



Municipality of Huron East

Council Agenda

Tuesday, January 23, 2024 at 6:00 P.M.

Council Chambers

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

- 1. Call to Order & Mayor's Remarks**
- 2. Land Acknowledgement**

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

- 3. Confirmation of the Agenda**
- 4. Disclosure of Pecuniary Interest**
- 5. Minutes of Previous Meeting**

5.1 [Regular Meeting – January 9, 2024](#)

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- 6. Consent Agenda**

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

Consent Agenda Items

- 6.1** [Association of Ontario Road Supervisors \(AORS\)](#) re: Potential Municipal Equipment Operator Course
- 6.2** [Maitland Valley Conservation Authority \(MVCA\)](#) re: 2024 Draft Work Plan and Budget
- 6.3** [Municipality of North Perth](#) re: Transportation Master Plan

- 6.4 [Town of Mono](#) re: Road Safety Emergency
- 6.5 [FIN-24-01](#), BMGCC Pledge Procedure and Update
- 6.6 [FD-24-01](#), Fire Siren Update
- 7. **Public Meetings/Hearings and Delegations**
- 8. **Planning**
- 9. **Municipal Drains**
 - 9.1 [DRAINS-24-01](#), Improvement Request – Holland Anderson Municipal Drain

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- 10. **Reports & Recommendations of Municipal Officers**
 - 10.1 [CAO-24-03](#), Request to Purchase Unopened Road Allowance – Brussels

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 - 10.2 [CAO-24-04](#), Request to Purchase Unopened Road Allowance – Terpstra

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 - 10.3 [CS-24-03](#), Seaforth & District Community Centre Roof Tender Results

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 - 10.4 [FIN-24-03](#), Fees and Charges By-law 2024

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 - 10.5 [PW-24-03](#), Roadside Mowing

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- 11. **Correspondence**
 - 11.1 [Brussels Minor Ball](#) re: Request for Road Closure on June 1, 2024

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- 12. **Unfinished Business**
- 13. **Council Reports**
 - 13.1 Council Member Reports

13.1.1 County Council Report

13.1.2 Other Boards/Committees or Meetings/Seminars

13.2 Requests by Members

13.3 Notice of Motions

13.4 Announcements

14. Other Business

15. By-laws

15.1 **By-law 005-2024**, A By-law to Establish Fees and Charges for 2024 and to Repeal By-laws 18-2012, 005-2023, 038-2023 and 067-2023

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15.2 **By-law 006-2024**, A By-law to Temporarily Close a Part of Sports Drive, Brussels

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16. Closed Session and Reporting Out

That a closed meeting of Council be held on Tuesday, January 23, 2024 immediately following the Council meeting, in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

16.1 Adoption of January 9, 2024 Closed Session of Council meeting minutes **(Distributed Separately)**

16.2 239(2)(j) – a trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary or potential monetary value in relation to an agreement **(Distributed Separately)**

16.3 239(2)(b) – personal matters about identifiable individuals in relation to committees **(Distributed Separately)**

17. Confirmatory By-law

17.1 **By-law 007-2024**, A By-law to Confirm the Proceedings of Council

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18. Adjournment



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaforth, ON
Tuesday, January 9, 2024

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 Finance/Treasurer Stacy Grenier; Director of Public Works Barry Mills; Director of Community Services Lissa Berard; and Deputy Clerk Aaly Broda

Others Present:

Paul Seebach, Seebach and Company (Item 9.1)

1. Closed Session and Reporting Out

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That a closed meeting of Council be held on Tuesday, January 9, 2024 at 5:00 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 Adoption of December 5, 2023 Closed Session of Council Meeting Minutes

1.2 239(2)(b) - personal matters about identifiable individuals regarding employee matters

And That CAO Brad McRoberts, Director of Finance/Treasurer Stacy Grenier, Director of Community Services Lissa Berard, and Executive Assistant/Communications Coordinator Aaly Broda remain in closed session.

Carried

Moved by Councillor Diehl and Seconded by Councillor Newell:

That Council of the Municipality of Huron East resumes the regular Council meeting at 6:00 p.m.

Carried

2. Call to Order and Opening Remarks

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

3. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

4. Motion to Reconvene into Open Session and Reporting Out

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East reconvene into Open Session.

Carried

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

5. Confirmation of the Agenda

Moved by Councillor Chartrand and Seconded by Councillor Wilbee:

That the Agenda for the Regular Meeting of Council dated January 9, 2024 be adopted as circulated.

Carried

6. Disclosure of Pecuniary Interest

None declared.

7. Minutes of Previous Meeting

Moved by Councillor Steffler and Seconded by Councillor Dalton:

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

7.1 Regular Meeting – December 19, 2023

7.2 Committee of Adjustment Public Hearing – December 19, 2023

7.3 Special Council (Budget) - December 20, 2023

Carried

8. Consent Agenda

Deputy Mayor McLellan requested to remove item 8.2. Tay Township re: Provincial Cemetery Management Support Request from the consent agenda and moved that Council acknowledge the resolution with a letter of support.

Moved by Deputy Mayor McLellan and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East send a letter of support regarding Tay Township motion on Cemetery Management Support Request.

Carried

Moved by Deputy Mayor McLellan and Seconded by Councillor Fisher:

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

8.1 Council Expenses for 2023

Carried

9. Public Meetings/Hearings and Delegations

9.1 Presentation: Paul Seebach, Seebach and Company re: 2022 Financial Statements

Paul Seebach, Seebach and Company, appeared before Council to provide a summary of the 2022 Financial Statements. P. Seebach noted the financial position of the Municipality and its financial performance and cash flows for the year are in accordance with Canadian public sector accounting standards (PSAB), stating that internal controls are in good order with no concerns brought forward.

Moved by Councillor Fisher and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East receive and accept the 2022 Audited Financial Statements for the Municipality of Huron East and Trust Funds of the Municipality of Huron East as presented by Seebach & Company for information purposes.

Carried

10. Planning

11. Municipal Drains

12. Reports & Recommendations of Municipal Officers

12.1 CAO-24-01, Community Safety & Well Being

CAO Brad McRoberts provided a background and overview of the Huron Community Safety & Well Being Committee, noting that a contribution of \$3,550 has been requested as Huron East's portion of the proposed budget for the 2024 Community Safety and Well Being Plan.

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East concur with the staff recommendation to contract Lakeside Web to create and host a website for the Huron County Community Safety and Well Being Plan;

And That the Council of the Municipality of Huron East approve the proposed budget for the Community Safety and Well Being Plan for 2024 including Huron East's portion of \$3,550.

Carried

12.2 CAO-24-02, Regional Electric Vehicle Charger Network Funding Application

CAO Brad McRoberts provided an overview of the report, noting the proposed location be the Huron East Library, at 108 Main Street S, Seaforth. B. McRoberts emphasized that at this time, we are only submitting the application.

Mayor MacLellan noted that this charging site would be mapped out in the Regional Electric Vehicle Charger Network, and may be beneficial from an Economic Development standpoint, drawing people to our community.

Moved by Councillor Newell and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East support staff in submitting an application to the Ministry of Transportation (MTO) Electric Vehicle ChargeOn program in partnership with Community Energy Association (CEA) Ivy Charging Networks;

And That the Council of the Municipality of Huron East approve the proposed location at the Huron East Library, 108 Main Street South, Seaforth.

Carried

12.3 CS-24-01, Vanastra Early Childhood Learning Centre (VECLC) Invoicing

Director of Community Services Lissa Berard provided a detailed overview of the report, noting that they are shifting to a pre-payment process in 2024. L. Berard stated that moving forward to advance payments rather than after-service payments will ensure daycare is operating at full capacity and will prevent missed payments/arrears.

In response, Council has requested staff to use collection agencies for collection of arrears, as necessary.

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East direct staff to investigate options to use collection services, as necessary.

Carried

Moved by Councillor Fisher and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East support the invoicing of January 2024 daycare services to be issued on January 15, 2024 with payment due on January 31, 2024;

And That the February daycare services will be invoiced on February 1, 2024, with payment due on February 8, 2024;

And Further That as of March 1, 2024 all invoicing for daycare services will be issued on the first business day of each month with payment due within seven days.

Carried

12.4 CS-24-02, Community Services Recreation Rate Calculation Changes

Director of Community Services Lissa Berard provided background and a detailed overview of their proposal of simplified rental rate calculations for the use of Huron East auditorium space, noting that rate changes will be brought to Council for final approval.

Moved by Councillor Diehl and Seconded by Councillor Newell:

That the Council of the Municipality of Huron East unify similar recreation user/service fees for the 2024 budget.

Carried

12.5 PW-24-01, Dust Control Tender HE-04-2024

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East accept the tender HE-04-2024 of 552976 Ontario Limited (Clifford Holland) for Dust Control at a unit price of \$429.00 for a total contract price of \$338,910.00 (before taxes).

Carried

12.6 PW-24-02, Gravel Tender HE-01-2024 North Patrol (Kelly Pit); Gravel Tender HE-02-2024 North Area; and Gravel Tender HE-03-2024 South Patrol

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East accept tender HE-01-2024 from Joe Kerr Limited Ltd for the loading, weighing, hauling and spreading of 22,000 T of “M” gravel, for roads in the North Patrol at a tender price of \$262,900.00 (\$297,077.00 including taxes);

And That the Council of the Municipality of Huron East accept tender HE-02-2024 from Clarence Carter & Sons for the supply, crushing, loading, weighing, hauling and spreading of 28,000 T of “M” gravel for roads in the North Patrol at a tender price of \$336,000.00 (\$379,680.00 including taxes);

And Further That the Council of the Municipality of Huron East accept tender HE-03-

2024 from McKenzie & Henderson Ltd. for the supply, crushing, loading, weighing, hauling and spreading of 20,000 T of “M” gravel for roads in the South Patrol at a tender price of \$254,800.00 (\$287,924.00 including taxes).

Carried

12.7 CLK-24-01, Lease Agreement with Victim Services Huron County

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East consider a By-law to renew a lease agreement with Victim Services Huron County for space at the Seaforth and District Community Centre (SDCC).

Carried

13. Correspondence

14. Unfinished Business

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

Deputy Mayor McLellan reported that County Council had a presentation from Connie Townsend on the changing landscape of long-term care where it noted that there are over 40,000 people waiting for long term care. There is a waitlist of 187 at Huronview and 131 at Huronlea. It was also reported that the rental rates have been increased for Huron View apartments; one bedroom apartments were raised to \$1,300, and two bedroom apartments were raised to \$1,600.

Deputy Mayor McLellan noted that a motion was passed to take over the maintenance of the defibrillator at the Seaforth Optimist Park.

Deputy Mayor McLellan reported that Huron County Economic Development introduced a program to address labour concerns within the County. The program will target those who live in Huron County but drive outside of the County for work. The program is trying to stress, “Drive Less, Live More”.

It was reported that a motion was passed at County Council to discontinue the Huron Heritage Fund.

15.1.2 Other Boards/Committees or Meetings/Seminars

Mayor MacLellan provided a report for Mid-Huron Landfill Site Board, noting that BM Ross has been retained to review options for reducing the amount of leachate being generated at the landfill.

Mayor MacLellan reported that the Mid-Huron Recycling Centre Board is beginning to build reserves.

15.2 Requests by Members

Councillor Chartrand requested a detailed report explaining the Brussels, Morris, & Grey Community Centre pledge donation tracking process.

Moved by Councillor Chartrand and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East direct staff to provide a report regarding the Brussels, Morris, & Grey Community Centre (BMGCC) donation tracking process.

Carried

Councillor McGrath requested pricing for in-house roadside mowing; including salary, fuel, rental, etc.

Moved by Councillor McGrath and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East direct staff to provide a report on the detailed financial aspects of providing roadside mowing.

Carried

Councillor Steffler requested an updated on the status of returning the Seaforth and Brussels fire alarms

Moved by Councillor Steffler and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East direct staff to provide a report on the status of returning to the siren to the Brussels and Seaforth fire stations.

Carried

15.3 Notice of Motion

15.4 Announcements

16. Other Business

17. By-laws

Moved by Councillor Wilbee and Seconded by Councillor Diehl:

That Be It Hereby Resolved By-law 001-2024, A By-law to Authorize the Borrowing of Money to Meet Current Expenditures be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Morrison and Seconded by Deputy Mayor McLellan:

That Be It Hereby Resolved By-law 002-2024, A By-law to Provide for the Erection of Stop Signs be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Diehl and Seconded by Councillor Newell:

That Be It Hereby Resolved By-law 003-2024, A By-law to Authorize a Lease Agreement with Victim Services Huron County and to Repeal By-law 58-2021 be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

18. Confirmatory By-Law

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That Be It Hereby Resolved that By-law 004-2023, 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 Dalton and Seconded by Councillor Wilbee:

The time now being 7:22 p.m. That the regular meeting adjourn until January 23, 2024 at 6:00 p.m.

Carried

Bernie MacLellan, Mayor

Aaly Broda, Deputy Clerk



January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades. We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as

emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu
AORS Executive Director



Dennis O'Neil
AORS Member Services Coordinator



Christie Little
AORS Training and Programming Coordinator



Kelly Elliott
AORS Marketing and Communications
Specialist

January 16, 2024

Municipality of Huron East

Attention: Mayor MacLellan and Council

Dear Mayor MacLellan and Council

Re: 2024 Draft Work Plan and Budget

MVCA's 2024 draft work plan and budget has been developed based upon the services and programs included in the agreement that has been approved by all 15 of our member municipalities. This agreement allows MVCA to have the stability it needs to plan its activities until 2026. In 2024 all conservation authorities must prepare the following plans and strategies. These documents must be submitted to the Ministry of Natural Resources and Forestry by December 31, 2024:

1. Watershed Resource Management Strategy.
2. Conservation Areas Strategy
3. Conservation Lands Inventory
4. Flood & Erosion Asset Management Plan.
5. Ice Management Plan

The preparation of these plans and strategies will take a significant amount of time and funding to complete.

The attached newsletter provides additional information on MVCA's 2024 priorities.

A copy of Maitland Conservation's draft budget and cost apportionment is attached to this letter. The draft 2024 budget includes a cost apportionment increase of \$175,000. This increase is driven by cost-of-living increase, the phase in of the 2023-2027 salary grid, cost to increase capacity to improve stewardship extension and watershed health assessment services.

MVCA's Members will be finalizing the 2024 work plan and budget on Wednesday, March 20, 2024. If your municipality would like to submit any comments on the draft work plan and or budget, please submit your comments to us by March 7, 2024.

In closing, I would like to thank you for your support in 2023 and we look forward to working with your municipality in 2024.



Matt Duncan
Chair

2023 Highlights



FLOOD & EROSION SAFETY SERVICES

- Monitoring of weather and gauge data 24 / 7. Molesworth and Harriston rain gauge stations relocated.
- Draft North Perth floodplain mapping completed.
- Updated Shoreline Hazard Mapping now available.
- Coastal Resiliency Project - connecting with shoreline communities to explore nature-based approaches to improve resiliency in a changing climate.
- Responded to high numbers of development inquiries and drain reviews - 55 Drainage Act reviews, 203 general inquiries, 120 development and alterations permissions, 83 planning reviews with comments.

CONSERVATION AREAS SERVICES

- Galbraith - lease agreement finalized with the Town of North Perth.
- Wawanosh Valley - demolition of barn and shed structures. Nine bat houses installed and monitored. Invasive species removal work.
- Lucknow Waterworks - decking on bridge replaced with support from the Township of Huron-Kinloss.
- Naftel's Creek - boardwalk and trail improvements.
- Falls Reserve - accessible washrooms and showers added.
- Brussels - severance of Logan Mill site completed.
- Over 2,000 seedlings planted at Conservation Areas.



Naftel's Creek Conservation Area



DWSP Water Wise event, 2023

DRINKING WATER SOURCE PROTECTION

- Updated Source Protection Plans submitted to the province for approval
- Review of changes to Lucknow wellhead protection area.
- Planning staff inclusion of DWSP in application reviews.
- Communications support for the implementation of Source Protection Plans.
- Water Wise events held at the shoreline as well as in Goderich, Moncton and Dublin. Focus on providing DWSP information and facilitating sampling of private well water. Held in conjunction with local Lions clubs.

WATERSHED STEWARDSHIP SERVICES

- 173 new Huron Clean Water Projects approved and six new Wellington Rural Water Quality projects approved in 2023.
- Six cover crop workshops held over the summer and three peer-to-peer stewardship workshops.
- Facilitated the planting of over 26,500 trees, 47 planting projects completed and inspected.
- Two wetland creation projects undertaken with support from the landowners and agency partners. Two dam removal projects completed, one along Naftel's Creek and one near Dungannon.
- Rural landowner and shoreline stewardship workshops held.



WATERSHED HEALTH ASSESSMENT

- Draft Forest Health Study report completed, peer review of the report also completed.
- Forest bird assessment undertaken by staff, along with 10 community volunteers and Birds Canada.
- Forest pollinator assessment and spring wildflower survey completed.
- Extensive water sampling done through the Provincial Water Quality Monitoring Network, Provincial Groundwater Monitoring Network and Pesticide Project. On-going water quality data management work.
- Preliminary surveying of watercourses done to prepare for upcoming Aquatic Health Assessment project.
- Watershed Monitoring story map added to website.

CORPORATE SERVICES

- Tours and information sessions provided for Maitland Conservation Members, municipal councillors and area MPPs.
- Draft 3-year work plan and budget developed and reviewed by Members in October.
- MOUs for Maitland Conservation services and programs now in place for all member municipalities.

Questions?

Contact your Maitland Conservation Member. Contact information is posted on our website at mvca.on.ca or email us at maitland@mvca.on.ca.



2023 Maitland Conservation Members

Back row (left to right) – Alvin McClellan (Municipality of Huron East), Sharen Zinn (Municipality of Morris-Turnberry), Myles Murdock (Town of Goderich), Andrew Fournier (Township of Perth East, Municipality of West Perth), Matt Duncan (Municipality of North Perth), Evan Hickey (Township of Ashfield-Colborne-Wawanosh)

Front row (left to right) – Ed McGugan (Township of Huron-Kinloss, Municipality of South Bruce), Alison Lobb (Municipality of Central Huron), Anita van Hittersum (Township of North Huron)

Missing from photo – Ed Podniewicz (Township of Mapleton, Town of Minto, Township of Wellington North), Megan Gibson (Township of Howick)

2024

WORK PLAN PRIORITIES

MAITLAND CONSERVATION • JANUARY 2024

Vision:

**Working for a
Healthy
Environment**

Mission:

**To protect and
enhance water,
forests and soils**



BACKGROUND

Maitland Conservation is jointly governed by its member municipalities.

Conservation Authorities are established by the provincial government at the request of municipalities. The activities of Maitland Conservation are driven by municipalities, landowners and community partners.

We are committed to providing effective community-based conservation services in a cost efficient manner.



KEY 2024 PRIORITIES

1. Ensure Conservation Areas are safe for visitors and showcase best management practices.
Undertake a Conservation Areas Strategy and Land Use Inventory.
2. Keep soil and nutrients on the land and out of watercourses.
3. Reduce the risk of loss of life and community damage from flooding and erosion.
4. Complete a Watershed Strategy under the updated Conservation Authorities Act.
5. Develop a stable financial base for services and infrastructure.



1. FLOOD & EROSION SAFETY SERVICES

Helping municipalities reduce the risk to life and property in areas prone to flooding and erosion.

Conserving features and functions of the river system and Lake Huron shoreline.

- Planning and implementing the replacement of radio telemetry equipment is a priority for the flood monitoring network in 2024.
- Finalize the Floodplain Mapping Update for the Listowel Ward in North Perth.



Repairs to precipitation gauge

Meet the provincial requirements for changes set out in the Conservation Authorities Act by December 31, 2024, including:

- Develop an ice management plan for areas prone to ice jamming.
- Develop an asset management plan for flood and erosion control structures (Goderich Bluffs, McGuffin Gully, Listowel Conduit).
- Develop a drought monitoring plan.
- Develop an outreach and education plan related to natural hazards.



Land Use Planning Support & CA Development, Interference & Alteration Regulations

To ensure that development does not increase risk for flooding or erosion and protects the river and shoreline.

Coastal Resiliency Project followup:

- Sediment restoration strategy for Goderich Harbour
- Assist shoreline municipalities to:
 1. Develop future development policies for the Lake Huron shoreline.
 2. Develop policies and procedures for dealing with the relocation of shoreline development from eroding bluffs.

2. DRINKING WATER SOURCE PROTECTION - 2024

- Governance: Maitland Source Protection Authority meetings; renewal of agreement with ABCA; approval of budget for program.
- Implementation/Technical Support: review of planning and development applications located within municipal well head and intake protection areas; amendments to Maitland Source Protection Plan to incorporate changes in wellhead protection area around wells in Century Heights subdivision located in the Township of Ashfield-Colborne-Wawanosh, and in Lucknow. Issue confirmation notices for new wells planned in Harriston and Palmerston.
- Communications: promotion of drinking water source protection program to the public.



George Taylor Conservation Area

3. CONSERVATION AREAS

Maitland Conservation owns 28 properties encompassing 1,862 hectares. Key priorities include:

- showcasing best management practices on conservation lands,
- ensuring properties are safe for public use,
- dealing with aging and surplus infrastructure.

Conservation Areas Strategy and Land Use Inventory: mandatory requirement of the Conservation Authorities Act to be completed by December 31, 2024. Strategy will include:

- The objectives, programs and services offered on lands owned by Maitland Conservation including policies for land acquisition and dispositions.
- Stakeholder and public consultation during the development of the strategy.
- Land use inventory of all parcels owned by Maitland Conservation.



Conservation Areas Infrastructure and Asset Management Plan

Development of this plan will guide asset management including future financial needs.



Administrative Office Renovations and Repairs

Washroom and front entrance door renovations to improve accessibility. Radon mitigation and improved air filtration.



Invasive Species Control

Buckthorn and phragmites removal and control will continue in 2024.



Falls Reserve Conservation Area Improvements

Renovations to the gatehouse will improve accessibility. Roadway and parking lot replacement at the park entrance will get underway in 2024.

4. WATERSHED STEWARDSHIP SERVICES

Maitland Conservation is working with municipalities, landowners and partners to keep soil and nutrients on the land and out of watercourses. Priority for restoration of natural areas along watercourses as well as on floodplains, river valleys and wetlands. Promote practices that improve soil health.

- Natural Areas Restoration: provide technical and financial support to landowners to plant buffers along watercourses, restore wetlands, plant windbreaks and establish natural areas on marginal farmland.
- Promote the use of cover crops to keep soil covered during the winter months.
- Tree and shrub order program for landowners and municipalities.
- Delivery and administration of County Stewardship Programs: Huron Clean Water Project, Wellington Rural Water Quality Program and assistance with Perth County Stewardship Program.
- Healthy Lake Huron: delivery of stewardship services on behalf of OMAFRA and MECP to improve Lake Huron nearshore water quality.
- Middle Maitland Restoration Project: targeted stewardship efforts to restore natural areas along the Middle Maitland River and its tributaries upstream of Wingham.

5. WATERSHED HEALTH ASSESSMENT & MONITORING

On-going assessment and monitoring identifies how the health of forests and streams are changing and pinpoints problems and opportunities.

- Surface and Groundwater Monitoring - continue field work to collect water samples for the provincial surface and groundwater monitoring program. This is a mandatory service.
- Forest Health Improvement - working with landowners and practitioners to identify strategies for improving forest health.
- Aquatic Assessment Project evaluating the health of local streams and rivers gets underway in 2024.



6. CORPORATE SERVICES

- **Watershed Strategy:** The preparation of a Watershed Strategy is a mandatory requirement and must be submitted to the Ministry of Natural Resources and Forestry by December 31, 2024. Corporate Services will lead the design and public consultation component of the strategy.
- **Healthy Lake Huron Terms of Reference:** Encourage MECP and OMAFRA to expand the terms of reference to include improving the health of watersheds, people, and wildlife.
- **First Nations and Metis Relationship Building:** Continue to explore interest in developing a working relationship with First Nations and Metis.
- **2025-2027 Work Plan and Budget Forecast:** Update Maitland Conservation's three-year forecast.



Falls Reserve Conservation Area, photo by Tom Samworth



Naftel's Creek Conservation Area, photo by Jesse Paul

Comments or Questions?

If you have questions please contact your Maitland Conservation Member.

If your municipality would like to submit comments on the work plan or budget, please submit them to us by March 7, 2024. Comments may be sent to:

Phil Beard, General Manager - Secretary Treasurer
pbeard@mvca.on.ca

Connect With Us

[w] mvca.on.ca
[e] maitland@mvca.on.ca
[t] 519-335-3557



[maitlandconservation](https://www.facebook.com/maitlandconservation)



[@maitlandvalley](https://twitter.com/maitlandvalley)

ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Corporate Services						
Administration	77,349	294,296			371,645	
Financial Management		114,256			114,256	
Governance		16,600			16,600	
Services Areas Support		57,450			57,450	
Communications, IT, GIS	2,000	230,824			232,824	
Total	79,349	713,426			792,775	
Flood Safety Services						
Flood Control Structures		3,026			3,026	
Erosion Control Structures		1,600			1,600	
Flood Forecasting and Warning	36,424	260,710			297,134	
Hazard Prevention		24,507			24,507	
Natural Hazard Information		68,935			68,935	
Regulations	90,000	223,059			313,059	
Total	126,424	581,837			708,261	
Watershed Stewardship Services						
Watershed Monitoring and Reporting	2,000	140,832			142,832	
Extension Services		171,573			171,573	
Forestry Services	142,200			29,584	171,784	
Total	144,200	312,405		29,584	486,189	
Conservation Areas Management Services						
Management/Development/Operations	10,250	297,513			307,763	
Motor Pool	47,414				25,570	21,844
Total	57,664	297,513			333,333	21,844
Campgrounds						
Falls Reserve Conservation Area	658,100				644,847	13,253
Wawanosh Park Conservation Area	20,532				19,938	594
Total	678,632				664,785	13,847
Drinking Water Source Protection Implementation						
Source Water Protection	22,950				22,950	
Total	22,950				22,950	
Net Operating Budgets	1,109,219	1,905,181		29,584	3,008,293	35,691

ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
Corporate Services Projects									
Administration Centre		74,800			59,200			134,000	
GIS/IT Management/Communications		25,200			30,800			56,000	
Total		100,000			90,000			190,000	
Flood and Erosion Safety Services Projects									
Flood Forecasting Monitoring Network		20,000						20,000	
North Perth Shoreline Mapping Update (FHIMP)	113,000							113,000	
Total	113,000	20,000						133,000	
Watershed Stewardship Services Projects									
Watershed Health Assessment Project	64,200			11,975	14,492			90,667	
Carbon Footprint Initiative				3,262				3,262	
Garvey Glenn Coordination	85,000			39,930				53,004	71,926
Middle Maitland Headwaters Restoration	5,000			50,000				50,050	4,950
Huron Clean Water	504,055							504,055	
Watershed Stewardship Projects				4,786				4,786	
Nature Based Climate Solutions	97,998							90,000	7,998
OMAFRA COA	8,000			8,000				8,000	8,000
ECCC Stream Restoration and Natural Hazards Outreach &	10,000							10,000	
Total	774,253			117,953	14,492			813,824	92,874
Conservation Area Projects									
Forestry Management	6,000					15,000		21,000	
Vehicles/Equipment Replacement	13,000						57,000	70,000	
Carbon Sequestration Planting							500	500	
Conservation Area Projects	2,500				10,400			10,400	2,500
Total	21,500				10,400	15,000	57,500	101,900	2,500
Net Project Budgets	908,753	120,000		117,953	114,892	15,000	57,500	1,238,724	95,374

2024 Draft Cost Apportionment Schedule Increase Amount: \$175,000 Municipality	% of Municipality In Watershed	2023 CVA (modified) in Watershed \$	Municipal Population in CA jurisdiction	CVA Based Apportionment Percentage	2023 Approved General Levy	2024 Draft General Levy	\$ Increase from Prior Year	2024 Draft Total Levy
Ashfield-Colborne-Wawanosh Twp.	100	\$1,338,594,680	4,620	12.4257	\$ 231,534	\$ 251,643	\$ 20,109	\$ 251,643
Central Huron Municipality	76	\$1,025,418,790	4,710	9.5186	\$ 178,147	\$ 192,769	\$ 14,622	\$ 192,769
Goderich Town	100	\$1,145,982,784	6,245	10.6378	\$ 198,931	\$ 215,435	\$ 16,504	\$ 215,435
Howick Twp.	92	\$476,723,985	2,672	4.4253	\$ 82,896	\$ 89,620	\$ 6,724	\$ 89,620
Huron East Municipality	72	\$1,124,550,003	5,760	10.4388	\$ 194,807	\$ 211,405	\$ 16,598	\$ 211,405
Huron-Kinloss Twp.	43	\$647,570,164	2,511	6.0112	\$ 111,827	\$ 121,738	\$ 9,911	\$ 121,738
Mapleton Twp.	5	\$96,841,174	385	0.8989	\$ 16,689	\$ 18,204	\$ 1,515	\$ 18,204
Minto Town	64	\$748,757,259	4,155	6.9505	\$ 129,241	\$ 140,760	\$ 11,519	\$ 140,760
Morris/Turnberry Municipality	95	\$560,702,290	2,741	5.2048	\$ 97,207	\$ 105,407	\$ 8,200	\$ 105,407
North Huron Twp.	100	\$603,628,746	3,935	5.6033	\$ 104,361	\$ 113,477	\$ 9,116	\$ 113,477
North Perth Municipality	98	\$2,447,981,384	10,828	22.7238	\$ 410,187	\$ 460,196	\$ 50,009	\$ 460,196
Perth East Twp.	9	\$189,777,262	857	1.7616	\$ 33,177	\$ 35,676	\$ 2,499	\$ 35,676
South Bruce Municipality	1	\$20,804,299	71	0.1931	\$ 1,309	\$ 3,912	\$ 2,604	\$ 3,912
Wellington North	16	\$294,847,208	1,472	2.7370	\$ 51,124	\$ 55,429	\$ 4,305	\$ 55,429
West Perth Municipality	3	\$50,586,083	225	0.4696	\$ 8,744	\$ 9,510	\$ 766	\$ 9,510
Total		\$10,772,766,111	51187	100.0000	\$ 1,850,181	\$ 2,025,181	\$ 175,000	\$ 2,025,181



MUNICIPALITY OF

North Perth

330 WALLACE AVENUE NORTH
LISTOWEL, ON N4W 1L3
(519) 291-2950 www.northperth.ca

Notice of Master Plan

Municipality of North Perth Transportation Master Plan

Study Overview

The Municipality of North Perth has prepared a Transportation Master Plan outlining the long-term strategy to strengthen and support the transportation network serving the community. Aligned with local, Perth County and provincial plans and policies, the Transportation Master Plan provides a vision and policy framework for a complete transportation system in a manner that is sustainable and compatible with future growth. The plan details facility improvements and supporting policies and programs to meet transportation needs to 2041, including recommendations on:

- Roadway classification changes and design guidelines;
- Truck routes to divert non-local heavy vehicle traffic around Listowel;
- A Traffic Management Protocol and related policies for responding to traffic-related queries and concerns; and
- Improvements to the Municipality's pedestrian and cycling networks.

The Municipality has completed the study following Master Plan Approach #1 of the Municipal Class Environmental Assessment, with preparation of the plan at the conclusion of Phase 1 (opportunity statement) and Phase 2 (alternatives assessment) of this approved process under the Ontario Environmental Assessment Act. The plan does not recommend any new Schedule B or C projects for future implementation.

Engagement and Consultation

The study has included a public consultation and stakeholder engagement program designed to obtain feedback from North Perth residents, Indigenous Communities, key stakeholders, and public agencies. The program has featured three rounds of outreach, with opportunities to participate in online and in-person (where permitted) consultation events promoted through Your Say North Perth (the Municipality's online engagement platform), newspaper



advertisements, social media, and mailed/emailed notices. Input received has informed and directly shaped the recommendations of the Transportation Master Plan.

Public Review Period

The Municipality of North Perth Council received the draft Transportation Master Plan on December 11, 2023 and directed release of the document for public review. Visit <https://yoursaynorthperth.ca/tmpstudy> to view and download the report. The draft Transportation Master Plan is also available for review at the Municipal Administrative Office (330 Wallace Avenue South, Listowel).

The Municipality is receiving comments on the draft Transportation Master Plan until February 12, 2024. You can submit your comments online on Your Say North Perth at: [www.yoursaynorthperth.ca/tmpstudy](https://yoursaynorthperth.ca/tmpstudy) or by email to: tmpstudy@northperth.ca

Following the Public Review Period, the Municipality will review and revise the Transportation Master Plan taking into consideration comments received. The recommended plan will then be presented to Council for approval.

Information is collected in accordance with the Environmental Assessment Act, RSO 1990 Chapter E.18 Part II Section 5.1. Information will be used to inform the project team in the development of the Transportation Master Plan. All submissions received become part of the public record and disclosed in full in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

This notice was first published on Your Say North Perth on December 12, 2023.

For more information please contact:

Lyndon Kowch, Manager of Operations
Municipality of North Perth
lkowch@northperth.ca
(519) 292-2068

Sent via email: premier@ontario.ca
minister.mto@ontario.ca

January 15, 2024

Hon. Doug Ford
Premier of Ontario

Hon. Prabmeet Sarkaria
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9th, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

Resolution #4-1-2024

Moved by Elaine Capes, Seconded by Melinda Davie

WHEREAS road safety is of continuing and increasing concern to Ontarians;

AND WHEREAS, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

AND WHEREAS, recent statistics and media reports show increasing fatalities and police roadway activities[ii];

AND WHEREAS, speeding is a leading contributing factor in many accidents including fatalities[iii];

AND WHEREAS, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

AND WHEREAS, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

AND WHEREAS, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

AND WHEREAS, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

BE IT RESOLVED that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 ^[v].

"Carried"

^[i] The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

^[ii] https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html. Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

^[iii] Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

^[iv] <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

^[v] <http://oapssb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,

suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.

Respectfully,

Fred Simpson, Clerk

Copy: Minister of Finance
Honourable Sylvia Jones, Dufferin-Caledon MPP
Association of Municipalities of Ontario
All Ontario municipalities

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Stacy Grenier, Director of Finance/Treasurer
Date: January 23, 2023
Subject: BMGCC Pledge Procedure and Update

Recommendation:

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

Background:

This report describes the procedure for processing and tracking fundraising campaign donations, as well as providing and update on the status of the BMGCC campaign.

Procedure for Fundraising Campaign:

The processing of the BMGCC Fundraising campaign is the responsibility of the Finance Department. In order to maintain proper internal controls, two members of staff have duties and the Treasurer performs regular verification and validation checks.

Payments are received by the finance department. One staff member prepares the deposit and enters the payment amounts into Great Plains, our financial accounting system. The funds are deposited into the BMGCC Building fund bank account.

There are two spreadsheets that are then updated by a second finance team member. This staff member records the donation on a donations received spreadsheet and checks it to the general ledger. This spreadsheet is used to track donations for the issuance of tax receipts. The spreadsheet with the listing of pledges is then updated to identify which pledges are received and which are outstanding. Tax Receipts are then issued in batches on a regular basis.

Three follow up letters will be issued per year.

The first will a reminder letter that will be issued in May. The second will be issued in November to those who have not paid, as a second reminder. In the following January, if there are any outstanding pledge payments, a final reminder will be sent.

At this time, the current status of the BMGCC Fundraising Campaign is as follows:

- A pledge reminder was issued to all pledge donors in November of 2023.
- All 2023 Donation receipts have been issued for those donations received in 2023.
- Follow up letters for un-received 2023 pledges were issued January 16, 2024.
- Next round of letters will be prepared and sent in May for 2024 pledges and any outstanding 2023 pledges

For 2023 pledges, it was anticipated that we would receive \$282,400 in pledge donations. We have received \$224,400 to date, in addition to new single donations of approximately \$47,400.

Staff will coordinate with members of the fundraising committee to help encourage donors to meet their pledge obligations.

Others Consulted:

BMGCC Fundraising Committee, CAO

Financial Impacts:

To date, we have received \$1,530,3960 in donations for the BMGCC project. Current projections for 2024 are \$258,983, 2025 are \$291,483, and 2026 are \$307,733.

Signatures:

Stacy Grenier

Stacy Grenier, CPA,
Director of Finance/Treasurer

Brad McRoberts

Brad McRoberts, MPA, P. Eng., CAO

Huron East
Fire Department

To: Mayor MacLellan and Members of Council
From: Kent Readman, Fire Chief
Date: January 23, 2023
Subject: Fire Siren Update

Recommendation:

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

Background:

In October of 2022 the Huron East Fire Department transitioned Fire Dispatch Centres from Stratford to Owen Sound. During the transition there was a change and upgrade in some parts of the communication system that allows for the dispatch centre in Owen Sound to notify and communicate with the Huron East Fire Department.

Due to the changes that took place within the communication system, some antiquated parts of the system are no longer compatible with the current system. One of the antiquated parts are the fire sirens in Brussels and Seaforth.

Fire sirens were traditionally used to in many small towns across Canada for many years as the main notification system for volunteer firefighters. The sirens provided notice that an emergency was occurring and the volunteer firefighters were needed to respond to their local fire station. Through the years technology has changed drastically and now firefighters are able to receive more detailed, timely and accurate information from pagers, mobile radios and dispatch apps on their cellular phones.

The Fire Chief has identified a number of concerns with the current communication system used by the Huron East Fire Department, including the sirens, and has been in communication with the communication system service provider to address the concerns.

A full audit of the communication system including testing of all of the hardware was scheduled to take place on January 9, 2024. This audit was to include a review of the Seaforth Fire Siren system and options for bringing it back online. Unfortunately, due to unforeseen circumstances by the communication system provider, this audit did not take place as scheduled. The audit is now scheduled to place on January 29th, 2024.

Comments:

Once the communication audit has been completed the Fire Chief will bring back a full report to Council.

Others Consulted:

N/A

Financial Impacts:

The communication audit is included in the 2024 operating budget. The future costs of upgrading the current communication system are unknown at this time until the audit is completed.

Signatures:

Kent Readman, Fire Chief



Brad McRoberts, MPA, P. Eng., CAO

Huron East Administration

To: Mayor MacLellan and Members of Council

From: Ken McCallum, Drainage Superintendent

Date: January 23, 2024

Subject: Improvement Request – Holland Anderson Municipal Drain

Recommendation:

That the Council of the Municipality of Huron East accept the Section 78 request for a Municipal Drain Improvement Request by John Huether (Lot 2, Concession 12, Grey) Holland Anderson Municipal Drain;

And That Council instruct Headway Engineering to prepare a report 30 days after notification to the Conservation Authorities.

Background:

The Holland Anderson Drain was originally constructed as an open drain under an award in 1894 along Concession Road 11-12 (Cranbrook Rd.) from the southeast corner of Lot 1, Concession 11, down to Lot 4, Concession 12.

In 1922, under By-Law No. 10, a drain was constructed from the Maitland River westerly. It commences as a short section of open ditch, about 147 metres long, south of and parallel to Concession Road 11-12, then it becomes a tile and is thought to run under the road westerly to approximately Lot Line 2-3. From there, it crosses the road and courses northerly for about 212 metres, then westerly to enter the Graham Survey and ends at a catch basin at Lot Line 22-23 of the Graham Survey. Tile sizes are reported as 300, 250 and 200 mm.

A branch, known as "A" Drain" runs westerly from where the Main Drain crosses Concession Road 11-12, to about Lot Line 1-2. The tile size is 200 mm and its location is thought to be under the road.

A second Holland Anderson Municipal Drain was constructed under By-Law No. 6 of 1958. This is also a tile drain using the same short section of ditch as that of 1922 as an outlet but located on the south side of Concession Road 11-12 and ending at or near Lot Line 1-2 in Concession 12. Tile sizes are 175 to 300 mm.

A Branch also called the "A Drain" was constructed and acts as an equalizer between the 1922 drain and the 1958 drain. Junction boxes were installed on both drains in Lot 3, Concession 12, and 40' of 12" pipe was laid level between junction boxes.

In 1993, in consideration of the deteriorated condition of the existing road crossing, a new 800 mm diameter culvert was installed across Concession Road 11-12, with a new catch basin on the north side of the road on Lot 4, Concession 11.

In 1997 the Holland Anderson Municipal Drain was again improved under By-Law 18-1998. A new drain was constructed on the north side of Concession Road 11-12 from the new catch basin installed in 1993 and commences upstream to a catch basin located at the southeast corner of Lot 21 on the Graham Survey. The drain then heads northerly along the lot lines to the north side of Graham Road. Tile sizes are 300mm to 450mm.

Upon passage of By-Law 18-1998 adopting the report, the existing Holland Anderson Municipal Drain of By-Law No. 10 of 1922 was abandoned.

At present, Both By-Law 6-1958 & By-Law 18-1998 provide drainage systems known as the Holland Anderson Municipal Drains.

Others Consulted:

Clerk

Financial Implications:

The Municipality will be responsible for all assessments towards lands and roads.

Attachments:

[Attachment 1:](#) Application for Drain Improvement

[Attachment 2:](#) Plan and Profile from 1958

[Attachment 3:](#) Plan and Profile from 1997

Signatures:

Ken McCallum, Drainage Superintendent



Brad McRoberts, MPA, P. Eng., CAO

Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

To: The Council of the Corporation of the ~~Huron East~~

of

Huron East

Re:

Holland Anderson Drain of 1958

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☒ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☐ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

The old municipal drain in Lot 1/2/3 Concession 12 is too shallow and too small! The existing municipal drain tiles are collapsing and creating blow-holes!!

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Ward or Geographic Township

Parcel Roll Number

Grey Ward

4040-420-012-00400-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

Select Ownership Type

Enter the mailing address and primary contact information of property owner below:

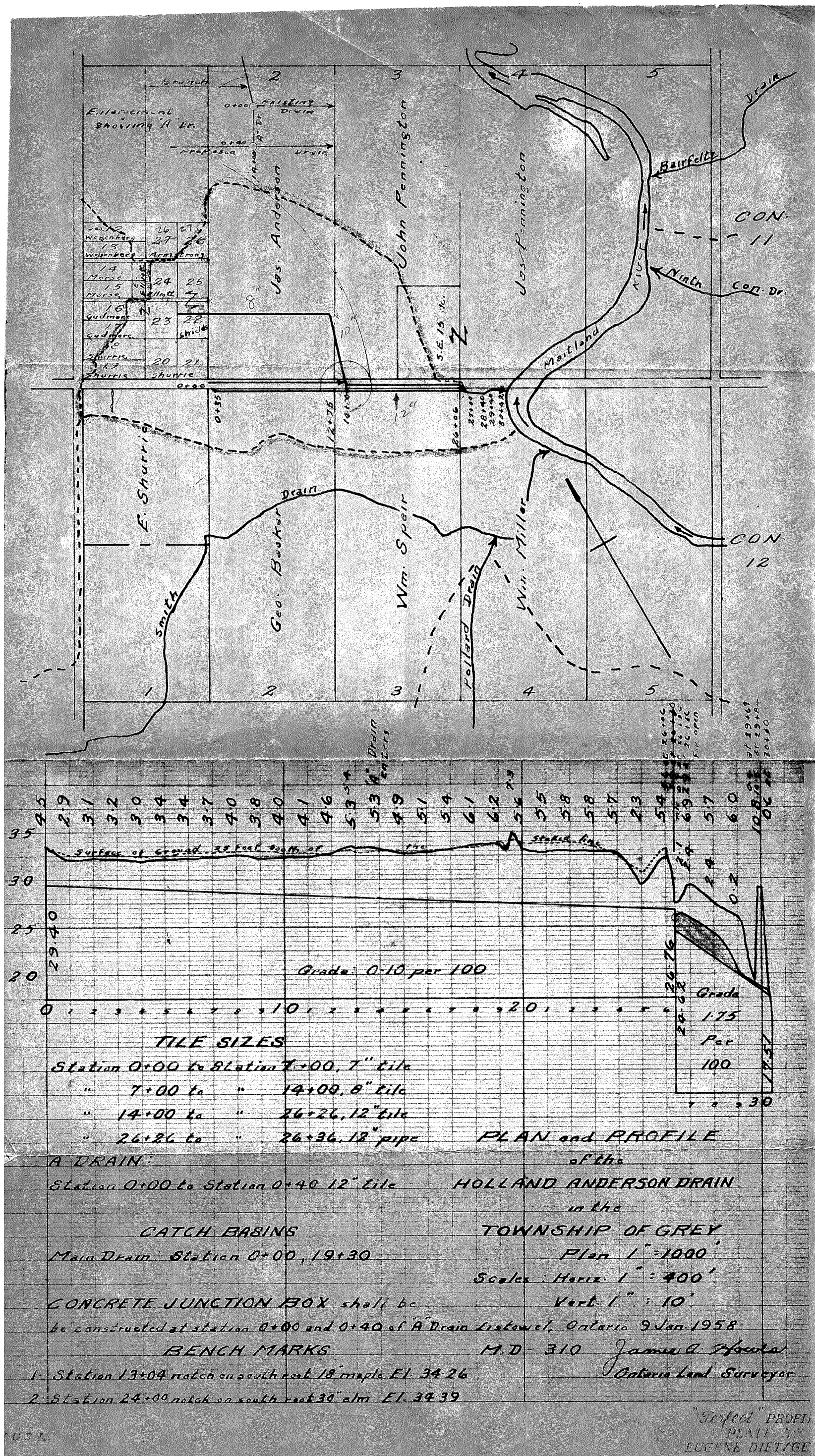
Last Name		First Name		Middle Initial
Huetther		John		W
Mailing Address				
Unit Number	Street/Road Number	Street/Road Name	PO Box	
—	[REDACTED]	Walton Road	—	
City/Town		Province	Postal Code	
Walton		Ontario	N0K 1Z0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)		
—	[REDACTED]	[REDACTED]		

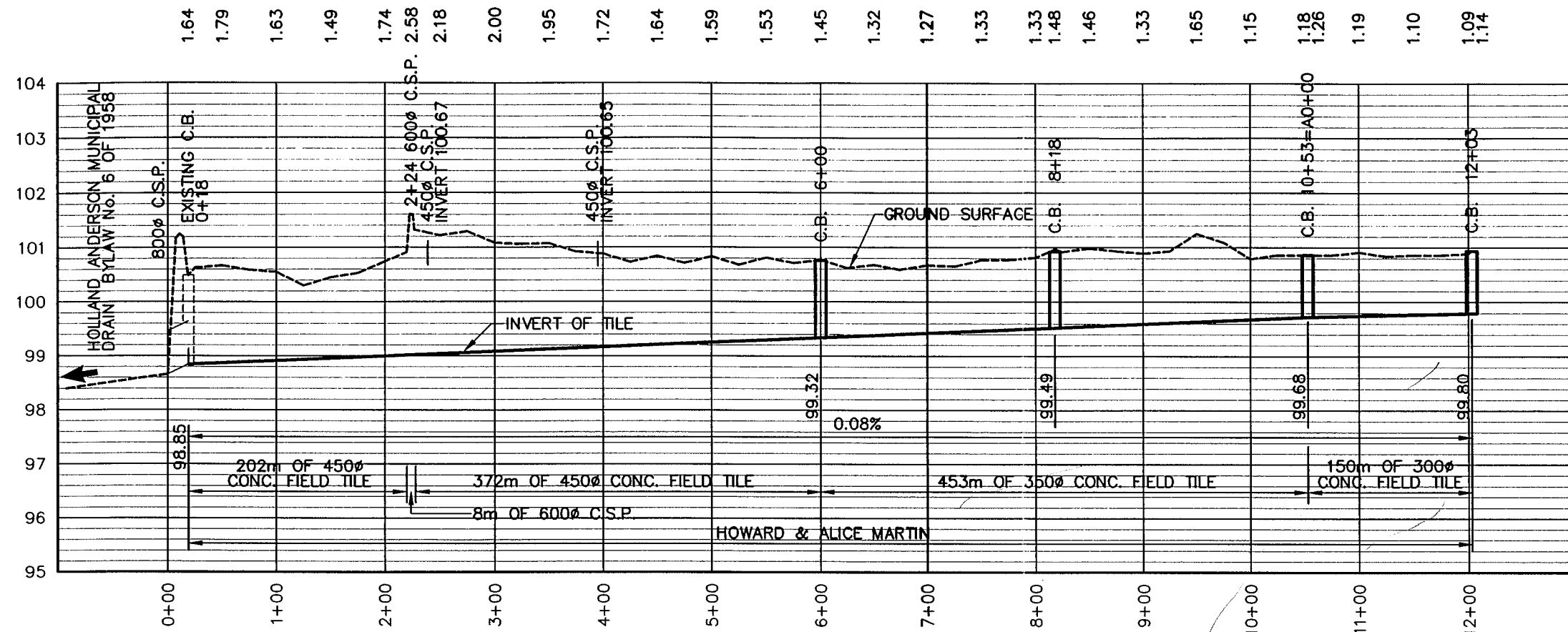
To be completed by recipient municipality:

Notice filed this 4th day of January 20 24

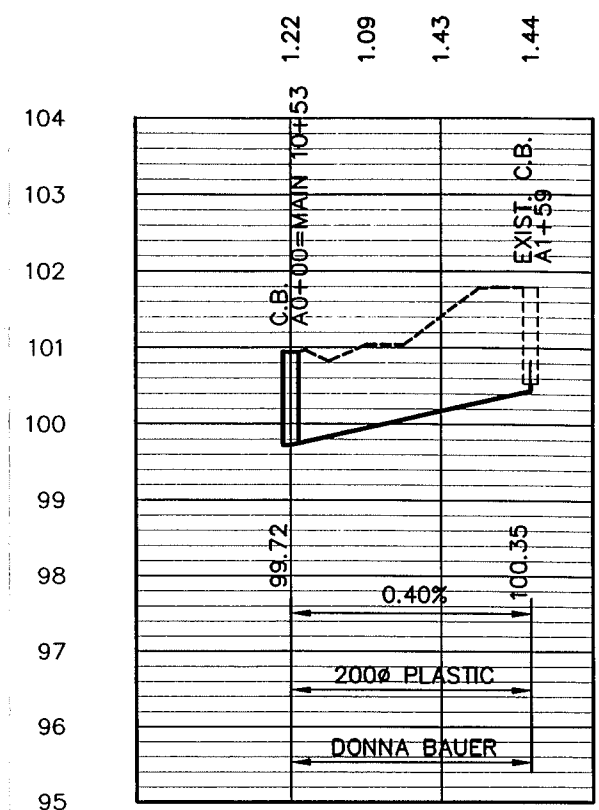
Name of Clerk (Last Name, First Name)	Signature of Clerk
Rudy, Jessica	J Rudy







MAIN DRAIN PROFILE

1:5000
1:100

'A' DRAIN PROFILE

1:5000
1:100

BRUSSELS

LEGEND

- WATERSHED BOUNDARY
- SUB-WATERSHED BOUNDARY
- EXISTING DRAIN
- PROPOSED DRAIN

NOMENCLATURE

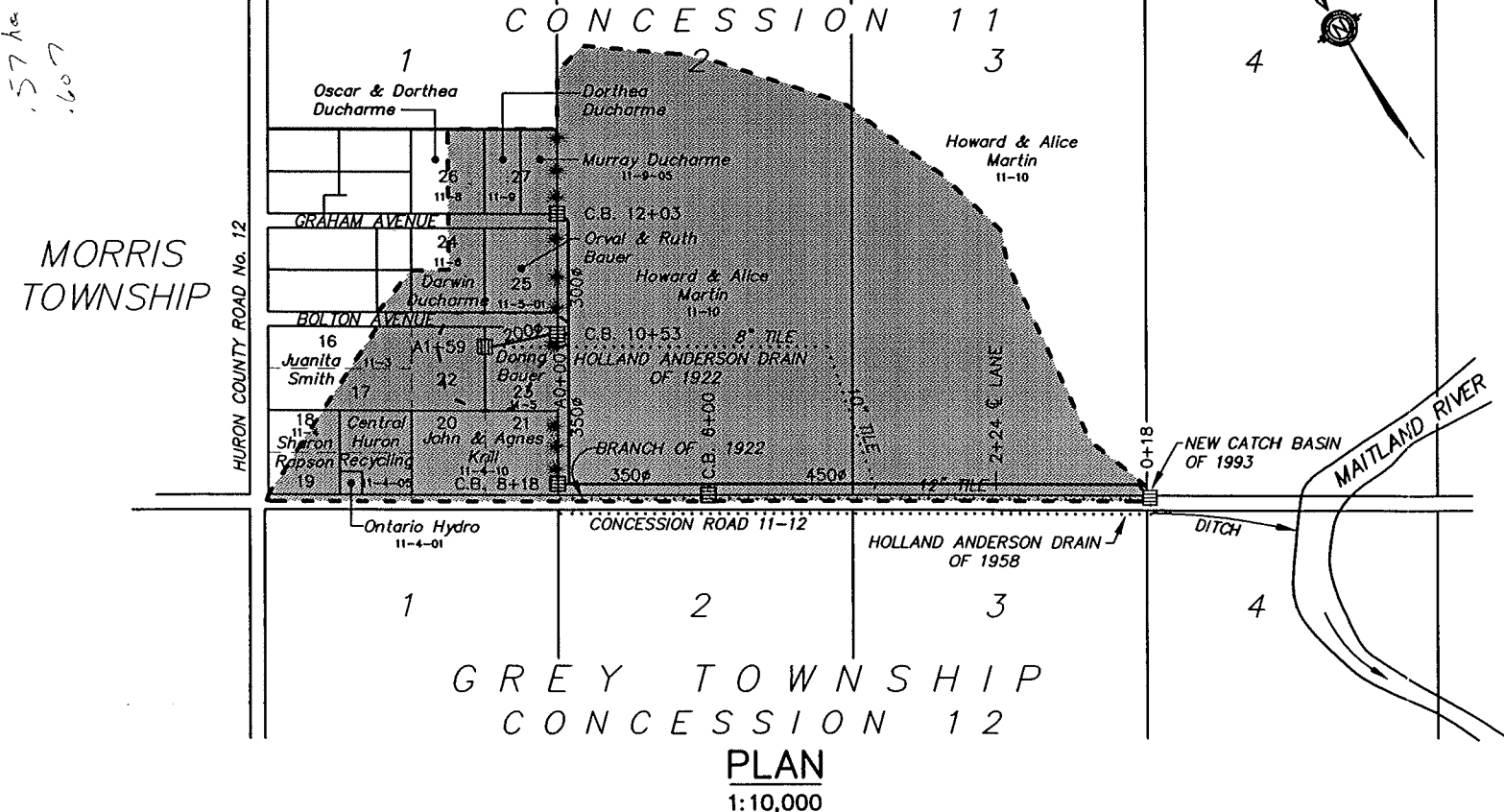
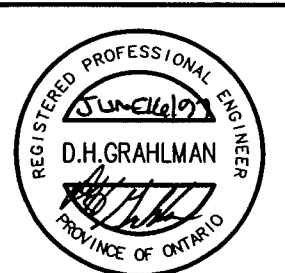
CONC.	CONCRETE
CONST.	CONSTRUCTION
C.S.P.	CORRUGATED STEEL PIPE
C.B.	CATCH BASIN
DIA., Ø	DIAMETER
C	CENTRE LINE
F.T.	FIELD TILE
F.L.	FENCE LINE
ha	HECTARES
Lt.	LEFT
P.L.	PROPERTY LINE
Rt.	RIGHT
m	METRE
mm	MILLIMETRE
S.P.	SPECIAL PROVISION
STA.	STATION

BENCHMARKS

No.	DESCRIPTION	ELEVATION
1.	NAIL & FLAG IN 0.5Ø MAPLE 2.0m Lt. STA. 0+00	100.00
2.	NAIL & FLAG IN HYDRO POLE STA. 2+30	101.73
3.	NAIL & FLAG IN HYDRO POLE STA. 4+60	101.25
4.	NAIL & FLAG IN HYDRO POLE STA. 7+96	101.16
5.	NAIL & FLAG IN 0.8Ø ASH STA. A1+13	102.37

NOTES:

- TILE SIZES
- MAIN DRAIN
0+18 to 2+20, 202m of 450mm Ø conc. field tile
2+20 to 2+28, 8m of 600mm Ø C.S.P.
2+28 to 6+00, 372m of 450mm Ø conc. field tile
6+00 to 10+53, 453m of 350mm Ø conc. field tile
10+53 to 12+03, 150m of 300mm Ø conc. field tile
- 'A' DRAIN
A0+00 to A1+59, 159m of 200mm Ø corrugated plastic drainage tubing
- CATCH BASINS
- MAIN DRAIN
sta. 0+18, existing C.B. to remain
sta. 6+00, 8+18, 10+53, 12+03 . . . 600mm x 600mm conc. C.B.
- 'A' DRAIN
sta. A1+59, existing C.B. to remain

PLAN
1:10,000

No.	DATE	REVISION
HOLLAND ANDERSON MUNICIPAL DRAIN IMPROVEMENT - 1997		
-PLAN AND PROFILE-		
GAMSBY AND MANNEROW Limited CONSULTING PROFESSIONAL ENGINEERS GUELPH OWEN SOUND		
DRAWN BY: S.G.C.	APPROVED BY: D.H.G.	PROJECT NO.: D-855
DESIGNED BY: D.H.G.	DATE: JUNE 1997	SCALE: AS SHOWN
		DRAWING NO.: 1

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: January 23, 2024
Subject: Request to Purchase Unopened Allowance – Brussels

Recommendation:

That Council of the Municipality of Huron East declare the unopened road allowance, legally described as Concession 5, Part Lot 30 Morris Township as Registered Plan 22R-3503 Part 1, surplus and proceed with the process of issuing notices of the declaration of surplus and the intent to dispose of the lands.

Background:

An adjacent property owner has inquired if the Municipality of Huron East would be willing to sell part or all of the unopened allowance that is owned by the Municipality of Huron East and was, at one time, part of the former railway line that ran through Brussels. The unopened allowance extended from Turnberry Street, westerly to the to the municipal boundary is illustrated on Figure 1. Staff have reviewed the request and can support the request in part. The municipality has services running north and south near the middle of the subject parcel along the north south alignment of the unopened road allowance to the north. The municipality would have to retain ownership of this portion westerly. The areas are defined in Figure 2.

In accordance with Policy 1-36 - Disposition of Surplus Lands Policy staff will issue notices to the various abutting land owners, public Notice in accordance with the Municipality's Notice Policy, and to the Municipality of Morris-Turnberry due to the proximity to the municipal boundary.

Others Consulted:

Public Works.

Financial Impacts:

If supported by Council the additional revenue of approximately \$34,000 would be allocated reserves in accordance with Policy 1-36 - Disposition of Surplus Lands Policy.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.

CAO

Barry Mills (Original Signed)

Barry Mills

Manager of Public Works

Attachments:

Figure 1 – Unopened Allowance Off of Turnberry Street

Figure 2 – Location of Services




Figure 1



1: 4,514



Legend

-  Parcel Fabric - Secure
-  Municipal Boundary
-  County Boundary

Notes

229.3 0 114.66 229.3 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

43

43

HE-MH-617

HE-MH-631

HE-MH-537

350

250

250

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Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: January 23, 2024
Subject: Request to Purchase Unopened Road Allowances – Terpstra

Recommendation:

That Council of the Municipality of Huron East declare the unopened road allowances, legally described as:

- PIN 41338-0180 (LT) Lane Plan 192 Brussels as closed by R178525 Abutting Lots 352 & 353, Plan 192; and
- PIN 41338-0122 (LT) Stretton Street, Plan 192 Brussels North of Beech Street;

surplus and proceed with the process of issuing notices of the declaration of surplus and the intent to dispose of the lands.

Background:

A request has been received, on behalf of Hennie Terpstra, to purchase unopened road allowances located off of Beech Street in Brussels. Details of the request are presented in Attachment 1. It should be noted that a parcel noted in Attachment 1 as the “yellow” parcel has already been declared surplus and is in the process of being transferred to the adjacent landowner to the east as part of a previous request in early 2023. Staff have reviewed the request and have no concerns with declaring the property surplus.

General

In accordance with Policy 1-36 - Disposition of Surplus Lands Policy staff will issue notices to the various abutting land owners, public notice in accordance with the Municipality’s Notice Policy, and to the Municipality of Morris-Turnberry due to the proximity to the municipal boundary.

Others Consulted:

Public Works.

Financial Impacts:

If supported by Council the additional revenue of approximately \$15,000 would be allocated reserves in accordance with Policy 1-36 - Disposition of Surplus Lands Policy.

Signatures:*Brad McRoberts (Original Signed)**Barry Mills (Original Signed)*

Brad McRoberts, MPA, P. Eng.

Barry Mills

CAO

Manager of Public Works

Attachments:[Attachment 1](#) – Letter from Patterson Planning Consultants Inc dated January 5, 2024

Patterson Planning Consultants Inc.

Our File: 144

Via email: thallam@morristurnberry.ca, cao@huroneast.com

January 5, 2024

Mr. Trevor Hallam
CAO / Clerk
The Municipality of Morris-Turnberry
41342 Morris Road
PO Box 310
Brussels, ON
N0G 1H0

Mr. Brad McRoberts
CAO
Municipality of Huron East
72 Main Street South
PO Box 610
Seaforth, ON
N0K 1W0

Re: Hennie Terpstra Lands
The Municipality of Morris-Turnberry / Municipality of Huron East

Patterson Planning Consultants Inc. is pleased to represent Ms. Hennie Terpstra regarding her landholdings in the north end of Brussels. The subject lands straddle the Huron East and Morris-Turnberry municipal boundary and are illustrated on the image below.



Ms. Terpstra is wishing to divest of these lands and as part of our research and review it has been determined that the lands consist of various individual parcels that can be separately conveyed due to historic registered plans as well as existing road allowances. To support the sale of the property, Ms. Terpstra wishes to rectify these ownership related issues and clear up any title concerns. The end result would be two separate properties – one within Huron East and the other within Morris-Turnberry – that can be sold to other parties.

Based on the work of Ms. Terpstra's solicitor (Annie Bailey of Robson Carpenter LLP) it is our understanding the configuration of the lands is as follows:



To support the goals of Ms. Terpstra we would ask the municipality's to:



Morris-Turnberry	
<p>“Red”</p>	<p>Leckie: Owned by the corporation of the Township of Morris Lorne: Owned by the corporation of the Township of Morris Chestnut: Owned by the corporation of the Municipality of Morris-Turnberry.</p> <p>Ms. Terpstra would request the Municipality take the necessary steps to close up these lands /declare them surplus and convey them to Ms. Terpstra.</p>
<p>“Orange”</p>	<p>Where this lane crosses Chestnut and Lorne, it forms part of Chestnut and Lorne respectively Ms. Bailey prepared a “dummy deed” for each section highlighted in orange which is a minimal cost way to check ownership but can’t be relied on like pulling a parcel register.</p> <p>The “dummy deeds” for the areas in orange show the owner as the corporation of the Township of Morris.</p> <p>It is our understanding this lane serves no purpose and likely is subject to encroachments from other landowners. Ms. Terpstra would request the Municipality take the necessary steps to close up these lands /declare them surplus and</p>

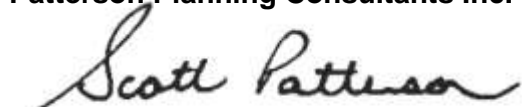
	convey any available portion to Ms. Terpstra that is available.
Huron East	
"Purple"	<p>Owned by the corporation of the Village of Brussels. Closed by by-law registered as R178525 (but it was not conveyed to a private owner). It remains owned by the village.</p> <p>Ms. Terpstra would request the Municipality take the necessary steps to convey these lands to Ms. Terpstra.</p>
"Blue"	<p>Owned by the corporation of the Village of Brussels. Not opened.</p> <p>Ms. Terpstra would request the Municipality take the necessary steps to close up these lands /declare them surplus and convey them to Ms. Terpstra.</p>
"Yellow"	<p>We assume this to be the same situation as the area in "orange" and will be owned by the Huron East in some form.</p> <p>It is our understanding this lane serves no purpose and likely is subject to encroachments from other landowners. Ms. Terpstra would request the Municipality take the necessary steps to close up these lands /declare them surplus and convey any available portion to Ms. Terpstra that is available.</p>

Upon acquisition of these lands, Ms. Terpstra would then seek a Deeming By-law from each municipality to address the lotting configuration resulting from the historic registered plan. This will then further advance the creation of two parcels that can be sold.

Note: Access to the Morris-Turnberry parcel will still need to be provided by the municipally owned parcel that provides ingress and egress to the former landfill location.

Should you have any questions or concerns or require any further information please do not hesitate to contact myself.

Patterson Planning Consultants Inc.



**Scott J. Patterson, BA, CPT, MCIP, RPP
Principal**

Huron East

Community Services

To: Mayor MacLellan and Members of Council

From: Lissa Berard, Director of Community Services

Date: January 23, 2024

Subject: Seaforth & District Community Centre Roof Tender Results

Recommendation:

That the Council of the Municipality of Huron East award the Seaforth & District Community Centre roof replacement project to Danval Construction Company for the amount of \$1,172,000 + HST.

Background:

The Municipality of Huron East retained Garland Canada Inc to prepare and issue tenders for the replacement of the Seaforth & District Community Centre roof. The tenders were issued and closed on January 9, 2024. A total of nine (9) contractors were invited to submit, a total of five (5) contractors attended the mandatory site meeting and a total of four (4) of those contractors submitted tenders.

The following is a summary of the tender results:

Bidder	Price (excluding HST)	Total Price (including non-recoverable HST)	Working Days to Complete
Crawford Roofing Corporation	\$2,150,990	\$2,118,847.42	40
Riverside Roofing Inc.	\$1,498,000	\$1,524,364.80	52
John Kenyon Limited	\$1,481,400	\$1,507,472.64	115
Danval Construction Company	\$1,172,000	\$1,192,627.20	90

Garland Canada Inc has review the tender submissions and supports the recommendation to award the tender to Danval Construction Company. Danval Construction Company has over 15 years of experience in roofing projects and Garland Canada Inc has worked with them for many years and have found them to be an excellent contractor to work with.

Financial Impacts:

The estimated budget fro this project was \$1,600,000. The recommended tender is below this amount. There are some additional costs that will be incurred to remove and replace an HVAC unit that are unknown at this time but will be will still be below the total budget estimate. The project also should carry a 10% contingency.

Others Consulted:

Garland Canada Inc, CAO, Director of Finance, and Parks and Recreation Manager

Signatures:

Lissa Berard

Lissa Berard, Director of Community Services

Brad McRoberts

Brad McRoberts, MPA, P. Eng., CAO

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Stacy Grenier, Director of Finance/Treasurer
Date: January 23, 2024
Subject: Fees & Charges By-Law 2024

Recommendation:

That the Council of the Municipality of Huron East approve the proposed fees and charges for 2024;

And that Council consider the by-law to set the fees and charges for 2024.

Background:

Staff have completed a review of the fees and charges in an effort to make recommendations for new fees or charges and to increase existing fees or charges.

The following is a summary of the proposed changes:

1. Schedule A
 - a. Brussels Trailer Park Lot Rental increased from \$101.83 to \$104.38 per month in accordance with the guidelines established by the Ontario Rental Housing Tribunal;
 - b. Increased the following fees to ensure cost recovery:
 - i. NSF Cheques/Pre-Authorized payment from \$35.00 to \$40.00
 - ii. Convenience fee 3.50% to 3.75% to cover actual costs
 - iii. Tax Sale Tender package from \$10.00 to \$25.00 to offset actual cost
 - c. Added the following fees:
 - i. Daycare Invoice Reprint for Tax Purposes \$25.00 per account
 - ii. Marriage Commissioner Fee \$50.00 per ceremony
 - iii. Utilities Certificate \$80.00 each
 - d. Removed the following Fees:
 - i. Travel Letter \$25.00, no longer a service used
 - ii. Tax & Zoning Certificate for zoning requirements, building compliance \$150.00 combined fee. Will charge individual rates already established which are easier to track and process.
2. Schedule B-1
 - a. Updated to reflect current standard fire fees and to be more in line with other municipalities.
3. Schedule B-2
 - a. Cost of living increase applied to ensure recovery on expenses. Building Fee Study to be completed to determine any further adjustments.
4. Schedule C
 - a. To ensure cost recovery, increased charges for Equipment Charges:

- i. Backhoe and Operator \$95.00 to \$100.00 per hour
 - ii. Labourer rate from \$38.00 to \$42.00 per hour
 - iii. Loader and operator \$95.00 to \$100.00 per hour
 - b. To ensure cost recovery, increased charges for Application Services:
 - i. Application for a New Entrance \$150.00 to \$170.00
 - ii. Application for a New Road Crossing/Bore \$150.00 to \$170.00
 - iii. Application to Work in the Road Allowance \$150.00 to \$170.00
 - c. Loader and operator \$95.00 to \$100.00 per hour
 - d. Added minimum charges for Equipment charges:
 - i. Backhoe and Operator
 - ii. Bucket Truck and Operator
 - iii. Loader and Operator
 - iv. Street Sweeper and Operator;
 - e. Increased “A” Gravel and “Sand & Salt” internal rates to reflect market costs;
- 5. Schedule D-1
 - a. Updated to include separate fees for Freon Free and non-Freon Free appliances;
- 6. Schedule D-3
 - a. Increase to the following to ensure cost recovery:
 - i. Sewage and Liquid Waste Disposal \$5.50/M2 to \$13.20/m2 and added a minimum charge
 - ii. Temporary Water Shut-Off/Turn On \$25.00 to \$30.00
 - b. Added an external fee for equipment and labour rates equivalent to external contractor rates;
- 7. Schedule E
 - a. Cemetery fees schedule changes for Brussels/Cranbrook/Mount Pleasant are as follows:
 - i. Added a fee for Transfer of Internment Rights of \$100;
 - ii. Since fees were unified in 2023, now showing in one column instead of three.
 - iii. Added care and maintenance amount for Columbarium Niche’s for transparency;
- 8. Schedule F
 - a. Toddler
 - i. Half Day – Removed, as not utilized;
 - b. Preschool
 - i. Half Day – Removed, as not utilized;
 - c. School Age - Ages 6 and up:
 - i. Full Day - \$32.70 to \$34.00
 - ii. Half Day – Removed, as not utilized
 - iii. Before School - \$15.50 to \$16.12
 - iv. After School - \$16.70 to \$17.37
 - v. Before & After School - \$21.00 to \$21.84
 - vi. Fees have been approved by the County;
- 9. Schedule G
 - a. Implemented one set of fees for all recreation areas as per report CS-24-02 presented at Council Meeting on January 9, 2024.

10. Schedule H

- a. Planning Fees as set by County of Huron

Other Consulted:

CAO, Department Heads.

Financial Impacts:

Increased user fees will increase revenues and help to offset staff time, material, and overhead cost increases.

Signatures:

Stacy Grenier, CPA,
Director of Finance / Treasurer



Brad McRoberts, MPA, P. Eng., CAO

Attachments:

1. [Proposed 2024 Fees & Charges By-law](#)

Huron East

Public Works

To: Mayor MacLellan and Members of Council
From: Barry Mills, Director of Public Works
Date: January 23, 2024
Subject: Roadside Mowing

Recommendation:

That the Council of the Municipality of Huron East authorize staff to proceed with establishing the roadside mowing program in house and creating a full time position for the purpose of the program, winter control and general operational maintenance.

Background:

2023 was the last year of the roadside mowing contract with our current contractor. For 2023, there were only two bids received to cut two rounds of roadside grass for the months of June and September. The bids received were \$56,000 and \$116,375 for the grass cutting season. The municipality accepted the lowest bid. At that time it was known that the contractor would not be bidding in future years, as he was retiring. Staff have reviewed the service and put together a proposal to bring the service in house and has compared it to the next lowest bid from 2023.

The proposal intends to take the road side mowing program in house by renting a tractor, purchasing a disc mower, and replacing a part time winter maintenance position with full time position that would plow snow in the winter months, cut roadside grass during the summer months, and do other duties while not cutting grass or plowing snow.

Comments:

The following is the cost estimate comparison for bringing the roadside mowing in house with the winter maintenance part time position expanded to the roadside mowing. The estimate is compared to last year tender 2nd lowest tender. This tender cost was also verified with other surrounding municipalities who are also seeing similar costs for contracting out roadside mowing.

	Full Time Employee	Grass Cutting Contract	
Grass Cutting Contract (based on 2023 tender)		\$ 116,375.00	2023 rate
Winter Maintenance Labour + Benefits (4 Months)	\$ 28,516.53	\$ 28,516.53	2024 rate
Other Labour + Benefits (8 Months)	\$ 57,033.06		2024 rate
Tractor Rental	\$ 18,000.00		
Fuel	\$ 13,260.00		
Equipment Maintenance	\$ 2,000.00		
Total:	\$ 118,809.60	\$ 144,891.53	

Capital Investment:

Disc Mower: \$ 25,000.00

Total including capital:	\$ 143,809.60	\$ 144,891.53
---------------------------------	----------------------	----------------------

Anticipated savings 2024: \$ 1,081.94

Anticipated savings per year for 2025 and 2026 \$ 26,081.94

The yearly operating cost of \$118,809 includes the full time employee wages for winter control, approximately 4 months per year, (therefore permanently filling a part time position and allocating some of the wages to winter maintenance), roadside mowing (cost includes equipment rental for the year with the disc mower cost) and the balance to general operational maintenance.

It was noted the next lowest tender for the roadside mowing contract alone was \$116,375 in addition to the reduction of a part time employee for four months for \$28,517, giving a total operating cost of \$144,892. There is an anticipated savings in operations of \$1,081 in year one and \$26,082 for year two and three.

In addition to the cost savings the proposal also provides greater stability and flexibility to the public works department by the creation of a full time position alleviating the challenge of recruiting at least one part-time seasonal position for winter maintenance. This recruitment practice has been difficult over the past several years.

Others Consulted:

CAO, Director of Finance/Treasurer, North Patrol Foreman and South Patrol Foreman

Financial Impacts:

Anticipated costs will be lower by utilizing the full time position scenario and bringing roadside mowing in house. Considering a three (3) year cycle bringing roadside maintenance in house will provide an average of approximately \$17,750 per year.

Signatures

Barry Mills, Director of Public Works



Brad McRoberts, CAO



Stacy Grenier, Director of Finance/Treasurer

Hi Jessica & Huron East Council,

I'm writing to you on behalf of the Brussels Minor Baseball Executive Committee. On Saturday, June 1, 2024, we are hosting our annual "Ball Day". All of our rostered teams will play a game of baseball against another local team consecutively throughout the day. The first game starts at 8am and the last game starts at 8:30pm. Because there will be many players, families and spectators in and around the ball Diamond that day, we want to formally request that Sports Drive between McCutcheon Drive and Market Street be closed from 7am-9pm. We are concerned with traffic becoming a safety issue given the number of pedestrians on the street between the park and the Diamond.

Thank you for your time.

Krissy Rammeloo
Brussels Minor Ball

Municipality of Huron East

By-law No. 005 for 2024

Being a By-law to Establish Fees and Charges to be
Collected by The Municipality of Huron East and to Repeal
By-laws 18-2012, 005-2023, 038-2023 and 067-2023

Whereas Section 11(2)7 of the Municipal Act, 2001, S.O. 2001, c.25, as amended authorizes municipalities to pass by-laws for services and things that the municipality is authorized to provide;

And Whereas Section 391 of the Municipal Act, authorizes municipalities to imposes fees or charges on persons:

- a. for services or activities provided or done by or on behalf of it;
- b. for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c. for the use of its property including property under its control.

And Whereas Section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

And Whereas Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, authorizes a municipality, by by-law, and a planning board, by resolution, to establish a tariff or fees for the processing of applications made in respect of planning matters;

And Whereas Section 7 of the Building Code Act, S.O. 1992, c.23, as amended by the *Services Improvement Act*, S.O. 1997, c.30, empowers municipal councils to pass by-laws respecting construction, demolition and change of use permits and inspections;

And Whereas Section 2(1) of the Development Charges Act, 1997 S.O. 1997, c.27, authorized the Council of a municipality to pass by-laws for the imposition of development charges against land located in the municipality where the development of land would increase the need for municipal services;

And Whereas Council of the Municipality of Huron East deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of the Municipality of Huron East;

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

1. That the Municipality of Huron East hereby adopts the lists of fees in the attached Schedules to this By-law.
2. That this By-Law shall be known as the “Consolidated Fee By-law”.
3. That any Schedule can be amended by resolution or by By-law of Council and that the amended Schedules shall form part and be included in the Consolidated Fee By-Law.

Schedule “A” - General Government And Administration

Schedule “B” - Protection Services

- “B-1” - Fire Department
- “B-2” - Building Department
- “B-3” - By-Law Enforcement

Schedule “C” - Transportation Services

Schedule “D” - Environmental Services

“D-1” - Recycling and Garbage

“D-2” - Water and Wastewater Service

“D-3” - Water Meter and Miscellaneous

Schedule “E” – Health Services

Schedule “F” – Social and Family Services

Schedule “G” – Recreation and Cultural Services

Schedule “H” - Planning and Development

4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.
5. Council does hereby delegate to each Department Manager of the Corporation of the Municipality of Huron East, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. The fees set out in this By-law shall be reviewed by Council on an annual basis. Relevant Committees of Council may review and authorize changes to their fees and charges throughout the year. If there is a discrepancy in fee prices, any fees adopted by Committee motion after the passing of this By-law will supersede any fees listed in this by-law.
7. Subject to any provision to the contrary in a specific By-law, all fees and charges imposed under any By-Law of the Municipality shall be due and payable on the specified due date, or where no due date is stipulated, within thirty (30) days of the date of issuance of the invoice setting out the fee or charge. Any amount remaining unpaid after thirty (30) days shall bear interest from the due date until paid at a rate per annum of fifteen percent (15%), not compounded, to be calculated at a rate of one and a quarter percent (1.25%) per month.
8. Section 398(2) of the Municipal Act, 2001 authorizes the Treasurer of a local municipality to add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:
 - a. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied.
 - b. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
9. That any other fee in any By-law inconsistent with these fees and charges are hereby repealed.
10. All fees outlined in the Schedules to this By-law shall come into full force and effect upon its final passage.
11. That By-laws 18-2012, 005-2023, 038-2023 and 067-2023 are hereby repealed.

Read a first and second time this 23rd day of January, 2024.

Read a third time and finally passed this 23rd day of January, 2024.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

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

**Schedule "A"
By-law 005-2024**

General Government and Administration	
Administration Fees	
Freedom of Information Request	\$5.00 per application*
	\$7.50 per 15 minutes of time spent researching for, retrieving and preparing a record for disclosure, including the time to sever any part of the record in accordance with the exemptions under the act
	\$1.00 per page for photocopying and computer printouts
	Reasonable estimate of cost will be provided if the request will cost more than \$25.00.
Commissioning/Affidavits/Certification	\$15.00 per document
Statement of Tax Account	\$10.00 per account
Daycare Invoice Reprints for Tax Purposes	\$25.00 per account
Marriage Licence	\$120.00 per licence
Marriage Commissioner Fee	\$50.00 per ceremony
Photocopies	\$1.00 per page Black and White
	\$2.00 per page Colour
Fax Transmissions/Receipt	\$1.00 per page Local
	\$2.00 per page Long Distance
Registration of Death	\$10.00 death occurred within Huron East
	\$20.00 death occurred outside Huron East
Finance Charges	
Convenience Fee (online payments)	3.75% + \$0.20 administration fee per transaction
Finance Charge for unpaid Property Taxes, Utilities and Accounts Receivable	1.25% per month of balance owing 15% per annum
NSF Cheques/Pre-Authorized Payments	\$40.00
History Books	
Brussels Township	\$10.00
Grey Township	\$10.00
Tuckersmith Township	\$10.00
*Mandatory Provincial Fess	
Licences	
Pawnbroker's Licence – Initial	\$60.00
Pawnbroker's Licence – Renewal	\$30.00
Sidewalk Café Licence Application Fee	\$75.00
Sidewalk Patio Licence Application Fee	\$150.00

General Government and Administration	
Refreshment Vehicle License – Annual	\$350.00
Licences Continued	
Taxi Driver's Licence – Initial year of Licensing	\$40.00
Taxi Driver's Licence – Renewal	\$30.00
Taxi Owners Licence – Annual	\$120.00
Taxi Owner's Licence – For each additional vehicle used as a Taxi where one or more taxi is owned – Annual	\$60.00
Lottery Licensing Fees	
Break Open Ticket Lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per unit
Raffles under \$50,000, Bazaar, Bingo and Catch the Ace Lotteries	3% of the total value of all prizes to be awarded
Miscellaneous Fees	
Brussels Trailer Park Lot Rental ¹	\$104.38 per month
Huron East Flags	\$81.00 each
Pewter Ornaments	\$5.00 each
Surplus Lands/Land Disposition ³	\$20,000 per acre
Tax Certificates	
Rushed Tax or Zoning Certificates – Same or Next Day	\$100.00 each
Tax Certificate for property taxes only	\$80.00 each
Utilities Certificate	\$80.00 each
Tax Sale Tender Package	\$25.00 each
Zoning Certificate only for zoning requirements, building compliance	\$80.00 each
Municipal Drains	
Consent/Severance Municipal Drain Reapportionment Fee - Min. \$500/application/drain ²	
Site Plan Control Fees	
Site Plan Control Initial Application	\$500.00 + recovery
Site Plan Control Amendment Application	\$250.00 + recovery

¹ Rates are adjusted annually in accordance with the guidelines established by the Ontario Rental Housing Tribunal.

² Additional fees may apply if the reapportionment is complex

³Per Section 4 of the Sale or Other Disposition of Surplus Lands and Closing of Highways and Road Allowances Policy

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

**Schedule “B-1”
By-law 005-2024**

**Protection Services
Fire Department Fees**

1. Motor Vehicle Incidents on Provincial Highways

All motor vehicle accidents, fires, etc. on Provincial Highways shall be charged to the Ministry of Transportation of Ontario (MTO) as per the rates set out by the Ministry of Transportation of Ontario.

Description	Fees and Charges
First hour or part thereof per vehicle	Current MTO rates
Each additional half hour or part thereof per vehicle	Current MTO rates
Charges under the Spills Act or the Transportation or Dangerous Goods Act shall be charged in addition	Current MTO rate per hour, per vehicle + personnel costs + any additional costs per call

2. Non-Resident Motor Vehicle Incidents at Locations Other than Provincial Highways

All motor vehicle accidents, fire, etc. involving non-residents of the Municipality of Huron East at all other locations other than on Provincial Highways shall be charged as per the Ministry of Transportation of Ontario rates.

Description	Fees and Charges
First hour or part thereof per vehicle	Current MTO rates
Each additional half hour or part thereof per vehicle	Current MTO rates
Charges under the Spills Act or the Transportation or Dangerous Goods Act shall be charged in addition	Current MTO rate per hour, per vehicle + personnel costs + any additional costs per call

3. Preventable Alarm Response Fees

The following procedures and fees shall apply only when it has been determined by the Fire Chief of Huron East that the alarms were preventable, the alarm system was improperly installed or maintained or the alarm resulted from a malicious act by an individual.

Description	Fees and Charges
Three or more preventable alarms to the same property in any twelve (12) month period.	Current MTO rate per occurrence

4. Unauthorized and/or Illegal Open Air Burn Fees

Description	Fees and Charges
Emergency Response to Unauthorized and/or Illegal Open Air Burns under the Ontario Fire Code and/or Huron East By-law 121-2011	Current MTO rate per hour, per vehicle + personnel costs + any additional costs

5. Other Emergency Response Fees

Description	Fees and Charges
For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed	Current MTO rate per hour, per vehicle + personnel costs + any additional costs per call
For providing a Fire Watch on a premise as required under the Ontario Fire Code	Current MTO rate per hour, per vehicle + personnel costs + any additional costs per call
For providing stand-by emergency response coverage (includes special events)	Current MTO rate per hour, per vehicle + personnel costs + any additional costs per call
For repair or replacement of any fire department or municipal items consumed, dispensed, damaged or destroyed during the course of incidents in services provided above	Cost plus 15%

Description	Fees and Charges
For recovery of costs invoiced to the fire department or municipality for any goods or services provided during the course of incidents in services provided above	Cost plus 15%

6. Inspection and Miscellaneous Fees

Inspection/Service	Fees and Charges
SCBA cylinder refills	\$15.00 per Cylinder
All Requested Fire Inspections	
Residential and OBC Group C Occupancies – single dwelling	\$105.00
Residential and OBC Group C Occupancies – multi-unit dwelling	\$105.00 per unit
Residential and OBC Group B, D, E and F Occupancies – up to 10,000 square feet	\$105.00
Residential and OBC Group B, D, E and F Occupancies – each additional 2,500 square feet	\$25.00
Follow up meeting(s) or inspections	\$25.00 per hour
Tent or marquee inspection	\$105.00
Request for fire inspection report(s)	\$105.00
Copy of Fire Incident Report	\$80.00
File Search & Letter	\$80.00 per letter
Plans review	\$25.00 per hour
Fire safety plan review with written response	\$105.00
Propane risk & safety management plan (PSMP) review	\$25.00 per hour

Inspection/Service	Fees and Charges
Fire drill attendance with written response	\$105.00
For recovery of costs invoiced to the fire department or municipality for any goods or services provided for fire inspection or prevention services	Cost plus 15%
Retention of private contractor, and/or rental of special equipment to determine origin and cause, suppress or extinguish fire, preserve property, prevent fire spread and make safe.	Actual Cost as authorized by the Fire Protection and Prevention Act, 1997

Applicable HST is in addition to the above fees.

Schedule "B-2"

By-law 005-2024

Protection Services

Building Department Fees

Class of Permit	Fee
a) New Residential and Additions	\$104.00 plus \$0.73 per square foot of gross floor area including attached garages, porches, covered verandas and covered sundecks plus \$0.26 per square foot for basements and uncovered sundecks
b) Mobile Homes	\$104.00 plus \$0.33 per square foot
c) New Commercial, Industrial, Institutional and Additions thereto	\$62.00 plus \$7.27 per \$1,000.00 of total construction costs
d) New Farm Buildings and Additions thereto	\$104.00 plus \$0.26 per square foot of gross floor area plus \$42.00 for liquid manure storage under barns
e) New Accessory Building	\$104.00 plus \$0.36 per square foot of gross floor area
f) Manure Storage Facilities (Liquid) Round (Free Standing) Rectangular or Square Liquid Tanks Dry Manure Storage Facilities	\$62.00 plus \$6.23 per foot of diameter \$62.00 plus \$1.38 per foot of tank perimeter. Minimum for round, square or rectangular manure tanks is \$415.00 \$62.00 plus \$0.21 per square foot of gross floor area of structure
g) Silos – Tower or Bunker (without roof)	\$311.00
h) Steel Granary	\$156.00
i) Swimming Pools – in ground Permanent Above Ground Pools	\$156.00 \$78.00
j) Occupancy Permit (where a building Permit has not been issued)	\$62.00 plus \$36.00 per hour
k) Inspection Only – No Permit	\$62.00 plus \$36.00 per hour
l) Renovations	\$104.00 plus \$7.27 per \$1,000.00 of actual construction costs
m) Demolitions	\$104.00 flat fee returned after clean-up completed to the satisfaction of the CBO
n) Change of Use Permit	\$62.00 plus \$7.27 per \$1,000.00 of actual construction costs
o) Sun Decks over 108 sq. ft. without Roof	\$104.00 plus \$0.26 per square foot

Class of Permit	Fee
p) Stand Alone Chimneys, Wood Stoves, Masonry Fireplaces, Factory Built Fireplaces	\$104.00 plus \$7.27 per \$1,000.00 of actual construction costs
q) Green Houses (permanent)	\$62.00 plus \$7.27 per \$1,000.00 of actual construction costs
r) Wind Generators	\$62.00 plus \$15.57 per \$1,000.00 of actual construction costs of the base and tower supporting the generator
s) Communication Towers over 60 ft. High	\$62.00 plus \$7.27 per \$1,000.00 of actual construction costs of structure
t) Tents over 60 square metres	\$62.00 (fee may be waived for non-profit organizations)
u) Sign Permits	\$36.00 per sign
v) Any Construction not Listed Above that may Require a Permit	\$62.00 plus \$7.27 per \$1,000.00 of actual construction costs
w) Solar Panels Located on a Building	\$62.00 plus \$0.16 per square foot of solar panels installed
x) Roof Cladding, Eaves Troughs, and Siding of a Building which does not involve Structural Changes.	No Permit Required
y) Sewage Systems	
Class 2 System	\$299.00
Class 4 System	\$645.00
Class 4 Tertiary System	\$752.00
Class 5 System	\$752.00
Addition/Repair to Existing System	\$315.00
z) Plumbing Permits	
Basic Fee	\$212.00
Total Fixture Units	\$12.50 per fixture unit
Sewer and/or Water Connections	\$136.00 for first 30m and \$3.27 for each additional 30m
Storm Sewer Connections	\$136.00 for first 3m and \$2.08 per linear m exceeding 30m
Catch Basin	\$11.50 flat
Testable Backflow Devices	\$81.00 per unit
Rain Water Leader	\$2.08 per linear m
Roof Drains	\$11.50 per unit
Main Building Drain	\$2.08 per linear m
Fire/Water Service	\$136.00 for first 30m and \$2.08 per linear m exceeding 30m

Note: For permits based on “actual construction costs”, all construction costs shall include demolition, labour, materials, professional fees, excavating and site grading.

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

**Schedule “B-3”
By-law 005-2023**

Protection Services – By-law Enforcement

Animal Control		
Description	Neutered Male or Spayed Female Dog	Unaltered Male or Female Dog
First Dog	\$20.00	\$30.00
Second Dog	\$30.00	\$40.00
Third Dog	\$40.00	\$50.00
Each Additional Dog	\$50.00	\$50.00
Vicious Dog	\$125.00	\$125.00
Late Fee (per dog)	\$15.00	\$15.00
Replacement Tag	\$10.00	\$10.00
Kennel License	\$150.00	\$150.00
Municipal Administration Fee	\$50.00	\$50.00

Property Standards	
Description	Fee
Property Standards Order to Remedy	\$100.00
Non-Compliance with a Property Standards Order	\$100.00
Appeal of a Property Standards Order	\$150.00
Certificate of Compliance issued at the owner's request	\$50.00

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

**Schedule “C”
By-Law 005-2024**

Transportation Services Fees

Equipment	In House Fees	External Fees
Backhoe and Operator	\$85.00 per hour	\$100.00 per Hour (Minimum \$100.00)
Bucket Truck and Operator	\$85.00 per hour	\$100.00 per Hour (Minimum \$100.00)
Grader and Operator	\$127.50 per hour	\$150.00 per Hour (Minimum \$150.00)
Labourer	\$35.70 per hour	\$ 42.00 per Hour
Lawnmower and Operator		\$72.00 per hour (minimum \$200.00)
Light truck and Operator	\$55.25 per hour	\$65.00 per hour
Loader and Operator	\$85.00 per hour	\$100.00 per Hour (Minimum \$100.00)
One Ton Delivery and Operator	Minimum \$50.00 per hour	\$60.00 per hour (Minimum \$60.00)
Street Sweeper and Operator	\$110.00 per hour	\$135 per Hour (Minimum \$135.00)
Tandem truck and Operator	\$85.00 per hour	\$95 per Hour
Tractor/Bush Hog and Operator	\$80.00 per hour	\$90 per Hour
Water Operator	\$45.00 per hour	\$55 per Hour
Water Operator and Van	\$55.00 per hour	\$75 per hour

Materials	Fee	
3/4” stone	\$12.00 per Tonne	\$18.00 per Tonne
“A” Gravel (1 Yard =1.36 Tons)	\$13.00 per Tonne	\$15.00 Tonne
Sand and salt	\$50.00 per Tonne	\$65 per Ton includes delivery
Top Soil (not screened)	\$20.00 per cubic yard	N/A

Services	Fee	
Cutting curbs for driveway	Actual costs	Actual costs
Application for a New Entrance		\$170
Application for a New Road Crossing/Bore		\$170
Application to work in the Road Allowance		\$170
Tile Drain Loan Inspection		\$75/Hour
Snow Plowing at Seaforth Arena	Billed at Equipment rate	

Services	Fee	
Snow Plowing at Brussels Arena	Billed at Equipment rate	
Snow Plowing non-Municipal Property		\$100 per Hour (Minimum \$200 per occurrence)
Tree Removal when tree is a nuisance (See Public Works Policy 3.05)		Billed at 100% cost of time, material and boulevard restoration
911 property blade or post (supply only)	No Charge	No Charge
911 property blade and post Installation		\$75

Applicable HST is in addition to the above fees.

**Schedule “D-1”
By-law 005-2024**

**Environmental Services
Waste Management Bin Fees**

Waste Management Fees	Fees
Small Waste Bin 120L	\$110 per year
Medium Waste Bin 240L	\$185 per year
Large Waste Bin 360L	\$270 per year
Bin Delivery Fees	
1 st Bin	Complimentary
Additional Bin	\$40
Reinstatement of Bin Delivery	\$55
Exchange Bin Fees	
First wheelie bin and/or set exchanged for alternate size	Complimentary
Additional wheelie bin and/or set exchanged for alternate size	\$55
Wheelie bin and/or set exchanged for same size	\$125
Replacement of Bin	
Replace stolen bin – first instance	Complimentary
Replace a burnt bin – first instance	Complimentary
Replace a destroyed bin – first instance	Complimentary
Replace a defaced bin – first instance	Complimentary
Replace a stolen bin – subsequent instance	\$125
Replace a burnt bin – subsequent instance	\$125
Replace a destroyed bin – subsequent instance	\$125
Replace a defaced bin – subsequent instance	\$125
Replace a dirty bin	\$125
Failed attempt to service – no bin out – 2 attempts made	\$40
Temporary bin removal – Seasonal Request	\$55
Permanent bin removal – Non-compliance	\$125
Permanent bin removal – Abuse	\$125
Permanent bin removal – Unauthorized Use	\$125
Spring for Wheelie Bin	\$20

Walton Landfill – Tipping Fees (Grey & McKillop Wards)	Fees
Garbage Bags – 26" x 38" with maximum weight of 45lbs	\$3.00/bag
Car Trunks	\$20.00
Small trailers, pickup trucks and vans	\$50.00
Farm Wagons – Large Trailers	\$80.00
Barrels in Back of Trucks	\$10.00/barrel
Trucks – Single Axle	\$120.00
Trucks – Tandem Axle	\$150.00
Trucks – Commercial Packer Trucks	\$100.00/Tonne
Large Industrial Household Items (Sofa, Mattress, etc.)	\$30.00/item
Building Materials Sorted (per Tonne)	\$100.00/Tonne
Refrigerators, freezers, air conditioning units and other appliances tagged "Freon-free"	\$25.00/item
Refrigerators, freezers, air conditioning units and other appliances NOT tagged "Freon-free"	\$40.00/item
Entrance to Landfill site after normal operating hours	\$100.00
Brush & Clean Wood By-Products	\$25.00
E-Waste	No Charge
Scrap Metal	No Charge
Tires	No Charge
White Plastic Bale Wrap & Bunker Plastic	Not Accepted

Applicable HST is in addition to the above fees.

Note:

- Residents of Brussels ward are required to use the Morris-Turnberry Landfill Site and will be subject to the fees established by the Municipality of Morris-Turnberry.
- Residents of the Seaforth or Tuckersmith wards are required to use the Mid-Huron Recycling Centre and will be subject to the fees established by the Board of the Mid-Huron Recycling Centre.

The Corporation of The
Municipality of Huron East

Schedule "D-2"
By-law 005 of 2024

Environmental Services
Water and Wastewater Sewage Rates

2020 to 2026

	Current	Effective January 1, 2021	Effective January 1, 2022	Effective January 1, 2023	Effective January 1, 2024	Effective January 1, 2025	Effective January 1, 2026
Water							
Brussels							
Mthly Flat Rate ²	46.00	46.00	46.00	46.00	46.00	46.00	46.00
Mthly Meter Rate	3.75	3.75	3.75	3.75	3.75	3.75	3.75
Consumption per M ³	1.69	1.69	1.69	1.69	1.69	1.69	1.69
Connection Charge ¹	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Minimum Charge	46.00	46.00	46.00	46.00	46.00	46.00	46.00
Out of Town Rate	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x
Brucefield							
Mthly Flat Rate ²	60.00	60.00	62.00	62.00	64.00	64.00	64.00
Connection Charge ¹	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Seaforth							
Mthly Flat Rate ²	38.00	38.00	40.00	40.00	42.00	42.00	42.00
Mthly Meter Rate	3.75	3.75	3.95	3.95	4.14	4.14	4.14
Consumption per M ³	1.69	1.69	1.78	1.78	1.87	1.87	1.87
Connection Charge ¹	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Minimum Charge	38.00	38.00	40.00	40.00	42.00	42.00	42.00
Vanastra							
Mthly Meter Rate - Residential	17.81	17.81	18.17	18.53	18.90	19.28	19.66
Mthly Meter Rate - Commercial	22.90	22.90	23.36	23.83	24.31	24.79	25.28
Consumption per M ³	3.76	3.76	3.84	3.91	3.99	4.07	4.15
Connection Charge ¹	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Sewer							
Brussels							
Mthly Flat Rate ²	38.00	38.00	42.00	42.00	46.00	46.00	46.00
Metered Rate - % of Water Consumption Rate	83%	83%	91%	91%	100%	100%	100%
Connection Charge ¹	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Out of Town Rate	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x
Seaforth							
Mthly Flat Rate ²	46.00	46.00	48.00	48.00	50.00	50.00	50.00
Metered Rate - % of Water Consumption Rate	121%	121%	120%	120%	119%	119%	119%
Connection Charge ¹	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Vanastra							
Mthly Residential Flat Rate	53.64	53.64	55.79	58.02	60.34	62.75	65.26
Connection Charge ¹	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00

¹ - Connection charge is per residential / commercial unit on a lot

² - Monthly Flat Fee is per residential / commercial unit

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

**Schedule “D-3”
By-law 005-2024**

**Environmental Services
Water Meter and Miscellaneous Fees**

Water Meters billed on a cost recovery basis:	Fee	External
Bulk Water		\$3.00 per cubic meter with minimum \$65.00 charge
Final Reads –if actual read is required		Minimum charge of \$65.00
Flow testing at fire hydrants by outside contractors		\$150.00 plus operators time
New Sanitary Service Installation		100% cost of time and material
New Water Service Installation ¹		100% cost of time and material
Sewage and Liquid Waste Disposal		\$13.20/m ³ (Minimum \$65.00)
Temporary or Seasonal Water Shut Off/Turn On of Water Service ²		\$30.00 per Shut Off \$30.00 per Turn On
Water Meter 3/4” Ipearl water meter package Approx. \$195.00+HST		At Municipal Cost
Water Meter 1” Ipearl water meter package Approx. \$250.00+HST		At Municipal Cost
Water Meter 2” Ipearl water meter package Approx. \$910.00+HST		At Municipal Cost
Water Services		External
Frozen Water Service ³		Billed at 100% of cost for time and materials for previously frozen water service
Meter Horn/Meter Extension for existing house		Billed at cost
Meter Horn/Meter Extension for new houses		Billed at cost
Water Operator	\$45.00 per hour	\$55 per hour
Water Operator & Van	\$55.00 per hour	\$75 per hour
Water Operator & Valve Trailer	\$120.00 per hour	\$140. per hour

¹ per Public Works Policy 4.01

² per Public Works Policy 4.08

³ per Public Works Policy 4.06

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

**Schedule "E"
By-law 005-2024**

Health Services Fees

	Fee per lot	Amount to Care and Maintenance Trust Fund (Included in fee)
Burial Plots (Interment Rights Fees)	\$850.00	\$340.00
Transfer FEE (Transfer of internment rights): \$100.00		
Columbarium	Per Niche	Amount to Care and Maintenance Trust Fund (Included in fee)
Top Row	\$2,050.00	\$307.50
2 nd Row	\$2,000.00	\$300.00
3 rd Row	\$1,950.00	\$292.50
4 th Row	\$1,900.00	\$285.00
Interments		
Adult Opening & Closing	\$700.00	
Child Opening & Closing	\$200.00	
Infant Opening & Closing	\$125.00	
Disinterment Charge – Ashes	\$500.00	
Disinterment Charge – Casket	\$700.00	
Extra deep interment additional charge	\$75.00	
Placement of Cremated Ashes	\$500.00	
Weekend Burial or Placement of Ashes	\$300.00 additional charge	
Marker Installation		
Flat Marker smaller than 173 sq. in.	\$40.00	
Flat Marker 173 sq. in. and over	\$50.00	
Setting horizontal marker in concrete	\$70.00	
Upright monument up to 4 ft. in height or width, including the base	\$100.00	

Upright monument 4 ft. and over in height or width, including the base	\$200.00
Miscellaneous	
Burial chapel use when buried elsewhere	\$100.00
Dressing of Grave where applicable (for other cemeteries)	\$50.00

All fees are applicable to the Brussels, Cranbrook and Mount Pleasant Cemeteries.

Applicable HST is in addition to the above fees.

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

**Schedule “F”
By-law 005-2024
Social and Family Services Fees
Vanastra Early Childhood Learning Centre**

Age Category	2024 Rate	2024 Parent fee
Toddlers (16 – 30 months old)		
Full Day (5 – 9 hours)	\$45.00	\$20.43
Preschoolers (31 months – Kindergarten)		
Full Day	\$41.75	\$18.96
Before or After	\$16.10	\$12.00
Before and After	\$20.40	\$12.00
School age (Grades 1 and up)		
Snow/PA Day (Full Day)	\$34.00	\$34.00
Before	\$16.12	\$16.12
After	\$17.37	\$17.37
Before and After	\$21.84	\$21.84
Late Pick-Up Fee:1-15 Minute Increments		\$15.00

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

**Schedule “G”
By-law 005-2024**

Recreation and Cultural Services Fees

Ice Rental Rates		
Ice rates as of the start of each ice season (September)		
	2023/2024 Season Fees Fees (Effective January 1, 2024)	2024/2025 Season Fees (effective September 1, 2024)
Minor Sports Ice Prime Ice Time	\$140.00/hour	\$145.00/hour
Minor Sports Ice Non-Prime Ice Time	\$110.00/hour	\$114.00/hour
Minor Sports Tournament		\$166.00/hour
Adult Ice Prime Ice Time	\$166.00/hour	\$172.00/hour
Adult Ice Time Non-Prime Ice Time	\$110.00/hour	\$114.00/hour
Adult Tournament		\$172.00/hour
Prime Ice Time: Weekdays 5:00 pm to close; Saturdays, Sundays, and Stat Holidays		
Non-Prim ice Time: 9:00 am – 5:00 pm Monday – Friday, excluding Stat Holidays		

Hall Rental Rates – Community Centres		
Arena floor dry pad - Sports	\$38.00	Per Hour
Arena floor dry pad – Other (incl. Tables and Chairs)	\$77.00	Per Hour
Auditorium - Sports	\$38.00	Per Hour
Auditorium – Other (incl. Tables and Chairs)	\$67.00	Per Hour
Auditorium – School Rate	\$44.00	Per Hour
Auditorium – Eight 1 Hour Session Block	\$349.00	Per Block
Small Hall / Meeting room	\$36.00	Per Hour
Small Hall – School Rate	\$24.00	Per Hour
Alcohol Event – additional charge	\$10.00	Per Hour
Kitchen – additional charge	\$20.00	Per Hour
Indoor Transverse Climbing Wall (Supervised)	\$ 57.00	Per Hour
Indoor Sport Court Admission	\$ 3.00	Per Person
Sport Equipment Rental	\$ 16.00	Per Hour Per Sport
Table Equipment Rental ¹	\$ 10.00	Per Table
Chair Equipment Rental ¹	\$ 4.50	Per Chair

Hall Rental Rates – Community Halls		
Cranbrook Community Hall	\$104.00	Per Event
Ethyl Community Centre	\$ 78.00	Per Event
Walton Community Hall	\$130.00	Per Event
Brussels Public Library	\$ 21.00	Per Rental

Swimming Pools		
Admission - Family	\$15.50	Per Day Per Family
Admission - Adult	\$ 5.75	Per Day Per Person
Admission - Student	\$ 4.75	Per Day Per Person
Admission - Child	\$ 3.75	Per Day Per Person
Admission – Parent & Tot (Preschool)	\$ 6.75	Per Day Per Pair
Note: The Brussels Lions Club subsidizes individual admission fees to the Brussels Pool. Fees charged to entrants to the Brussels Pool will be less than what is listed above.		
Outdoor Pool Season Pass - Family	\$285.00	Per Family
Outdoor Pool Season Pass - Adult	\$140.00	Per Person
Outdoor Pool Season Pass - Student	\$114.00	Per Person
Outdoor Pool Season Pass - Child	\$ 98.00	Per Person
Pool Rental – Maximum 25 people	\$ 93.00	Per Hour
Pool Rental – Maximum 50 People	\$112.00	Per Hour
Pool Sponsor – Maximum 100 people	\$131.00	Per Hour
Additional Lifeguard	\$ 19.00	Per Hour
Eight 1 hour sessions – School Rate	\$ 416.00	Per Block
Eight 1 hour sessions – Swim Team	\$ 416.00	Per Block
Group Swimming Lessons – Eight 30 Minute Classes	\$ 85.00	Per Pupil
Group Swimming Lessons – Eight 45 Minute Classes	\$ 93.00	Per Pupil
Private Swimming Lessons – Eight 30 Minute Classes (Maximum 2 people)	\$216.00	Per Pupil
Note: The Brussels Lions Club subsidizes swimming lesson fees at the Brussels Pool. Fees charged per pupil for lessons and the Brussels Pool will be less than what is listed above.		
Aqua Aerobics – Drop-in – 45 Minute Class	\$ 12.75	Per Person Per Class
Aqua Aerobics – Ten 45 Minute Class Pass	\$105.00	Per Person
Aqua Aerobics – Drop-in – 30 Minute Class	\$ 7.25	Per Person Per Class
Aqua Aerobics – Ten 30 Minute Class Pass	\$ 60.00	Per Person
Aquatic Rehab – Eight 30 Minute Sessions	\$ 90.00	Per Person
Youth Summer Day Camp		
Day Camp – 5 day week	\$140.00	Per Child, per Week
Day Camp – 4 day week	\$112.00	Per Child, per Week

Leadership Development Programs		
Bronze Medallion including Manuals	\$ 234.00	Per Person
Bronze Cross including Manuals	\$ 234.00	Per Person
Lifesaving Swim –Learn to Swim Instructor – including manuals	\$ 280.00	Per Person
Lifesaving Instructor – Bronzes and First Aid including manuals	\$ 330.00	Per Person
National Lifeguard Certification	\$ 337.00	Per Person
National Lifeguard Re-Certification	\$ 97.00	Per Person
First Aid Training		
Standard First Aid – Blended Full Course	\$ 154.00	Per Person
Standard First Aid – Blended Recertification	\$ 75.00	Per Person
Youth Development Programs		
Babysitter Course	\$ 75.00	Per Person
Stay Safe Course	\$ 65.00	Per Person

Ball Diamonds and Sports Fields		
Brussels Minor Ball	\$25.00	Per Player
Brussels Minor Soccer	\$25.00	Per Player
Brussels Diamond – With Lights	\$40.00	Per Game
Brussels Diamond – Without Lights	\$26.00	Per Game
Brussels Diamonds – Weekend / Stat Holiday	\$64.00	Per Game, Per Diamond
Brussels Diamonds – Tournament	\$158.00	Per Day, Per Diamond
Brussels Pavilion Rental	\$65.00	Per Hour
Ethel Ball Park – Ball tournament	\$ 208.00	Per Tournament
Ethel Ball Park – Kitchen Rental	\$ 26.00	Per Day
Walton Ball Park - Diamond with lights	\$ 37.00	Per Game
Walton Ball Park - Diamond without lights	\$ 21.00	Per Game
Walton Ball Park - Tournament – non-local group	\$ 208.00	Per Tournament
Winthrop Ball Park - Diamond with lights	\$ 52.00	Per Game
Winthrop Ball Park - Diamond without lights	\$ 26.00	Per Game
Winthrop Ball Park – Diamond and Pavillion	\$ 89.00	Per Game
Winthrop Ball Park – Tournament – non-local group	\$312.00	Per Tournament

Vanastra Recreation Memberships		
Membership includes access to the gym, sauna and pool during operating hours.		
Family – 3 Months (includes swimming lessons for children)	\$300.00	Per Family
Adult – 3 Months	\$212.00	Per Person
Student – 3 Months	\$197.00	Per Person
Child – 3 Months	\$108.00	Per Person
Family – 12 Months (includes swim lessons for children)	\$638.00	Per Family
Adult – 12 Months	\$493.00	Per Person
Student – 12 Months	\$425.00	Per Person
Child – 12 Months	\$340.00	Per Person
Post-Secondary School Student Home for the holidays Dec 1 - Jan 8	\$ 93.00	Per Person
Post-Secondary School Student Home for the holidays May 1 - Sept 8	\$223.00	Per Person

¹ An additional charge may apply, upon return, for any damages

The Corporation of The
Municipality of Huron East
Schedule “H”
By-law 005-2024

*Planning and Development Fees

Application	2024 Fee
Official Plan Amendment (OPA, Local OPA, County OPA)	\$4100
Zoning By-law Amendment (ZBLA)	\$2108
Minor Variance (1 or 2)	\$1639
Minor Variance (3 or more)	\$2100
Consent – Technical (e.g. lot additions, easements, ROW’s, Validation Certificates, re-creation of original lots, etc.)	\$2341
Consent – New Lot Creation (e.g. new lots, surplus farm severances)	\$3381
Plan of Subdivision/Condominium	\$9364
• Lots/Blocks/Units over 10	Add \$176 per lot/unit/block
• Draft Approval Extension	\$2081
• Phasing, Final Approval**	\$1171 per final approval/phase**
• Changes to Draft Approval Plan or Conditions**	\$584**
Combined Local OPA & ZBL	\$5154
Combined County & Local OPA	\$6795
Combined County OPA, Local OPA &ZBL	\$7908
Removal of Holding (H) Symbol	\$583
• If combined with a planning application and when H is imposed by the Municipality	\$0
Renewal of Temporary Use Zoning By-law	\$1581
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law***	\$467
• When combined with any other planning application	\$233
Part Lot Control**	\$2341 Add \$176 per additional conveyable Part over 2
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	\$312
Agreements: site plan control, subdivision, condominium, development, lot grading & draining (Planning costs to be reimbursed like legal and engineering). Application fee determined by local municipality.	Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality.

The Corporation of The
Municipality of Huron East
Schedule “H”
By-law 005-2024

*Planning and Development Fees

Application	2024 Fee
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature)	
<ul style="list-style-type: none">• comments on planning application	\$228
<ul style="list-style-type: none">• review terms of reference and EIS	Variable

*Fees are approved and set by the County of Huron. Please refer to the County of Huron for the most current fees.

Note: Where Final Approval, Phasing or Changes to the draft plan conditions result in the creation of additional lots/blocks/units, and additional fee per lot/block/unit shall apply of \$176/lot/block/unit. **(Developable lots/blocks only).

**Applicants cover all legal costs & by-law prep

The Corporation
of the
Municipality of Huron East
By-law No. 006 for 2024

Being a By-law to Temporarily Stop Up and Close a Portion
of Sports Drive, within the Brussels Ward, Municipality of
Huron East.

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

And Whereas the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Brussels Ward of the Municipality of Huron East to accommodate the Brussels Annual Ball Day on June 1, 2024.

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

- 1. Sports Drive will be closed between McCutcheon Drive and Flora Street on Saturday, June 1, 2024 between 7:00 a.m. and 9:00 p.m. for the Annual Ball Day by the Brussels Minor Ball Executive Committee.
- 2. This by-law shall come into force and take effect on the date of final reading thereof.

Read a first and second time this 23rd day of January 2024.

Read a third time and finally passed this 23rd day of January 2024.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

The Corporation
of the
Municipality of Huron East
By-law No. 007 for 2024

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 23rd day of January, 2024 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 23rd day of January 2024.

Read a third time and finally passed this 23rd day of January 2024.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk