



Council Agenda

Tuesday, September 9, 2025 at 6:00 P.M.

Council Chambers

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

1. Closed Session

That a closed meeting of Council be held on Tuesday, September 9, 2025 at 5:00 p.m., in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

- 1.1** Adoption of August 12, 2025 Closed Council meeting minutes
(Distributed Separately)
- 1.2** 239(2)(k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality **(Verbal Report)**
- 1.3** (239(2)(b) – personal matters about an identifiable individual, including municipal or local board employees. **(distributed separately)**

2. Motion to Reconvene into Open Session

3. Call to Order & Mayor's Remarks

4. 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.

5. Confirmation of the Agenda

6. Disclosure of Pecuniary Interest

7. Minutes of Previous Meeting

- 7.1** **Regular Meeting** – August 12, 2025

8. Consent Agenda

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

Consent Agenda Items

- 8.1 [EDO-25-08](#) – Doors Open Seaforth
- 8.2 [CAO-25-19](#) – Strategic Plan Update
- 8.3 [City of Brantford](#) re: resolution to recommend the transition of the municipal scrap metal by-law to a provincial statute
- 8.4 [Ministry of Natural Resources](#) re: proposal to update certain operational policies under the Aggregate Resources Act
- 8.5 [Ministry of Natural Resources](#) re: proposal regulations to support the implementation of the proposed *Geologic Carbon Storage Act, 2025*, if passed by the Legislature
- 8.6 [Ministry of Municipal Affairs and Housing](#) re: Projected updates to the projection methodology guideline regarding the implementation of the 2024 Provincial Planning Statement
- 8.7 [Township of Armour](#) re: resolution regarding governance of Family Health Teams
- 8.8 [Township of Terrace Bay](#) re: resolution in support of an exemption to O.Reg 343/22 – Firefighter Certification Requirements

9. Public Meetings/Hearings and Delegations

- 9.1 **Delegation:** [KC Street Eats Food Truck re: year-round permit](#)

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10. Planning

- 10.1 [PLC01-2025](#) – Thiessen – 773-775 Anderson Drive

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- 10.2 [PLC02-2025](#) – Murray/Beuermann – 81-83 Sports Drive

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11. Municipal Drains

- 11.1 [DRAINS-25-07](#) – Dill Municipal Drain Tender Results

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- 11.2 [DRAINS-25-08](#) – Watson Municipal Drain

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12. Reports & Recommendations of Municipal Officers

- 12.1 [CAO-25-20](#) – 2025 Winter Holiday Schedule

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- 12.2 [CAO-25-21](#) – Residential Energy Retrofit Program in Huron County

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- 12.3 [CAO-25-18](#) – Proposed Combined Public Works, Fire and EMS Facility

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- 12.4 [EDO-25-09](#) – Rural Ontario Development Grant

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- 12.5 [CLK-25-14](#) – 2026 Meeting Schedule

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- 12.6 [HR-25-02](#) – Updated Employee Policies

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13. Correspondence

- 13.1 [Brussels Agricultural Society](#) re: Fall Fair Parade

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- 13.2 [Bluewater Recycling Association](#) re: Feedback on Proposed Amendments to the Resource Recovery & Circular Economy Act

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- 13.3 [Seaforth Community Hospital Foundation](#) re: request for roadside banner

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- 13.4 [Seaforth Agricultural Society](#) re: Seaforth Fall Fair

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- 13.5 [Brussels Bangers](#) re: Cornhole Tournament

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- 13.6 [Huron Chamber of Commerce](#) re: invitation to Inaugural Huron Marine and Economic Forum on October 2, 2025

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14. Unfinished Business

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

15.1.2 Other Boards/Committees or Meetings/Seminars

15.2 Requests by Members

15.3 Notice of Motions

15.4 Announcements

16. Other Business

17. By-laws

- 17.1 [By-law 052-2025](#), A By-law to Provide Drainage Works for the Dill Municipal Drainage (3rd reading)

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- 17.2 [By-law 065-2025](#), A By-law to Exempt Part Lot Control for PLC01-2025

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- 17.3 [By-law 066-2025](#), A By-law to Exempt Part Lot Control for PLC02-2025

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- 17.4 [By-law 067-2025](#), A By-law to Temporarily Close Roads for the Brussels

Fall Fair

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17.5 [By-law 068-2025](#), A By-law to Regulate Parking

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18. Confirmatory By-law

18.1 [By-law 069-2025](#), 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, August 12, 2025**

Members Present:

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

Absent:

Councillor John Steffler

Staff Present:

CAO Jessica Rudy; Clerk Meaghan McCallum; Director of Finance/Treasurer Denise Feeney; Director of Community Services Lissa Berard; Director of Public Works Shawn Bromley

Others Present:

Huron County Planner Shae Stoll

1. Closed Session and Reporting Out

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

That a closed meeting of Council be held on Tuesday, August 12 at 5:30 pm, 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 Closed Session of Council Meeting Minutes from July 8, 2025
- 1.2** 239(2)(k) – a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (**Verbal Report**)
- 1.3** (239(2)(b) - proposed or pending disposition of land in Brussels.

And that CAO Jessica Rudy, Clerk Meaghan McCallum and Treasurer Denise Feeney remain in closed session.

Carried

2. Call to Order and Opening Remarks

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

Mayor MacLellan opened the meeting by requesting ideas to publicly recognize the Homecoming volunteers who dedicated countless hours in preparing, setting up, running, and cleaning up after the events. He noted that the Homecoming weekend was a tremendous success, made possible only through their hard work and commitment, and asked staff to bring forward suggestions for such recognition.

Mayor MacLellan announced that the Municipality has secured \$12 million through the Housing-Enabling Water Systems Fund (HESWF) for the Seaforth Sewage Plant expansion, a project initiated by the Water and Sewer Committee and Public Works Department six years ago. He highlighted the project's importance for future growth and emphasized that this significant investment will play a critical role in improving the community's wastewater infrastructure. He went on to commend staff for their excellent application work, and expressed appreciation for Minister Thompson's support.

3. Moved by Councillor Newell and Seconded by Councillor Morrison:

That Council of the Municipality of Huron East resumes the regular Council meeting at 6:05 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council went into closed session to discuss disposition of land in Brussels and instructions to be applied to a negotiation carried on by the municipality.

4. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

5. Confirmation of the Agenda

Moved by Councillor Dalton and Seconded by Councillor Diehl:

That the Agenda for the Regular Meeting of Council dated August 12, 2025 be adopted as circulated.

Carried

6. Disclosure of Pecuniary Interest

None declared.

7. Minutes of Previous Meeting

Moved by Councillor Chartrand and Seconded by Councillor Deputy Mayor McLellan:

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

Minutes as circulated:

7.1 Regular Meeting – July 8, 2025

Carried

8. Consent Agenda

Councillor Fisher requested to pull and support the following items:

8.6 - Town of Aylmer re: Advocacy for increased income support thresholds for Canadian Veterans

8.10 - Town of Kingsville Opposition to Bill 17 re: Protect Ontario by Building Faster and Smarter Act, 2025

8.11 - Town of Aurora Opposition to Bill 5 re: Protect Ontario by Unleashing our Economy Act, 2025

8.18 - Municipality of North Huron request for financial support for implementation of community safety and well-being

Moved by Councillor Fisher and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East support the motion from the Town of Aylmer regarding Advocacy for increased income support thresholds for Canadian Veterans.

That the Council of the Municipality of Huron East support the motion from the Town of Kingsville regarding Opposition to Bill 17: Protect Ontario by Building Faster and Smarter Act, 2025.

That the Council of the Municipality of Huron East support the motion from the Town of Aurora regarding Opposition to Bill 5: Protect Ontario by Unleashing our Economy Act, 2025.

That the Council of the Municipality of Huron East support the motion from the Municipality of North Huron requesting financial support for implementation of community safety and well-being.

Carried

Deputy Mayor McLellan inquired about the Municipality's practice for recognizing Early Childhood Educator Appreciation Day, in relation to item 8.19. The Director of Community Services advised that the County will be hosting all Early Childhood Educators on October 21st, noting that all daycare centres will be closed that day.

In relation to item 8.4 of the Consent Agenda, Deputy Mayor McLellan also expressed appreciation to the Landfill Committee and staff for their efforts in addressing concerns regarding the Walton Landfill, acknowledging the number of recent complaints about its

condition.

Moved by Councillor Diehl and Seconded by Councillor Fisher;

That the remaining items on the Consent Agenda (namely, items 8.1 - 8.5, 8.7 - 8.9, 8.12 - 8.17 and 8.19 - 8.21) be received for information and approved.

Carried

9. Delegations

9.1 Delegation: MVCA General Manager Phil Beard re Renewal Agreement for Services and Programs

Phil Beard advised that the agreement has been renewed for four years, with the levy now based on cost apportionment. He confirmed that programs, services, and the annual budget process will remain unchanged. A presentation outlining the services included in the agreement is [appended](#) to the original minutes. Highlights include watershed health monitoring, stewardship programs (such as cover crops, stream buffers, and stormwater management), and the management of 28 conservation areas totaling 4,600 acres, including two campgrounds. Additional services cover natural hazard management (flooding, erosion, drought) and drinking water source protection.

9.2 Delegation: KC Street Eats Food Truck re: year-round permit

Delegation was not present when called upon.

9.3 Delegation: MacPherson Builders re Bridges redline application

Russell Higgins, speaking on behalf of MacPherson Builders, advised that they are seeking redline approval and updates to the condominium agreement. He confirmed the deficiencies in Phase 1 will be addressed noting that they are ready to go to tender for the topcoat of asphalt and the replacement of certain sewers. He noted the desire to finalize the subdivision agreement before proceeding and expressed interest in cost-sharing arrangements with future landowners who will connect to the sewers.

10. Planning

10.1 Planning Report re: MacPherson Builders (Seaforth) Draft Plan of Condominium 40CDM01001

The redline amendments are to plan for phases 3, 4 and 5 which will address reconfiguration of the units to meeting current zoning by-law; correct boundaries to reflect as built servicing; added blocks to accommodate acoustical mitigation barrier for phase 3; and revised conditions of approval to update to current standards/agencies.

A copy of the presentation is [appended](#) to the original minutes.

Mayor MacLellan acknowledged the “chicken-and-egg” situation, where the municipality requires outstanding deficiencies to be addressed while the applicant is eager to

proceed to the next stage. CAO Rudy advised that the Municipal Solicitor is drafting a new condominium agreement to address the municipality's requirements and increase the securities.

Moved by Councillor Diehl and Seconded by deputy Mayor McLellan:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner, Shae Stoll, dated August 12, 2025 and have no objection to the draft plan of condominium File 40CDM01001 and direct staff to forward the application to the County of Huron for approval.

Carried

10.2 Planning Report re Change of Condition on Consent Application – File C80-2024 – Greisbach

The Planner advised that the request is to add an easement for an electrical transmission line over the retained parcel in favour of the severed parcel. A copy of the presentation is [appended](#) to the original minutes.

Moved by Councillor Chartrand and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner, Shae Stoll, dated August 12, 2025 and have no objection to the change of condition on consent application C80-2024.

Carried

10.3 Planning Report re Consent C25-2025 – Baan

The Planner advised this is a new lot created under the surplus farm residence severance policies. A copy of the presentation is [appended](#) to the original minutes.

Moved by Councillor Wilbee and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner, Shae Stoll, dated August 12, 2025 and have no objection to consent application C25-2025, provided the conditions, as outlined in the planning report, are met.

Carried

11. Municipal Drains

12. Reports & Recommendations of Municipal Officers

12.1 PW-25-09 Bell Mobility Inc. Lease Renewal

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East renew the lease agreement regarding Telecommunications Structure License Agreement & Municipal Access Agreement at 85 Daly St. Seaforth in favour of Bell Mobility Inc.

Carried

Councillor Fisher inquired whether Bell Mobility could improve service at the Seaforth Arena to allow Canadian Blood Services to return and enhance connectivity for vendors during events. Mayor MacLellan requested that staff approach Bell regarding potential service improvements at the arena and gather information on what was planned in the past to take with the conversation with Bell.

12.2 PW-25-10 Seaforth Connecting Link (Winter Maintenance for 2025-2026)

Moved by Deputy Mayor McLellan and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East authorize the Mayor and the Clerk to execute the winter maintenance services agreement from Integrated Maintenance and Operation Services Inc. (IMOS) operating under the name of Owen Sound Highway Maintenance Limited, at a cost of \$9,098.48 plus HST for the 2025/26 winter season.

Carried

12.3 PW-25-11 Brucefield Water System – UV Replacement

Moved by Councillor Chartrand and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East authorize the Public Works Department to approve the use of reserve funds for the replacement of Ultra Violet (UV) disinfection equipment at the Brucefield water plant, and;

That the Council of the Municipality of Huron East direct staff to sole source the replacement work using H2Flow Technologies.

Carried

12.4 PW-25-12 Seaforth Compost Site

Moved by Councillor Chartrand and Seconded by Councillor McGrath:

That the Council of the Municipality of Huron East take no additional action and accept this report for informational purposes from the Public Works Department.

Carried

Councillor McGrath recommended that the municipality move the pest control measures to the residence to the north of the compost site.

Moved by Councillor McGrath and seconded by Councillor Dalton:

That Council of the Municipality of Huron East direct staff to commence a rodent control agreement at the complainants property for a 6 month trail period.

Defeated

12.5 CLK-25-12 Municipal Election 2026 Voting Methods

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East accept the proposal from the Huron County Clerks Election Working Group to utilize the Simply Voting Inc. platform for the upcoming 2026 Municipal and School Board Elections, in the amount of \$13,251 plus HST.

Carried

12.6 CLK-25-13 Parking By-Law update

Councillor Fisher inquired about assigning an additional staff member to manage parking control on Main Street, Seaforth. CAO Rudy advised that By-Law enforcement requires professional qualifications and extensive knowledge of the Provincial Offences Act. She also noted that the Parking By-Law is being updated to increase fines, with the goal of enhancing deterrence.

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

That Huron East Council approve the amendments to the Huron East Parking By-Law schedules as presented within report CLK-25-13.

Carried

12.7 CS-25-10 Enhancing Access to Spaces for Everyone (EASE) Grant application

In response to Council, Director of Community Services Lissa Berard noted that the funds from this grant will be used for accessible ramps and an accessible washrooms.

Moved by Councillor Fisher and Seconded by Councillor Newell:

That the Council of the Municipality of Huron East support the submission of a \$60,000 grant application to the Ontario Ministry for Seniors and Accessibility to fund an accessibility improvement project at the Seaforth Lawn Bowling Club.

Carried

12.8 CS-25-11 Small Community Halls and Sport Field Appointments

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East consider the By-law to appoint members to the various Community Centres and Sports Field Committees;

And That Council approve the Terms and Conditions for the Operation of Small Community Halls and Sports Fields.

Carried

13. Correspondence

14. Unfinished Business

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

Deputy Mayor McLellan reported that no County Council meeting has occurred since the last Huron East Council meeting. He also noted that the Huron County Plowing Match will be held at Paul Dodds' farm, with the banquet taking place Friday night, and tickets are still available.

15.1.2 Other Boards/Committees or Meetings/Seminars

Councillor Chartrand shared that the Van Egmond House recently held the grand opening of its pavilion with Minister Lisa Thompson in attendance. The pavilion, funded through the sale of Britannia Lodge, is now available for rent for family picnics and gatherings, with signage in place to promote rental opportunities.

15.2 Requests by Members

With back-to-school season approaching, Councillor Fisher inquired whether the OPP could increase monitoring along bus routes. He requested that staff send a letter to the OPP highlighting concerns about excessive speeds on County Road 12 and Front Road and asking if enforcement efforts could be intensified in these areas.

Councillor Fisher also asked for an update on the Seaforth fire hall bathrooms. CAO Rudy explained that a comprehensive report will be coming forward in September. The report will cover estimated timeframes, costs, and potential property locations.

15.3 Notice of Motion

15.4 Announcements

Councillor Chartrand, on behalf of the Seaforth Legion, expressed appreciation to the Public Works staff for sweeping the Legion parking lot and handling the delivery and collection of garbage cans. He also thanked the Recreation Department staff for providing tables and chairs, which greatly supported the Legion's homecoming events.

Councillor Dalton advised that the Knights of Columbus donated \$600 to the Winthrop Ball Park.

16. Other Business

17. By-laws

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That be it hereby resolved that **By-law 060-2025**, A By-law to Authorize an Amending Agreement with Bell Mobility Inc. for the Installation of a Telecommunications Antenna and Associated Equipment System on the Seaforth Water Tower 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 Wilbee and Seconded by Councillor Chartrand:

That be it hereby resolved that **By-law 061-2025**, A By-law to Authorize the Signing of an Agreement with Integrated Maintenance and Operations Services Inc., to provide winter maintenance on Highway 8 within the limits of the Ward of 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 Morrison and Seconded by Councillor Newell:

That be it hereby resolved that **By-law 062-2025**, a By-law to appoint a Deputy Clerk – Stacey Frayne 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 that **By-law 063-2025**, A By-law to appoint members to Certain Committees of Council for the Corporation of the Municipality of Huron East be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

18. Confirmatory By-Law

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

That be it hereby resolved that **By-law 064-2025**, a By-law to Confirm the Proceedings of Council, 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

19. Adjournment

Moved by Councillor Fisher and Seconded by Councillor Diehl:

The time now being 7:29 p.m. That the regular meeting adjourn until September 9, 2025 at 6:00 p.m.

Carried

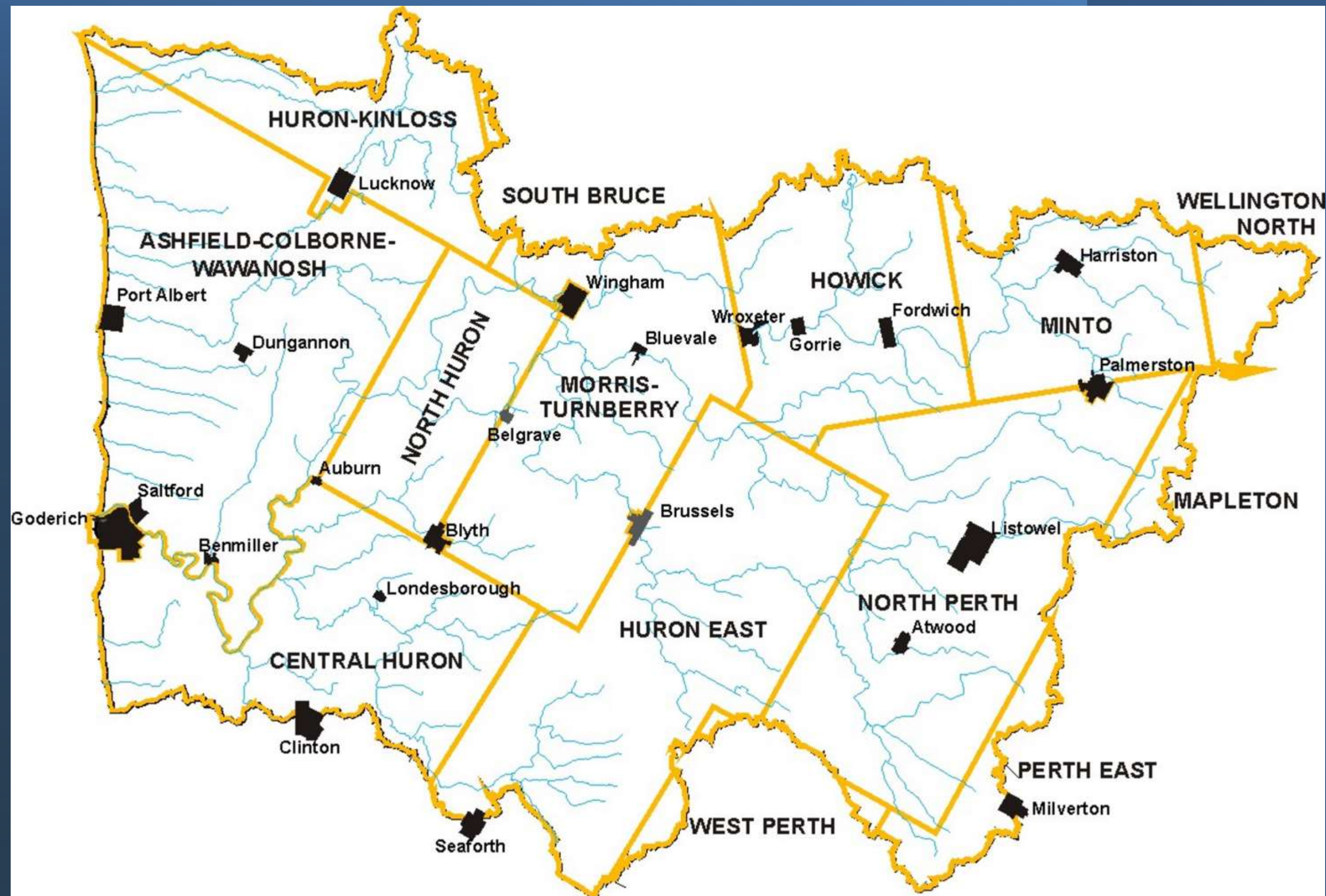
Bernie MacLellan, Mayor

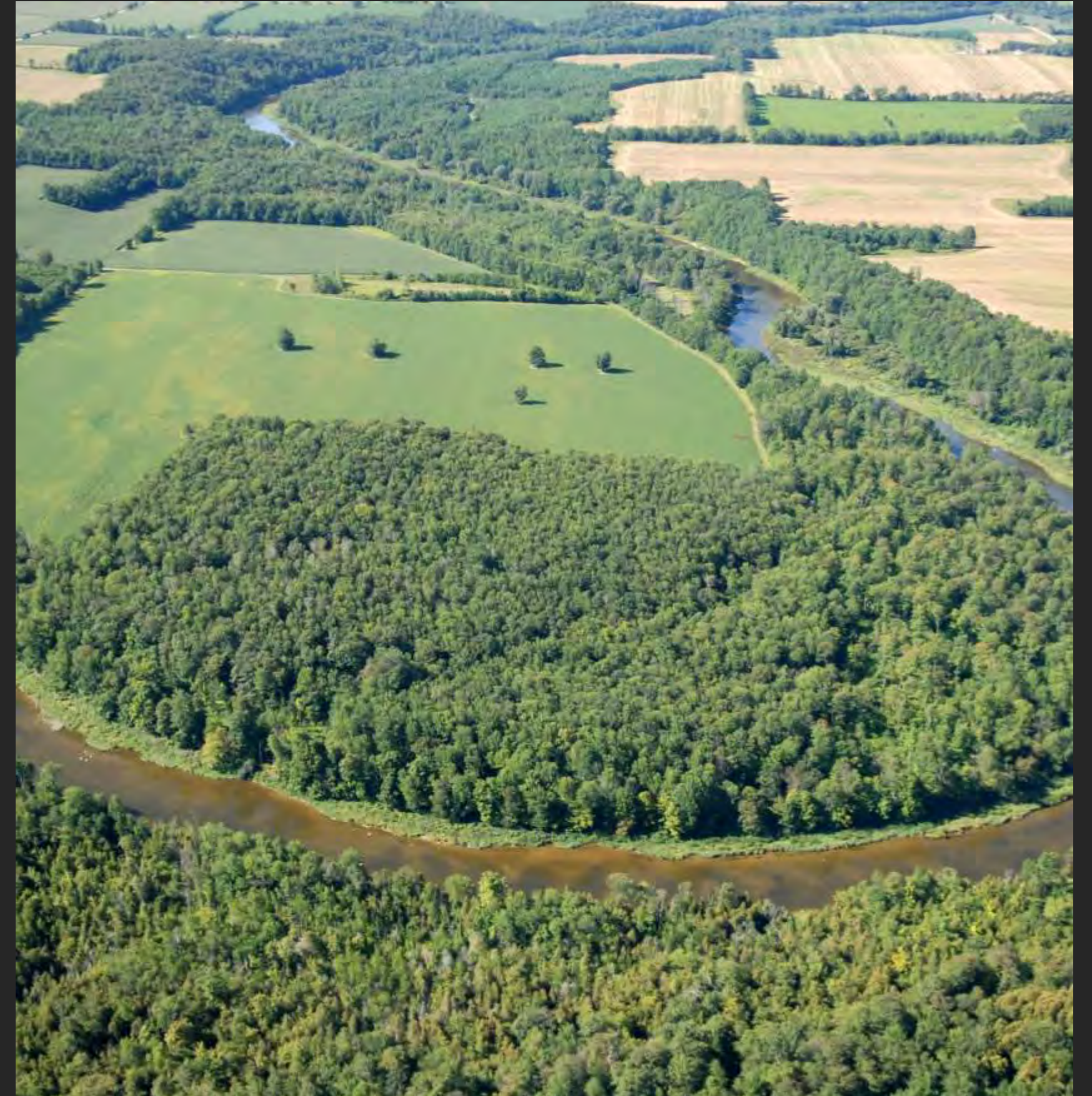
Meaghan McCallum, Clerk

Services and Programs



Maitland
CONSERVATION





Vision

We are working for a healthy environment

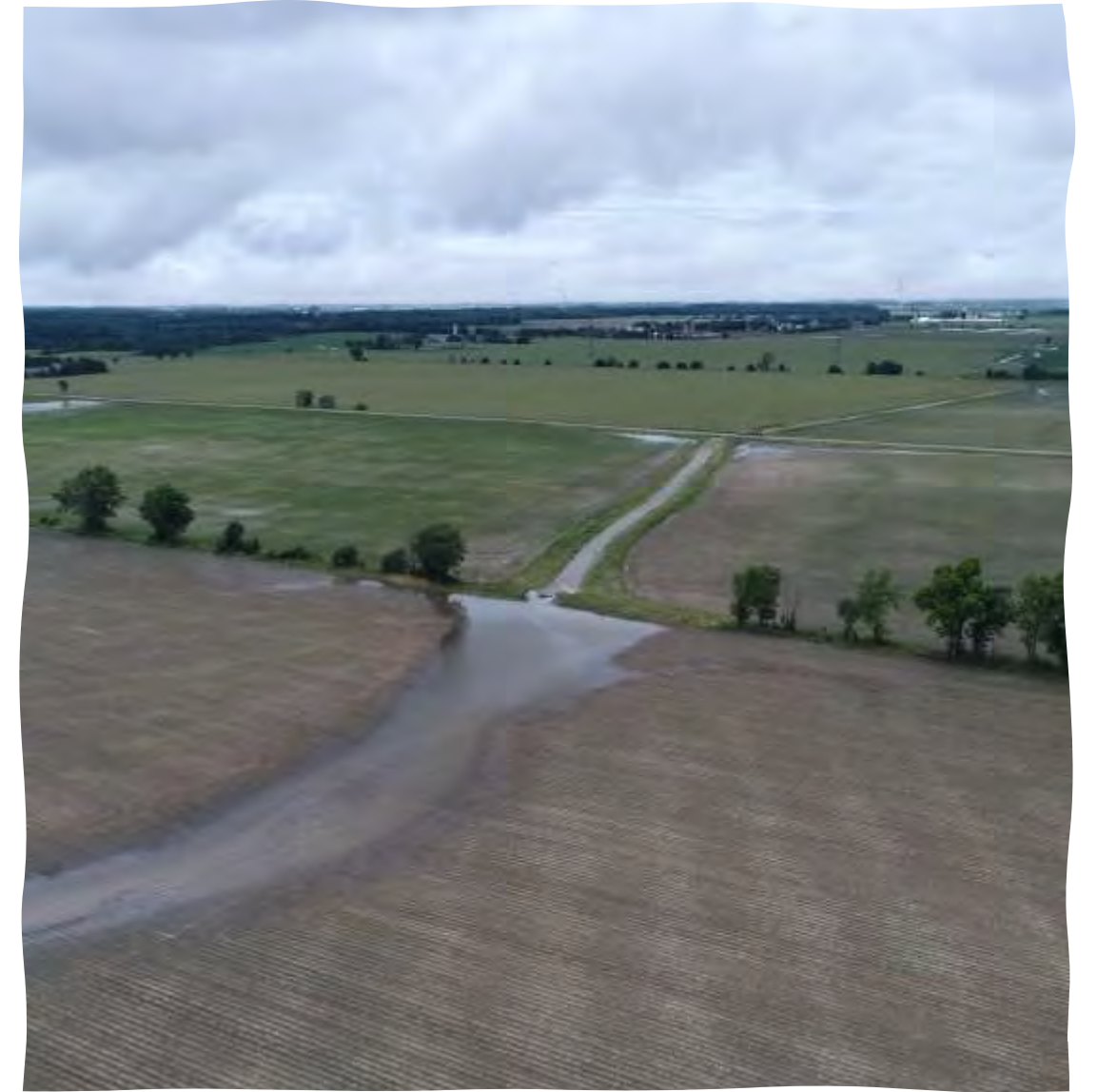


Watershed Health Assessment

Forests, Rivers and Streams

Watershed Stewardship Services





Key Stewardship Systems

Huron & Wellington Clean Water Programs



An aerial photograph of a rural landscape. A large, dark, irregularly shaped pond is the central feature, surrounded by a dense forest with trees in various shades of green, yellow, and orange, indicating autumn. To the left of the pond, there is a small cluster of buildings, including a red barn and a white house, situated in a green field. To the right, there are large, golden-brown fields, likely corn, and a small white building. The overall scene is a mix of natural forest and agricultural land.

Conservation Areas



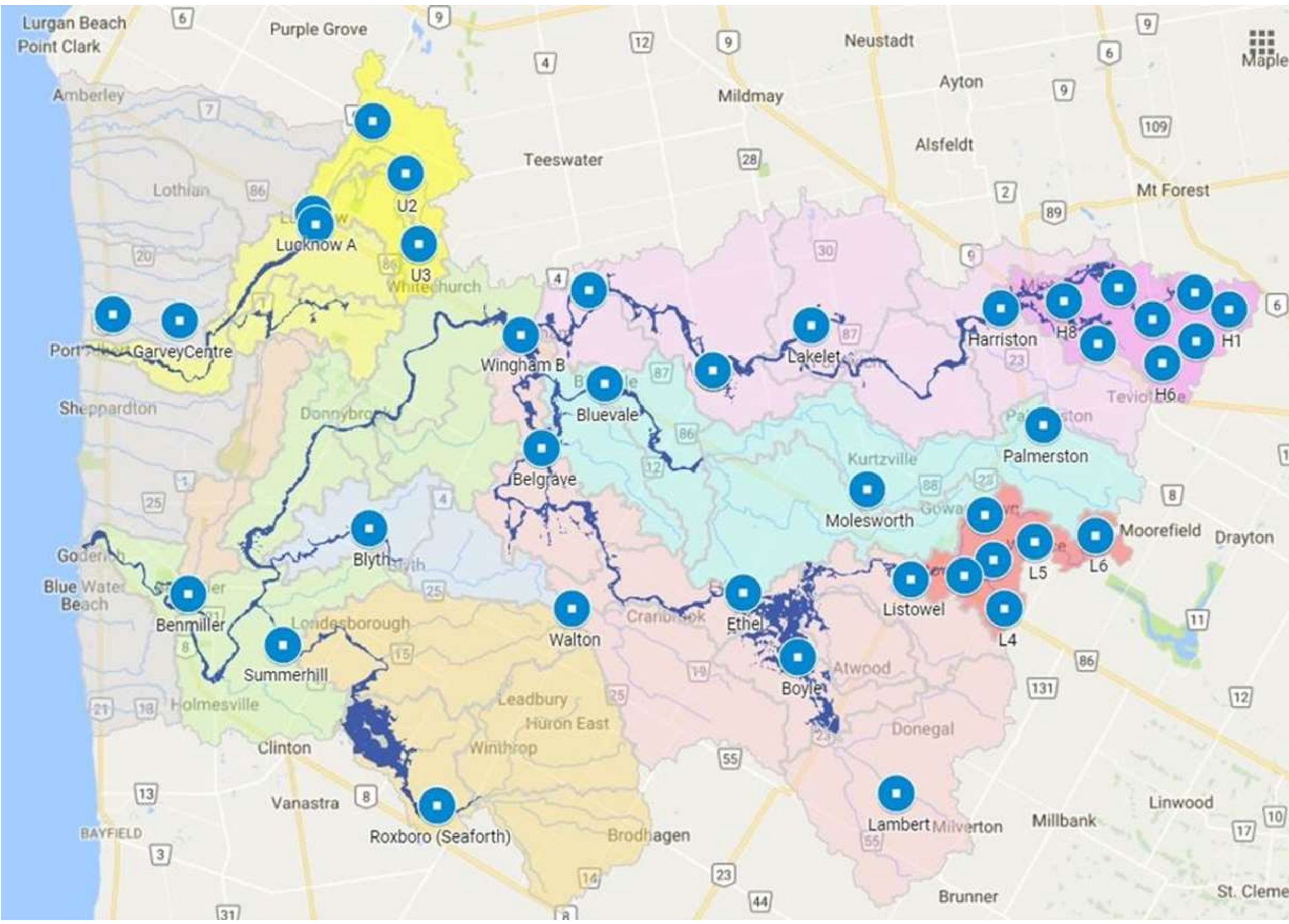
An aerial photograph of a lush, green forested area. A winding path or road cuts through the dense trees. In the center, there is a small, calm pond surrounded by more trees. The overall scene is a natural, wooded landscape.

Falls Reserve and Wawanosh Park campgrounds

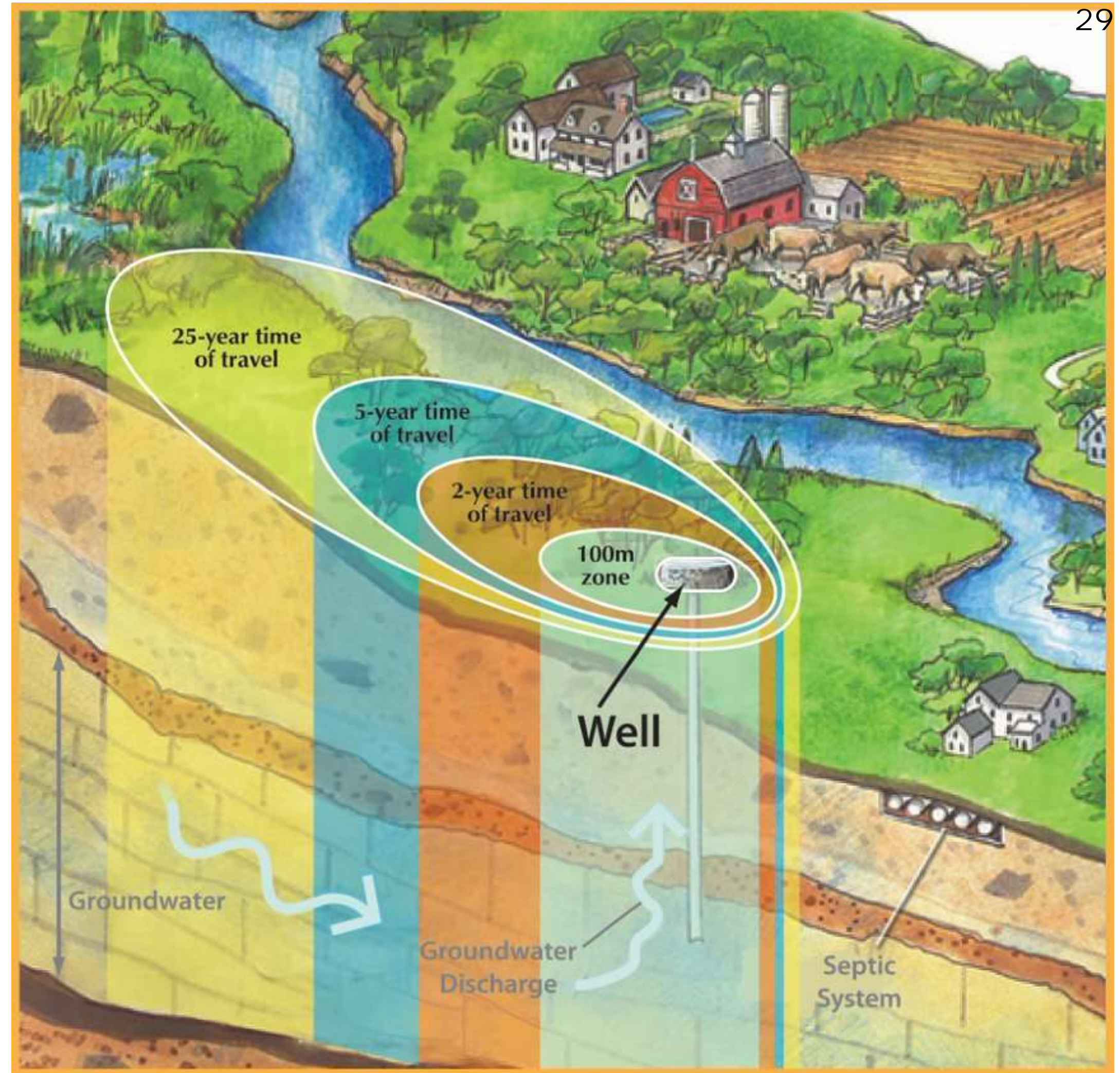


Natural Hazards Services

Flood Monitoring System



Drinking Water Source Protection





MOU Review and Approval



Maitland
CONSERVATION

Minor Redline Amendment- Draft Plan of Condo 40CDM01001

Part Lots 8, 9 & 10, Concession 2 Huron Road Survey, Tuckersmith Township

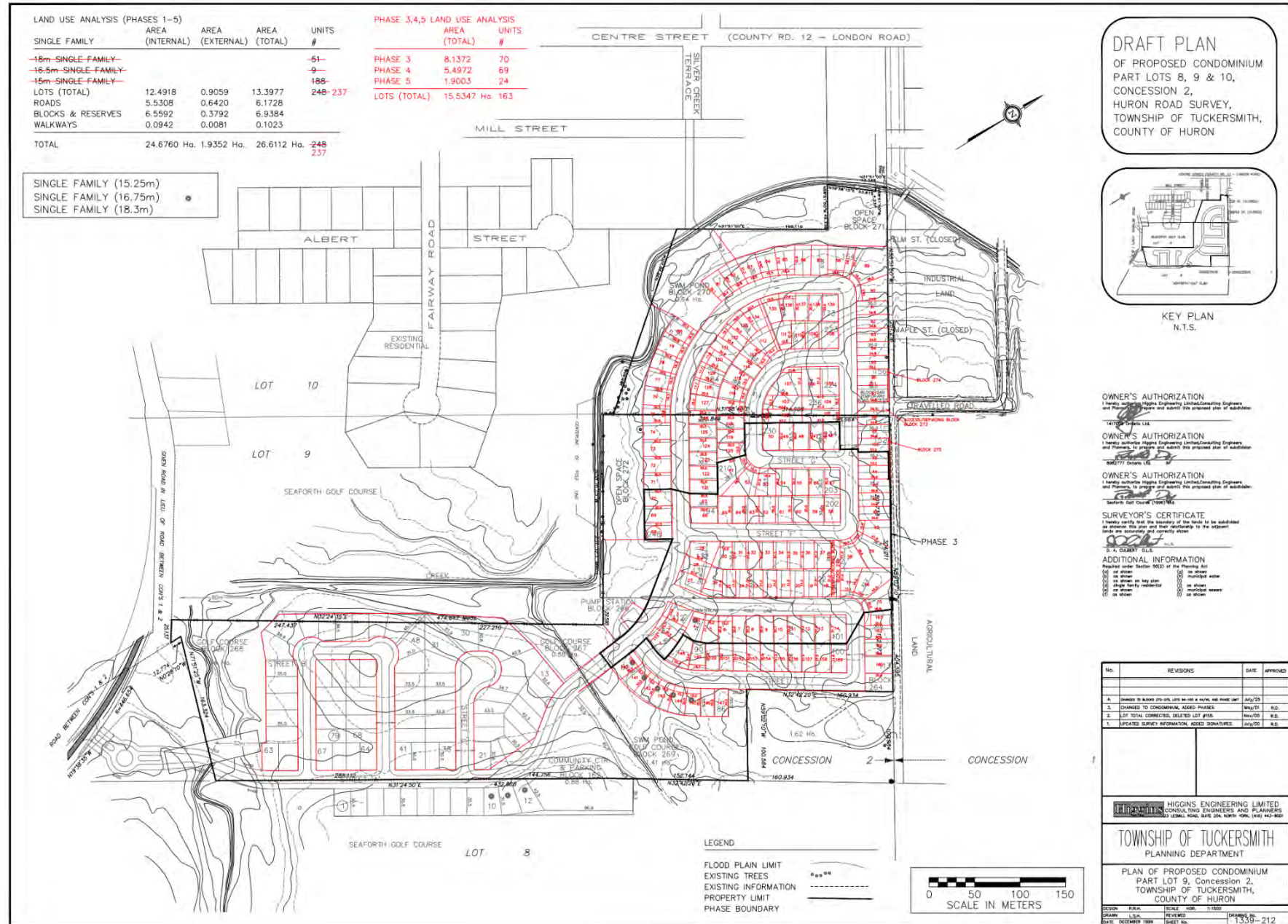
Applicant: Wellings Planning Consultants (C/O Glen Wellings)

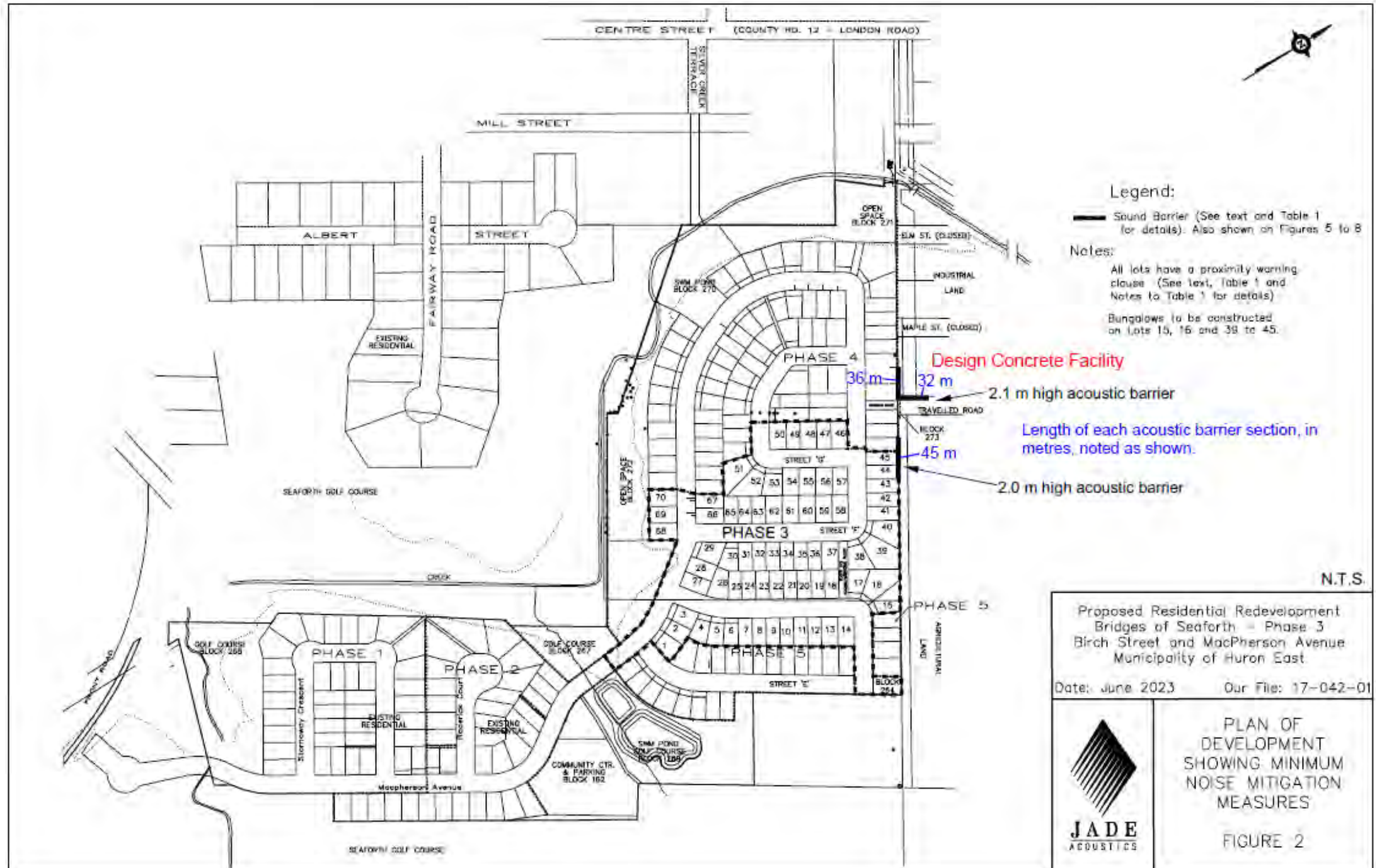
Owner: MacPherson Builders (Seaforth) Limited, 1417009 Ontario Ltd. And
1491235 Ontario Inc.

Purpose

Minor amendments to plan for phases 3,4 & 5:

- reconfigure units to meet current ZBA
- correct boundaries to reflect as built servicing
- added blocks to accommodate acoustical mitigation barrier for phase 3
- revised conditions of approval to update to current standards/ agencies





Recommendation

Minor redline modifications to Draft Plan of Condominium 40CDM01001 be recommended for approval and forwarded to County of Huron for decision

Consent C80-2024- Minor Change of Condition

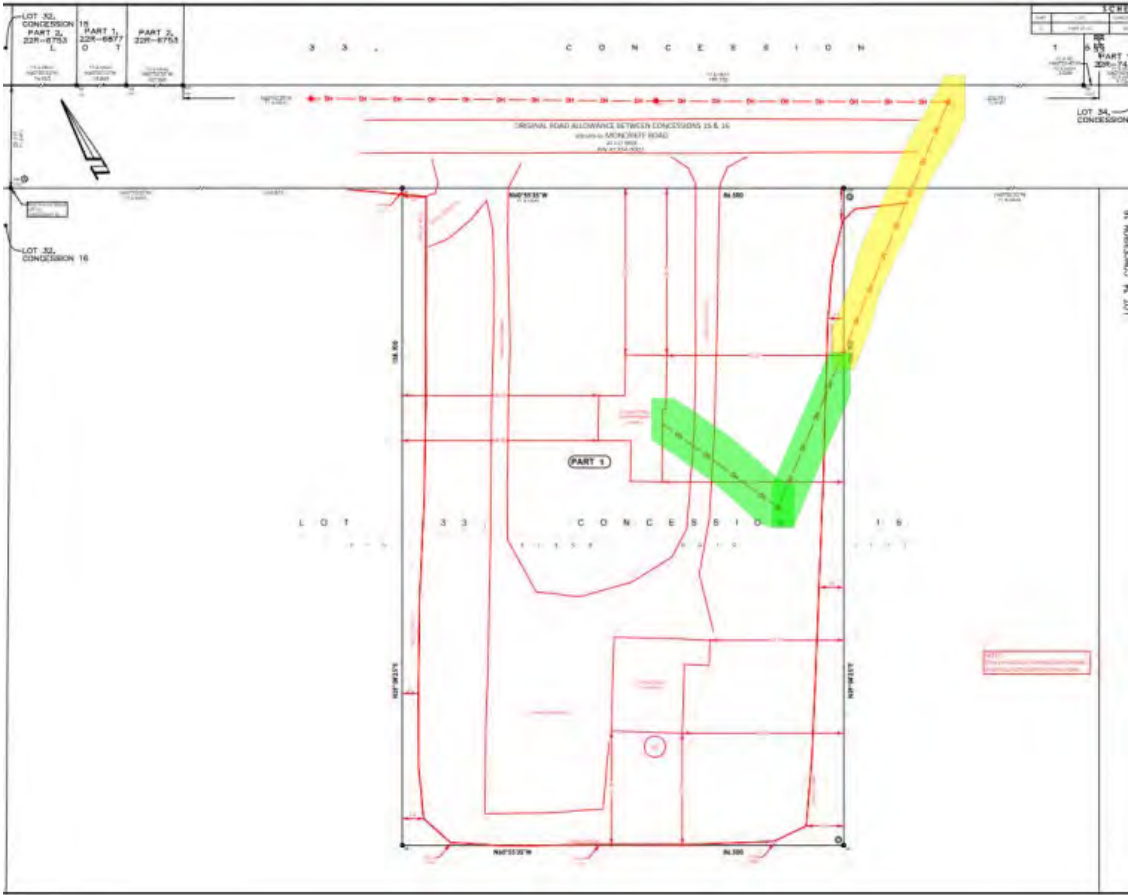
Concession 16, Lot 33, Grey Ward, Municipality of Huron East.
45273 Moncrieff Road

Applicant: Leanne MacDonald (Monteith Ritsma Lawyers)

Owner: Wilhalm Greisbach

Purpose

Minor change of condition to add an easement for an electrical transmission line over the retained parcel in favour of the severed parcel



Consent C25-2025

Concession 17, Part Lot 1, Grey Ward, Municipality of Huron East.
83250 Brussels Line

Applicant/ Owner: Don & Monique Baan

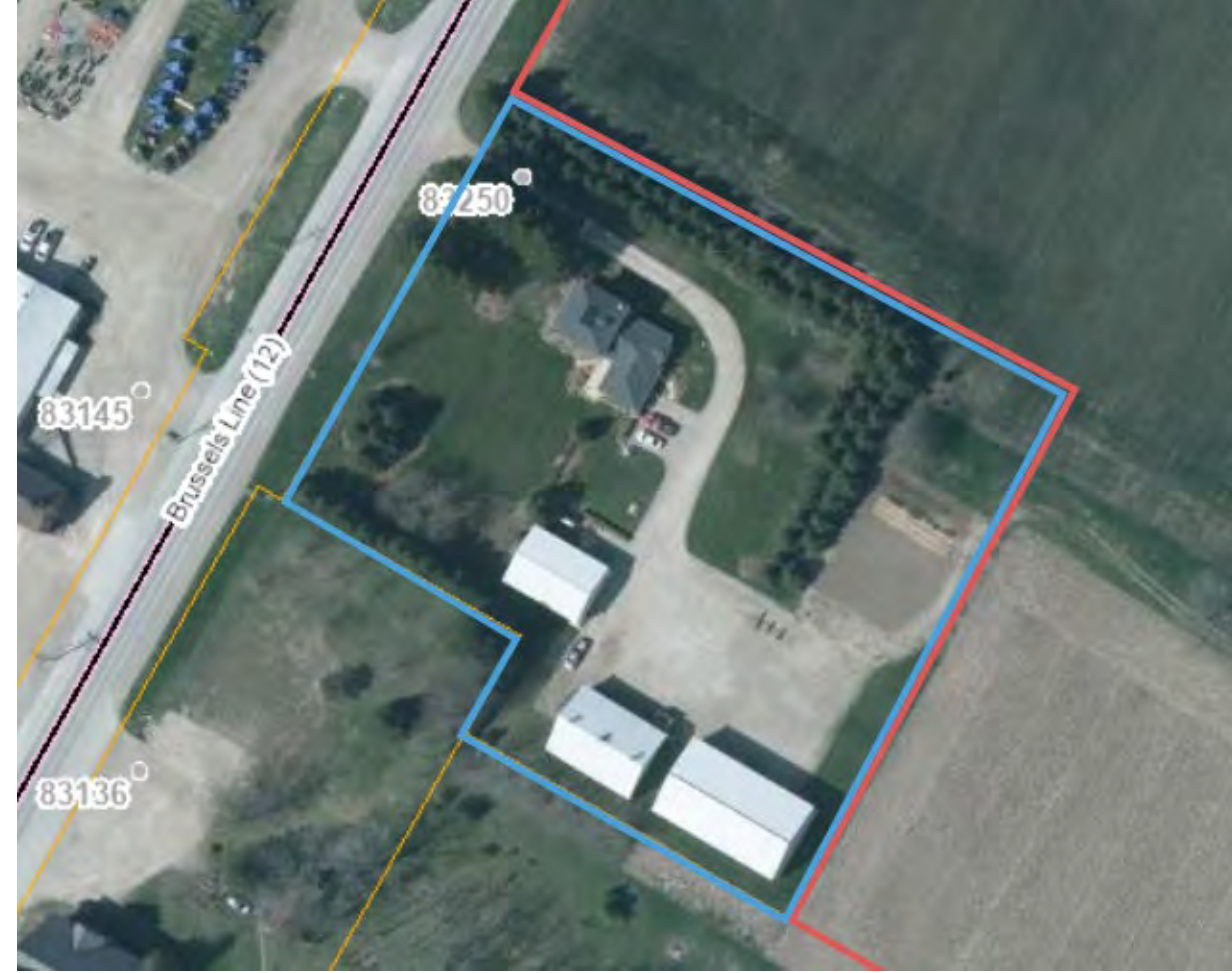
Purpose

New lot created under the surplus farm residence severance policies.

Severed land: approx. 2.75 acres (1.1 ha) consisting of a house, shop and two sheds.

Retained land: approx. 86 acres (34.8 ha) consisting of vacant farmland.

Subject Property



Review

- Zoned AG1 and NE2 in Huron East Zoning By-Law
- Designated Agriculture in Huron East Official Plan
- Huron East Official Plan Surplus Farm Residence Consent Policies
- No concerns from staff or other agencies

Proposed Severance 83250 Brussels Line





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 C25-2025 is recommended for approval with the attached standard conditions

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Taralyn Cronin, Economic Development Officer

Date: September 9, 2025

Subject: Doors Open Seaforth

Recommendation:

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

Background:

As part of Seaforth Homecoming 2025, the Economic Development Department hosted a Doors Open event in Seaforth on August 1st and 2nd. The week leading up to the event, we had 20 locations participating and each of these locations were featured on the Doors Open Ontario website. Two additional locations were added a few days prior to the event: the Seaforth Curling Club and a pop-up museum in downtown Seaforth. With the exception of the Seaforth Water Treatment Plant, which was only open on the Friday, all locations were open on the Saturday from 9:00a.m. to 12:00p.m. Some locations, including Cardno Hall and Town Hall, were open both days.

Comments:

The Doors Open event went very well. Cardno Hall was extremely popular with around 700 people visiting over the two-day period! Approximately 400 people walked through the mini-museum that was set up at the Municipal Office. The museum consisted of displays from Huron County Museum's collection, the Sills Family collection and other items stored in Town Hall that were on display in the former Seaforth and Area Museum. Sixteen people toured the Seaforth Water Treatment Plant. Water/Wastewater Operator, Keegan Arnold, explained to visitors how water from three wells is tested, treated and made safe and reliable to drink.

Staff received overwhelmingly positive feedback from both visitors and participating community organizations and businesses. Many attendees expressed that they would have liked the hours extended so they could visit even more locations. Ten lucky visitors received door prizes consisting of Seaforth BIA gift certificates and Huron County and Huron East swag.

Communication:

The results of the Doors Open event were shared with the Seaforth Homecoming Committee, as well as with participating community organizations and businesses. A message of thanks was sent out shortly after the event to everyone involved, while visitors were recognized and appreciated through the Shop and Discover Huron East page. Door prize winners were also announced on these channels, and event photos were shared across social media to highlight the success of the weekend.

Others Consulted:

CAO, Seaforth Homecoming Committee

Financial Implications:

Community Futures Huron generously sponsored Doors Open Seaforth with a contribution of \$1,000 to cover the Doors Open Ontario registration fee. An additional \$1,000 was allocated from the Economic Development budget to support promotional materials and advertising for the event.

Attachments:

None

Signatures:

Taralyn Cronin, EDO



Jessica Rudy, AMP, CAO

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Jessica Rudy, CAO
Date: September 9, 2025
Subject: Strategic Plan Update

Recommendation:

To be received for information purposes.

Background:

Huron East adopted the five-year Strategic Plan in May of 2024. Staff last presented an update on the progress associated with the various goals in April 2025.

Comments:

This report is to highlight the areas in which progress has been made with the goals of our Strategic Plan action items since the last update.

Goal 1: Financial Stability

1.1: Taking Long-Term Perspective and an Evidence-Based Approach to Drive Budgeting, Operations, and Projects.

- Action 1.1.3: Complete and maintain an updated asset management plan and ensure linkages between this plan and the budget

The Asset Management Plan was approved by Council on June 24, 2025. The Asset Management Plan feeds into our financial strategy which is presented to Council through the budget process each year.

It is of note that the Asset Management Plan will be updated every five years.

1.2: Diversifying our Revenue Sources and Finding Innovative Cost-Savings to Reduce the Burden on the Taxpayer.

- Action 1.2.2: Explore alternative revenue streams including partnerships and corporate sponsorship opportunities.

Staff have partnered with Community Futures Huron on Doors Open 2025 and marketing/promotional activities.

- Action 1.2.3: Investigate additional opportunities to share resources with the County of Huron and/or neighbouring municipalities

This action is ongoing as we continually explore resource sharing opportunities. Public Works staff have established a relationship with both Central Huron and Morris-Turnberry. This year, Morris-Turnberry and Huron East exchanged time and equipment to complete road paving and Huron East arranged to take Central Huron's excess stockpile of screened compost, reducing costs and effort for both parties.

Goal 2: Friendly & Welcoming Community

2.1: Expanding Opportunities for Healthy Living and Recreation

- Action 2.1.1: Enhance park amenities to better serve youth, seniors and individuals with accessibility needs (e.g. outdoor fitness equipment).

The new Vanastra Park features 2 pieces of playground equipment: a challenge play structure; and a multi-functional sport court with two basketball nets and an adjustable net for pickleball, badminton and volleyball. Additional elements include an accessible picnic table, bicycle racks, garbage and recycle bins, dog bag dispenser and waste bin and signage.

- Action 2.1.2: Pursue partnership opportunities with community groups to fundraise for new/enhanced community amenities.

The Director of Community Services recently submitted an application to the Enhancing Access to Spaces for Everyone grant for accessibility improvements to the Seaforth Lawn Bowling Club House. This aims to enhance and welcome local groups to access the space for alternative programs.

- Action 2.1.3: Explore opportunities with community groups to fundraise for new/enhanced community amenities.

Although it was not a fundraising activity, the Economic Development Officer partnered with the Seaforth Homecoming Committee 2025 to organize Doors Open Seaforth in August 2025. Collaboration with established community organizations, strengthens event planning capacity, increases volunteer support, and enhances community engagement and pride.

2.3: Providing Attractive and Well-Maintained Neighbourhoods

- Action 2.3.2: Coordinate community bi-annual beautification/clean-up campaigns in partnership with community groups contributing to community pride of place.

Over 80 people participated in the Huron East Trash Dash event which took place on April 22, 2025, from 5:00 p.m. – 8:00 p.m. in Brussels, Seaforth and Vanastra and included participation from residents and children at the Vanastra Early Childhood

Learning Centre. Staff are planning to partner with the Brussels Lions Club in the fall to support another clean-up event in Brussels.

Goal 3: Resilient & Vibrant Local Economy

3.1: Attracting New and Diversified Investment & Jobs

- Action 3.1.1: Conduct a community survey to identify local consumer needs/wants and establish a go-forward plan to attract in-demand business to the area.

Staff distributed a survey that was open for approximately six months which received 86 responses. The following is the most frequently mentioned business needs for each settlement area; staff will use this information to guide them in attracting these types of businesses to Huron East.

Brussels	Seaforth	Vanastra
Gas Station	Health Food Store	Variety/Grocery Store
Licensed Restaurant	Clothing Store	Dollar Store
Laundromat	Consignment Store	Recreational Sports
Clothing Store	Thrift Store	Small Coffee Shop
Physiotherapy	24-Hour Gym	
Splash Pad	Bakery	
	Youth Activities	

3.2: Promoting our Strong Agricultural Base

- Action 3.2.2: Engage a marketing firm to work with staff to create digital marketing profiling the Municipality's agriculture/agri-business strategic advantage; proactively share this information to targeted agri-businesses.

Staff will be looking into opportunities to apply to the Rural Ontario Program for this action in the fall/winter of 2025.

3.3: Revitalizing Historic Downtown Areas

- Action 3.3.2: Partner with the Heritage Committee to recognize businesses that have improved heritage properties.

The Heritage Committee presented plaques to two heritage property owners at the April 29, 2025 Council meeting to recognize their efforts in preserving local heritage.

- Action 3.3.4: Work with community partners to take actions to improve and beautify downtown areas.

Staff have partnered with the Seaforth BIA and Homecoming Committee in July and August 2025 to beautify Seaforth in time for the Seaforth Homecoming. A few examples of this included: a flower arch being added to the downtown parkette; north and south entrance signs being refurbished; repainting of the yellow benches in downtown Seaforth; and cleaning of the bell in front of Town Hall. A map pin selfie station was also added to downtown Seaforth for the month of August. This selfie station will be moved to different locations for any future events throughout Huron East.

3.4: Strengthening our Relationship with our Local Businesses

- Action 3.4.4: Work with Huron County and neighbouring municipalities to explore new tourism and destination building opportunities.

Wayfinding signage has been established through RTO4 and County funding in both 2024 and 2025. Huron County Taste Trails was developed in 2025, which promote some of our local agri-tourism businesses. Huron East received SLED funding in 2025 for our tourism/shop local initiative “Shop the Road Home”, which launched in July together with the Seaforth Homecoming event.

Goal 4: Working Together

4.2: Continuously Improving our Internal Processes and Practices to Make Them More Effective, Efficient and Customer Friendly.

- Action 4.2.2: Introduce customer-friendly, interactive budget tools to educate the public on how the Municipality spends tax dollars and provide an opportunity for meaningful input

During the 2025 budget process staff distributed an information pamphlet noting how residential property taxes are calculated, how property taxes get distributed and how the dollars are invested into the municipality. This 2-page pamphlet is posted on our municipal website, distributed to Councillors and staff for reference when speaking to the public, posted at the reception desk and highlighted through social media during tax season and budget discussions.

For the 2026 budget planning process, staff are planning an information session at one of the Huron East community centres for the public, highlighting the various departments and budget proposals. It is the expectation that the public will be able to interact with Council and staff to gain answers and feedback regarding the 2026 budget.

- Action 4.2.3: Introduce a human resource information system to effectively manage all HR-related processes and activities.

Effective January 2025, JBS software was launched, improving payroll processing and tracking of time off for all employees. HR also worked with the Deputy Fire Chief to enroll all volunteer fighters into the FirePro pay module, improving time and effort for all involved parties.

Staff utilize HR Downloads to circulate policies to all staff, including an acknowledgement from employees, ensuring that each employee verifies that they have received and read the policy.

4.3: Recognizing and Rewarding Hard Work and Excellence Among our Employees.

- Action 4.3.1: Continue and improve the bi-annual CAO-led Town Hall staff sessions to provide important updates, progress on strategic priorities, recognize staff excellence, and provide an opportunity for staff questions.

For the past three years the CAO has led bi-annual all staff meetings. One held in the spring and one in the fall, presenting staff with the opportunity to attend a morning or afternoon session. In fall of 2024, Council members were invited to attend over the lunch break, between sessions, providing an opportunity to meet and socialize with staff.

For the fall of 2026, staff are considering an opportunity to host a staff appreciation event, taking the place of the fall staff meeting. The concept would be to host a team building event and employee recognition at one of the recreation centres (if this proceeds the location would be rotated throughout Huron East). This would involve the closure of some facilities, for an afternoon, allowing all staff the opportunity to attend.

- Action 4.3.2: Create a Department Spotlight showcasing the important work staff are doing to make Huron East a great place to live. The link to the Department Spotlight should be included on the “Huron East What’s Up” page, pushed out on social media and emailed to staff.

To date, there have been two department spotlights. This first was announced in April 2025, recognizing the recreation staff at the Brussels, Morris, and Grey Community Centre. Their dedication and hard work have elevated the quality of service at the centre, which has not gone unnoticed, including the receipt of positive feedback from community members.

Secondly the Parks and Recreation department was recently spotlighted in August of this year. All staff were recognized for their noticeable efforts from maintenance projects, grass cutting, watering flowers, support with the Seaforth homecoming event, Brussels pool operations and cleanliness, day camp staff keeping the youth of Huron East busy and happy at both of the summer camps in Brussels and Vanastra , and the ability to come together as a team and accomplish these various tasks.

Although not a department spotlight, staff took the opportunity at the end of July to recognize all our summer students. Huron East had a total of 25 summer students working in Community Services, Public Works and Town Hall. Every student was provided the opportunity to provide us with a picture and write up about their experience working for the municipality. These were then posted through our social media accounts during the last two weeks of July.

The Huron East What's Up page is currently under development with plans to launch in October 2025.

- Action 4.3.3: Establish a "Huron East Rocks" committee with the mandate to establish and plan staff appreciation/team-building events.

The Committee has been established and the first meeting is planned for October 2, 2025.

Some of the initiatives for the Committee will include planning the annual holiday party, lunch potlucks, employee appreciation events, decoration and float submissions throughout the year and volunteer appreciation events.

Communication:

The Strategic Plan is posted to the Huron East website and staff aim to provide quarterly updates to Council.

Others Consulted:

All Department Heads

Financial Implications:

n/a

Signatures:

Jessica Rudy, AMP, CAO



August 29, 2025

MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities

Sent via email: will.bouma@pc.ola.org

Dear MPP Will Bouma,

Please be advised that Brantford City Council at its meeting held August 26, 2025 adopted the following:

12.3.1. Advocacy for Provincial Scrap Metal Legislation and Bail System Reform, 2025-421 - Councillor Hunt

WHEREAS a Town Hall meeting, hosted by Councillors of Ward 4 was held on Monday June 23, 2025, to discuss recommendations and actions taken to address ongoing concerns from local businesses regarding break-ins, theft and vandalism; and

WHEREAS Ward 4 businesses owners were invited to share their experiences and contribute to identifying actionable steps to theft concerns and help identify steps to foster a safer and more secure environment for businesses in Brantford; and

WHEREAS staff from the City of Brantford Bylaw & Security Department and representatives from Brantford Police Services provided presentations outlining current measures and actionable recommendations; and

WHEREAS business owners in attendance requested that a formal letter be drafted advocating for the transition of the municipal scrap metal bylaw into a provincial statute, to be addressed to MPP Will Bouma, Attorney General of

Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser; and

WHEREAS business owners further requested that the letter include a call to strengthen the bail system to better protect communities by ensuring repeat offenders are not prematurely released.

NOW THEREFORE BE IT RESOLVED:

- A. THAT City Council DIRECT Staff to prepare a formal advocacy letter to MPP Will Bouma, Attorney General of Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser, recommending the transition of the municipal scrap metal bylaw to a provincial statute. The letter to be completed by August 31, 2025, should also include:

- i. A request to strengthen the bail system to enhance community safety; and
 - ii. Testimonials from local business owners detailing the financial and operational impacts of break-ins, theft and vandalism, including threats to personal safety, and the financial burden of increased insurance cost; and
- B. THAT a copy of this resolution BE FORWARDED to MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,



Chris Gauthier
City Clerk
cgauthier@brantford.ca

CC MP Larry Brock - larry.brock@parl.gc.ca
The Association of Municipalities of Ontario (AMO) - amo@amo.on.ca, policy@amo.on.ca
All Ontario municipalities

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 08, 2025

Subject: Proposed updates to certain operational policies under the *Aggregate Resource Act*

Hello,

Ontario's aggregate industry plays a key role in our government's vision to build Ontario, supporting vital development and jobs across the province. At this time, MNR is proposing updates to certain operational policies under the *Aggregate Resources Act*.

Over the last six years, changes to the Act, regulation, and the development of the Aggregate Resources of Ontario Standards, have left several aggregate resources policies outdated and/or inaccurate. New requirements and provisions introduced through these changes also need to be supported with new policy direction.

In a continued effort to clarify requirements and improve efficiencies, three policies are proposed to be updated (replacing seven outdated policies) related to new aggregate licence/permit applications addressing Water Report, Cultural Heritage Report, and Matters to be Considered in the Issuance of a Licence. One new policy based on the 2020 requirements in the Standards, Maximum Predicted Water Table Report is being proposed. In addition, the government is focused on reducing burden to businesses; this is why we are proposing to rescind 28 policies that are outdated or unnecessary.

Updated policies are an important step in modernizing the Ministry's aggregate program, ensuring transparency and consistency in program delivery, and providing certainty to industry and the public about the Ministry's expectations.

A complete summary of the proposed policy changes can be found on the [Environmental Registry](#) (search for notice: 025-0216) for a 48-day commenting period ending September 25, 2025.

We invite you to review the changes and offer comments.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)

2. By email to aggregates@ontario.ca, or
3. By mail to:

Resources Development Section
Ministry of Natural Resources
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

For questions, contact Sheena Tower at aggregates@ontario.ca.

Sincerely,



Jennifer Keyes

Director, Development and Hazard Policy Branch

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 13, 2025

Subject: Proposed regulations to support the implementation of the proposed
Geologic Carbon Storage Act, 2025, if passed by the Legislature

Hello,

Over the past three years, the Ministry of Natural Resources (MNR) has been taking a measured and phased approach to enabling and regulating geologic carbon storage (further referred to as carbon storage) in Ontario. Carbon storage is new to the province and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Carbon storage involves injecting captured carbon dioxide into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

As you may be aware, the proposed *Geologic Carbon Storage Act, 2025* was introduced into the Ontario legislature on May 27th, 2025 as part of [Bill 27, Resource Management and Safety Act, 2025](#). The Bill has now reached second reading in the Legislature, and debate of the Bill will continue after the legislature resumes on October 20th, 2025. The status of the Bill in the legislative process can be viewed on the Legislative Assembly of Ontario [website](#).

The proposed Act, if passed by the Legislature, would require the development of supporting regulations that would cover the detailed regulatory requirements for the authorization of research and evaluation activities, and carbon storage activities, before the Act could be proclaimed and brought into force.

We are writing to notify you that the MNR is seeking feedback on the general content of proposed regulations that are being considered under the proposed *Geologic Carbon Storage Act*, 2025, if it is passed by the Legislature.

More details on the general content of the proposed regulations can be viewed in a proposal notice on the Regulatory Registry, posting # [25-MNRF006](#). Feedback on the proposal can be provided directly to MNR through the email address provided below.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Keyes". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Jennifer Keyes
Director, Development and Hazard Policy Branch

PROPOSED UPDATES TO THE PROJECTION METHODOLOGY GUIDELINE

*To support implementation of
PPS, 2024*

PROPOSED UPDATES TO THE PROJECTION METHODOLOGY GUIDELINE

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Disponible en français

Preface

In 2024, the Province released the [Provincial Planning Statement](#) (PPS, 2024), replacing the Provincial Policy Statement, 2020, and revoked [the Growth Plan for the Greater Golden Horseshoe 2019](#) (Growth Plan). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and came into effect on October 20, 2024. The PPS, 2024 applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

Planning authorities shall base population and employment forecasts on the [Ontario Population Projections](#) (MOF projections), published by the Ministry of Finance (MOF) and may modify, as appropriate. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance.

The Ministry of Municipal Affairs and Housing (MMAH) is seeking feedback on proposed guidance that would assist planning authorities with establishing population and employment forecasts and identifying related land needs requirements to plan their communities and support meeting Ontario's significant growth needs.

Before the PPS, 2024 came into effect, in accordance with the Growth Plan, municipalities in the Greater Golden Horseshoe were required to use a land needs assessment methodology. The 1995 Projection Methodology Guideline (PMG) has been available to be used elsewhere in Ontario to assist in determining population and employment forecasts and assessing housing and land needs requirements. An update to the PMG is needed to support the implementation of the PPS, 2024, reflect recent provincial government priorities, and incorporate new information, data sources and best practices.

Seeking feedback

The Province is now seeking feedback on a proposed population and employment forecast guidance that would replace the existing PMG. Should the government adopt the proposed guidance, subject to consultation, input and refinement, and issue new guidance, the government would consequentially repeal the PMG.

While not included here, the final version of guidance may include hypothetical scenarios to show how municipalities could implement the recommended methods. These scenarios could be based on specific geographies and/or typologies (e.g., *large and fast-growing municipalities*, northern municipalities, and small or rural municipalities).

Each scenario could include a background narrative with hypothetical local conditions to illustrate step-by-step how different municipalities would follow and implement the guidance. The scenarios could illustrate how the proposed guidance is applicable to a range of considerations. If there are any specific matters you would like addressed or better explained through case study scenarios, please include the specifics of what would be most helpful.

Please submit comments on the Environmental Registry of Ontario (ERO) in response to posting [#025-0844](#). Comments may also be provided by email to growthplanning@ontario.ca. The deadline for written comments is October 11, 2025. Feedback will be taken into consideration prior to a final decision about the proposed guidance.

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List of Acronyms

Acronym	Term
ARU	Additional Residential Unit
CMHC	Canadian Mortgage and Housing Corporation:
CD	Census Division
CSD	Census Subdivision
DGA	Designated Growth Areas
ELE	Employment Land Employment
FSI	Floor Space Index
FSW	Floor Space per Worker
GE	General Employment
MZO	Minister's Zoning Order
MOF	Ministry of Finance
MMAH	Ministry of Municipal Affairs and Housing
MPAC	Municipal Property Assessment Corporation
NOC	National Occupation Classification data
PPU	Persons-per-unit
PMG	Projection Methodology Guideline
PPS	Provincial Planning Statement
SABE	Settlement Area Boundary Expansion

Chapter 1: Introduction

As Canada continues to be a leader in population growth among the G7 nations, the bulk of this growth is occurring in Ontario. It is essential that Ontario municipalities' growth planning adequately anticipates these pressures, both in the near term and well into the future. Adequate growth planning ensures the land and infrastructure needs of current and future Ontarians are in place and reflect the diverse needs of Ontarian families and businesses, as well as overall balance in the housing market.

A major step towards achieving the ambitious planning required to adequately and affordably house a growing population and workforce the Province released the Provincial Planning Statement (PPS, 2024). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

The PPS, 2024 provides overall policy directions on matters of provincial interest related to land use planning and development in Ontario, and applies province-wide, except where provincial policy, a provincial plan or applicable legislation or regulation provides otherwise. Provincial guidance, including guidance material, guidelines and technical criteria may be issued from time to time to assist planning authorities and decision-makers with implementing the policies of the PPS, 2024. Information, technical criteria, and methods outlined in the guidance are meant to support implementation but not add to or detract from the policies of the PPS, 2024.

PPS, 2024 policy context

As a part of the implementation of the PPS, 2024, planning authorities must establish the amount of population and employment growth to plan for and determine the amount of land required to accommodate that growth.

The PPS, 2024 policies provide the parameters for the amount of growth to be planned for in municipalities. Of specific relevance is the following policy direction:

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify as appropriate (policy 2.1.1).

Notwithstanding policy 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

In addition, the PPS, 2024 provides policy direction that could impact the amount of growth to be planned for and the associated land needs. This includes, but is not limited to, the following policies:

Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* (policy 2.2.1).

Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities* (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Planning authorities shall designate, protect, and plan for all *employment areas* in *settlement areas* (policy 2.8.2.3).

They must also promote economic development through the provision of a mix and range of employment uses, *intensification* of employment uses and mixed-use development, and the provision of employment uses located both inside and outside of *employment areas* (policy 2.8.1.1).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit* service is available (policy 2.8.1.4).

The guidance supports policy implementation but does not add to or detract from the policies of PPS, 2024.

Scope

Population and employment forecasts are important components needed for planning authorities, including upper-tier, single-tier, and lower-tier municipalities without planning responsibilities ('municipalities'), to plan their communities. This information can be used by municipalities to identify growth areas, manage infrastructure, attract employment and economic development, and coordinate public services to meet short and long-term needs. Municipalities make local land use planning decisions that will determine the future of their communities and municipal planning decisions and planning documents (e.g., official plans) must be consistent with the PPS, 2024.

This guidance is intended to help municipalities develop population and employment forecasts and identify the quantity of land needed by the municipality by the planning horizon. However, the focus of guidance is on the quantum of lands required for *settlement areas* and employment, and not the location of new *settlement areas*, location of expansions to *settlement areas*, location of *employment areas*, or the suitability of whether a particular area of land should be included or removed from an *employment area*. These matters are to be addressed consistent with relevant PPS, 2024 policies.

Guiding principles

This guidance is based on the following principles:

Ambition and balance: provide ample, adequate planned and serviced land, reducing and avoiding market imbalances or distortions stemming from an insufficient land supply relative to demand.

Consistency and functionality: produce functional and actionable results that assist municipalities in ensuring land use planning decisions are consistent with the policies of the PPS, 2024.

Transparency: provide a standardized approach to identifying the forecasted population and employment to the planning horizon, transparently allow for identifying the quantity of housing needs by type and assessing land needs.

Clarity and ease of implementation: provide a clear set of guidelines that can easily be followed by upper, lower, and single-tier municipalities of varying size and conditions.

Considerations for the guidance

There are several aspects to consider when using the guidance, including:

- Municipalities would update their population and employment forecasts and implement them in their official plans at the time of their next official plan update pursuant to the *Planning Act*. The *Planning Act* requires official plans to be revised every five years after an amendment is made, or ten years after a new official plan is approved. Municipalities would not be required to update their long-range forecasts outside of the statutory *Planning Act* requirements.

The land needs of a community generally do not fluctuate on an annual basis given the longer-term nature of land use planning. As such, municipalities can accurately address changes in growth forecasts and land needs through the standard official plan review cycle.

- The PPS, 2024 requires municipalities plan to meet projected needs for a time horizon of at least 20 years, but not more than 30 years. The MOF publishes the MOF projections, which are projected by year for a range of up to 25 years beyond the census year on which the projections are based.

Municipalities should use the most recent MOF projections published and available at the time of an official plan update, accompanied by relevant market indicators aimed at providing the most accurate picture possible of the supply and demand dynamics relating to land use.

It is recommended that municipalities plan to the horizon that aligns with the outer range of the MOF projections available at the time of an official plan update. Municipalities could use any specific horizon, provided that the projection year is within 20 to 30 years.

In addition, municipalities should consider the timing of a 'major' update issued by the MOF (i.e., projections that are updated to incorporate data published from the most recent census) and align their long-range forecasting work accordingly.

- A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers. The guidance reflects PPS, 2024 policy direction encouraging inter-municipal collaboration and coordination through all stages of the forecasting and land needs assessment processes. Coordination is recommended to ensure the methods of allocating projections for each municipality consider the future population, housing, land use, infrastructure needs within an entire census division, in accordance with PPS, 2024 policies.

Projections and forecasts: A projection extrapolates present trends (e.g., fertility, mortality, and migration) to a future state (e.g., population) based on the assumption that the trends would continue. A projection is neutral and does not consider how changes in assumptions or potential uncertainty in the continuation of past trends would impact the future. By contrast, a forecast is a best estimate to predict a future state (e.g., population, employment) that builds on present trends and considers the potential impacts that changing variables and assumptions may have.

Guidance contents

The proposed guidance is organized as follows:

- chapter 2 outlines the methods for establishing a municipality's population projection
- chapter 3 outlines the steps for developing a municipality's housing needs forecast
- chapter 4 outlines the methods for determining a municipality's employment needs forecast
- chapter 5 outlines the steps to undertake a land needs assessment to accommodate a municipality's projected population and employment needs
- chapter 6 outlines information on implementation, including collaboration between municipalities, documentation, and using the results

Where a word is italicized, the definition of the word or phrase is to be understood as reflecting the corresponding definition in PPS, 2024. For non-italicized terms, the normal meaning of the word applies. Where a word or phrase is typically used in a planning context, the meaning associated with the use of that word or phrase within the planning context is intended to apply. A glossary is provided to clarify certain terms that are used in the guidance.

Any references to specific policies and associated policy numbers in this document are references to the corresponding policies in the PPS, 2024.

Chapter 2: Establishing Municipal Population Projections

Overview

The purpose of Chapter 2 is to identify and allocate the MOF population projections from the census division (CD) to the municipality (i.e., census subdivision (CSD)) to the planning horizon.

The MOF population projections reflect annual demographic trends and are issued for each of Ontario's 49 CDs. They are foundational to the development of future municipal population projections.

The approach is to develop upper and lower future population projection ranges, to support municipalities plan for future needs, while providing a test on municipal projections in relation to the CD to ensure a reasonable outcome. The range would be developed using two methods:

1. a municipality's population share of the CD, and
2. the municipality's share of population growth within the CD.

The outcome of this chapter would be used as an input in developing housing and employment forecasts.

Population step 1: obtaining and determining municipal projections

Purpose

The purpose is to identify the MOF projections for the applicable CD geography and determine each municipality's share of the projection.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

To achieve the objective, municipalities should disaggregate the MOF projections from the CD to the CSD (i.e., the municipality) to the planning horizon. Municipalities should apply at least two different methods (outlined below) to obtain projection results based on past growth and on assumptions for future growth.

Single-tier municipalities whose geographic boundary aligns with a CD could use the MOF projections for the CD.

Municipalities are equipped to develop employment forecasts and assess housing and land needs based on the MOF projections (as explained in other parts of the guidance).

There are two recommended methods for determining the municipality's share in the projection:

1. **Population share (Method A):** Accounting for the municipality's share in the CD projected population, according to the MOF projections. For this method:
 - municipalities should use the latest data available from Statistics Canada for their population and the CD total population to calculate the share of CD scale population
 - municipalities apply the population shares to the MOF's CD scale population projections for the municipality's planning horizon to get their population projection
2. **Growth share (Method B):** This method relies on linear growth for each municipality within the CD to calculate the share of a municipality's growth within the CD. For this method:
 - municipalities use the latest data available from Statistics Canada on population growth for the CD and for the CSD/municipal level to calculate their share of CD growth
 - municipalities, to obtain their population projections, would calculate growth shares from an appropriate consecutive five-year period within the previous 10 years to account for short term variations in population. They would then apply the growth shares to the MOF's CD population projections for the municipality's planning horizon.

If a municipality anticipates growth outside the projection range, it should document the approach and data sources used and provide the rationale and methodology behind the calculation. Examples of rationales may include assumptions such as major infrastructure investment, unusual growth patterns that would skew the development of a municipal-scale projection, and immigration forecast updates, etc.

The approach might result in a diverse range of growth projections for different municipalities. As such, municipalities with minimal population growth should use the current population as a 'floor'. Later steps consider other matters that would affect housing, employment, and land use planning to ensure adaptable and resilient resource allocation and infrastructure development.

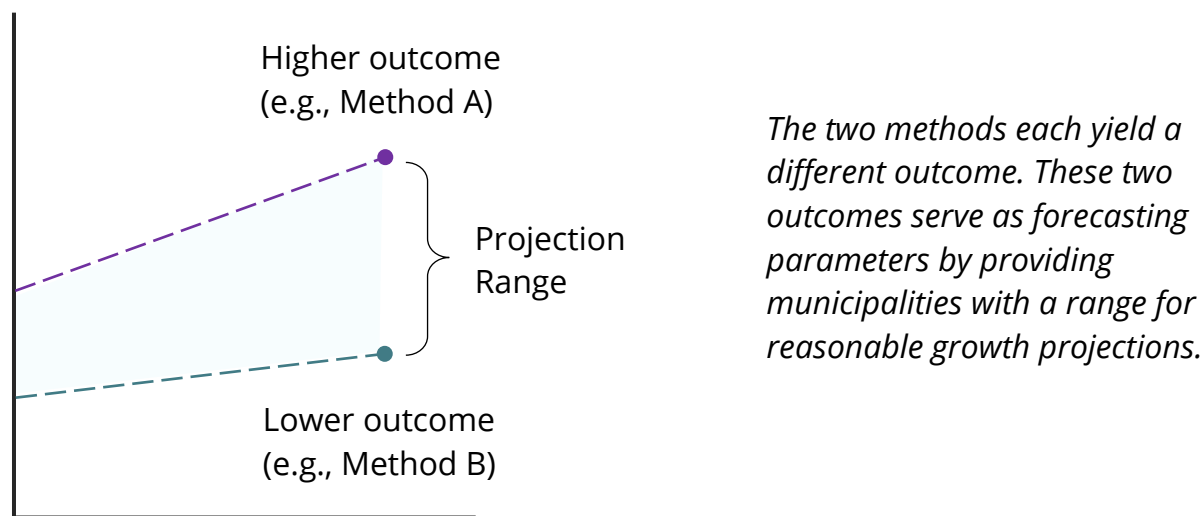


Figure 1: Illustration of the population projection range

Municipalities in the Greater Golden Horseshoe (GGH) may continue to use the population growth forecasts to 2051 provided in Schedule 3 of A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019, to help with the transition to base population and employment forecasts on the MOF projections. Municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

However, they will be required to base their population and employment growth forecasts on the MOF projections in the future, where the forecasts in Schedule 3 no longer satisfy the policy requirement to plan for a horizon of at least 20 years.

Considerations

The MOF updates population projections annually to reflect the latest and emerging demographic trends and data on fertility, mortality, and migration. There is a comprehensive review, and major updates conducted every five years, which are based on the most recent census and additional supporting data, review of methodology and long-term assumptions.

The methodology used by the MOF to develop long-term population projections is the cohort-component method, essentially a demographic accounting system. The calculation starts with the base-year population (the starting year where the population number from which the accounting method adds and subtracts population), distributed by age and gender.

A separate analysis and projection of each component of population growth is made for each year, starting with births. Then, projections of deaths and the five migration components (immigration, emigration, net change in non-permanent residents, interprovincial in- and out-migration, and intra-provincial in- and out-migration) are also generated and added to the population cohorts to obtain the population of the subsequent year, by age and gender.

This methodology is followed for each of the 49 CDs. The Ontario-level population is obtained by summing the projected CD populations.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., regional development, land use, infrastructure). They represent the base-case scenario if current trends continue.

While the MOF publishes three population growth scenarios at the provincial level (i.e., reference, high and low), projections at the CD scale are issued using the reference scenario. It is recommended that CD projections are used as the basis for the population projection, as it is more reflective of growth in the municipality.

While population projections are the policy basis on which to plan for future needs, they are subject to uncertainty due to factors such as economic downturn/recession, population surge/decline etc., which can create significant challenges for land use planning. For example, if a sudden economic downturn occurs, it could lead to lower population growth than projected, resulting in overestimation of the need for housing, infrastructure, and services. Alternatively, an unexpected population surge due to migration could strain a municipality's existing resources and infrastructure.

The MOF projections do not reflect local characteristics regarding existing and planned infrastructure capacity or availability, economic and planning assumptions, information from official plans or locally prepared projections. Therefore, the local context is helpful in supplementing the MOF projections.

Every five years, a major update to the MOF projections is produced to include results from the latest Census (now 2021) and to review the methodology and long-term assumptions. This is a major update. A consultation process with ministries, upper-tier municipalities, and academic demographers takes place to gather feedback to validate the major assumptions.

Every year, an update to the technical report and tables is released by the MOF to include the latest population estimates and the most recent data on fertility, mortality, and migration. This is a minor update.

The MOF projections are the only publicly available set of population projections for Ontario and its 49 CDs, where the population of the CDs sum to the population of Ontario. Because the MOF projections are updated each year and provide detailed age results, they are used for planning purposes throughout the Ontario government, and by municipalities, school boards, health units, researchers, and the private sector.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., on regional development, land use, new infrastructure). They represent the base-case scenario if current trends continue.

Unusual growth scenarios (e.g., high, or low) that use the MOF projections can lead to planning outcomes that misalign population and employment land needs and infrastructure. For example, overestimating growth may cause infrastructure to be overbuilt and create financial strain for the municipality. Alternatively, underestimating growth can result in insufficient infrastructure, service shortfalls, and municipalities may face increased capital costs to address undercapacity issues.

In cases where the municipality is aware of upcoming significant development or infrastructure investment, it may adjust its population forecast upwards to best utilize available (and planned) infrastructure. These may include, for example, upgraded municipal water servicing, impacts of Minister's zoning orders, or new major facilities. Municipalities should ensure that any adjustment is grounded in local data availability and circumstances, and the rationale is clearly documented to ensure that they can demonstrate how and why the adjustments were made to support informed decisions by the approval authority.

The recommended approach mitigates some of the uncertainty by establishing a range of population projections that would inform municipal forecasts. However, it is ultimately based on historical trends and cannot fully account for future events.

All municipalities have the flexibility to modify their projections, within the projection range, based on local conditions. The approach fits a variety of different types of municipalities and diverse local conditions using publicly available data sources. This approach:

- enables lower-tier municipalities with planning authority to establish forecasts through evidence-based decision-making
- supports planning authorities to assess whether municipalities are over- or under-projecting the population at the planning horizon
- provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) to support long range planning within an official plan; and
- equips municipalities to assess housing, employment and land needs with a municipal population projection based on the MOF projections (as explained in other parts of the guidance)

Outcome

The results of the two methods would become the upper and lower parameters of the range of reasonable growth projections for each municipality (before the application of adjustments based on additional market indicators—see chapter 3). Each one of the recommended methods could produce either the higher or lower parameters of a municipality's projection range, depending on the population and growth patterns of the municipality in relation to the CD. Each municipality would select a growth projection within its projection range. The projection range provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) into forecasts to support long range planning within an official plan.

Determining population projections at the CSD level provides a starting point for population step 2, where population projections by age cohort are established as an input for identifying required housing. The outcome is also a direct input for identifying employment need.

Municipalities that anticipate no growth or negative growth in the planning horizon may still benefit from developing housing and employment forecasts. Therefore, they should follow relevant steps in the guidance. For example, existing housing stock may not match the type of housing identified in the housing needs or employment may require additional land, etc.

Population step 2: developing population projections by age cohorts

Purpose

The purpose is to project future population size and characteristics, by age cohorts. Information on the share of each age group in the municipality's population then informs the development of housing forecasts, as changes in the age structure of the population impacts housing needs in the municipality.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities are recommended to take census data on the age of primary household maintainer and compile the data into five-year age groups. This data is used to determine the share of each age group in the projected population. Five-year age groups are generally used, as annual projections require more data and labour to calculate.

Municipalities should extrapolate the census population for the latest census year by applying a growth calculation, similar to the growth share approach in population step 1. For each five-year cohort, municipalities apply the growth shares for an appropriate consecutive five-year period within the previous 10 years. The share of the growth for each cohort would then be applied to the municipal projected population from population step 1. The approach accounts for short term variations in population projections.

As an alternative, a municipality may undertake a more complex cohort-survival model accounting for births, deaths and immigration using additional data sources. The approach should be documented with a rationale provided to explain why the cumulative total would be different from population step 1.

Whether developing an age structure projection, or extrapolating age cohorts from the latest census, the projected population at the horizon for the municipality from population step 1 is the control for the results developed in this step. Municipalities should review the total population by age cohort developed in this step against the results of population step 1. It is anticipated that municipalities would refine their approach and calculations through an iterative process to ensure the results of both population step 1 and population step 2 align.

Considerations

The MOF publishes projections by age and sex for the 49 CDs. This data could be used as a control when assessed in coordination and collaboration with municipalities within the same CD to ensure that the combined projected population by age cohorts are not over- or under-projecting the CD population at the horizon. However, the age cohort projections themselves are not useful as a starting point to disaggregate at the municipal scale.

Outcome

The result is a municipal level population projection by five-year age groups that is the input for calculating housing needs (Chapter 3).

Chapter 3: Developing Housing Needs Forecasts

Overview

The purpose of Chapter 3 is to determine the amount of housing needed to the horizon year, accounting for *intensification* within built-up areas in existing *settlement areas* and the need for additional *settlement area* land (i.e., *designated growth area* land) to accommodate future housing needs.

Once municipalities have established their population projections, they should calculate the housing needs for the entire population and develop a housing needs forecast to accommodate growth in the planning horizon.

The approach to developing housing needs forecast to the horizon considers a municipal level forecast of housing by type (e.g., low, medium, high density) and location (*intensification* within *settlement areas/designated growth areas*) based on housing needs by age cohort. This housing needs information would be used as an input for assessing land needs. Municipalities could adjust their housing needs forecast to account for additional data sources, affordable housing, and market demand forecasts or indicators.

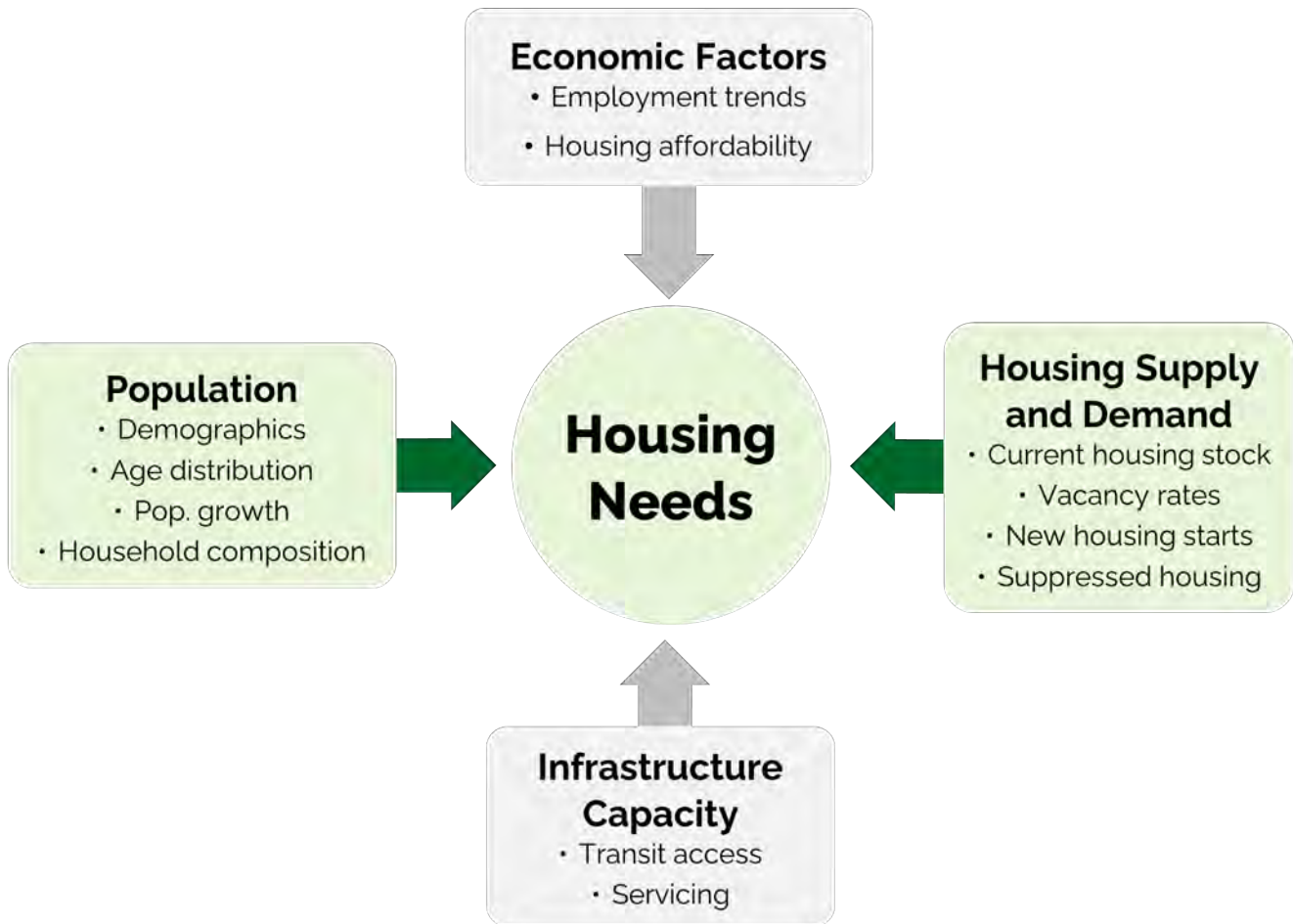


Figure 2: Diagram of factors influencing housing needs

Housing step 1: calculating projected housing needs

Purpose

The purpose is to determine the municipality's projected total housing needs, which is the number of households to be accommodated in the planning horizon, in housing units.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

Recommended approach

Municipalities should use the municipal-level population projections, calculated in chapter 2, and apply the age-specific headship rate to calculate the projected total housing needs. The headship rate is defined as the proportion of people who head a household (i.e., primary household maintainer) within a population cohort.

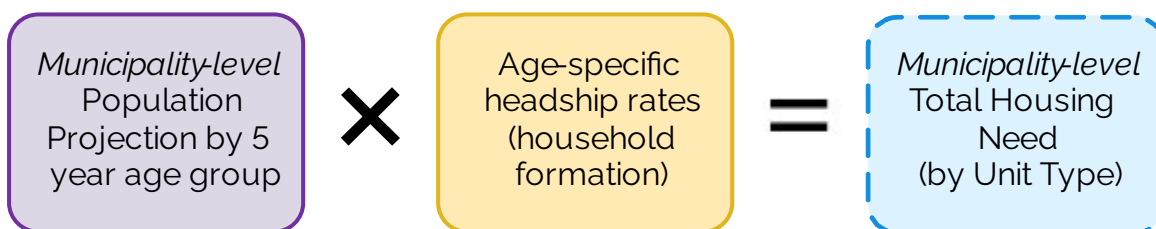


Figure 3: Diagram of housing step 1 – calculating housing needs

Considerations

In general, municipalities should assume that household formation rates by age will not vary significantly from those in the latest census. While each household is associated with a housing unit, it is not necessarily linked to a particular type of housing unit. As a result, household formation should not vary in response to the expected change in the mix of housing types resulting from policy. If any deviation from recent census rates is assumed, a clear rationale and robust analysis should be provided to substantiate the change.

Municipalities should consider suppressed household formation, housing tenure and propensities for households to occupy certain types of housing starting at this step. Housing needs categorized by unit type may be carried over through subsequent steps for a more accurate land needs assessment in chapter 5 (and especially using method 2 for land needs assessment).

Headship rates that are age specific are available at the CSD level through the most recent census household data from Statistics Canada, and they are generally consistent over time. Households are social arrangements that vary by age and life cycle choices and includes events such as moving away from one's parents, forming couples, getting divorced, or the death of a spouse. Municipalities may refine headship rates data to reflect anticipated demographic changes and household trends, provided the adjustment is evidence-based, follows a clear rationale and that the decision-making process is clearly documented.

To be consistent with PPS, 2024 policies, municipalities should consider repeating Housing Step 1 to account for a 15-year planning horizon. PPS, 2024 policy 2.1.4 a requires planning authorities maintain at all times the ability to accommodate residential growth for a minimum of 15 years.

The short-term planning horizon in PPS, 2024 policy 2.1.4.b (see above), seeks to maintain a minimum availability of a three-year supply of residential units, on land suitably zoned with sufficient servicing capacity, to accommodate short-term development growth patterns. In particular, to coordinate infrastructure needs with land supply. This three-year supply is accounted for within the land need assessment adjustments detailed in Chapter 5.

Outcome

The outcome is the number of housing units needed in the horizon year. This is the input for developing a housing needs forecast in Housing Step 2.

Housing step 2: Developing a housing needs forecast

Purpose

The purpose of housing step 2 is to develop a housing needs forecast for the total number of households anticipated in the planning horizon. This is based on number of housing units needed in the horizon year, which would be adjusted according to local conditions and to reflect existing housing stock.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are *designated and available* for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is *affordable* to *low and moderate income households*, and coordinating land use planning and planning for housing with Service Managers to address the full range of *housing options* including *affordable* housing needs;
- b) permitting and facilitating:
 - 1. all *housing options* required to meet the social, health, economic and well-being requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and

employment opportunities; and

2. all types of residential *intensification*, including the *development* and *redevelopment* of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new *housing options* within previously developed areas, and *redevelopment*, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use of *active transportation*; and
- d) requiring *transit-supportive* development and prioritizing *intensification*, including potential air rights development, in proximity to transit, including corridors and stations (policy 2.2.1).

Recommended approach

Municipalities should adjust the projected total housing needs obtained in Housing Step 1 to consider any relevant local housing market factors that could impact the number and type of units needed.

Then, the existing housing stock should be subtracted from the total housing needs to get a forecast of the number of additional units required to accommodate growth in the municipality.

It is recommended that when developing a housing needs forecast municipalities consider factors such as the following (the list of local housing market factors is not exhaustive):

- suppressed household formation:

Due to factors including demographic shifts, housing affordability, and availability of different unit types, there may be fewer census households than would have formed otherwise. Municipalities should use an approach that could be applied to calculate the extent of household suppression that is appropriate for its local data, circumstances and context. Each municipality should seek to obtain and document information that is relevant to its local circumstances.

Municipalities may include an analysis of headship rates in comparison to other comparable municipalities. Where a municipality may identify a trend where its historical headship rates is lower than rates of similar municipalities, the

municipality should adjust headship rate upward to account for lower, or suppressed, household formation.

Available general resources include reports by Canada Mortgage and Housing Corporation (CMHC), for example, on household by maintainer, and by the Office of the Parliamentary Budget Officer on household formation and the housing stock.

- *housing options* and affordability:

Municipalities should develop their housing needs forecast while considering their minimum targets for the provision of housing for all market segments, especially as suggested by market indicators. These include a mix of larger, family-sized homes, smaller workforce or student housing, ground-oriented housing, mid-rise, and high rise, as well as housing that is *affordable to low and moderate income households* and the PPS, 2024 requirement to provide for an appropriate range and mix of *housing options*. These factors may require adjustments relative to affordability and housing options, including the availability of various unit types, at the census base year.

- target vacancy rates to achieve market balance:

The forecast could be adjusted to compensate for significant over- or under-supply in housing stock in the census year, which, if exists, is evident by data on vacancy rates. To determine unusually high or low vacancies, planning authorities from each market area should calculate their natural rate of vacancy. This means the rate of unoccupied housing units that allows for the normal functioning of the housing market, including turnover, choice, and mobility. The intention is to achieve a balance in the market, without inducing rent inflation, such as due to a chronic undersupply of housing units, or deflation, such as being the result of a structural oversupply of housing units. In the absence of data or capacity to calculate the natural rate of vacancy, a range of 3% to 5% should be applied.

- “market contingency factor”:

This factor indicates fluctuations in supply and demand due to unusual events. Examples include: changes in the economy on the provincial, federal or international level; changes in land use planning or other legislation or regulations that would affect landowners’ ability to develop their land or the pace of development; and macro changes that could have implications on local housing markets, such as a major change in seasonal population (e.g., students), intra-provincial relocation decisions driven in part by affordability) or major

technological or societal shifts (e.g. hybrid/remove work enabled through technological enhancements), and increasing demands to live beyond core metropolitan regions. A municipality could provide for a contingency factor by adjusting the forecasted housing needs upwards by a percentage, depending on the extent of data available.

Any adjustments should take into account the character and type of the units (e.g., size, quality, affordability, etc.).

When adjusting the housing needs forecast to reflect these or other factors, municipalities should substantiate the adjustment(s) by documenting the evidence and the decision-making process on which they rely.

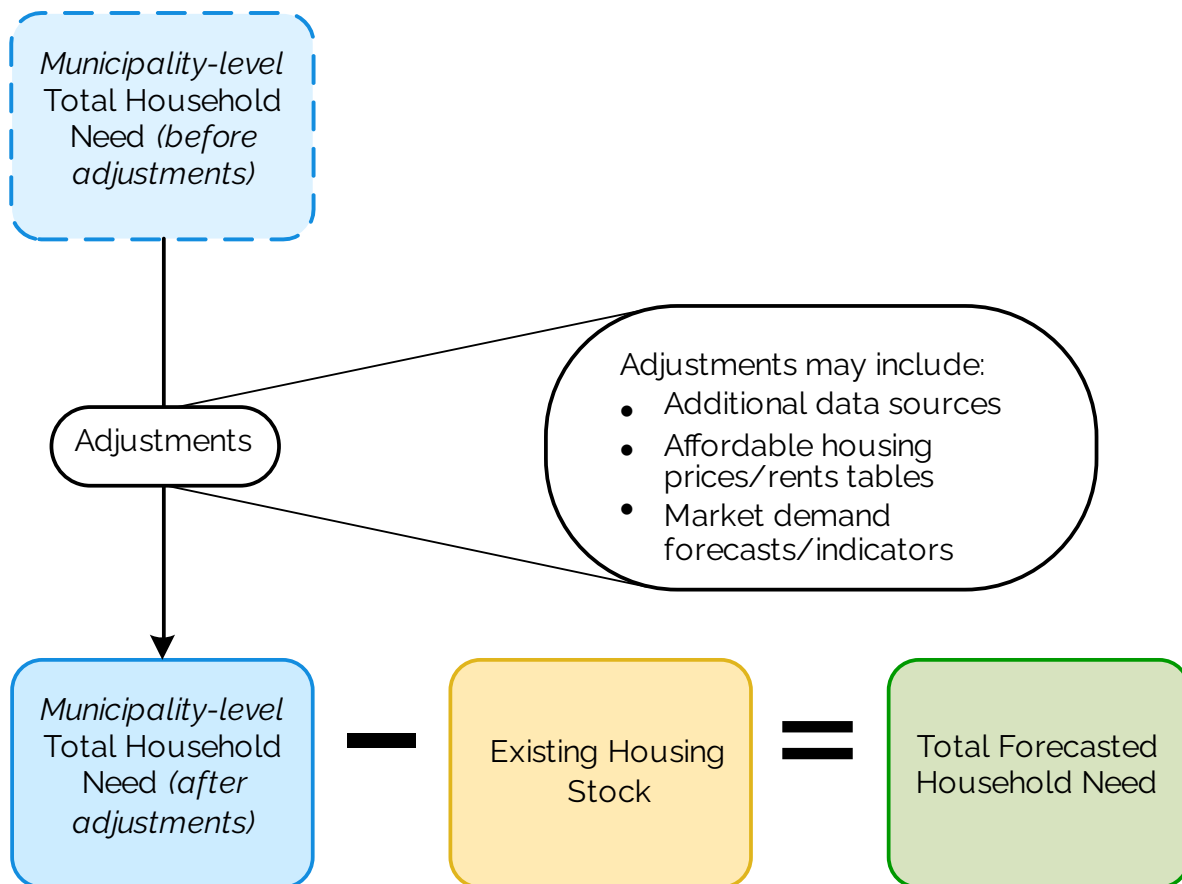


Figure 4: Diagram of housing step 2 – developing a housing needs forecast

Considerations

Housing needs adjustments, particularly for vacancy rates and market contingency, may or may not have a significant impact on the forecasted housing needs to the horizon year. However, they are more likely to have implications for short- and medium-term land needs assessments per policy 2.1.4.

Existing stock includes units that are under construction. Municipalities should also consider fluctuations of stock, such as the results of seasonal occupancy. Housing units that are in land use approval process would be accounted for in the land needs assessment, not in the existing housing stock in this step.

When calculating the existing housing stock, municipalities should consider additions to the housing stock since the census base year that was used for projections and subtract those housing units from the forecasted need. A municipality could use, for example, information from building permits, classified by unit type.

Moreover, municipalities should consider stock loss that needs to be replaced due to demolitions, conversions, abandonment, impacts of a changing climate and natural hazards. Information on stock loss may be available internally (e.g., building permits issued) or from external sources (e.g., CMHC starts/completions data or updated assessment data from the Municipal Property Assessment Corporation (MPAC)).

Municipalities who are able to obtain the data needed to support housing needs adjustments would be able to determine land needs more accurately (chapter 5).

Once municipalities calculate the total forecasted housing needs (i.e., the outcome of this step), they should also plan for infrastructure development to match the increase of supply to accommodate that need. This includes improving existing infrastructure to facilitate some of the housing needs to be accommodated through intensification, which is accounted for in housing step 3.

Outcome

The outcome is the total forecasted housing needs, in the planning horizon. This is the input for determining housing accommodated through *intensification* and the estimated housing to be accommodated through new development in housing step 3.

Housing step 3: planning for intensification

Purpose

The purpose is to determine the amount of housing that can be accommodated through *intensification*. Furthermore, it provides supporting data needed to estimate the amount of housing to be accommodated through new development, which would impact land needs. This is referred to here as the estimated housing needs outside the built-up area.

Policy basis

Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development, strategic growth areas should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter-and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

Recommended approach

To estimate housing needs outside the built-up area, municipalities should subtract the amount of housing that can be accommodated through *intensification* (according to their *intensification* targets) from the total forecasted housing needs.

The municipality's *intensification* targets should be set to reflect municipal objectives, local conditions, and various forms of *intensification*, such as (but not limited to):

- opportunities for in-fill and *redevelopment*, including reuse of *brownfield sites* and underutilized shopping malls and plazas, development of vacant and/or underutilized lots within previously developed areas, the expansion or conversion of existing buildings, and additional residential units (ARU) on farms where appropriate
- *infrastructure* availability and capacity
- market demand
- availability and viability of surrounding *prime agricultural areas*; and
- environmental constraints



Figure 5: Illustration of housing step 3 – planning for intensification

Considerations

In setting intensification targets and determining the amount and type of housing units that can be accommodated through *intensification*, municipalities should consider the overarching PPS, 2024 goal of creating and supporting *complete communities*, affordability needs, transit supportive densities, housing typology, tenure trends and seasonal housing. In addition, municipalities should consider the PPS, 2024 requirement to plan for a range and mix of *housing options*.

Outcome

The outcome is the total estimated housing needs outside the built-up area and is the input to identify the amount of land needed to accommodate new housing developments.

Chapter 4: Developing Employment Forecasts

Overview

The purpose of Chapter 4 is to establish the amount and type of employment growth that should be accommodated over the planning horizon; as well as the location of the employment growth (*intensification* within *settlement areas / designated growth area*). This employment growth information would be an input in assessing land needs.

The relationship between employment and housing (Chapter 3) is circular. Through income, employment influences housing demand; while through mobility, housing availability affects employment opportunities along with other factors (e.g., climate change impacts, supply chain considerations, geopolitical instability).

The recommended approach for identifying employment needs focuses on considering demographic factors (e.g., population growth, labour supply etc.), in addition to other, factors such as *infrastructure* capacity and government policies at the federal, provincial, and municipal levels.

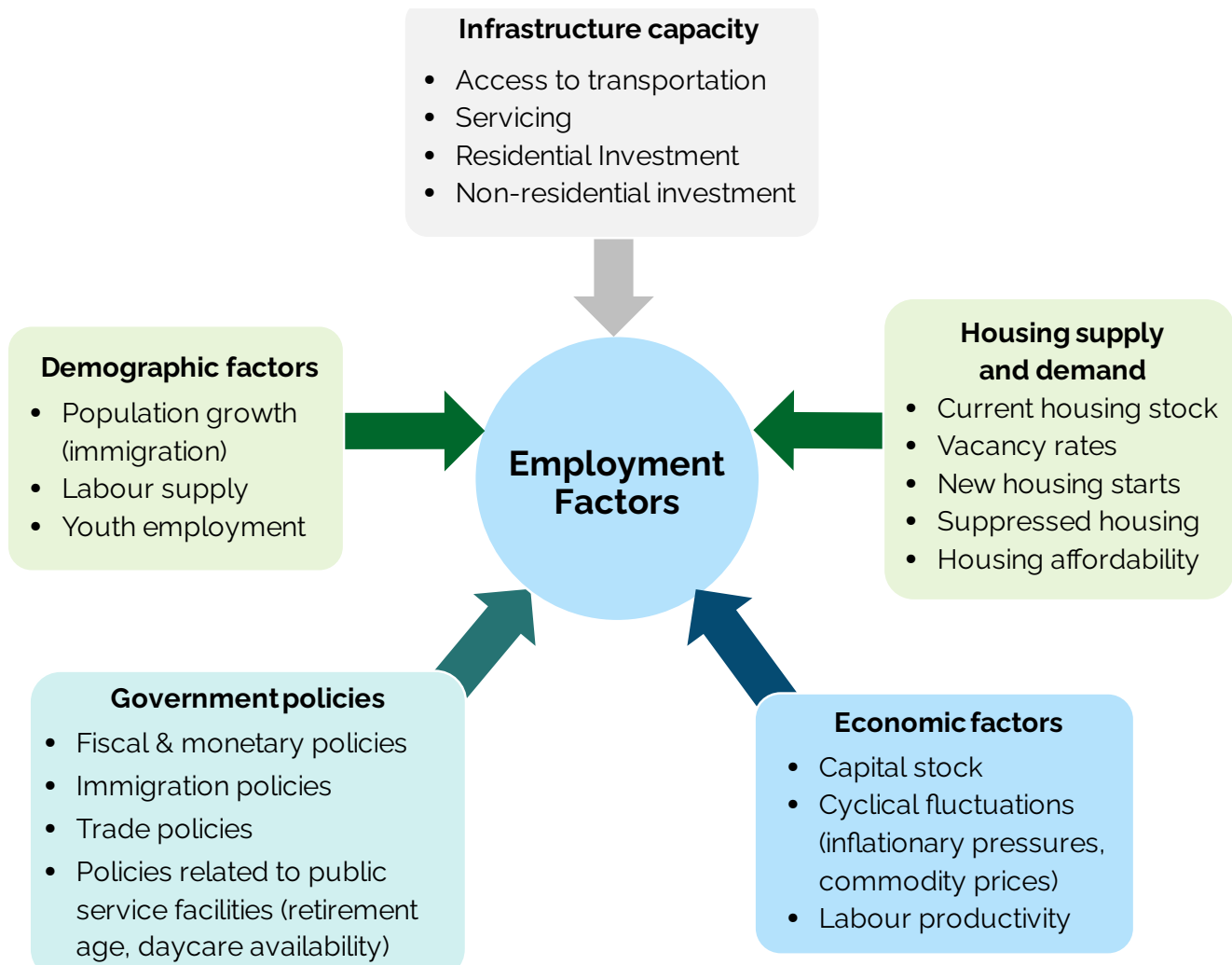


Figure 6: Illustration of factors informing employment projections

Employment step 1: calculating projected employment need

Purpose

The purpose is to determine the municipality's projected total employment needs, which is the number of jobs needed to accommodate employment in the planning horizon.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities should identify employment needs by calculating their municipal activity rate and applying it to their projected population.

Calculating municipal activity rate

The municipal activity rate is the ratio of jobs in a municipality to the population of the municipality. It is determined by dividing the base (present day) employment, or the total number of jobs, by the municipality's base (present day) population. Municipalities are recommended to obtain their base employment from a combination of data sources including:

- the Place of Work Status occupation data at the CSD scale

Statistics Canada defines Place of Work Status as whether a person worked at home, worked outside Canada, had no fixed workplace address, or worked at a specific address (i.e., usual place of work). Consequently, Place of Work data takes into consideration fixed and non-fixed places of work and work from home circumstances

- municipal employment surveys (if available) to support obtain the municipality's base employment; and
- base population, which is the present-day population, may be obtained from Statistics Canada and is available at the CSD (municipal) level

Municipalities are encouraged to refine their respective activity rate, to accommodate the potential for future changes in employment needs, by considering a variety of factors including an analysis of recent changes in the type and nature of employment (i.e., increased automation, micro-distribution models, sectoral concentration within a municipality), municipal land use planning objectives, significant changes made or proposed by major local or regional employers, and infrastructure availability and planned investment.



Figure 7: Illustration of step 1 – calculating municipal activity rate

The municipality's role as provincial and regional employment and service centre may result in significantly different municipal activity rates and employment compositions between municipalities. Therefore, coordination between municipalities is crucial and recommended as outlined in PPS, 2024 policy 6.2.1.

Applying municipal activity rate to forecast population

Once the municipal activity rate is calculated, it would be multiplied by the municipality's projected population in the planning horizon, obtained in Chapter 2, population step 1. The result is the total municipal employment needs – the number of jobs anticipated in the horizon year.

Considerations

The municipal activity rate provides for a comprehensive view of employment in a municipality. In addition to accounting for work from home and commuter employment, it takes into consideration variations in age structures, demographic differences, circumstances of underemployment and market limitations.

Not all municipalities have access to a municipal employment survey to help assess current employment within their geographic area. Therefore, by coordinating with one another, municipalities can ensure that individuals working outside their municipality of residence are counted in the municipality where they are employed.



Data obtained from: *Statistics Canada Census Data at the census subdivision (municipal) level.*

Figure 8: Illustration of step 1 – calculating municipal employment needs

The municipal labour force participation rate is the ratio of people employed (or looking for work) to the population of the municipality. Both the municipal labour force participation rate and the municipal activity rate are available from Statistics Canada.

In developing employment forecasts, municipalities should use the municipal activity rate, which provides a comprehensive metric of how employment interacts with the entire population and is useful for municipal and land use planning. The municipal activity rate captures variations in age structure and demographic differences, supports growth planning (i.e., alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

The labour force participation rate risks undercounting jobs within municipalities as a result of the scope of what is being counted. The participation rate does not account for people who are underemployed, or people who may be eligible to work but cannot, due to familial obligations or job market limitations. As a result, the labour force participation rate only accounts for a subset of workers and their full capacity to be employed.

Outcome

The outcome of this step is the projected estimate of future jobs needed. This is the input in employment step 2 for developing an employment forecast needed to accommodate employment in the planning horizon.

Employment step 2: developing an employment forecast

Purpose

The purpose is to develop an employment forecast for the total population in the planning horizon. This is based on the projected employment need, while considering local conditions.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities should make adjustments to the total employment need, based on local factors and available data, and document any adjustments to demonstrate their rationale and accompanying evidence. Municipal forecasts should consider any potential impacts of shifting economic conditions, and it is important to use a variety of data sources to assess and refine the growth potential of employers, to accommodate new employment trends, and take into consideration local factors such as communities with a predominant student population and seasonal employees.

Key factors influencing adjustments may include:

- planned future business investments and infrastructure development
- labour market policies and changes in demographic trends
- changes in industrial composition and
- shifts in trade policies and international market conditions

In addition, the existing jobs stock needs to be subtracted from the total employment needs to determine the employment forecast.

Considerations

Possible sources of adjustments of the municipal employment forecast include municipal employment surveys, development data and infrastructure constraints and opportunities.

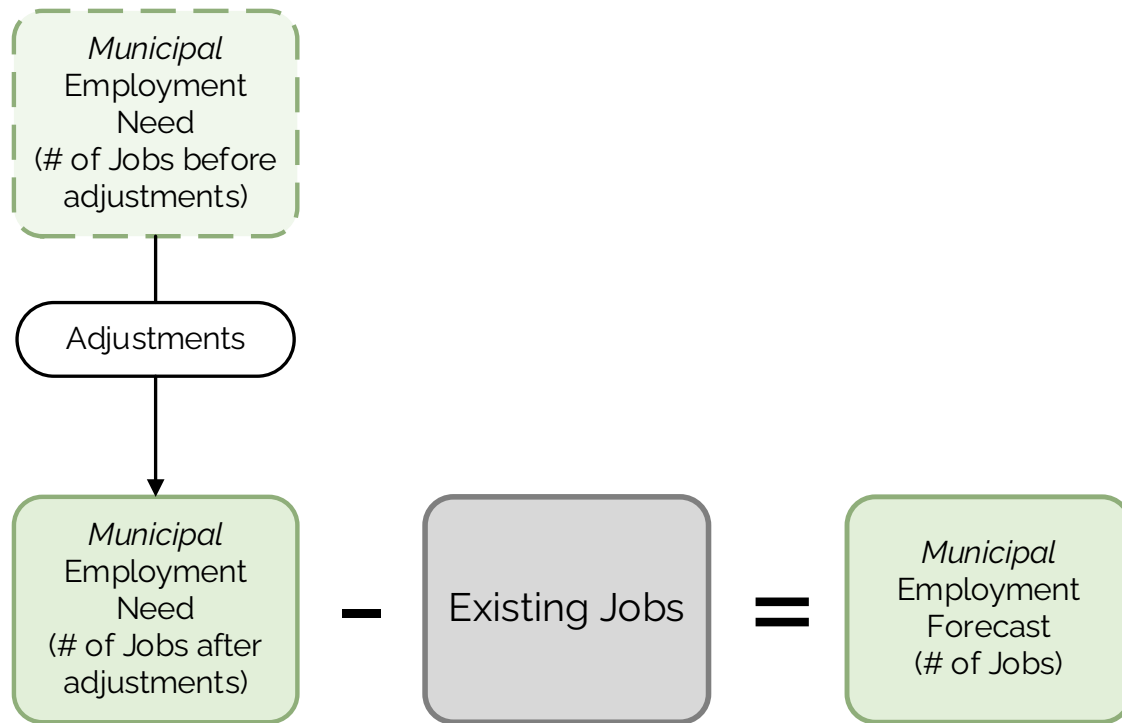


Figure 9: Diagram of step 2 – developing an employment forecast

Outcome

The outcome is the total forecasted employment in the municipality in the planning horizon. This is the input for determining the number of jobs to be accommodated by land use category in employment step 3.

Employment step 3: employment categorization by land use

Purpose

The purpose is to categorize forecast jobs for the municipality into different types of employment uses to ensure that there is a sufficient land supply for all uses.

Policy basis

Planning authorities shall promote economic development and competitiveness by (policy 2.8.1.1):

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*; and
- e) addressing land use compatibility adjacent to *employment areas* by providing an appropriate transition to sensitive land uses.

As defined in the PPS, 2024, *employment areas* are areas designated in an official plan for clusters of business and economic activities including manufacturing, warehousing, and goods movement. Uses excluded from *employment areas* are institutional and commercial, retail and office not associated with the examples of primary employment uses listed above, unless subject to transition under the *Planning Act*.

Planning authorities shall protect *employment areas* that are located in proximity to *major goods movement facilities and corridors*, including facilities and corridors identified in provincial transportation plans, for the *employment area* uses that require those locations (2.8.2.2).

Recommended approach

In accordance with PPS, 2024, some types of jobs may be located within *employment areas* while others may not. The types of jobs that may be located in *employment areas* include manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. To accurately calculate municipal land needs, municipalities should determine the number of jobs within and outside *employment areas*.

Municipalities should classify forecast jobs into the following employment land use categories:

- **General Employment (GE):** Jobs primarily serving the needs of the local and regional population that are within the *settlement area* but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from

home employment. Jobs typically located in standalone office buildings. Some smaller or rural municipalities may not have many of these types of jobs.

- **Employment Land Employment (ELE):** Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g., manufacturing & warehousing jobs)
- **Rural Employment:** Resource and agriculture-based jobs (e.g., mining, forestry, feed / fertilizer facilities) that are typically located outside of *settlement areas*. Municipalities may consider including an appropriate share of other job categories such as GE jobs located outside of *settlement areas* (e.g., gas and service stations).

Municipalities may consider including fewer or additional land use sub-categories as appropriate, reflecting local conditions and planning objectives.

Small municipalities that do not have detailed data available may use a simplified method to determine the accommodation of GE jobs. Further details are provided in Chapter 5: Land Needs Assessment.

The simplified method enables municipalities to estimate the land need for GE jobs forecasted, based on inputs such as past permits, approvals, official plans and known employment trends in the municipality.

Considerations

Municipalities are recommended to use the National Occupation Classification (NOC) data provided by Statistics Canada, as a special request for details that would be useful for municipalities beyond the broad classifications publicly available, to inform the classification of jobs by land use category, as it provides for a standardization in the identification and categorization of jobs, which is based on the training, education, experience, and responsibilities that they entail.

Jobs can further be classified through supplemental data such as employment surveys, development applications received / approved or an economic development strategy (if applicable).

However, municipalities do have the flexibility to adjust their job structures and the provision of jobs within each land use category based on local conditions including market disruptions, changes in economic activity, changes in *infrastructure* and capital investments etc., which in turn impacts the total percentage share of employment in each land use category and the resultant number of jobs per land use category.

The mix could be assumed to remain constant, or municipalities may anticipate that its job structure would change, over the planning horizon. Municipalities could adjust the current job category structure accordingly. These adjustments provide municipalities flexibility to adapt to local employment circumstances and recognize varying local contexts.

In some situations, industrial lands need to be redesignated to accommodate food or agricultural processing to support employment within the agri-food sector, whereas agricultural production and some direct processing likely occurs in *prime agricultural area* and/or rural lands. Growth in this type of employment may or may not trigger a need for additional employment lands but this potential scenario should be taken into consideration when categorizing forecasted jobs.

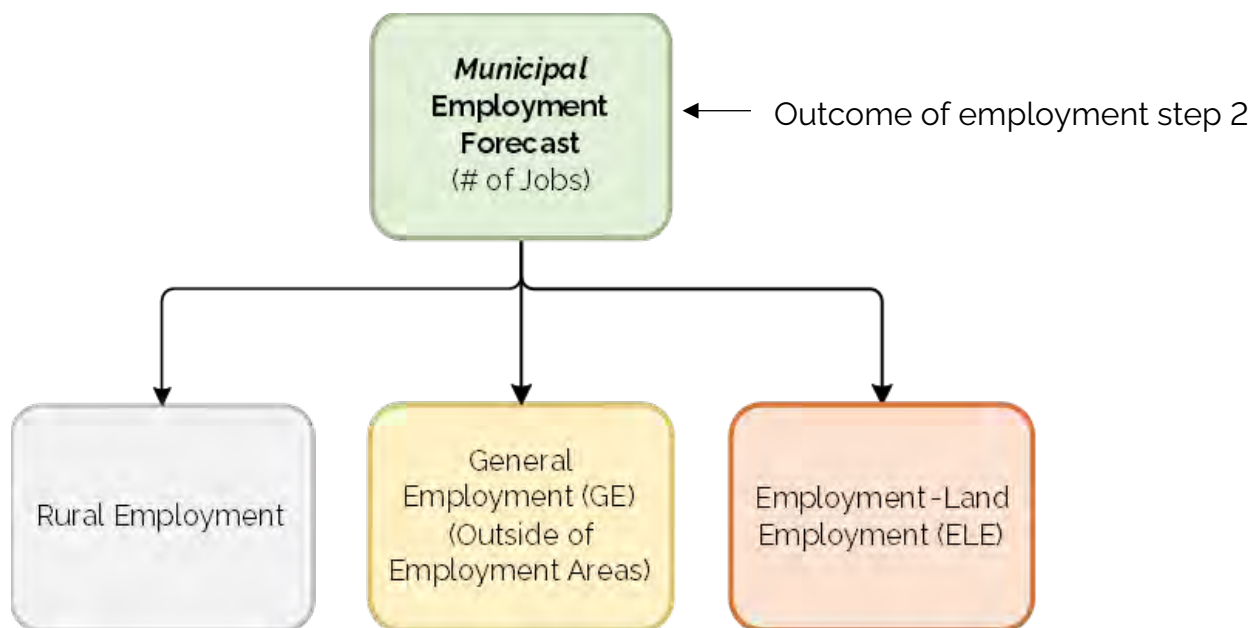


Figure 10: Diagram of employment step 3 – employment categorization by land use

Outcome

The outcome is the categorization of the jobs forecasted for the municipality by different types of employment uses. The results are an input to determining the ability of municipalities to accommodate jobs through *intensification* in employment step 4.

Employment step 4: planning for employment intensification

Purpose

The purpose is to determine the number of jobs that can be accommodated through *intensification* and through new development which would impact land needs.

Policy basis

Planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses, recreation, parks and open space, and other uses to meet long-term needs (policy 2.1.6a).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit* service is available (policy 2.8.1.4).

Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses, and ensure that the necessary *infrastructure* is provided to support current and projected needs (policy 2.8.2.1).

Recommended approach

Once the employment forecast is grouped into land use categories, municipalities should determine the number or share of GE jobs and ELE jobs that may be planned to be accommodated within the existing built-up area through *intensification*.

Municipalities would consider recent building permit data and development applications to assist with understanding market absorption and *intensification* potential. Determining the number or share of jobs that go into built-up areas or *designated growth areas* would be based on the existing employment patterns, size, and community characteristics. Municipalities may consider policy-based *intensification* potential encouraging the *redevelopment* of underutilized land and planning for higher densities (e.g., within *major transit station areas*). *Intensification* of ELE jobs refer to jobs that may be accommodated

within existing *employment areas* and would be generally less responsive to policy initiatives in favour of market demand and industry needs.

In turn, this provides supporting data needed to assess land needs and estimate the number of jobs to be accommodated within *designated growth areas*, or as part of a *settlement area* boundary expansion, including new *employment areas* for ELE jobs. This step also helps municipalities satisfy PPS, 2024 requirements as municipalities are required to establish minimum *intensification* targets per policy 2.3.1.4.

Considerations

If a municipality does not currently have or anticipate having significant office development in the future, the office employment category can be omitted, and any non-ELE jobs can be reflected as part of the GE category.

Generally, in larger municipalities, a significant amount of GE jobs would be directed to built-up areas. This is due to factors such as *intensification*, and development within *strategic growth areas*, *major transit station areas* and others, such as mixed-use areas where *frequent transit* is available.

Municipalities with major office development and major institutional development may consider subdividing the GE category to assist in planning, such as within *strategic growth areas*.

Municipalities have the flexibility to remove consideration of work-from-home from the GE category and create a separate category to account for remote and hybrid work options.

Municipalities can also create additional categories to forecast by type of employment in each land use area.

Municipalities should consider underutilized *employment areas* (i.e., vacant or under used) to accommodate growth, as these areas could result in unaccommodated jobs that need to be addressed. Furthermore, the new definition of *employment area* results in more jobs to be accommodated by *intensification*, for areas such as underdeveloped strip malls etc.

In some situations, warehousing and logistics uses located within *employment areas* may not have a significant number of jobs or may be heavily automated. However, due to the nature of their function, these uses have sensitive / intensive land uses and cannot be intensified. Municipalities should take this into consideration when determining additional employment land needs.

This work would be coordinated with the housing forecast and its calculation for intensification in the next chapter, especially with respect to 'work-from-home' employment. Not all 'work-from-home' employment is fully remote and as a result cannot be excluded from calculations to determine adequate land supply for a mix of uses.

Outcome

The outcome is the number of GE and ELE jobs that would be anticipated to be accommodated outside of the built-up area and existing *employment areas*. In turn, this will assist in determining land needs.

Where appropriate, industrial, manufacturing, and small-scale warehousing are encouraged to locate in *strategic growth areas* and other mixed-use areas where *frequent transit* service is available, outside of *employment areas*. As such, functionally, these jobs may be treated as GE jobs as they do not impact *employment area* land needs.

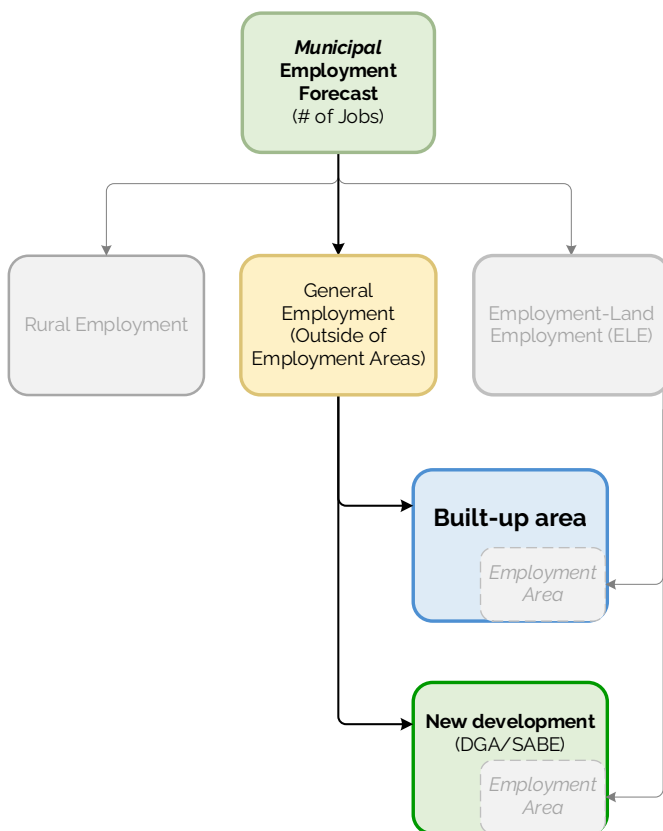


Figure 11: Diagram illustrating jobs in the Employment Land Employment category feeding into the employment area land use.

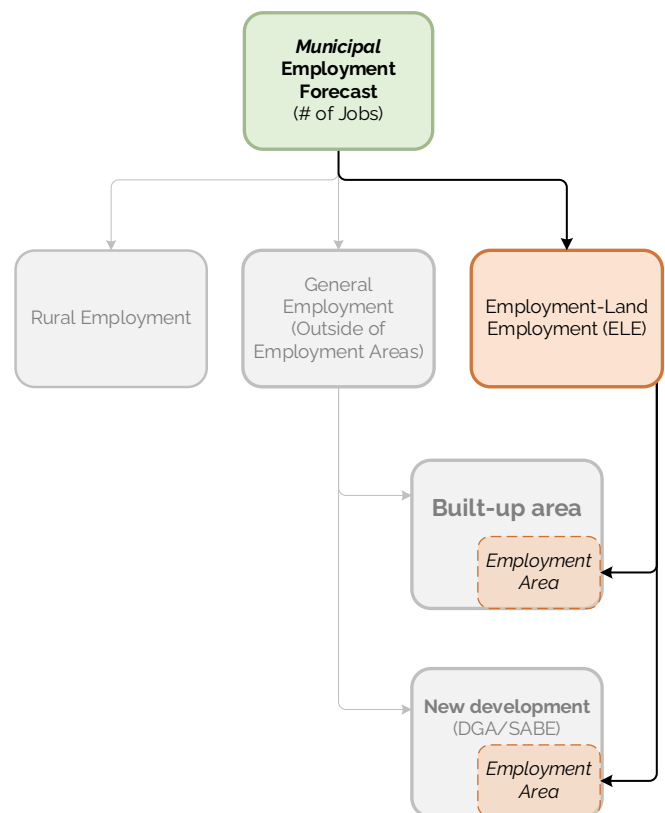


Figure 12: Diagram illustrating jobs in the General Employment category feeding into both built-up areas and new development.

Chapter 5: Land Needs Assessment

Overview

Chapter 5 guides municipalities in determining the amount of land required to accommodate an appropriate range and mix of land uses to meet a municipality's projected needs over a 20 to 30-year planning horizon.

Three methods are provided to identify the quantity of land needed for housing and jobs, while considering *employment area* land needs separately from GE and rural employment land needs. Each method is based on PPS, 2024 policy direction and considers available data and local conditions.

Purpose

The purpose is to determine if land is required to accommodate the forecasted needs identified in Chapters 3 and 4 and, if so, calculate the amount of land needed.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance. Planning for *infrastructure, public service facilities, strategic growth areas* and *employment areas* may extend beyond this time horizon (policy 2.1.3).

The intention of the guidance is to assist municipalities develop population and employment forecasts and identify the overall quantity of land needed by the municipality to the planning horizon. The location of new settlement areas, location of expansions to settlement areas, location of employment areas, or the suitability of whether an area of land should be included or removed from an employment area are therefore not in scope to be addressed in the guidance. However, the outcome of quantifying land needs would be a supporting resource for municipalities in implementing these other aspects of the PPS, 2024.

Recommended approach

It is recommended that municipalities quantify municipal land needs based on municipal forecasted population and employment, using one of (or combination of) the following three methods:

method 1: People and jobs per hectare

method 2: Multiple densities

method 3: A simplified method, using Method 1 or 2 for housing land need plus an estimate (i.e., a percentage) for employment land need (i.e., GE and ELE jobs)

methods 1 and 2 are appropriate for most municipalities. Where the data is available for some of the forecasts (i.e., housing and/or employment), it is recommended that the municipality uses the most elaborate method to develop a land needs assessment for those forecasts.

Municipalities are encouraged to use both methods 1 and method 2 and compare their results. The comparison assists in ensuring land need is neither under or over estimated. Following this exercise, municipalities should provide a rationale for their chosen method, and the resulting land need.

Method 3 is only recommended for cases where a municipality does not have sufficient data or lacks the means/capacity to obtain the data necessary for applying one or both of the methods. In general, the simplified approach is only appropriate for a largely rural municipality with a very small population.

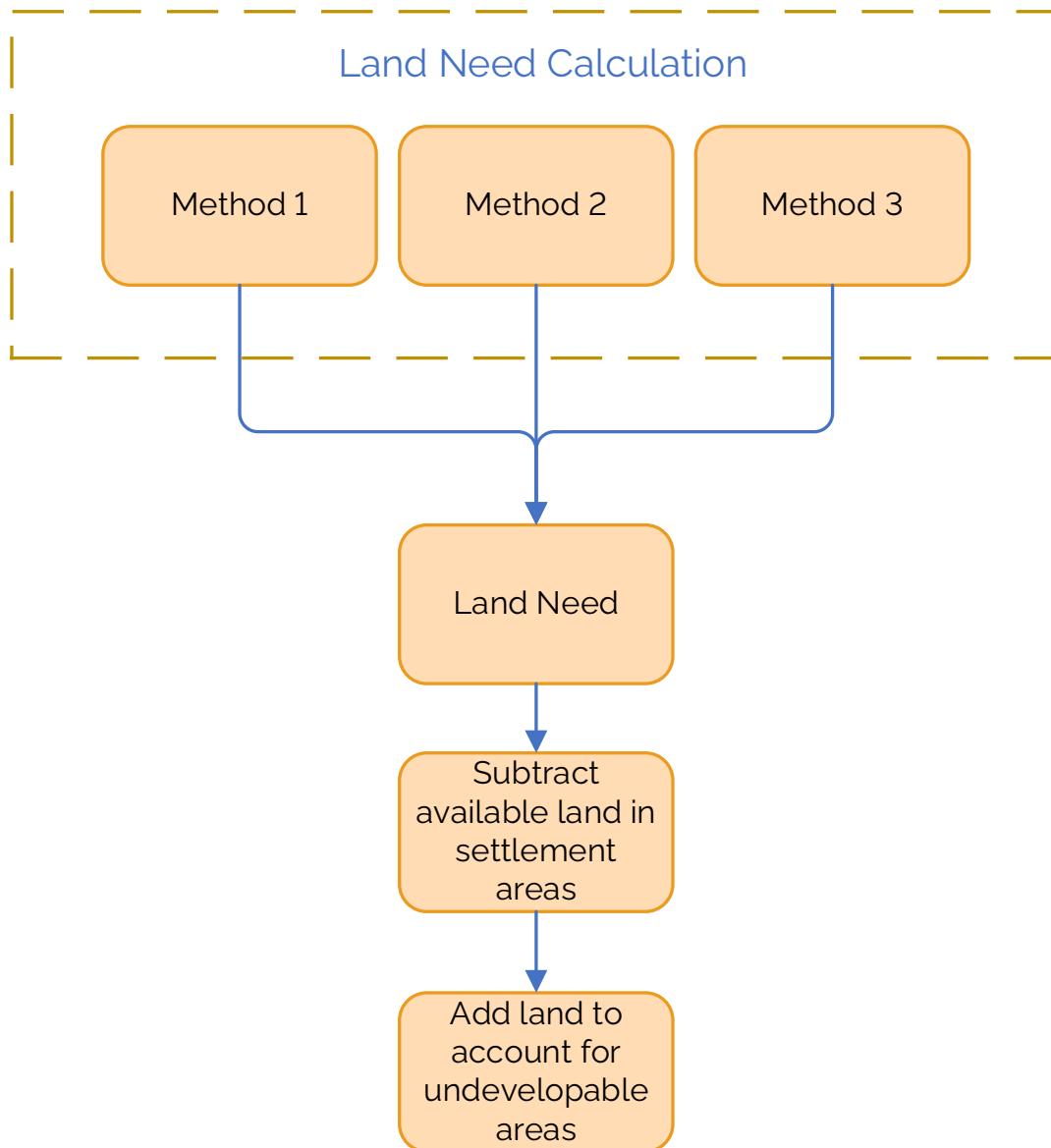


Figure 13: Calculation steps for adjusting land need outcomes. These steps are performed after land need is calculated, regardless of method used.

It is recommended that municipalities choose the method or methods that is most suitable for them, considering available data and local conditions. It is also possible to mix and match components of the methods depending on available data and land use planning approaches to density.

A common aspect to each method is that municipalities would consider land adjustments, (both upward and downward) to account for land designated and available for development, the impact of Minister's zoning orders (MZOs) issued or other provincial priorities affecting the use of land since the official plan or official plan update came into effect, and compensation steps (i.e., considering the impact of employment land removals):

- Subtract developable and vacant land

This is to account for land that is already available to accommodate development within the *settlement area* and *employment area* to prioritize existing land, ensure its efficient use and support the orderly progression of growth.

- Add to compensate for undevelopable lands or anticipated lags in land development (if needed)

There may be lands within *settlement areas* that are not able or anticipated to be developed by the horizon for a range of policy reasons or market conditions. Municipalities should compensate for these lands to ensure there is sufficient land to the horizon.

An integral aspect in each method is coordination between lower-tier municipalities, and coordination between lower-tier municipalities and upper-tier municipalities with planning responsibilities.

Method 1: people and jobs per hectare

Municipalities would add up the number of residents in estimated housing units (i.e., number of people) and the number of jobs outside of *employment areas* (i.e., number of GE jobs).

The number of people is obtained from the housing forecast is then converted from housing units to people by undertaking an analysis of persons-per-unit (PPU) according to unit type.

The number of jobs is obtained from the employment land needs. For the purpose of the mixed-use portion of *settlement areas*, the basis for the assessment is the GE jobs after subtracting existing jobs and *intensification*.

The combined total of residents and jobs would be divided by the planned density target set by the municipality. The outcome of dividing residents and jobs by the planned density

targets is the municipality's developable land needs in net hectares. Municipalities will then determine an adjusted land needs in gross hectares.

Municipalities may rely on census data for information on unit size by housing type to assist in determining an appropriate PPU by housing type. The level of detail for the analysis should be commensurate with the size of the municipality, the amount and type of housing demand and the available data. Statistics Canada provides data at the census tract level to inform a detailed analysis. However, municipalities may use aggregated data at the CSD level.

For *employment areas*, municipalities would follow a similar approach using ELE, and then apply the density target (i.e., jobs per hectare).

Municipalities would be recommended to use a gross density target. PPS, 2024 policy 2.3.1.5 encourages all municipalities, to establish density targets, and explicitly encourages *large and fast-growing* municipalities to plan using a specified gross density target.

The intent is that the results reflect all the land needed to accommodate the forecasted need before any adjustments are applied. The resulting land needs is the total quantity of land required for housing and employment.

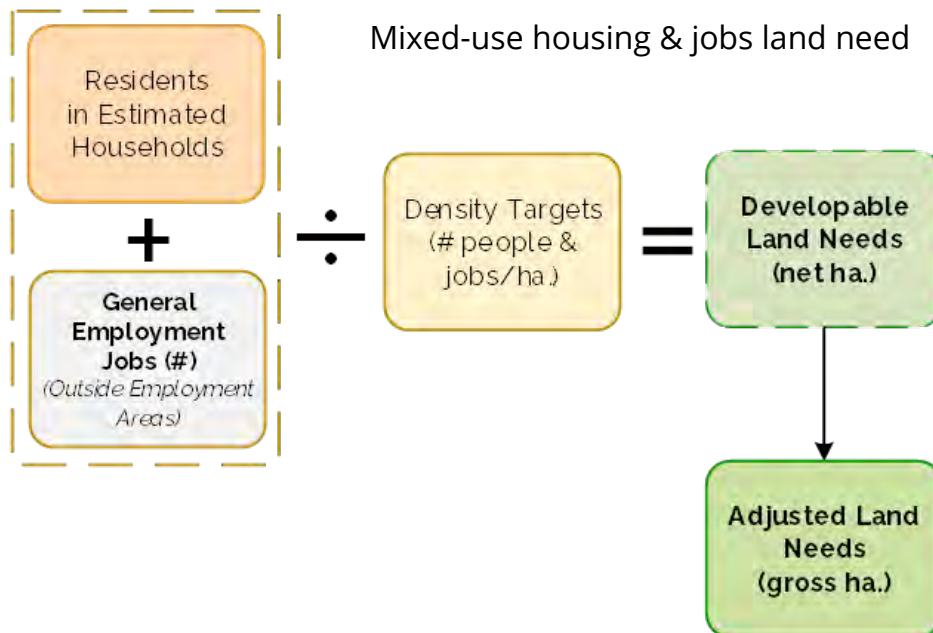
Method 1:

Figure 14: Method 1 steps for calculating housing and jobs land needs using people & jobs per hectare.

Employment area land need

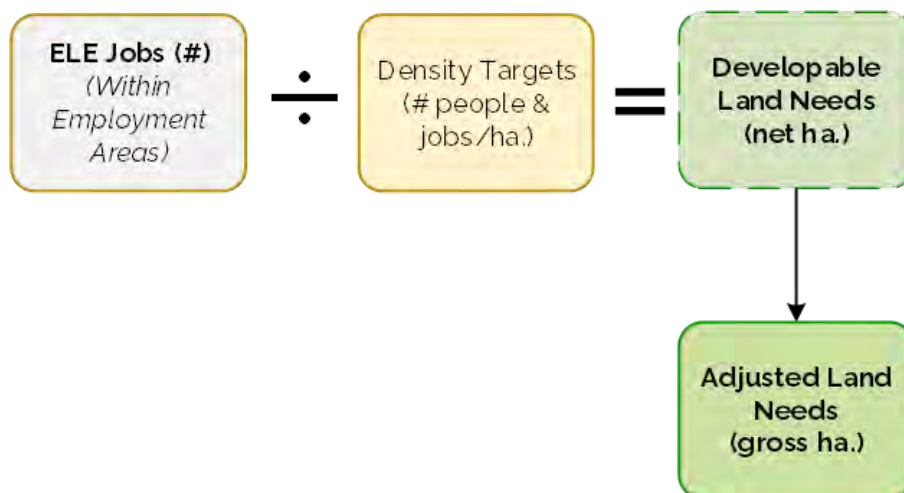


Figure 15: Method 1 steps for calculating *Employment Area* land needs using people & jobs per hectare.

Method 2: multiple densities

Method 2 is the most detailed of the three methods because it applies a specific density to each type of development (i.e., each type of housing unit and each type of job). By using specific densities, municipalities would achieve the most accurate land assessment with the intention that this would lead to the most efficient use of land that best reflects community needs.

Method 2 supports the PPS, 2024 policy encouragement for mixed-use development and a range and mix of *housing options* to the extent that data is available to the municipality.

The amount of land is calculated by multiplying each type of development by its relevant density factor, given the extent of available data.

For housing, different housing typologies should be accounted for. The housing needs by type (e.g., low-density, medium-density and high-density) that remain to be accommodated after housing step 3 should be taken into account, each according to their specific net density assumptions. Municipalities should consider densities of different typologies by using standard industry and land use planning practices, i.e., the floor space index (FSI) or unit per hectare.

For employment, municipalities may rely on standard industry and land use planning practices to identify the floor space per worker (FSW) ratio for different job types.

Specifically, method 2 uses a FSW ratio to calculate GE jobs and *employment area* land needs. The land for GE jobs is combined with the housing land needs to determine the overall land needs for both housing and jobs, separate from *employment areas*.

Since both housing and employment assessments are 'net', narrowly accounting for only the land required for the specific typology, municipalities should adjust the results upward to account for gross land needs required to accommodate development, including roads, parks, stormwater management and other components not accounted for. The adjustments would be expected to vary by typology and need, according to community needs. Municipalities could base the adjustment on local data, including recent development proposals and approvals, building permit applications, price, rent, and vacancy dynamics across building types, and land use planning requirements. Municipalities are encouraged to engage the public and stakeholders early in local efforts to inform any adjustments, as a component of implementing the PPS, 2024. Municipalities should document the adjustments made to determine the gross land needs.

The resulting land needs is the total quantity of land required for housing and employment.

Method 2:

Mixed-use housing & jobs land need

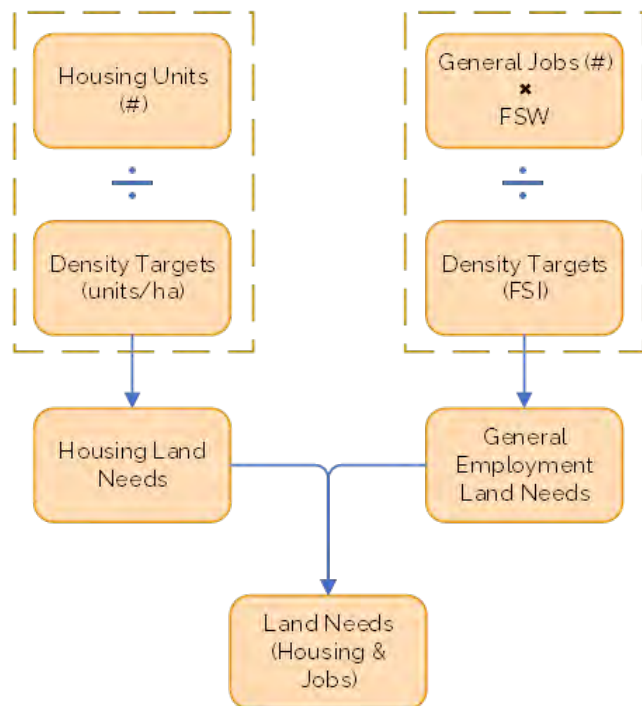


Figure 16: Method 2 steps for calculating land needs for housing and jobs.

Employment area land need

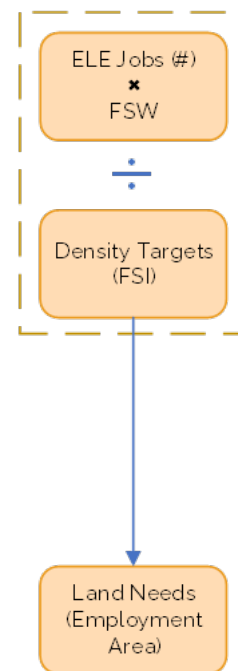


Figure 17: Method 2 steps for calculating *employment area* land.

Method 3: simplified

Method 3 is a simplified method, which provides steps to determining land needs when a municipality does not have detailed data available.

For housing and GE jobs, municipalities could determine their housing land needs and then add an estimated factor (i.e., percentage) to accommodate jobs. Municipalities may use method 1 (i.e., applying people per gross hectare density) or method 2 (i.e., applying housing units per net hectare density) to determine their housing land needs.

Once a municipality determines the housing land needs, the simplified method enables municipalities to estimate the land needs for non-*employment area* jobs forecasted, which is based on factors such as the existing built form, building permit approvals, current zoning, official plan designations and historic development and growth patterns. Estimates can also be forward looking, if for example there is knowledge of a major employment change coming to a municipality.

For *employment areas*, municipalities would develop an estimate of *employment area* density to apply to their forecasted ELE jobs. The estimate would be based on available data and past development.

Considerations for using method 3

Smaller and more rural municipalities would be advised to use this method, where there are resources and capacity constraints in undertaking the work required for methods 1 or 2. For example, small, rural, or northern municipalities may not have sufficient data to assess land needs for each type of housing and employment development.

Municipalities may opt to use this simplified method based on population size, lack of data necessary for utilizing the land-based method involving FSW, availability of data on previous employment growth (within and outside of *employment areas*), or other considerations.

Method 3 is based on estimations, with housing and job land needs deriving from available housing density data, and *employment area* land needs deriving from employment estimates and local job typologies. As an approach based on estimations, the results from method 3 may cause an over- or under-projection of land needs. However, the scope would be relatively minimal.

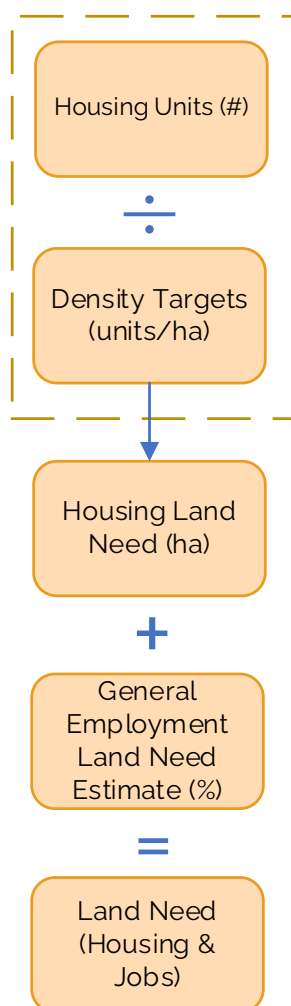
Method 3:**Mixed-use housing
& jobs land need**

Figure 18: Method 3 steps for calculating land need for housing and jobs.

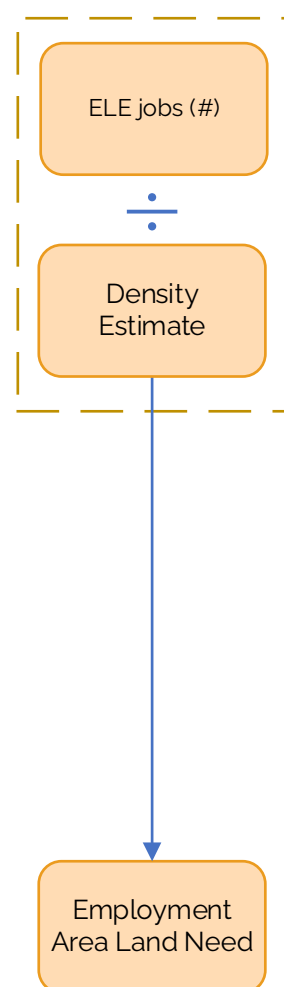
**Employment area
land need**

Figure 19: Method 3 steps for calculating *employment area* land need.

Comparing the land needs assessment methods

A table comparing the three methods, their benefits and considerations for municipalities when selecting their approach to their land needs assessment, can be found below.

Methods provided in guidance	Benefits
Method 1: Using a people and jobs per hectare density factor. <ul style="list-style-type: none"> • People – converted back from number of housing units forecasted. • Jobs – from employment land needs. 	<ul style="list-style-type: none"> • Measuring the number of people rather than housing units allows municipalities to more accurately gauge density (e.g., identifying service levels needed).
Method 2: multiple densities calculation using FSW data for jobs and a Floor Space Index (FSI) density factor. <ul style="list-style-type: none"> • Housing units from forecasting. • Employment space in square metres calculated from FSW. 	<ul style="list-style-type: none"> • Using surface area instead of number of jobs as a unit of measurement for employment accounts for variations in land needs for different types of jobs. • Allows for calculation of land needs that are reflective of needs for specific housing and jobs by type.
Method 3: simplified method, using method 1 or 2 for housing land needs + estimate (percentage) for employment land needs. <ul style="list-style-type: none"> • Results from housing forecasts or people converted from number of housing units forecasted. • Estimate for employment land needs. 	<ul style="list-style-type: none"> • This simplified version may be used by municipalities that lack sufficient data to calculate specific employment outside of <i>employment areas</i>.

Figure 20: Chart illustrating a comparison of the three land needs methods

Considerations

- inter-municipal collaboration is encouraged through all stages of the forecasting process
- method 2 provides a more accurate assessment of land needs that reflects built form and end-user needs. In the case of neighbouring jurisdictions using different methods, the result calculated by the municipality using method 2 would take precedence; and
- municipalities without readily available data for calculating their own FSW ratios may consider using FSW ratios from a neighbouring municipality that has this data available

Outcome

Using any of the above methods would provide municipalities with the information needed to assist in future planning to ensure sufficient land is available to achieve market balance and to support PPS, 2024 implementation.

Where there is an identified need for land beyond what is available within *settlement areas* (land for mixed-use housing and jobs and *employment areas*) municipalities would ensure that the appropriated policies of the PPS, 2024 are applied. Municipalities may also consider the removal of land from *employment areas*.

Chapter 6: Implementation

The purpose of Chapter 6 is to recommend to municipalities general best practices for the implementation of the guidance. The chapter outlines the significance of collaboration between municipalities and documentation of land needs assessment processes. Finally, chapter 6 identifies uses for the municipal land needs assessment results as part of PPS, 2024 implementation.

Intermunicipal coordination

Collaboration between municipalities would be essential for achieving the outcomes of all steps of the forecasting and land needs assessment process and is encouraged as a cornerstone of the methodologies in the guidance for supporting the implementation of PPS, 2024 policies. Coordination between municipalities is recommended to ensure the distribution of projections for each municipality considers the future housing, population, *infrastructure*, and other land use needs within the whole CD. In addition, each municipality could test its calculations compared with the projections for the CD.

Policy basis

A coordinated, integrated, and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers including:

- a) managing and/or promoting growth and development that is integrated with planning for *infrastructure* and *public service facilities*, including schools and associated childcare facilities;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;

- g) population, housing and employment projections, based on *regional market areas*, as appropriate; and
- h) addressing housing needs in accordance with provincial housing policies and plans, including those that address homelessness (policy 6.2.1).

Municipalities, the Province, and other appropriate stakeholders are encouraged to undertake a coordinated approach to planning for large areas with high concentrations of employment uses that cross municipal boundaries (policy 6.2.8).

Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

- a) identify and allocate population, housing and employment projections for lower-tier municipalities;
- b) identify areas where growth and development will be focused, including strategic growth areas, and establish any applicable minimum density targets;
- c) identify minimum density targets for growth and development taking place in new or expanded settlement areas, where applicable; and
- d) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries (policy 6.2.9)

Where there is no upper-tier municipality or where planning is not conducted by an upper-tier municipality, planning authorities shall ensure that policy 6.2.9 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities (policy 6.2.10).

Documentation

Municipalities should document their forecasting and land needs assessment work through a detailed written report that substantiates the specific quantitative values reported.

In addition, if a municipality decides to use an alternative approach (or approaches) for the forecasts and land needs assessment than what is outlined in this guidance, they are expected to document that information. Municipal staff will need to document the approach (or approaches) used, the base data, the adjustments made and provide the rationale and methodology (or methodologies) behind the calculations.

Municipalities should share with the appropriate approval authority all documentation regarding the forecasting and land needs assessment to demonstrate how they have satisfied the PPS, 2024 requirements.

Using the municipal land need assessment results

Municipalities should use the results of their land needs assessment process to ensure satisfying PPS, 2024 requirements.

The result of the land needs assessment is a total quantum of land needed at the municipal level. This provides a critical input to the official plan or official plan amendment process through which the appropriate locations of any proposed *settlement area* boundary expansions, the removal of *employment area* land for non-employment uses, and the planning of development in *designated growth areas* will ultimately be determined. These decisions will be updated by municipalities through official plan or official plan amendment process, subject to statutory approval.

Glossary

Base year: Base year is the present-day population, or the latest available population. It may be obtained from Statistics Canada and is available at the CSD (municipal) level.

Census Division: A census division (CD) is a geographic term used by Statistics Canada for statistical reporting. It falls between the province/territory level and the municipality (i.e., census subdivision). It refers to a group of neighbouring municipalities joined together for the purposes of regional planning and managing common services (such as police or ambulance services). These groupings are established under laws in effect in certain provinces of Canada. Census division is the general term for provincially legislated areas (such as county, and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

Census Subdivision: A census subdivision (CSD) is a geographic term used by Statistics Canada for statistical reporting. It is general term for municipalities (as determined by provincial/territorial legislation). This includes cities, towns, townships, and other types of incorporated municipalities. This also includes areas treated as municipal equivalents for statistical purposes, such as Indian reserves, Indian settlements, and unorganized territories.

Cohort survival model: A method to track births, deaths, and migration patterns over time to forecast the future population. Though tracking cohorts, this method provides information about how populations change over time, which can be used to plan service delivery and resource allocation.

Complete communities: means places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores, and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations (PPS, 2024).

Employment areas: means those areas designated in an official plan for clusters of business and economic activities including manufacturing, research, and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An *employment area* also includes areas of land described by subsection 1(1.1) of the *Planning Act*. Uses that are excluded from *employment areas* are institutional and commercial, including retail and office not associated with the primary employment use listed above (PPS, 2024).

Employment Land Employment (ELE): Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g. manufacturing & warehousing jobs).

General Employment (GE):

- a) Jobs primarily serving the needs of the local and regional population that are within the settlement area but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from home employment. As institutional uses (e.g., hospitals, health care, education) are excluded from *employment areas* and as a result must be accommodated in the GE category consistent with the new definition of employment in the PPS, 2024.
- b) Jobs typically located in standalone office buildings (e.g., company headquarters or a consulting firm). Some smaller or rural municipalities may not have many of these types of jobs located in standalone office buildings (e.g., a doctor's office within a plaza with retailers and personal care services). This category may vary based on municipal interpretations of *employment areas*.

Headship rates, or household formation rates: the proportion of primary household maintainers (i.e., household heads) in a given population. This information is available through the census household data from Statistics Canada.

Housing options: means a range of housing types such as, but is not limited to: single-detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses and multi-residential buildings, including low- and mid-rise apartments. The term can also refer to a variety of housing and tenure arrangements.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

- a) *redevelopment*, including the reuse of *brownfield sites* and underutilized shopping malls and plazas;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings

(PPS, 2024).

Labour force participation rate: Defined by Statistics Canada as the percentage of the working age population (i.e., age 15 years or older) that are either employed or unemployed. This rate measures the portion of working age population who are employed or actively seeking employment.

Major transit station area: the area including and around any existing or planned *higher order transit* station or stop within a *settlement area*; or the area including and around a major bus depot in an urban core. *Major transit station areas* generally are defined as the area within an approximate 500 to 800-metre radius of a transit station (PPS, 2024).

Municipal activity rate: the total number of jobs located within a municipality divided by its base (present-day) population. The municipal activity rate provides a more comprehensive metric of how employment interacts with the entire population, which is useful for municipal and land use planning. The activity rate captures variations in age structure and demographic differences, supports growth planning (alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

Place of Work Status by Occupation: refers to the physical space in which a person works, which along with municipal employment surveys can be used to obtain the municipality's base employment. This data is available from Statistics Canada at the census subdivision level.

Primary household maintainer: defined by Statistics Canada for the purposes of the Census, refers to the first person in the household identified as someone who pays the rent or the mortgage, or the taxes, or the electricity bill, and so on, for the dwelling. In the case of a household where two or more people are listed as household maintainers, the first person listed on the Census form is chosen as the primary household maintainer.

Projection range: refers to applying the two methods for disaggregating the MOF projection. The result of applying the two outcomes serve as forecasting parameters – or projection range – as a basis to form a future population projection at the municipal scale.

Regional market area: refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the *regional market area*. However, where a *regional market area* extends significantly beyond these boundaries, then the *regional market area* may be based on the larger market area. Where *regional market areas* are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized (PPS, 2024).

Rural Employment: Resource and agriculture-based jobs, typically outside of *settlement areas* (includes a share of other job categories).

Settlement areas: means urban areas and rural *settlement areas* within municipalities (such as cities, towns, villages, and hamlets). Ontario's *settlement areas* vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of *infrastructure* available. *Settlement areas* are:

- a) built-up areas where development is concentrated, and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development over the long term.

(PPS, 2024)

Strategic growth areas: means within *settlement areas*, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating *intensification* and higher-density mixed uses in a more *compact built form*. *Strategic growth areas* include *major transit station areas*, existing and emerging downtowns, lands in close proximity to publicly-assisted postsecondary institutions and other areas where growth or development will be focused, that may include infill, *redevelopment* (e.g., underutilized shopping malls and plazas), *brownfield sites*, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned *frequent transit* service or *higher order transit* corridors may also be identified as *strategic growth areas* (PPS, 2024).

Suppressed Household Formation: New households that would have been formed but are not due to a lack of attainable options. The persons who would have formed these households include, but are not limited to, many adults living with family members or roommates and individuals wishing to leave unsafe or unstable environments but cannot due to a lack of places to go.

Appendix: List of Data Sources

- Ministry of Finance: [Ontario Population Projections](#)
- Ministry of Finance: [Ontario Population Projections – Data Catalogue](#)
- Statistics Canada - Municipal data on population estimates: [StatsCan CSD Population Estimates](#)
- Statistics Canada - CD data on population estimates: [Statistics Canada CD Population estimates](#)
- [Rural Ontario Institute](#): data source of additional rural demographic data
- [StatsCan data on household size by housing type and community](#)
- [School board enrollment projections](#) may account for school age cohort data
- [Statistics Canada population data by age by CSD](#)

Ministry of Municipal Affairs and Housing

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Disponible en français

RESOLUTION

Date: August 12, 2025

Motion # 248

WHEREAS Ontario's Family Health Teams provide team-based healthcare which is critical to our communities;

AND WHEREAS healthcare in Ontario is publicly funded;

AND WHEREAS municipalities invest significant additional public/taxpayer money in support of Family Health Teams and other healthcare-related organizations, including supports for primary care recruitment, healthcare facilities, and additional community healthcare needs;

AND WHEREAS the governance models for Family Health Teams in Ontario do not follow mandatory standards;

AND WHEREAS governance models are designed to ensure appropriate representation, transparency, and guardrails with respect to potential conflicts of interest for the organizations they represent;

AND WHEREAS many boards of Family Health Teams are not balanced in terms of representation from the communities and municipalities that they cover;

AND WHEREAS the lack of a standard and balanced governance model means that the needs of the local communities are not necessarily fully represented;

AND WHEREAS the province is directing the Primary Care Action Team (PCAT), through Dr. Jane Philpott, to ensure connected and convenient healthcare across the province;

AND WHEREAS Family Health Teams are crucial in the delivery of the mandate of PCAT;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Township of Armour urges the Province of Ontario to implement a standard and mandatory governance model for the boards of Family Health Teams across the province, which ensures that community members make up 50% of the overall board membership to ensure appropriate representation for the communities which use and support healthcare in their local area;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; Dr. Jane Philpott, Chair of the Primary Care Action Team; the Association of Municipalities of Ontario (AMO); the Association of Family Health Teams of Ontario (AFHTO); and all municipalities in Ontario.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

R

Declaration of Pecuniary Interest by:
Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
 Brandt, Jerry
 Haggart-Davis, Dorothy
 Ward, Rod
 Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: rward@armourtownship.ca

Website: www.armourtownship.ca

Mayor's Report – Governance of Family Health Teams

To: Members of Council
From: Rod Ward, Mayor
Date: August 12, 2025

Subject: Support for Standardized Governance Models for Family Health Teams

Family Health Teams are a vital part of Ontario's healthcare system, particularly in rural and underserved communities like ours. These teams provide collaborative, team-based care that improves patient outcomes and relieves pressure on hospitals and emergency services.

Our municipality, like many others across the province, continues to invest local taxpayer dollars to support healthcare delivery — through physician recruitment efforts, infrastructure, and other community health initiatives. However, despite this investment and our community's reliance on these services, municipal and community voices are often underrepresented on the boards that govern Family Health Teams.

Currently, there is no mandatory governance framework for these boards, which has led to inconsistent representation and, in some cases, governance structures that do not reflect the communities they serve. This can lead to decisions being made without sufficient local input, oversight, or accountability.

The attached resolution calls on the Province of Ontario to implement a standardized and mandatory governance model for Family Health Teams, requiring that at least 50% of board members be community representatives. This would help ensure local interests are considered in decision-making, and strengthen transparency and trust in our healthcare system.

I recommend Council's support for this resolution and the forwarding of it to the appropriate provincial bodies and municipal partners.

Sincerely,

Rod Ward

Rod Ward
Mayor



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 **Fax:** (807) 825-9576

August 12, 2025

Premier Doug Ford
premier@ontario.ca

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held on Monday August 11, 2025, the following resolution of support was passed.

RE: Exemption to O. Reg. 343/22 – Firefighter Certification Requirements

Resolution: 203-2025

Moved By: Councillor Dube

Seconded By: Councillor Adduono

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Terrace Bay acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Terrace Bay formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP Lise Vaugeois, the Fire Marshal, AMO, FONOM, NOMA and all Ontario municipalities.



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

Solicitor General – Michael.kerzner@pc.ola.org

Premier of Ontario – premier@ontario.ca

MPP Lise Vaugeois – lvaugeois-gp@ndp.on.ca

Ontario Fire Marshall – askofm@ontario.ca

AMO – resolutions@amo.on.ca

FONOM – fonom.info@gmail.com

NOMA – admin@noma.on.ca

Ontario Municipalities



THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

372 county road 34

Alexandria, on

K0c 1a0

PHONE: 613-525-1110 FAX: 613-525-1649

www.northglengarry.ca

August 12 2025

The Honourable Doug Ford
premier of Ontario
legislative building
queen's park
Toronto, on M7A 1A1
Via email: premier@ontario.ca

Re: request to amend Ontario regulation 391/21: blue box – inclusion of currently ineligible sources

Dear Premier Ford,

Please be advised that at its regular meeting held on August 11, 2025, the council of the Township of North Glengarry passed a resolution (copy enclosed) urging the province of Ontario to amend Ontario regulation 391/21: blue box to ensure producers are responsible for the end-of-life management of recyclable materials from all sources, including those currently deemed ineligible.

Respectfully,

Jena Doonan
Deputy Clerk
Township of North Glengarry
deputyclerk@northglengarry.ca

Enclosure: Council Resolution – Ontario Regulation 391/21: Blue Box Amendment Request

cc: The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks

The Honourable Mike Harris, Minister of Natural Resources and Forestry

The Honourable Rob Flack, Minister of Municipal Affairs and Housing

Mr. Nolan Quinn, MPP for Stormont—Dundas—South Glengarry

All 444 Ontario Municipalities

**THE CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY
Council Meeting**

**Resolution # 1 **

Date: Monday August 11, 2025

Moved By: Michael Madden

Second By: Jeff Manley

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses,

places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21: Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Council of the Township of North Glengarry hereby requests that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end of life management of recycling product from all sources;

AND FURTHER THAT Council hereby requests the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Nolan Quinn Member of Provincial Parliament for Stormont, Dundas and Glengarry, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

CARRIED

DEFEATED

DEFERRED

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brian Caddell

Councillor: Jeff Manley

Councillor: Michael Madden

Councillor: Gary Martin

Mayor: Jamie MacDonald

YEA

NEA

132

Council Delegation Request

132

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

Delegation Requests must be received no later than 4:30 p.m. on the Wednesday preceding the Council Meeting.

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

Date of Council Meeting *

8/12/2025



Name of Person(s) Making Presentation (Please include Title/Position, if applicable) *

Colin Gaulton

Group/Organization Delegation Represents *

KC's

Full Mailing Address of Delegation(s) *

43319 Blyth rd
Walton,ON
N0K1Z0

Phone Number *

2268080919

Email Address *

Colin@terrانovapaving.ca

Food Truck permit

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

Food truck permit granted for the entire year

Thank you for your Delegation Request.

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

If the delegation would like printed information provided to Council in advance of the meeting it must be either delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting or attached to this submission. This information will be placed on the Huron East Council Agenda and posted on the municipal website and is available to the public. Large submissions will be reviewed by the Clerk and included (or not) at his/her discretion. Delegates may be asked to provide multiple copies of a large document.

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

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

I acknowledge that all presentation material must be submitted to the Clerk's office by 4:30 p.m. on the Wednesday before the Council meeting date. *

☒ I agree

134 Thank You

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



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

www.huroncounty.ca

To: Mayor and Members of Huron East Council
Meaghan McCallum (Clerk), Municipality of Huron East

From: Shae Stoll, Planner

Date: September 9, 2025

RE: **Application HuE PLC01-2025 (Part Lot Control Exemption)**
Subject Lands: Plan 596, Part Block 34, Registered Plan 22R-7237, Parts 38 Municipality of Huron East (773-775 Anderson Drive, Brussels)
Owner: Heinrich and Martha Thiessen
Applicant: Baker Planning Group (C/O Caroline Baker)

RECOMMENDATION

It is recommended that the request to exempt Registered Plan 596 part of Block 34, being parts 1 & 2, Reference Plan 22R-7471 from Part Lot Control pursuant to Section 50(7) of the Planning Act be approved and the corresponding by-law be passed with an expiry date of September 9, 2027.

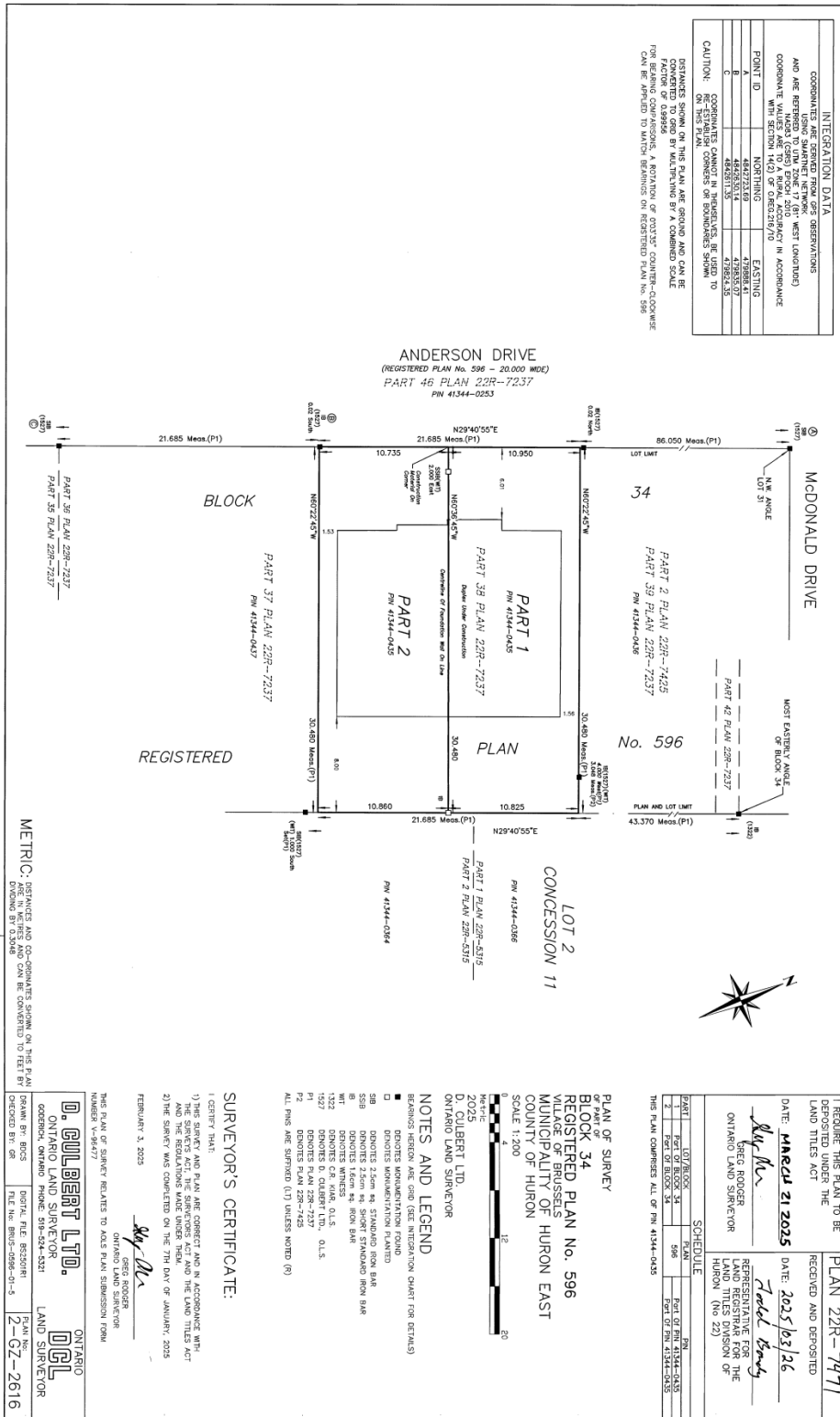
PURPOSE AND DESCRIPTION

The subject property is designated Residential in the Huron East Official Plan and zoned R1 (Residential Low Density) in the Huron East Zoning By-law. The owner has constructed a semi-detached dwelling containing four units at 773-775 Anderson Drive in Brussels. There are two main floor units with two ARUs in the basement.

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 main floor unit and basement unit. The proposed part lot control will create a lot line dividing the units along the common party walls.

Figure 1. 2020 Air Photo of Subject Lands and surrounding area.



Figure 3. Reference Plan showing Parts 1 & 2 proposed to be separated (as provided by applicant).

COMMENTS

Section 50(5) of the Planning Act prohibits the sale or transfer of property within a registered plan of subdivision with certain exceptions (such as a complete lot in the plan). However, Section 50(7) permits the municipality, by by-law, to exempt a property from Section 50(5) for a defined time period via a request for Part-Lot Control exemption. The exemption allows the lands within a complete lot to be further subdivided without consent or plan of subdivision approval by registering the deeds at the Land Registry Office. The subdivision of the lots is done according to the submitted Reference Plan, which is identified by Plan Number in the By-law.

Part Lot Control exemptions are commonly used where there are attached units such as a semi-detached dwelling, in which subdivision of the lots is proposed to occur after construction. An expiry date is attached to the exemption by-law in which registration at the Land Registry shall occur, it has been standard practice that this be 2 years.

The proposal meets the minimum Zoning By-law requirements for semi-detached dwelling units and each conveyable unit is individually serviced.

As a result, it is recommended the part lot control exemption application be approved and a by-law to that effect be passed.

Sincerely,

'Original signed by'

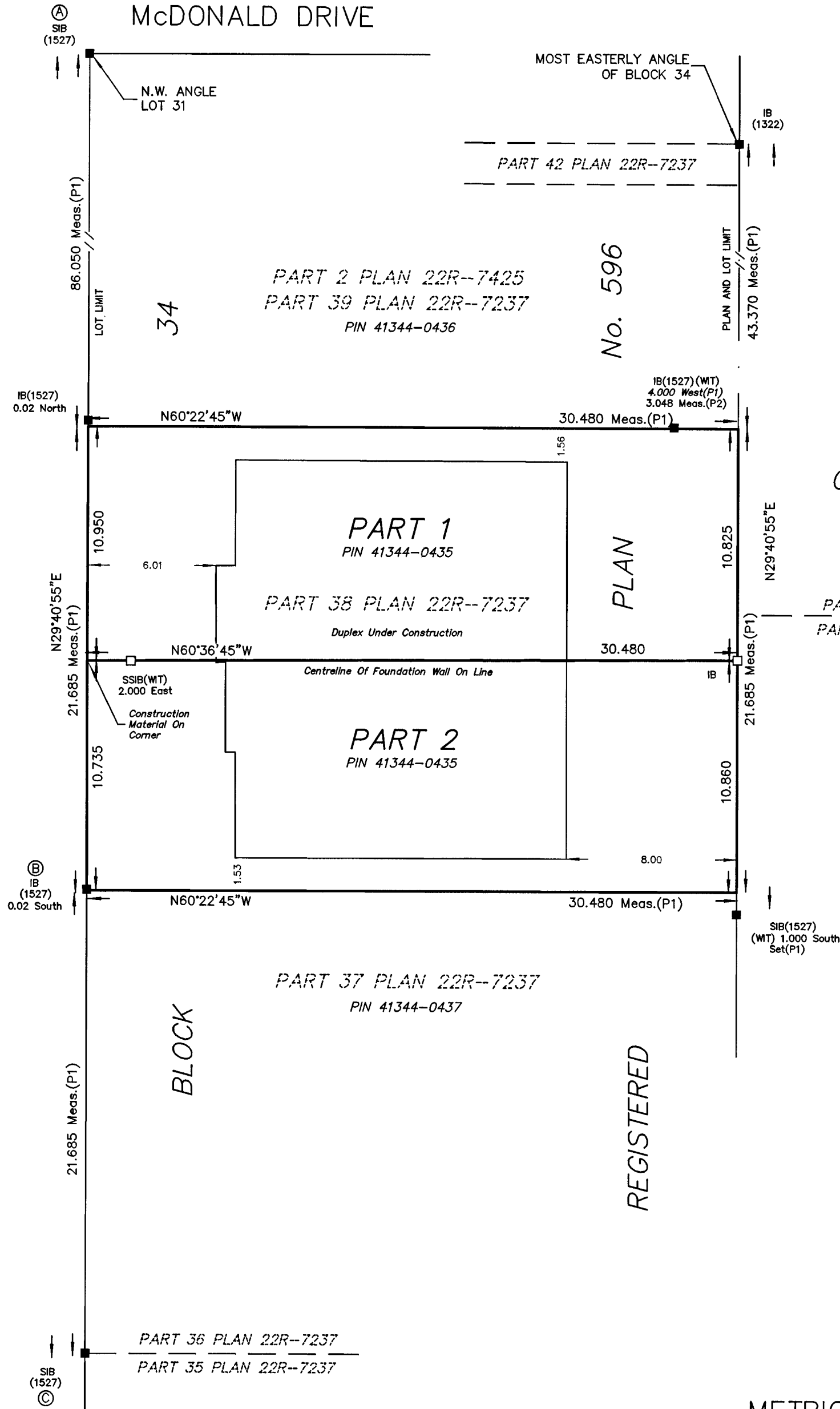
Shae Stoll
Planner

INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING SMARTNET NETWORK AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) EPOCH 2010 COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O.REG.216/10		
POINT ID	NORTHING	EASTING
A	4842723.69	479888.41
B	4842630.14	479835.07
C	4842611.35	479824.35
CAUTION: COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99956

FOR BEARING COMPARISONS, A ROTATION OF 0°03'35" COUNTER-CLOCKWISE CAN BE APPLIED TO MATCH BEARINGS ON REGISTERED PLAN No. 596

ANDERSON DRIVE
(REGISTERED PLAN No. 596 - 20,000 WIDE)
PART 46 PLAN 22R--7237
PIN 41344-0253



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT	PLAN 22R-7471
DATE: <u>MARCH 21 2025</u>	RECEIVED AND DEPOSITED
<u>Greg Rodger</u> GREG RODGER ONTARIO LAND SURVEYOR	DATE: <u>2025/03/26</u> <u>Todd Bondy</u> REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF HURON (No 22)

SCHEDULE			
PART	LOT/BLOCK	PLAN	PIN
1	Part Of BLOCK 34	596	Part Of PIN 41344-0435
2	Part Of BLOCK 34		Part Of PIN 41344-0435

THIS PLAN COMPRISES ALL OF PIN 41344-0435

PLAN OF SURVEY
OF PART OF
BLOCK 34
REGISTERED PLAN No. 596
VILLAGE OF BRUSSELS
MUNICIPALITY OF HURON EAST
COUNTY OF HURON
SCALE 1:200
Metric
2025
D. CULBERT LTD.
ONTARIO LAND SURVEYOR

NOTES AND LEGEND

BEARINGS HEREON ARE GRID (SEE INTEGRATION CHART FOR DETAILS)

■ DENOTES MONUMENTATION FOUND
□ DENOTES MONUMENTATION PLANTED

SIB DENOTES 2.5cm sq. STANDARD IRON BAR
SSIB DENOTES 2.5cm sq. SHORT STANDARD IRON BAR
IB DENOTES 1.6cm sq. IRON BAR
WIT DENOTES WITNESS
1322 DENOTES C.R. KIAR, O.L.S.
1527 DENOTES D. CULBERT LTD., O.L.S.
P1 DENOTES PLAN 22R-7237
P2 DENOTES PLAN 22R-7425
ALL PINS ARE SUFFIXED (LT) UNLESS NOTED (R)

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 7TH DAY OF JANUARY, 2025

FEBRUARY 3, 2025

Greg Rodger
GREG RODGER
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-96477

D. CULBERT LTD. ONTARIO LAND SURVEYOR GODERICH, ONTARIO PHONE: 519-524-5321		ONTARIO DCL LAND SURVEYOR
DRAWN BY: BDCS CHECKED BY: GR	DIGITAL FILE: BS2501R1 FILE No: BRUS-0596-01-5	PLAN No: 2-GZ-2616

METRIC: DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

www.huroncounty.ca

To: Mayor and Members of Huron East Council
Meaghan McCallum (Clerk), Municipality of Huron East

From: Shae Stoll, Planner

Date: September 9, 2025

RE: **Application HuE PLC02-2025 (Part Lot Control Exemption)**
Subject Lands: Plan 192, Part Park Lot V, 22R1928 PART 1, Municipality of Huron East (81-83 Sports Drive, Brussels)
Owner: Shane Murray and Josh Beuermann
Applicant: Murray McKertcher Professional Corporation (C/O John McKertcher)

RECOMMENDATION

It is recommended that the request to exempt Registered Plan 192, Part Park Lot V, 22R1928 Part 1, being parts 1 & 2, Reference Plan 22R-7517 from Part Lot Control pursuant to Section 50(7) of the Planning Act be approved and the corresponding by-law be passed with an expiry date of September 9, 2027.

PURPOSE AND DESCRIPTION

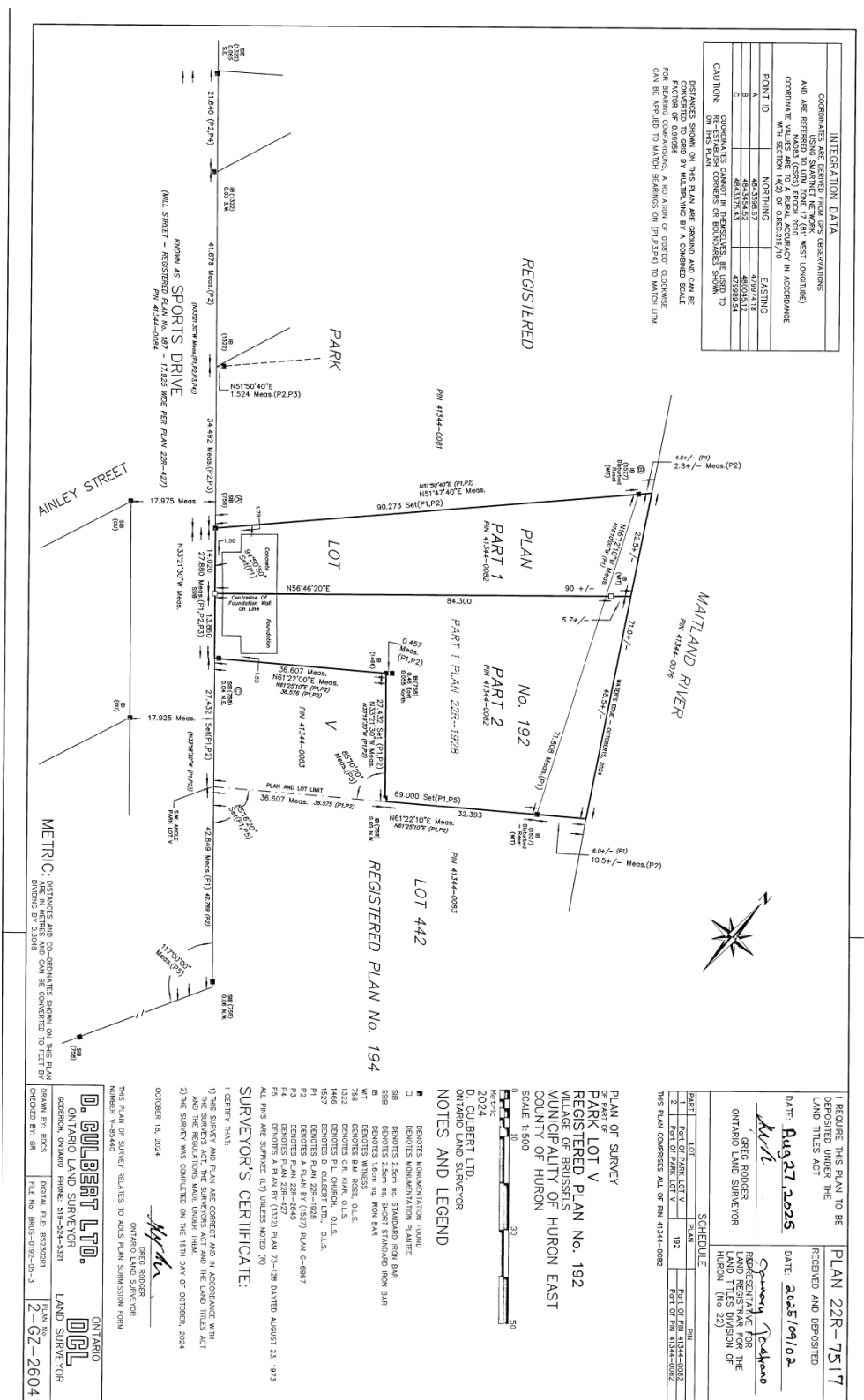
The subject property is designated Residential in the Huron East Official Plan and zoned R1 (Residential Low Density) and FW (Floodway) in the Huron East Zoning By-law. The owner has constructed a semi-detached dwelling containing two units at 81-83 Sports Drive in Brussels. The dwelling is located entirely within the R1 zone and complies with all provisions of the Huron East Zoning By-Law.

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. The proposed part lot control will create a lot line dividing the units along the common party wall.

Figure 1. 2020 Air Photo of Subject Lands and surrounding area.



Figure 3. Reference Plan showing Parts 1 & 2 proposed to be separated (as provided by applicant).



COMMENTS

Section 50(5) of the Planning Act prohibits the sale or transfer of property within a registered plan of subdivision with certain exceptions (such as a complete lot in the plan). However, Section 50(7) permits the municipality, by by-law, to exempt a property from Section 50(5) for a defined time period via a request for Part-Lot Control exemption. The exemption allows the lands within a complete lot to be further subdivided without consent or plan of subdivision approval by registering the deeds at the Land Registry Office. The subdivision of the lots is done according to the submitted Reference Plan, which is identified by Plan Number in the By-law.

Part Lot Control exemptions are commonly used where there are attached units such as a semi-detached dwelling, in which subdivision of the lots is proposed to occur after construction. An expiry date is attached to the exemption by-law in which registration at the Land Registry shall occur, it has been standard practice that this be 2 years.

The proposal meets the minimum Zoning By-law requirements for semi-detached dwelling units and each conveyable unit is individually serviced.

As a result, it is recommended the part lot control exemption application be approved and a by-law to that effect be passed.

Sincerely,

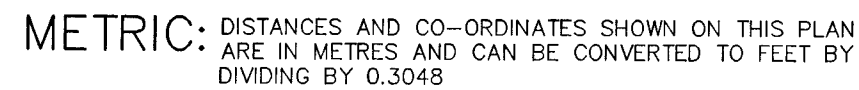
'Original signed by'

Shae Stoll
Planner

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE
CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE
FACTOR OF 0.99956

FOR BEARING COMPARISONS, A ROTATION OF 0°08'00" CLOCKWISE
CAN BE APPLIED TO MATCH BEARINGS ON (P1,P3,P4) TO MATCH UTM.

SCHEDULE			
PART	LOT	PLAN	PIN
1	Part Of PARK LOT V	192	Part Of PIN 41344-0082
2	Part Of PARK LOT V		Part Of PIN 41344-0082



SCALE 1:500

0 10 30 50

Metric

2024

NOTES AND LEGEND

- | | |
|------|---|
| ■ | DENOTES MONUMENTATION FOUND |
| □ | DENOTES MONUMENTATION PLANTED |
| SIB | DENOTES 2.5cm sq. STANDARD IRON BAR |
| SSIB | DENOTES 2.5cm sq. SHORT STANDARD IRON BAR |
| IB | DENOTES 1.6cm sq. IRON BAR |
| WIT | DENOTES WITNESS |
| 758 | DENOTES B.M. ROSS, O.L.S. |
| 1322 | DENOTES C.R. KIAR, O.L.S. |
| 1466 | DENOTES P.L. CHURCH, O.L.S. |
| 1527 | DENOTES D. CULBERT LTD., O.L.S. |
| P1 | DENOTES PLAN 22R-1928 |
| P2 | DENOTES A PLAN BY (1527) PLAN G-6967 |
| P3 | DENOTES PLAN 22R-2645 |
| P4 | DENOTES PLAN 22R-427 |
| P5 | DENOTES A PLAN BY (1322) PLAN 73-128 DAYTED AUGUST 23, 1973 |

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- 2) THE SURVEY WAS COMPLETED ON THE 15TH DAY OF OCTOBER, 2024

OCTOBER 18, 2024


GREG RODGER
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM
NUMBER V-85440

D. CULBERT LTD. **ONTARIO**
 ONTARIO LAND SURVEYOR **DCL**
 GODERICH, ONTARIO PHONE: 519-524-5321 LAND SURVEYOR

DRAWN BY: BDCS	DIGITAL FILE: BS2302R1	PLAN No:
CHECKED BY: GR	FILE No: BRUS-0192-05-3	2-GZ-2604

Huron East
Administration

To: Mayor MacLellan and Members of Council
From: Ken McCallum, Drainage Superintendent
Date: September 9, 2025
Subject: Dill Municipal Drains Tender Results

Recommendation:

That the Council of the Municipality of Huron East award the contract associated with the Dill Municipal Drain to De Jong Excavating for the amount of \$288,931.00 (Plus HST).

Background:

A Section 78 request, under the Drainage Act, was received for the Dill Municipal Drain on March 21, 2022. Council appointed Headway Engineering to complete an Engineer's report, which was received and accepted by Council, with first and second readings of the By-law at the June 24, 2025 meeting.

During the Court of Revision there were no appeals for the Dill Drain and therefore no amendments were made to the assessment schedule.

Comments:

A call for tenders for both drains was issued with a closing date of September 3, 2025 at noon. Five submissions were received for the drain.

Tenders were received for the Dill Drain contract as outlined in the Engineers Report dated May 5, 2025. The table below summarises the results of the tender submissions:

Contractor	Price (Plus HST)
TAS Excavating & Rentals Ltd.	\$346,064.02
De Jong Excavating	\$288,931.00
Van Bree Infrastructure	\$383,872.70
Robinson Farm Drainage	\$303,579.00
A.G. Hayter Contracting Ltd.	\$302,998.00
Engineer's Estimate	\$337,320.00

Both staff and Dietrich Engineering Limited are recommending that the contract be awarded to De Jong Excavating for the amount of \$288,931.00 (Plus HST).

Communication:

Notice of the Tender was posted on the Huron East Municipal Website/Social media and copies emailed to a list of contractors.

Bids were received via hard copy to Town Hall for the Clerk.

Letters will be sent to all successful and unsuccessful bidders.

Others Consulted:

Dietrich Engineering Limited

Clerk

Financial Impacts:

The cost for the project will be assessed to the landowners as outlined in the Engineer's Report. The Municipality will be responsible for approximately \$1,411 of the construction costs for Maple Line in association with the Dill Municipal Drain.

Final numbers will be assessed based upon final construction costs.

Attachments:

none

Signatures:

Ken McCallum, Drainage Superintendent



Jessica Rudy, CAO

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Ken McCallum, Drainage Superintendent

Date: September 9, 2025

Subject: Watson Municipal Drain

Recommendation:

- 1) That Council appoint a Drainage Engineer under section 65(1) of the Drainage Act, R.S.O. 1990 to develop a new assessment schedule for the Main Drain of the Watson Drainage Works.
- 2) That Council appoint Dietrich Engineering Limited as the Drainage Engineer for the Watson Drainage Works.

Background:

The Main Drain of the Watson Drainage Works is currently governed by a drainage report prepared by E.H. Uderstadt and enforced through By-Law 9-1969, which levies the associated costs.

Maintenance activities have already been carried out on the Main Drain. However, during a staff review of the governing drainage report and corresponding By-Law, it was determined that multiple property divisions have occurred since the last revised assessment schedule. As a result, the existing By-Law is no longer adequate to fairly or accurately levy maintenance costs to the affected landowners.

The previously appointed Engineer, appointed in 2022 to complete the assessment schedule, exceeded the allowable time to complete the update assessment schedule. Therefore the Municipality is seeking to appoint a new Engineer to complete the project.

Comments:

Although maintenance has been completed, future maintenance activities cannot proceed until a new assessment schedule is developed. Once this updated schedule is in place, the municipality will be positioned to appropriately levy costs and proceed with any additional required maintenance under the Drainage Act.

Others Consulted:

Davin Heinbuck, Ausable Bayfield Conservation Authority

Financial Impacts:

The Municipality will be assessed costs to Roads.

Signatures:

Ken McCallum, Drainage Superintendent



Jessica Rudy, AMP., CAO

Huron East
Administration

To: Mayor MacLellan and Members of Council
From: Jessica Rudy, CAO
Date: September 9, 2025
Subject: 2025 Winter Holiday Schedule

Recommendation:

That the municipal office be closed at 12:00 p.m. on December 24, 2025 and during regular business hours from December 29 to 31, 2025 and January 2, 2026 with affected staff using vacation or banked time for these days.

Background:

Christmas Day and Boxing Day for 2025 are on a Thursday and Friday, while New Years Day 2026 lands on the following Friday.

This will result in a short week during the week of December 22, 2025 and a mid-week closure the week of December 29, 2025.

It is being recommended that the municipal office be closed early on December 24 and the week of December 29, 2025. Employees will be required to use vacation time or banked lieu time to cover 4.5 days. Should any employee not have sufficient vacation or banked lieu time they will need to make arrangements with their supervisor.

The phones system will be programed to note that the municipal office is closed and as per current set up have emergency contact numbers available.

All other staff will recognize the statutory holidays in accordance with municipal policies.

Communication:

The following will be undertaken:

- Office staff will be informed of the schedule via email and at individual department meetings
- Mid-December staff will place a notice on the website, issue reoccurring social media posts, and place a notice on the front entrance and at the service counters

Others Consulted:

Department Heads and Staff.

Financial Impacts:

None.

Signatures:A handwritten signature in cursive script, appearing to read "Rudy", written in black ink.

Jessica Rudy, AMP, CAO

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Jessica Rudy, CAO

Date: September 9, 2025

Subject: Residential Energy Retrofit Program in Huron County

Recommendation:

That the Council of the Municipality of Huron East support the County of Huron's funding application for the Residential Energy Retrofit Program, as described in report CAO-25-21.

Background:

The County of Huron has the opportunity to work with the Clean Air Partnership (CAP) to advance a Federation of Canadian Municipalities (FCM) funding application for an energy efficiency retrofit feasibility and program design.

This study would be the first step in developing a community residential energy retrofit program that could help residents implement energy efficiency upgrades in their homes.

The study would provide a market analysis of current residential building stock, including the different types and costs of each energy type used in residential homes throughout the County, as well as provide options for financing, administration, contractor engagement, and incentive management for the implementation of a residential energy retrofit program.

Comments:

The study will require access to aggregated MPAC, geospatial for the regional boundary and utility data, which will be obtained by Huron County staff who will then also coordinate the data delivery to the Clean Air Partnership for the study.

This would provide beneficial information should Huron East wish to pursue residential energy retrofit programs in the future; however, there is no requirement or commitment to implement a home energy retrofit program based on the study findings.

To help strengthen the application the County is looking for letters of support from all local municipalities, this will also ensure that the final study is supported by and beneficial for all local municipalities in Huron County.

Communication:

Huron County staff will communicate and share the findings of the report, should the application be successful.

Others Consulted:

Huron County Climate Change and Energy Specialist

Financial Implications:

There is no financial contribution required from the Municipality of Huron East.

Huron County's Climate Change and Energy Specialist will contribute approximately \$5,000 in staff time to gather data, help with the application and review the final study.

The Clean Air Partnership will lead the funding application, making this a cost-effective opportunity to advance energy efficiency in Huron County.

Signatures:



Jessica Rudy, AMP, CAO

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Jessica Rudy, CAO

Date: September 9, 2025

Subject: Proposed Combined Public Works, Fire and EMS Facility

Recommendation:

That the Council of the Municipality of Huron East provide direction regarding the proposed Public Works, Fire and EMS building complex and Seaforth Fire Station.

Background:

In March of 2025 Council was presented with a preliminary assessment to combine the South Public Works and Fire Station which resulted in Council directing staff to undertake a preliminary design and costing. At the same meeting, Council directed staff to provide an assessment of the current Seaforth Fire Station to determine future needs and longevity of the building.

It was subsequently determined that the County of Huron Emergency Services Department was interested in partnering with Huron East to incorporate EMS into the building design as a result of their desire to move operations to Seaforth.

Comments:

Current Seaforth Fire Station:

As requested staff have undertaken a review of the current condition of the Seaforth Fire Hall, and as a result engaged BM Ross to undertake a facility review and needs assessment. The assessment confirmed the building is in poor condition requiring approximately \$179,500 in basic required upgrades and an additional \$240,000 in optional upgrades which includes items such as exhaust gas detection, ventilation upgrades for gas removal, installation of a backup generator for the building to allow it to run during power failures or other emergencies and minor upgrades to ceiling, tiles and all paneling. It is of note that these upgrades would still not include the common features seen in newer fire halls, which would be incorporated into the proposed complex.

The Seaforth Fire Station has developed a detailed list of work required to complete a renovation on the current hall which is estimated at \$475,000 with a current quote to complete HVAC, plumbing and electrical requirement totalling \$100,000 plus HST. A conceptual layout and estimated costing is attached to this report (Attachment 3).

Proposed Facility:

A detailed design which incorporates all required features (such as post disaster recovery for the entire building), is attached to this report. Highlights of the design include meeting all current standards, room for expansion and growth for Fire and Public Works, including a large, shared training room equipped with a full kitchen. Below outlines an overview of these features for each department:

Public Works:

- Consolidates three public works shops into one;
- Office space provided for the Water Department, Operations Manager and Manager of Parks and Recreation.
- 6 double, drive thru bays to store all equipment and off-season space for Parks and Recreation vehicles.
- Wash bay
- Mezzanine and storage for small repairs
- Outside storage for sand/salt.

Fire

- 3 double drive thru bays
- Separate room for SCBA, filling station and decontamination accessible from the bay, avoiding any potential decontamination
- Unisex washroom with separated showers and changerooms access through the bay only
- Gear room accessible from the exterior and bay
- Laundry facility including storage areas
- Open mezzanine

EMS

- 4 triple drive thru bays
- Separated oxygen and supply storage
- Office space for EMS and office staff
- Training Room/Simulation Lab
- Laundry Facility

The only shared space in the building would be the training room located at the main entrance. Parking would be allocated for emergency personnel, office staff, and visitors.

The EMS portion of the building is estimated at \$2.8 million; it would be expected that the estimates for the combined office area, site work, engineering and permits, and contingency, which totals approximately \$12.5 million, would be divided between the three departments, bringing the EMS portion to roughly \$7 million.

At this point in time, there is not enough in Public Works or Fire reserves to fund the project, the municipality would be looking at a debenture close to \$20 million. The project could be revisited in approximately five years, in order to establish reserves for each department and minimize large debenture amounts.

Council may wish to reevaluate the project with a focus on Fire and EMS and removing the Public Works portion of the facility. This approach will delay any decisions as a revised concept and estimate would be required. It is of note that EMS has indicated a potential need to increase the office space to accommodate all of their administration personnel. This option continues to explore partnership opportunities with the County, however, may delay any decisions regarding Seaforth Fire Station renovations.

Communication:

Regular meetings have been conducted through the process and any direction from Council will be shared with all stakeholders.

Others Consulted:

County of Huron Director of Emergency Services

Huron East Fire Chief and Deputy Fire Chief

Huron East Director of Public Works

Huron East Director of Finance/Treasurer

Financial Implications:

During the initial analysis it was estimated that the building complex (excluding EMS) would be approximately \$7,300,000 plus any land costs, this factors in the sale of the current fire hall and public works buildings as estimated by recent realtor estimates in early 2025.

With the incorporation of EMS and a detailed analysis of the needs for each department, a total estimated cost of \$27 million plus the costs for property has been provided by the Engineer. The total cost to Huron East would be approximately \$20 million and a debenture would be required.

It is expected that if the project, or a revised plan, were to continue, Huron East would debenture Huron County's share of the capital cost with Huron County paying Huron East principal and interest. Further, Huron East would invoice Huron County for rent, indexed for cost-of-living increases, and additional costs associated with the EMS portion of the facility. It is intended that the arrangement would mirror what is in place with the Brussels Fire and EMS facility, initiated in 2023.

If Council desires to pause the complex option and renovate the current Seaforth Fire Hall location, approximately \$500,000 would need to be allocated to this in the 2026

budget. Noting that the budgeted \$75,000 in 2025 for washrooms would not be sufficient for a complete washroom renovation.

Attachments:

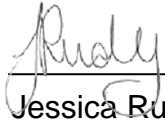
[Attachment 1](#): Seaforth Fire Hall Building Repair Estimate

[Attachment 2](#): Quote for HVAC and Plumbing for Seaforth Fire Hall

[Attachment 3](#): Design Concept and Estimate for the Seaforth Fire Hall

[Attachment 4](#): Combined Facility Design Concept and Estimate

Signatures:

A handwritten signature in black ink, appearing to read 'Rudy', is written over a horizontal line.

Jessica Rudy, AMP, CAO

Seaforth Fire Hall - Component Work Summary

Component	Description of Work	Work Priority	Year of Work	Status	Probable Cost
Multiple Components / Facility					
Slab on grade - exterior	Remove and replace exterior concrete apron	Medium	1 to 5 Years	Pending	\$12,000
Exterior Doors	Paint exterior doors and recaulk around door frames.	Low	1 to 5 Years	Pending	\$5,000
Interior Wall Construction	Repair mortar joint in west and east interior wall	Medium	1 to 5 Years	Pending	\$10,000
Floor Finishes	Replace damaged CVT floor tiles			Complete	\$1,000
Exterior Walls	Paint exterior metal siding and trim.	Medium	1 to 5 Years	Pending	\$15,000
Exterior Walls	Fix dents or replace bent trim.	Low	1 to 5 Years	Pending	\$5,000
Multiple Components / Facility					
Roof Covering	Paint metal panels on roof.	Medium	1 to 5 Years	Pending	\$20,000
Roof Covering	Repair eavestrough on east side of building.	ASAP	1 to 5 Years	Pending	\$3,000
Exterior Fence	Replace fence on east side of building.	As Required	1 to 5 Years	Pending	\$15,000
Exterior Windows	Paint and recaulk around windows.	Low	1 to 5 Years	Pending	\$1,500
Garage Interior Walls	Paint metal panels.	Low	1 to 5 Years	Pending	\$15,000
Interior Ceiling - Steel Panel	Paint steel panel ceiling.	Low	1 to 5 Years	Pending	\$15,000
Interior Wall Construction	Investigate why cracks are growing in masonry wall.	Medium	1 to 5 Years	Pending	\$5,000
Multiple Components / Facility	Paint interior metal siding walls.	Low	1 to 5 Years	Pending	
Floor Finishes	Replace CVT and carpet in entrance and office.	Low	1 to 5 Years	Pending	\$3,000
Electrical	Add backup generator and automatic transfer switch.	Optional		Pending	\$200,000
Electrical	Replace existing light fixtures with LED.	Medium	1 to 5 Years	Pending	\$25,000
HVAC	Add exhaust and gas detection system.	Optional		Pending	\$15,000
HVAC	Add ceiling and/or exhaust fans in truck bay.	Low	1 to 5 Years	Pending	\$15,000
HVAC	Add vent fans in extractor room to remove contaminated gear fumes.	Medium	1 to 5 Years	Pending	\$10,000
Mezzanine floor system	Add a safety railing along front edge of mezzanine.	Medium	1 to 5 Years	Pending	\$2,500
Interior Ceiling - Ceiling Tiles	Replace ceiling tiles with drywall ceiling.	Optional		Pending	\$15,000
Office Wall Finishes	Replace wood panelling on walls with drywall.	Optional		Pending	\$10,000
Interior Stairs	Replace interior stairs at mezzanine.	Low	1 to 5 Years	Pending	\$2,500
Total Pending Work:					\$419,500



470 Maitland Ave S, Listowel, ON N4W 2M6

Phone: 519-291-4455 Fax: 519-291-3178

Website: www.gabelelectric.com

Email: tim@gabelelectric.com

June 26, 2025

Municipality of Huron East

Seaforth Fire Department - 31 Birch Street, Seaforth, ON

Attn: Steve Boyer 519-525-0181 deputyfirechief@huroneast.com PROJECT : Seaforth

Firehall - BUDGET PRICING

Pricing is based on the plans provided to **GABEL Electric/Plumbing/HVAC**, on June 4, 2025.

HVAC scope of work

2- Hot Water unit heaters in Gear Room

1 - Commercial Air Exchanger in Gear room New hot water

baseboards for offices

Gas detection system and new fan and louvre for Apparatus Bay

Total.....\$45,000.00 + HST

PLUMBING scope of work

Relocate washrooms, cut and remove concrete, supply new fixtures Relocate Extractor into new gear room

Repair air line issues

Total.....\$35,000.00 + HST

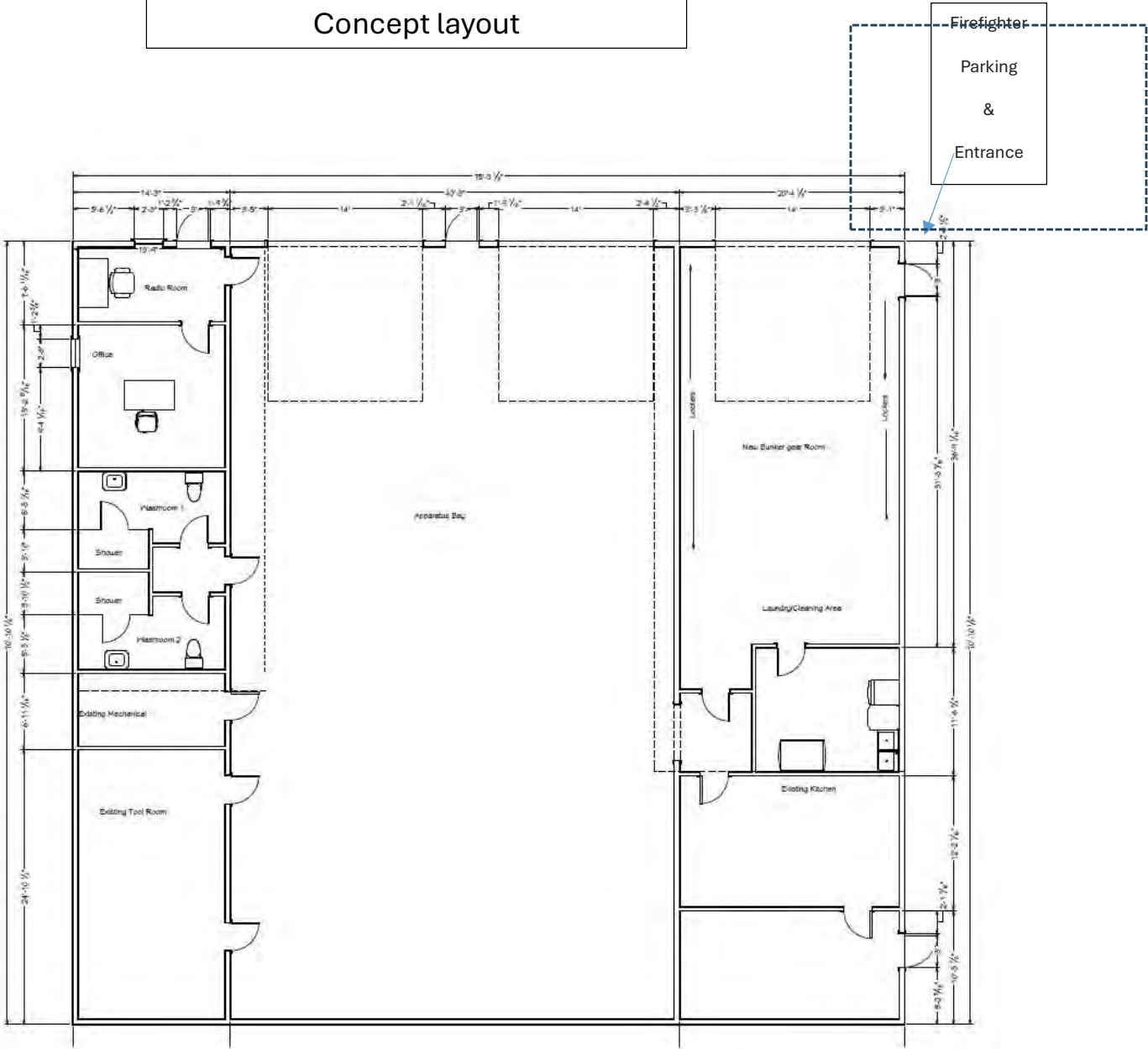
ELECTRICAL scope of work New lighting in

Gear room Electrical upgrades in Offices

Wring of HVAC equipment

Total.....\$20,000.00 + HST

Concept layout



Estimated Renovation cost	
Bathroom upgrades	\$ 100,000
Bunker gear room	\$ 60,000
Office	\$ 20,000
Windows	\$ 5,000
Doors	\$ 20,000
Plumbing upgrades	\$ 35,000
Steel replace	\$ 90,000
Parking lot paving	\$ 75,000
Apron concrete	\$ 60,000
Fence	\$ 10,000
	\$475,000

Date: Aug. 21, 2025

Project Title Combined Public Works, Fire & EMS Facility.
Property Location to be Determined
Seaforth, Ontario

Owner Municipality of Huron East
72 Main Street South
Seaforth, ON N0K 1W
Contact: Jessica Rudy, CAO
Ph: 519-527-0160 X-37
E-mail: cao@huroneast.com

A. Summary:

1. Based on discussions & conceptual drawings prepared we would budget the new Combined PW – Fire – EMS Facility to cost \$27 million, including related sitework.
2. Conceptual drawings prepared of proposed Public Works, Fire & EMS Combined Facility. (see attached)
3. Site plan shows minimum recommended size of property requirements.
4. Building will need to be sprinklered and will need adequate water supply and/or reservoir with fire pump.

B. Building Information:

1. Facility includes the following:
 - a. Public Works - 20,800sq.ft. c/w 2,160sq.ft. open mezzanine
 - b. Fire Department – 9,000sq.ft. c/w 2,500sq.ft. open mezzanine
 - c. Emergency Medical Services – 9,220sq.ft.
 - d. Combined Office Area – 10,000sq.ft.
 - e. Total building area = 49,020sq.ft. (4,555sq.m.)
 - f. Sand/Salt & Equipment Storage = 13,200sq.ft. (1,230sq.m.)
 - g. Total affected site area = 290,000sq.ft. (27,000sq.m.)
2. Building classification (occupancy) is Group F-3 Low Hazard Industrial (storage garage, with ancillary office space).
3. Building to be constructed in conformance to OBC 3.2.2.79.
 - a. Building is 1-storey
 - b. Combustible or non-combustible construction permitted
 - c. Building to be sprinklered
 - d. Mezzanines (if of combustible construction) to have 45 min. fire rating
4. Entire building will be designed as post-disaster
5. Building will be a combination of wood frame & steel frame. Section of roof over offices will be flat roof to allow for transition and roof top units for HVAC.
6. Combination masonry & siding exterior finishes.

C. Preliminary Costing:

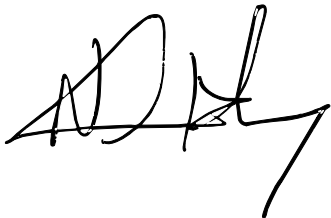
1. Public Works - 20,800sq.ft. x \$250/sq.ft. + 2,160sq.ft. x \$150 = \$5.6 million
2. Fire Department – 9,000sq.ft. x \$320/sq.ft. + 2,500sq.ft. x \$200 + hose tower @ \$150,000= \$3.6 million
3. Emergency Medical Services – 9,220sq.ft. x \$300/sq.ft. = \$2.8 million
4. Combined Office Area – 10,000sq.ft. x \$400 = \$4 million
5. Sand/Salt & Equipment Storage = 13,200sq.ft. = \$2.5 million
6. Site work, including granular fills, servicing (water & sanitary extensions), stormwater management, asphalt, fuel storage = \$5 million
7. Engineering & permits = \$1.5 million
8. Contingency (\$2 million):
 - a. Revisions in preliminary drawings, which may affect building size.
 - b. Soils investigation required after selection of property
 - c. Properties being considered may be located in source water protection zone. This will require extra safety measures, especially relating to salt storage & fuel storage.

Total preliminary budget = \$27 million + cost of property.

Limitations of Budget

Please note the budget estimates given in this report represent an "order of magnitude" of the proposed work, based on past experience and current prices. When the project begins, costs may vary, depending on the scope of the work and material / labour costs. This budget does not represent a "firm" quotation. Should this be required, by the Owner, we would recommend that prices be secured from 2-3 contractors.

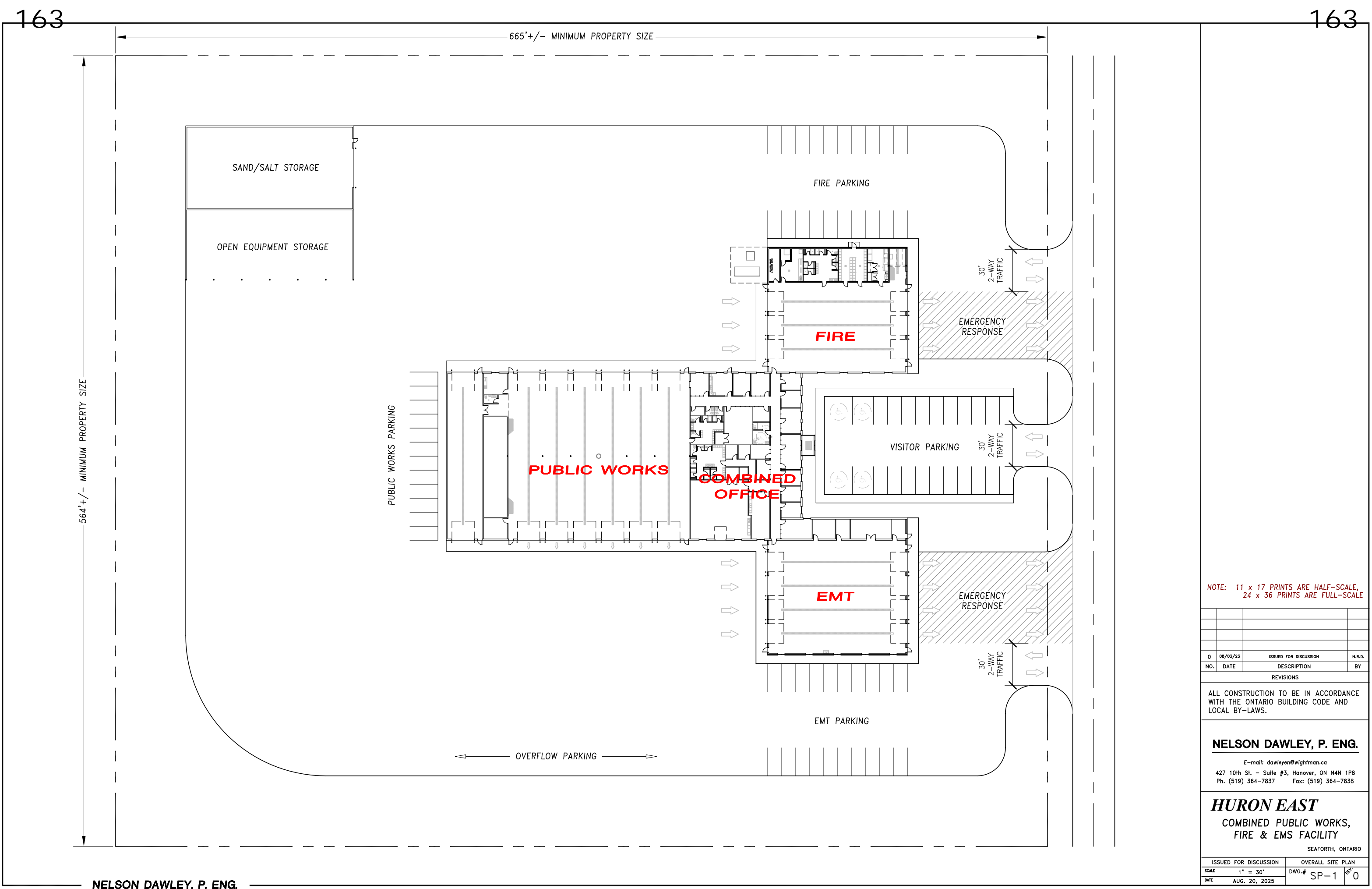
Should you require further information or have questions / concerns, please do not hesitate to contact myself.



Nelson Dawley, P. Eng.



COMBINED PUBLIC WORKS, FIRE & EMS FACILITY



NOTE: 11 x 17 PRINTS ARE HALF-SCALE,
24 x 36 PRINTS ARE FULL-SCALE

0	08/03/23	ISSUED FOR DISCUSSION	N.R.D.
NO.	DATE	DESCRIPTION	BY
REVISIONS			

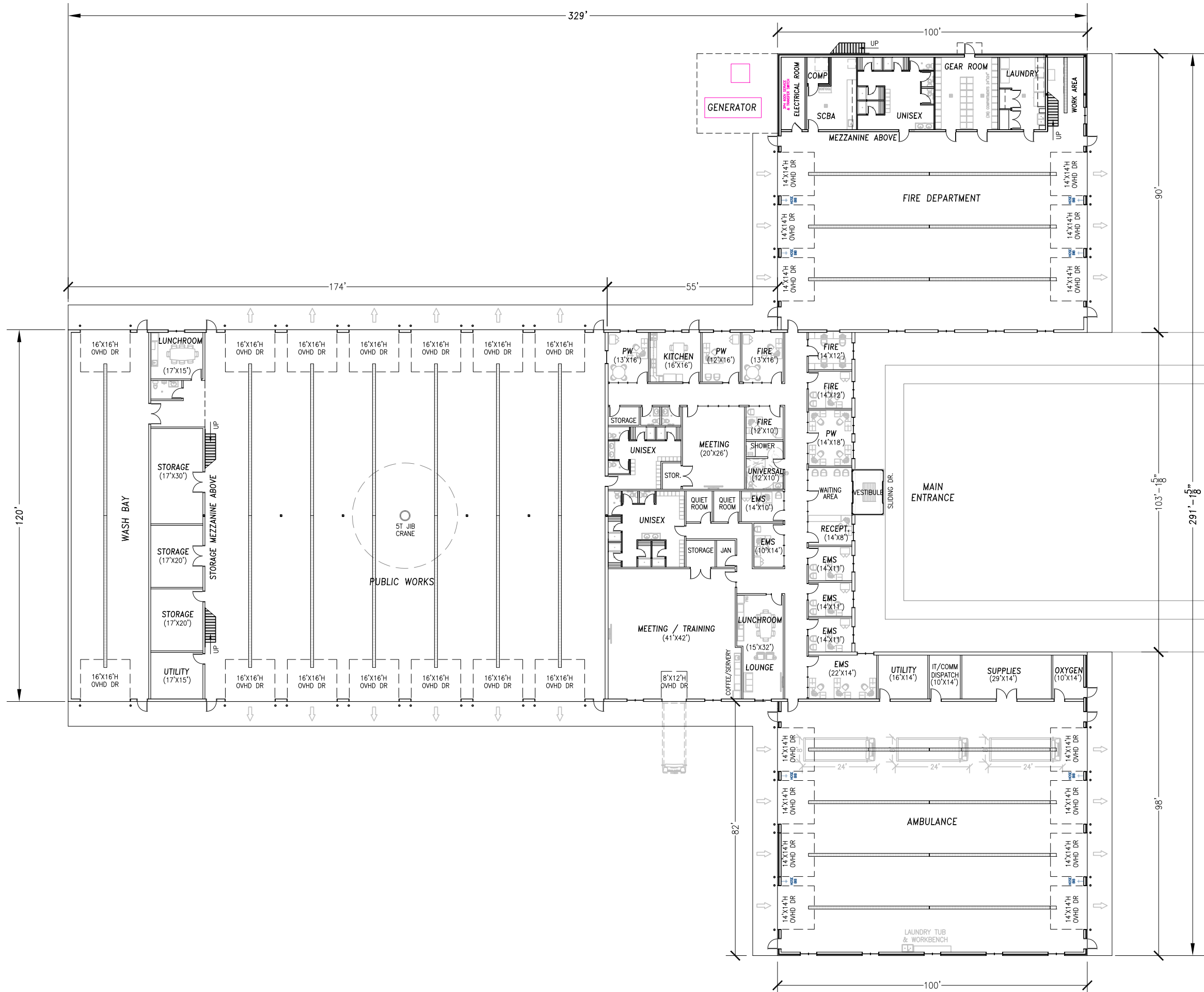
ALL CONSTRUCTION TO BE IN ACCORDANCE
WITH THE ONTARIO BUILDING CODE AND
LOCAL BY-LAWS.

NELSON DAWLEY, P. ENG.

E-mail: dawleyen@nightman.ca
427 10th St. - Suite #3, Hanover, ON N4N 1P8
Ph. (519) 364-7837 Fax: (519) 364-7838

HURON EAST
COMBINED PUBLIC WORKS,
FIRE & EMS FACILITY
SEAFORTH, ONTARIO

ISSUED FOR DISCUSSION		OVERALL SITE PLAN	
SCALE	1" = 30'	DWG.#	SP-1
DATE	AUG. 20, 2025		0



NOTE: 11 x 17 PRINTS ARE HALF-SCALE,
24 x 36 PRINTS ARE FULL-SCALE

0	08/03/23	ISSUED FOR DISCUSSION	N.R.D.
NO.	DATE	DESCRIPTION	BY
REVISIONS			

ALL CONSTRUCTION TO BE IN ACCORDANCE
WITH THE ONTARIO BUILDING CODE AND
LOCAL BY-LAWS.

NELSON DAWLEY, P. ENG.

E-mail: dawleyen@nighman.ca
427 10th St. - Suite #3, Hanover, ON N4N 1P8
Ph. (519) 364-7837 Fax: (519) 364-7838

HURON EAST
COMBINED PUBLIC WORKS,
FIRE & EMS FACILITY

SEAFORTH, ONTARIO

ISSUED FOR DISCUSSION	GENERAL ARRANGEMENT
SCALE 1/16" = 1'-0"	DWG.# A-101
DATE AUG. 20, 2025	0



NOTE: 11 x 17 PRINTS ARE HALF-SCALE,
24 x 36 PRINTS ARE FULL-SCALE

0	08/03/23	ISSUED FOR DISCUSSION	N.R.D.
NO.	DATE	DESCRIPTION	BY

REVISIONS

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL BY-LAWS.

NELSON DAWLEY, P. ENG.

E-mail: dawleyen@wightman.ca

427 10th St. - Suite #3, Hanover, ON N4N 1P8
Ph. (519) 364-7837 Fax: (519) 364-7838

HURON EAST

SAND/SALT/EQUIPMENT
STORAGE

SEAFORTH, ONTARIO

ISSUED FOR DISCUSSION	GENERAL ARRANGEMENT
SCALE 1/8" = 1'-0"	DWG.# A-102
DATE AUG. 20, 2025	0

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Taralyn Cronin, Economic Development Officer

Date: September 9, 2025

Subject: Rural Ontario Development Grant

Recommendation:

That Council support the application to the Rural Ontario Development Program for Stream 2: Workforce development, attraction and retention.

Background:

The new Rural Ontario Development (ROD) Program, launched in June, replaces the former Rural Economic Development (RED) Program. There are four main funding streams, each addressing different community needs:

1. Economic Diversification & Competitiveness

Supports implementation of economic development plans, up to 50% cost-share, maximum \$150,000.

2. Workforce Development, Attraction & Retention

Funds projects to attract and retain workers, also up to 50% cost-share, maximum \$150,000.

3. Community Infrastructure Enhancements

Targets transformation of community assets and public spaces. Cost-share up to 35%, with project funding ranging from \$25,000 to \$250,000 for larger initiatives, and up to \$25,000 for smaller ones.

4. Business Development (for small businesses)

Specifically for small brick-and-mortar businesses (1–20 employees), offering up to 35% cost-share, with a maximum of \$10,000.

In 2023 and 2024, the Municipality hosted the Huron East Job Fair in February/March, providing local businesses and community organizations with an opportunity to showcase current and upcoming employment opportunities. These events have been

well attended, with the 2024 fair demonstrating growth over the previous year. Looking ahead, with additional job opportunities expected in the coming years, staff propose applying to the Rural Ontario Development (ROD) Program to expand the Job Fair in 2026. Recognizing that volunteers play a vital role in community vibrancy and development, the 2026 event will also incorporate a Volunteer Fair.

Funding support through the ROD Program will enable staff to enhance the event by: purchasing visual promotional materials such as roll-up banners and signage; acquiring an All-in-One Desktop Computer to display promotional videos like Made Here in Huron East and the Huron East Promotional Video; and offering free or subsidized health and safety training opportunities, including Standard First Aid, Babysitting, Smart Serve, and Safe Food Handling. Funding will also support a robust advertising campaign across radio, newspapers, posters, and social media to ensure strong participation and community awareness.

Comments:

The promotional materials and equipment that staff are looking to purchase will be re-used for future events. The Economic Development Officer frequently uses roll-up banners at special events, seminars and conferences; however the current ones are outdated and need to be replaced. Previous fairs definitely lacked attractive event signage and staff are looking to add that to the event for 2026. Staff are excited about the possibility of adding a training component to the Job Fair. Several job and volunteer positions require training such as Standard CPR, Smart Serve (3 different certifications) and Safe Food Handling. Our goal is to make this training convenient, free or available for a minimal fee. At this time, staff are looking to cover the costs for up to 20 people per course.

Staff are hopeful that by adding a Volunteer Fair, we can encourage more people in the community to volunteer their time to assist organizations with events, maintaining parks, and beautifying the community; all of which are integral to economic and community development.

Communication:

If the application is successful, The Job and Volunteer Fair will be advertised starting in January 2026 across multiple channels. At this time, the Fair is expected to be scheduled for the end of February. Free or subsidized training will be advertised in conjunction with the Fair. Staff are anticipating that event partners, such as Agilic, Four Market Labour Market Planning Board, Huron Manufacturing Association, Huron County, etc., will also advertise through their channels.

Others Consulted:

Economic Development Committee, CAO

Financial Implications:

Staff are looking to apply for between \$13,000 and \$15,000. If the application is successful, the Province would cover up to 50% of eligible expenses. The balance would come out of the Economic Development Budget under Marketing and Promotions, Advertising and Program Expenses.

Attachments:

None

Signatures:

Taralyn Cronin, EDO



Jessica Rudy, AMP., CAO

Huron East
Administration

To: Mayor MacLellan and Members of Council
From: Meaghan McCallum, Clerk
Date: September 9, 2025
Subject: 2026 Meeting Schedule

Recommendation:

That the Council of the Municipality of Huron East establish the 2026 meeting schedule as follows:

- January 13
- February 3 and 24
- March 10 and 24
- April 14 and 28
- May 12 and 26
- June 9 and 23
- July 7
- August 11
- September 1 and 15
- October 6 and 20
- November 3
- December 8

Background:

In accordance with the Procedural By-law, Council meetings are typically scheduled for the first and third Tuesday of each month, with the following exceptions proposed to accommodate statutory holidays:

February: first and forth Tuesday to accommodate Family Day.

March: second and forth Tuesday to accommodate for the February shift and avoid back-to-back weeks.

April: second and forth Tuesday to accommodate for the Easter weekend.

May and June: second and forth Tuesday to accommodate for the May shift and avoid back-to-back weeks.

Staff continue to recommend holding only one Council meeting in each of July and August to allow for a summer break and to accommodate the Association of Municipalities of Ontario (AMO) conference.

To account for holiday schedules in January and December, staff propose holding a single meeting on the second Tuesday of each month. This adjustment also aligns with the Rural Ontario Municipal Association (ROMA) Conference in January.

It is of note that 2026 is an Election year, with the new term of Council starting on November 15, 2026; therefore, staff recommend that one meeting be held on November 3, 2026 and November 17th be held as the Inaugural meeting date.

Other key election dates include:

- Nomination Period: May 1, 2026 - August 21 (deadline to register is 2:00 p.m.)
- Voting Day: October 26, 2026
- Deadline for the first meeting of the new Council: December 16, 2026

With an Inaugural date of November 17th, Council orientation dates could potentially be scheduled for the weeks of November 23rd and November 30th, with the first meeting of the new term of Council being held on December 8th

Comments:

Staff would like to continue exploring the option of adjusting Council meeting dates to avoid those that fall immediately before or after statutory holidays. This approach supports more effective agenda planning and meeting preparation.

Communications:

The approved schedule of meetings will be posted on the website and added to the website council calendar.

Others Consulted:

CAO

Financial Impacts:

Nil.

Attachments:

[Attachment 1](#): 2026 Schedule of Meetings

Signatures:

Meaghan McCallum, Clerk



Jessica Rudy, AMP, CAO

2026 Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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23	24	25	26	27	28	29
30	31					

September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

● Council Meeting

● Roma Conference: January 18-20, 2026

● Inaugural Meeting

● OGRA Conference: March 29 - April 1, 2026

● AMO Conference: August 16-19, 2026

Statutory Holiday

Election Day

Huron East

Administration

To: Mayor MacLellan and Members of Council

From: Jennifer Fulmer, Human Resources Manager

Date: September 9, 2025.

Subject: Updated Employee Policies

Recommendation:

That the Council of the Municipality of Huron East approve the updated policies HR-017 to HR-021, as outlined in report HR-25-02.

Background:

Staff have been undertaking a comprehensive review of all employment related policies. The policies need to be updated and reviewed to ensure that they align with current Employment Standards and best practice.

The Terms and Conditions of Employment Policy (HR-017) has been updated to reflect the new current hours of operation to ensure compliance with the Employment Standards Act, 2000. This policy outlines important information surrounding probationary periods, hours of work, lunch breaks and eating periods.

The Payroll and Benefits Administration Policy (HR-018) includes information regarding basic information about payroll processing, group benefits, short- and long-term disability, and the OMERS pension plan. This policy has been updated to reflect current procedures and practices.

The End of Employment Policy (HR-019) outlines procedures and expectations for when an employee's relationship with the organization ends. The policy has received updates to reflect format changes and to ensure compliance with the Employment Standards Act, 2000.

The Progressive Discipline Policy (HR-020) has been updated to reflect the process and intentions of progressive discipline. The policy outlines the steps of appropriate discipline with clear description.

Finally, the Disconnecting From Work Policy (HR-021) outlines the expectations regarding disconnecting from work outside of regular working hours. The policy has been updated to reflect current standards and includes the clarification of definitions.

Communication:

All policies will be sent out to employees through Citation Canada for review, acknowledgement and signatures. New hires will also receive copies upon hire.

Others Consulted:

Department Heads

Financial Implications:

None

Attachments:

[Attachment 1:](#) Terms and Conditions of Employment Policy (HR-017)

[Attachment 2:](#) Payroll and Benefits Administration Policy (HR-018)

[Attachment 3:](#) End of Employment Policy (HR-019)

[Attachment 4:](#) Progressive Discipline Policy (HR-020)

[Attachment 5:](#) Disconnecting From Work Policy (HR-021)

Signatures:

Jennifer Fulmer, HR Manager



Jessica Rudy, CAO



Municipality of Huron East Terms and Conditions of Employment	
Approved By: Council	Policy Number: HR-017
Date Approved:	Effective Date:
Reviewed By: HR & CAO	Revision Date: July 2025

Statement:

This policy outlines important information surrounding probationary periods, hours of work, lunch breaks and eating periods. The intention is to clearly communicate expectations and legal obligations regarding work schedules, rest periods, and initial employment terms.

The policy is applicable to all permanent, temporary or contract, full time and part time employees.

Policy:

Probationary Period

A minimum probationary period of six (6) months applies to all permanent, temporary or contract, full time and part time employees of the Municipality of Huron East unless a longer probationary period is specified with the employee as a condition of their employment.

The probationary period is the initial period of employment during which the supervisor carefully considers whether the employee can meet the standards and expectations of the job and if the employee should be retained by the Municipality of Huron East as a regular employee. During the Probationary Period, the Employee's performance and conduct will be monitored, and the Employee will be subject to the Municipality's policies and procedures.

The employee must demonstrate the skills, abilities, quality of work, commitment to the position, and conduct themselves in a manner that is respectful and appropriate toward co-workers, Council, and the public that the Municipality serves.

If at the end of the Probationary Period the Employee's work performance or conduct does not meet the Municipality's expectations, the Probationary Period may be extended for a period of one (1) to six (6) months depending on requirements. The total Probationary Period (including extensions) will not last more than twelve (12) months. Probationary periods will typically only be extended in circumstances where employees are unable to maintain continuous employment during their probationary period for valid

reasons.

If termination of the employee takes place following the extension of the probationary period notice will be given to the employee as per the Employment Standards Act, 2000.

Hours of Work

Municipal Office Employees

The Municipal Office will be open to the general public from 8:30 am to 4:30pm, Monday through Friday.

Employees working at the Municipal Office may work:

- 8:00am-4:30pm, half an hour unpaid meal break (40 hours per week)
- 8:30am-4:30pm, half an hour unpaid meal break (37.5 hours per week)
- 8:00am-4:30pm, one hour unpaid meal break (37.5 hours per week)

Public Works/Daycare/Recreation Employees

Regular, full time employees will work 40 hours per week, and their hours will be specified as a condition of their employment.

Some positions may require some amount of flexibility depending on the nature of the job.

Where there is a need for flexibility, the employee will be required work evenings and weekends. The Employee will be provided scheduled breaks and meal periods as required by the ESA.

To the extent permitted by the *Employment Standards Act, 2000* ("ESA"), the Municipality may require the Employee to work additional shifts and/or adjust scheduled hours of work to accommodate work demands, opening and closing rotations, and meetings. This may include requiring the Employee to work hours in the evenings, weekends, or mornings. Extra hours must always be pre-approved by a Manager.

The hours for all part-time and casual employees will be determined by the operational requirements of the Manager.

All flexibility and changes to schedule will need to approved by the CAO.

No employee shall work in excess of forty-eight (48) hours per week, except under a declared emergency, with the exception of Road Maintenance employees who under Ontario Regulation 285/01 are exempt from the daily and weekly limits on hours of work.

Eating Periods and Breaks

The Municipality will follow the *Employment Standards Act, 2000* in respect to eating periods. An employee must not work for more than five hours in a row without getting a 30-minute eating period (meal break) free from work. However, if the employer and employee agree, the eating period can be split into two eating periods within every five consecutive hours. Together these must total at least 30 minutes. This agreement can be oral or in writing.

Meal breaks are unpaid.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

I hereby consent to the use of electronic signatures in connection with this acknowledgment. I understand that my electronic signature is equivalent to my handwritten signature and signifies my agreement to the terms outlined in this document and the policies of the Municipality of Huron East.



Municipality of Huron East Payroll and Benefits Administration	
Approved By: Council	Policy Number: HR-018
Date Approved:	Effective Date:
Reviewed By: HR and CAO	Revision Date:

Purpose:

The following policy outlines basic information about payroll processing, group benefits, short and long term disability, and the OMERS pension plan. Additional details for group benefits, long term disability and OMERS are provided upon hire.

Policy:

Payroll Processing

Payroll is processed bi-weekly, with twenty-six or twenty-seven (26 or 27) pay periods per calendar year.

Pay day is bi-weekly on Thursdays and is directly deposited into the employee's bank account.

Pay stubs will be emailed to the email address supplied by the employee. Any questions that arise concerning payroll should be directed to your immediate supervisor.

Huron East Fire Fighters are paid quarterly.

Council is paid monthly, on the second Tuesday of the month.

Salary Grid

A salary grid for of each position is available. The schedule and annual increments will be reviewed annually by Council. Council is authorized to grant a cost of living increase equal to the Ontario consumer price index. Any deviation from the consumer price index is conditional on approval by Council.

Part-time employees who remain in the same job classification or grid level, upon completion of the equivalent full-time hours for a year's service (2080 hours), will be eligible to be moved across the grid one step for each year of equivalent full-time employment, conditional on a satisfactory performance evaluation and recommendation by their supervisor. For further details, see the HR-001 Compensation policy.

Group Benefits

All full time, permanent employees are entitled to participate in the Municipality's benefit plan, subject to the terms and conditions of the plan, upon completion of three (3) months of employment. A summary of the benefits will be provided to with the employee onboarding package.

Employees are responsible for completing and returning benefit enrolment forms in advance of their start date. Late return of benefit enrolment forms may result in a reduction or the complete loss of the Employee's ability to participate in the Municipality's benefit plan.

The Municipality retains the right to change the terms of the benefits plans from time to time, including discontinuing any or all such plans, with or without prior notice to employees and in the Municipality's sole discretion.

All employees who retire are offered the option to continue their benefits directly with the company who provides group benefits for Municipal employees.

Short Term Disability

The Municipality does not offer a Short Term Disability plan.

Full-time permanent employees may carry over 10 sick days per calendar year, to a maximum of sixty (60) when they are unable to work due to a short-term disability, or to attend to a sick family member who is dependent on the employee for care. Entitlement is outlined in the Municipality's leaves policy. The employee may be required to substantiate the absence with supporting documentation.

Accumulated sick time will not be paid out to an employee upon resignation, termination or retirement.

For absences in excess of sixty days, employees may be eligible to receive temporary financial assistance in the form of Employment Insurance Benefits.

Long Term Disability

All permanent full-time employees of the Municipality of Huron East are eligible for Long Term Disability coverage under the group insurance plan. Details of the Long Term Disability Plan are described in the Group Benefits Plan Booklet.

OMERS

All eligible employees are entitled to enroll in the OMERS (Ontario Municipal Employees Retirement System) pension plan upon hire.

Participation in OMERS provides employees with a valuable, defined-benefit pension that supports long-term financial security. Enrollment is mandatory for full-time permanent employees and optional for eligible part-time, contract, or non-full-time employees as defined by OMERS eligibility criteria.

Employees will receive information about enrollment, contribution rates, and plan benefits during onboarding. Human Resources is available to assist with the enrollment process and answer any questions.

For more information, visit the OMERS website.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees and volunteers working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

I hereby consent to the use of electronic signatures in connection with this acknowledgment. I understand that my electronic signature is equivalent to my handwritten signature and signifies my agreement to the terms outlined in this document and the policies of the Municipality of Huron East.



Municipality of Huron East End of Employment	
Approved By: Council	Policy Number: HR-019
Date Approved:	Effective Date:
Reviewed By: HR and CAO	Revision Date:

Statement:

This policy outlines the procedures and expectations for when an employee's relationship with the organization ends—whether voluntarily (resignation), involuntarily (termination), or due to retirement, redundancy, or other circumstances.

Scope:

This policy applies to all employees of the Municipality of Huron East, regardless of employment status or position.

Policy:

Voluntary Resignation:

Employees must provide written notice of resignation in accordance with their employment contract or the statutory requirements 2 weeks, whichever is greater. Resignation should be addressed to the employee's manager and copied to Human Resources.

Involuntary termination:

Termination from the Municipality that may result from poor performance, violation of policies, redundancy or operational restructuring, end of a fixed term contract.

Employees discharged without cause will be given notice or salary in lieu of notice as required by the Employment Standards Act, 2000.

Dismissal may occur without notice of termination or termination pay if an employee is terminated for willful misconduct, disobedience, or willful neglect of duty.

Retirement:

Employees intending to retire are encouraged to provide a minimum of 12 weeks' notice to assist with planning and knowledge transfer. The Municipality of Huron East values the service of long-term employees and aims to support them through a smooth and respectful retirement process. The Municipality does not enforce a mandatory

retirement age and complies with Ontario's human rights legislation prohibiting age discrimination.

Upon retirement:

- Employees will receive their final pay in accordance with Ontario's Employment Standards Act, 2000, including:
 - Outstanding wages up to the final day worked; and
 - Payment for unused vacation or statutory holiday entitlements.
- Group benefits coverage (health, dental, etc.) will end as outlined in the group benefit plan handbook.
- Retirees may be eligible to convert life insurance or extend coverage at their own cost through the group benefit provider.

The Municipality of Huron East will provide a gift of \$15.00 per year of service to a \$450.00 maximum for any retiring employee.

Job Abandonment:

An employee who is absent without authorization or contact for three (3) consecutive days may be considered to have abandoned their job and may be considered to have voluntarily resigned.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

I hereby consent to the use of electronic signatures in connection with this acknowledgment. I understand that my electronic signature is equivalent to my handwritten signature and signifies my agreement to the terms outlined in this document and the policies of the Municipality of Huron East.



Municipality of Huron East Progressive Discipline Policy	
Approved By: Council	Policy Number: HR-020
Date Approved:	Effective Date:
Reviewed By: HR and CAO	Revision Date: July 2025

Statement:

The purpose of this Progressive Discipline Policy is to establish a consistent, fair, and constructive approach to addressing employee performance and behavior issues. The goal is to correct problems, enhance employee performance, and maintain a productive, respectful workplace.

Policy:

The Municipality of Huron East is committed to helping employees succeed in their roles. When performance or conduct issues arise, we use a progressive discipline process to give employees the opportunity to correct problems and improve. Progressive discipline is intended to be corrective, not punitive.

While some situations may warrant immediate termination or more serious action, typical progressive discipline includes the following steps:

1. **Verbal Warning:** To notify the employee of a performance or behavior issue and provide an opportunity for improvement. A summary of the conversation will be documented by the supervisor but not placed in the employee's personnel file unless the issue persists.
2. **Written Warning:** To formally document a continued or more serious issue. A written warning will be issued, reviewed with the employee, and placed in the personnel file. The warning will outline the issue, expectations for improvement, and consequences of continued issues.
3. **Final Written Warning/Suspension:** Issued when previous warnings have not resulted in improvement or for more severe violations. A final warning, possibly including a suspension without pay, will be documented and placed in the personnel file. It will include a performance improvement plan if appropriate. Employees who are suspended will be excluded, without pay, from the workplace for a period of one (1) to three (3) days, depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties.

4. Termination of Employment: When prior disciplinary measures have failed to resolve the issue, or in cases of serious misconduct, termination may be necessary.

Not all disciplinary actions need to follow this order. Depending on the severity of the offense, the Municipality reserves the right to skip steps or move directly to termination. Examples of serious misconduct that may warrant immediate termination include but are not limited to:

- Theft or fraud
- Workplace violence
- Harassment or discrimination
- Gross insubordination
- Illegal activity

Investigation and Documentation

All alleged violations will be properly investigated and documented by a supervisor, Manager, Department Head, Human Resources or the CAO. All formal measures taken within the progressive discipline process will be documented and kept in the employee's personnel file.

If an employee of The Municipality of Huron East is placed on suspension pending the results of an investigation, the employee will receive full pay, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow The Municipality of Huron East the time to examine the issues thoroughly and to determine appropriate action. If the investigation is not completed during the stated timeline, The Municipality of Huron East reserves the right to extend the suspension as necessary.

During the investigation, The Municipality of Huron East will provide the suspended employee with the details of the allegations and give them an opportunity to respond. The suspended employee must ensure that they are available for interviews during this period. If the suspended employee fails to make themselves available, The Municipality of Huron East will proceed with the investigation and make a determination based on the information available.

If the employee wishes to take time off or leave from work during the paid suspension, the employee must follow standard procedure.

Any Municipality of Huron East employee placed on suspension with pay must temporarily turn over their work keys, company identification and company credit cards. Any and all company property, business information, and confidential information are to

remain at the worksite. If any employee placed on suspension with pay maintains any files or equipment at their residence which are the property of The Municipality of Huron East, they must turn these items over to a Human Resources until the investigation is completed.

Municipality of Huron East employees placed on suspension with pay should not have contact with anyone from the Municipality other than their designated point of contact.

Appeals

Employees who wish to appeal a disciplinary action may do so in writing within five (5) business days of receiving the disciplinary notice. The appeal must be written to the CAO and Human Resources, and must include: the reason for the appeal, any relevant facts or documentation, the desired outcome.

The CAO will review and respond to all written appeals within ten (10) business days. All decisions made through the appeal process are final and binding.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

I hereby consent to the use of electronic signatures in connection with this acknowledgment. I understand that my electronic signature is equivalent to my handwritten signature and signifies my agreement to the terms outlined in this document and the policies of the Municipality of Huron East.



Municipality of Huron East Disconnecting From Work Policy	
Approved By: Council	Policy Number: HR-021
Date Approved:	Effective Date: June 2022
Reviewed By: HR and CAO	Revision Date:

Purpose:

The Municipality of Huron East recognizes the importance of supporting employees' mental health and work-life balance by encouraging reasonable boundaries between work and personal time. This policy outlines expectations regarding disconnecting from work outside of regular working hours to promote employee well-being and comply with Ontario's Employment Standards Act, 2000 (ESA).

Scope:

This policy applies to all employees of the Municipality of Huron East, including full-time, part-time, temporary, and contract employees.

Employees in certain departments, such as the Public Works, Fire, and the CAO, may have obligations under regulations, legislations or guidelines applicable to them which exceed the requirements under this policy. If the requirement under this policy reflects a higher requirement than any directive stipulates for a specific department, this policy will govern.

Employees are entitled to disconnect from work during non-working hours without the expectation to respond to work-related communications such as emails, phone calls, or messages, except in cases of emergency or exceptional circumstances.

The Municipality encourages a workplace culture that respects personal time and supports employees in maintaining a healthy work-life balance.

Definitions:

Disconnecting From Work: Defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

Non-Working Hours: Periods outside an employee's scheduled working hours, including evenings, weekends, statutory holidays, and approved leaves.

Policy:

Employees of the Municipality of Huron East have the right to not engage in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work with the following exceptions:

The following positions are exceptions to the requirements:

- Employees during scheduled working hours;
- Volunteer Firefighters;
- Public Works staff who are scheduled for On Call;
- Department Heads; and
- Chief Administrative Officer.

Vacation or Sick Leave: Employees listed above are required to assign a designate while on vacation or sick leave.

Out of Office Notifications: Employees that are on scheduled vacation or on sick leave are required to setup an out of office notification on emails and voicemail. The notification must indicate when they will be returning to the office and provide an alternate employee to contact if the matter is urgent and cannot wait until they return to work.

Urgency: There will be no expectation of immediate response unless under the following circumstances:

- The matter is determined to have impact to life, property, or health;
- The subject line of the communications has the term "Urgent";

Responsibilities:

All levels of management are responsible for the administration of this policy. Supervisors should try to avoid scheduling meetings or sending non-urgent communications outside of normal work hours.

Sometimes depending on work schedule, it may be required to hold a meeting outside of working hours, but this will be communicated in advance and will be mindful to not take up too much time outside of normal working hours (ex. Daycare staff meetings when the daycare is closed, meetings when employees are on separate shifts but all need to get together for training).

When after-hours communication is necessary, managers should be mindful of employees' right to disconnect.

Employees should set boundaries to help disconnect from work during their personal time. If employees feel pressured to respond to work communications outside of work hours regularly, they should raise concerns with their manager or Human Resources.

Support and Resources

The Municipality encourages employees to discuss workload or work-life balance concerns with their supervisors or Human Resources. Employee Family Assistance Programs (EFAP) and wellness resources are available to support mental health and well-being.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees and volunteers working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment

I hereby consent to the use of electronic signatures in connection with this acknowledgment. I understand that my electronic signature is equivalent to my handwritten signature and signifies my agreement to the terms outlined in this document and the policies of the Municipality of Huron East.



PO Box 552, Brussels, ON N0G 1H0

August 13, 2025

Mayor & Council of the Municipality of Huron East
PO Box 610
Seaforth, ON N0K 1W0

Dear Bernie and Council:

The Brussels Agricultural Society is holding its 162nd Brussels Fall Fair on September 16th and 17th with our 2025 theme of "Overalls and Aprons."

Our opening ceremonies are Tuesday the 16th commencing at 7 p.m.

We request assistance with traffic measures on September 17th when we have our parade.

The parade forms up at Victoria Park (Ball Diamond/Pool area) from 10:30h to when it commences at 11:30h. It then proceeds north on Sports Drive until Turnberry St., when it turns south proceeding down Turnberry to Ellen St. It will then turn east onto Ellen until Ainley St., when it then turns south and goes directly to the BMG Community Centre where it terminates. We would request all affected intersections be stopped up.

As with any Brussels Parade, our fire trucks will be lead the way.

Should you require any further info, please contact myself or Crystal Blake, President.

I also wish to thank you for your ongoing support & assistance financially -- it helps keep our Fair going.

John Lowe, Parade Coordinator



September 2, 2025

Dear Local Member of Provincial Parliament

Subject: Feedback on Proposed Amendments to the Resource Recovery & Circular Economy Act

On behalf of the Bluewater Recycling Association and our member municipalities, I am writing to provide feedback on the proposed amendments to the *Resource Recovery & Circular Economy Act* (RRCEA), particularly regarding maintaining collection services for small businesses and other non-eligible sources.

We recognize that with these proposed amendments, the government is seeking to address the cost pressures producers have raised, as well as some concerns small businesses have expressed towards the continuation of recycling services. While we appreciate these efforts, we feel the current proposal does not fully reflect the realities faced by municipalities, service providers, and the small businesses and residents who rely on these programs.

Our mission remains to deliver cost-effective and sustainable waste management solutions that support the public good. We remain committed to helping build a competitive, efficient, and innovative recycling system that benefits all Ontarians. To that end, we respectfully urge the government to consider the following points:

Maintaining Service for Small Businesses and Community Facilities

We strongly believe it is essential to maintain collection for small businesses and community facilities to ensure continuity of service without undue cost increases. There must be a balance between fair market procurement practices and minimizing disruption for service contracts already in place. The grandfathering of existing services—particularly in rural areas—should be considered.

Municipalities like ours have already expanded recycling service beyond traditional “main street” business areas. Excluding these customers now risks fragmenting the system, creating confusion, increasing municipal costs, and potentially sending more recyclable material to landfill. We recommend that all currently serviced, non-eligible properties remain in the system until an integrated alternative is available.

Specific Concerns with the Current Circular Material Proposal

In addition to the general issues above, I want to share candid feedback on several aspects of the draft proposal provided by Circular Materials:

- **2% ICI Limit:** The proposed cap of 2% ICI stops per route does not align with what we see in practice. Most municipalities currently serve between 3–8% ICI stops. A 2% cap appears arbitrary and would cut out the majority of existing stops. This restriction risks destabilizing service in many communities.
- **Downtown Core Apartments:** Clarification is needed on how recycling will be managed for apartments located above commercial units. Today, these residents often share a front-end bin with the business below. Under the new rules, co-collection requires a 95-gallon cart, which presents challenges:
 - These bins are located on commercial property, and if businesses are excluded, they may request removal.

- Apartments generally cannot use wheelie bins due to lack of storage and lack of space for placement on collection day.
This gap in the proposal will leave many downtown residents without a viable recycling option.
- **Quantity of Material:** Restricting ICI generators to a single 95-gallon cart is too limiting, particularly given the expanded Blue Box program starting in 2026. At a minimum, increasing the limit to two carts would provide small businesses with a reasonable solution to manage their recyclables.

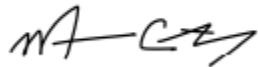
Closing Comments

While we recognize and value the work that has gone into these proposals, the framework as presented feels incomplete and impractical in several respects. The issues raised by municipalities and service providers during consultations highlight the need for a more balanced approach—one that safeguards service for small businesses, community facilities, and rural Ontarians, while ensuring the long-term success of Ontario's EPR system.

We would welcome the opportunity to meet with you to further discuss these issues and to work together on solutions that meet the needs of both producers and communities.

Thank you for your attention to this matter and for your continued support of the waste diversion and recycling goals that benefit all Ontarians.

Sincerely,



Michelle Courtney
President & CEO
Bluewater Recycling Association

[REDACTED]

-----Original Message-----

From: noreply@huroneast.com <noreply@huroneast.com>

Sent: Tuesday, August 19, 2025 12:10 PM

To: Jessica Rudy <cao@huroneast.com>

Subject: SCHFoundation request for Radiothon event

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST.

Jessica Rudy, CAO Huron East

Jessica, first let me welcome you to Huron East and thank you for Huron East's past support.

By copy of this email we would like to submit a request to Huron East council for their consideration and continued support to permit the SCHF hanging a roadside banner across hwy 8 during the month of October.

This year the event will be broadcast on CKNX the third Saturday in October (October 18th).

The SCHF is currently raising funds for a This year's goal is to fund the purchase of three New Centrella beds with Maxsurface.

Thank you.

Regards ron lavoie

Seaforth Community Hospital Foundation, Chair Celebrating over 30 years cc Wendy Hutto, SCHF Radiothon event lead
Get Outlook for iOS

Get Outlook for iOS

Origin: <https://www.huroneast.com/Modules/contact/search.aspx?s=1VJM0KTOBGUsWtnszb5IA5HWlgeQuAleQuAl>

This email was sent to you by Ron Lavoie<ron.lavoie@hpha.ca> through <https://www.huroneast.com>.



Seaforth Agricultural Society

Box 886, 140 Duke St

Seaforth, ON N0K 1W0

c4thagssociety@tcc.on.ca

www.seaforthagriculturalsociety.on.ca

FaceBook - seaforthagsociety

Instagram - C4thagssociety



August 8, 2025

Town of Huron East
72 Main St S
Seaforth, ON
N0K 1W0

Attention: Town of Huron East, Seaforth Fire Department, Seaforth Health Department

The Seaforth Agricultural Society will be holding their annual Seaforth Fall Fair on September 12 & 13, 2025.

This is written notification that we will be having a licensed refreshment tent located on the track to the west of the Agriplex.

Sincerely

Seaforth Agricultural Society

RECEIVED

AUG 19 2025

MUNICIPALITY OF HURON EAST

Good afternoon;

Please see the email below and the attached site plans for the Brussels Bangers Cornhole Tournament. Please advise if you have any concerns with this proposal.

First, I note they will need a tent permit.

Kind regards,



Meaghan McCallum

Clerk / Planning & Operations
Coordinator

Phone: 519-527-0160 ext. 38

Email: clerk@huroneast.com /
planningco@huroneast.com

72 Main Street South
Seaforth, ON N0K 1W0

www.huroneast.com



Starting June 16, 2025: Town Hall's new office hours are 8:30 a.m. to 4:30 p.m.

This message is only intended for the use of the individual or entity to which it is addressed and may be privileged. This message may contain information that is confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If you are not the intended recipient or their authorized agent, you may not forward or copy or disclose this information and you must delete or destroy all copies of this message and attachments received. If you received this communication in error, please notify me immediately.

Good morning,
Here is the drawing used last year.

Also just heard from the coach that they'd like to start with registration at 1pm and start time at 1:30 instead of 3pm.

Please let me know if you need any other information.

Thank you,
Kaitlyn

On Wed, Aug 6, 2025 at 9:53 AM Kaitlyn Pipe wrote:

Good Morning,
Here is the information for the 2nd Annual Brussels Bangers Cornhole Tournament.

It will be running from 2:30pm to 1am on Saturday September 27th. Cornhole will run from 3pm to 8pm and the beer gardens will be from 3pm to 1am. There will be a food vendor and I am just working on that. A portion of the proceeds from the tournament will be donated to Brussels Minor Ball. Last year the funds were donated to the batting cage.

I am helping put together the event and I also manage a wedding venue so I understand everything that is required with alcohol present. ie. SOP, insurance, food offers, etc.

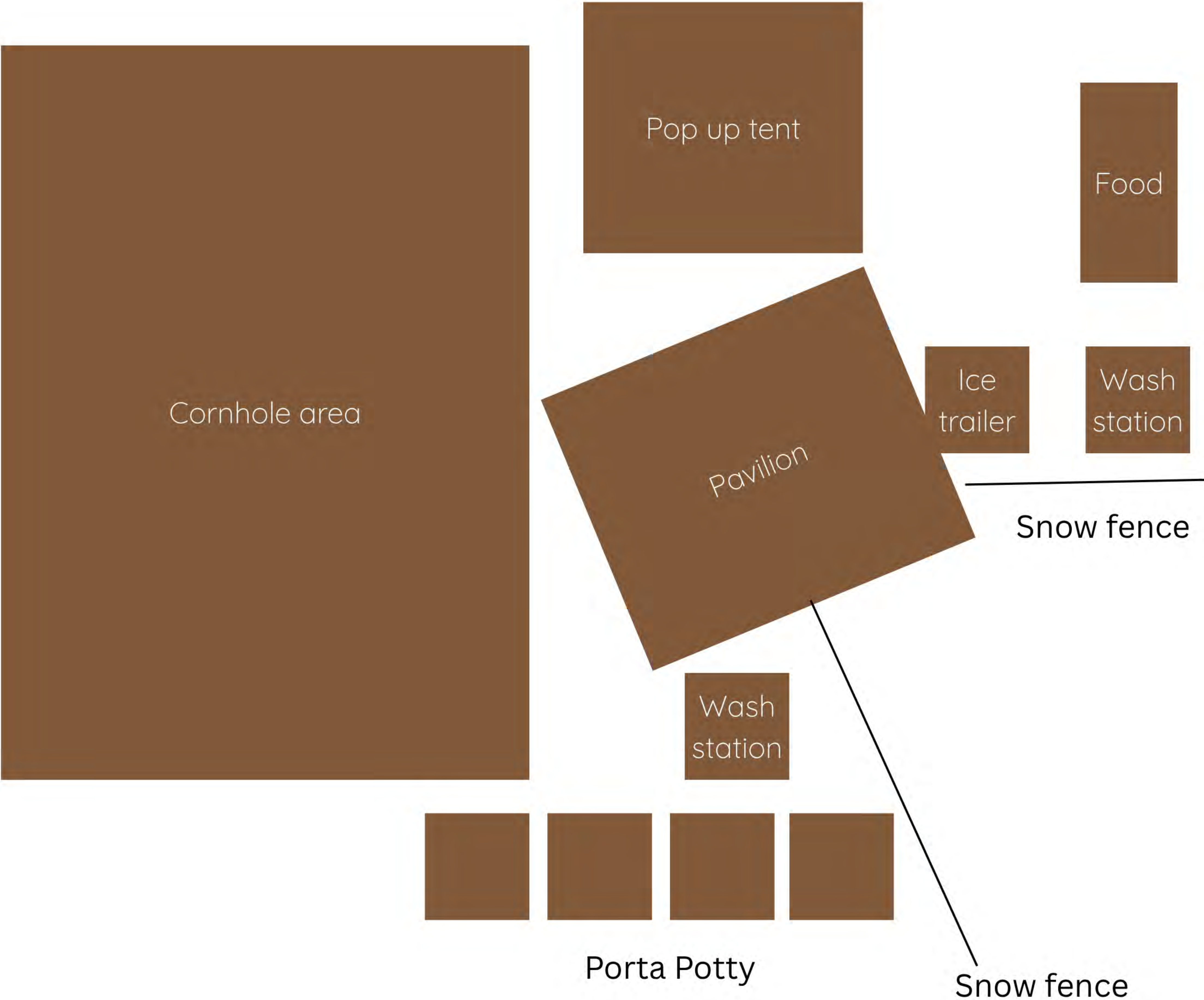
Attached is the site map as best as I could do it. We will be renting porta potties again, a wash station, a pop up tent and an ice/refrigeration trailer.

There will be no dance this year, just a beer garden running through the event and after the cornhole tournament.

Please let me know if there is anything else you require.

thank you,
Kaitlyn Pipe

Ball Diamond



**Huron Chamber of Commerce**

P.O. Box 144, 74 Kingston Street
Goderich, ON N7A 3Y5
info@huronchamber.ca
519-440-0176

August 28, 2025

Invitation to Inaugural Huron Marine & Economic Forum

Dear Members of Council and Staff,

On behalf of the Huron Chamber of Commerce, I am pleased to extend an invitation to you to attend the Huron Marine & Economic Forum, taking place on Thursday, October 2, 2025, at Beach Street Station in Goderich.

This inaugural event is being hosted in partnership with the Goderich Port Management Corporation and the Town of Goderich and will bring together leaders from the Great Lakes marine shipping industry, regional economic stakeholders, and the Huron County business community.

The Forum will highlight the strategic importance of the Port of Goderich to trade, infrastructure, and economic growth across Huron County. It will also provide an opportunity to discuss what an expanded port can mean for municipalities and businesses across the county.

The program includes a networking reception on the evening of October 1st, followed by a networking breakfast, conference sessions, and a keynote luncheon on October 2nd, with opportunities to engage directly with industry leaders and decision-makers.

As municipal representatives, your participation in these discussions is vital. Both elected officials and staff are encouraged to attend and contribute to conversations about how our communities can benefit from the opportunities ahead.

Event details and registration can be found here: [Eventbrite Link](#)

We look forward to welcoming you to this important county-wide conversation.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Carmichael".

Colin Carmichael

Executive Director

Huron Chamber of Commerce

Huron Marine & Economic Forum

CONNECTING INDUSTRY AND OPPORTUNITY AT THE PORT OF GODERICH



PORT OF GODERICH, ONTARIO
October 2nd, 2025 | Beach Street Station

In partnership with the Goderich Port Management Corporation and the Town of Goderich, the *Huron Marine & Economic Forum* connects the Great Lakes marine shipping industry with regional economic stakeholders.

AGENDA

October 1st

- 7:00pm **Welcome Reception @ Benmiller Inn**
9:00pm *Opportunity for Forum attendees from across Ontario to meet and socialize with local business and municipal leaders.*

October 2nd

- 7:30am **Breakfast Buffet & Networking**
8:30am
8:30am **Welcome & Introductions**
9:00am *Colin Carmichael, Huron Chamber of Commerce*
- 9:00am **The Port of Goderich: Past, Present & Future**
10:00am *Frank Hurkmans, President, Goderich Port Management Corporation*
- 10:00am **Panel: Trade and Tariffs: The Latest Impacts**
11:00am *How are recent trade and tariff negotiations affecting the Great Lakes shipping industry and the communities connected to it? This session explores on-the-ground impacts, opportunities, and challenges for port communities and their business partners across Ontario, with insights from both marine industry leaders and local business voices.*
- 11:00am **Panel: Your Port – Your Community**
12:00pm *Explore the dynamic relationships between Great Lakes ports and their surrounding communities. Panelists from across Ontario share experiences and strategies for fostering economic growth, partnership, and shared prosperity, offering perspectives from both commercial port operators and community leaders on maximizing the benefits of a thriving port for local economies.*
- 12:00am **Lunch & Keynote Address**
1:30pm *Daniel Tisch, President & CEO, Ontario Chamber of Commerce*

Event Details

- Venues:** Benmiller Inn & Spa
81175 Benmiller Line, Goderich, ON N7A 3Y1
- Beach Street Station
2 Beach St, Goderich, ON N7A 4C7
- Date:** October 1-2, 2025
- Format:** Evening welcome reception, networking breakfast, keynote luncheon, and sector-focused conference sessions
- Registration:** Online at [Eventbrite](#)

About the Huron Chamber of Commerce



The Huron Chamber of Commerce is one of Canada's fastest growing Chambers, connecting community leaders since 1990. Representing businesses across eight Huron County municipalities, the Chamber focuses on growing the local economy, supporting business success, and strengthening our towns and villages. As an independent, non-profit organization, the Chamber advocates for business and community interests, facilitates collaboration, and convenes stakeholders to develop and support a vibrant and thriving county.

The Corporation
of the
Municipality of Huron East
By-law No. 052 for 2025

Being a By-law to Provide for Drainage Works in the Municipality of Huron East, in the County of Huron, and for the Borrowing of Credit of the Municipality, the sum of \$549,800 for the Completion of the Dill Municipal Drain, 2025

Whereas the requisite number of owners have petitioned the Council of the Corporation of the Municipality of Huron East, in the County of Huron, in accordance with the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17, Section 78 and amendments thereto, requesting that the area described as requiring drainage may be drained by a drainage works;

And Whereas the Council of the Corporation of the Municipality of Huron East has procured a report made by Dietrich Engineering Limited, Kitchener, Ontario, which report dated May 2025 shall be considered a part thereof;

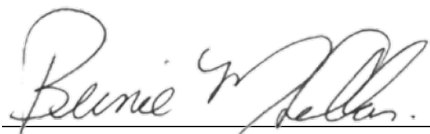
And Whereas the total estimated cost of the drainage works is \$549,800.00;

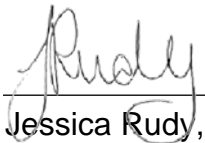
And Whereas the Council of the Corporation of the Municipality of Huron East is of the opinion that the drainage works is desirable;

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

1. That the said Report, Plans, Specifications, Estimates and Schedules of Assessment are hereby adopted, and the Drainage Works as proposed shall be constructed in accordance therewith.
2. That the amount of \$549,800.00, necessary to be raised for such Drainage Works shall be made a cash assessment upon lands and roads affected by the proposed Drainage work, at an interest rate equal to the monthly prime rate in effect from such date onward, provided that such sum shall be reduced by the amount of grants, if any, and commuted payments, with respect to the lands and roads assessed
3. That this By-law shall come into force and effect on the date of final passing thereof and may be cited as the “Dill Municipal Drain, 2025”.

Read a first and second time this 24th day of June 2025.


Bernie MacLellan, Mayor


Jessica Rudy, Clerk

Read a third time and finally passed this 9th day of September, 2025.

Bernie MacLellan, Mayor

Meaghan McCallum, Clerk

The Corporation
of the
Municipality of Huron East
By-law No. 065 for 2025

Being A By-Law to Exempt Certain Lands From Part Lot Control, Being a Portion of Block 34, Registered Plan 596, Part 38, Plan 22R-7237, Village of Brussels, in The Municipality of Huron East, in The County of Huron

Whereas pursuant to subsection 50(7) of the Planning Act and pursuant to the written request from Heinrich Thiessen and Martha Thiessen, it is deemed expedient to exempt from Part Lot Control the lands described as a portion of Block 34, Registered Plan 596, Village of Brussels, in the Municipality of Huron East, in the County of Huron.

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

- 1. That Block 34 in Registered Plan 596, Part 38, Plan 22R-7237, Village of Brussels, in the Municipality of Huron East, in the County of Huron, is hereby exempted from Part Lot Control pursuant to Subsection 50(7) of the Planning Act to create the following parcels:
 - a. Part 1 and 2, Plan 22R-7471, Municipality of Huron East
- 2. That this bylaw comes into force and effect when it is approved by the County of Huron and will remain in effect until September 9, 2027 upon which date the Bylaw is hereby repealed.

Read a first and second time this 9th day of September, 2025.

Read a third time and finally passed this 9th day of September, 2025.

Bernie MacLellan, Mayor

Meaghan McCallum, Clerk

Pursuant to the County of Huron Bylaw 32-2022, this bylaw, having met the criteria for Part Lot Control exemption, is hereby **Approved** under Section 50(7) of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

Dated this day of September, 2025.

Sandra Weber, Director of Planning
County of Huron

The Corporation
of the
Municipality of Huron East
By-law No. 066 for 2025

Being a By-law to exempt certain lands from Part Lot Control, in Registered Plan 192, being Part Park Lot V Brussels Part 1 Plan 22R1928, in the Municipality of Huron East, in the County of Huron

Whereas pursuant to subsection 50(7) of the Planning Act and pursuant to the written request from S and B Precast, a partnership of Joshua Brent Beuermann and Sawmill Concrete Ltd., it is deemed expedient to exempt from Part Lot Control the lands described as Part Park Lot V Plan 192 Brussels Part 1 Plan, Municipality of Huron East, in the County of Huron, being PIN 41344-0082 (LT).

Now Therefore, Council of the Corporation of the Municipality of Huron East **Enacts as Follows:**

- 1. That Part Park Lot V Plan 192 Brussels Part 1 Plan, Municipality of Huron East, in the County of Huron, being PIN 41344-0082 (LT) is hereby exempted from Part Lot Control pursuant to Subsection 50(7) of the Planning Act to create the following parcels:
 - a. Part Park Lot V Plan 192 Brussels being Part 1 Plan 22R-7517
 - b. Part Park Lot V Plan 192 Brussels being Part 2 Plan 22R-7517
- 2. That this bylaw comes into force and effect when it is approved by the County of Huron and will remain in effect until September 9, 2027 upon which date the Bylaw is hereby repealed.

Read a first and second time this 9th day of September, 2025.

Read a third time and finally passed this 9th day of September, 2025.

<hr/> Bernie MacLellan, Mayor	<hr/> Meaghan McCallum, Clerk
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Pursuant to the County of Huron Bylaw 32-2022, this bylaw, having met the criteria for Part Lot Control exemption, is hereby **approved** under Section 50(7) of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

Dated this day of September, 2025.

Sandra Weber, Director of Planning
County of Huron

The Corporation
of the
Municipality of Huron East
By-law No. 067 for 2025

Being a By-law to Temporarily Stop Up a Portion of Sports Drive at McCutcheon Drive to Turnberry Street; Turnberry Street south to Ellen Street east; Ellen Street east to Ainley Street; and Ainley Street south to BMG Community Centre, within the Brussels Ward, Municipality of Huron East

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

And Whereas the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Brussels Ward of the Municipality of Huron East to accommodate the Brussels Fall Fair parade being held September 17, 2025;

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

1. The following roads will be closed for the Brussels Fall Fair on September 18, 2024 between the hours of 10:30 a.m. to 11:30 p.m.:
 - a) Sports Drive from McCutcheon Drive to Turnberry Street
 - b) Turnberry Street from Sports Drive to Ellen Street
 - c) Ellen Street from Turnberry Street to Ainley Street
 - d) Ainley Street from Ellen Street to BMG Community Centre
2. This by-law shall come into force and take effect on the date of final reading thereof.

Read a first and second time this 9th day of September, 2025.

Read a third time and finally passed this 9th day of September, 2025.

<hr/> <p>Bernie MacLellan, Mayor</p>	<hr/> <p>Meaghan McCallum, Clerk</p>
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**The Corporation
of the
Municipality of Huron East
By-law No. 068 for 2025**

Being a By-law to Regulate the Placing, Standing, Stopping or Parking of an Object or Vehicle on Highways and Parking Lots within the Municipality of Huron East, and to Repeal By-law 005-2012, 003-2017, and 009-2024

Whereas Section 8.(1) the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues. 2006.c.32,Sched.A,s.8.

And Whereas Section 9 of the Municipal Act 2001 C25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act. 2006,c 32,Sched.A,s.8.

And Whereas Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended gives the Municipality of Huron East the power to pass by-laws respecting its highways, including parking and traffic on highways;

And Whereas Without limiting section 11 of the Municipal Act, S.O. 2001, c. 25 as amended, Section 102.1 (1) may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles. 2006,c.32,Sched.A, s.45.

And Whereas Section 63(1) of the Municipal Act, 2001, S.O. 2001, C.25, as amended gives the Municipality of Huron East the power to provide for the removal and impounding or restraining and immobilizing of any object or vehicle placed, stopped, standing or parked on or near a highway in contravention of the by-law and subsection 170 (15) of the Highway Traffic Act applies with necessary modifications to the by-law. 2006,c.32,Sched.A,s.27.

And Whereas Section 425(1) of the Municipal Act a Municipality may pass bylaws providing that a person who contravenes a bylaw of the municipality passed under this Act is guilty of an offence. 2006,c.32,Sched.A,s.184.

And Whereas Section 446(1) of the Municipal Act, S.O. 2001,c.25, permits the municipality to cause remedial action and recover the costs of so doing;

And Whereas The Corporation of the Municipality of Huron East deems it expedient to pass a by-law to regulate the placing, standing, stopping or parking of an object or vehicle on highways, to better enable it to coordinate its enforcement efforts;

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

1. Short Title;

This By-Law may be cited as “Parking By-Law”.

2. Definitions

The definitions contained within the Highway Traffic Act, R.S.O. 1990, c. H8 shall apply in the interpretation of this By-Law except where they are inconsistent, in that case the definitions under this By-Law shall apply for purposes of this by-Law:

- a. “Accessible Parking Permit” means an unexpired accessible parking permit issued under and displayed in accordance with the Highway Traffic Act or an

unexpired accessible parking permit, number plate or other marker or device issued by another jurisdiction recognized under the Highway Traffic Act.

- b. "Accessible Parking Space" means a Parking Space designated for the exclusive use of a Person with a Disability in accordance with the requirements of section 11 of R.R.O. 1990, Regulation 581 under the Highway Traffic Act.
- c. "Authorized Sign" means any traffic control device or traffic control signal placed or erected on a highway under the authority of this By-law for the purpose of regulating, warning, or guiding traffic;
- d. "Apron" means that portion of the driveway from the edge of the roadway to the nearest lateral property line, which is used or intended for use for vehicular traffic but does not include a sidewalk;
- e. "Boulevard" means that portion of the highway from the edge of the roadway to the nearest lateral property line, which is not used or intended for use for vehicular travel by the general public, and includes any landscaped areas but does not include a sidewalk;
- f. "By-law Enforcement Officer" means a person appointed by the Council of The Municipality of Huron East for the purpose of enforcing the By-laws of the municipality;
- g. "Corner" means the point of intersection or curb lines;
- h. "Curb Line" means:
 - i. Where a curb has been constructed, means the line of the curb; and
 - ii. Where no curb has been constructed, means the edge of the roadway;
- i. "Corporation" means the Corporation of the Municipality of Huron East;
- j. "Crosswalk" means that part of a highway, at an intersection or elsewhere reserved for pedestrian crossing and indicated by signs on the highway and lines or other markings on the surface of the roadway;
- k. "Drive" means to drive, move or operate a vehicle;
- l. "Driveway" means that part of a highway that provides vehicular access to and from the roadway and adjacent property;
- m. "Fire Route" means all or any portion of a private or public highway providing access to or from a building shall be designated as a fire route;
- n. "Front Yard" means a Yard extending across the full width of a lot between the Highway to the nearest wall of the main building on the lot, disregarding open terraces or steps; but on a corner lot, means a Yard extending across the full width of a lot between the shorter lot line abutting a Highway, other than a public lane, and the nearest wall of the main building or structure on the lot.
- o. "Heavy Truck" means a vehicle or combination of vehicles having a weight when unloaded of 4.6 metric tonnes or more, but does not include a passenger vehicle, an ambulance, a transit bus on its assigned route or a vehicle of the police or fire departments;
- p. "Highway" means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof; ("voie publique") means a highway or part of a highway under the jurisdiction of the Municipality;
- q. "*Highway Traffic Act*" means the *Highway Traffic Act*, R.S.O. 1990,c.H.8 as amended;

- r. "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways which join one another at an angle, whether or not one crosses the other;
- s. "Motor Assisted Vehicle" includes a motor assisted bicycle, roller skate, roller blade, skateboard, coaster, toy vehicle, mini bike, go-cart, scooter and any motor assisted transportation device that weighs more than 55 kilograms and that does not have sufficient power to enable the transportation device to attain a speed greater than 50 kilometers per hour on level ground within a distance of 2 kilometers from a standing start, but does not include a wheelchair;
- t. "Motor Vehicle" includes an automobile, a motorcycle, a motor-assisted bicycle unless otherwise indicated in this Act, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicle running only upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine;
- u. "Motorized Snow Vehicle" means a self-propelled vehicle designed to be driven primarily on snow;
- v. "Municipality" means the Corporation of the Municipality of Huron East
- w. "One Way Street" means a highway upon which vehicular traffic is limited to movement in one direction;
- x. "Parking Lot" means a cleared area that is more or less level and is intended for parking vehicles. Usually, the term refers to a dedicated area that has been provided with a durable or semi-durable surface.
- y. "Park or Parking" when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;
- z. "Parking Space" means a portion of the surface of the roadway which is designated by the Municipality for the purpose of parking one vehicle;
- aa. "Pedestrian" means any person afoot, any person in a wheelchair, any child in a wheeled carriage, and any person riding a non-motorized bicycle with wheels less than 50 centimeters in diameter;
- bb. "Permit" means a permit issued by the Municipality of Huron East to authorize parking, standing or stopping in areas designated as requiring a permit and in the format established by the Municipality;
- cc. "Police Officer" means a member of the Ontario Provincial Police Detachment who is appointed as a peace officer pursuant to the *Police Services Act*, R.S.O. 1990,c.P.15;
- dd. "Rear Yard" means a Yard extending across the full width of a lot and extending from the rear Lot Line to the rear wall of the main building located on the lot or, in the case of a triangular lot, between the apex of the triangle formed by the intersection of the side Lot Lines and the nearest wall of the main building.
- ee. "Reserved Lane" means a lane within a highway reserved under this By-Law exclusively for use by bicycles, horse drawn vehicles, buses or other specific classes or types of vehicles;
- ff. "Roadway" means the part of the Highway that is improved, designed, or ordinarily used for vehicular traffic, but does not include the Shoulder, and, where a Highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all the roadways collectively.

- gg. "School Bus" means a publicly or privately owned vehicle that is used for taking children to and from school or school related activities;
- hh. "School Crossing" means: any portion of a highway at or near an intersection as described by this by-law distinctly indicated for pedestrian crossing by lines or other markings on the surface of the roadway; or any portion of a highway distinctly indicated for pedestrian crossing by school crossing signs and lines or other markings on the surface of the roadway;
- ii. "School Purpose Vehicle" means a vehicle that a school board has provided to transport one or more students, including but not limited to a school bus;
- jj. "School Zone" means the areas of a highway abutting the property of a school, including 30 metres on both sides of a school crossing"
- kk. "Sidewalk" means that portion of a highway between the curb line and the property line of the lot abutting the highway improved for the use of pedestrians;
- ll. "Side Yard" means a Yard extending from the Front Yard to the Rear Yard between the side Lot Line and the nearest wall of the main building but does not include a legal driveway and/or a legal parking area.
- mm. "Stand or Standing", when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;
- nn. "Stop or Stopping", when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a Constable or other Police Officer or of a traffic control sign or signal;
- oo. "Director of Public Works" means the person duly appointed to the position by the Corporation;
- pp. "Traffic" includes pedestrians, ridden or herded animals, vehicles, street cars and other conveyance either singly or together while using any street for the purpose of travel;
- qq. "Traffic Control Device" means a sign, marking or other device on a highway for the purpose of controlling, guiding or directing traffic;
- rr. "Traffic Control Signal" means any device manually, electrically or mechanically operated for the regulation of traffic;
- ss. "Trailer" means a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device or apparatus not designed to transport persons or property, temporarily drawn, propelled or moved upon such highway, and except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn;
- tt. "Unlicensed Vehicle" means a motor vehicle that does not have a number plate displayed or does not have current validation of a vehicle permit affixed to the number plate, in the manner as described in the Highway Traffic Act;
- uu. "Vehicle" means a "Motor Vehicle" as defined in the Highway Traffic Act.
- vv. "Wheelchair" means a chair mounted on wheels driven by muscular or any other kind of power that is designed for and used by a person whose mobility is limited by one or more conditions or functional impairments.
- ww. Yard means a space open from the ground to the sky on the same lot with a building, unoccupied except for such accessory buildings as are permitted by the Zoning By-law.

3. Enforcement and Authority

3.1 Enforcement

A Police Officer, Municipal Law Enforcement Officer, the Director of Public Works, or designate or any person appointed by the Corporation may enforce all provisions of this By-law.

3.2 Authority

- a. The Director of Public Works, or designate, is authorized to place, erect and maintain, or cause to be placed, erected and maintained, such traffic control devices and traffic control signals that are required to give effect to the provisions of this By-Law and/or that are authorized by the schedules of this By-law.
 - b. The Director of Public Works, or designate is authorized, notwithstanding the other provisions of this by-law, to place, erect, maintain, move and remove such traffic control devices and traffic control signals as are required for reasons of emergency or safety or for an activity for which the Municipality has granted a permit.
 - c. Unless otherwise permitted in this By-Law, no person shall place, maintain, or display upon any highway, any sign, signal, marking or device which purports to be or is an imitation of or resembles any traffic control device or traffic control signal without prior approval of the Director of Public Works or their designate.
 - d. The Director of Public Works or designate is authorized to issue a permit for use of a highway by a vehicle or combination of vehicles in excess of the dimension and weight limits set out in the Highway Traffic Act.
 - e. A Police Officer, Municipal Law Enforcement Officer or any person appointed by the Corporation to enforce provisions of this By-law may inspect an accessible parking permit, to ensure that all provisions of the Highway Traffic Act with respect to accessible parking permits are complied with and to establish a system of accessible parking.
4. **No person shall park a motor vehicle on any street except in accordance with all the provisions of this by-law as hereinafter set out (including schedules)**

Method of Parking:

- a. Parallel- **No person shall** park a vehicle on any street unless on the right-hand side of the street, having regard for the direction in which the vehicle had been proceeding and unless the right-front and right-rear wheels or runners of the vehicle are parallel to and distant respectively not more than six inches from the edge of the roadway, unless prevented from doing so by an accumulation of snow in winter.
- b. Angle- Where angle parking is permitted, **no person shall** park a vehicle except at an angle of forty-five degrees with the edge of the roadway and so that the front end of the vehicle is nearest to the edge of the roadway and where streets are marked for individual diagonal parking, all cars shall be parking as nearly as possible midway between the designated stripes. Failure to keep reasonably near the middle area for parking with any car wheels touching the parking stripes will be deemed to be illegal parking.
- c. One-way Streets-Where parking is permitted on a one- way street, **no person shall** park a vehicle unless the vehicle is facing only in the direction vehicles are permitted to travel on the one-way street and with the left-front and left- rear wheels parallel to and distant not more than six inches from the edge of the roadway, provided that this provision shall not

apply where parking only on the right-hand side of a one-way street is specifically authorized by by-law.

- d. Designated Parking Space- Where authorized signs have been erected; **no person shall** park a vehicle other than wholly within the designated parking space. All vehicles shall be parked as nearly as possible midway between the designating stripes.

5. Parking Prohibited

- a) No person shall park, place, stand or stop a motor vehicle or trailer:
 - 1. on or overhanging a sidewalk;
 - 2. within or on a crosswalk;
 - 3. in front of a public or private driveway;
 - 4. on the front yard, side yard, rear yard or flankage yard of any residential property;
 - 5. within an intersection;
 - 6. within 3.0 meters of a fire hydrant;
 - 7. within 7.6 meters of a crosswalk at an intersection;
 - 8. within 10 meters of an intersecting roadway;
 - 9. on a pedestrian cross-over and the adjacent curb;
 - 10. on any bridge or the approaches thereto;
 - 11. on any street in such a manner as to obstruct traffic;
 - 12. in such a position as will prevent the convenient removal of any other vehicle previously parked or standing;
 - 13. Alongside or across the highway from any excavation or obstruction in the roadway when the free flow of traffic would thereby be impeded;
 - 14. On the roadway side of any stopped or parked vehicle;
 - 15. within 15.25 meters of any level crossing of a railway;
 - 16. for the purpose of displaying the vehicle for sale;
 - 17. On any highway for the purpose of washing, greasing or repairing the vehicle, except for such repairs as has been necessitated by an emergency;
 - 18. within 5.0 meters of any part of any agricultural entrance or access point to, on and along a municipal highway, whether or not such access point is gated or closed or not open to the public;
 - 19. If such vehicle and trailer are more than 10 m in length;
 - 20. On any highway if such vehicle is a trailer
 - 21. On any highway if such vehicle is an unlicensed vehicle;
 - 22. On any highway if such vehicle is leaking gasoline, engine oil or any other vehicular fluids;
 - 23. On or overhanging any portion of the boulevard.

24. No person shall park, place or leave standing a vehicle directly opposite another on any street where the width of the vehicular traveled portion of the street or the width of the width between curbs is less than 8.3 meters or where such standing or parking would prevent the free passage of two lines of traffic unobstructed on any street, the vehicles parked on both sides will be deemed to have violated the provisions of this section.
25. No person shall park, place or leave standing a vehicle on any street between the hours of 2:00 a.m. and 6:00 a.m. from Nov 1st until April 15th. Any vehicle parked, placed or left standing during the aforementioned period is in violation of this section and may be tagged and/or removed on orders of a Police Officer or a By-law Enforcement Officer, Director of Public Works, or designate and any expense incurred for such removal shall be charged to and collected from the owner of such offending vehicle.
- Notwithstanding the hours noted above the Director of Public Works, or his designate, may extend the hours that no vehicle may be parked, placed or left standing, to allow for the safe and orderly removal of snow.
26. No person shall park, place or leave standing a vehicle on any street where said street has been temporarily closed in accordance with Section 17 of this By-law or, by the Corporation.
27. No person shall park, place or leave standing a heavy truck on any Municipal street in a Town, Hamlet or Village. This section of the By-law shall not apply to any heavy trucks making a bona fide delivery, or a collection from a premise on said street.
28. No person shall park, place or leave standing a vehicle on any apron which impedes snow removal.
29. No person shall park, place or leave standing a vehicle on any apron which restricts sight to a point of making exiting a driveway hazardous.

6. In Specified Places where authorized signs are on display

When authorized signs have been erected, and are on display no person shall park, place, stop or stand a vehicle in any of the following places:

- a. within 15.25 meters of any intersection on any through highway.
- b. within 7.75 meters of the lot of the fire hall on the same side of the street.
- c. within 30.5 meters of such lot of the fire hall on the opposite side of the street;

7. Designated Fire Route

Where authorized signs have been erected, and are on display no person shall park, place stop or stand a vehicle on any portion of a private or public highway providing access to or from a building as noted in Schedule "F" of this By-law attached hereto shall be deemed designated fire route in the areas described therein.

8. School Bus Loading Zones

Where authorized signs have been erected, and are on display no person shall park, place, stop or stand a vehicle on the highways as set out in Schedule "G" of this By-law attached hereto shall be deemed school bus loading zones in the areas described therein.

9. Emergency Prohibition of Parking

Despite sections 4, 10, 11 and 12 of this By-law, when an authorized sign is on display no person shall park on any highway during any emergency. For this purpose "emergency" includes, but is not limited to:

- a fire, flood or other natural disaster; or
- b work under a permit granted by the local municipality; or
- c. any circumstances in which Section 134 of the Highway Traffic Act applies.

10. Time Restricted Parking

Where authorized signs have been erected, and are on display as set out in Schedule "B" attached hereto shall be deemed to be time limited parking and no person shall park a vehicle on a highway for more than the time limit posted thereon.

11. Accessible Parking Space

When authorized signs have been erected, and are on display no person shall park, stop or stand on highways other than a vehicle upon which is properly affixed with a valid Accessible Parking Permit and is at the time being used to transport a person with a disability. As set out in Schedule "C" attached hereto, and shall be deemed designated accessible parking space in the areas describe therein.

When authorized signs have been erected, and are on display no person shall park, stop or stand on municipal parking lot or private property other than a vehicle upon which is properly affixed with a valid Accessible Parking Permit and is at the time being used to transport a person with a disability, as set out in Schedule "E" attached hereto, and shall be deemed designated accessible parking space in the areas described therein.

12. Prohibited Parking

When authorized signs have been erected, and are on display no person shall park, place stand or stop a vehicle on the highway contrary to the signs and hereto shall be deemed prohibited areas.

The provisions of Section 4, 10, 11 and 12 of this By-law shall not apply to prevent the parking, placing, standing or stopping of a vehicle within a parking space that has been designated by the municipality with designated parking stripes.

13. Removal of Motor Vehicles

Any vehicle which is parked or left standing anywhere in the Municipality of Huron East in violation of any of the provisions of this By-law for a period exceeding six hours may be removed on the orders of a Police Officer or a By-law Enforcement Officer, Director of Public Works or designate. Any expense incurred for such removal shall be charged to and collected from the owner of such offending vehicle. In the event that the owner of such offending vehicle does not pay all charges incurred in the said removal, the vehicle may be sold by public auction to pay the said charges.

Any vehicle which is parked or left standing anywhere in the Municipality of Huron East in violation of any of the provisions of this By-law such that in the sole and uncontrolled discretion of any Police Officer or By-law Enforcement Officer, Director of Public Works, or designate an emergency situation is created said vehicle may forthwith be removed. Any expenses incurred for such removal shall be charged to and collected from the owner of such offending vehicle. In the event that the owner of such offending vehicle does not pay the said charges incurred in the said removal, the vehicle may be sold at public auction to pay the said charges.

14. Continued Violation

No vehicle shall be left parked or left standing anywhere in the Municipality of Huron East in violation of any of the provisions of this By-law and a serially numbered

notice is attached to such vehicle by a member of the OPP, or a By-law Enforcement Officer, nothing in the provisions of this by-law shall be construed to prevent any member of the OPP or a By-law Enforcement Officer from attaching another serially numbered notice to such if the violation of any of the provisions of this by-law continues.

15. Reports

It shall be the duty of members of the OPP and By-law Enforcement Officers assigned to the enforcement of this By-law to report:

- a. The complete permit number and other identification tag marking, if any, of any vehicle parked in violation of any of the provisions of this By-law, to the Treasurer of the Corporation or such other official as the Council may designate for that purpose in regard to such violation.
- a. Any member of the OPP or a By-law Enforcement Officer engaged in the enforcement of this by-law, shall also attach to such vehicle a serially numbered notice to the owner or operator thereof that such provisions of this By-law have been violated and instructing such owner or operator to report to the office of the Treasurer of the Corporation or such other official as the Council may designate for that purpose in regard to such violation.

16. Delegation To Temporarily Close Highways

The Director of Public Works, or designate, may temporarily close a highway for road or infrastructure repair; fire, medical, snow or other similar emergency, or to address a natural disaster that has occurred, as well as for community events, festivals, parades, similar events and general maintenance at the discretion of the Director of Public Works or designate, due to any condition that may cause dangers for vehicular and/or pedestrian use of the highway.

17. General

- a. The provisions of this By-law shall be subject to the provisions of *The Highway Traffic Act* and amendments thereto.
- b. All Sections of this By-law shall be deemed to be separate and independent and the invalidity of any section or provision hereof shall not affect the remaining sections.
- c. Where parking is restricted to a specified time period under this By-law, the movement of a vehicle does not constitute the cessation of the parking of the vehicle unless said vehicle is moved, in its entirety, from the parking space or area that it had occupied.
- d. Where the provisions of any other by-laws are inconsistent with the provisions of this By-law, the provisions of this shall prevail.
- e. If any section or sections of this By-law or parts thereof, are found in any court of law to be illegal or beyond the power of the Municipal Council to enact, such section or sections or parts thereof shall be deemed to be separate and independent thereof and to be enacted as such.
- f. Schedules "A", "B", "C", "D", "E", "F", and "G" are hereby deemed to form part of this By-law.

18. Validity

Should any part, section or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or in part thereof, other than the part which was declared to be invalid.

19. Measurements

All measurements with regards to this By-law are in metric measurements and are approximate measurements.

20. Penalty

Every person who contravenes any provision of this By-law is guilty of an offence and shall be liable to a penalty as provided in section 61 R.S.O. 1990, CHAPTER P.33 of the *Provincial Offences Act*.

- a. Where a vehicle has been left parked, stopped or standing in contravention of this By-law, the owner of the vehicle, even though the owner was not the driver of the vehicle at the time of the contravention of this By-law, is guilty of an offence and is liable to the fine prescribed for the offence unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner’s consent.

21. Repeal of Former Bylaws

The provisions under this By-Law shall apply if any other by-law is found to be inconsistent with this By-law and hereby repeals, 005-2012, 003-2017, and 009-2024.

22. Effective Date

This By-law shall come into force and take effect on the date that the Chief Justice of the Ontario Court (Provincial Division) approves set fines for offences under this By-law.

Read a first and second time this 9th day of September, 2025.

Read a third time and finally passed this 9th day of September, 2025.

Bernie MacLellan, Mayor

Meaghan McCallum, Clerk

Municipality of Huron East to Regulate Parking
By-law No 068 For 2025

Part II Provincial Offences Act

	Short Form Wording	Provision Creating or Defining Offence	Set Fines
1.	Improper parallel park	Sec 4(a)	\$40.00
2.	Improper angle park	Sec 4(b)	\$40.00
3.	Park wrong way on one way street	Sec 4(c)	\$40.00
4.	Park improper in designated parking space	Sec 4(d)	\$40.00
5.	Park overhanging or on sidewalk	Sec 5(a) (1)	\$40.00
6.	Park within or on a crosswalk	Sec 5(a) (2)	\$40.00
7.	Park obstructing driveway	Sec 5(a) (3)	\$40.00
8.	Park on yard	Sec 5(a) (4)	\$40.00
9.	Park within an intersection	Sec 5(a) (5)	\$40.00
10.	Park within 3.0 m of a fire hydrant	Sec 5(a) (6)	\$100.00
11.	Park within 7.6 m of a crosswalk at an intersection	Sec 5(a) (7)	\$40.00
12.	Park within 10m of an intersecting roadway	Sec 5(a) (8)	\$40.00
13.	Park on pedestrian cross-over and curb	Sec 5(a) (9)	\$40.00
14.	Park on a bridge	Sec 5(a) (10)	\$40.00
15.	Park obstructing traffic	Sec 5(a) (11)	\$40.00
16.	Park to obstruct removal of other vehicle	Sec 5(a) (12)	\$40.00
17.	Park alongside or across from excavation	Sec 5(a) (13)	\$40.00

	Short Form Wording	Provision Creating or Defining Offence	Set Fines
18.	Park on roadway side of another vehicle	Sec 5(a) (14)	\$40.00
19.	Park within 15.25 meters of a level railway crossing	Sec 5(a) (15)	\$40.00
20.	Park displaying vehicle for sale	Sec 5(a) (16)	\$60.00
21.	Park for washing, greasing, repairing vehicle	Sec 5(a) (17)	\$60.00
22.	Park within 5 m of an agricultural entrance or access point	Sec 5(a) (18)	\$40.00
23.	Park vehicle and trailer more than 10 m in length	Sec 5(a) (19)	\$40.00
24.	Park trailer on highway	Sec 5(a) (20)	\$60.00
25.	Park unlicensed vehicle	Sec 5(a) (21)	\$60.00
26.	Park vehicle leaking vehicular fluids	Sec 5(a) (22)	\$60.00
27.	Park on or overhanging boulevard	Sec 5(a) (23)	\$60.00
28.	Park or stand vehicle that prevents free passage of traffic	Sec 5(a) (24)	\$40.00
29.	Park vehicle between 2am-6am Nov 1st – Apr 15 th	Sec 5(a) (25)	\$60.00
30.	Park vehicle on a closed street	Sec 5(a) (26)	\$60.00
31.	Park heavy truck on street	Sec 5(a) (27)	\$300.00
32.	Park on apron impeding snow removal	Sec 5(a) (28)	\$60.00
33.	Park on apron restricting sight	Sec 5(a) (29)	\$60.00
34.	Park within 15.25 m of intersection of a Highway	Sec 6(a)	\$40.00
35.	Park within 7.75 m of the lot of the fire hall, on same side of the street	Sec 6(b)	\$100.00
36.	Park within 30.5m of the lot of the fire hall on opposite side of street	Sec 6(c)	\$100.00

	Short Form Wording	Provision Creating or Defining Offence	Set Fines
37.	Park, stand or stop within a fire route	Sec 7	\$100.00
38.	Park, stand or stop within a school bus loading zone;	Sec 8	\$60.00
39.	Park on highway during emergency	Sec 9	\$60.00
40.	Park in excess of posted time limit	Sec 10	\$60.00
41.	Park in accessible parking space without permit	Sec 11	\$500.00
42.	Park, stand or stop in prohibited area	Sec 12	\$60.00

The penalty provision for the offences indicated above is section 20 of Bylaw No. 068-2025, a certified copy of which has been filed.

The Corporation
of the
Municipality of Huron East
Schedule “A” of By-law No. 068 for 2025

Prohibited Parking/Standing/Stopping In Seaforth			
Street	Side	From-To	Times
All Streets	Both sides	November 1 st to April 15 th Inclusive	2 a.m. to 6 a.m.
Birch Street	Both sides	From Main Street South to a point 156 metres East on Birch Street South	Anytime
Brantford Street	South side	Jarvis Street South to Main Street South	Anytime
Chalk Street	East side	From Goderich Street East to Gouinlock Street	8:00 a.m. to 5:00 p.m.
Goderich Street East	South side	From a point 28 metres East of Main Street South to the Easterly limits of Seaforth	Anytime
Goderich Street East	North side	From Main Street North to the Easterly limits of Seaforth	Anytime
Goderich Street West	South side	From a point 33 metres West of Main Street South to the Westerly limits of Seaforth	Anytime
Goderich Street West	North side	Main Street North to the Westerly limits of Seaforth	Anytime
Helen Street	East Side	From Goderich Street West to James Street West	Anytime
Helen Street	West Side	From Goderich Street West to James Street West	Anytime
John Street	North side	From Main Street South to High Street	Anytime
Main Street North	East side	From a point 42 metres North of Goderich Street East to the Northerly limits of Seaforth	Anytime
Main Street North	West side	Goderich Street West to the Northerly limits of Seaforth	Anytime
Main Street South	West side	From a point 37 metres North of Railway Street to the North edge of Railway Street	Anytime
Market Street	South side	Main Street South to High Street	Anytime
Market Street	North Side	From a point 18 metres East of the intersection of the East side of Jarvis Street and Market Street to a point 45 metres South.	Anytime

218	Street	Side	From-To	218 Times
	McLean Street	Both sides	From Railway Street to Daly Street	Anytime
	Railway Street	Both sides	From Main Street Southeast side to a point 38 metres East on Railway Street.	Anytime
	Railway Street	Both sides	From Main Street Southwest side to point 90 metres West on Railway Street	Anytime
	Side Street	Both sides	Main Street North to Chalk Street North	8 a.m. to 5 p.m. Monday to Friday
	Victoria Street	East side	From Gouinlock Street North to Gouinlock Street South	Anytime
	Victoria Street	West side	From Goderich Street East 39 metres South on Victoria Street	Anytime
	Welsh Street	South side	Entire length	Anytime
	West Street	East Side	From Goderich Street West to James Street	Anytime
	West Street	West Side	From James Street to North Street	Anytime
	William Street East	East side	Goderich Street East to 17 metres North of Duke Street	Anytime
	William Street West	East side	Goderich Street West to James Street	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “A” of By-law No. 068 for 2025



Prohibited Parking/Standing/Stopping
Brussels

Street	Side	From-To	Times
Anderson Drive	West side	From McDonald Dive to the end of the street	Anytime
Bryans Drive	South Side & East Side	From Anderson Drive to the end of the street	Anytime
CN Road	Both sides	From Princess Street to Turnberry Street.	Anytime
Sports Drive	East side	From McCutcheon Drive to a point 53 metres South.	Anytime
Sports Drive	West side	From McCutcheon Drive to a point 58 metres South.	Anytime
Sports Drive	East side	From McCutcheon Drive to a point 35 metres North.	Anytime
Turnberry Street	West side	From the intersection of County Road 12 and County Road 16 North 51 metres to the bridge.	Anytime
Turnberry Street	East side	From the intersection of Sports Drive North side to a point north 69 metres.	Anytime

Prohibited Parking/Standing/Stopping
Vanastra

Street	Side	From-To	Times
7 Th Ave	South Side	From the intersection of the East side of 12 Th Street East to a point 28 metres east	Anytime
12 Th Street	East Side	From the intersection of the South side of 7 Th Avenue to a point 67 metres South	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “B” of By-law No. 068 for 2025

Time Restricted Parking Seaforth		
Street	Side	From–To
George Street East	Both sides	Main Street South to Victoria Street
Goderich Street East	South side	Main Street South to a point 28 metres East of Main Street South
Goderich Street West	South side	Main Street South to a point 33 metres West of Main Street South
Gouinlock Street	Both sides	Main Street South to Victoria Street
John Street	North side	Main Street South to a point 24.30 metres West of Main Street South
Main Street North	East side	Goderich Street East to a point 42 metres North of Goderich Street East
Main Street South	West side	Goderich Street West to Huron Street
Main Street South	East side	Goderich Street East to Crombie Street
Market Street	North side	Main Street South to a point 23 metres West of Main Street South

The Corporation
of the
Municipality of Huron East
Schedule “C” of By-law No. 068 for 2025

Designated Accessible Parking Spaces Seaforth			
Street	Side	From-To	Times
Gouinlock St	North Side	One space from a point 14 metres from the intersection of Main St. S And the north side of Gouinlock St to a point 21 metres East.	Anytime
Main St. S	West Side	One space from a point 3 metres North of the North edge of Gouinlock St. to a Point 10 meters North of the North edge of Gouinlock St.	Anytime
Main St. S	West Side	One space from a point 16 metres from the intersection of the South side of Market St. to a point of 23 metres South on Main St. S.	Anytime
Main St. S	East Side	One space from a point 71 metres south of the south edge of Goderich St. to a point of 81 metres south of the southedge of Goderich St.	Anytime
Victoria St. S	East Side	Four spaces from a point 35 metres South from the intersection of Goderich St East and the East Side of Victoria Street to point 63 metres South.	Anytime
Chalk St. S	West Side	Two spaces from a point 36 metre South from the intersection of Goderich St East and the West Side of Chalk St. S to point 46 metres South.	Anytime
Thompson St	North Side	Three spaces from a point 13metres West of the intersection of Kippen Road West and the South Side of Thompson St. to a point 25 metres West.	Anytime
Jarvis St	West Side	One space from a point 30 metres South of the intersection of Goderich St. West and the West side of Jarvis St. to a point 37 metres South.	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “C” of By-law No. 068 for 2025

Designated Accessible Parking Spaces Brussels			
Street	Side	From–To	Times
Turnberry St.	East Side	One space from a point 10 metres north of the north edge of King St. to a point 17 metres north.	Anytime
Turnberry St.	West Side	Two spaces from a point 10 metres south of the south edge of Orchard Lane to a point 27 metres south.	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “D” of By-law No. 068 for 2025

Providing For Angle Parking Seaforth			
Street	Side To Side	From–To	Times
Gouinlock Street	North Side	Victoria St. to Chalk St. S	Anytime
Gouinlock Street	South Side	Victoria St. to Chalk St. S	Anytime
Thompson Street	North Side	From Kippen Road to point 13 metres West on the North Side of Thompson St. to a point 63 metres West.	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “E” of By-law No. 068 for 2025

Designated Accessible Parking Spaces Municipal or Private Property Seaforth		
Street	Location	Times
Seaforth and District Community Centre	One space 16 metres South of the South wall and 1.5 metres West of the East wall of the building at 122 Duke Street	Anytime
Seaforth and District Community Centre	One space 20.5 metres South of the South wall and 15.5 metres East of the West wall of the building at 122 Duke Street	Anytime
Seaforth Community Health Centre	Four spaces on the parking lot from a point 7.5 metres West of the West wall to a point 19.5 metres South of the North wall and 7 metres West of the West wall of the building at 28 Centennial Drive.	Anytime
Seaforth Community Hospital	Three spaces from a point 6.2 metres East of the West wall and 2 metres North of the emergency wall to a point 16 metres and 2 metre North of the North wall of the building at 24 Centennial Drive	Anytime
Designated Accessible Parking Spaces Municipal or Private Property Brussels		
Street	Location	Times
Brussels Morris Grey Community Centre	One space from the North East corner of arena, 4.5 metres North to a point 4 metres West to a point 7 metres West.	Anytime
Brussels Morris Grey Community Centre	One space from the North East corner of arena, 4.5 metres North to a point 18 metres West to a point 21 metres West	Anytime
Brussels Morris Grey Community Centre	Two spaces from the Northwest corner of arena, 4.5 metres North to a point 20 metres East to a point 26 metres East	Anytime
Brussels Morris Grey Community Centre	Two spaces from the Northwest corner of arena, 4.5 metres North to a point 9 metres East to a point 15 metres East	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “F” of By-law No. 068 for 2025

Fire Routes Seaforth			
Street	Side	From-To	Times
Part of the private roadway on Part Lot 28 and Part Lot 29, Plan 387, Seaforth Ward	Entire roadway (3 metres)	From the East side of High Street East to the Alley located between High Street and Main Street South	Anytime
Part of the private roadway of Seaforth Community Hospital	Roadways connecting	Areas around exterior of Hospital, Visitor Parking Area, Dr. Parking Area, and Staff Parking Area	Anytime
Part of the private roadway of Seaforth and District Community Centres	Roadway	From Duke Street North to the Arena and Community Centres Building along the South side of the building to the East end of the building	Anytime

The Corporation
of the
Municipality of Huron East
Schedule “G” of By-law No. 068 for 2025

School Bus Loading Zones Seaforth			
Street	Side	From-To	Times
Chalk Street South (St. James School)	West side	From a point 90 metres South of Goderich Street East to a point 120 metres South of Goderich Street East	8am-5pm
Chalk Street North (Seaforth Public School)	East side	From a point 115 metres North of Side Street to a point 232 metres North of Side Street	8am-5pm

The Corporation
of the
Municipality of Huron East
By-law No. 069 for 2025

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 9th day of September, 2025 in respect to each recommendation contained in the Reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Huron East at these meetings, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
- 2. The Mayor and the proper officials of the Corporation of the Municipality of Huron East are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Municipality of Huron East referred to in the proceeding section hereof.
- 3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Municipality of Huron East.

Read a first and second time this 9th day of September, 2025.

Read a third time and finally passed this 9th day of September, 2025.

Bernie MacLellan, Mayor

Meaghan McCallum, Clerk