



## **Municipality of Huron East**

### **Council Agenda**

**Tuesday, June 4, 2024, at 6:00 P.M.**

### **Council Chambers**

**2<sup>nd</sup> 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](#) – May 21, 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**     [Toronto Zoo](#) re: Regulations Related to Exotic Wild Animals Species

**6.2**     [April Council Expenses](#)

**6.3**     [Administration Committee Minutes](#) – May 13, 2024

7. **Public Meetings/Hearings and Delegations**
8. **Planning**
9. **Municipal Drains**
10. **Reports & Recommendations of Municipal Officers**
  - 10.1 **CAO-24-17**, Branding & Human Resource Information System  
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  - 10.2 **CAO-24-18**, Succession Plan Update  
Page 24
  - 10.3 **CLK-24-09**, Council Remuneration and Green Fund Donations  
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  - 10.4 **CLK-24-10**, Flag Policy  
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  - 10.5 **PW-24-10**, Kelly Pit Lease Agreement  
Page 43
  - 10.6 **PW-24-11**, Roadside Grass Cutting Policy  
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11. **Correspondence**
  - 11.1 **The Brussels Leo Club** re: Drinking Fountain Proposal
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 047-2024**, A By-law to Authorize the Execution of an Agreement for the Purpose of Leasing Land for Gravel Extraction

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- 15.2 By-law 048-2024**, A By-law to Delegate Authority for Executing Purchase and Sales Agreements for Huron East

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- 15.3 By-law 049-2024**. A By-law to Delegate Authority for Executing Listing Agreements and Purchase and Sales Agreements for the Brussels Subdivision

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**16. Closed Session**

That a closed meeting of Council be held on Tuesday, June 4, 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 May 21, 2024 Closed Session of Council meeting minutes **(Distributed Separately)**
- 16.2** Adoption of May 13, 2024 Closed Sessions of Administration Committee meeting minutes **(Distributed Separately)**
- 16.3** 239(2)(b)(d) – personal matters about identifiable individuals and labour relations – employee matters **(Verbal Report)**

**17. Motion to Reconvene into Open Session and Reporting Out****18. Confirmatory By-law**

- 18.1 By-law 050-2024**, A By-law to Confirm the Proceedings of Council

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**19. Adjournment**



**Municipality of Huron East Council Meeting Minutes**  
**Council Chambers**  
**72 Main Street South, Seaforth, ON**  
**Tuesday, May 21, 2024**

**Members Present:**

Deputy Mayor \*Alvin McLellan; Councillors: \*Raymond Chartrand, Brenda Dalton, Dianne Diehl, Robert Fisher, Larry McGrath, Justin Morrison, Jeff Newell, John Steffler, and Gloria Wilbee

**Absent:**

Mayor Bernie MacLellan

**Staff Present:**

CAO Brad McRoberts; Clerk Jessica Rudy; Director of Community Services Lissa Berard; and Director of Public Works Barry Mills

**Others Present:**

Huron County Planner Shae Stoll (Virtually)

**1. Closed Session**

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That a closed meeting of Council be held on Tuesday, May 21, 2024 at 4:30 p.m., in Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of considering the following matters:

- 1.1 Adoption of the May 7, 2024 Closed Session of Council Meeting Minutes
- 1.2 239(2)(d) – a matter in relation to labour relations – employee matters

And that CAO Brad McRoberts, Fire Services Advisor Brad Patton and Clerk Jessica Rudy remain in closed session.

Carried

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

Deputy Mayor McLellan called the meeting to order at 6:08 p.m.

**3. Motion to Reconvene into Open Session**

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East reconvene into open session at 6:07 p.m.

Carried

Deputy Mayor McLellan reported that Council went into closed session for a labour relations matter in relation to employee matters.

#### **4. Land Acknowledgement**

Deputy Mayor McLellan provided the land acknowledgement.

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

Moved by Councillor Wilbee and Seconded by Councillor Newell:

That the Agenda for the Regular Meeting of Council dated May 21, 2024 be adopted as circulated.

Carried

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

Deputy Mayor McLellan declared a Conflict of Interest in relation to Item 8.2, Accounts Payable Summary, due to repairing a public works vehicle.

Councillor Morrison declared a Conflict of Interest in relation to Item 8.2, Accounts Payable Summary due to being a member of the Brussels Agricultural Society.

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

Moved by Councillor Diehl and Seconded by Councillor Steffler:

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

**7.1** Regular Meeting – May 7, 2024

**7.2** Committee of Adjustment Public Hearing – May 7, 2024

Carried

#### **8. Consent Agenda**

Deputy Mayor McLellan passed the Chair to Councillor Chartrand due to his conflict with item 8.2.

\*A. McLellan left the Chair and R. Chartrand assumed the Chair.

Moved by Councillor Diehl and Seconded by Councillor Steffler:

That Item 8.2, Accounts Payable Report from the Consent Agenda be received for information and approved.

Carried [Conflict: A. McLellan and J. Morrison]

\*R. Chartrand left the Chair and A. McLellan resumed the Chair.

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

Councillor Wilbee provided recognition on Item 8.1, Huron County Library re: 2023 Annual Report by noting that one of the founders of McCall and MacBain Foundation, who donated money to the Huron County Library, was a former resident of McKillop.

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That Consent Agenda items 8.1 and 8.3 be received for information and approved.

**8.1** Huron County Library re: 2023 Annual Report

**8.3** Solicitor General re: Community Safety and Policing Act, 2019

Carried

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

### **10. Planning**

#### **10.1** Planner's Report re: Consent Application C24-2024

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

Moved by Councillor Diehl and Seconded by Councillor McGrath:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner Shae Stoll, dated May 21, 2024 and has no objection to consent application C24-2024, provided the conditions, as outlined in the planning report, are met.

Carried

#### **10.2** Planner's Report re: Population and Housing Projections for County of Huron and Huron East

S. Stoll provided a detailed overview of the report, highlighting the forecasted changes over the next thirty (30) years in population and housing in Huron East, and suggested attention be paid to the areas of medium to high density housing, seniors housing, affordable housing and the need for infrastructure planning to address these projected changes. S. Stoll confirmed that there will be a gradual increase in seniors and young families projected for Huron East.

The report was received for information.

### **11. Municipal Drains**

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

### **12.1 CAO-24-14, 2024 Christmas Schedule**

Moved by Councillor Chartrand and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East recognize Christmas and Boxing Day statutory holidays on December 25 and December 26, 2024, respectively;

And That New Years Day statutory holiday be recognized on January 1, 2025;

And Further That the municipal office be closed December 27 and December 30 to 31, 2024 with affected staff using vacation or banked time for these three days.

Carried

### **12.2 CAO-24-15, Breathing Air Compressor System Fill Station**

Moved by Councillor Wilbee and Seconded by Councillor Dalton:

That the Council of the Municipality of Huron East support the staff recommendation to purchase the Breathing Air Compressor System Fill Station from Firecheck Protection Services Inc. for the amount of \$54,815.69 plus applicable HST.

Carried

### **12.3 CS-24-10, Ontario Inclusive Community Grant Application**

Moved by Councillor Newell and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East approve the submission of an application to the Ontario Government to request financial support to create an accessible, safe and active park for all ages and abilities.

Carried

### **12.4 CS-24-11, Tender HE 0502024 ¾ Ton Truck**

Moved by Councillor Newell and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East accept the tender of Robinson Chevrolet, in the amount of \$63,202.00 plus applicable taxes for a ¾ ton Pickup Truck.

Carried

### **12.5 PW-24-09, Speed Concerns on Hensall Road between Front Road and Tile Road**

Director of Public Works Barry Mills provided a detailed overview of the report, the analytical process, and reiterated staff's recommendation to leave the speed at 80km per hour. It was stressed that if Council were to go forward with a change in the speed limit that a consultant should be engaged to conduct a detailed assessment.

Council discussed the report and noted the benefits of lowering the speed limit for pedestrians and the residents of Heritage Estates.

Councillor Chartrand moved that Hensall Road be reduced to 50km per hour from Front Road to Tile Road.

Moved by Councillor Chartrand and Seconded by Councillor McGrath.

That the Council of the Municipality of Huron East direct staff to lower the speed limit on Hensall Road to 50km per hour from Front Road to Tile Road.

Defeated

### **13. Correspondence**

#### **13.1 Seaforth BIA re: 2024 Main Street Summerfest Road Closure Request**

Moved by Councillor Dalton and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East approve the temporary closure of County Road 12 and Gouinlock Street, Seaforth, on July 27, 2024 for the Seaforth B.I.A.'s Annual Main Street Summerfest;

And That the Main Street Summerfest be declared as a Municipally sanctioned event.

Carried

#### **13.2 Pam Zeehuisen re: Seaforth Agricultural Society 2024 Grant Funding**

Received for information.

#### **13.3 Huron Perth Public Health and Huron County Pride re: Pride Flag Raising Requests**

Moved by Councillor Wilbee and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East declare the month of June as Pride Month;

And That Council agree to the raising of the rainbow Pride Flag for the month of June.

Carried

### **14. Unfinished Business**

### **15. Council Reports**

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

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

Deputy Mayor McLellan reported that Huron County Council heard from the Chief Executive Officer of Bruce Nuclear who provided an update on the extension of power



storage facilities to 2064 and the provincial and federal government funding increase of \$1,000,000. Deputy Mayor McLellan also County Council passed the consent application for the Four Winds Barn.

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

CAO Brad McRoberts provided the highlights of his and Clerk Jessica Rudy's attendance at the Ontario Municipal Administrators Association (OMAA) Conference from May 14-16, 2024, including sessions on cybersecurity, battery storage, food waste diversion, service delivery reviews, strategies for nurturing the mental agility for teams, municipal law updates, advocacy for harassment of employees from the political level, diversity, equity and inclusion strategies (DEI) and enhancing Code of Conducts.

### 15.2 Requests by Members

### 15.3 Notice of Motion

### 15.4 Announcements

B. McRoberts announced that a Brussels, Morris & Grey Community Centre (BMGCC) donor appreciation event will be held on May 29, 2024, to show appreciation for those who made donations during the fundraising campaign and to unveil the donor wall.

## 16. Other Business

### 16.1 2024 Association of Municipalities of Ontario (AMO) Delegation Proposal

Councillor Fisher requested that a delegation be made to the Ministry of Municipal Affairs and Housing to request funding for housing and housing infrastructure, due to expected growth.

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East request a delegation with the Minister of Municipal Affairs and Housing to request more funding for housing growth and housing infrastructure.

Carried

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

Whereas Health Canada is a Federal body that issues licenses for cannabis growing operations in Canada;

And Whereas those licensed operations reside within the boundaries of municipalities;

And Whereas municipalities do not have a direct relationship with the Federal government;

Therefore the Municipality of Huron East asks for a delegation with the Ontario Minister

of Health to advocate that Health Canada undertake regular inspections of federally licensed cannabis operations to ensure compliance with licensing conditions.

Carried

## **17. By-laws**

Moved by Councillor Wilbee and Seconded by Councillor Fisher

That Be it Hereby Resolved By-law 043-2024, A By-law to Temporarily Stop Up and Close a Portion of Main Street (County Road 12) and Gouinlock Street, be given first, second, third and final readings and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Newell and Seconded by Councillor Diehl:

That Be it Hereby Resolved By-law 044-2024, A By-law to Authorize the Signing of a Recreation Program Service Agreement with the Corporation of the County of Huron, be given first, second, third and final readings and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Director of Community Services Lissa Berard responded to Council inquiries regarding the BMGCC lease for the gymnasium noting the security measures in place for all entrances/exits from the gymnasium to the main facility, the use of personal fobs for 24-hour entry, and the rental rate agreement process.

Moved by Councillor Newell and Seconded by Councillor Diehl:

That Be it Hereby Resolved By-law 045-2024, A By-law to Authorize the Execution of a Lease Agreement with Finish Line Fitness Inc., be given first, second, third and final readings and signed by the Deputy 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 Wilbee:

That Be It Hereby Resolved that By-law 046-2024, a By-law to Confirm the Proceedings of Council, be given first, second, third and final reading and signed by the Deputy Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

## **19. Adjournment**

Moved by Councillor Fisher and Seconded by Councillor McGrath:

The time now being 7:14 p.m. That the regular meeting adjourn until June 4, 2024 at 6:00 p.m.

Carried

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Alvin McLellan, Deputy Mayor

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Jessica Rudy, Clerk

## Consent C24-2024

Concession 1 London Road Survey, Part Lot 10, Concession 2 London Road Survey, Lot 10 Tuckersmith Ward, Municipality of Huron East (40273 Walnut Road)

Applicant/ Owner: Tom Bender



1

## Subject Property

Blue= severed  
Orange = Retained



2

## Purpose



Re-creation of original farm lots.

Severed land: approx. 52 acres (21 ha) of vacant farmland

Retained land: approx. 102 acres (41.6 ha) containing dwelling and vacant farmland

3

## Review

- Zoned AG1 & NE2 in Huron East Zoning By-Law
- Designated Agriculture & Natural Environment in Huron East Official Plan
- Huron East Official Plan agricultural severance policies
  - Meets minimum farm size and continued agriculture use
- No concerns from staff or other agencies

4

## Recommendation

- Application is consistent with the PPS, conforms to the Huron County Official Plan and Huron East Official Plan and complies with the Huron East Zoning By-Law.
- Application C24-2024 is recommended for approval with the attached conditions

5



**toronto**  
1974 **ZOO** 2024

361A Old Finch Ave.  
Toronto, ON. M1B 5K7  
www.torontozoo.com

Tel: 416-392-5900  
info@torontozoo.ca

Dear Mayor MacLellan,

I am writing to you today to support the campaign by World Animal Protection and the Association of Municipalities of Ontario (AMO) calling on Municipalities to support and adopt a resolution (attached) to urge the Ontario government to address the longstanding issue around the lack of regulations related to the public display and keeping of exotic wild animal species and the (financial) burden this causes to municipalities.

As one of Canada's leading zoos we are committed to animal wellbeing and welfare and public health and safety we want to ensure headlines like the ones below, disappear.

“Woman attacked by loose one-armed baboon in Ontario, and the push for laws to change”

Global News, December 13, 2023

“Search for runaway kangaroo in Ontario continues”

CP24, December 2, 2023

“Woman shocked when she sees a lion while walking her dog in Ontario”

CTV News March 17, 2023

“Secretly recorded footage exposes conditions at Ontario's roadside zoos”

CTV W5 November 8, 2022

“Kangaroo injured in road incident dies, sparking call for more zoo inspections”

Ottawa Citizen May 3, 2021

We need your help to protect not only non-native (exotic) wild animals being held in unsuitable facilities and private ownership, but also your residents. We are encouraging the Ontario government to restrict the possession, breeding, and use of non-native (“exotic”) wild animals and license zoos to support municipalities and guarantee the fair and consistent application of policy for the safety of Ontario's citizens and the captive wild animal population.

Ontario is the only province that does not licence or control the keeping of non-native (“exotic”) wild

animals. Anyone can keep a tiger, lion, venomous snake or other dangerous animals in their home or start a zoo without professional training, adequate financing, or appropriate facilities. Unfortunately, we have seen firsthand some of these very troubling unsafe, unsanitary, and dangerous situations in Ontario with animals being held in private ownership and at roadside (backyard) zoos. These circumstances were not only unsafe for the animals but posed a significant public safety threat as well.

Since 1974, your Toronto Zoo has played a critical role in saving and protecting species locally and globally and we need your support to further protect captive exotic species in Ontario for animal welfare, public health and safety and environmental reasons.

As we celebrate our 50th anniversary this year, we are proud to support World Animal Protection's campaign. I strongly urge you and your council to support and adopt the resolutions to urge the Ontario government to act. I also want to thank those Municipalities who have already taken steps by passing by-laws restricting exotic animals and/or written to the Government of Ontario supporting provincial regulations.

Thank you in advance for your support and should you have any questions, please do not hesitate to contact me at [ddejong@torontozoo.ca](mailto:ddejong@torontozoo.ca) or Jennifer Tracey, Senior Director, Strategic Communications & Guest Experience at [jtracey@torontozoo.ca](mailto:jtracey@torontozoo.ca).

A handwritten signature in black ink, appearing to read 'Dolf DeJong', with a long, sweeping horizontal line extending to the right.

Dolf DeJong  
Chief Executive Office

**[name of municipality] RESOLUTION**  
**Provincial regulations needed to restrict keeping of non-native (“exotic”) wild animals**

**WHEREAS** Ontario has more private non-native (“exotic”) wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

**WHEREAS** the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native (“exotic”) wild animals in captivity; and,

**WHEREAS** non-native (“exotic”) wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

**WHEREAS** the keeping of non-native (“exotic”) wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

**WHEREAS** owners of non-native (“exotic”) wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

**WHEREAS** municipalities have struggled, often for months or years, to deal with non-native (“exotic”) wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

**AND WHEREAS** the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native (“exotic”) wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

**THEREFORE, BE IT RESOLVED THAT** [given the recent [enter incidents if any]], the [name municipality] hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native (“exotic”) wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native (“exotic”) wild animal population;

**AND BE IT FURTHER RESOLVED** that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca)), Ontario Solicitor General ([michael.kerzner@ontario.ca](mailto:michael.kerzner@ontario.ca)), Ontario Minister for Natural Resources and Forestry ([graydon.smith@ontario.ca](mailto:graydon.smith@ontario.ca)) and MPP [name and email address provincial representative], AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca)), AMCTO ([advocacy@amcto.com](mailto:advocacy@amcto.com)), and MLEAO ([mleo@mleo.ca](mailto:mleo@mleo.ca)).

## April 2024 Council Expenses

Date	Meetings/ Mileage and Expenses	Raymond Chartrand	Brenda Dalton	Dianne Diehl	Bob Fisher	Bernie MacLellan	Larry McGrath	Alvin McLellan	Justin Morrison	Jeff Newell	John Steffler	Gloria Wilbee	Total
2-Apr	Council Mileage	\$190.07	\$190.07 \$21.70	\$190.07 \$51.10	\$190.07	\$190.07	\$190.07	\$190.07 \$49.00	\$190.07 \$36.12	\$190.07 \$35.00	\$190.07	\$190.07 \$25.20	\$2,090.77 \$218.12
3-Apr	Special Council Mileage	\$190.07	\$190.07 \$21.70	\$190.07 \$51.10	\$190.07	\$190.07	\$190.07	\$190.07 \$49.00	\$190.07 \$36.12	\$190.07 \$35.00	\$190.07	\$190.07 \$25.20	\$2,090.77 \$218.12
4-Apr	Round Table Meeting in Blyth Mileage		\$122.27 \$22.40										\$122.27 \$22.40
5-Apr	HCFA Meeting Mileage							\$122.27 \$65.80					\$122.27 \$65.80
9-Apr	United Way Community Cttee				\$91.70								\$91.70 \$0.00
10-Apr	BIA				\$91.70								\$91.70 \$0.00
16-Apr	Council Mileage	\$190.07	\$190.07 \$21.70	\$190.07 \$51.10	\$190.07	\$190.07	\$190.07	\$190.07 \$49.00	\$190.07 \$36.12	\$190.07 \$35.00	\$190.07	\$190.07 \$25.20	\$2,090.77 \$218.12
17-Apr	Heritage Committee Mileage											\$91.70 \$25.20	\$91.70 \$25.20
18-Apr	Joint County Education				\$122.27	\$122.27		\$122.27				\$122.27	\$489.08 \$0.00
25-Apr	Appreciation Evening for Big Brothers Mileage											\$122.27 \$67.76	\$122.27 \$67.76
29-Apr	Emergency Mangement Training Mileage					\$122.27 \$28.00		\$122.27 \$68.60					\$244.54 \$96.60
	mileage to Brussels Medical Dental for Alarm calls			\$45.36									\$45.36 \$0.00
	Total	\$570.21	\$779.98	\$768.87	\$875.88	\$842.75	\$570.21	\$1,218.42	\$678.57	\$675.21	\$570.21	\$1,075.01	\$8,625.32



**Municipality of Huron East  
Administration Committee Meeting Minutes  
72 Main Street South, Council Chambers, Seaforth, ON  
Monday, May 13, 2024**

**Members Present:**

Chair McLellan, Mayor MacLellan, Councillor Chartrand, Councillor Fisher and Councillor McGrath

**Staff Present:**

CAO Brad McRoberts, and Clerk Jessica Rudy

**1. Call to Order and Adopt Agenda**

Chair McLellan called the meeting to order at 4:00 p.m.

Moved by Councillor Chartrand and Seconded by Councillor Fisher:

That the agenda for the meeting dated May 13, 2024 be adopted as circulated.

Carried

**2. Disclosure of Pecuniary Interest**

None declared.

**3. Minutes of Previous Meeting**

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Administration Committee approve the August 22, 2023 meeting minutes.

Carried

**4. Motion to go into Closed Session**

Moved by Mayor MacLellan and Seconded by Councillor Fisher:

That a closed meeting of the Administration Committee be held on Monday, May 13, 2024 at 4:01 p.m. in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

**4.1** 239(2)(f) – advice that is subject to solicitor-client privilege regarding in relation to an agreement

**4.2** 239(2)(e) – litigation or potential litigation affecting the municipality in relation to an agreement

And That CAO Brad McRoberts and Clerk Jessica Rudy remain in closed session.

**5. Motion to Reconvene into Open Session and Reporting Out**

Moved by Councillor Chartrand and Seconded by Councillor Fisher

That the Administration Committee reconvene into open session at 5:18 p.m.

Carried

Chair McLellan report that the Committee went into closed session receive advice subject to solicitor client privilege and litigation or potential litigation affecting the municipality in relation to agreements.

## **6. Other Business**

## **7. Adjournment**

Moved by Mayor MacLellan and Seconded by Councillor McGrath

The time now being 5:19 p.m. That the meeting now adjourn.

Carried

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Alvin McLellan, Chair

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Jessica Rudy, Clerk

## Huron East Administration

**To:** Mayor MacLellan and Members of Council  
**From:** Brad McRoberts, MPA, P. Eng.  
**Date:** June 4, 2024  
**Subject:** Branding & Human Resource Information System

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### **Recommendation:**

That the Municipality of Huron East Council support staff's recommendation to proceed with the municipal re-branding;

And that Municipality of Huron East Council support staff's recommendation to proceed with the implementation of the acquisition of JBS Time Manager;

And that the funding for the municipal re-branding and time and attendance software be drawn from the Modernization Reserve.

### **Background:**

#### **Branding:**

Staff would like to move forward with the re-branding of Huron East. We did apply to the Ontario Ministry of Agriculture, Food and Rural Affairs' Rural Economic Development Fund for this project; however, our application was unsuccessful. Re-branding Huron East has been identified as a priority for the municipality. To address the goal of "enhancing communications with our residents", the Municipal Strategic Action Plan has the following objective slated for this year:

Engage an external company to work with staff to complete a branding project to establish a consistent Huron East brand across all programs, projects, and facilities. (The primary Huron East brand/logo can include secondary branding for the traditional communities within Huron East.)

It is vital that we complete a re-branding exercise prior to moving forward with other projects, such as wayfinding signage, to ensure a consistent look. The project is estimated to cost between \$15,000 and \$20,000. We would like to utilize funds from our Modernization Fund Reserve to hire a graphic designer to create a brand package for Huron East. This project fits with the goal of the Modernization Fund of improving service delivery.

#### **Human Resource Information System (HRIS):**

Currently, employees manually fill out timesheets, print them off and hand them to their supervisor or manager. The manager reviews, signs and provides them to the HR Coordinator for payroll process. There is no ability to subsequently review, forward plan, or track hours worked, lunch breaks, absences, or vacation requests.

The HR Coordinator is then required to manually enter the information and manually calculate part time employee statutory holiday entitlements. It takes at least 2 days to complete a payroll cycle. Implementing this new system would take this transaction down to 2 hours. If managers want to know vacation, sick, and overtime balances, the HR Coordinator has to go into each employee's card in Great Plains and look at each employee's card. By giving supervisors and managers the ability to access this, it removes administrative burden. It lends to better time management, and where coverage is required it can be a huge assistant to ensure coverage.

Benefits of a time and attendance software include:

- Compliance;
- Payroll simplification and efficiency;
- Accuracy and precision;
- Prevention of time fraud or payroll abuse;
- Ability to pull more accurate data surrounding hours worked, specific to dates;
- Ability to manage and minimize absenteeism; and
- Reduction in labour costs due to inaccurate attendance reports and overpayment.

Staff have been evaluating options for a time and attendance software. Many are too complex for our purposes. In consultations with County of Huron staff we became aware of JBS Time Manager.

JBS Time Manager is an all-in-one staff scheduling, time and attendance software solution. Employees can view their personal schedule, timecard, accruals and attendance. Managers and supervisors can view designated staff schedules. Employees can enter their availability and submit requests to book time off and exchange shifts with other employees. This platform was recommended after consultation with the County of Huron, who has used the system for several years. Feedback was overwhelmingly positive for ease of use and the employees and managers find it to be a useful tool.

One of the benefits about the system is that it is easy to use, it replaces hand written timecards, employees can see their schedule and request time off and it links right to

the schedule, approval happens right within the system, and even if we switch from Great Plains to another system it would remain. They are also reasonably priced.

One time cost of \$10,050 +HST and then annual support and update fee is \$895 commencing at the start of the second year.

We would continue to use HRdownloads for training, document resources, and we will transition to use this as an HRIS – including performance management, emergency contacts, anniversary dates, birthdays, and other confidential information.

Currently, JBS has the following government based clients in Ontario:

- Algoma District
- City of Guelph
- City of Kawartha Lakes
- City of Hamilton
- Cochrane District
- County of Essex
- County of Frontenac
- County of Grey
- County of Huron
- County of Lennox & Addington
- County of Middlesex
- County of Northumberland
- County of Oxford
- County of Prince Edward
- County of Renfrew
- District of Nipissing DSSAB
- Haliburton County
- Hastings-Quinte
- Lanark County

- Manitoulin-Sudbury DSSAB
- Niagara Region
- Norfolk County
- Perth County
- Peterborough County
- Rainy River DSSAB
- Region of Durham
- Region of Peel

The above approach provides a very cost effective approach to implementing a Human Resource Information System (HRIS) as recommended in the 2022 Huron East Municipal Service Delivery Review.

**Communication:****Branding:**

- Public input is a very important component of the branding project. We will be gathering feedback from the public through social media and our community engagement website to ensure that the new brand accurately reflects our community's identity and values. Through participation, we hope that residents, business owners and other community stakeholders will develop a sense of ownership over the brand, fostering a stronger commitment to promoting and maintaining the brand. We will bring awareness to this project through press releases, print media and social media.

**Human Resource Information System:**

- Once in place all staff will be provided training on its use and all supervisors will be provided more comprehensive training on use of the management side of the software.

**Others Consulted:** Department Heads and Staff.

**Financial Impacts:****Branding:**

\$14,000 from Modernization Fund

**Human Resource Information System:**

We would like to be in the position of having this fully operational for January 1, 2025. As such we would need to commit these funds in 2024. There was no allocation of funds in 2024 for this to be implemented, as such we are recommending that we use a portion of the unused provincial Modernization Fund to support this cost. The Annual cost can be accommodated in the existing budgets.

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

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Brad McRoberts, MPA, P. Eng. CAO*Taralyn Cronin (Original Signed)*

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Taralyn Cronin, EDO*Jennifer Fulmer (Original Signed)*

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Jennifer Fulmer, HR Coordinator

## Huron East Administration

**To:** Mayor MacLellan and Members of Council  
**From:** Brad McRoberts, MPA, P. Eng.  
**Date:** June 4, 2024  
**Subject:** Succession Plan Update

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### **Recommendation:**

That the Municipality of Huron East Council receive the report on Succession Plan Update for information.

### **Background:**

In 2023 Council approved the implementation of a Succession Plan and staff began the initial phases of this plan in June of 2023. The primary goal of the succession plan was to establish an organizational structure that allowed for and promoted progressive development and advancement of staff to more senior roles within the organization. The Succession Plan in concert with a comprehensive workforce strategy (i.e. competitive wage and benefits) will work together to improve attraction and retention of staff.

Secondary goals of the Succession Plan were to establish greater operational staff capacity. Greater staff capacity would lead towards improved levels of service, greater efficiencies, and ability to consider and implement innovative and progressive approaches to service delivery.

The implementation of the Huron East Staff Succession Plan has greatly improved collaboration and communication between departments, resulting in efficiencies and improved public service. The promotion of recreational programming, facilities, pools, parks and trails has significantly increased as a result of the Economic Development Officer and Director of Community Services working together to promote the activities that exist across the municipality. This partnership has also made it possible to apply to funding programs to create new recreational opportunities and drive visitors to our community. Public Works and Community Services are collaborating on shared resources. Finance and Clerk's Department are assisting and supporting other departments on a regular basis. There is a far greater "Team" approach to all service areas.

The following report outlines the numerous successes achieved in the last 12 months.

### **Finance**

- Tax collection
  - New general ledger accounts created for each tax code to document various property tax transactions
  - Fixed allocation accounts created for education tax distribution to the four school boards for business properties



- Changes will be beneficial in recording, analyzing, and balancing taxes
- Changes allow the financial system to generate records automatically versus utilizing various manual and time consuming spreadsheets thus reducing potential for calculation errors
- Tangible Capital Asset (TCA)
  - New general ledger accounts and framework established for classifying TCA in CityWide TCA software and Great Plains financial system
  - TCAs will also be reclassified with a level of detail within the CityWide software to improved management use and enhancement of Asset Management Plan
  - Changes improve efficiency and accuracy for reporting on Asset Management and for provincial report on the annual Financial Information Return (FIR)
  - Changes enhance and improve reporting, analyzing and balancing of TCA
  - Changes allow for the financial system to generate records versus utilizing various manual and time consuming spreadsheets thus reducing potential for calculation errors
- Year end
  - Various improved finance processes will ensure that the year end process is finalized more efficiently
- Accounts Receivable/Utilities
  - Encouraging residents to enroll in e-send and pre-authorized payment program, uptake has been encouraging
- Working with various departments to streamline billings and payments received
- Payables
  - Move to making payments by electronic funds transfer (EFT) only has been well received
  - Process between 10-15 paper cheques per run (some government agencies and businesses do not accept EFT)
- Improvement to insurance risk management efforts leading to lower premiums

## Clerks/CAO

- Significant improvement in departmental collaboration and cooperation on multiple initiatives
- Implementation of Service Delivery Review recommendations – all are either in progress or completed
- Development and implementation of Corporate and Community-based Strategic Plan
- Communications:
  - Addition of “Communication” as a key subject heading in all reports
  - Increased social media presence
  - More professional and standardized quality to all social media posts
  - Advancement to more proactive communication
  - 16.95% increase in Facebook followers
  - 28.09% increase in Instagram followers
  - 267.57% increase in post frequency – resulting in better community awareness and outreach
  - 42.86% increase in website users

- Structural improvements to procedural by-law thereby improving clarity and efficiency to Council agendas
  - Ongoing improvements and consistent updates to municipal website
- Greater capacity to focus and direct improvements to various department and to manage change
- Implementation of an electronic document management system (FileHold)
- utilizing a summer student to purge records to align with our retention schedule, this year focus on purging and scanning municipal drain files in particular
- Live streaming of Council meetings and ability to have hybrid participation
- Numerous enforcement bylaw updates (clean yards, property standards, off road vehicles, refreshment vehicles and animal control)
- Records management and privacy policies
- Changes to agenda building process to include hyperlinks and an accessible PDF

### **Municipal Drains**

- Regular reporting to Council
- Increased meetings and quick responses to landowners
- Improved process between drainage superintendent and finance

### **Community Services**

- Strategic goal setting with the new formed Recreation Advisory Committee
  - Developed vision and mission statements
  - Developed strategic goals for the committee to use as a road map for setting and completing priorities
- Success from the HERAC
  - Increased communications through social media
  - Increased/unified program services in Brussels, Summer Day Camp, Aquatic Rehab
  - Printed program promotion material for Aquatic Rehab program
  - Unified rates for all recreation programs throughout Huron East
  - Purchase and development of an online Recreation Management Software program, launch date come up in June
  - Increased staff for the Brussels pool to increase operation hours and quality programming
- Grants
  - Three grants have been submitted in efforts to obtain financial support for the Quebec Park in Vanastra
  - Six Canada Summer Job grant applications submitted for 23 student positions in efforts obtain financial support for summer student wages.
- Brussels Morris and Grey Community Centre
  - Worked with interested tenant for the fitness gym, determined rental fees, terms and conditions, and development of an agreement
- Events
  - Huron East student Job Fair

- Day Care
  - Team effort to revamp Day Care Parent Hand Book, policy and procedures for service fee charges
  - Work with County to obtain funding for roof repair work, office renovation for supervisor and staff room. Competed a County grant application for Emergent Funding to cover the cost incurred by Municipality due to increased operation cost, with a rate freeze implement by the Ontario Government
  - Obtained custodian contract for Day Care, Town Hall and Seaforth Library
  - Restructure Day Care management, implementing a Supervisor position
- Improvement of quality and standardization of recreation services
- Implementation of overall staff “pool” to support and staff all operation centres
- Improved oversight structure for **all** aquatic services
- Updated and enhanced security systems at all municipal buildings
- Improved procurement for building operational cleaning and washroom supplies leading to overall cost savings

## Public Works

- Digitizing Routine Patrol Records and using GPS tracking
- New Municipal Consents and Work in the Right of Way permit process to ensure better controls and reduce risk on municipal right of ways
- Purge and clean-up of public works office

## Economic Development

- Reformatting of Economic Development Committee to include citizen appointments representing various sectors leading to better representation & communication
- Print and electronic marketing materials to promote the self-guided historical walking tours, trails and visitor attractions and eateries in Huron East;
- Creation of a video to promote everything that Huron East has to offer for resident, business, employee and visitor attraction purposes;
- Partnerships with the County of Huron to promote our historical walking tours and visitor attractions to a wider audience (e.g. utilizing Driftscape) and organize events for business owners and community leaders;
- Re-brand of the Huron East Tourism Facebook page to the Huron East Shop and Discover page to promote and support all Huron East businesses and promote events happening in our community;
- Creation of Instagram page for Shop and Discover Huron East to target younger audiences;
- Over \$11,000 in funding obtained towards marketing and promotions in 2023 and \$39,000 so far in 2024 to go towards wayfinding signage and marketing and promotion;
- Updated Business and Community Organization Directory;

- Developed a quarterly e-newsletter and e-mail list to keep business owners informed of business supports, funding opportunities, and news pertinent to their business;
- Creation of a Community Improvement Plan encompassing the entire municipality and implementation of programs for commercial, industrial and agricultural property owners to encourage private investment in our communities;
- Creation of both public and private databases of vacant industrial and commercial properties and buildings to more efficiently connect entrepreneurs and investors to opportunities;
- Development of a logo and brand for the community of Brussels in preparation of re-branding Huron East to incorporate the brands of our communities of Brussels, Seaforth and Vanastra; and
- Regular attendance at both the newly created Seaforth and Area Community Network and Brussels Community Alliance meetings to improve communications between community organizations and the municipality.

### **Building & Planning Services**

- In house ability to complete title searches and registrations (Teraview)
- Streamlining planning applications through Cloud Permit
- Improved capacity to track and monitor all permit applications, planning applications and site plan control agreements improving overall quality and efficiency of service
- Rapid processing and review of all permit applications
- Capacity to be able to accommodate pending implementation of vacant building by-law

### **Fire**

- Although no direct resources allocated to fire through the succession plan, the implementation of the plan has permitted capacity in the CAO to be able to manage this department through a very critical stage

### **HR**

- Recruitment since January: 14 students, 8 firefighters, 1 facility operator, 1 water and sewer operator, 1 heavy equipment operator, 1 financial analyst, 1 RECE
  - Recruitment process has been streamlined – prescreening is saving time for managers, employment contracts have been reviewed and updated, use of behavioural and leadership assessments, decisions based on qualifications and fit
- Creation of summer student onboarding day – including training and formalized sign off sheet
- Joint Health & Safety Committee back up and running – working through certification process with employees
- More support for supervisors and managers looking to address performance
- Better management of vacation, sick and overtime balances
- All monthly remittances are done immediately – ahead of schedule in some cases to ensure compliance and no interest/penalties – OMERS, WSIB, EHT,

Receiver General, Equitable Life – change in process to not wait but rather do it as soon as payroll is complete

- Annual OMERS reporting, annual WSIB reconciliation, public sector salary disclosure, all completed ahead of schedule
- Roll out of flexible work agreements and worked to ensure that services were not interrupted
- Closer management of employees off of work for medical purposes
- Process improvement – monthly Equitable Life billing no longer re-typed into a spreadsheet – worked with accounting to streamline this process and check and balance no longer goes through the clearing account.
- Roll out of performance appraisals to department heads

**Communication:**

Accomplishments will be periodically posted through social media as part of Departmental Updates. This aligns perfectly with our newly approved Huron East Strategic Plan, Goal 4.3 – “Recognizing and rewarding hard work and excellence among our employees”, Action Item 2.

**Others Consulted:** Department Heads and Staff.

**Financial Impacts:** None.

**Signatures:**

**Brad McRoberts (Original Signed)**

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Brad McRoberts, MPA, P. Eng., CAO

**Huron East**  
**Administration**

**To:** Mayor MacLellan and Members of Council  
**From:** Jessica Rudy, Clerk  
**Date:** June 4, 2024  
**Subject:** Council Remuneration and Green Fund Donations

---

**Recommendation:**

That the Council of the Municipality of Huron East provide direction to staff in regard to Council Remuneration.

**Background:**

At the April 16, 2024 Council meeting, staff were directed to bring forward a report on Council remuneration compared to local municipalities and the exact costs of Council Remuneration, to date, excluding any citizen expenses.

Attached to this report is the 2021 Remuneration Comparable chart, which was provided to the Council Review Advisory Committee in 2022. Part of the mandate of this Committee was to review Council Remuneration and Composition. In regard to this mandate the following recommendation was brought forward to Council, noting that no action is recommended concerning the compensation of Council:

Now therefore the Council Review Advisory Committee recommends to the Council of the Municipality of Huron East the following:

That the Council of the Municipality of Huron East move to a nine member Council for the 2026 Term as follows:

- Mayor
- Deputy Mayor to be appointed by Council
- 2 representatives for a new ward that combines Brussels and Grey
- 2 representatives for a new ward that combines McKillop and Seaforth
- 2 representatives for the current Tuckersmith ward
- 2 Councillors elected at large

And that Council undertake consideration and discussion by 2029 to eliminate the ward system and move to an at-large election;

And That the Council of the Municipality of Huron East take no action in regards to Council compensation at this time.

The current Council rates are as follows:

<b>Honorariums (Annual)</b>		<b>Meeting Rates</b>	
Mayor	\$12,477	Council Meeting	\$190.07
Deputy Mayor	\$9,215	Committee Meeting	\$91.70
Councillors	\$6,832	Municipal Meetings (not a dedicated committee/council mtg)	
		i) less than 4 hours	\$122.27
		ii) greater than 4 hours	\$243.33

In 2024 staff wages were adjusted in conjunction with a pay equity review, during this time the question was raised on impacts to Council remuneration rates and if they would be adjusted, according to the policy. However, Council remuneration is a separate process and does not fall within the pay equity review process. The Municipal Act does require Council remuneration to be reviewed with every Term of Council. The Huron East Remuneration Policy states that Council remuneration rates are increased at the same percentage as staff increases as determined in the Employee Handbook, which is an annual cost of living increase, based off the Ontario August CPI. In 2024 this was an increase of 3.8%.

In 2023 Council received a total of \$156,611.81. To date (up to the month of April) Council has received a total of \$138,875.42, this includes annual salaries, meeting/conference attendance/registration, mileage and expenses. There are 11 Council meetings remaining in 2024, if all of Council were to attend every meeting it would add approximately \$23,000, plus mileage and any additional attendance at Committee meetings to the above noted figure.

### **Green Fund Donations**

On November 1, 2022 the following motion was supported by Council, regarding a voluntary donation to a Green Fund.

That the Council of the Municipality of Huron East allow Members of Council to voluntarily donate 10% of their mileage expenses to a green fund.

On April 16, 2024 Council requested that staff follow up on the process and steps to initiate the donation process.

Staff have reviewed the logistics on the automatic donation process and feel that, currently, the process would prove to be administratively burdensome and result in a significant use of staff time.

Staff are encouraging interested Council members to directly donate a portion of their pay or expenses to the Municipality of Huron East, this would also guarantee that the members would receive a donation receipt and allows a Councillor to pick specific projects they would like their donation to go towards.

**Comments:**

Staff are currently reviewing the current remuneration by-law and policy to ensure rates are still comparable and that meeting types/rates are clearly defined.

**Communication:**

Communication will be dependent on Council's direction.

**Others Consulted:**

CAO

**Financial Implications:**

To budget for Council honourariums, staff use a 3% increase over the years, until the CPI increase is determined. If Council were to freeze honourariums for the remainder of the term, there would be no further adjustments to salary and meeting rates would stay the same as 2024 and the subsequent budgets would likely look very similar to what is paid in 2024. It should be noted that if Council chooses to freeze the rates then all public committee member's rates would also be frozen.

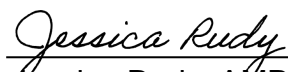
Council should further be aware that freezing Council remuneration will cause the potential for a large increase in subsequent terms, again having greater impact to that particular budget year.

**Attachments:**

[Attachment 1](#): 2021 Remuneration Comparison

[Attachment 2](#): Huron East Remuneration By-law

[Attachment 3](#): Huron East Remuneration Policy

**Signatures:**

Jessica Rudy, AMP, Clerk



Brad McRoberts, MPA, P. Eng., CAO



**2021 Remuneration Comparable**

	<b>Mayor</b>	<b>Deputy Mayor</b>	<b>Councillors Combined</b>	<b>Councillor Average</b>	<b>Total</b>
Huron East	\$20,595.70	\$15,049.92	\$110,283.63	\$12,253.74	<b>\$145,929.25</b>
Goderich	\$27,941.83	\$15,433.02	\$70,169.10	\$14,033.82	<b>\$113,543.95</b>
Morris-Turnberry	\$14,681.63	\$10,362.12	\$27,449.51	\$9,149.84	<b>\$52,493.26</b>
Howick	\$14,445.58	\$12,344.32	\$31,824.15	\$7,956.04	<b>\$58,614.05</b>
West Perth	\$23,822.28	\$17,739.29	\$100,477.59	\$11,164.18	<b>\$142,039.16</b>
North Perth	\$34,728.52	\$22,179.88	\$147,995.04	\$18,499.38	<b>\$204,903.44</b>
South Bruce	\$19,169.60	\$12,345.55	\$59,930.00	\$11,986.00	<b>\$91,445.15</b>
Lucan-Biddulph	\$23,197.98	\$18,805.88	\$51,341.74	\$17,113.91	<b>\$93,345.60</b>
Lambton Shores	\$32,227.76	\$26,166.92	\$140,111.30	\$20,015.90	<b>\$198,505.98</b>

THE CORPORATION  
OF THE  
MUNICIPALITY OF HURON EAST  
BY-LAW NO. 4-2013

Being a by-law to amend By-Law 74-2010 of the Corporation of the Municipality of Huron East.

**WHEREAS** under the provisions of Section 283 of the Municipal Act, S.O. 2001, c. 25 as amended, the Council of the Corporation of the Municipality of Huron East passed By-Law 74-2010 to establish remuneration and rates for the Council of the Municipality of Huron East effective January 1<sup>st</sup>, 2011.

**AND WHEREAS** by provisions of a resolution passed by the Council of the Corporation of the Municipality of Huron East, a policy was established granting annual increases to council remuneration and rates in accordance with policies contained in the Employee Handbook Policy for the Municipality of Huron East;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Huron East  
**ENACTS AS FOLLOWS:**

1. That operative clause 2 and 3 in By-Law 74-2010 be renumbered to 3 and 4 respectively.
2. That the following be inserted into by-Law 74-2010 as operative clause 2.
  2. Annual increases to remuneration and rates for Huron East Council shall be established in accordance with Huron East Policy 1.12 (Council Remuneration Policy)
3. That the provisions in Schedule “A” to By-Law 74-2010 pertaining to convention expenses, meal allowances and mileage expenses be deleted.
4. That this By-Law shall come into force and take effect on the date of final passing thereof.

**READ** a first and second time this 19<sup>th</sup> day of February, 2013.

**READ** a third time and finally passed this 19<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Brad Knight, CAO/Clerk

## MUNICIPALITY OF HURON EAST – POLICIES AND PROCEDURES COUNCIL REMUNERATION & CONVENTION POLICY

Pursuant to the provisions of By-Law 74-2010 of the Corporation of the Municipality of Huron East and the provisions of Sections 283 and 284 of the Municipal Act, S.O. 2001, c.25 as amended, this policy shall provide a consolidation of existing resolutions of Council and shall provide a summary of honorariums and rates for duly elected members of Council acting in their role as councillors in accordance with Section 224 of the Municipal Act, S.O. 2001, c. 25 as amended.

### Council Honorarium and Meeting Rates

Council honorarium and meeting rates established under the provisions of By-Law 74-2010 are subject to the provisions of the following resolution passed by the Council of the Municipality of Huron East on February 3<sup>rd</sup>, 2009.

*That Council of the Municipality of Huron East establish a policy that the Council remuneration rates be increased at the same percentages as staff increases in any given year.*

Annual staff increases are in accordance with Section 11 of the Employee Handbook for the Municipality of Huron East.

Council honorariums shall be paid bi-annually in June and December and shall compensate members of Council for conducting the business of Council in accordance with Section 224 of the Municipal Act, S.O. 2001, c.25 as amended.

Councillors, in addition to their annual honorarium and as part of their total honorarium shall be compensated for expenses while attending meetings as defined as follows:

- a) Council meetings
- b) Committee meetings that the Councillors have by Council resolution been appointed to attend.
- c) Municipal meetings including conferences and seminars that are defined as ½ day meetings for less than 4 hours or full day meetings for more than 4 hours.

### Convention & Miscellaneous Rates

*Councillors over a full term of Council may incur a maximum of \$5,000 over a two-year period for convention and seminar expenses. The allowance cannot be accumulated beyond the \$5,000 limit for any period during the Council term. (November 3, 2015)*

*Convention and seminar expenses used in the calculation of the maximum allowable allowance shall include registration, accommodation and miscellaneous expenses (meals and transportation). (November 3, 2015)*

*Councillors who incur more than the \$5,000 limit shall be required to reimburse the Municipality for amounts greater than \$5,000. (November 3, 2015)*

The Municipality shall reimburse Councillors for transportation expenses (most economically available) and for meal expenses incurred (exclusive of alcohol). Receipts shall be required for all transportation and meal expenses. The monthly mileage rates as provided by the County of Huron shall be used for reimbursing Councillors who use their own vehicle to attend municipal meetings/conferences/seminars.

Annual Statement of Remuneration & Expense

In accordance with the provisions of Section 284 of the Municipal Act, S.O. 2001, c. 25 as amended, the Treasurer shall annually, before March 31<sup>st</sup> provide Council with an itemized statement of remuneration and expenses paid to Council in the previous year.

**Municipality of Huron East**  
**Council Remuneration Policy (Policy 1.12)**  
**Schedule “A”**

	2013 <sup>1</sup>	2014 <sup>1</sup>	2015 <sup>1</sup>	2016 <sup>1</sup>	2017 <sup>1</sup>	2018 <sup>1</sup>	2019 <sup>2</sup>
<b>Council Honorariums (Annual)</b>							
Mayor	\$7,764	\$7,834	\$8,053	\$8,134	\$8,305	\$8,413	\$9,756
Deputy Mayor	\$5,693	\$5,744	\$5,905	\$5,964	\$6,089	\$6,168	\$7,321
Councillors	\$4,141	\$4,178	\$4,295	\$4,338	\$4,429	\$4,487	\$5,457
<b>Council Meeting Rates (Daily)</b>							
Council Meetings	\$135.94	\$137.17	\$141.00	\$142.40	\$145.40	\$147.30	\$150.98
Committee Meetings	\$65.24	\$65.83	\$67.70	\$68.40	\$69.85	\$70.75	\$72.92
Municipal Meetings							
- Less than 4 hrs	\$87.42	\$88.21	\$90.70	\$91.60	\$93.55	\$94.75	\$97.12
- Greater than 4 hrs	\$174.05	\$175.62	\$180.55	\$182.35	\$186.20	\$188.60	\$193.32

Notes:

1. Rates amended as per the direction of Council resolution dated February 3, 2009 to increase Council remuneration rates at the same percentage as staff increases in any given year. Staff increases are determined in accordance with Section 11 of the Employee Handbook (Policy 1.04).
2. 2019 Base Honorariums amended by Council resolution January 22, 2019.

(Approved by Council – February 19<sup>th</sup>, 2013)  
 (Amended by Council – November 3<sup>rd</sup>, 2015)  
 (Amended by Council – January 22, 2019)

## Huron East Administration

**To:** Mayor MacLellan and Members of Council  
**From:** Jessica Rudy, Clerk  
**Date:** June 4, 2024  
**Subject:** Flag Policy

---

### **Recommendation:**

That the Council of the Municipality of Huron East adopt the Flag Policy.

### **Background:**

The proposed policy allows the municipality to honour individuals and recognize significant efforts or groups and organizations within the community. The purpose of the policy is to establish guidelines for the display and lowering of flags at municipal facilities.

The proposed policy follows the guidelines for flying and displaying flags in accordance with the manner outlined by the Department of Canadian Heritage. The policy details when flags will be lowered, including periods of mourning for certain individuals and annual days such as the following:

- April 28<sup>th</sup>: Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day).
- June 23<sup>rd</sup>: National Day of Remembrance for Victims of Terrorism.
- Second Sunday in September: Firefighters' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service.
- September 30<sup>th</sup>: National Day for Truth and Reconciliation.
- November 11<sup>th</sup>: Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service.
- December 6<sup>th</sup>: National Day of Remembrance and Action on Violence Against Women.

At this point, staff have not included the raising of alternate/community flags i.e. the Pride Flag. Requests to fly alternate/community flags will be brought to Council for discussion and decision. At this point in time there is no dedicated pole for

alternate/community flags, as a result the Provincial flag would need to be removed in order to fly the requested flag.

**Comments:**

Staff did a quick poll with the community to garner the need for a section in the policy to have a community flag pole in order to raise alternate/community flags. We received 149 results from the quick poll, with 63.1% feeling that a community flag pole was not needed.

**Communication:**

A quick poll was utilized through our engagement platform (H.E.A.R) to garner public perception on a community flag pole.

When a flag is lowered notification will be posted on our Municipal website and subsequently through to social media.

**Others Consulted:**

CAO, Manager of Parks and Recreation, community consultation through the H.E.A.R. platform.

**Financial Implications:**

None.

**Attachments:**

[Attachment 1](#): CLK-02, Flag Policy

**Signatures:**

Jessica Rudy, AMP, Clerk



Brad McRoberts, MPA, P. Eng., CAO



## Flag Policy

### CLK-02

Approved by: Council

Date:

Last Review by: Clerk

Date:

#### Statement:

The Municipality of Huron East recognizes the symbolism of displaying flags as a visual statement that speaks to the solidarity that is shared by all citizens. This policy allows the Municipality to honour individuals and recognize significant efforts of groups and organizations within the community.

#### Purpose:

This policy is to establish guidelines for the display of flags at municipal facilities.

#### Scope:

This policy applies to all flags flown and displayed at the Municipal facilities and spaces in Huron East, which contain flag poles.

#### Flag Flying Protocol:

All flags will be flown and displayed in accordance with the manner outlined by the Department of Canadian Heritage.

The Municipal Flag will be flown at all buildings or facilities owned or operated by the Municipality where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, the National Flag of Canada shall be displayed.

Whenever the appropriate number of flag poles are available, it is typically preferred and appropriate to fly the National Flag of Canada with the Municipal Flag. Likewise, the Flag of the Province of Ontario should be flown or displayed with the National Flag of Canada and the Municipal Flag whenever the appropriate number of flag poles are available. For clarity, when displayed together, the order of precedence shall be:

1. The National Flag of Canada;
2. The Flag of the Province of Ontario;
3. The Flag of the Municipality of Huron East; and

#### 4. Alternate Flags

The National, Provincial and Municipal Flag should be flown or displayed properly and treated with dignity and respect at all times.

The Municipal Flag shall not be used for commercial purposes by an organization unless specifically authorized by the Council of the Municipality of Huron East.

The Municipality reserves the right to refuse, deny or restrict the use of the Municipal Flag with respect to where or how it will be flown or displayed.

#### **Flag Lowering (Half-Masting of Flags):**

The flying of flags at half-mast represents a period of official mourning or commemoration. Flag poles that are not equipped with the hardware required for half-masting are excluded from the half-masting provisions of this policy.

To honour the deceased, unless circumstances dictate otherwise, flags will be flown at half-mast from the time of death notification until end of day of the memorial service. Where there is no funeral or memorial service planned to take place, the half-masting of flags shall occur on the date of notification of the death up to a maximum of three (3) days, unless authorized for a longer period of time, at the discretion of the Clerk or CAO or in consultation with the Mayor.

Flags flown at municipally owned and operated buildings and facilities shall be lowered to a half-mast position, where it is appropriate and feasible to do so, as a sign of mourning upon the death of the following persons:

- The Sovereign and the Sovereign's immediate family
- Current and former Governors General of Canada
- Current and former Prime Ministers of Canada
- Current and former Lieutenant Governor of Ontario
- Current and former Premiers of Ontario
- Current Member of Parliament, or Member of Provincial Parliament
- Current Mayor or Member of Council
- Former Heads of Council
- Current employees of the Municipality of Huron East (including the Huron East Fire Department)
- An individual whose death occurs while functioning as a municipal volunteer or agent



- As directed by the Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario
- In instances of extraordinary significance as directed by the Clerk, CAO or Mayor.

Flags shall be flown at half-mast annually on:

- April 28<sup>th</sup>: Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day).
- June 23<sup>rd</sup>: National Day of Remembrance for Victims of Terrorism.
- Second Sunday in September: Firefighters' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service.
- September 30<sup>th</sup>: National Day for Truth and Reconciliation.
- November 11<sup>th</sup>: Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service.
- December 6<sup>th</sup>: National Day of Remembrance and Action on Violence Against Women.

If the Flag is half-masted, in accordance with this policy, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act:

- Victoria Day
- Canada Day

The flags will be lowered in accordance with this policy, or in extraordinary circumstances or in circumstances not identified herein, at the direction of the Clerk, in consultation with the CAO. In the event that the Clerk or CAO are unavailable to consider the half-masting of flags for extraordinary circumstances or in circumstances not identified herein, the Mayor will have the delegated authority to decide on the half-masting of flags.

When flags are flown at half-mast, the Clerk's Department will provide notice of the reason to all staff and Council and post on the Municipal website, and social media channels.

#### **Location of Flags on Municipal Property:**

The flag poles are located on Municipal lands/premises and regularly display the Canadian Flag as follows:

Location	Number of Poles
Town Hall	2
*BMG Ball Park	3
SDCC	2
Brussels Fire Hall	1
Grey Fire Hall	1
*Seaforth Fire Hall	1

\*Flags are cannot be lowered in these locations.

**Responsibility:**

The Clerk has authority to make administrative changes to this policy that do not change the intent and shall ensure this policy is reviewed as per governing policy and remains relevant to the needs of the Municipality, in accordance with legislative requirements and good business practices.

## Huron East Public Works

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

**From:** Barry Mills, Director of Public Works

**Date:** June 4, 2024

**Subject:** Kelly Pit Lease Agreement

---

### Recommendation:

That the Council of the Municipality of Huron East renew the lease agreement regarding the Lease for the Kelly Pit.

### Background:

The Kelly Pit, situated on Concession 3, Part Lot 24 and 25 in Grey Township, municipally addressed as 86013 Molesworth Line. Since 2000, the Municipality has utilized the subject lands under a lease agreement for gravel extraction for application of maintenance gravel to municipal roads. The existing lease agreement has expired, a new lease has been negotiated, the owners have signed it and are agreeable to the terms in the agreement.

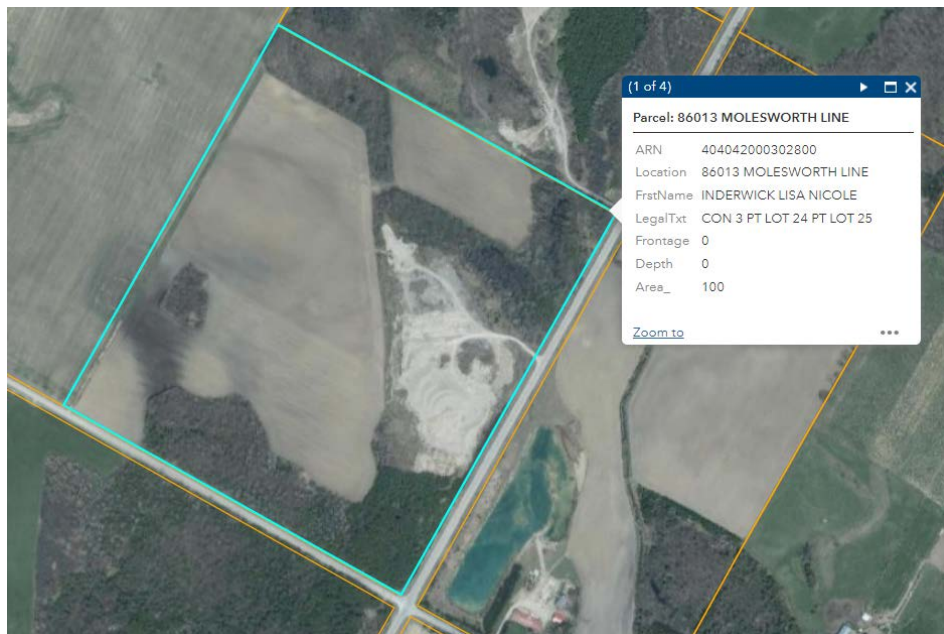


Figure 1: Kelly pit location

**Comments:**

The municipality initiated a process to amend the current license to allow for below water extraction. With Council's approval, the Municipality plans to move forward with extraction of approximately 400,000 metric tonne (MT) below the current waterline over a period of eight (8) years. The process of extraction will involve drag-lining, crushing and stock piling of aggregate for use on Huron East roads.

The agreement addresses: the term of the lease, payment provisions, access to the property, removal of aggregate, extension and termination of the agreement, insurance requirements and a right of first refusal should a sale of the land come forward. Further, the agreement will be registered on title to the subject lands and will be binding on the current and future owners.

**Communication:**

Staff has had continuous communication with the land owners.

**Others Consulted:**

Operations Manager, North Patrol Foreman, South Patrol Foreman, Planning and Operations Coordinator

**Financial Impacts:**

The ability to operate a municipal pit reduces the per tonne costs of aggregate required to maintain our roadway providing cost effective savings to Huron East taxpayers.

**Signatures:**

Barry Mills, C.Tech, Director of Public Works



Brad McRoberts, MPA, P. Eng. CAO

## Huron East Public Works

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

**From:** Barry Mills, Director of Public Works

**Date:** June 4, 2024

**Subject:** Roadside Grass Cutting Policy

---

### **Recommendation:**

That the Council of the Municipality of Huron East support the Roadside Grass Cutting Policy.

### **Background:**

For the 2024 fiscal year, the Public Works Department has taken over responsibility for roadside grass cutting. As a result, it is essential to establish a comprehensive policy that outlines our mowing practices and procedures. This policy will serve several important functions, ensuring that our roadside mowing is conducted efficiently, safely, and in a manner that meets the needs of our community.

By developing and implementing a comprehensive roadside mowing policy, Huron East can balance safety, environmental health, integrity of municipal road infrastructure, economic efficiency, and community aesthetics, leading to a more sustainable and pleasant living environment for all residents.

Regular mowing is completed to:

- ensure clear visibility for drivers, reducing the risk of accidents caused by overgrown vegetation obscuring traffic signs, intersections, and the edges of the road. Failure to do this properly can lead to liability for the municipality in the event of an accident
- help manage invasive plant species that might otherwise spread uncontrollably which could result in costly damages to road surfaces and drainage systems infrastructure.
- help stabilize soil and prevent erosion.

### **Comments:**

The attached policy is direct and clear, however, the Public Works Department anticipates public distress with policy statement Number 2: "On all roads the swathe shall be no more than 14' wide from the edge of the road. A cut greater than 14' wide may be required at specific locations at the discretion of the Public Works Operator for the purposes of health and safety."

Over the years, the roadsides of Huron East have undergone significant changes as boundary trees have aged and been removed. This has led to increased encroachment into the road allowance by various farm operators, with crops now being grown within the 14-foot swath that Huron East plans to mow.

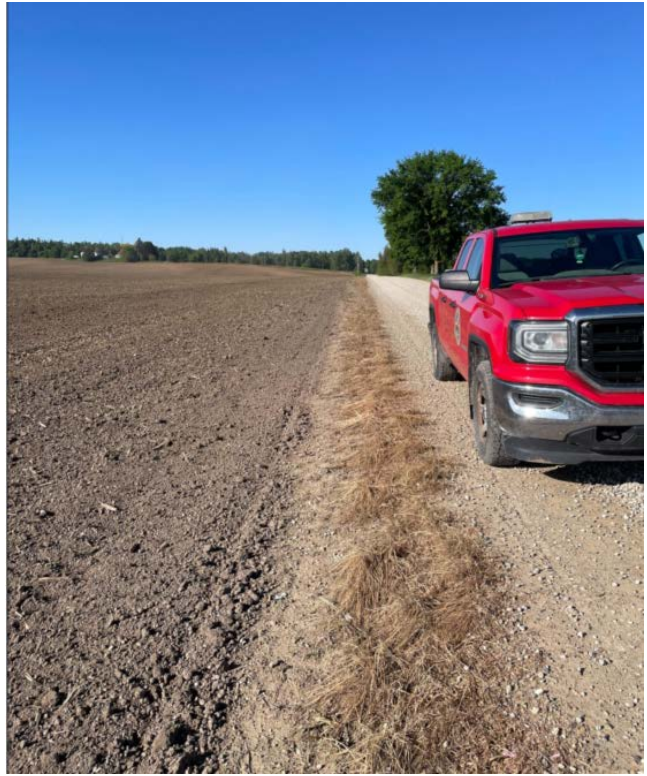


Figure 1 & 2 – Example of Farm Operations encroaching onto road allowance. Photos are of Mount Pleasant Line showing 3 feet of grass already burnt off with roundup. Heavy snow issues on this road section usually requiring high winging and pushing banks back in a typical winter

While we understand the value of crops and workable acreage, this encroachment has created complications for roadside maintenance, particularly in winter when snow plows need to use parts of the roadside to push back snow. The roadside "crop land" is often softer, causing snow plows to get stuck in the ditch, leading to maintenance delays and unnecessary predicaments.

For these reasons, it is essential for Council to understand and support enforcement of the Roadside Grass Cutting Policy.

### **Communication:**

The Roadside Grass Cutting Policy will be communicated through multiple channels to ensure comprehensive awareness and understanding:

1. **Website Announcement:** The policy will be prominently featured on the Huron East website.
2. **Direct Mail Notices:** Personalized letters will be sent to farm operators directly affected by the policy. These letters will explain the policy and its importance in maintaining safe and accessible roadsides.

3. **Newsletter Inclusion:** Notification of the new policy will be included in the bi-annual municipal newsletter, ensuring that all residents are informed.

By using these communication methods, we aim to reach a broad audience and ensure that everyone understands and supports the new policy.

**Others Consulted:**

Operations Manager, North Patrol Foreman, South Patrol Foreman, Planning and Operations Coordinator

**Financial Impacts:**

None.

**Attachments:**

[Attachment A:](#) PW-01, Roadside Grass Cutting Policy

**Signatures:**

*Barry Mills*

Barry Mills, C.Tech, Director of Public Works

*Brad McRoberts*

Brad McRoberts, MPA, P. Eng. CAO



## Roadside Grass Cutting

### Policy No. PW – 01

Approved by: Council	Date: June 2024
Last Review by:	Date:

#### Statement:

The Municipality of Huron East will implement the annual roadside grass cutting program between May and September.

#### Purpose:

The Municipality of Huron East has a duty to ensure that road users have safe passage along the roadway. In relation to vegetation, this has been interpreted to mean that overhanging branches are cut back and that grass is cut, such that forward visibility is not unduly impaired.

There are approximately 538 kilometers of roads in Huron East that require grass cutting maintenance.

#### Policy:

1. Throughout the Municipality there will be at least two cut per year to all rural roadsides on the Municipal Road network.
2. On all roads the swathe shall be no more than 4.26 metres (14 feet) wide from the edge of the road. A cut greater than 4.26 metres (14 feet) wide may be required at specific locations at the discretion of the Public Works Operator for the purposes of health and safety.
3. Other equipment (brush cutters etc.) may be used on a limited number of sites where access with a tractor and mower is not possible.
4. A complete cut of the entire roadside width may be undertaken at the discretion of the Public Works Foreman to prevent scrub encroachment onto the roadside and to restore forward visibility for health and safety purposes.
5. More frequent cutting may be required to maintain visibility splays in any location deemed necessary. This will be at the discretion of the Public Works Foreman for the purposes of health and safety.
6. Additional cutting may be done where required to facilitate maintenance work, such as surface treatment or ditch cleaning, though this will be one off and not added to routine works unless required under the existing policy criteria.

#### Responsibility:



The Public Works Department will be responsible for the roadside grass cutting maintenance.



The Brussels Leo Club

Box 340 Brussels, ON N0G 1H0

Dear Mayor, Municipal Councillors:

As you all know the Brussels Leo Club is a continually active community youth service group located in Brussels. We have partnered with the Municipality on many successful projects including the playground in the conservation area and the Leo Dog Park with drinking fountain. Our newest project (picked by the members) is to install a Lions drinking fountain. Many of you will remember these fountains as they were extremely popular in our small towns about 30 years ago. Teeswater is the only town in our area that still has one. These are iconic and attractive in any town and will prove to be a stopping point for many people.



In speaking with the municipality, the best spot would be outside the Brussels Library, where the phone booth used to be. This will allow for minimal construction as the fountain will use the water source from the building and drain back into the building. The Brussels Leos will pay for the drinking fountain itself and the plumber to hook it up. We are asking for help from the municipality in digging the line and backfilling the hole. This water fountain will follow the same thinking as the one near the dog park and will become the property of the municipality once it is installed. Municipal staff have said they will support this idea, so we are asking for councils support also. We are hoping to install this fountain either this fall or next spring depending on the building time frame as the fountains are made in Ohio. Thank you for listening to our request and we feel proud to be supported by our municipal government in our service activities. If there are any questions, we would be happy to answer them.

The Corporation  
of the  
Municipality of Huron East  
By-law No. 047 for 2024

Being a By-law to Authorize the Execution of an Agreement  
for the Purpose of Leasing Land for Gravel Extraction and  
Repeal By-law 03-2016.

**Whereas** the Municipal Act, S.O. 2001, c.25, as amended, s. 8(1) contains broad authority to municipalities to enable municipalities to govern its affairs as it considers appropriate;

**And Whereas** pursuant to Section 9 of the Municipal Act, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**And Whereas** pursuant to Section 11(2)3 and 11(2)4 of the Municipal Act, a municipality, acting within its sphere of jurisdiction may pass by-laws pertaining to the financial management of the municipality and matters pertaining to public assets of the municipality;

**And Whereas** the Council of the Corporation of the Municipality of Huron East under the provisions of By-law 03-2016 entered into an agreement with the owners of Part Lot 24 and 25, Concession 3, the Municipality of Huron East, County of Huron (PIN 41347-0070) for the purposes of gravel extraction;

**And Whereas** the Municipality of Huron East is desirous of entering into a similar agreement with the owners of licensed gravel pit operations on Part Lot 24 and 25, Concession 3, of the Municipality of Huron East, County of Huron (PIN 41347-0070) for the purposes of gravel extraction;

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

- 1. That the Mayor and Clerk are hereby authorized and instructed to enter into an agreement with Lisa Nicole Inderwick and Philip Robert Kelly, attached hereto as Schedule “A”.
- 2. That By-law 03-2016 is hereby repealed.
- 3. That this by-law shall come into force and take effect on the date of final passing thereof.

**Read** a first and second time this 4<sup>th</sup> day of June 2024.

**Read** a third time and finally passed this 4<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Jessica Rudy, Clerk

**This Agreement** made in quadruplicate as of this 16 day of May, 2024.

**Between:**

**Lisa Nicole Inderwick**  
of the City of Ottawa

– and –

**Philip Robert Kelly**  
of the City of Ottawa

Hereinafter called the “Vendors”

– and –

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

Hereinafter called the “Purchaser”

**Whereas** the Vendors are the owners of the property described in Schedule "A" attached hereto (the “Property”).

**Whereas** the Purchasers obtained and possess an aggregate extraction licence for the Property described in Schedule “A”.

**Now therefore** this Agreement witnesseth that in consideration of the sum of one dollar (\$1.00) now paid by the Purchaser to the Vendors, receipt of which is hereby acknowledged, the Parties agree as follows:

**Term**

- 1. The Vendors shall sell all aggregate which is of suitable use by the Purchaser from the pit owned by the Vendors located on the lands described in Schedule "A" attached hereto, to the Purchaser for a term of eight (8) years from the first day of January, 2024 and ending on the first day of January, 2032.

**Payment**

- 2. The Purchaser shall pay the Vendors for the said aggregate at a rate to be based on the 2023 rate of \$1.50 per metric tonne which shall be increased by the annual year over year increase in the Ontario Consumer Price Index (October).
- 3. The Purchaser shall pay the Vendors for the said aggregate by June 30<sup>th</sup> and December 15<sup>th</sup> of each year, unless otherwise agreed to by the Purchaser and Vendors.
- 4. In the event that HST is payable by the Vendors on the sale of the aggregate, then HST shall be in addition to the purchase price set out in paragraph 2 herein. The Vendors acknowledge that the Vendors have instructed the Purchaser that payment of HST on aggregate purchased is not required at the time of the signing of this Agreement as the revenues from this pit have not exceeded the minimum requirement for HST, however those revenues may change over time, resulting in a legal requirement for the Purchaser to pay and the Vendors to file HST. If, in the future, revenues exceed the minimum amount and trigger the need for HST to be added, the Purchaser agrees to pay relevant HST to the Vendor and the Vendor agrees to file and remit the relevant HST to Canada Revenue Agency.

**Access**

5. The Vendors shall allow the Purchaser free and uninterrupted access to the pit area over a roadway to be maintained by the Purchaser. Any aggregate required for the roadway shall be supplied by the Vendors.
6. The Vendors shall be permitted to use the property described for agricultural purposes provided it does not interfere with the removal of aggregate by the Purchaser. Without limiting the generality of the foregoing, the Vendors, their invitees and assigns shall be permitted to use the pit to access the balance of their lands and shall be permitted to use the balance of their lands for agricultural purposes.
7. The Vendors shall be permitted to allow seasonal hunters on the property. The Vendors shall provide to the Purchasers, a name, phone number and email address of each individual permitted to hunt on the said lands together with the dates the individuals will be occupying the lands described in Schedule "A".

**Removal of Aggregate**

8. The Purchaser shall determine in its sole discretion the quantity of aggregate to be removed at any time, the time of year the aggregate is to be removed and the means by which the aggregate is to be removed.
9. The Purchaser shall have the right to erect or park on the pit area of the land described, any structures that may be deemed necessary for the storage of equipment, removal of aggregate or measuring the quantity of aggregate removed.
10. The Parties agree that the Vendors shall be allowed to remove any amount of aggregate from the pit on the property provided it is for the Vendors' own use. The Vendors shall not sell aggregate from the property to any other Party without first obtaining the consent of the Purchaser in writing.

**Extension and Termination**

11. The Parties agree that the agreement herein may be extended beyond the initial term, for an additional eight (8) years, subject to mutual agreement of the Parties.

The Parties agree that the Purchaser paid \$63,792.84 for licence amendment fees (the "Amendment Fees") on behalf of the Vendor.

In the event the Vendors terminate this Agreement, whether during the term, during any extension term or at the end of the initial 8-year term (by operation of law or otherwise), then the Vendor shall reimburse the Purchaser for the balance of the Amendment Fee over a period of 6 months beginning at the date of termination.

In the event the Purchasers terminate this Agreement, whether during the term, during any extension term or at the end of the initial 8-year term (by operation of law or otherwise), then there shall be no reimbursement by the Vendors to the Purchaser for the Amendment Fee paid by the Purchaser.

The Amendment Fees shall be amortized over 400,000 Metric Tonnes of aggregate removed, being \$0.15948 per metric tonne removed.

The Parties further agree that this Agreement may be terminated before the expiry of the eight (8) year term by either Party giving twenty-four (24) months written notice to the other Party of their intentions to terminate the Agreement.

**Insurance**

12. The Vendors covenant that it will maintain liability insurance on the said property with a limit of no less than \$5 million. In addition, the Purchaser shall be responsible for insuring their own interests in the property, including equipment and liability.

**Right of Refusal**

13. The Vendors hereby grant to the Purchaser the right of first refusal as to the Vendors lands legally described in the Schedule A hereto attached (the "lands"). Should the Vendors receive any bona fide offer for the lands, which offer the Vendors are willing to accept, the Vendors shall, prior to unconditionally accepting the said Offer, give the Purchaser written notice of such Offer by delivering a true copy thereof to the Purchaser by delivery to the following address:

P.O. Box 617, 72 Main Street, South, Seaforth, Ontario, N0K 1W0  
(or such other address stipulated to the Owner in writing)

And the Purchaser shall thereupon have the right during the next twenty-one (21) days thereafter (i.e. after the date of such delivery) to elect to purchase the lands for a price and upon the terms equal to or better than those contained in the said Offer. If the Purchaser does so elect, the notice given by the Vendors shall constitute a binding agreement of purchase and sale.

If the Purchaser does not close the transaction as contemplated in said Offer and such failure to close being the Purchaser's fault, then this Agreement shall be of no force and effect on the Vendors, and its successors in title and permitted assigns, and shall be considered to have expired and any amount remaining unpaid by the Vendors to the Purchaser for the fees incurred by the Purchaser in obtaining the Licence Amendment shall be forgiven.

If the Purchaser does not so elect to purchase, then the Vendors shall be free to accept the first mentioned offer and upon closing of the sale contemplated by such offer, this Agreement shall be of no force and effect with respect to the property sold and shall be considered to have expired with respect to the property and the Vendors shall pay to the Purchaser any amount remaining unpaid to the Purchaser for the Licence Amendment . If the lands are not sold under the terms of the first mentioned offer, then this Agreement shall continue in full force and effect.

The burden of this Agreement shall accrue to the Vendors and his/her/their permitted assigns.

The Vendors hereby agree that the Purchaser shall be permitted to register this Agreement (or notice thereof) on title to the lands and the Purchaser hereby agrees that the Vendors (or their successor in title and permitted assigns) shall be permitted to delete this Agreement (or notice thereof) from title to the lands upon expiry of said Agreement.

**Independent Legal Advice**

14. The Parties understand and agree that they have the right to obtain independent legal advice.

**Enurement**

15. Except as herein otherwise provided, the death of any Vendor shall not result in the termination of this Agreement and this Agreement shall be binding upon and enure to the benefit of the Parties hereto, their heirs, executors, personal representatives, successors in title, and assigns.

**Severability**

16. If any paragraph of this Agreement is found to be void or invalid, the remaining provisions of this Agreement shall nevertheless remain in full force and effect and shall be binding upon the Parties hereto with the same effect as though the void or invalid paragraphs were deleted.

**Counterparts**

17. This Agreement may be executed in counterparts. Electronic, facsimile or

photocopied signatures shall be considered as valid signatures

**IN WITNESS WHEREOF** the Parties hereto have hereunto set their hands and seals.

WITNESS

*Lisa Anderwick*  
\_\_\_\_\_  
Lisa Nicole Inderwick

*Philip Robert Kelly*  
\_\_\_\_\_  
Philip Robert Kelly

**IN WITNESS WHEREOF** The Corporation of the Municipality of Huron East has hereunto affixed its Corporate Seal at the hands of its proper signing officers.

THE CORPORATION OF THE MUNICIPALITY OF HURON EAST

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Jessica Rudy, Clerk

SCHEDULE "A"

Part Lot 24 Concession 3 and Part Lot 25 Concession 3 Grey as in R326083 S/T Debts in R326083 & R108882; Municipality of Huron East (PIN 41347-0070(LT)).



The Corporation  
of the  
Municipality of Huron East  
By-law No. 048 for 2024

Being a By-law to Delegate Authority to the Chief  
Administrative Officer, Treasurer and Clerk for  
Executing Purchase and Sales Agreements for the  
Municipality of Huron East and Repeal By-law  
084-2023

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

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

**And Whereas** the Municipality has approved the Sale or Other Disposition of Surplus Lands Policy, allowing the CAO to approval execute Agreements of Purchase and Sale, with the final approval of Council;

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

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

1. That the Chief Administrative Officer, Treasurer and Clerk are hereby delegated authority to execute the purchase and sales agreements for disposition of land in the Municipality of Huron East.
2. That By-law 084-2022 is hereby repealed.
3. That this by-law shall come into force and take effect on the date of final passing thereof.

**Read** a first and second time this 4<sup>th</sup> day of June 2024.

**Read** a third and final time this 4<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Jessica Rudy, Clerk

**The Corporation  
of the  
Municipality of Huron East  
By-law No. 049 for 2024**

Being a By-law to Delegate Authority to the Chief  
Administrative Officer, Director of Finance and Clerk for  
Executing Listing Agreements and Purchase and Sales  
Agreements for the Brussels Subdivision Development and  
Repeal By-law 060-2022

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

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

**And Whereas** listing agreements will need to be executed for each lot within the Brussels Subdivision Development;

**And Whereas** the agreements for purchase and sale will need to be executed for each lot within the Brussels Subdivision Development;

**And Whereas** Council deems it expedient to delegate authority to the Chief Administrative Officer and Director of Finance to execute the listing agreements and purchase and sale agreements;

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

1. That the Chief Administrative Officer, Director of Finance and Clerk are hereby delegated authority to execute the listing agreements for the Brussels Subdivision Development.
2. That the Chief Administrative Officer, Director of Finance, and Clerk are hereby delegated authority to execute the purchase and sales agreements for the lots within the Brussels Subdivision Development.
3. That By-law 060-2022 be hereby repealed.
4. That this by-law shall come into force and take effect on the date of final passing thereof.

**Read** a first and second time this 4<sup>th</sup> day of June 2024.

**Read** a third and final time this 4<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Jessica Rudy, Clerk

The Corporation  
of the  
Municipality of Huron East  
By-law No. 050 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 4<sup>th</sup> day of June, 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 Deputy 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 Deputy 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 4<sup>th</sup> day of June 2024.

**Read** a third time and finally passed this 4<sup>th</sup> day of June 2024.

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Bernie MacLellan, Mayor

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Jessica Rudy, Clerk