



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaforth, ON
Tuesday, August 13, 2024

Members Present:

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

Staff Present:

CAO Brad McRoberts; Clerk Jessica Rudy; Director of Finance/Treasurer Stacy Grenier; Director of Community Services Lissa Berard; Acting Fire Chief Marty Bedard; and Director of Public Works Barry Mills

Others Present:

Huron County Planner Shae Stoll

Brad Patton, Fire Services Advisor

Lyle Quan and Rick Monkman, Emergency Management Group Inc.

1. Closed Session

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That a closed meeting of Council be held on Tuesday, August 13, 2024 at 5:00 p.m., in Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of considering the following matters:

- 1.1** Adoption of June 18, 2024 and June 24, 2024 Closed Session of Council Meeting Minutes
- 1.2** 239(2)(f) - Advice that is subject to solicitor-client privilege
- 1.3** 239(2)(e) – litigation or potential litigation affecting the municipality
- 1.4** 239(2)(b)(d) - personal matters about identifiable individuals and labour relations relating to employee matters

And That Human Resources Coordinator Jennifer Fulmer remain in closed session for Item 1.2

And That Chief Building Official Brad Dietrich and Operations and Planning Coordinator Meaghan McCallum remain in closed session for Item 1.3

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

Carried

2. Call to Order and Opening Remarks

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

As part of the Mayors Opening Remarks, he noted that he attended the event to recognize Tom Philips 50 years of service with the Seaforth and Huron East Fire Department, and that the event also marked the 150th anniversary of fire service in Seaforth.

Mid-Huron Landfill and Recycling Committee asked staff to come back later in year for major purchases and committee suggested that municipalities pay according to those percentages of usage for operational costs only.

3. Motion to Reconvene into Open Session

Moved by Councillor Diehl and Seconded by Councillor Steffler:

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

Carried

Mayor MacLellan reported out from the Closed Session that Council discussed matters that were subject to solicitor client privilege, potential litigation affecting the municipality, labour and personal matters about identifiable individuals.

4. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

5. Confirmation of the Agenda

Moved by Councillor Wilbee and Seconded by Councillor Morrison:

That the Agenda for the Regular Meeting of Council dated August 13, 2024 be adopted as circulated.

Carried

6. Disclosure of Pecuniary Interest

Councillor Morrison declared a Conflict of Interest to Item 8.11, Accounts Payable, of the Consent Agenda due to being a member of the Brussels Lions Club, which is listed in the accounts payable report.

7. Minutes of Previous Meeting

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

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

7.1 Regular Meeting – July 9, 2024

Carried

8. Consent Agenda

Deputy Mayor McLellan requested to pull and support Item 8.2, The Town of Cochrane re: Ontario Regulation 391/21: Blue Box for 'Ineligible' Sources from the Consent Agenda.

Moved by Deputy Mayor McLellan and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East supports the resolution from the Town of Cochrane regarding Ontario Regulation 391/21: Blue Box for 'Ineligible' Sources.

Carried

Councillor Fisher requested to pull and support Item 8.9, Township of Larder Lakes re: Social and Economic Prosperity Review from the Consent Agenda.

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East supports the resolution from the Township of Larder Lakes regarding the Social and Economic Prosperity Review.

Carried

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That Consent Agenda items 8.1, 8.3 to 8.8, 8.10, and 8.12 to 8.15 be received for information and approved.

- 8.1** Association of Municipalities of Ontario/Ontario Medical Association re: Joint Health Resolution Campaign
- 8.3** Bluewater Recycling Association re: Board of Directors Meeting Highlights
- 8.4** Water & Sewer Committee Minutes - June 19, 2024
- 8.5** Huron County Federation of Agriculture re: Recent Severance Decision by Huron County Council
- 8.6** County of Frontenac re: Request for the Provincial Government to Recognize the Physician Shortage in Frontenac Country
- 8.7** Township of Schreiber re: Schreiber's Wastewater Treatment Plant
- 8.8** Town of Bradford West Gwillimbury re: Ontario Long-Service Medals

Resolution

- 8.10** Alzheimer Society Huron-Perth re: Anything for Alzheimer's Do-it-Yourself Fundraising Opportunity
- 8.11** Accounts Payable
- 8.12** Huron County re: Housing and Homelessness Monthly Share-Out
- 8.13** City of Toronto re: Requesting the Province to Support Family Physicians
- 8.14** CS-24-14, Recreation Management Software Update
- 8.15** July Council Expenses

Carried

Moved by Councillor Diehl and Seconded by Councillor McGrath:

That the accounts payable be accepted for information.

Carried [Conflict: J. Morrison]

9. Public Meetings/Hearings and Delegations

9.1 Presentation: Emergency Management Group re: Fire Community Risk Assessment

Lyle Quan, Vice President and Rick Monkman from Emergency Management Group Inc. appeared before Council to providing the results of the Huron East Community Risk Assessment, noting the Office of the Fire Marshall (OFM) Regulation 378-18, the nine mandatory sections of which the CRA profile is based, review concepts, treatment options for risks, a summary of the risks and next steps. A copy of the presentation is [appended](#) to the original minutes.

9.2 Delegation: Huron Community Family Health Team re: Request for Rent Decrease

Kelly Buchanan, Executive Director, Huron Community Family Health Team, appeared before Council to request a decrease in the rent at 32B 1 Centennial Drive, Seaforth, to be comparable to the surrounding communities and in order for the Family Health Team to stay within their allotted budget allowing them to create enhanced programming and provide care to the residents.

Council requested that staff bring forward a report to the next Council meeting to highlight the areas in the agreement that are maintained by the Municipality and the feasibility of a decrease in the rent.

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East direct staff to bring forward a report

regarding the feasibility of decreasing the rent at 32B 1 Centennial Drive, Seaforth for the Huron Community Family Health Team.

Carried

10. Planning

10.1 Planning Report re: Part Lot Control Exemption PLC02-2024

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

Moved by Councillor Dalton and Seconded by Chartrand:

That the Council of the Municipality of Huron East consider the By-law to provide exemption from Part Lot Control for Registered Plan 22M-22, Block 16, being Parts 1 to 10, Reference Plan 22R-7394 in Seaforth, Municipality of Huron East, County of Huron.

Carried

10.2 Planner's Report re: Part Lot Control Exemption PLC03-2024

S. Stoll provided an overview of the report and property details. A copy of the presentation is [appended](#) to the original minutes.

Moved by Councillor Fisher and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East consider the By-law to provide exemption from Part Lot Control for Registered Plan 596 part of Block 34, being Parts 1 & 2, Reference Plan 22R-7104 in Brussels, Municipality of Huron East, County of Huron.

Carried

11. Municipal Drains

12. Reports & Recommendations of Municipal Officers

12.1 CAO-24-22, Fire Community Risk Assessment

Moved by Deputy Mayor McLellan and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East receive the Huron East Community Risk Assessment, as presented by Emergency management Group.

Carried

12.2 CAO-24-23, Huron East Fire Service Structure Review

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East accept and approve the new organizational structure for the Huron East Fire Service.

Carried

12.3 CAO-24-24, Service Group Funding

Council discussed the proposed policy and noted that they would like to see the submission deadline moved to the end of October, the removal of how many times a group could receive funding and stated that the service groups should be provided the opportunity to review the draft policy, prior to approval.

In response, B. McRoberts noted that the grants are to be used as funding for groups that are doing something that benefits Huron East and are not meant to be a source of committed funding in their operational budgets. It was suggested that the service clubs which provide a service on behalf of the municipality, in which the municipality would otherwise have to budget for, be provided direct funding, similar to that of the proposal for the Seaforth Lions Club Pool.

Council directed staff to review the suggested changes of the policy, an outline of which service clubs would be considered for direct funding, potential reductions to the overall grant budget and requested that the policy be circulated to the service clubs for review and comment.

Moved by Councillor Diehl and seconded by Councillor Morrison:

That the Council of the Municipality of Huron East direct staff to bring forward a report regarding grant budget, direct funding for specific service clubs, and policy revisions on grant time frames and repetitive grants;

And That the various service clubs be consulted on the draft Grant Policy.

Carried

12.4 CAO-24-25, Seaforth Lions Club Pool

Moved by Councillor Chartrand and Seconded by Councillor Steffler:

Whereas the Municipality of Huron East recognizes the contribution that the Seaforth Lions Club provides in the operation of the Seaforth Pool;

And Whereas the Municipality wishes to ensure that it is open and transparent with taxpayer dollars;

That the Council of the Municipality of Huron East supports the recommendation from the Recreation Advisory Committee to establish a direct budgeted funding arrangement to support the Seaforth Lions Club Pool operation;

And That staff incorporate an operation budget line in the 2025 and future operational budget specific for the Seaforth Lions Club Pool operation for Council's consideration

and approval as part of the 2025 budget discussions.

And Further that the Seaforth Lions Club enter into an operational agreement for the Seaforth Lions Club Pool.

Carried

12.5 CLK-24-11, Citizen Appointments to the Huron East/Seaforth Community Development Trust

Moved by Councillor Wilbee and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East approve the citizen appointment of Neil Tam to the Huron East/Seaforth Community Development Trust for a term ending in 2026.

Carried

12.6 FIN-24-09, Amendment to 'Schedule B' of By-law 038-2024

Moved by Councillor Wilbee and Seconded by Councillor Newell:

That the Council of the Municipality of Huron East approve an amendment to 'Schedule B' of By-law 038-2024, being a By-law to Establish the Tax Rate, as described in report FIN-24-09.

Carried

12.7 FIN-24-10, First and Second Quarter Financial Variance Reports - 2024 Budget

Moved by Councillor Morrison and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East receive the First and Second Quarter Financial Variance Reports - 2024 for information.

Carried

13. Correspondence

13.1 Brian TenPas, Brussels Bangers Fastball Club re: First Annual Fall Ball Dance

Councillor Newell requested that the recommendation be amended direct staff b to work with the Brussels Bangers to ensure a safe and successful event.

Moved by Councillor Newell and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East declare the Brussels Bangers Fastball Club's First Annual Fall Ball Dance on September 30, 2024 from 7:00 p.m. to 1:00 a.m., as a significant event.

And That staff be directed to work with the Brussels Bangers to ensure a safe and successful event.

Carried, as Amended

14. Unfinished Business

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

Mayor MacLellan noted that he will be asking County Council to consider a By-law on dropping waste at the recycling centre, due to a recent incident of large quantities of paint being left at the Huron Landfill and Recycling Centre.

Deputy Mayor McLellan thanked Public Works staff for the use of a Huron East truck for Bluevale's 170th parade on August 10th.

15.1.2 Other Boards/Committees or Meetings/Seminars

Councillor Fisher provided an update with the Huron East United Way Committee, noting that they are planning a community market in 2025 for Seaforth and Brussels where individuals can buy groceries at cost.

Councillor Newell updated that the Council of the Municipality of North Perth, confirmed through a vote, that they would not allow the use of ATV's on the North Perth Trail.

15.2 Requests by Members

Councillor Fisher requested that staff ask for an increased presence of OPP and speed traps during the first couple of weeks of September, due to children returning to school and reminding people to watch for children and school buses.

Councillor Morrison agreed to attend the Brussels Fall Fair Ambassador ceremony, on behalf of the Mayor, on August 14, 2024 at 7:00 p.m.

15.3 Notice of Motion

Deputy Mayor McLellan brought forward a notice of motion for the September 3, 2024 to have Council declare Huron East an unwilling host for battery farms on prime agricultural land.

15.4 Announcements

Deputy Mayor McLellan noted that he has tickets for sale for Brussels Fall Fair on September 17, 2024.

In order to align with the Brussels Fall Fair events, Clerk Jessica Rudy noted that a report will come to the September 3, 2024 Council meeting to confirm the location and time of the September 17, 2024 Council meeting.

16. Other Business

17. By-laws

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That Be it Hereby Resolved By-law 058-2024, A By-law to Temporarily Close Gouinlock Street, Seaforth for the Seaforth Homecoming 2025 be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That Be it Hereby Resolved By-law 059-2024, A By-law to Provide an Exemption for Part Lot Control, 16-26 Linda Drive, Seaforth, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That Be it Hereby Resolved By-law 060-2024, A By-law to Provide an Exemption for Part Lot Control, 757-759 Anderson Drive, Brussels, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

18. Closed Session

The closed session item on the agenda was considered by Council during the Closed Session at 5:00 p.m. and is noted as item 1.4 in the minutes.

19. Confirmatory By-law

Moved by Councillor Steffler and Seconded by Councillor Newell:

That Be It Hereby Resolved that By-law 061-2024, a By-law to Confirm the Proceedings of Council, be given first, second, third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

20. Adjournment


Moved by Councillor Diehl and Seconded by Councillor Fisher:

The time now being 7:51 p.m. That the regular meeting adjourn until September 3, 2024 at 6:00 p.m.

Carried

Bernie MacLellan, Mayor


Jessica Rudy, Clerk



The Municipality of Huron East Community Risk Assessment

Emergency Management Group
August 2024


1



OFM Regulation 378-18

- Came into effect July 1st, 2019
- Requires every municipality in Ontario to complete a Community Risk Assessment (CRA) by July 1st, 2024
- CRA is to be reviewed and updated annually
- New CRA required every five years

2



OFM Regulation 378/18

A key focus of this Community Risk Assessment revolves around the Office of the Fire Marshal's recommended Three Lines of Defense for Public Safety:

1. Public Fire Safety Education
2. Fire Code Enforcement Through Inspections
3. Emergency Response Capabilities
4. EMG believes there is a fourth - Emergency Management




3



CRA profile is based on nine mandatory sections

1. Geographic Profile
2. Building Stock profile
3. Critical Infrastructure profile
4. Demographic profile
5. Hazard Profile
6. Public safety response profile
7. Community services profile
8. Economic profile
9. Past loss and event history profile

4




CRA Review Concepts

Risk - probability and possibility of an event occurring that will have an adverse effect on the community including the health, property, organization, environment, and/or community.

Probability and Consequences - fire and life safety risks and their prioritization based on probability and consequences of such events on the community.

Mitigation - what can be implemented to either mitigate the risk or prepare for the risk?


5



Identify Treatment Options for Top Risks

The options for treating risks include the following:

1. **Avoid the Risk** - Implement programs and initiatives to prevent fire/event from occurring
2. **Mitigate the Risk** - Programs and initiatives to reduce the probability and consequence
3. **Accept the Risk** - No specific programs or initiatives will be implemented
4. **Transfer the Risk** - FD transfers the impact or management of the risk to another organization.



Once fire departments have determined the preferred treatment option for each risk, they can plan and implement activities that address those risks.

6

Risk Summary



New residential developments and established areas

- Increased residential occupancies results in an increase in call volume
- Change in demographics
- Increased demand for public education, such as smoke alarm door to door program.
- Light Weight Construction components
- ✓ Promote the values of residential sprinklers and hurricane clips for installation during the construction phase

Weather Event

- Risk of severe weather events – snowstorms, high winds, flooding
- ✓ Alertable or Alert Ready (Federal Notification System), public notification apps
- ✓ Storm sirens

7

Risk Summary



Specialty Services – Technical Rescue and HAZMAT

- Technical rescues include trench, rope, confined space, elevator, machinery and ice/water.
- ✓ Firefighters must be trained to the awareness level as a minimum.
- ✓ Mitigation strategy that includes response agreements with other fire departments

Industries - Agriculture

- The agriculture/farming sectors are the economic drivers for the Municipality
- Risk of fires, HAZMAT due to high quantities of fertilizer, herbicides and pesticides,
- Technical Rescues – Grain Bin and Silo
- ✓ Require robust fire prevention program focussing on farm pre-incident planning and sketches.

8

Risk Summary



Domestic Terrorism

- Threats and physical harm to community and municipal staff
- ✓ Municipality needs a response plan to Domestic Terrorism/Active Threat include a safe room.
- ✓ Include the response plan in the Municipality's Emergency Response Plan

Fire Prevention's focus is the Office of the Fire Marshal's first two lines of defense:

- Public education, and
- Safety standards and enforcement.
- Currently inspections based on request, complaint and those mandatory.
- ✓ Need to review goals and proposed outcomes wished to be achieved.

9

Risk Summary



Building Stock

- Building stock and time required to inspect them – *should set up a yearly plan.*
- Residential Intensification (Second Suites) and Short-Term Accommodations – *need for registration/licensing/mandatory fire and building inspections.*
- New mandatory requirements in identifying the number of each occupancy type based on Ontario Building Code's occupancy classifications – *lightweight construction within the municipality*
- Increased occupancies may result in increased number of fires – *lack of firefighters during the daytime*
- Fire Stations – *need for assessments, may require renovations or new stations*

10

Where Do We Go From Here?



Develop/Initiate a Community Risk Reduction Plan (Fire Master Plan)

Now that the risks/hazards within the community are identified, how and why address them.

- Community demographics are rapidly changing – *what is the focus of fire prevention and public education?*
- High-risk residents tend to remain underserved – *vulnerable occupancies, structures that are multi-storey, population intensification.*
- Fire Chief and Deputy Fire Chief – *Recruitment process is ongoing with positions to be filled by late September or early October.*
- Being prepared for potential hazards - *just because it hasn't happened, there isn't the need to be prepared.*
- By combining the information in the Community Risk Assessment and the upcoming Master Plan, you have a Risk Reduction Plan

11

Conclusion



Although there is work to be completed, it must be noted that during our assessment it was quite evident that:

- The Huron East Fire Department is made up of individuals who are committed to reducing the risk of a fire from starting and improving their level of service provision to meet the needs of a growing community.
- EMG would like to thank everyone who assisted in the development of this Community Risk Assessment.

12



Thank You

Lyle Quan – Vice President and Rick Monkman
Emergency Management Group Inc.

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Part Lot Control Exemption File PLC02-24

Subject Lands: Registered Plan 22M-22, Block 16 Municipality of Huron East (16-26 Linda Drive, Seaforth)

Owner: Pol Quality Homes (Daryl Pol)

Applicant: Baker Planning Group (Caroline Baker)



1

Subject Property

- Designated Residential
- Zoned R2-18 (Residential Medium Density- Special)
- 6 unit rowhouse is being built



2

Purpose

- The applicant has requested the subject lands be exempted from Part Lot Control under the Planning Act to allow the creation of six conveyable lots, each with a dwelling unit.



3

Part Lot Control Exemption

File PLC03-24

Subject Lands: Plan 596, Part Block 34, Registered Plan 22R-7237, Parts 41 and 42
Municipality of Huron East (757-759 Anderson Drive, Brussels)

Owner/ Applicant: Peter Hiebert



4

Subject Property

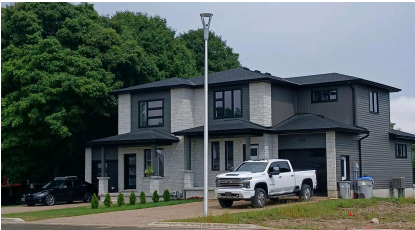
- Designated Residential
- Zoned R1 (Residential Low Density)
- Semi detached dwelling has been built



5

Purpose

- The applicant has requested the subject lands be exempted from Part Lot Control under the Planning Act to allow the creation of two conveyable lots, each with a dwelling unit.



6