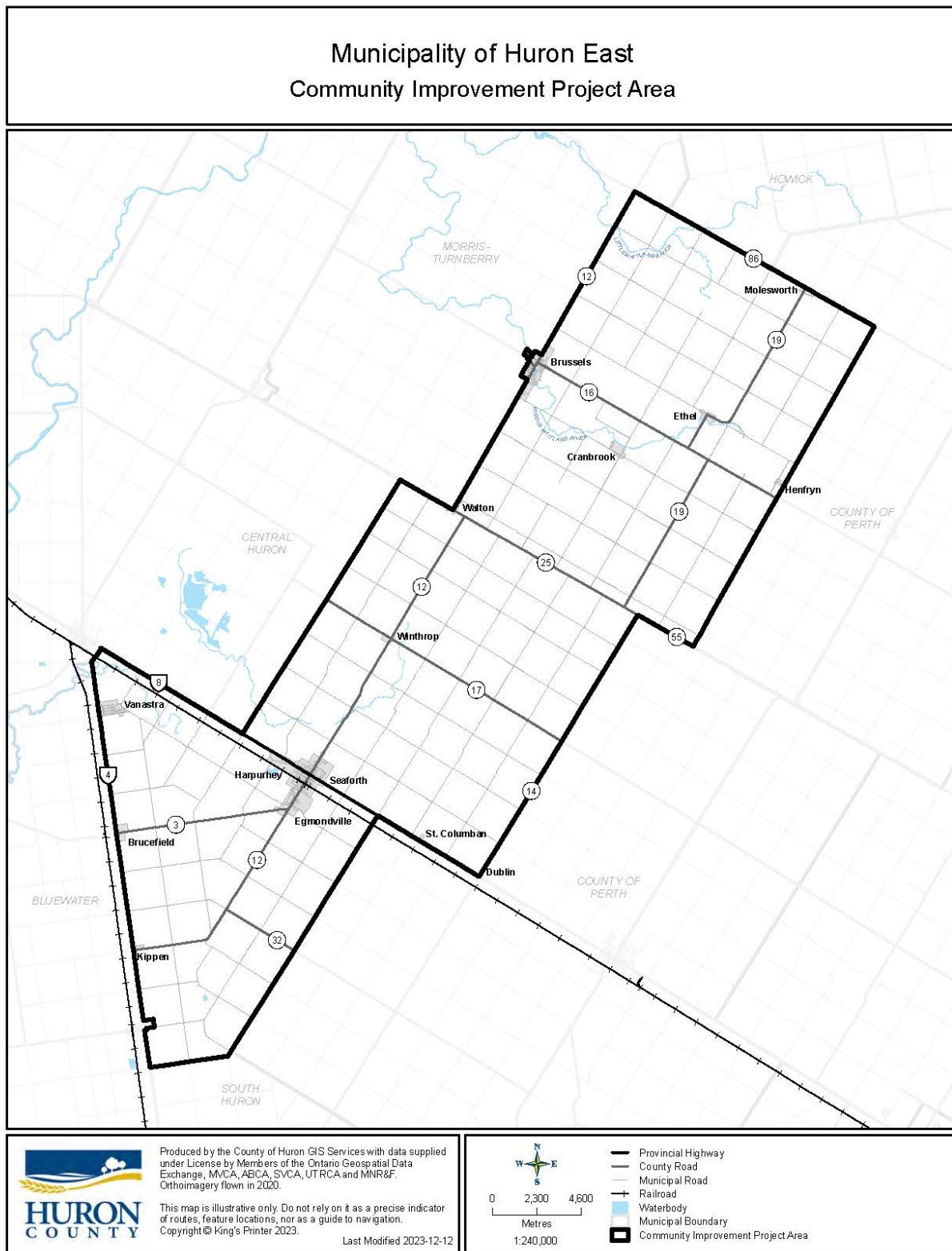
The financial incentive-based programs will be administered on a first come, first served basis to the limit of the available funding in accordance with any administrative rules governing this and other grant or loan programs. The CIP will be reviewed by the Economic Development Officer every six (6) months to one (1) year.

## **7.0 Conclusion**

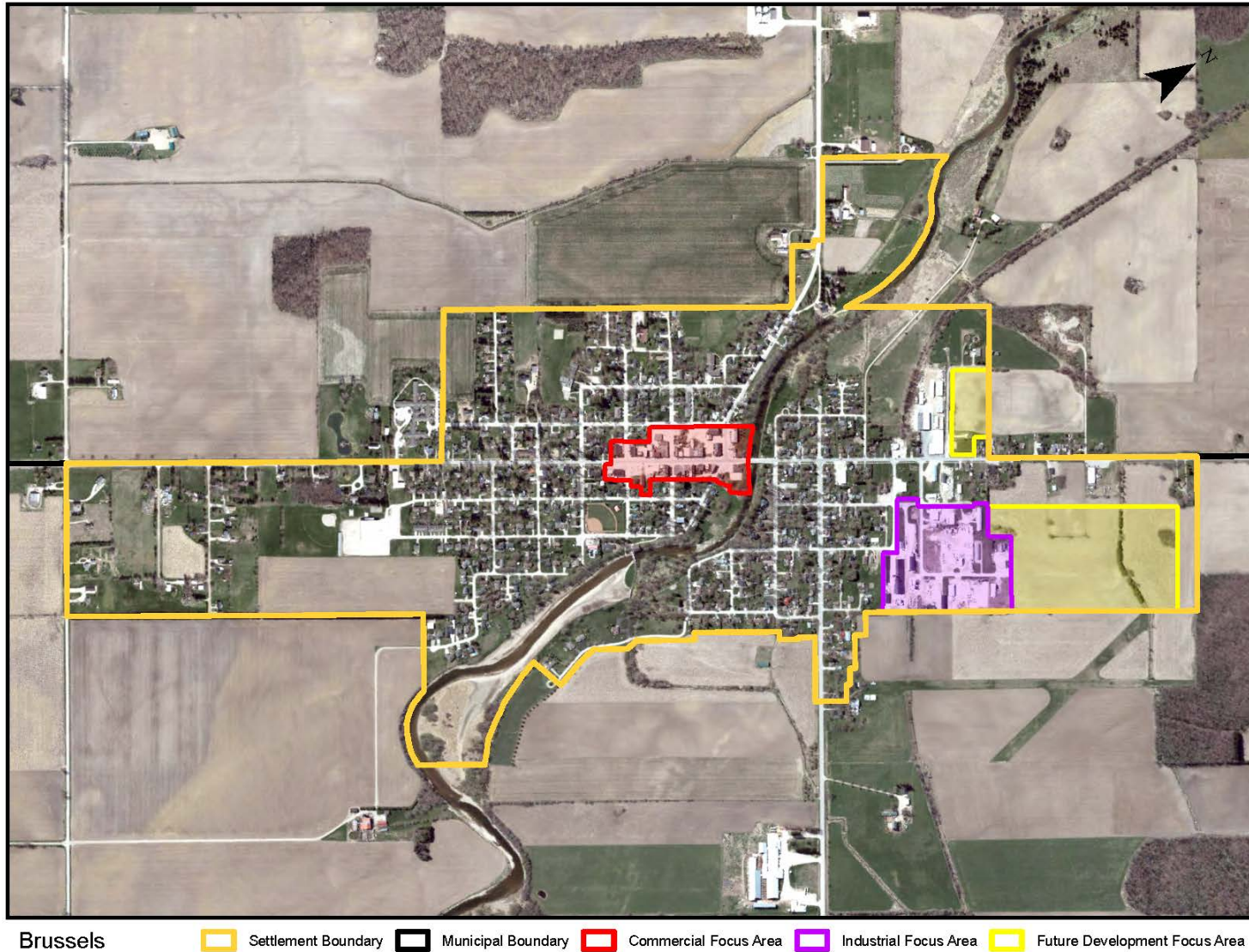
This CIP is a Municipal-wide planning document that is focused on improving Huron East's local economic base. Through implementation of this Plan, the Municipality of Huron East is demonstrating that it is highly committed to encouraging local investment, revitalization and beautification, and working with property owners and tenants to support economic development.

Property owners and tenants who are interested in any of the programs identified in this CIP or who require additional information should contact the Municipality of Huron East's Economic Development Officer for more information.

## Appendix A

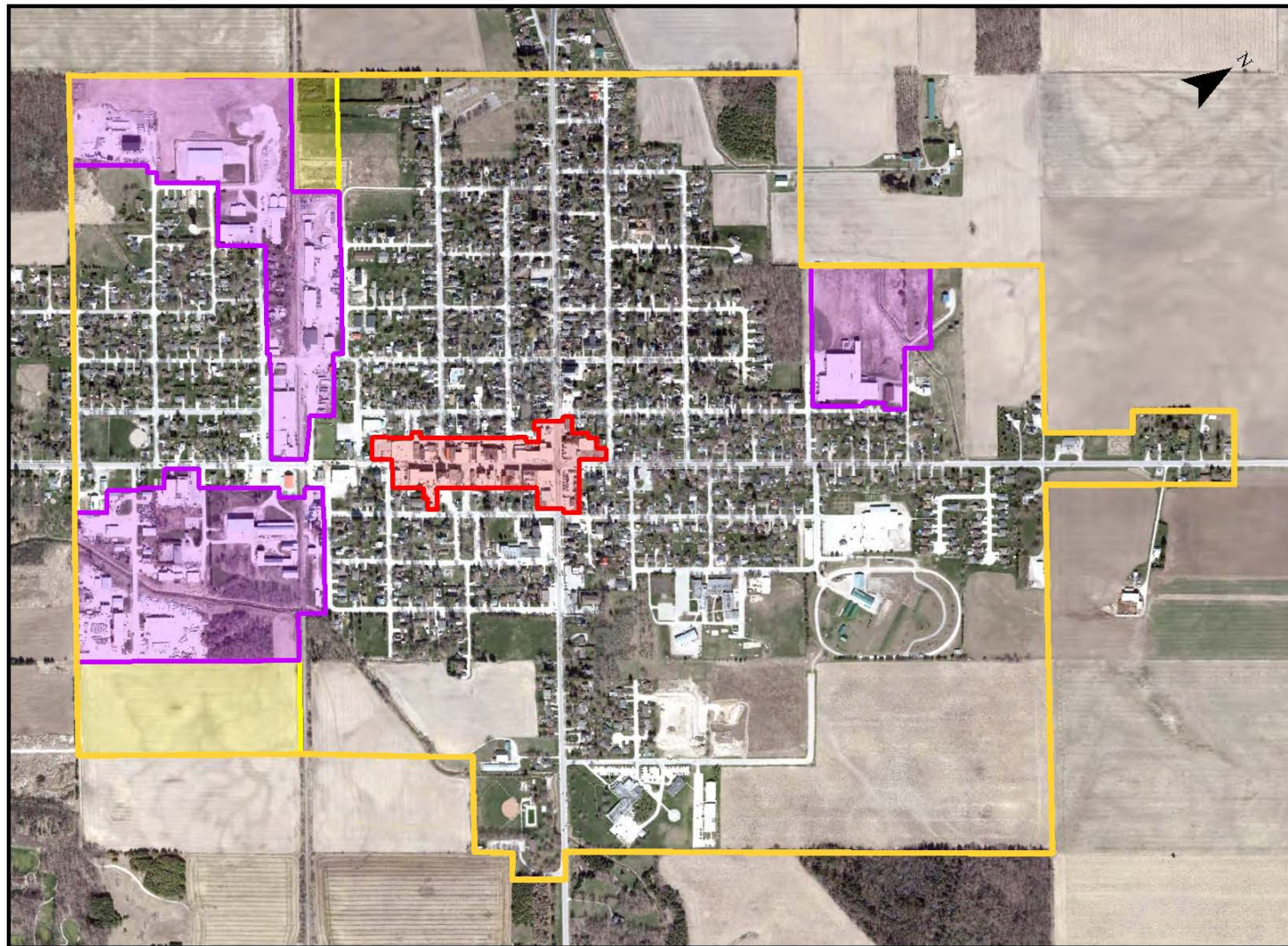


## Appendix B





## Appendix C

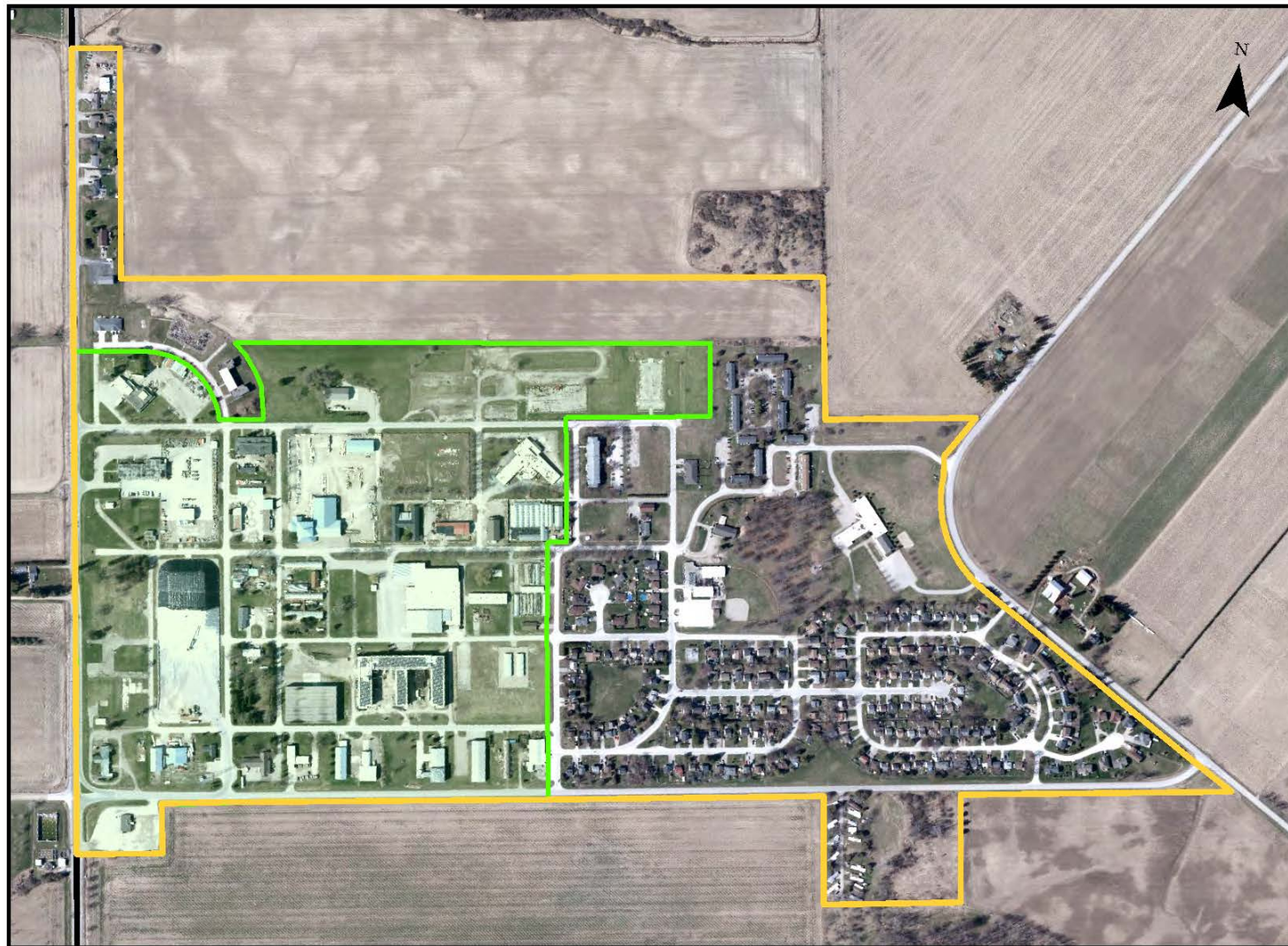


Seaforth

 Settlement Boundary  Municipal Boundary  Commercial Focus Area  Industrial Focus Area  Future Development Focus Area



## Appendix C



Vanastra

Settlement Boundary    Municipal Boundary    Commercial/Industrial Focus Area

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** the Municipality has approved the Sale or Other Disposition of Surplus  
Lands Policy, allowing the CAO to approval execute Agreements of Purchase and Sale,  
with the final approval of Council;

**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, after final approval from Council;

**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 19<sup>th</sup> day of December 2023.

**Read** a third and final time this 19<sup>th</sup> day of December 2023

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

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

The Corporation  
of the  
Municipality of Huron East  
By-law No. 086 for 2023

Being a By-law to Regulate Speed Limits on Certain  
Highways in the Municipality of Huron East and to Repeal  
By-laws 74-2004, 41-2005, 75-2006 and 68-2012

**Whereas**, Section 128(2) of the Highway Traffic Act, R.S.O. 1990, c.H.8 permits that a Council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law, prescribe a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometers per hour and may prescribe different rates of speed for different times of day;

**And Whereas**, Section 128(2.1) of the Highway Traffic Act permits that a Council of a municipality may prescribe, by by-law, a rate of speed that applies to all highways under the jurisdiction of the Municipality within its designated area;

**And Whereas** the definition of highway includes a common and public highway, street, lane, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed for and intended for, or used by the general public for the passage of vehicles;

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

1. That Schedule ‘A’ is attached to and forms part of this By-law.
2. That any highway or portion of highway set out in Column 1 of Schedule ‘A’ of this By-law, between the limits set out in Column 2 of Schedule ‘A’ is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be the rate of speed prescribed in Column 3 of Schedule ‘A’.
3. That By-laws 74-2004, 41-2005, 75-2006 and 68-2012 and any other by-laws or resolutions that are inconsistent with eh provisions herein are hereby repealed.
4. That this By-law shall come into force and effect on the date of final passing thereof.

**Read** a first and second time this 19<sup>th</sup> day of December 2023.

**Read** a third time and finally passed this 19<sup>th</sup> day of December 2023.

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Bernie MacLellan, Mayor

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Jessica Rudy, Clerk

By-law 086-2023, Being a By-law to Regulate Speed Limits on Certain Highways

Schedule ‘A’

Column 1 Highway	Column 2 Limits	Column 3 Maximum Rate of Speed
Bridge Road	East of North Line (County Road 12) on Lot 24 and 25, Concession 4 and 5	50 km/h
Vanastra Road	From Highway #4(London Road) to Front Road	60 km/h
Front Road	From 193 metres west of Front Road and William Street	60 km/h
Front Road (eastbound)	From 250 metres east of MacPherson Avenue to Hensall Road	60 km/h
Front Road (westbound)	From Hensall Road to MacPherson Avenue on Front Road	60 km/h
Oak Road	From 30 metres north of Lot Line <sup>3</sup> / <sub>4</sub> , Concession 3, London Road Survey southerly to 50 metres east of Lot Line 3/4, Concession 3 London Road Survey	50 km/h
Front Road	From Huron Road (Highway 8) to 570 metres north	50 km/h
Front Road	From 570 metres north of Huron Road (Highway 8) to 5 <sup>th</sup> Avenue	60 km/h
Roxboro Line	From Highway #8 (Huron Road) to 300 metres north of Concession Line <sup>1</sup> / <sub>2</sub>	60 km/h
Hensall Road	From Highway #4 (London Road) to 60m north of Lorne Avenue	50 km/h
Front Road	From MacPherson Avenue to Hensall Road	60 km/h
Krauter Line	From McNaught Line to County Road 19	60 km/h



Being a By-law to Provide for Drainage Works in the Municipality of Huron East, in the County of Huron, and for the Borrowing on the Credit of the Municipality, the sum of \$588,100 for the Completion of the said Drainage Works, Clark and McTaggart Municipal Drains 2023

1. The said Report, Plans, Specifications, Estimates and Schedules of Assessment are hereby adopted, and the Drainage Works as proposed shall be constructed in accordance therewith.
2. The amount of \$588,100.00, necessary to be raised for such Drainage Works shall be made a cash assessment upon lands and roads affected by the proposed Drainage work, with interest at the rate of fifteen per cent per annum added after such date is called, provided that such sum shall be reduced by the amount of grants, if any, and commuted payments, with respect to the lands and roads assessed.
3. This By-law shall come into force on the passing thereof and may be cited as the "Clark and McTaggart Municipal Drains, 2023".

Jessica Rudy, Clerk

The Corporation  
of the  
Municipality of Huron East  
By-law No. 088-2023

Being a By-law to Authorize Amendment No. 14 to By-law  
26-2010 – CH2M HILL OMI – Operation and Maintenance  
Agreement of Water and Wastewater Facilities

**Whereas** under the provisions of Section 41 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, municipalities may pass by-laws respecting matters within spheres of jurisdiction, matters pertaining to public utilities being a sphere of jurisdiction;

**And Whereas** under the provisions of By-law 26-2010, the Corporation of the Municipality of Huron East authorized an Agreement with CH2M HILL OMI for the operation and maintenance of water and wastewater facilities owned by the Municipality of Huron East;

**And Whereas** the Corporation of the Municipality of Huron East is desirous of amending the terms of the Agreement;

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

1. That the Operations and Maintenance Agreement as authorized by By-Law 26-2010 and as amended by By-Law 51-2011 (Amendment No. 1), By-Law 13-2013 (Amendment No. 2), By-Law 65-2013 (Amendment No. 3), By-Law 53-2014 (Amendment No. 4), By-Law 18-2015 (Amendment No. 5), By-Law 31-2016 (Amendment No. 6), By-Law 6-2017 (Amendment No. 7), By-Law 8-2018 (Amendment No. 8) By-Law 12-2019 (Amendment No. 9), By-Law 6-2020 (Amendment No. 10), By-law 22-2021 (Amendment No. 11), By-law 102-2021 (Amendment No. 12) and By-law 004-2023 (Amendment 13) and is further amended by Amendment No. 14 attached hereto as Schedule “A”.
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 19<sup>th</sup> day of December 2023.

**Read** a third time and finally passed this 19<sup>th</sup> day of December 2023.

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

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

**AMENDMENT NO. 14  
TO THE  
AGREEMENT DATED APRIL 1, 2010  
FOR  
OPERATIONS AND MAINTENANCE SERVICES**

**THIS AMENDMENT** to the Agreement for Operations, Management and Maintenance dated April 1, 2010 is made and entered into this 26<sup>th</sup> day of March, 2023, by and between **The Municipality of Huron East**, whose address for any formal notice is 72 Main Street South, PO Box 610, Seaforth, Ontario N0K 1W0 (hereinafter "Owner") and **Operations Management International Canada, Inc.**, Attention: Contracts Director, whose address for any formal notice is 245 Consumers Road, North York, Ontario M2J 1R4 (hereinafter "CH2M HILL OMI").

Owner and CH2M HILL OMI agree as follows:

1. Article 4.1 is hereby deleted in its entirety and replaced with the following:

4.1 The term of this Agreement shall be **April 1, 2010 through December 31, 2034** based on extending the current contract ten (10) years, and then additional five (5) year terms thereafter. For each optional five (5) year term, both parties agree to begin the renewal process two (2) years prior to the expiration date. The term of the Agreement will automatically renew upon expiration unless written notice is provided by a party that it does not wish to renew the Agreement and such notice is made no less than twelve (12) months prior to the upcoming expiration date.

The first contract year was for nine (9) months, April 1, 2010 through December 31, 2010, followed by contract years spanning January 1 through December 31 each. Beginning January 1, 2015, the Owner had the option to extend the term for two (2) additional five (5) year terms, in which they exercised with the written mutual consent of CH2M HILL OMI.

2. Article B.9 is hereby added to the Agreement under APPENDIX B, SCOPE OF SERVICES:

**B.9 VALUE-ADDED SERVICES**

B.9.1 Upon execution of this Amendment, CH2M HILL OMI agrees to provide the following services as value-added services:

- a. **Seaforth Pump Station Pump Rebuild:** Rebuild second raw sewage pump at the Seaforth Pump Station, similar to rebuild recently completed on first raw sewage pump. The pumps originally had a listed capacity at 135 liters/second (L/s) and are currently performing at 105 L/s. Rebuild is intended to restore capacity to 130 L/S and restore pump station capacity.

The start date of these value-added services is estimated to begin in 2024, pending NTP from the Owner. Work is anticipated to be completed within one month of the actual start date.

- b. **Brussels WWTP Hand Railing:** Install hand railing on the stairs at the Brussels WWTP.

The start date of these value-added services is estimated to begin in 2024, pending NTP from the Owner. Work is anticipated to be completed within one week of the actual start date.

Renewal of the ten (10) year term included in the revised Article 4.1 above, is a condition precedent to CH2M HILL OMI performing the above stated value-added services (value not-to-exceed \$33,000), at no additional charge.

3. Article E.1.1 is hereby deleted in its entirety and replaced with the following:

E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee of **Seven Hundred Twenty-Six Thousand Thirty-Eight CAD (\$726,038)** for the 2024 contract year (January 1, 2024 through December 31, 2024). Subsequent years' fees shall be determined as hereinafter specified.

4. Article E.1.5 is hereby deleted in its entirety and replaced with the following:
- E.1.5 The Repairs Limit for the contract year set forth in Article E.1.1 of this Agreement shall be **Twenty-One Thousand Dollars (\$21,000)** for the wastewater facilities annually and **Twenty-One Thousand Dollars (\$21,000)** for the water supply facilities annually.
5. Article E.1.6 is hereby deleted in its entirety and replaced with the following:
- E.1.6 The total combined amount CH2M HILL OMI shall be required to pay for Chemicals shall not exceed the annual combined Chemicals Limit of **Thirty-Eight Thousand Seven Hundred Fifteen Dollars (\$38,715)** for the wastewater facilities and for the water supply facilities during the contract year referenced in Article E.1.1 of this Agreement. CH2M HILL OMI shall provide Owner with a detailed invoice of all Chemical costs, and Owner shall pay CH2M HILL OMI for all Chemical costs in excess of such limit. CH2M HILL OMI will rebate to Owner the entire amount that the cost of Chemicals is less than the annual Chemicals Limit. Subsequent year's combined chemicals limit shall be negotiated each year, three (3) months prior to anniversary of the effective date. Should Owner and CH2M HILL OMI fail to agree, the combined chemicals limit will be determined by the prior year's actual combined chemicals cost plus application of the Consumer Price Index (CPI) component of the Base Fee Adjustment Formula.
6. APPENDIX G, SUPPLEMENTAL TERMS AND CONDITIONS, are hereby added and incorporated into the Agreement.

This Amendment No. 14, together with previous Amendments and the Agreement, constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment No. 14 nor previous Amendments and the Agreement may be modified except in writing signed by an authorized representative of the Parties.

Both parties indicate their approval of this Agreement by their signatures below.

**OPERATIONS MANAGEMENT  
INTERNATIONAL CANADA, INC.**

By: 

Name: Kevin Dahl

Title: Manager of Projects

Date: 11/28/23

**THE MUNICIPALITY OF HURON EAST**

By: \_\_\_\_\_

Name: Bernie MacLellan

Title: Mayor

Date: \_\_\_\_\_

**ATTACHMENTS:**

APPENDIX G, SUPPLEMENTAL TERMS AND CONDITIONS (3 pages)

APPENDIX G  
SUPPLEMENTAL TERMS AND CONDITIONS

The below referenced supplemental terms and conditions shall apply to all engineering and consulting services provided by CH2M HILL OMI during the Term of the Agreement. In the event of a conflict between the terms and conditions of the Agreement and the supplemental terms set forth below, the supplemental terms shall prevail, but only with respect to the engineering or consulting services.

1. Warranty

- A. CH2M HILL OMI warrants that Services provided will be performed in accordance with generally accepted standards in the industry. Following completion of its Services and for a period of twelve (12) months thereafter, if the Services provided hereunder do not conform to the warranty above stated and the same is reported to CH2M HILL OMI by Owner in writing promptly after recognition thereof, CH2M HILL OMI shall, at no cost to Owner, furnish all remedial Services required in connection therewith as soon as reasonably possible after receipt of such report from Owner; and Owner shall have no liability for costs related to the repair, replacement, addition or deletion of materials, equipment or facilities as a result of such failure to conform to the above-referenced warranties, which costs shall be deemed costs of the project, whether incurred during performance of the Services or after completion of the Services.
- B. CH2M HILL OMI's warranties shall not apply to any defect which results from: ordinary wear and tear, misoperation, corrosion or erosion, noise levels, operating conditions more severe than those contemplated in the original design, or a defect in a process or mechanical design or equipment furnished or specified by Owner or others.
- C. All representations, warranties and guarantees made by CH2M HILL OMI in connection with its Services are limited to those set forth above. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. For any deficiencies in the services, Owner shall be restricted to the remedies expressly set forth in these supplemental terms; such remedies are Owner's sole and exclusive remedies for deficiencies in the Services and Owner hereby waives any and all other remedies, whether at law or in equity, and regardless of whether the claim is asserted under contract, tort (including the concurrent or sole and exclusive negligence of CH2M HILL OMI), strict liability or otherwise.

2. Indemnification

- A. CH2M HILL OMI will defend, indemnify and hold Owner harmless from all claims, liabilities, demands, costs, expenses (including attorneys' fees) and causes of action arising out of third-party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of CH2M HILL OMI, its employee or subcontractor. Owner hereby agrees to release, waive all rights of subrogation against, defend, indemnify and hold CH2M HILL OMI harmless from all claims, liabilities, demands, costs, expenses (including attorneys' fees) and causes of action arising out of bodily injury (including death) to any person or damage or loss to any property ("Harms"), irrespective of CH2M HILL OMI's fault (including, without limitation, breach of contract, tort including concurrent or sole and exclusive negligence, strict liability or otherwise of CH2M HILL OMI), when the Harms result from (i) the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any water course or body of water; (ii) errors or omissions in CH2M HILL OMI's Services due to CH2M HILL OMI being required, directly or indirectly, by Owner to take certain actions contrary to the recommendations of CH2M HILL OMI; and (iii) the acts, errors, omissions or negligence of Owner, its employee or other contractor.

3. Limitation of Liability

The total aggregate liability of CH2M HILL OMI arising out of the performance of consulting or engineering services under this Agreement or breach of this Agreement in performance thereof shall not exceed twenty-five percent (25%) of the compensation paid to CH2M HILL OMI for such services.

Notwithstanding any other provision of this Agreement, CH2M HILL OMI shall have no liability to the Owner for contingent, consequential or other indirect damages including, without limitation, damages for loss of use, revenue or profit (direct or indirect); operating costs and facility downtime; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of CH2M HILL OMI, its employees or subcontractors. The Parties agree that the limitations of liability and waiver of damages as set forth herein shall not be interpreted as a form of indemnification.

#### 4. Ownership of Instruments of Service and Data

- A. Owner agrees to defend, indemnify and hold harmless CH2M HILL OMI and its employees from and against claims resulting from re-use of the design data, drawings, estimates, calculations and specifications prepared by CH2M HILL OMI ("instruments of service") on extensions of the project or at a location other than that contemplated by this Agreement. Owner is advised that should Owner re-use the instruments of service at another location, the instruments of service should be reviewed and sealed by Owner or any Contractor licensed in the jurisdiction where the instruments of service are sought to be re-used.
- B. All materials and information that are the property of Owner and all copies or duplications thereof shall be delivered to Owner by CH2M HILL OMI, if requested by Owner, upon completion of Services. CH2M HILL OMI may retain one complete set of reproducible copies of all of its instruments of service.
- C. All specifications, drawings, and other engineering documents that are prepared by CH2M HILL OMI shall be certified or sealed by a registered professional Contractor. Such certifications or seals shall be valid for the state in which the specifications, drawings, or other Engineering documents are to be used or applied.

#### 5. Construction Phase Services

If this Agreement includes the furnishing of any Services during the construction, the following terms will apply:

- A. If CH2M HILL OMI is called upon to observe the work of Owner's construction contractor(s) for the detection of defects or deficiencies in such work, CH2M HILL OMI will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. CH2M HILL OMI shall not make inspections or reviews of the safety programs or procedures of the construction contractor(s) and shall not review their work for the purpose of ensuring their compliance with safety standards.
- B. If CH2M HILL OMI is called upon to review submittals from construction contractors, CH2M HILL OMI shall review and approve or take other appropriate action upon construction contractor(s)' submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. CH2M HILL OMI's action shall be taken with such reasonable promptness as to cause no delay in the work while allowing sufficient time in CH2M HILL OMI's professional judgment to permit adequate review. Review of such submittals will not be conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the construction contractor, all of which remain the responsibility of the construction contractor. CH2M HILL OMI's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures. CH2M HILL OMI's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- C. CH2M HILL OMI shall not assume any responsibility or liability for performance of the construction services, or for the safety of persons and property during construction, or for compliance with federal, state and local statutes, rules, regulations and codes applicable to the conduct of the construction services.

- D. All services performed by others, including construction contractors and their subcontractors, shall be warranted only by such others and not by CH2M HILL OMI.
  - E. All contracts between Owner and its construction contractor(s) shall contain broad form indemnity and insurance clauses in favor of Owner and CH2M HILL OMI, in a form satisfactory to CH2M HILL OMI.
6. CH2M HILL OMI Affiliates
- Work performed under this Agreement may be performed using labor from affiliated companies of CH2M HILL OMI. Such labor will be billed to Owner under the same billing terms applicable to CH2M HILL OMI's employees.

The Corporation  
of the  
Municipality of Huron East  
By-law No. 089 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 19<sup>th</sup> 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 19<sup>th</sup> day of December 2023.

**Read** a third time and finally passed this 19<sup>th</sup> day of December 2023.

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Bernie MacLellan, Mayor

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Jessica Rudy, Clerk



December 14, 2023

To: Vanastra Early Childhood Learning Centre Families,  
Subject: ***Fee payments Effective January 1, 2024***

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As per standard Daycare practices, starting in 2024 the Municipality of Huron East will be invoicing parents monthly in advance for child care services. This means that in January, you will be receiving an invoice for December for the actual days and for January for the scheduled days with both payments due.

Should you have any questions, please do not hesitate to reach out to management.

Regards,

Candice G. Seulal, CYW, RECE, BASc  
Manager  
Vanastra Early Childhood Learning Centre

26 Toronto Blvd. Vanastra  
RR #5 Clinton, ON.  
Phone: 519-482-7634  
Fax: 519-482-7071  
Email: [daycare@huroneast.com](mailto:daycare@huroneast.com)

## Invoicing Concerns

Brad McRoberts <cao@huroneast.com>

Mon, 2023-12-18 2:21 PM

To: 'hayls.lm7@hotmail.com' <hayls.lm7@hotmail.com>

Cc: Lissa Berard <csd@huroneast.com>; Jessica Rudy <clerk@huroneast.com>; Candice Seula <daycare@huroneast.com>

Ms. Bettles,

Thank you for reaching out to our Clerk regarding your concerns regarding invoicing. In response to your concern we have agreed to modify the invoicing format for the month of January for all families.

December invoices will be issued on or before December 22, 2023 and will be due by January 2, 2024. January's invoices will be issued January 2, 2024 and will be due January 31, 2024. February's invoices will be issued February 1, 2024 and will be due February 7, 2024. Going forward the remaining months will be issued on the first business day of each month and due within 7 days (or slightly more if the 7<sup>th</sup> day does not land on a business day).

This adjustment should alleviate your concern of regarding the change of the invoicing format being close to Christmas.

We will prepare and issue a billing schedule calendar to all parents with the December 2023 invoice.

Any further question please feel free to contact the undersigned.

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

Chief Administrative Officer

Municipality of Huron East  
Box 610, 72 Main Street  
Seaforth, Ontario  
N0K 1W0

(519) 527-0160 Ext 27



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