



A unified, engaged and caring community that cultivates opportunities and embraces our rural lifestyle.

We deliver services that responsibly utilize resources, respect our environment, and foster a community ready to shape its future.

## The Corporation of the Township of Huron-Kinloss Council Agenda

**September 16, 2024**

**7:00 pm**

**Council Chambers**

Members

Don Murray, Mayor  
 Jim Hanna, Deputy Mayor  
 Larry Allison, Councillor  
 Shari Flett, Councillor  
 Scott Gibson, Councillor  
 Ed McGugan, Councillor  
 Carl Sloetjes, Councillor

Staff

Jennifer White, Clerk  
 Jodi MacArthur, Chief Administrative Officer  
 Christine Heinisch, Manager of Financial Services/Treasurer  
 John Yungblut, Director of Public Works

**Pages**

**1. Call to Order**

The Meeting of the Council of The Corporation of the Township of Huron-Kinloss will be called to Order at 7:00 p.m. on September 16, 2024 in the Council Chambers.

**2. Disclosure of Pecuniary Interest**

**3. Adoption of Minutes**

Motion

THAT the minutes of the Council meeting of Committee of the Whole meeting held September 4, 2024 and Council meeting held September 9, 2024 be adopted as presented.

**7**

<b>4.</b>	<b>Delegations</b>	
<b>4.1</b>	<b>County of Bruce Draft Official Plan</b>	<b>28</b>
	Monica Morrison, Land Use Planning Manager and Jack Van Dorp, Director Planning and Development at the County of Bruce will present to Council regarding the Draft County of Bruce Official Plan. Additional related documents including maps and schedules are available on the Bruce County website: <a href="https://www.planthebruce.ca/official-plan">https://www.planthebruce.ca/official-plan</a>	
<b>5.</b>	<b>Financial Reports</b>	
<b>5.1</b>	<b>Previous Month Actual Accounts – August 2024, TRE-2024-09-52</b>	<b>210</b>
	Motion THAT the Township of Huron-Kinloss Council hereby ratifies and confirms payment of the July 2024 accounts in the amount of \$ 2,049,504.78	
<b>5.2</b>	<b>Revenue and Expenditure Reports to August 31, 2024, TRE-2024-09-53</b>	<b>216</b>
	Motion THAT the Township of Huron-Kinloss Council hereby reviews and receives the summary revenue and expenditure reports to August 31, 2024 prepared by Christine Heinisch, Treasurer.	
<b>5.3</b>	<b>Accounts September 2024, TRE-2024-09-54</b>	<b>220</b>
	Motion THAT the Township of Huron-Kinloss Council hereby authorizes payment of the September accounts in the amount of \$484,211.87.	
<b>6.</b>	<b>Staff Report</b>	
<b>6.1</b>	<b>Public Works</b>	
	<b>a. Road Patrol Software RFQ, PW-2024-09-39</b>	<b>229</b>
	Motion THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2024-09-39 prepared by John Yungblut, Director of Public Works;  AND FURTHER agrees to enter into a three-year contract with IRIS R&D Group Inc. in the amount of \$115,526.60 plus HST for the provision of automated road patrol software and one pavement condition survey;  AND FURTHER authorizes the appropriate by-law to come forward as a matters arising at tonight’s meeting.	

## 7. By-Laws and Agreements

- 7.1 L.W. Eadie Municipal Drain 2024 By-law** 233
- Motion  
THAT the " L.W. Eadie Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-81.
- 7.2 McEwan Municipal Drain 2024 By-law** 236
- Motion  
THAT the "McEwan Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-82.
- 7.3 Sutton Municipal Drain, Branch B 2024 By-law** 239
- Motion  
THAT the " Sutton Municipal Drain, Branch B 2024 By-Law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-83.
- 7.4 Sutton Municipal Drain, Branch E 2024 By-law** 242
- Motion  
THAT the " Sutton Municipal Drain, Branch E 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-84.
- 7.5 Kincardine-Kinloss Municipal Drain 2024 By-law** 245
- Motion  
THAT the "Kincardine-Kinloss Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-85.
- 7.6 Alternative Voting Methods By-law** 249
- Motion  
THAT the "Alternate Voting Methods By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-86.
- 7.7 Electric Vehicle Charging Station Memorandum of Understanding By-law** 250
- Motion  
THAT the " Electric Vehicle Charging Station Memorandum of Understanding By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-87.

<b>7.8</b>	<b>Development Charges Amendment By-law</b>	<b>254</b>
	Motion THAT the " Development Charges Amendment By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-88.	
<b>7.9</b>	<b>Designate Emergency Information Officer By-law</b>	<b>255</b>
	Motion THAT the " Designate Emergency Information Officer By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-89.	
<b>7.10</b>	<b>Z-2024-035 Martin Zoning Amendment By-law</b>	<b>257</b>
	Motion THAT the "Z-2024-035 Martin Zoning Amendment By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-90.	
<b>7.11</b>	<b>Repeal and Replace Consolidated Human Resources Policies By-law</b>	<b>260</b>
	Motion THAT the " Repeal and Replace Consolidated Human Resources Policies By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-91.	
<b>7.12</b>	<b>Consolidated Council and Committee Appointment By-law</b>	<b>372</b>
	Motion THAT the " Consolidated Council and Committee Appointment By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-92.	
<b>7.13</b>	<b>Repeal Technology Policy By-law</b>	<b>373</b>
	Motion THAT the " Repeal Technology Policy By-law" be read a first, second, third time and finally passed and numbered as By-law No. 2024-93.	
<b>7.14</b>	<b>Repeal Hiring Policy By-law</b>	<b>374</b>
	Motion THAT the "Repeal Hiring Policy By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-94.	

**7.15 Provision of Road Patrol Software Agreement By-law 375**

Motion

THAT the "Provision of Road Patrol Software Agreement By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-95.

**8. Information**

Motion

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 8.

**8.1 Bruce County Federation of Agriculture - AGM 376**

**8.2 Segal Construction - Municipal Housing Initiative Resolution 377**

**8.3 Ministry of Natural Resources - Flood Hazard Identification and Mapping Program 380**

**9. Other Agency Minutes and Reports Received**

Motion

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 9.

**9.1 Mid-Huron Landfill Site Board 382**

**10. New Business/ Council Reports**

Council members have the opportunity to provide an update on Board and Committee meetings

**11. Closed Session**

Motion

THAT the Township of Huron-Kinloss Council move into closed meeting at [time] for the purpose of considering  
1) personal matters about an identifiable individual, including municipal or local board employees (personnel),  
pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;  
AND FURTHER THAT Council return to regular open meeting upon completion.

**12. Business Arising from the Closed Session**

**13. Confirming By-Law**

Motion

THAT the "Confirmatory September 2024 (2)" By-law be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 96.

**14. Adjournment**

Document Accessibility

The Township of Huron-Kinloss is committed to providing information in the format that meets your accessibility needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Huron-Kinloss. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from a third party.

For assistance or to make a request please call 519-395-3735 or email [info@huronkinloss.com](mailto:info@huronkinloss.com)

Motion

THAT this meeting adjourn at [TIME]



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We deliver services that responsibly utilize  
resources, respect our environment, and  
foster a community ready to shape its future.

## Committee of the Whole Meeting Minutes

Date: September 4, 2024

Time: 7:00 pm

Location: Council Chambers

Members Present Don Murray, Mayor  
Jim Hanna, Deputy Mayor  
Larry Allison, Councillor  
Shari Flett, Councillor  
Scott Gibson, Councillor  
Ed McGugan, Councillor  
Carl Sloetjes, Councillor

Staff Present Jennifer White, Manager of Legislative Services/Clerk  
Jodi MacArthur, Chief Administrative Officer  
Jeff Bradley, Fire Chief  
Mike Fair, Director of Community Services  
Christine Heinisch, Manager of Financial Services/Treasurer  
John Yungblut, Director of Public Works

Others Present Michelle Goetz

### 1. Call to Order

Mayor Murray called the meeting to order at 7:00 p.m.

### 2. Disclosure of Pecuniary Interest

None disclosed.

### 3. Delegations

#### 3.1 B.M Ross and Associates - Development Charges

Lisa Courtney, B.M.Ross and Associates provided a presentation to Council on a proposed update to the Development Charges (DC) By-law.

B.M. Ross provided an overview of development charges, which are a tool for municipalities to recover the capital costs of infrastructure and services that support growth. Development charges ensure that new growth contributes its fair share, alleviating the burden on existing taxpayers. The updated study recalculates charges based on current population and growth forecasts, while incorporating recent legislative changes, such as the eligibility of growth-related studies for funding and the removal of the phase-in requirement for increased charges. The presentation highlighted potential changes in rural areas of Huron-Kinloss due to new projects, as well as updates to charges in other areas like Lucknow and Ripley.

Courtney explained the process of implementing a development charges by-law and which steps are expected to occur next in the process.

Courtney provided information on statutory exemptions to the collection of Development Charges and elaborated on definitions of affordable and attainable housing under the Act. The definition from the Province of Ontario for affordable housing in the Township of Huron-Kinloss would include a unit purchase price of \$402,000 and a rental unit cost of less than \$1400 rent per month as set by the province and expected to be updated annually.

Considerations for Council regarding the draft by-law included phasing in of Development Charges, non-statutory exemptions and reductions or discounts such as retirement or senior care units. Courtney requested feedback from the Committee on these considerations to include in the draft by-law.

Committee discussed the affordable housing definition and how to balance development if there are significant requests for these developments. Courtney noted that there is a legislated requirement in cases where the affordable or attainable housing exemption is obtained, to have an agreement with the municipality, to ensure that they stay affordable for a long-term period. Mechanisms are in place to prevent abuse of this exemption.

Committee inquired as to why rural Kinloss shows the most substantial increase. Courtney explained that there has been more growth in Lucknow and Kinloss than was anticipated in 2019 when the current by-law was implemented. Lucknow's Development Charges have been off-set as grants were obtained for some projects. Committee inquired about the difference between Township and the neighboring community of Ashfield-Colborne-Wawanosh (ACW) costs, Courtney attributed this



difference to more road maintenance being required and included in the ACW DC's.

The Study to determine feasibility of a firehall expansion was discussed. B.M. Ross noted that the study is intended to be general to the entire municipality and not specific to Lakeshore area. In response to questions about how shared services would impact the calculation of development charges, Courtney indicated that it is calculated based on existing agreements for costing on these services.

Committee confirmed that a Growth Study for urban expansion has not been included in the presented development charges, as a comprehensive review is no longer required for an urban boundary expansion under the new Provincial Policy Statement. B.M. Ross could include this study in the growth costing for the DC's if the study was not covered by a grant.

Committee noted that Lakeshore water storage does not appear to be included in the study as a project. Courtney confirmed that at this time, only the Environmental Assessment (EA) is included. The Development Charges By-law could be reopened and updated when the EA is completed and more accurate costing on the project is developed. Committee requested the project with estimated costing be included now, with more accurate pricing to be included at a later time. Elevated Tower Costs have currently been estimated at 6.9 million in other communities.

Committee provided direction to Courtney to include the estimated water for the lakeshore trunk water main, and elevated tower costs, to keep the current DC exemptions as is, and that new development charges would not have a phase-in process.

#### **4. Staff Reports**

##### **4.1 Chief Administrative Officer**

###### **a. Development Charges Background Study 2024, CAO-2024-09-27**

**Resolution No.:** 09/04/2024 - 01

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-09-27 prepared by Jodi MacArthur, Chief Administrative Officer,

AND FURTHER instructs Staff to schedule the statutory public meeting and bring forward the draft by-law for Council's consideration based on the Development Charges Background Study 2024 as amended,

AND FURTHER authorizes a by-law coming forward to amend By-Law 2019-133 to remove the expiry date.

**Carried**

## **4.2 Building & Planning**

### **a. Extension of Draft Approval for Plan of Subdivision, Part Lots 216 to 218 Registered Plan 232 Ripley, BLD-2024-09-20**

Committee of the Whole expressed concerns that a two year extension may be too long if the project does not proceed. Committee discussed whether there were mechanisms available to motivate the developer to move the process forward quickly. Concern was expressed about timing impacts to infrastructure and service allocations and whether steps could be built in to target progress. Staff advised Committee that a draft Allocation of Services Policy is being developed for presentation to Council in 2024.

Committee discussed modifying the staff recommendation to one year extension only, and if a renewal is required, the Allocation of Services Policy would apply at that time.

**Resolution No.:** 09/04/2024 - 02

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report BLD-2024-09-20 prepared by Michele Barr, Deputy CBO;

AND FURTHER that Committee of the Whole direct Staff to recommend approval to the County of Bruce for a one (1) year extension for the Draft Plan of Subdivision, Part Lots 216 to 218

Registered Plan 232 , Geographic Village of Ripley Township of Huron-Kinloss.

**Carried**

#### **4.3 By-law Enforcement**

**a. Municipal By-Law Enforcement Status Report August 2024, BLE-2024-09-12**

**Resolution No.:** 09/04/2024 - 03

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-09-12, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

**Carried**

#### **4.4 Fire Department**

**a. Fire and Emergency Services Report August 2024, FIR-2024-09-21**

Staff could not provide a reason for the lower than usual structure fires reported this summer. It may be attributed to fire prevention activities.

Committee discussed a water rescue call that had occurred. The Fire Chief provided a verbal update on an investigation taking place regarding gaps in service response, and is being coordinated with neighboring fire departments and the local police service.

**Resolution No.:** 09/04/2024 - 04

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-09-21 prepared by Jeff Bradley, Fire Chief.

**Carried**

**b. Emergency Management and Health and Safety August 2024 Summary, FIR-2024-09-22**

**Resolution No.:** 09/04/2024 - 05

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-09-22 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

AND FURTHER authorizes the Community Emergency Management Coordinator (CEMC) to issue the Special Events Permit for Ripley Agricultural Society Annual Fall Fair when permit conditions are met.

**Carried**

**c. Community Emergency Management Program Committee Members, FIR-2024-09-23**

Committee inquired about the frequency of meetings, and Staff capacity. Staff noted that the Committee is required to meet twice annually.

**Resolution No.:** 09/04/2024 - 06

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-09-23 prepared by Mel Moulton, Emergency Services and Health & Safety Coordinator-CEMC;

AND FURTHER authorizes the appropriate by-law amendments to come forward.

**Carried**

#### 4.5 Community Services

a. **Green and Inclusive Community Building Program, CS-2024-09-34**

Committee inquired about grant opportunities for the Community Centre in Point Clark. Staff noted that in many cases, the minimum threshold for grants is high, so the projects must be large as well. Staff discussed the competitiveness of grant applications, and having capacity to complete the applications comprehensively.

Committee noted that having welcoming facilities increases community engagement, and builds community capacity. Staff discussed the challenges of uniting the various smaller communities along the lakeshore with recreation facilities, including restrictions in land availability and infrastructure.

**Resolution No.:** 09/04/2024 - 07

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report CS-2024-09-34 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes Staff to submit a grant application to the Green Initiatives Building Program.

**Carried**

b. **Community Services Status Report September 2024, CS-2024-09-35**

Staff provided a verbal update on the renovations at the Ripley Medical Centre. The childcare centre has re-opened and the medical centre is approaching the final stages and is expected to re-open later in 2024.

Committee inquired about a possible expansion to ATV trails. Staff have included this activity as part of the survey to develop the Parks Plan, and the feedback will be provided to Council at a later date.

**Resolution No.:** 09/04/2024 - 08

**Moved by:** Ed McGugan  
**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS2024-09-35 prepared by Mike Fair, Director of Community Services.

**Carried**

**c. Regional Electric Vehicle (EV) Charger Strategy, CS-2024-09-36**

Committee discussed the proposed location. Committee inquired about the possibility of locating an EV charging station in Ripley. This project is a partnership through the County of Bruce. Ripley is being considered for future expansions of the project, and has been included in the Green and Inclusive Community Building Program grant application.

**Resolution No.:** 09/04/2024 - 09

**Moved by:** Scott Gibson  
**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CS-2024-09-36 prepared by Mike Fair, Director of Community Services;

AND FURTHER THAT Committee of the Whole recommends that Council approves the east side of the Lucknow and District Sports Complex parking lot as a location for future consideration for the project and bring forward a by-law to enter into the Memorandum of Understanding from IVY.

**Carried**

**d. 2024 September Parks and Facilities Update, CS-2024-09-37**

**Resolution No.:** 09/04/2024 - 10

**Moved by:** Larry Allison  
**Seconded by:** Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-09-37 prepared by Matt McClinchey, Parks, and Facilities Supervisor.

**Carried**

**e. Surplus Equipment Report September 2024, CS-2024-09-38**

**Resolution No.:** 09/04/2024 - 11

**Moved by:** Carl Sloetjes

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CS-2024-09-38 prepared by Mike Fair, Director of Community Services;

AND FURTHER that the items identified in the report be declared surplus to municipal needs and disposed of according to the Township's Surplus Equipment Policy.

**Carried**

**4.6 Public Works**

**a. Transportation Sept. 2024, PW-2024-09-37**

Committee discussed the issues identified with driveways on Tanglewood Road. Staff verified that the road was constructed to design standards, but are willing to work with the residents to improve the entrance to their driveways. Staff noted that some of the vehicles are of a nature that it may not be possible to accommodate them to the residents desire.

Committee discussed concerns with over-improving private property, on a project which was completed to standards. Staff believe that minor work could improve the situation, and that it is a rarely reported occurrence on these types of projects. Staff could not provide accurate pricing at this time.

Committee discussed the possibility of relocating the driveway to assist one landowner.

**Resolution No.:** 09/04/2024 - 12

**Moved by:** Jim Hanna

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2024-09-37 prepared by John Yungblut, Director of Public Works.

**Carried**

**b. Water-Wastewater August 2024, PW-2024-09-38**

**Resolution No.:** 09/04/2024 - 13

**Moved by:** Larry Allison

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW2024-09-38 prepared by John Yungblut, Director of Public Works.

**Carried**

**4.7 Business & Economic Development**

**a. Economic Development Status Update September 2024, BED-2024-09-16**

**Resolution No.:** 09/04/2024 - 14

**Moved by:** Scott Gibson

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-09-16, prepared by Amy Irwin, Economic Development Officer and Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**4.8 Chief Administrative Officer - continued**

**a. 2024 Policy Updates- Human Resources (various), CAO-2024-09-28**

**Resolution No.:** 09/04/2024 - 15

**Moved by:** Ed McGugan

**Seconded by:** Larry Allison



THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CAO2024-09-28 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate by-laws be brought forward to amend the policies as outlined in the report.

**Carried**

**b. 2023-2033 Strategic Plan – Public Dashboard, CAO-2024-09-29**

**Resolution No.:** 09/04/2024 - 16

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-09-29, prepared by Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**c. Manager of Strategic Initiatives Resignation, CAO-2024-09-30**

The Manager of Strategic Initiatives was present in the Council Chambers and Committee expressed their appreciation for the contributions and efforts made during their employment with the Township.

**Resolution No.:** 09/04/2024 - 17

**Moved by:** Carl Sloetjes

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-09-30 prepared by Leanne Scott, Human Resources Generalist;

AND accepts with regret the resignation of Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**4.9 Legislative Services**

**a. Method of Voting 2026 Municipal Election, CLK-2024-09-32**

Committee discussed security of voting and the desire to ensure voting was accessible to all eligible voters. Staff will include procedures and information through the next election cycle that provide reassurances that these criteria are being met.

**Resolution No.:** 09/04/2024 - 18

**Moved by:** Shari Flett

**Seconded by:** Jim Hanna

THAT Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-09-32 prepared by Jennifer White, Manager of Legislative Services/ Clerk;

AND FURTHER that an appropriate by-law be brought forward to authorize alternative voting methods (telephone and internet voting) and to include advance voting via this method.

**Carried**

**b. Noise Exemption Request - Ripley Agriculture Society Fall Fair 2024, CLK-2024-09-33**

**Resolution No.:** 09/04/2024 - 19

**Moved by:** Carl Sloetjes

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-09-33 prepared by Kelly Lush, Deputy Clerk;

AND grants an exemption to Noise By-Law No. 2005-101 to permit live music at the Ripley Fall Fair from 7:00 pm on September 27, 2024, until 12:00 a.m. on Saturday, September 28, 2024 and on Saturday, September 28, 2024 from 7:00 p.m. to 1:00 a.m. Sunday, September 29, 2024 at 17 Queen Street, Ripley;

AND FURTHER grants an exemption to the Noise By-law No. 2005-101 to permit fire works at dusk at the Ripley Fall Fair on Saturday, September 28 at 17 Queen Street, Ripley.

**Carried**

**c. Resolutions for Consideration September 2024, CLK-2024-09-35**

**Resolution No.:** 09/04/2024 - 20

**Moved by:** Jim Hanna

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-09-35 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER THAT the Committee of the Whole support the following resolutions: items (a), (b) and (c)

AND FURTHER direct Staff to distribute as they see fit.

**Carried**

**d. Bruce C Project Notice of Impact Assessment Submission and Comment Deadline, CLK-2024-09-34**

**Resolution No.:** 09/04/2024 - 21

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole receive Report CLK-2024-09-34 as prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER that Staff be directed to submit comments to the Impact Assessment Agency of Canada supporting the Bruce C Nuclear Project.

**Carried**

**5. Correspondence Requiring Direction**

**Resolution No.:** 09/04/2024 - 22

**Moved by:** Larry Allison

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information all items listed in Section 5.0.

**Carried**

**5.1 County of Bruce - Investment Attraction Training**

**5.2 Property Owner - Correspondence to Council**

Committee discussed the correspondence received and whether a staff report was required.

**Resolution No.:** 09/04/2024 - 22 (b)

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That Staff be directed to bring back a high level report on a by-law supporting urban chickens.

**Defeated**

**6. Information**

**Resolution No.:** 09/04/2024 - 23

**Moved by:** Ed McGugan

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information all items listed in Section 6.0.

**Carried**

**6.1 Ombudsman Ontario Annual Report 2023-2024**

**6.2 Provincial Planning Statement 2024 Notification**

**6.3 Pine River Water Monitoring Report July 2024**

**6.4 AMO AMCTO Correspondence**

**6.5 County of Bruce Correspondence**

**6.6 General Correspondence**

## 7. **New Business/Council Reports**

Members who attended the AMO conference provided verbal updates.

A session was presented at the conference on achieving consensus, and the extreme polarization of ideas which has entered politics. About 10% of Council members across Ontario have left office due to difficulties in debating respectfully.

Members expressed an interest in all members attending AMO again and having the rooms booked early and that Staff attend with members of Council.

Members attended two meetings with Ministers and in both cases the issues expressed were considered and have been resolved.

Members of Council wore jerseys to this evening's meeting to honour Doug Kennedy, a peer on municipal councils, and a community service champion particularly within the sporting community.

## 8. **Closed Session**

**Resolution No.:** 09/04/2024 - 24

**Moved by:** Jim Hanna

**Seconded by:** Shari Flett

THAT Committee of the Whole move into closed meeting at 9:15 p.m. for the purpose of considering:

1) a proposed or pending acquisition or disposition land by the municipality or local board; (Bruce County Housing Request for Information),

pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

AND FURTHER THAT Committee of the Whole return to regular open meeting upon completion.

**Carried**

## 9. **Business Arising from the Closed Session**

Committee of the Whole arose from closed meeting at 9:32 p.m.

The Mayor reported that a closed meeting had been held and direction provided to Staff.

## 10. **Adjournment**

**Resolution No.:** 09/04/2024 - 25

**Moved by:** Larry Allison  
**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 9:33 p.m.

**Carried**

---

Mayor

---

Clerk



A unified, engaged and caring community  
that cultivates opportunities and  
embraces our rural lifestyle.

We deliver services that responsibly utilize  
resources, respect our environment, and  
foster a community ready to shape its future.

## Council Meeting Minutes

Date: September 9, 2024

Time: 7:00 pm

Location: Council Chambers

Members Present Don Murray, Mayor  
Jim Hanna, Deputy Mayor  
Shari Flett, Councillor  
Scott Gibson, Councillor  
Ed McGugan, Councillor  
Carl Sloetjes, Councillor

Members Absent Larry Allison, Councillor

Staff Present Jennifer White, Clerk  
Jodi MacArthur, Chief Administrative Officer

### 1. Call to Order

Mayor Murray called the meeting to order at 7:00 p.m.

### 2. Disclosure of Pecuniary Interest

None disclosed.

### 3. Adoption of Minutes

**Resolution No.:** 09/09/24 - 01

**Moved By** Jim Hanna

**Seconded By** Shari Flett

THAT the minutes of the Council meeting of August 12, 2024 be adopted as presented.

**Carried**

#### **4. Public Meetings Required Under the Planning Act**

The purpose of the application is for a Zoning By-law Amendment to permit an additional residential unit on a lot having less than 0.4 ha, require the installation of a tertiary septic system, and recognize the existing buildings and structures to be in compliance with the requirements of the Zoning By-law.

If approved, the application would permit one(1) additional residential unit.

The Planner Benito Russo explained the report and recommendation. Any comments received from Agencies and the Public received by the time of writing the report are in the written report.

#### **Presentations from the Applicant**

The applicant's agent Dana Kieffer from Cobide Engineering provided the additional information that this is proposed to be a duplex (upper and lower orientation).

#### **Presentations from the Public**

No person or public body had comments on the application.

#### **Questions and Clarifications from Council**

Council clarified with the planner that this would not impact the municipal drain on the property. Council discussed difficulties Staff experience in obtaining the required annual reporting documents from homeowners with tertiary septic systems.

The applicant's planner provided information that there is no mechanism under the Planning Act to assist, but this could be facilitated through the Township's septic inspection program. Additionally, County staff will provide the requirement for this information to be provided to the Township to all planning applicants whose septic will be a tertiary system.

Council discussed the possibility of set fines being added if reports are not provided as required.

**Resolution No.:** 09/09/24 - 02

**Moved By** Scott Gibson

**Seconded By** Ed McGugan

THAT the Township of Huron-Kinloss Council approve the planning application Z-2023 - 035 Martin c/o Cobide;



AND FURTHER THAT the Staff bring forward the appropriate by-law at the next meeting of Council.

**Carried**

**5. Staff Report**

**5.1 Legislative Services**

- a. **Sign By-law Exemption Request- Ripley Industrial Park, CLK-2024-09-37**

**Resolution No.:** 09/09/2024 - 03

**Moved By** Carl Sloetjes

**Seconded By** Jim Hanna

THAT the Township of Huron-Kinloss Council permit an exemption to Section 9.1.1 of By-law No. 2019-140 to permit the erection of a Billboard sign on lands identified as Industrial within the Township's Comprehensive Zoning By-law as per Report CLK-2024-09-37.

**Carried**

**6. Information**

**Resolution No.:** 09/09/2024 - 04

**Moved By** Ed McGugan

**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 6.

**Carried**

**6.1 Great Lake Let's Talk Webinar Series**

**7. New Business/ Council Reports**

None noted.

**8. Closed Session**

Walter Malcolm, Chief Executive Officer, Westario Power will be present for a portion of the Closed session.

**Resolution No.:** 09/09/24 - 05

**Moved By** Carl Sloetjes

**Seconded By** Scott Gibson

THAT the Township of Huron-Kinloss Council move into closed meeting at 7:17 p.m. for the purpose of considering

1) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Westario Power Shareholder Presentation);

2) personal matters about an identifiable individual, including municipal or local board employees (Chief Administrative Officer Probationary Period);

pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

AND FURTHER THAT Council return to regular open meeting upon completion.

**Carried**

**9. Business Arising from the Closed Session**

Council arose from closed session at 8:20 p.m.

The Chair reported that a closed session had been held to consider an update to shareholders from the Westario Board of Directors. Direction was provided to staff on both matters.

**10. Confirming By-Law**

**Resolution No.:** 09/09/24 - 06

**Moved By** Shari Flett

**Seconded By** Scott Gibson

THAT the "Confirmatory September 2024" By-law be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-80.

**Carried**

**11. Adjournment**

**Resolution No.:** 09/09/24 - 07

**Moved By** Jim Hanna  
**Seconded By** Ed McGugan

THAT this meeting adjourn at 8:20 p.m.

**Carried**

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Mayor

---

Clerk

# County of Bruce Draft Official Plan

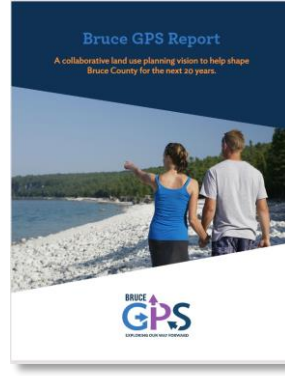
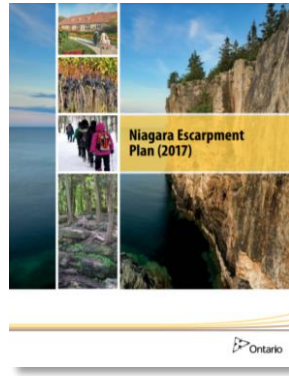
Huron-Kinloss  
Monday, September 16, 2024



# Context for the Bruce County Official Plan



Provincial Plans and Policies



Bruce GPS Report



Land Use Service Delivery Review Report



Eight (8) Discussion Papers

New Bruce County Official Plan

# Additional Resources - Policy Directions Matrix

## What's In:

- Broader permitted uses for Industrial and Commercial Uses on Farms (Part 2 Land Use Designations, 2.3 Countryside Areas)
- References to Economic Development Strategy (Part 3 Implementation, 3.4 Economic Development)
- Permit a wider range of housing types (Part 1, 1.2 Housing)
- Transportation Master Plan Recommendations
- Promoting and protecting a sustainable community
- Indigenous Engagement
- Growth Management
  - Municipal Servicing infrastructure
  - Maintaining a distinct settlement area structure
  - Planning for permanent and seasonal population growth

## What's Not In:

- Changes to be more permissive for Surplus Farm Dwelling Severances (Due to Provincial Direction)
- Allowing New Residential Lots in Woodlands in the Prime Agricultural Area (Due to Provincial Direction)
- Steps to a transit network/ transit system (Generally Transit Supportive)
- Crime Prevention Through Environmental Design (CPTED) principles (Refer to Local Plans and Guidelines)
- Introducing a community planning permit system focused on heritage preservation (Included high-level enabling policies)

\*This is not a complete analysis of policy recommendations prepared for Bruce County.

# Reviewing the Plan

- Grey Highlighted Text has already been adopted by Council. Underlined text within grey highlighted areas are additions and strikethrough are deletions.
- “Did You Know” boxes will be provided for informational purposes, but do can be updated to keep information current.

# Structure

- Part 1: Vision and Guiding Principles
- Part 2: Growth Management
- Part 3: County-wide Policies
- Part 4: Land Use Designations
- Part 5: Implementation Policies
- Part 6: Site Specific Policies (carried over from current plan)



# New Provincial Planning Statement (1/2)

Provincial Planning Statement Change	Draft Official Plan
Population and employment growth forecasts based on Ontario Population Projections by the Ministry of Finance	Current projections are from 2021, Province approved these projections August 23, 2024.
Official Plans to meet land needs for "at least 20 years, but not more than 30 years" was previously "up to 25 years"	No change required; Official Plan defines the 'planning horizon' as "to the year 2046".
Settlement area expansions no longer require municipal comprehensive reviews	No change required. Provincial modifications to Growth Management Amendment addressed conformity.
Planning Authorities are encouraged to identify and focus growth and development in <i>strategic growth areas</i>	Opportunity to identify <i>strategic growth areas</i> "for accommodating intensification and higher density mixed uses in a more compact built form." Currently, forecasted growth is directed to Primary Urban Communities, Secondary Urban Communities and Hamlet Communities.

# New Provincial Planning Statement (2/2)

Provincial Planning Statement Change	Draft Official Plan
Changes to the criteria for removing land from <i>employment areas</i> (employment land conversions)	No change required; Bruce Official Plan, Section 4.1.1.3 (3) "The removal of lands from employment areas to permit other uses will occur only in accordance with provincial direction."
Protection of employment uses in <i>employment areas</i> from <i>development</i> that could impact long-term economic viability	No change required; Bruce Official Plan, Section 4.1.1.3 (1) "Employment areas will be identified and protected in accordance with provincial direction."
Planning Authorities are encouraged to collaborate with school boards to meet current and future needs	Opportunity to mention.
Natural Heritage System, Water Resource System	Policies largely unchanged from 2014 PPS – Draft Plan maps a system with components as required by PPS.

\*This is not a comprehensive analysis of PPS 2024 changes, or the complete comparison matrix prepared for Bruce County.

# New Draft Plan Schedules

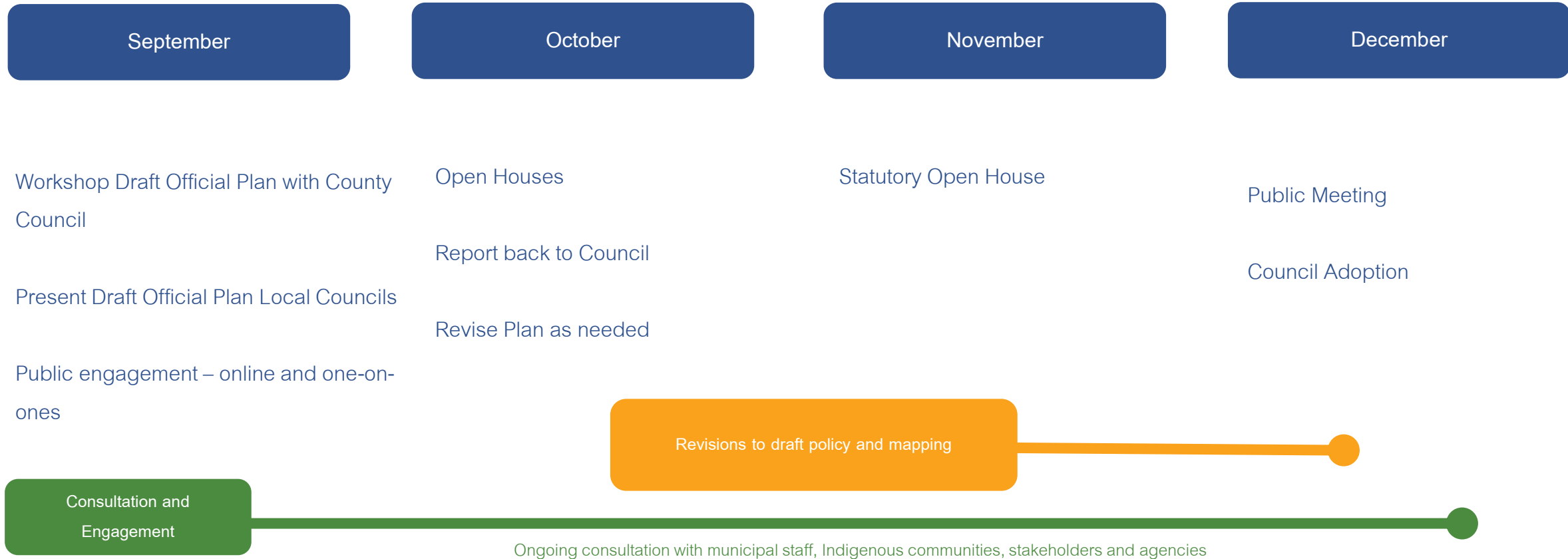
# Text Highlights

- Locates Bruce County in broader Saugeen Ojibway Nation Territory
- Strong housing focus maintains minimum densities, supports range and mix of housing, ADU where possible, affordability targets, infilling/intensification and role of housing action plan and housing and homelessness plan
- Agriculture, Tourism, and Energy as economic drivers – and diversification
- Envisions complete communities in a thriving region with easy access to housing, jobs, recreation, and services
- Streamlining focus including opportunities for local decisions and plans

# Groundwater Protection and Development

- PPS directs maintain and where possible improve drinking water supply
- Tension due to provincial regulatory gap between planning function and building code function
- Most pronounced in context of intensification on individual private wastewater (septic) systems – smaller lots or multifamily development
- Proposed policies provide for:
  - advocacy, study, guidelines, and communal services where appropriate,
  - more flexibility for reconfiguring existing development without requiring studies
  - Provision for reliance on advanced technology to intensify in settlement areas and where monitoring provisions can be addressed.

# Current Engagement and Consultation Schedule\*



## \* Risks to the Timeline

- If public engagement results in a need for significant revisions the timeline may be impacted.

# Your Input Matters

## Engage with Plan the Bruce



Visit [planthebruce.ca](http://planthebruce.ca) to view project information, work completed to date, and opportunities to get involved.



Register to receive project updates and to stay informed.



Follow Bruce County on social media

## Contact



Monica Walker-Bolton Manager of Land Use Planning

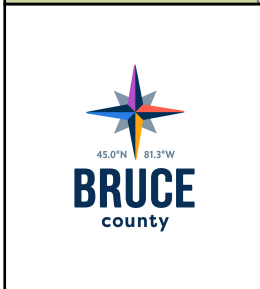
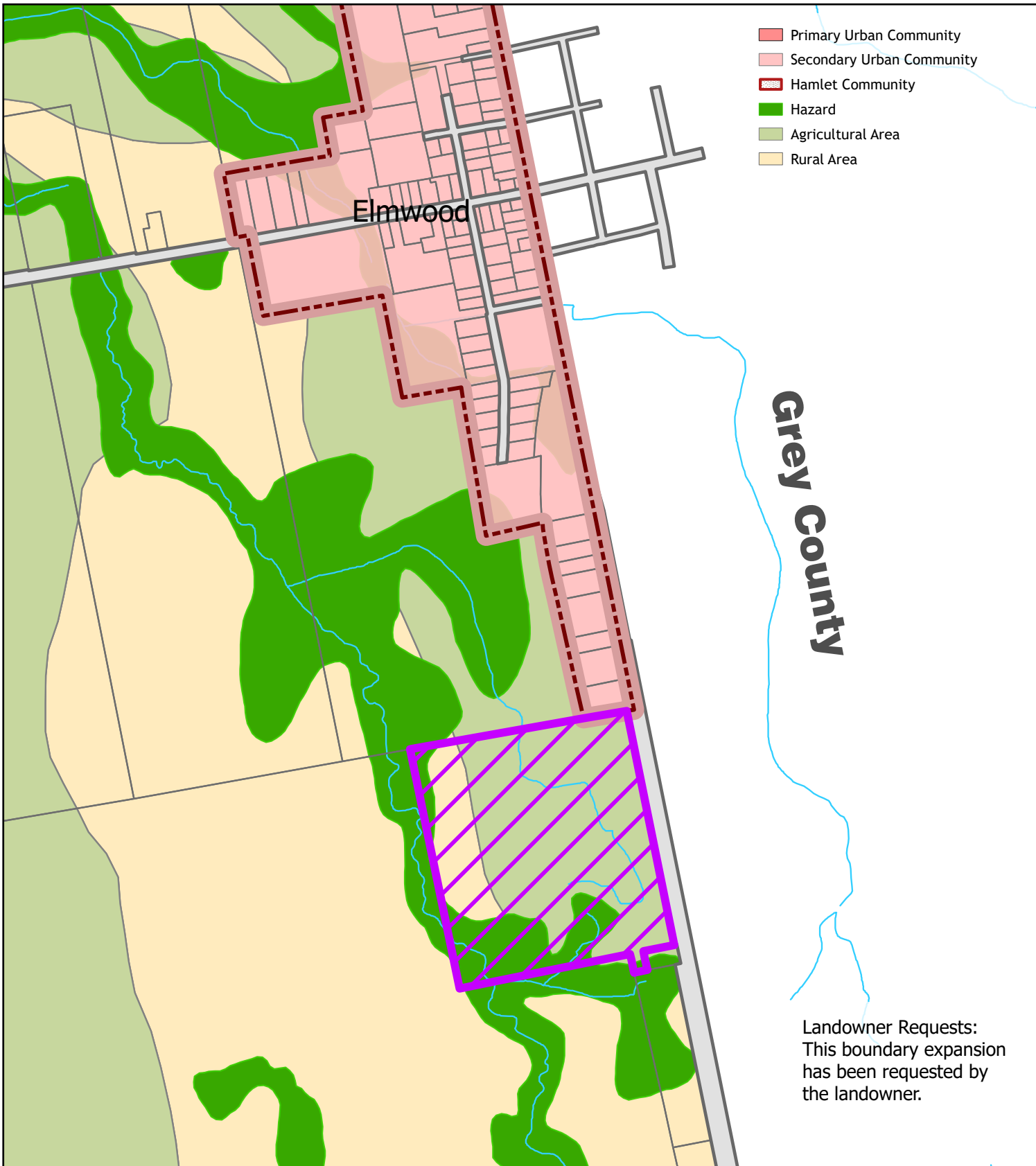
[planthebruce@brucecounty.on.ca](mailto:planthebruce@brucecounty.on.ca)

(226) 909-5515



# Thank You





**Requested Boundary Expansion: Elmwood**  
with Current County of Bruce Official Plan Designations



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- Municipality Request
- Landowner Request
- Staff Recommended

This boundary expansion is requested by the municipality in consultation with Planning Department Staff and the landowner to address land supply needs identified through the 2021-2046 Growth Forecast.

Walkerton

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Provincial Significant Wetland
- Locally Significant Wetland
- Hazard
- Agricultural Area
- Rural Area

South Walkerton



**Requested Boundary Expansion: Walkerton**  
with Current County of Bruce Official Plan Designations



Scale: 1:22,000

- Municipality Request
- Landowner Request
- Staff Recommended

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This boundary expansion is requested by the municipality in relation to its Servicing Master Plan.

LAKE HURON

Kincardine

Huron-Kinloss Lakeshore Area

Stewart Swamp

Stewart Swamp

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Provincial Significant Wetland
- Locally Significant Wetland
- Hazard
- Agricultural Area
- Major Open Space Areas
- Travel Trailer Park & Commercial Campground Development

**Requested Boundary Expansion: Huron-Kinloss Lakeshore**  
with Current County of Bruce Official Plan Designations



Scale: 1:22,000

- Municipality Request
- Landowner Request
- Staff Recommended



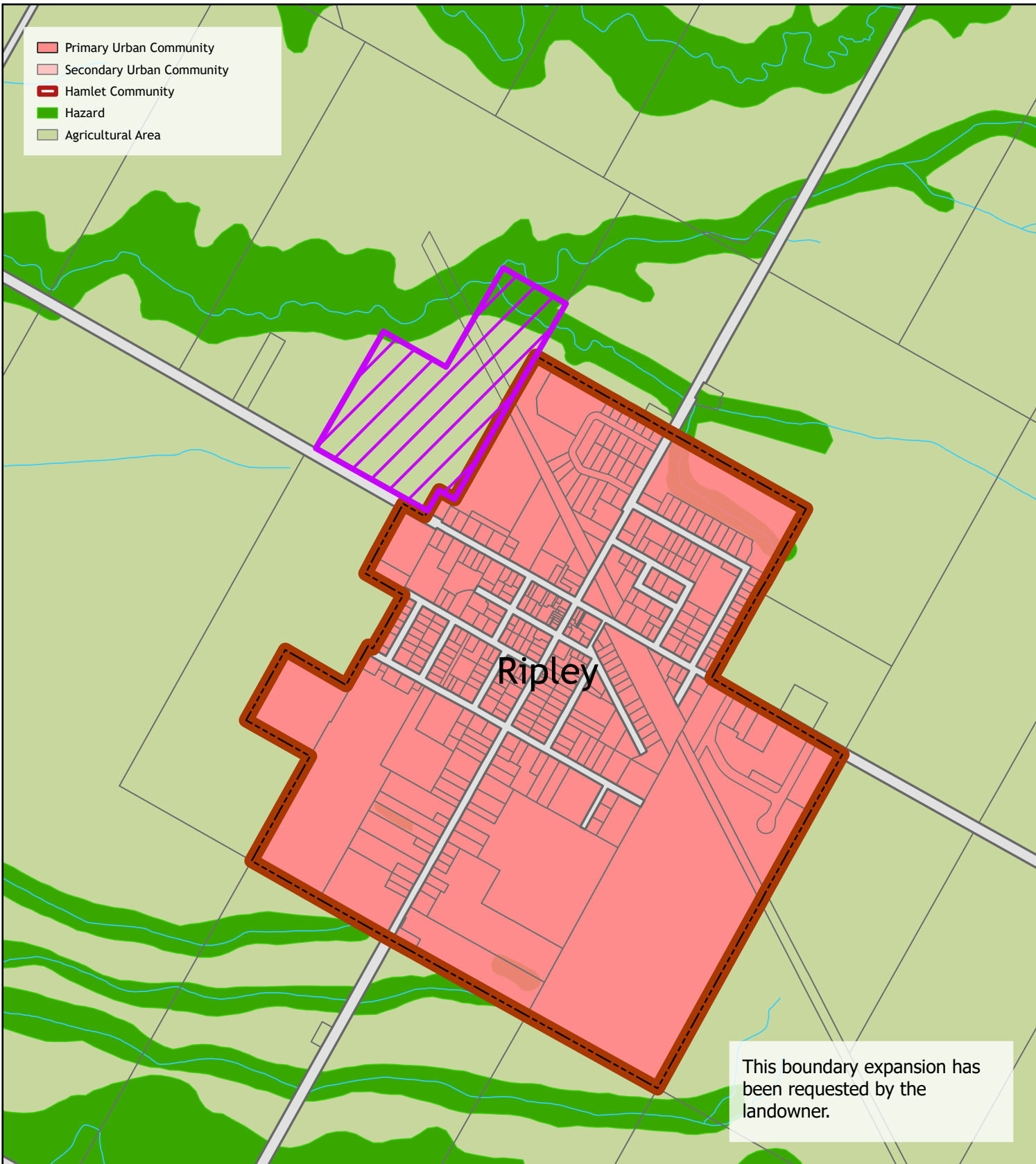
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**Requested Boundary Expansion: Ripley**  
with Current County of Bruce Official Plan Designations

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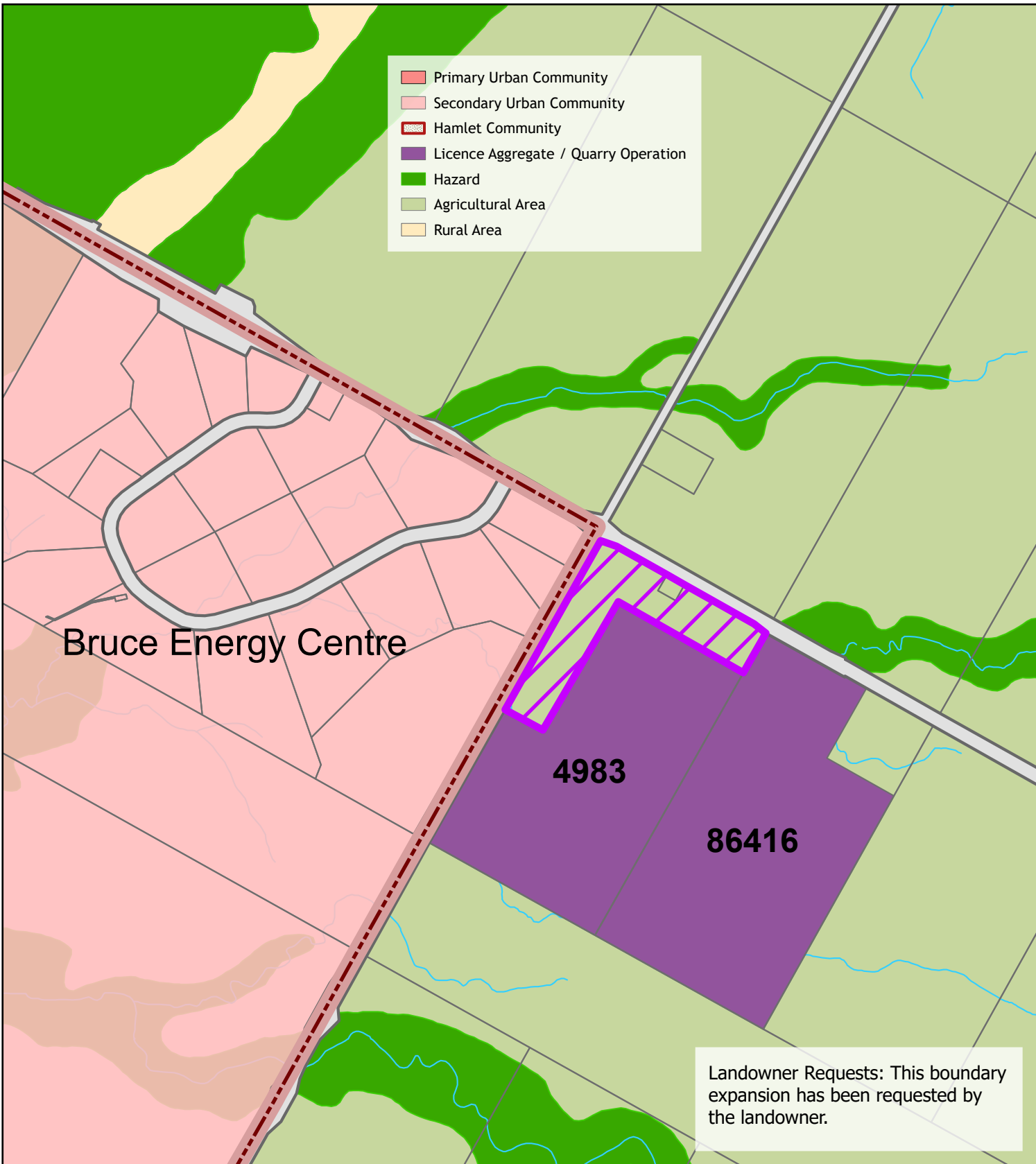
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- Municipality Request
- Landowner Request
- Staff Recommended

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Licence Aggregate / Quarry Operation
- Hazard
- Agricultural Area
- Rural Area



Landowner Requests: This boundary expansion has been requested by the landowner.



**BRUCE**  
county

**Requested Boundary Expansion: Bruce Energy Centre**  
with Current County of Bruce Official Plan Designations

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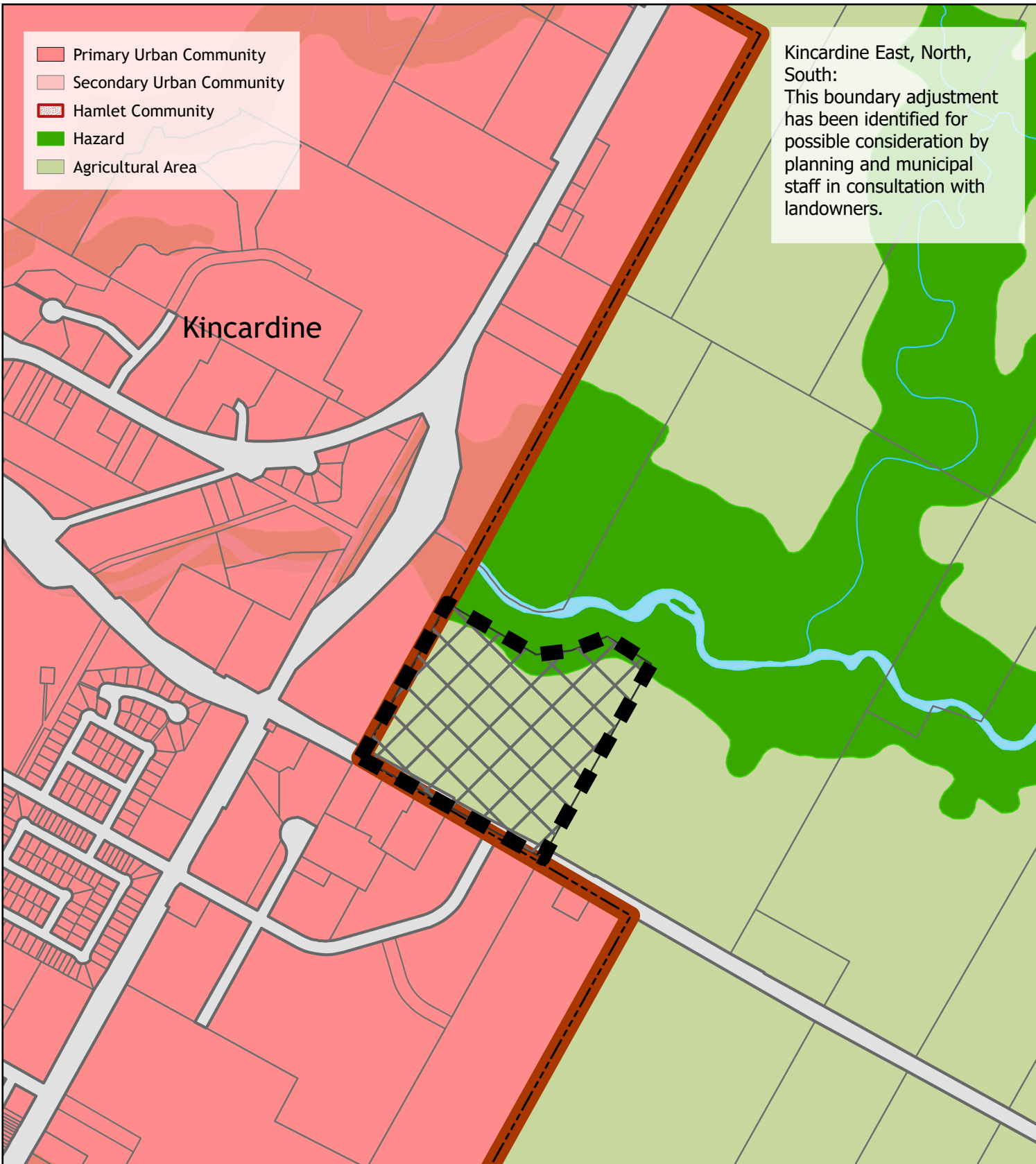
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 Municipality Request

 Landowner Request

 Staff Recommended



Kincardine East, North, South:  
 This boundary adjustment has been identified for possible consideration by planning and municipal staff in consultation with landowners.

**BRUCE**  
county

**Requested Boundary Expansion: Kincardine**  
 with Current County of Bruce Official Plan Designations

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- Municipality Request
- Landowner Request
- Staff Recommended

LAKE  
HURON

Kincardine  
Lakeshore

Kincardine East, North, South:  
This boundary adjustment has been identified  
for possible consideration by planning and  
municipal staff in consultation with landowners.

Kincardine Airport

Kincardine

-  Primary Urban Community
-  Secondary Urban Community
-  Hamlet Community
-  Mineral Resource Area
-  Hazard
-  Agricultural Area



### Requested Boundary Expansion: Kincardine with Current County of Bruce Official Plan Designations



Scale: 1:15,000




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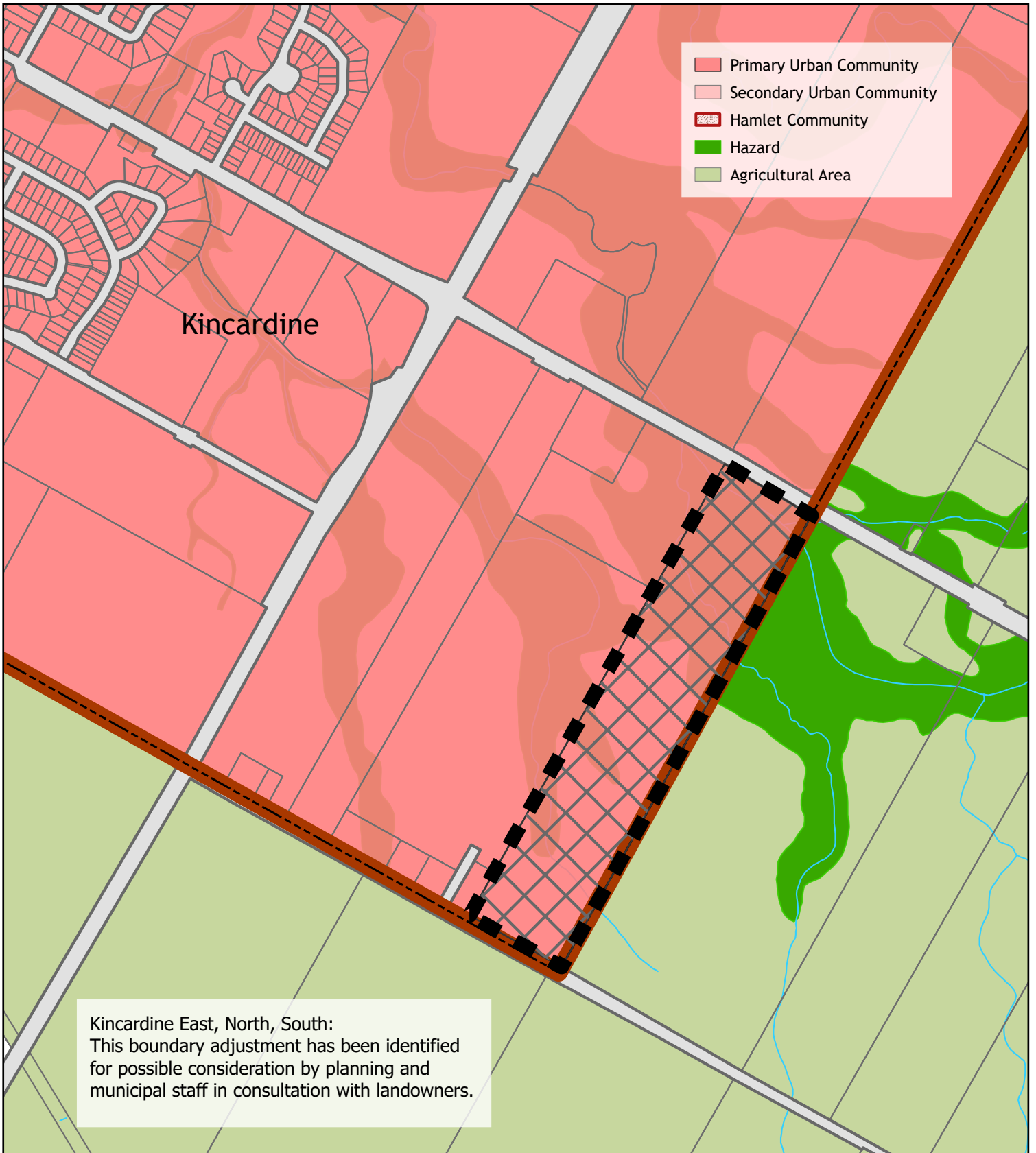
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-  Municipality Request
-  Landowner Request
-  Staff Recommended





Kincardine East, North, South:  
 This boundary adjustment has been identified for possible consideration by planning and municipal staff in consultation with landowners.

 <p><b>BRUCE</b> county</p>	<p><b>Requested Boundary Decrease: Kincardine</b>          with Current County of Bruce Official Plan Designations</p> <p>Produced by the County of Bruce Planning and Development - GIS Section          Data supplied under license by members of the Ontario Geospatial Data Exchange</p> <p>Date Printed: 8/22/2024 10:39 AM</p> <p>Path: G:\OP\BruceCounty OP\BC OP Schedules 2024\Requests\BNDY_Requests_PRO.aprx</p>	<p>Scale: 1:10,000</p> <p>Map Projection:          Universal Transverse Mercator (Zone 17)          North American Datum 1983</p> <p>© 2024 County of Bruce</p> <ul style="list-style-type: none"> <li> Municipality Request</li> <li> Landowner Request</li> <li> Staff Recommended</li> </ul>
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- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Hazard
- Agricultural Area
- Travel Trailer Park & Commercial Campground Development



Municipal Request: This boundary adjustment has been identified for possible consideration by planning and municipal staff in consultation with landowners.  
 Landowner Requests: This boundary expansion has been requested by the landowner.



**Requested Boundary Expansion and Decrease : Tiverton**  
 with Current County of Bruce Official Plan Designations

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- Municipality Request
- Landowner Request
- Staff Recommended

LAKE HURON

Landowner Requests: This boundary expansion has been requested by the landowner.

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Mineral Resource Area
- Hazard
- Agricultural Area
- Major Open Space Areas
- Rural Area
- Rural Recreational
- Travel Trailer Park & Commercial Campground Development

**Requested Boundary Expansion: NBP - Lindsay Township**  
with Current County of Bruce Official Plan Designations

Scale: 1:16,000



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
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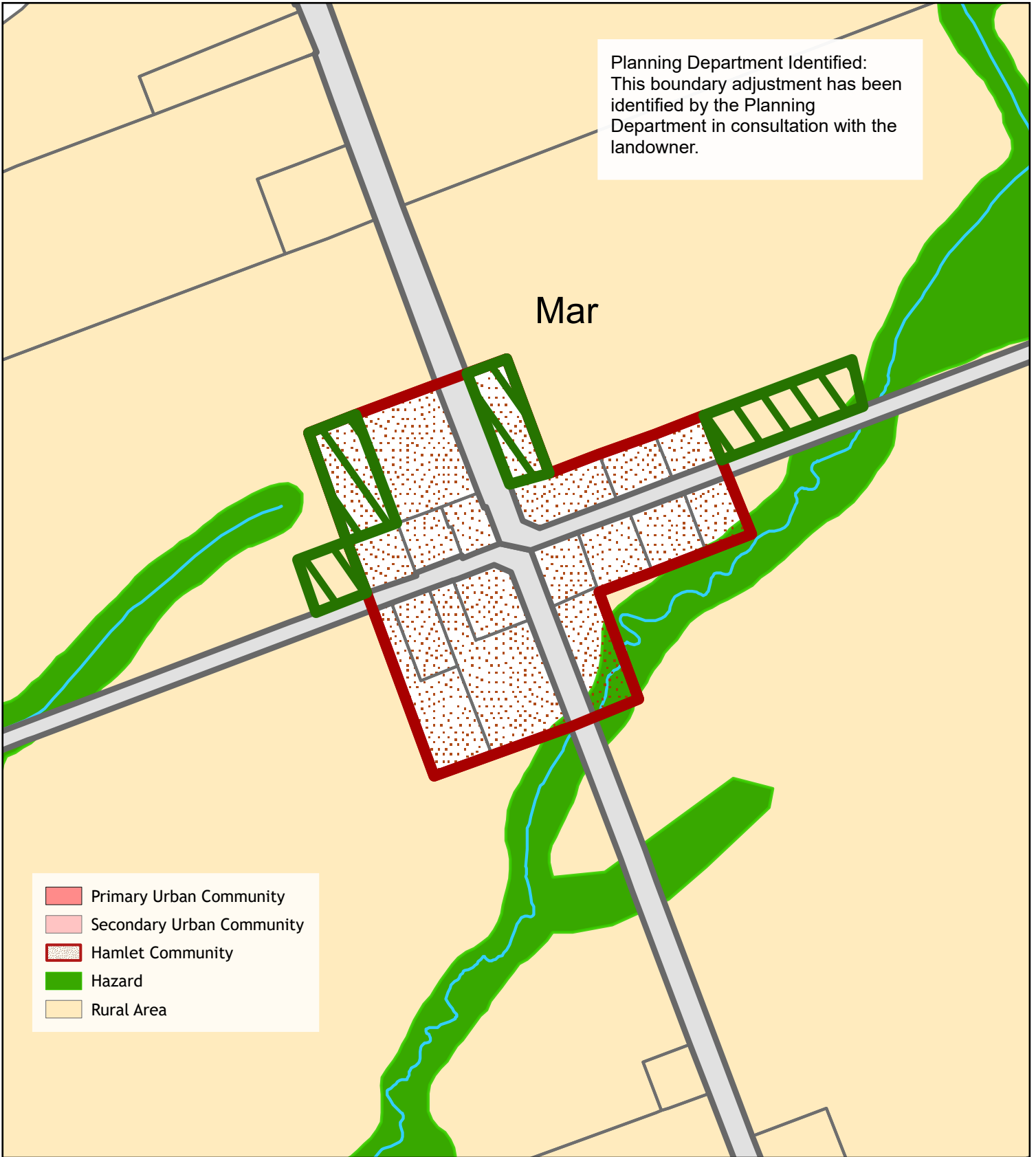
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- Municipality Request
- Landowner Request
- Staff Recommended

Planning Department Identified:  
 This boundary adjustment has been identified by the Planning Department in consultation with the landowner.

Mar

-  Primary Urban Community
-  Secondary Urban Community
-  Hamlet Community
-  Hazard
-  Rural Area



**Requested Boundary Expansion and Decrease: Mar**

with Current County of Bruce Official Plan Designations



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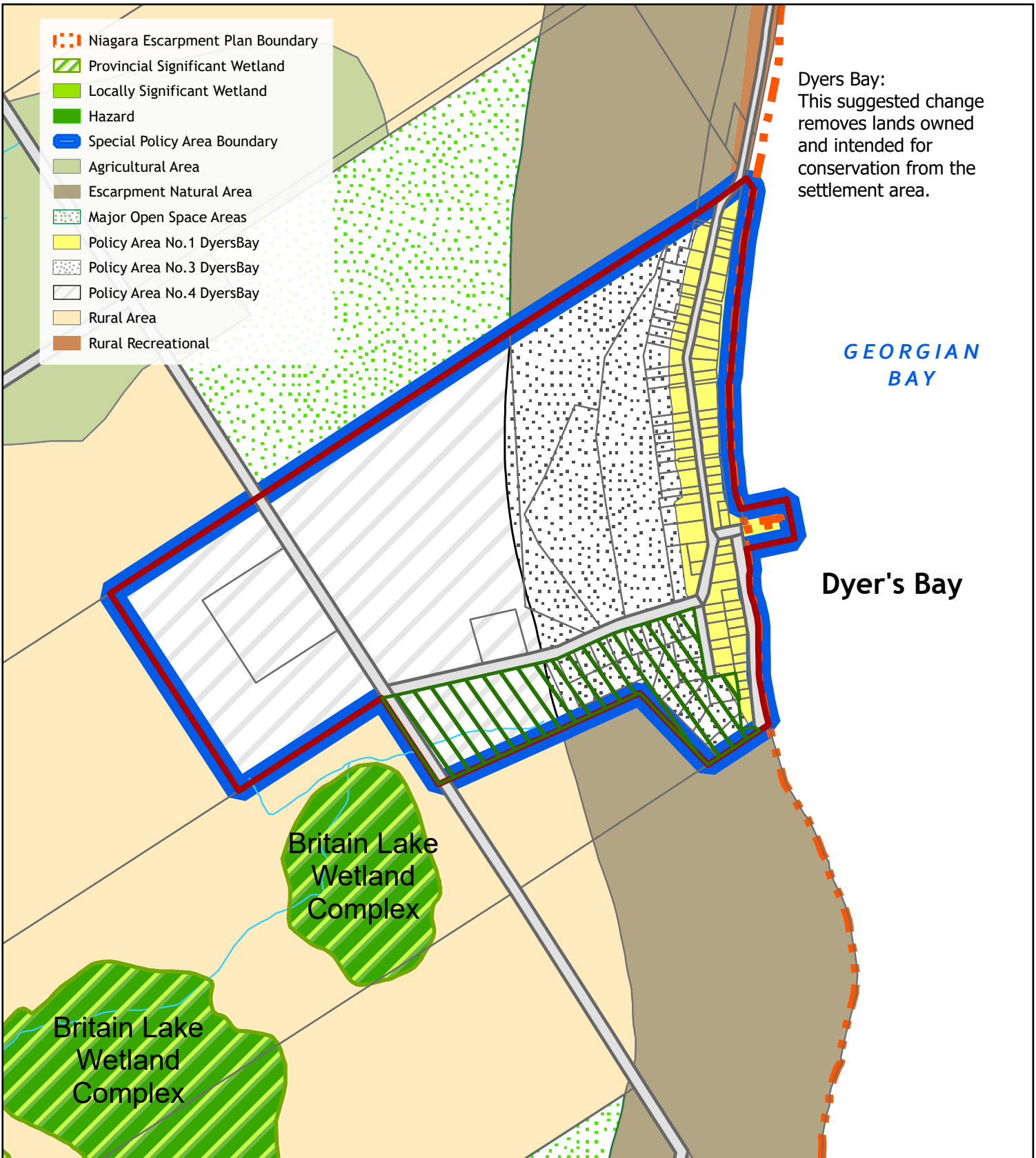


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-  Municipality Request
-  Landowner Request
-  Staff Recommended



Dyers Bay:  
This suggested change removes lands owned and intended for conservation from the settlement area.

GEORGIAN BAY

Dyer's Bay

Britain Lake Wetland Complex

Britain Lake Wetland Complex



**Requested Boundary Decrease: Dyer's Bay**  
with Current County of Bruce Official Plan Designations

Scale: 1:9,000

- Municipality Request
- Landowner Request
- Staff Recommended

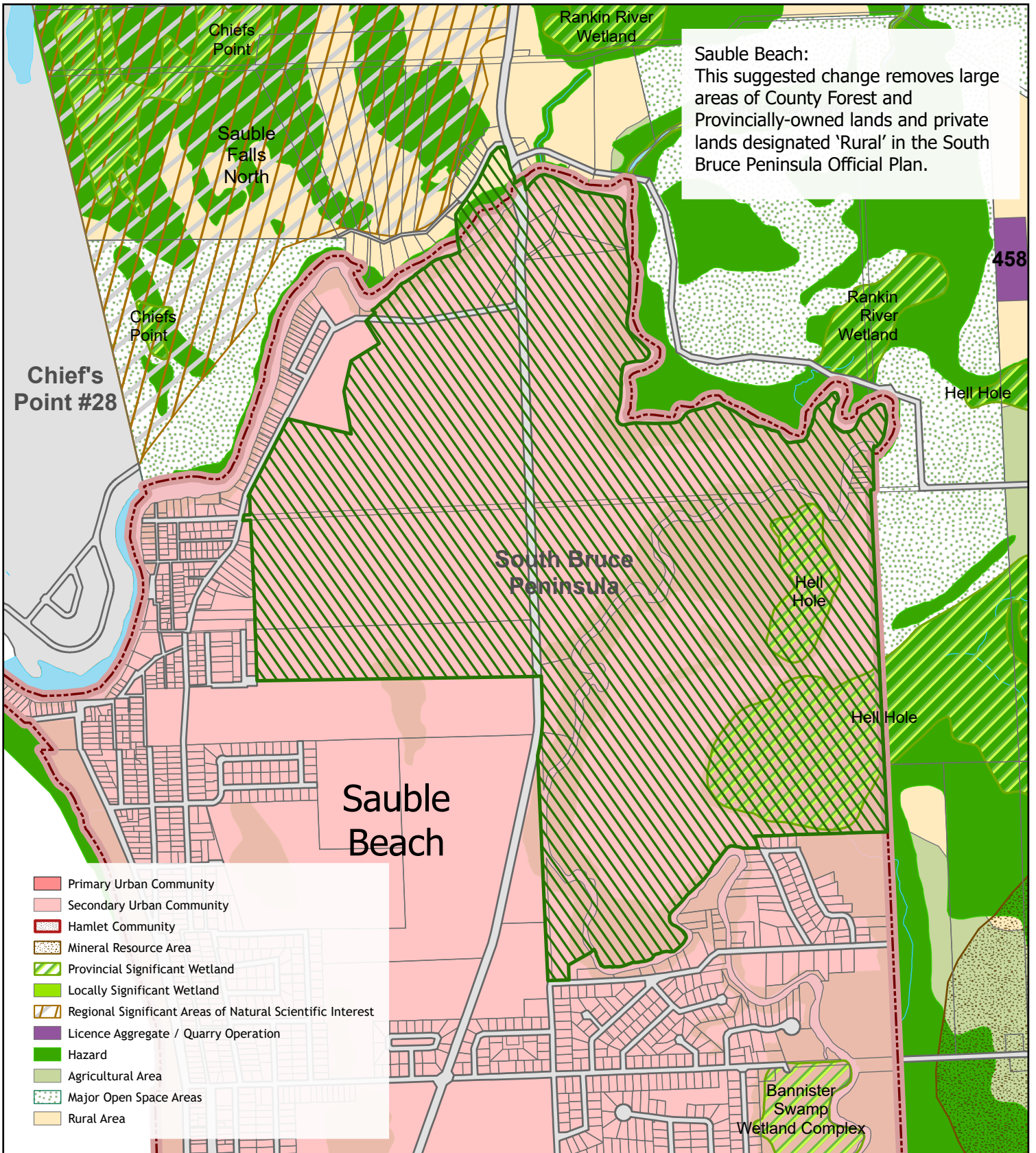
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**Requested Boundary Decrease: North Sauble Beach**

with Current County of Bruce Official Plan Designations



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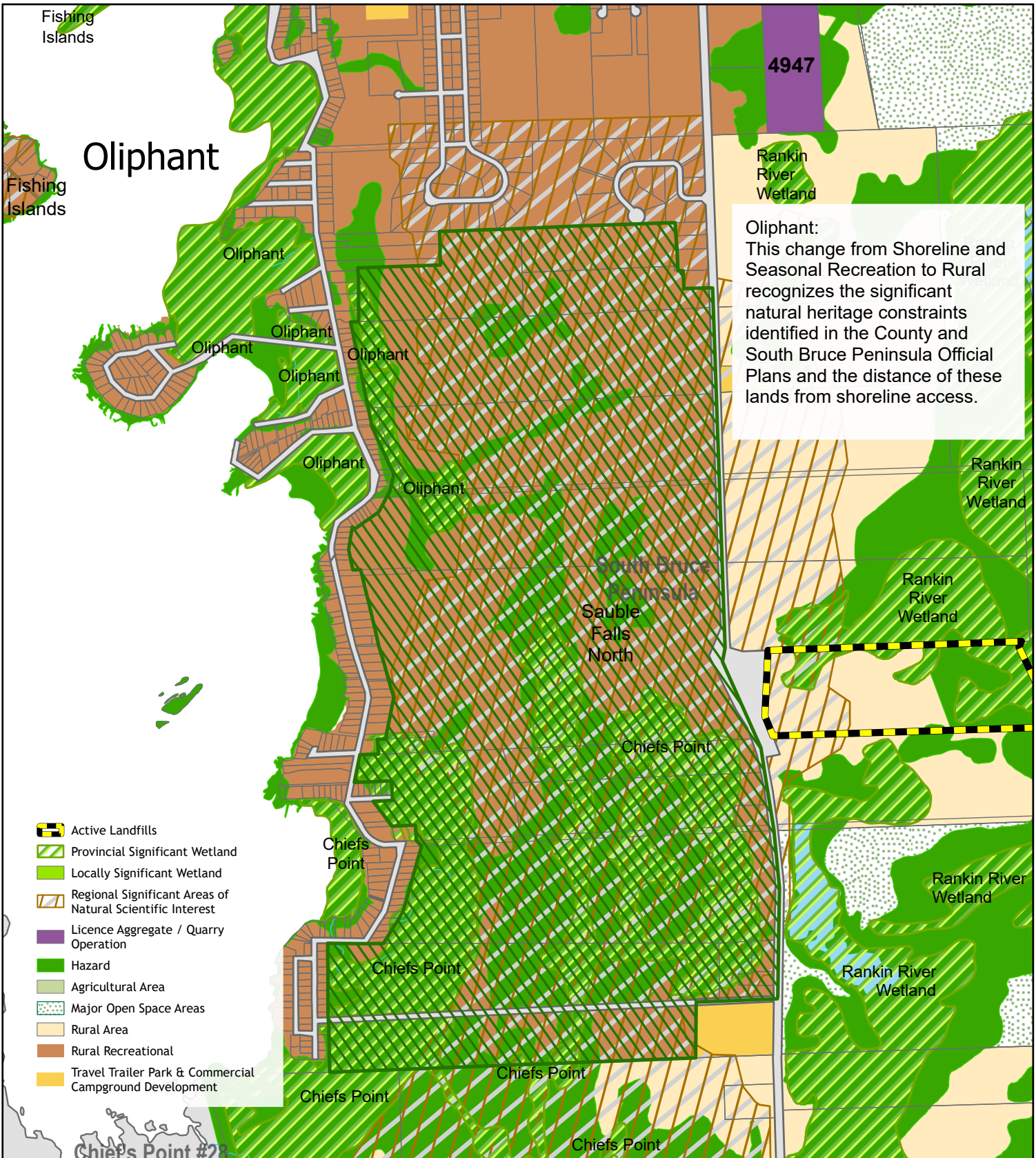


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- Municipality Request
- Landowner Request
- Staff Recommended



**Oliphant:**  
 This change from Shoreline and Seasonal Recreation to Rural recognizes the significant natural heritage constraints identified in the County and South Bruce Peninsula Official Plans and the distance of these lands from shoreline access.

45.0°N 81.3°W  
**BRUCE**  
 county

**Requested Designation Decrease: Oliphant**  
 with Current County of Bruce Official Plan Designations

Scale: 1:18,750

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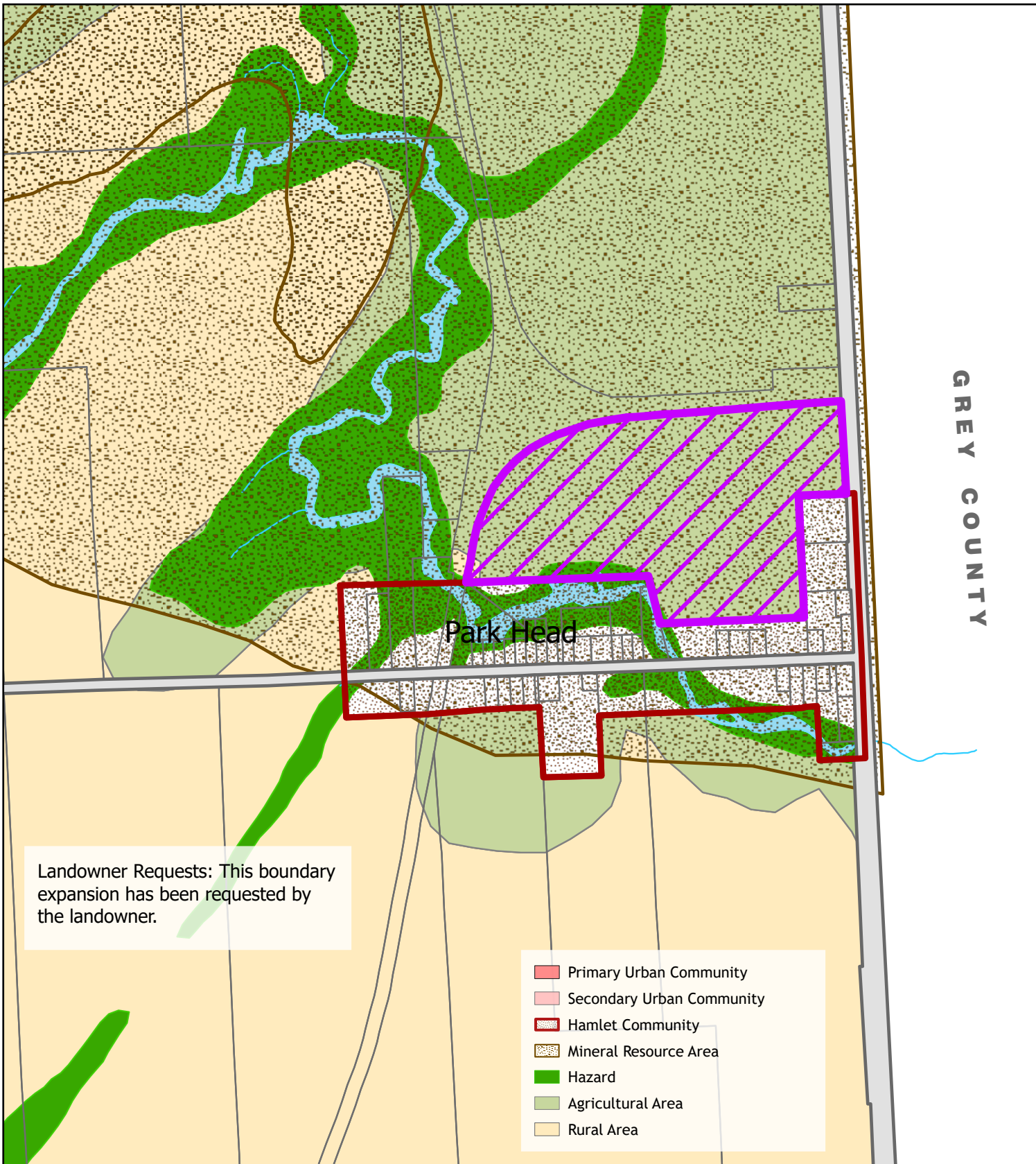
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- Municipality Request
- Landowner Request
- Staff Recommended

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Landowner Requests: This boundary expansion has been requested by the landowner.

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Mineral Resource Area
- Hazard
- Agricultural Area
- Rural Area



**Requested Boundary Expansion: Park Head**  
with Current County of Bruce Official Plan Designations



Scale: 1:10,000

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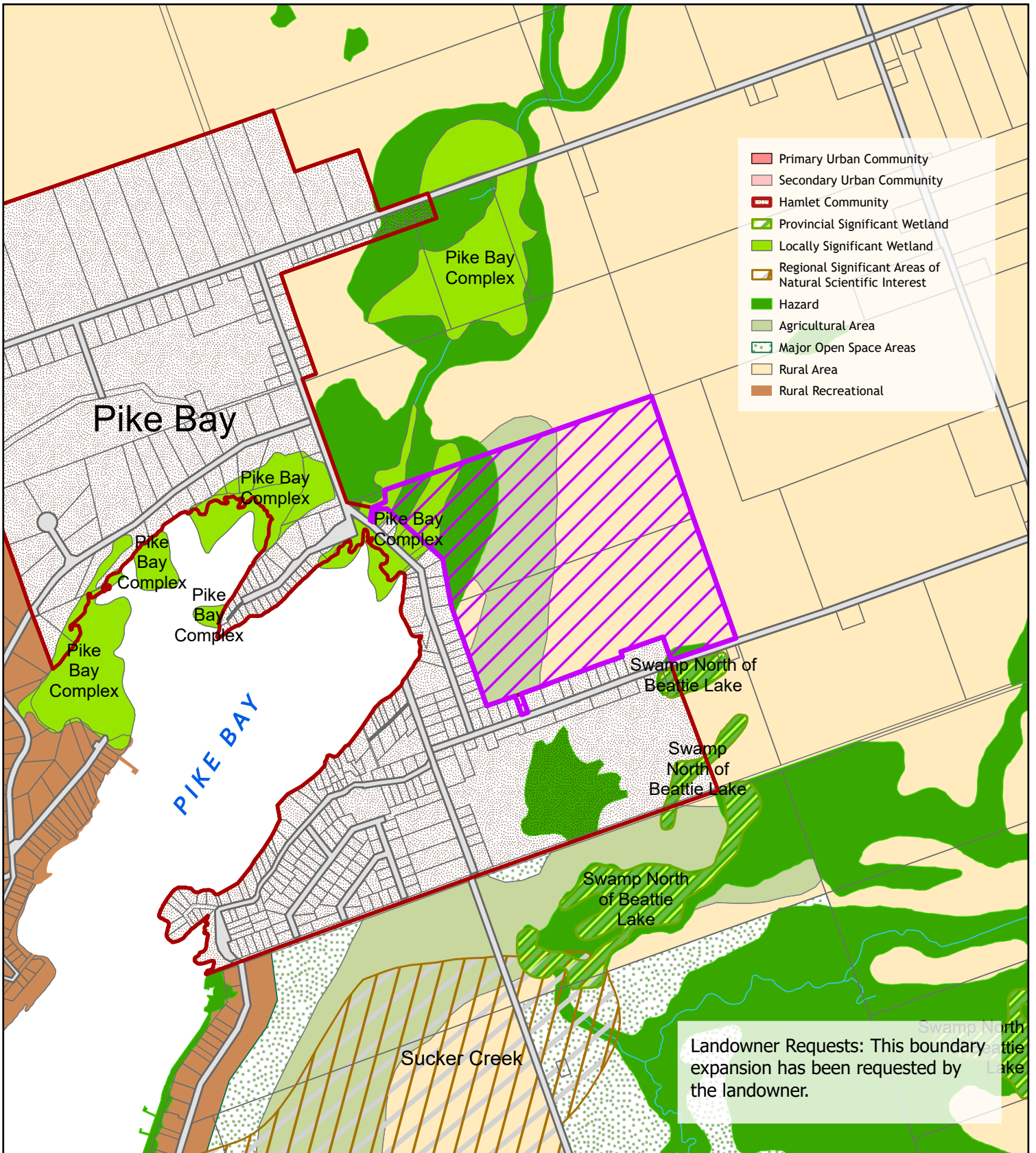
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- Municipality Request
- Landowner Request
- Staff Recommended





- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Provincial Significant Wetland
- Locally Significant Wetland
- Regional Significant Areas of Natural Scientific Interest
- Hazard
- Agricultural Area
- Major Open Space Areas
- Rural Area
- Rural Recreational

Landowner Requests: This boundary expansion has been requested by the landowner.



**Requested Boundary Expansion: Pike Bay**  
with Current County of Bruce Official Plan Designations

Scale: 1:16,000

- Municipality Request
- Landowner Request
- Staff Recommended

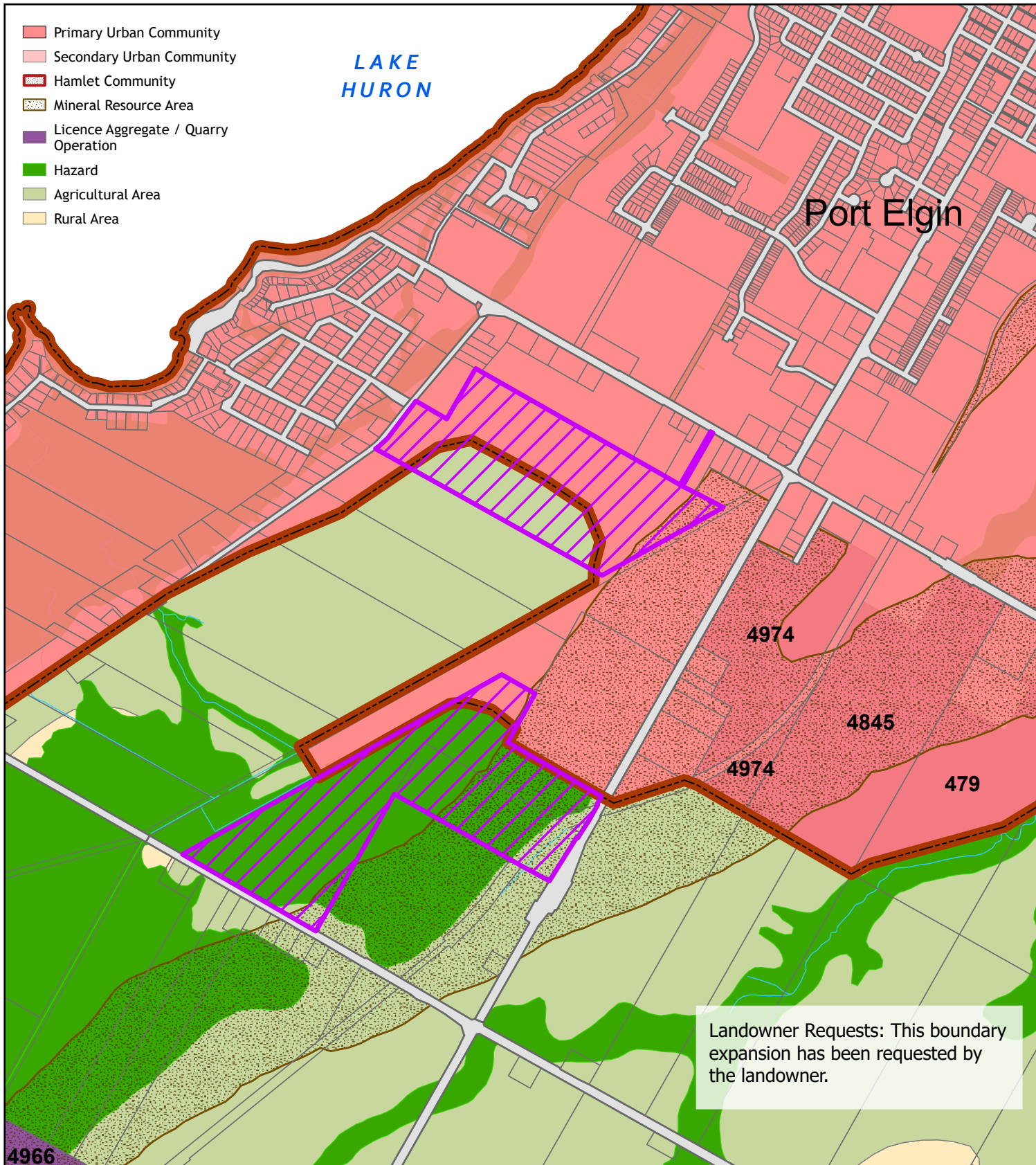
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45.0°N | 81.3°W  
**BRUCE**  
county

**Requested Boundary Expansion: South Port Elgin**  
with Current County of Bruce Official Plan Designations

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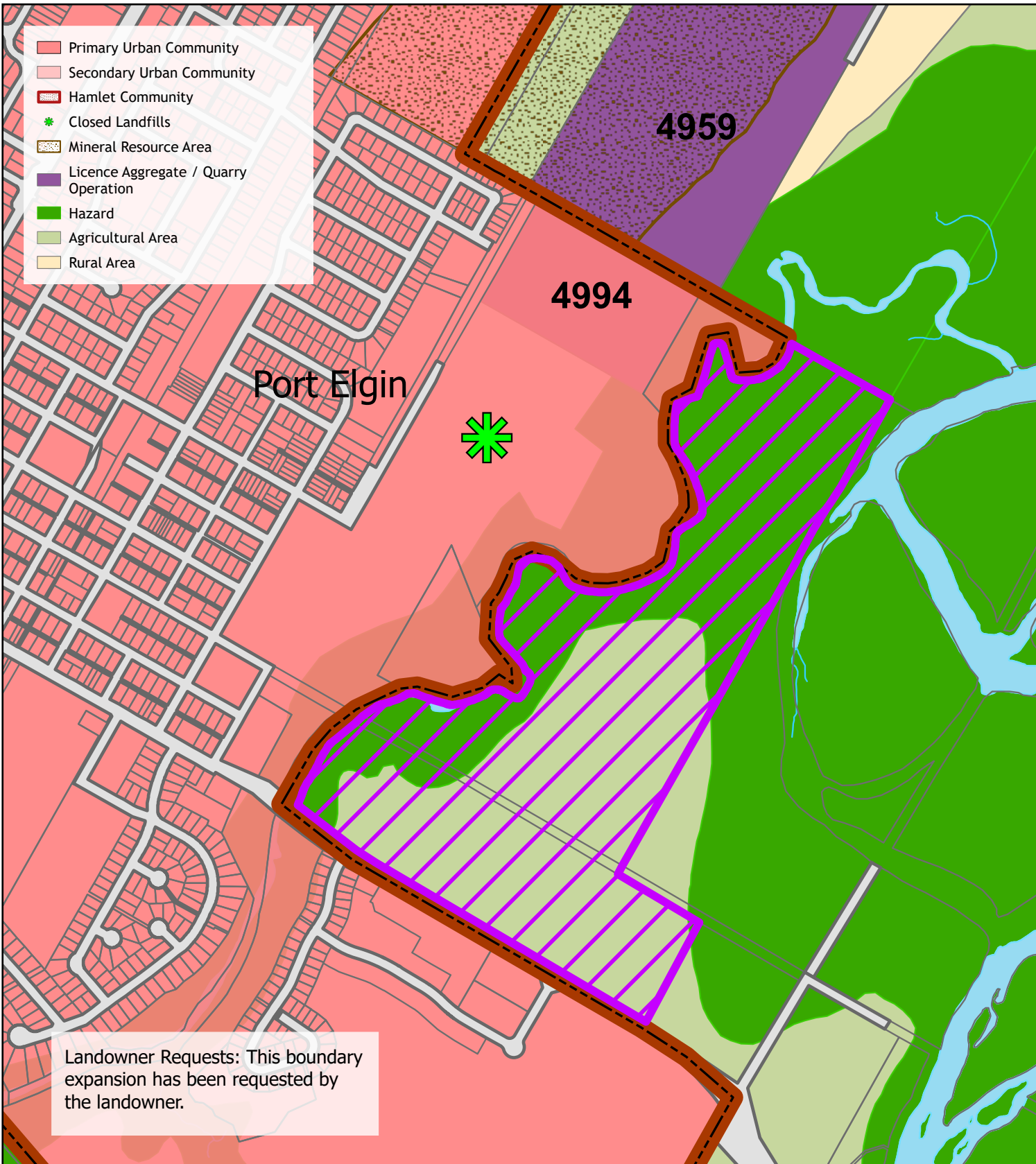
Map Projection:  
Universal Transverse Mercator (Zone 17)  
North American Datum 1983

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 Municipality Request

 Landowner Request

 Staff Recommended



Landowner Requests: This boundary expansion has been requested by the landowner.



45.0°N 81.3°W  
**BRUCE**  
county

**Requested Boundary Expansion: East Port Elgin**  
with Current County of Bruce Official Plan Designations

Scale: 1:10,000




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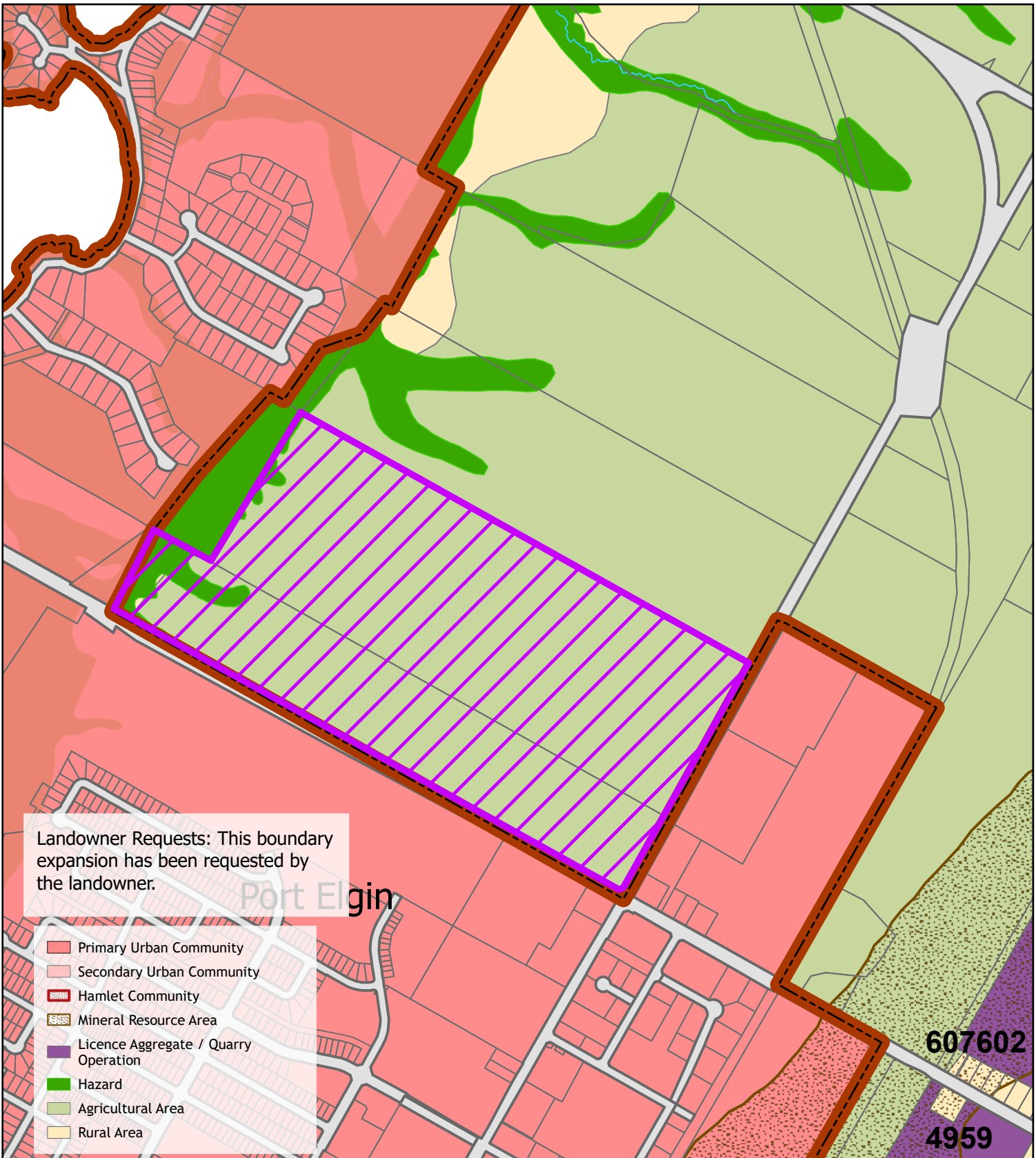
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-  Municipality Request
-  Landowner Request
-  Staff Recommended



Landowner Requests: This boundary expansion has been requested by the landowner.

Port Elgin

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Mineral Resource Area
- Licence Aggregate / Quarry Operation
- Hazard
- Agricultural Area
- Rural Area

607602  
4959



**Requested Boundary Expansion: North Port Elgin**  
with Current County of Bruce Official Plan Designations



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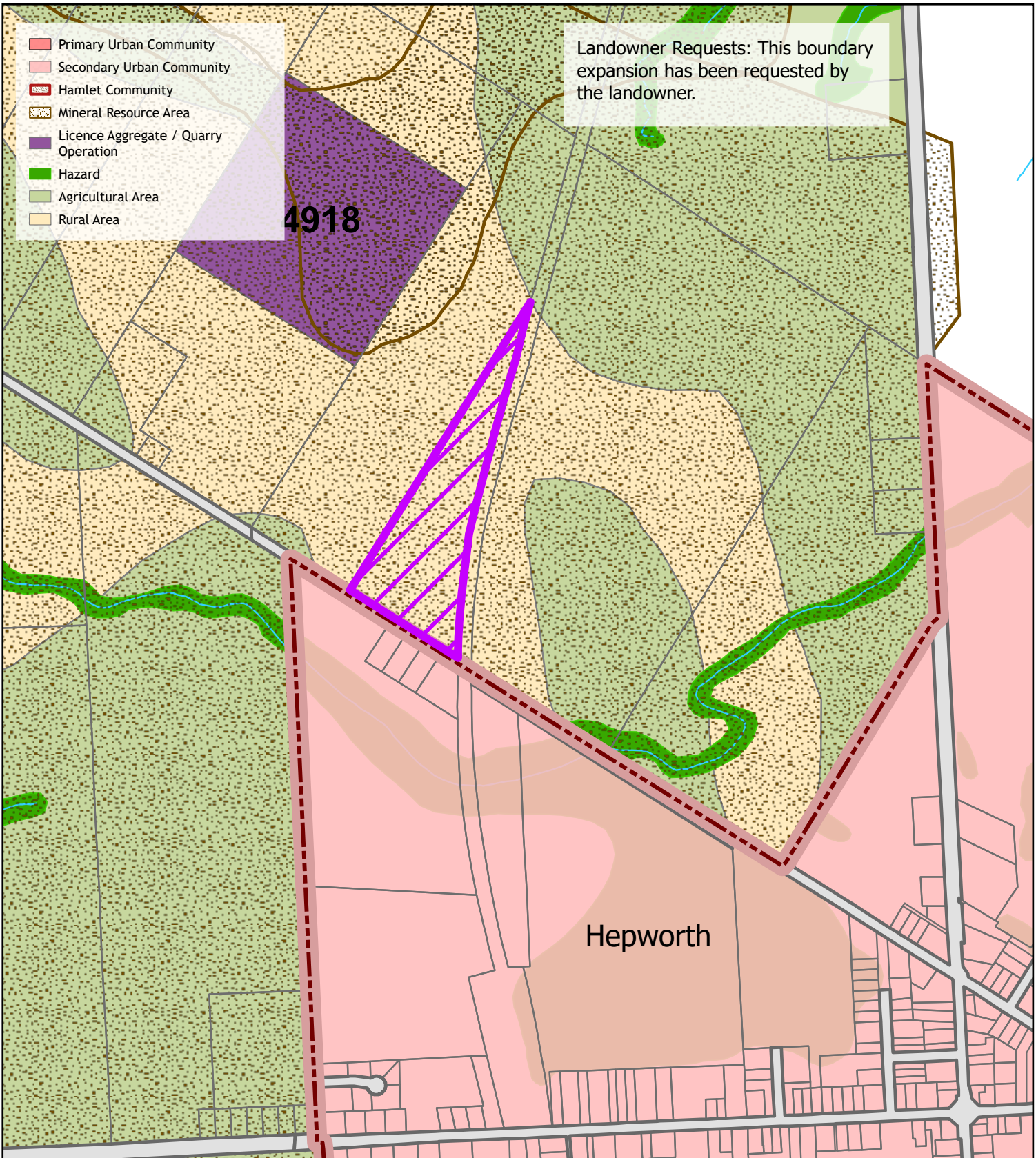
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- Municipality Request
- Landowner Request
- Staff Recommended



45.0°N 81.3°W  
**BRUCE**  
 county

**Requested Boundary Expansion: Hepworth**  
 with Current County of Bruce Official Plan Designations

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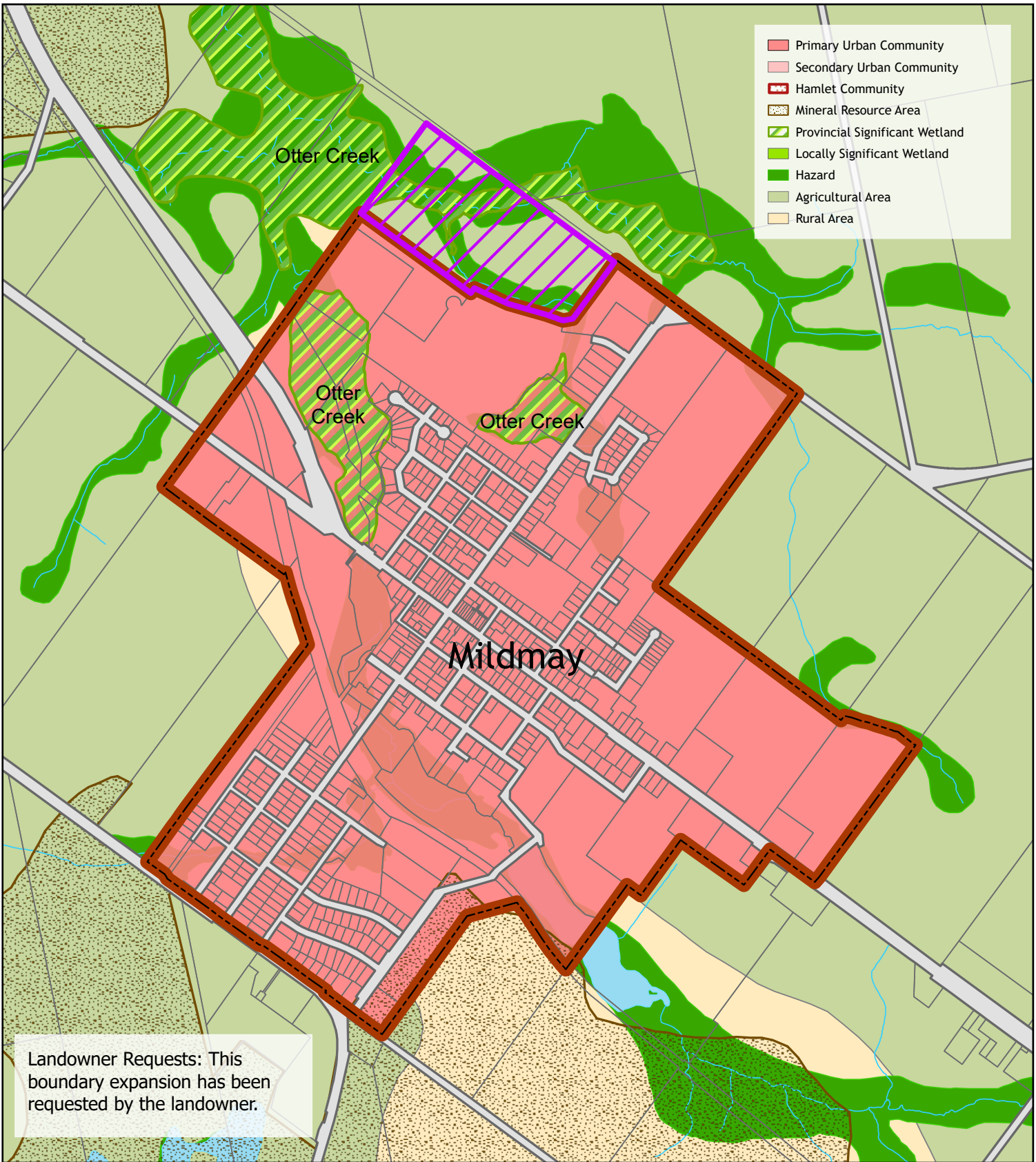
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 North American Datum 1983

Scale: 1:10,000

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Municipality Request  
 Landowner Request  
 Staff Recommended



Landowner Requests: This boundary expansion has been requested by the landowner.

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Mineral Resource Area
- Provincial Significant Wetland
- Locally Significant Wetland
- Hazard
- Agricultural Area
- Rural Area



**Requested Boundary Expansion: Mildmay**  
with Current County of Bruce Official Plan Designations

N  
Scale: 1:14,000

- Municipality Request
- Landowner Request
- Staff Recommended

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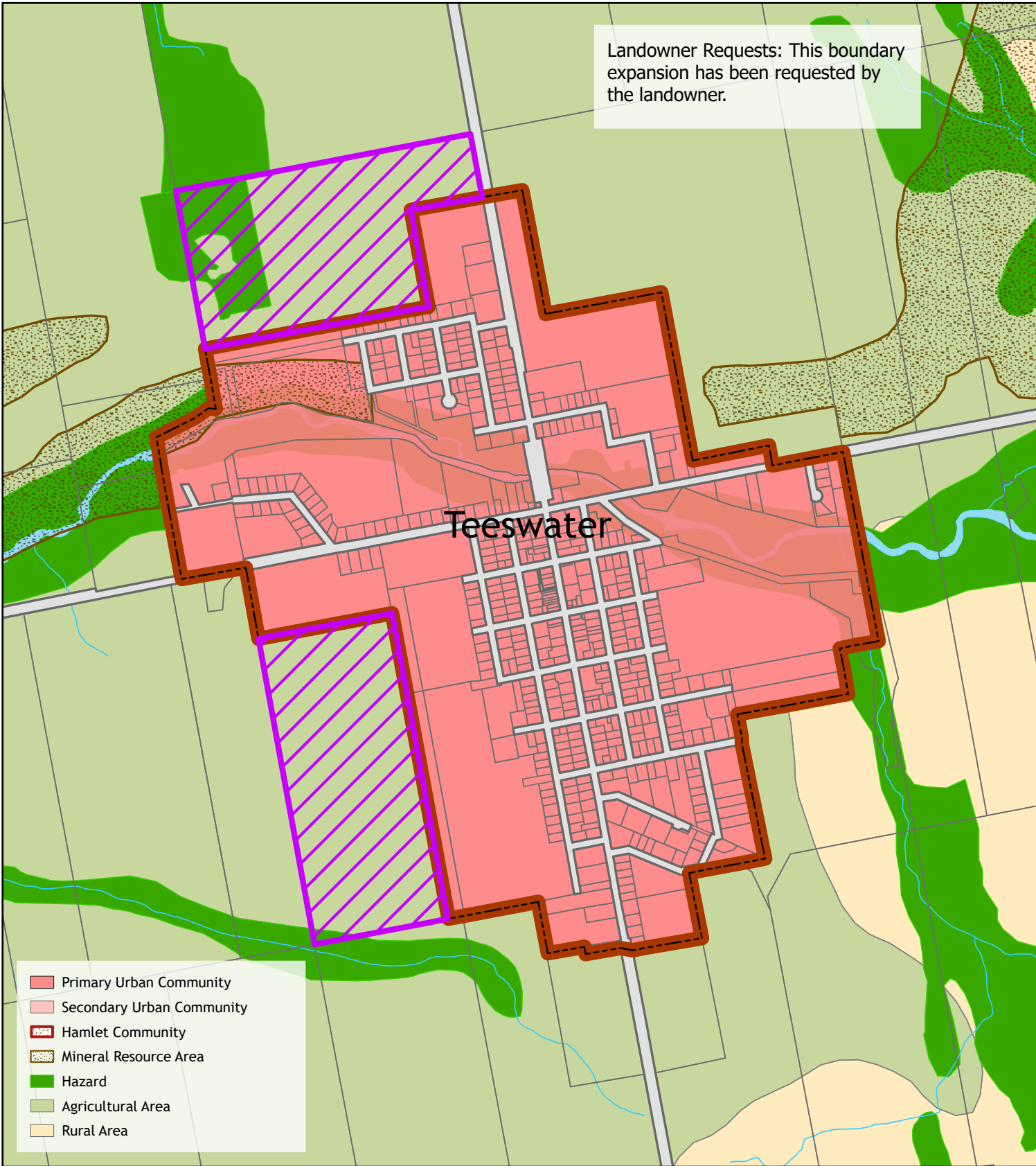
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Landowner Requests: This boundary expansion has been requested by the landowner.



Teeswater

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Mineral Resource Area
- Hazard
- Agricultural Area
- Rural Area



### Requested Boundary Expansion: Teeswater with Current County of Bruce Official Plan Designations



Scale: 1:14,000

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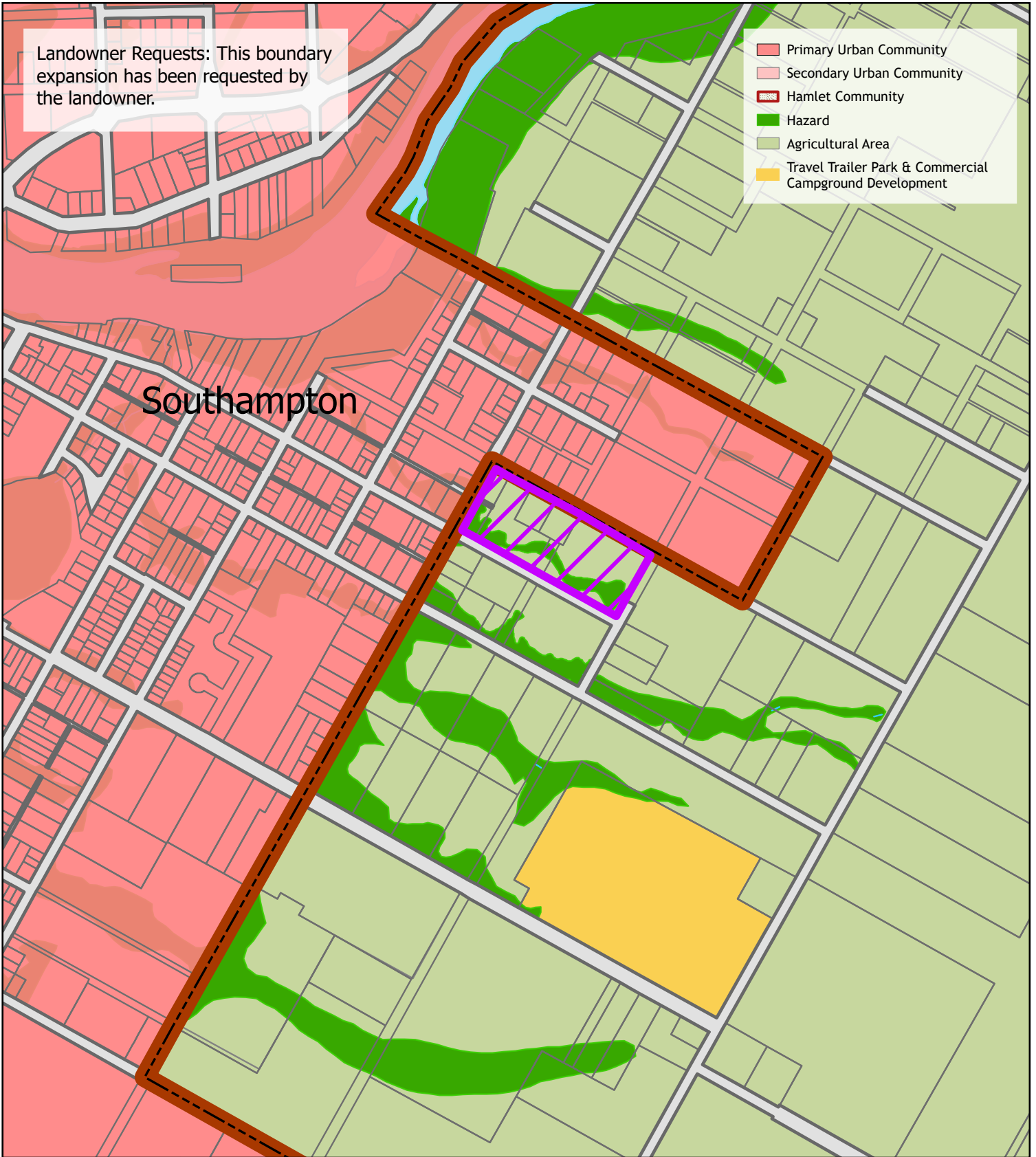
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- Municipality Request
- Landowner Request
- Staff Recommended

Landowner Requests: This boundary expansion has been requested by the landowner.

- Primary Urban Community
- Secondary Urban Community
- Hamlet Community
- Hazard
- Agricultural Area
- Travel Trailer Park & Commercial Campground Development

Southampton



**Requested Boundary Expansion: Southampton**  
with Current County of Bruce Official Plan Designations

N  
Scale: 1:10,000

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- Municipality Request
- Landowner Request
- Staff Recommended



2024-2046

# Bruce County Official Plan

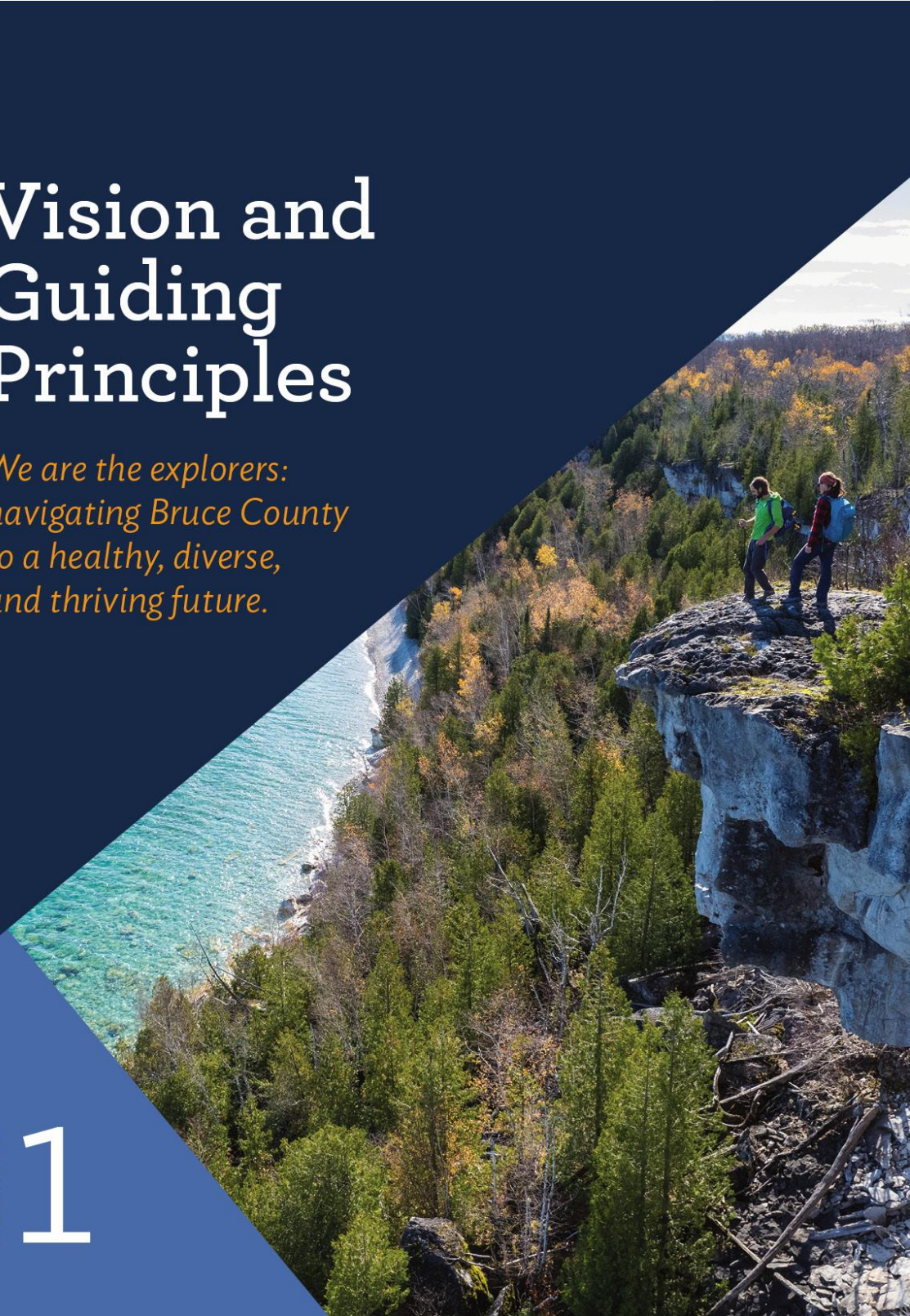


# Vision and Guiding Principles

*We are the explorers: navigating Bruce County to a healthy, diverse, and thriving future.*

SECTION

1



# Part 1 Introduction

## 1.1 Purpose of this Plan

Bruce County is an upper-tier Municipality in Southern Ontario, founded in 1867 and consisting of eight local Municipalities. Bruce County is entirely within Saugeen Anishnaabeking, the ancestral, traditional and treaty lands and territories of the Chippewas of Nawash Unceded First Nation and the Saugeen First Nation, together known as the Saugeen Ojibway Nation.

The Bruce County Official Plan (“the Plan”) is a strategic policy document to manage growth and change within the County over the planning horizon. It provides direction on matters related to physical, social, and economic development and for the continued stewardship of the natural environment within the County.

The Plan represents the vision and aspirations of Bruce County while having regard for matters of provincial interest as set forth in the Planning Act. It establishes a comprehensive policy framework to advance the community vision and builds on eight guiding principles described below. The Plan provides direction to local Official Plans and zoning by-laws, and functions as the Official Plan for areas not covered by local Plans. All decisions by a council are required to conform with the plan in effect. The County is committed to working collaboratively with local municipal partners to implement this Plan.

This Plan acknowledges the Indigenous Peoples of Bruce County whose rights are recognized and affirmed in Section 35 of the Constitution Act, 1982 and by the United Nations Declaration on the Rights of Indigenous Peoples and is to be implemented in a manner consistent with these rights.

Through this Plan Bruce County is committed to meaningful inclusion of Saugeen Anishnaabek world views and knowledge systems, and to honouring the unique and enduring spiritual relationships that Saugeen Anishnaabek have with the lands, waters, animals, and all life in Bruce County.

This Plan must be read and interpreted in its entirety, including all schedules and annexes.



## 1.2 Vision

The Plan is intended to inform long-range planning decisions within the County over the planning horizon. The Vision flows from a comprehensive consultation and engagement program with the community and reflects community aspirations for the future of Bruce County.

**Commented [MW1]:** Text with grey highlight indicates wording that is already adopted in the current Bruce County Official Plan.

The Vision of this Official Plan is:

*“To navigate Bruce County towards a healthy, diverse, and thriving future.”*

## 1.3 Guiding Principles

The Vision is supported by eight Guiding Principles which collectively shape the overall direction of land use planning across the County.

The Guiding Principles of this Official Plan are:

- (1) Good Growth: Put growth in the right locations with the right services.
- (2) Homes: Increase the supply and mix of homes.
- (3) Agriculture: Support our key economies, including a thriving agriculture community.
- (4) Business: Create opportunities for a diversity of businesses, jobs and employers.
- (5) Connecting: Improve our ability to move people, goods, and information between communities.
- (6) Communities: Create wellbeing through access to complete and healthy communities.
- (7) Heritage: Identify and manage cultural heritage resources.
- (8) Natural Legacy: Manage natural resources wisely for future generations.



## Part 2 Growth Management

This Section establishes the foundation for responsibly managing growth and change within the County to the year 2046 (the 'planning horizon'). The growth management strategy balances population and economic growth in a sustainable and coordinated manner within the County and local municipalities.

Growth management policies help the County and local municipalities plan for future land needs and invest in the services and infrastructure required to accommodate projected growth. These policies recognize the unique interests of local municipalities and balance these with County interests and Provincial direction.

### 2.1 County Structure

The County Structure represents the settlement pattern and is comprised of land use designations and overlays established by this Plan. The County Structure recognizes that comprehensive planning includes a coordinated approach to growth management, a settlement area hierarchy, and infrastructure planning to accommodate forecasted growth. The County Structure is used to achieve the vision and guiding principles of this Plan by laying out how projected growth will occur in an efficient, coordinated and sustainable manner. Schedule A illustrates the following elements of the County Structure.

#### 2.1.1 Settlement Areas

Settlement Areas are planned to accommodate most of the County's growth over the planning horizon. Designated settlement Areas include Primary Urban Communities, Secondary Urban Communities and Hamlets. These designations will have the greatest concentration of development and mix of land uses and include:

- (1) Primary Urban Communities: have infrastructure and services and are expected to accommodate the majority of forecasted residential, commercial and employment growth, and to meet minimum density targets.
- (2) Secondary Urban Communities: are planned to accommodate some forecasted residential, commercial and employment growth, with densities of development limited by available or planned infrastructure and services.
- (3) Hamlet Communities: may have limited infrastructure and services and are

anticipated to accommodate a smaller portion of forecasted residential, commercial and employment growth within the County.

### 2.1.2 Countryside Area

Many of Bruce County's natural assets are finite, non-renewable resources. Agricultural lands are the foundation for food, fibre, the local food economy, agri-food exports, and economic prosperity. The Countryside Area is therefore planned to support the long-term viability and prosperity of agriculture, rural land uses, natural areas and open spaces, and to accommodate some growth over the planning horizon. The Countryside includes the Agricultural Area, Rural Area, and Open Space land use designations, as follows:

- (1) Agricultural Areas protect prime agricultural lands for long-term agricultural uses and to support a thriving agricultural sector.
- (2) Rural Areas support a range of natural resource-based uses, including agriculture, but are not recognized as forming part of prime agricultural lands based on the Provincial land classification system.
- (3) Open Space lands are primarily owned and managed by government or non-government organizations and are used for conservation and recreational purposes.

### 2.1.3 Shoreline and Seasonal Recreational Area

The County's proximity to numerous recreational and leisure opportunities creates a unique need to plan for a range of land uses. The Shoreline and Seasonal Recreational Area includes areas around the Great Lakes shoreline, inland lakes, and campgrounds.

### 2.1.4 Natural Environment System

The Natural Environment System represents the Natural Heritage System and Water Resource System within the County. It is comprised of natural heritage and hydrologic features and associated functions, linkages, areas, and buffers.

The Natural Environment System Overlay exists to maintain and, where possible, enhance the natural function of various ecosystems within the County and plans for the conservation of their biological integrity for future generations to enjoy, while recognizing that compatible land uses may be permitted in accordance with the policies of this Plan.



### 2.1.5 Niagara Escarpment Plan

The Niagara Escarpment and adjacent areas are recognized as a UNESCO World Biosphere Reserve and are subject to the provincial Niagara Escarpment Plan and Greenbelt Plan. These plans apply to protect unique geological and ecological features that contribute to the overall quality of life for residents of Bruce County and beyond. This plan supports implementation of the Niagara Escarpment Plan.

### 2.1.6 Hazard Lands

Hazard lands within the County pose an imminent risk to public health and safety due to inherent physical conditions, such as flood and erosion susceptibility or unstable substrates such as karst. This Plan discourages development on hazard lands for the long-term protection of life and property.

Some areas of the County have forest types that are prone to wildland fire. This plan discourages development in wildland fire risk areas where risk mitigation is inconsistent with maintaining natural heritage features and functions.

## 2.2 Growth Management Strategy

The Growth Management Strategy builds on the County Structure by providing policy direction on how the County will manage growth and change over the planning horizon. It also implements provincial direction regarding where and how communities grow.

The Growth Management Strategy is integral to determining land needs and planning for infrastructure, housing, public services, and responsible municipal fiscal management. It is also an important tool to guide stewardship of the natural environment and prioritize public health and safety.

### 2.2.1 Growth Management Objectives

The Growth Management Strategy of this Plan will achieve the following objectives:

- (1) Plan for forecasted growth within the County in accordance with Section 2.3 of this Plan.
- (2) Manage growth in an efficient, orderly, and sustainable manner that provides housing and employment opportunities, while protecting agricultural land, supporting continued stewardship of the natural environment, and safeguarding public health and safety.



- (3) Prioritize future growth and intensification in communities where there is existing or planned full municipal servicing.
- (4) Permit limited growth in the County's Hamlet Communities to ensure long-term vitality and well-being, while recognizing their unique character and function within the County.
- (5) Plan for a full range of housing options by type and tenure, including affordable and attainable housing, to meet the current and future needs of the County.
- (6) Plan for a full range of employment types and opportunities throughout the County to achieve the economic development objectives of this Plan and to support a thriving economy.
- (7) Responsibly manage the provision of infrastructure, servicing and human services to correspond with the forecasted growth over the planning horizon of this Plan.

### 2.2.2 Where and How to Grow

This Plan establishes a range of land use designations to advance the Vision and Guiding Principles. These land use designations form the basis of the County Structure.

- (1) A majority of forecasted residential and employment growth is planned to be accommodated within areas designated by this Plan as Primary Urban Communities, Secondary Urban Communities and Hamlet Communities.
- (2) Intensification of Primary Urban Communities and Secondary Urban Communities is expected over the horizon of this Plan, with at least 15% of growth expected through intensification. Intensification will be subject to existing or planned infrastructure, including available municipal servicing.
- (3) Hamlet Communities are integral to the long-term vitality and viability of rural areas within the County. Growth in Hamlets will be supported through development of existing lots, minor infill and minor rounding out, and limited non-residential development.
- (4) The ability for Hamlets to accommodate new growth will be predicated on their ability to provide appropriate infrastructure, including servicing.
- (5) Full municipal servicing within Hamlets may not be feasible over the planning horizon, and therefore private communal servicing is the preferred alternative servicing to accommodate new growth, including minor infill and rounding out of

**Deleted:** encouraged

**Commented [MW2]:** Underlined coloured text indicates a proposed change within wording that has already been adopted in the current Bruce County Official Plan.

**Deleted:** and

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existing development.

- (6) Where private communal servicing is not feasible, minor infilling and the rounding out of development within Hamlets may be approved where individual on-site servicing is proposed, provided that site conditions are suitable, and it can be demonstrated that the provision of individual on-site servicing will have no negative impact.
- (7) To support the long-term vitality and viability of rural and agricultural communities, this Plan recognizes that limited growth may also occur in Rural Areas outside of Primary Urban Communities, Secondary Urban Communities and Hamlet Communities.
- (8) Non-agricultural development will be primarily directed to existing built-up areas within the County to support the growth-related objectives of the built-up areas, protect agricultural land and provide housing and employment opportunities within existing communities.

### 2.2.3 Land Needs Assessment

The land needs assessment is critical to understanding how much land is required to support community growth and when it will be required. It also guides how new development will be planned and phased, requirements for infrastructure and public service facilities, and municipal financial impacts associated with new development. The policies of this Section identify County-wide land needs over the planning horizon.

- (1) At a County scale, there is an adequate supply of lands within Primary Urban Communities, Secondary Urban Communities, and Hamlet areas to accommodate forecasted growth over the planning horizon.
- (2) If growth proceeds in accordance with the forecasts outlined in this Plan, the Walkerton Primary Urban Area is expected to become constrained with respect to current residential land supply and commercial land supply over the plan horizon.
- (3) If growth proceeds in accordance with the forecasts outlined in this Plan, the Saugeen Shores Primary Urban Areas are expected to become constrained with respect to current employment and commercial land supply over the plan horizon.
- (4) If growth proceeds in accordance with the forecasts outlined in this Plan, the Kincardine Primary Urban Area is expected to become constrained with respect to current employment land supply over the plan horizon.



- (5) If growth proceeds in accordance with the forecasts outlined in this plan, Sauble Beach, Tiverton, Mildmay, Lucknow, Ripley, Chesley, Paisley, Teeswater, and Tara may be constrained by their current designated commercial land supply over the plan horizon.
- (6) Local Municipalities are best positioned to understand land supply constraints in their communities. Local municipalities with expected or potential constraints in one or more land use designations are encouraged to review opportunities to accommodate forecasted growth through redesignation within existing Settlement Area boundaries where feasible and appropriate, including through intensification strategies.

### 2.2.4 Settlement Area Boundary Expansions or Adjustments

The County prioritizes intensification and redevelopment in existing Settlement Areas to support compact, complete communities. The County may permit the expansion or adjustment of Settlement Areas through an amendment to this Plan, in accordance with the policies of this Section.

- (1) Where it is not feasible or appropriate to accommodate forecasted growth within existing Settlement Area boundaries, and where local forecasts and growth strategies identify that existing Settlement Area boundaries are not sufficient to accommodate forecasted growth, the County in consultation with local municipalities may identify Settlement Area boundary expansions or adjustments.
- (2) It is expected that Brockton will require a boundary expansion to the Walkerton Primary Urban Area within the planning horizon to accommodate forecasted residential growth and support continued development as a complete community.
- (3) Expansions or adjustments to Settlement Area boundaries will only be considered by the County through an amendment to this Plan where it has been demonstrated that:
  - (a) There is sufficient capacity in existing or planned infrastructure for the proposed expansion or adjustment;
  - (b) The lands can be developed efficiently and at a density consistent with the development policies of this plan
  - (c) No undue financial burden will be placed on the County or local municipality;

**Commented [JV3]:** If the Plan moves forward with identifying expansion(s) for walkerton this policy can be deleted or updated to reflect the planning objective for the area identified in the expansion.



- (d) The proposed expansion or adjustment has regard for the Natural Environment System policies of this Plan;
- (e) Impacts on agricultural lands and operations which are adjacent or close to the settlement area are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible, in accordance with the policies of this Plan;
- (f) Early engagement and consultation is undertaken with key stakeholders;
- (g) Early consultation with Saugeen Anishnaabek is undertaken to ensure input, traditional knowledge, and traditional or treaty rights are considered.

### 2.2.5 Phasing of Development

The purpose of phasing policies is to ensure that development to accommodate the County's growth is delivered in a manner that is fiscally responsible and sustainable.

- (1) Local municipalities will prepare phasing policies through local planning processes in accordance with the following to ensure:
  - (a) Phasing plans anticipate and enable achievement of the intensification targets outlined in Section 2.2.2 and
  - (b) The orderly progression of development within designated Settlement Areas and the timely provision of the infrastructure and public service facilities required to meet current and projected needs.

### 2.2.6 Municipal Servicing

The provision of municipal servicing to accommodate long-term growth is critical to ensuring that development occurs in a sustainable manner while having due regard for responsible fiscal management. The County will work collaboratively with local municipalities to achieve the policies of this Section.

- (1) Land use planning, asset management and investment in capital improvements will be undertaken in a coordinated manner when implementing the policies of this Plan and through local planning processes.
- (2) Development, redevelopment, infill, and intensification will demonstrate to the satisfaction of the County and the local municipality that the provision of municipal servicing is consistent with provincial direction and the policies of this Plan.
- (3) Local municipalities are encouraged to plan for investment in future capital



improvements required to accommodate growth and development that is forecast over the planning horizon, as established by this Plan.

- (4) Local municipalities are encouraged to undertake local growth management planning processes which plan for service levels based on the growth projections of this Plan, as well as the growth management strategy to ensure investment in capital improvements is financially sustainable.
- (5) Planning for capital improvements will have regard for the asset management policies of this Plan, which emphasize the objectives of maximizing benefits, managing risk, and providing the necessary levels of service to the public in a sustainable manner.
- (6) The County and local municipalities may implement the full range of tools and instruments afforded under the Planning Act, Development Charges Act, Municipal Act, and other statutes, as applicable, to ensure that investment in capital improvements occurs in a financially sustainable manner and provide for the recovery of growth-related costs.

## 2.3 Growth and Housing Forecasts

This Section forecasts minimum expected growth for population and employment over the planning horizon. It also includes forecasts for households including seasonal dwellings. Residential, employment, and household growth will occur in accordance with the County Structure and land use designations established by this Plan.

### 2.3.1 Population and Employment Forecasts

This Plan is based on a forecast that projects growth within the County over the planning horizon. The forecast projects both population and employment growth as shown in Table 1 and Table 2. The growth forecast serves as the basis for establishing land requirements to accommodate growth and determining County services.



Table 1: Population Projections for Bruce County by Municipality to 2046

Area / Year	2021	2026	2031	2036	2041	2046
Arran-Elderslie	7,200	7,500	7,700	7,900	8,100	8,200
Brockton	10,000	10,700	11,500	12,200	12,800	13,200
Huron Kinloss	8,000	8,700	9,200	9,800	10,300	10,600
Kincardine	12,300	13,100	13,700	14,400	14,900	15,400
Northern Bruce Peninsula	4,600	5,000	5,300	5,600	5,900	6,100
Saugeen Shores	16,400	17,600	19,200	20,300	21,200	22,200
South Bruce	6,000	6,300	6,600	6,900	7,200	7,400
South Bruce Peninsula	9,000	9,400	9,700	10,000	10,300	10,500
<b>Bruce County</b>	<b>73,500</b>	<b>78,400</b>	<b>82,900</b>	<b>87,000</b>	<b>90,700</b>	<b>93,600</b>

Table 2: Employment Projections for Bruce County by Municipality to 2046

Area / Year	2021	2026	2031	2036	2041	2046
Arran-Elderslie	2,240	2,340	2,410	2,490	2,570	2,590
Brockton	4,670	5,030	5,350	5,650	5,910	6,090



Area / Year	2021	2026	2031	2036	2041	2046
Huron Kinloss	2,280	2,480	2,620	2,770	2,890	3,000
Kincardine	13,860	14,950	15,400	15,520	15,600	15,700
Northern Bruce Peninsula	1,570	1,690	1,780	1,880	1,980	2,040
Saugeen Shores	5,270	5,680	6,210	6,570	6,940	7,270
South Bruce	1,900	2,080	2,170	2,280	2,380	2,450
South Bruce Peninsula	3,140	3,370	3,490	3,610	3,750	3,840
<b>Bruce County</b>	<b>34,900</b>	<b>37,600</b>	<b>39,400</b>	<b>40,800</b>	<b>42,000</b>	<b>43,000</b>

### 2.3.2 Number, Range, and Mix of Housing Units

This Plan establishes forecasts for the County's permanent and seasonal housing base. The forecast projections for both permanent household and seasonal dwellings growth are shown in Table 3 and Table 4.

- (1) By 2046, the County's permanent housing base is forecast to increase to 40,100 households, which represents an increase of 9,600 households over the planning horizon. Detailed household projection ranges for the County and each local municipality are provided in Table 3.



Table 3: Household Projections for Bruce County by Municipality to 2046

Area / Year	2021	2026	2031	2036	2041	2046
Arran-Elderslie	2,810	2,910	2,980	3,090	3,160	3,220
Brockton	3,950	4,270	4,640	4,970	5,280	5,520
Huron Kinloss	3,030	3,280	3,460	3,680	3,870	4,010
Kincardine	5,110	5,450	5,730	6,060	6,360	6,590
Northern Bruce Peninsula	2,100	2,260	2,350	2,480	2,580	2,650
Saugeen Shores	6,940	7,660	8,500	9,090	9,650	10,180
South Bruce	2,250	2,370	2,480	2,610	2,720	2,790
South Bruce Peninsula	3,890	4,040	4,150	4,300	4,430	4,520
<b>Bruce County</b>	<b>30,500</b>	<b>32,800</b>	<b>34,800</b>	<b>36,900</b>	<b>38,700</b>	<b>40,100</b>

(2) By 2046, an additional 1,590 dwellings are forecast to be occupied seasonally within the County. Seasonal dwellings are most significant as a share of development activity along the shoreline, with approximately 1,570 units anticipated within the Municipalities of Huron-Kinloss, Kincardine, Northern Bruce Peninsula, Saugeen Shores, and South Bruce Peninsula. 5-year projections are provided in Table 4.



Table 4: Additional Seasonal Dwellings Projections for Bruce County by Municipality to 2046

Area / Year	2026	2031	2036	2041	2046
Huron Kinloss	10	30	40	60	70
Kincardine	10	15	15	20	20
Northern Bruce Peninsula	300	480	720	920	1,060
Saugeen Shores	30	70	100	120	140
South Bruce Peninsula	70	120	190	240	280
Arran-Elderslie, Brockton, & South Bruce	10	10	15	20	20
<b>Bruce County</b>	<b>430</b>	<b>725</b>	<b>1,080</b>	<b>1,380</b>	<b>1,590</b>





## Part 3 County-Wide Policies

The following policies apply County-wide and build on the Vision, Guiding Principles and Growth Management framework of this Plan.

### 3.1 Complete Communities in a Thriving Region

These objectives guide the growth of complete communities in a thriving Bruce County.

- (1) Achieve the development of complete, healthy, prosperous, safe and connected communities within Bruce County.
- (2) Encourage development patterns that make efficient use of land and resources.
- (3) Promote responsible land stewardship, including the long-term protection, conservation, and enhancement of the natural heritage system, water resource system and agriculture system by directing most development to settlement areas.
- (4) Support climate change mitigation, resilience and adaptation by creating complete communities that offer easy access to services, recreation, work opportunities and housing without requiring long distance travel.
- (5) Offer a mix of housing options within communities throughout the County to accommodate a diverse range of ages, abilities, needs, and incomes.
- (6) Identify, conserve and promote the unique cultural assets, look and feel of communities within Bruce County for the benefit of residents, visitors, and future generations.
- (7) Co-ordinate and support the efficient delivery of social, cultural, healthcare, and other necessary services and community facilities to maximize benefits for communities within Bruce County.
- (8) Apply universal accessibility in community design to enhance safety, mobility, agency, and independence at all stages of life. Create safe, accessible, vibrant, and attractive spaces that are welcoming to those of all ages and abilities.
- (9) Improve social equity and overall quality of life for people of all ages, abilities and incomes, including equity-deserving groups.



- (10) Restrict development where this is an imminent risk to public safety, public health, or property.

## 3.2 Housing

Ensuring the provision of housing options that meet the needs of current and future residents is a key objective of this Plan. This Plan also provides opportunities in response to evolving housing needs and market conditions that may create barriers to achieving the County's housing objectives.

### 3.2.1 General Policies

- (1) A range of affordable housing types will be provided throughout the County, having regard for the policies established in Part 2 and Part 5 of this Plan.
- (2) This Plan will be implemented in a manner that supports the Bruce County Housing and Homelessness Plan and Housing Action Plan, as amended.
- (3) Community, supportive, and affordable housing will be directed towards Primary Urban Communities and Secondary Urban Communities to provide residents with access to complete communities, as contemplated by this Plan.
- (4) Local municipalities in the vicinity of Bruce Power are encouraged to work in partnership with Bruce Power, the County and other housing providers to address the short-term housing needs of temporary Bruce Power and supplier employees.
- (5) The County may adopt guidelines for new development to address matters relating to the physical character of infill or redevelopment projects, including for additional residential units.

### 3.2.2 Housing Strategy

Housing is the foundation for a strong, resilient community, sustainable economy and a place where people can grow and thrive. The County is committed to developing a people-focused, collaborative, and solution-based approach to address the diverse and evolving housing needs of the community.

Residential growth forecasts established in this Plan will be accommodated through a broad range and mix of housing types and tenures to meet people's needs. This Plan emphasizes compatibility of built form and provision of diverse housing options



designed for various ages, abilities, and incomes to meet the needs of a growing community.

- (1) To provide for an appropriate range and mix of housing options and densities required to meet the projected needs of current and future residents, the County and local municipalities will maintain at all times:
  - (a) The ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and lands that are designated for residential development; and
  - (b) 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 to facilitate residential intensification and redevelopment including units in draft approved and registered plans.
  - (c) Where there may be a deficiency in land supply to accommodate forecasted growth, land use redesignations, Settlement Area boundary adjustments and Settlement Area boundary expansions may be considered, as outlined in Section 2.2.4.
- (2) The County and local municipalities support opportunities to increase the supply of housing through infilling, intensification, and redevelopment in appropriate locations, where impacts to existing uses can be minimized and where existing municipal services and facilities can be efficiently used.
- (3) The County will ensure that the development and redevelopment of housing occurs in appropriate locations in an orderly, efficient, and sustainable manner, in keeping with the capacities of infrastructure and public services, and the financial capability of the County and the local municipalities.
- (4) Local official plans will support implementation of the County's housing strategy through any number of tools afforded to municipalities under the Planning Act and other relevant statutes, which may include but are not limited to:
  - (a) Establishing local housing targets to support achieving County-wide population and employment forecasts;
  - (b) Planning for capital improvements, including servicing to facilitate housing development and redevelopment;

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- (c) Incentivizing the development of affordable housing;
  - (d) Utilizing surplus public lands develop affordable housing;
  - (e) Maintaining, protecting and developing new purpose built rental housing; and
  - (f) Consideration of enabling policies to implement a Community Planning Permit System or other tools available to assist with the implementation of sustainable development and intensification.
- (5) The County will partner with local municipalities, the provincial and federal governments, the development industry, community partners and stakeholders to implement the housing policies of this Plan.
- (6) The County, in partnership with municipalities, will monitor, review, and update the Bruce County Housing & Homelessness Plan in accordance with provincial direction.

### 3.2.3 Residential Infilling and Intensification

This Plan supports intensification within Primary Urban Communities and Secondary Urban Communities to accommodate forecasted population and employment growth over the plan horizon.

- (1) For the purposes of this Plan, residential infilling and intensification includes:
- (a) Infill development;
  - (b) Development on vacant, underutilized lots and brownfields sites;
  - (c) Reuse or redevelopment of existing buildings; and
  - (d) Additional Residential Units in existing homes and/or accessory to a principal dwelling unit.
- (2) The County, in cooperation with local municipalities, will support opportunities to increase the supply of housing through intensification and redevelopment, based on the following criteria:
- (a) Availability of existing or planned municipal infrastructure, including servicing;
  - (b) Proximity to employment opportunities and public service facilities;



- (c) Connections to multi-modal transportation options;
  - (d) Compatibility with adjacent lands; and
  - (e) Protection of the Natural Environment System and Agricultural System.
- (3) Where development is permitted on partial or private services in Settlement Areas, intensification opportunities will be based on lot size, servicing availability, compatibility, and zoning.
- (4) Local municipal plans will include intensification policies that conform to this Plan. Through intensification strategies, local municipalities will:
- (a) Identify intensification areas to support the achievement of the intensification target;
  - (b) Promote and facilitate intensification and efficient use of land;
  - (c) Promote the development of mixed-use spaces within Settlement Areas;
  - (d) Identify areas appropriate for revitalization and redevelopment;
  - (e) Identify the type and scale of development appropriate for intensification areas;
  - (f) Develop cost-effective and land effective development standards;
  - (g) Undertake appropriate study to ensure that forecasted growth is appropriate for and makes efficient use of infrastructure, including planned or available servicing; and
  - (h) Identify a program for monitoring growth by intensification and evaluate the ongoing feasibility of achieving the targets.
- (5) Infill and intensification strategies will be implemented through local planning processes, including official plan review and zoning by-law reviews, pursuant to provincial direction.
- (6) Where full municipal services are not available, intensification is encouraged subject to servicing capacity.

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### 3.2.4 Housing Options

The County encourages a broad range of housing options, including different types and tenures and housing for people with additional needs, to ensure the provision of safe, affordable, and suitable housing for residents, workers, and tourists at all income levels, ages, abilities, and stages of their lives. Increasing affordable housing stock is a key strategy in the County's Housing and Homelessness Plan. The policies of this Section should be read in conjunction with the most current Housing and Homelessness Plan and Housing Action Plan.

### 3.2.5 Affordable Housing

Affordable housing is generally defined as the cost of housing relative to household income. The Canada Mortgage and Housing Corporation defines affordable housing as when households spend no more than 30% of pre-tax income on housing costs. This Plan recognizes that the definition of affordable housing may evolve over time in response to changing market conditions, which may put housing out of financial reach for some members of the community.

This Plan therefore establishes the following objectives for the adequate provision of affordable housing over the planning horizon:

- (1) A target that at least 30% of new residential development within the County be affordable at the 6<sup>th</sup> income decile. Progress toward this target will be monitored.
- (2) A diverse mix of affordable housing options for all residents, including young families, new professionals, and seniors, in Primary and Secondary Urban Communities.
- (3) The use of strategies to achieve the affordable housing target including:
  - (a) Higher density housing forms where there are appropriate levels of servicing either planned or existing through intensification, redevelopment and new development;
  - (b) Development of affordable housing in proximity to employment, everyday amenities, and community facilities and services;
  - (c) Smaller dwelling unit sizes and alternative residential development standards to facilitate affordable and accessible housing and a more compact development form;



- (d) Inclusion of additional needs or supportive housing that is also affordable;
  - (e) Housing options that address the needs of an aging population and persons with disabilities; and
  - (f) Encouragement of energy-efficient housing that reduces operating costs;
  - (g) Educational materials to increase awareness of affordable housing needs within the County.
- (4) The County and local municipalities may provide a range of planning and regulatory incentives where authorized by provincial direction that encourage affordable housing, including but not limited to:
- (a) Implementation of a Municipal Housing Facilities By-law to enable the County and local municipalities to provide incentives to the public and private sectors to create new affordable rental units;
  - (b) Fast-tracking development applications that contain an affordable housing component;
  - (c) Application of height and/or density bonusing;
  - (d) Collaborating with community partners to foster the provision of affordable housing;
  - (e) Providing targeted financial relief from development, planning, permit, and other fees charged for affordable housing projects;
  - (f) Supporting the reduction of housing costs by streamlining the development approvals process;
  - (g) Implementing a “housing first” policy as a priority use for surplus public lands and collaborating with other levels of government and agencies to make surplus land available to providers of affordable or accessible housing development at little or no cost;
  - (h) Encouraging energy efficient housing to reduce operating costs
  - (i) Reduction to minimum parking requirements for projects that provide affordable or accessible housing; and



- (j) Negotiating agreements with the public and private sectors to address the provision of affordable housing through the development process.
- (5) To support the maintenance of existing rental housing, the County may decline to approve conversion of existing rental apartments in buildings with more than four rental apartment units to condominium or other uses when rental vacancy rates in the community are below 5%.
- (6) To support the maintenance of existing rental housing, local municipalities may:
  - (a) Use planning and licensing tools to appropriately regulate short term rental occupancy of residential units; and
  - (b) Establish rental replacement by-laws that address matters such as temporary rehousing, offers to return tenants, and maintenance of rental rates, when properties with existing rental units are redeveloped.
- (7) This Plan provides opportunities for monitoring and adjusting County policy related to housing if there are changes in the market, or similar, that create barriers to achieving our housing objectives. To this end, the policies of this Section must be read in conjunction with the Bruce County Housing and Homelessness Plan, as well as all other applicable policies, studies and implementation tools related to affordable and attainable housing.

### 3.2.6 Additional Residential Units

- (1) The term “Additional Residential Unit” (ARU) is defined by provincial direction.
- (2) Additional residential units in fully serviced settlement areas are to be permitted in accordance with provincial direction.
- (3) Local municipalities may permit more ARUs than required by provincial direction.
- (4) Where the province has not provided direction regarding additional residential units, they may be permitted in any designation where residential uses are permitted as a primary use or in the Agricultural designation, subject to the requirements of the Niagara Escarpment Plan, local Official Plan, where one exists, and the Comprehensive Zoning By-law, where the zoning by-law permits a detached, semi-detached, or rowhouse dwelling.
- (5) In the Shoreline and Seasonal Recreational Area designation only one Additional Residential Unit may be permitted, and only within a building containing a primary





residential dwelling.

- (6) In the Agricultural Area designation, up to two additional residential units are permitted with at least one unit required to be located in or attached to the principal dwelling which may be in the form of a dwelling with apartment, semi-detached or duplex dwelling. Detached additional residential units must be located within the existing building cluster. Additional residential units may not be contemplated for severance from the farm except in accordance with provincial direction.
- (7) Subject to provincial direction, a Zoning By-law may provide Additional Residential Unit regulations which:
  - (a) Address compatibility with the main dwelling and surrounding land uses;
  - (b) Regulate or prohibit business or commercial enterprises within the primary and/or additional residential unit(s); and
  - (c) Set out restrictions involving the unit size, alteration to the outside of the principal dwelling, parking requirements, and water and sewer/septic servicing requirements; and
  - (d) Establish maximum separation distance between primary uses and detached additional residential units.
- (8) Additional residential units on private services will be required to conform to the development criteria in Section 5.7.3 of this plan
- (9) Outside Settlement Areas, in most cases, the driveway will be shared with the existing residence. In extenuating circumstances, a new driveway may be permitted for the Additional Residential Unit.
- (10) Outside of a fully serviced Settlement Area, the combined total of a primary residential unit, additional residential unit(s) and a Garden Suite will not exceed three units on a lot, or two units on a lot in the [Shoreline and Seasonal Recreational Area](#) designations.

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### 3.2.7 Garden Suites

- (1) The term “Garden Suite” is defined by provincial direction.
- (2) Garden Suites must be permitted within the Residential designation of local official plans and may be permitted in any designations where residential uses are



permitted as a primary use or in the Agricultural designation, subject to the requirements of the Niagara Escarpment Plan, local official plan where one exists and the Comprehensive Zoning Bylaw, where the zoning by-law permits a detached, semi-detached, or rowhouse dwelling.

- (3) Garden suites would be counted as an additional residential unit for the purposes of establishing the number of additional residential units on a lot.
- (4) Garden suites may be converted to permanent additional residential units where they conform to the additional residential unit policies of the County Official Plan, local official plan (where applicable) and zoning by-law.
- (5) As a condition to passing a by-law authorizing the temporary use of a Garden Suite, the municipality under the powers of the Planning Act, may enter into an agreement with the owner or occupant of the Garden Suite to cover issues such as:
  - (a) Conditions for the removal of the Garden Suite from the property;
  - (b) The Garden Suite will not be used as a rental dwelling unit for profit or gain;
  - (c) The Garden Suite meets all health, safety, servicing, fire and building code standards;
  - (d) The need for bonding of security to ensure that certain conditions of the agreement are met; and
  - (e) Other issues deemed important by the Municipality.
- (6) Garden Suites may be subject to Site Plan Control, where permitted by provincial direction.

### 3.3 Sustainable Development and Climate Change

Incorporating principles of sustainability in new development is important to create a healthier, more vibrant, and sustainable place to live while also contributing to addressing the global issues of climate change.

#### 3.3.1 General Policies

- (1) The County will work with local municipalities, First Nations, Conservation Authorities, agencies, and stakeholders to integrate climate change mitigation and adaptation strategies into planning and development tools.



- (2) To prepare for the impacts of a changing climate, the County will support land use and development patterns which:
  - (a) Support complete communities;
  - (b) Protect the County's Agricultural Areas and promote sustainable agricultural practices;
  - (c) Protect, maintain, restore, and enhance the quality and ecological integrity of the Natural Environment System; and
  - (d) Mitigate and prevent potential impacts of climate change that may increase risks associated with human made and natural hazards.
- (3) In implementing this Plan, the County and local municipalities may develop and implement an action plan or strategy to address climate change mitigation and adaptation.
- (4) The County and local municipalities may develop resources to direct, guide, and/or encourage development that incorporates elements of sustainable design, including but not limited to green infrastructure, energy and water conservation, and waste diversion.
- (5) The County will support efforts to advance development of clean energy technologies and reductions to greenhouse gas emissions from manufacturing supply chains, subject to the policies of this Plan.
- (6) The County may identify strategies and actions that will reduce vulnerability and improve the resilience to a changing climate. Community sector and infrastructure risk and vulnerability assessments are important tools to implement this Plan.
- (7) The County may consider the use of implementation and incentive tools identified in Part 5 of this Plan to encourage sustainable development and intensification.
- (8) The County will promote local agri-food networks, including but limited to community gardens, local markets, urban agriculture, and other local food initiatives to support a strong, affordable food system.



## 3.4 Economic Development

This Plan supports continued growth and sustainability of the Bruce County economy. It is recognized that this can be achieved through a strong workforce, encouraging a culture of economic innovation and opportunity, fostering diversity in the economic base, and creating a competitive business environment for investment.

### 3.4.1 General Policies

- (1) The County may collaborate with key stakeholders to maintain and implement an Economic Development Strategic Plan.
- (2) Where it exists, an economic development strategic plan will be designed to align with this Plan and the economic development goals and objectives of the land use designations, as may be applicable.
- (3) Agriculture is an important economic contributor to the County's economic prosperity. The County will support the long-term economic development of the agriculture sector.
- (4) Tourism is one of the most important and largest economic bases in Bruce County. The County will collaborate with local municipalities, First Nations, and relevant agencies, stakeholders and organizations to support the long-term growth and sustainability of communities and the tourism industry.
- (5) The energy sector is a major economic driver in Bruce County and the surrounding region. Reinvestment, new investment, and secondary industries have the potential to significantly shape growth within the County.
- (6) Opportunities to support the diversification of the economic base in the County, these should be pursued. This diversification helps to form complete communities by capitalizing on emerging opportunities.

## 3.5 Cultural Heritage

Bruce County has a rich history and inventory of cultural heritage resources, including built heritage resources, cultural heritage landscapes, and archaeological resources. The County will continue to honour and celebrate the diverse heritage and cultural expressions that shape the character of our communities and the County as a whole.



Bruce County recognizes and respects the unique heritage, culture, and artistic expressions of the Saugeen Anishnaabek and the indigenous peoples and communities that have traditional and historic ties to this land.

### 3.5.1 General Policies

- (1) The Bruce County Cultural Action Plan and Archaeological Management Plan play an important role in the preservation and enhancement of the County's diverse heritage. The County will regularly review and update the Cultural Action Plan and the Archaeological Management Plan to align with Provincial direction, County plans, and policy.
- (2) Local municipalities are encouraged to prepare plans, strategies, or policies in local plans specific to cultural heritage planning.
- (3) The County and/or Local Municipalities may use, but will not be limited to, tools identified in Part 5 of this Plan to identify, protect, and enhance cultural heritage resources, and may develop and adopt guidelines for the thoughtful integration of new development into communities.
- (4) To manage and protect cultural heritage resources, each local municipality may maintain a register of properties within its boundaries that are of cultural heritage value or interest in accordance with provincial direction.
- (5) The County may develop a policy and implementation program addressing opportunities for the County and local municipalities to incorporate artwork in County-owned buildings, properties, or other infrastructure to reflect the diverse heritage, culture, and artistic expressions of Bruce County.

## 3.6 Connecting Our Communities

Connectivity and Mobility are facilitated in Bruce County through a network of roads, trails, waterways, and communications infrastructure that provide connections within and between communities both near and afar.

### 3.6.1 Connected Communities

- (1) The Master Transportation Plan (MTP) forms the basis of the County's transportation decisions and the County's role in public transportation services. The County will work with stakeholders to implement and regularly update the MTP.



- (2) The County will coordinate transportation and land use planning to develop context sensitive solutions to accommodate travel demand for all modes of transportation, in consultation with the appropriate stakeholders.
- (3) The County and/or local municipalities may prepare complete streets policies and/or design guidelines supplementary to policies of this Plan and the recommendations of the Master Transportation Plan.
- (4) In collaboration with the Province, local municipalities, and neighbouring jurisdictions, the County will work to:
  - (a) Improve inter-municipal and inter-regional transit connections;
  - (b) Promote safe, efficient, and sustainable transportation connections including active transportation and transit; and
  - (c) Support transit service integration within and across municipal boundaries.
- (5) The County will work with local municipalities, developers, providers, and stakeholders to provide and enhance internet connectivity across the County, where appropriate.

### 3.6.2 Road and Active Transportation Network

- (1) The County supports the planning, design and operation of a fully integrated road network. The road network is depicted on Schedule B and is comprised of:
  - (a) County Arterial Roads;
  - (b) County Collector Roads;
  - (c) Local Roads (all types);
  - (d) Provincial Highways; and
  - (e) Active Transportation systems including Rail Trails.
- (2) Roads within the planning area will be classified according to the policies in this Plan and Schedule B.
- (3) Schedule B may be amended without an amendment to this plan where an Environmental Assessment or similar process has been undertaken, or a similar process, to reclassify roads or establish new road alignments.



(4) Where additional land is required for widenings, realignments, extensions and intersection improvements, such land will be obtained, wherever possible, through the approval of [planning act applications for land use or land division](#) or agreements thereto.

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(5) Where the construction of new or improvements/alterations to existing transportation components are undertaken, any surplus lands which do not meet the minimum lot requirements of the local zoning by-laws will be amalgamated where possible with adjoining lands.

(6) The County may identify or participate in a broader network of scenic roads, either through the county road system or jointly with local municipalities.

### 3.6.2.1 County Arterial Roads

(1) The County will support maintenance and upgrades to the Arterial Highway system to ensure improved regional access to major markets and urban centres, within and outside of the County.

(2) In consultation with the local municipalities and the Province, the County will encourage the construction of by-passes around Primary and Secondary Urban Communities, where traffic volumes and congestion warrant.

### 3.6.2.2 County Collector Roads

The County [will](#) ensure a continued program of improvements to [Collector Roads](#).

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### 3.6.2.3 Local Roads

(1) Local municipalities will provide local roads, which are consistent with, and accessible by, the road network of the adjacent municipality, the County and the Province. [Where a local municipality identifies a local road as an arterial or collector road development may be subject to the policies of this plan.](#)

(2) Private roads are local roads which are not maintained by a municipality, located either on a municipal or private right-of-way providing access to a cluster of residential properties. No new private roads will be permitted, with the exception of roads approved through a plan of condominium. Development policies in Section 5.7.8 will address development on existing private roads.

### 3.6.2.4 County Road General Policies

(1) The County's Master Transportation Plan and Asset Management Plan will be used



to inform ongoing decision making with regard to the County's road network.

(2) The County will provide development policies and by-laws to address development adjacent to County roads.

(3) A County road will have a minimum right-of-way width of 30 metres for those road sections shown as Rural on Schedule B unless otherwise established through an Environmental Assessment or similar process. All other County Roads will have a minimum right-of-way width of 20 metres for those road sections shown as Urban on Schedule B unless otherwise established through an Environmental Assessment or similar process.

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(4) Road widenings will be obtained in accordance with Section 3.6.2.4 above. Where there has been no application through the development approval process, the County will acquire or expropriate the necessary lands for such widenings.

(5) Notwithstanding any road widening provisions in this Official Plan no road widening will be taken along the West Road until the completion of a Municipal Class Environmental Assessment or similar process undertaken by the County of Bruce pursuant to Part II.1 of the Environmental Assessment Act or similar provincial direction and that any subsequent road widening will be in accordance with the findings of this Environmental Assessment or similar process.

(6) Any proposed road improvements to the West Road as designated on Schedule B will be subject to the requirements of the Municipal Class Environmental Assessment or similar process undertaken by the County of Bruce pursuant to Part II.1 of the Environmental Assessment Act or similar provincial direction including consultation with the Saugeen Ojibway Nation, and any proposed development applications that might prejudice the completion of this Municipal Class Environmental Assessment or similar process will be considered premature by the County.

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### 3.6.2.5 Provincial Highways

(1) There are three provincial highways serving Bruce County (Highway 6, Highway 9 and Highway 21). These highways are under the jurisdiction of the Province of Ontario and are regulated by the applicable Ministry.

(2) The County and local municipalities will work with the Province to plan for the continued use of provincial highways and land development and associated access connections to all provincial highways and intersections within the County.





- (3) The County will work with the Province to improve access to the provincial highway network where necessary to accommodate growth.

### 3.6.2.6 Active Transportation Corridors including Rail Trails

- (1) Active Transportation corridors including Rail Trails provide opportunities for recreation and travel between and within communities.
- (2) Authorities having jurisdiction for these facilities are encouraged to prepare and implement plans for their maintenance, enhancement, and connection to other transportation infrastructure, where appropriate.

### 3.6.3 Airports

- (1) Airports serve an important emergency management function in the County. To preserve this function, the County supports the enhancement of airport facilities, including access to and capacity of both municipally and privately owned licensed airports or airstrips.
- (2) Airports will be protected from incompatible land uses and development in accordance with Transport Canada regulations and provincial direction.
- (3) Airports and sensitive land uses will be appropriately designed, buffered and/or separated from each other, in accordance with applicable legislation and regulations.
- (4) The County will encourage and support the development of compatible land uses in the vicinity of airports to maintain and support their economic function.

### 3.6.4 Harbours

- (1) The County will plan for land uses in the vicinity of recreational and commercial harbour facilities to protect their long-term operation and economic role.
- (2) Recreational and commercial harbour facilities and sensitive land uses will be appropriately designed, buffered and/or separated from each other, in accordance with the policies of this Plan and the Province.
- (3) The County will encourage a continued program of improved recreational and commercial harbour facilities along the Lake Huron and Georgian Bay shorelines.

- (4) The Saugeen Anishnaabek have significant interests in offshore fisheries and shoreline development. The County will consult with the Saugeen Anishnaabek on

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the development of any major new or significantly expanding recreational or commercial harbour facilities.

### 3.6.5 Major Utilities

(1) Major utilities including water lines, natural gas, electricity transmission and distribution, hydrogen, and inter-regional and/or inter-Provincial communication lines located above or below ground will be constructed, maintained and operated as follows:

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(a) Utilities are to be located in an orderly and economic manner for those areas they are intended to serve, being readily available to all development at levels necessary to ensure the safety and convenience of residents and businesses;

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(b) Utilities are to be located in such a manner that their impact on people, the adjacent land uses, and the natural environment is minimized;

(c) Public and/or private transmission and distribution and linear infrastructure providing service to the public are generally permitted in all land use designations as required to service and promote new development in appropriate locations; and

(d) Where public and/or private utility infrastructure is permitted and deemed necessary by the County, it will be provided in advance of or concurrent with any new development.

(2) The County will seek the cooperation of corporations and commissions, responsible for the regulation, transmission and delivery of electricity, gas, oil and communication services within the County in planning the future development and staging of their systems in order to implement the policies in this Plan and local official plans.

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(3) The County will support the provision of electronic communications technology and especially high-capacity fibre optics to enhance telecommunications services throughout the County, where appropriate.

(4) Where feasible, the County encourages the multiple use of utility corridors including the rights-of-way of roads and railroads including their use for passive recreation, recreational trails, and corridors.

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(5) Utility services will be developed to be compatible with the general character of the



surrounding uses and minimize visual impact, where feasible. Local official plans may establish more prescriptive policies regarding the design of utility services.

### 3.7 Powering our Communities

(1) Bruce County is a leader in meeting Ontario's growing energy needs, as largely provided for by activities located within the Bruce Power Nuclear Development Area. The County is committed to working collaboratively and in partnership with the Federal government, the Province, and Ontario Power Generation to support the continued operation of Bruce Nuclear Generating Station in recognition of the benefits it affords residents and businesses within the County and beyond.

(2) The Federal government has exclusive regulatory jurisdiction over nuclear facilities. No municipal regulation of land uses or development within the Bruce Power Nuclear Development Area will occur while a nuclear facility is operated within lands identified as the Bruce Nuclear Generating Station, except as pursuant to a license granted by the Canadian Nuclear Safety Commission.

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(3) Council will exempt from the provisions of this Plan in compliance with the *Planning Act*, electric power facilities which are owned by or are located on easements of Hydro One and/or Ontario Power Generation and which have been approved under the Environmental Assessment Act or similar provincial direction. As well, existing electric power facilities are not subject to the provisions of this Plan.

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(4) Land and buildings owned by Hydro One and/or Ontario Power Generation and used for executive or administrative purposes, or held under license from Hydro One and/or Ontario Power Generation and any other undertakings of Hydro One and/or Ontario Power Generation, which have not been approved under the Environmental Assessment Act or similar provincial direction, will be subject to the policies of this Plan and local official plans, where they exist.

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(5) Renewable and other energy sources can play a role in increasing the capacity and resilience of energy systems. The County will work jointly with local municipalities and the Province to investigate the need, feasibility, implications and suitable locations for renewable or non-traditional energy sources, such as solar, wind, battery energy storage, and bio-energy projects, to promote local low-carbon, renewable and alternative electricity generation or energy storage facilities, where appropriate. Where these projects have been approved under an Environmental Assessment or similar process, or where the proponent is Hydro One and/or

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Ontario Power Generation, an amendment to this Plan will not be required.

- (6) Electricity generation and energy storage facilities that are subject to the policies of this plan are expected to conform to the implementation policies of this plan, including Section 5.10.

## 3.8 Servicing Our Communities

Safe, reliable, and cost-effective servicing is necessary to enable the County to grow in an orderly, coordinated, and sustainable manner.

### 3.8.1 Water and Wastewater Management

- (1) Water and wastewater services will be provided and maintained in accordance with the County's servicing hierarchy:
  - (a) Full municipal servicing is the preferred form of servicing for existing and new development.
  - (b) Communal servicing is the preferred means of servicing multiple unit/lot developments in areas where full municipal sewage and water services do not exist and where full municipal services are not feasible and where site conditions are suitable over the long term. The County, in partnership with local municipalities, may explore the feasibility of communal service systems, where appropriate.
  - (c) Where full municipal servicing or communal servicing is not available, planned, or feasible, individual on-site sewage services and individual on-site water services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The County may act as a resource to support local municipalities who are interested to undertake area-specific hydrogeological investigations of long-term suitability and development potential in privately serviced areas.
  - (d) Partial services may be used for infilling and rounding out of existing development on partial services, or for new development in hamlets where municipal or communal wastewater treatment is provided. Partial services may also be used to address failed private services or due to physical constraints.
- (2) This plan recognizes the regulatory gaps between the Planning Act and Regulations, Provincial Planning Statement, Ministry Guidelines for Groundwater



Quality Impact Assessments, and the ultimate approval of development in accordance with the Building Code Act. The County and local Municipalities will continue to advocate to the province to address the regulatory gaps. When the province addresses these regulatory gaps the policies of this plan that are substantively resolved may be considered to be superseded by provincial direction.

### 3.8.2 Multi-year Sewage and Water Servicing Plan

- (1) A Multi-Year Sewage and Water Servicing Plan **must** be prepared in support of any new local official plan and/or as part of any review or update to an existing local official plan as required by provincial direction.
- (2) A Multi-Year Sewage and Water Servicing Plan **must** be prepared with reference to provincial **direction**. The local official plan must take direction from the conclusions and recommendations of the Multi-Year Sewage and Water Servicing Plan, the Provincial Policy Statement and any other background studies carried out in support of the Servicing Plan.
- (3) Where a Multi-Year Sewage and Water Servicing Plan has been prepared all development approvals must be consistent with that Plan.
- (4) Water and wastewater infrastructure will be developed and provided in accordance with the Multi-Year Sewage and Water Servicing Plan, where provided.
- (5) Implementation policies will address provision of infrastructure and criteria for evaluation of the hierarchy of infrastructure in planning applications.

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### 3.8.3 Stormwater Management

- (1) Stormwater management techniques are constantly evolving as well as being dependent on the location.
- (2) Municipalities are encouraged to plan comprehensively for stormwater management.
- (3) Development policies in Section 5 will provide for the evaluation of stormwater management through new development.

### 3.8.4 Waste Management

- (1) Through the County's Waste Management Plan and in collaboration with local municipalities the County review landfill site capacity, identify when more capacity



is needed, work to protect and conserve landfill site capacity and continue develop diversion practices.

- (2) The County will cooperate with the Governments of Ontario and Canada and local municipalities in the development of programs, which aim at reducing the quantities of solid waste generated at source.
- (3) County Council will continue to support and promote reduction, re-use, and recycling of waste in Municipal, industrial, commercial and institutional operations and the location of associated facilities throughout the County.
- (4) Existing active and closed landfill facilities are depicted on Schedule C. Local official plans and zoning by-laws will identify existing landfill facilities in their planning documents and protect these facilities from incompatible land uses.
- (5) The County may explore alternative waste disposal technologies (e.g., mixed waste processing and energy from waste incineration to divert waste from landfill.

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### 3.9 Natural Environment System

Bruce County is home to unique landforms, pristine shorelines, lakes and rivers, intact natural areas, rare habitats, and species uncommon within southern Ontario. The County is part of the Niagara Escarpment, a significant geological and ecological landform that is recognized as a UNESCO World Biosphere Reserve. The County is part of an important migratory bird pathway along the Lake Huron Shore, and is home to the Greenock swamp, the largest forested wetland in Southern Ontario.

This natural legacy contributes to the quality of life, economy, and health of the community in Bruce County and beyond.

To ensure the long-term protection and enhancement of the natural environment, this Plan builds on a history of policy-based protection for the natural environment and identifies a County-wide Natural Environment System. This systems-based approach considers the connections that occur in nature to support social, cultural, and economic opportunity while contributing to climate change mitigation and resilience.

The County-wide Natural Environment System is comprised of two sub-systems:

- (1) The Natural Heritage System: a network of natural features and areas such as woodlands and wetlands that are connected across the landscape by linkages which enable movement of plants and animals between features and areas; and



- (2) The Water Resource System: a combination of water-based features such as wetlands or watercourses and areas that serve important functions, such as significant ground water recharge areas, which are necessary for the ecological and hydrological integrity of the watershed.

These systems depend on each other and are together called the Natural Environment System to acknowledge the relationship and the role each plays in the health and resilience of Bruce County's natural environment. The Natural Environment System supports the overall diversity and interconnectivity of natural and water resources.

### 3.9.2 Objectives

The Natural Environment System will be protected, restored and enhanced through a systems-based approach to stewarding natural and water resources to ensure a resilient, diverse and healthy environment for future generations.

It is the objective of this Plan to:

- (1) Identify, protect, enhance, and restore the County's Natural Environment System as described in this Plan and shown on Schedules E1, E2 and E3.
- (2) Support comprehensive, integrated, and long-term land use planning for and responsible stewardship of the Natural Environment System.
- (3) Adapt to and mitigate climate change through stewardship of the Natural Environment System.
- (4) Recognize that the Natural Environment System offers a broad range of social, cultural, economic, and environmental benefits and therefore must be managed in consideration of all policies of this Plan.
- (5) Recognize that much of the Natural Environment System is held in private ownership and provide for continued private use while encouraging landowners to voluntarily protect and manage the unique environmental resources of their land.
- (6) Demonstrate wise environmental management of public land.
- (7) Manage development and site alteration within and adjacent to the Natural Environment System in accordance with the policies of this Plan.
- (8) Provide for existing agricultural uses within the Natural Environment System to continue.

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### 3.9.3 Natural Heritage System

- (1) The Natural Heritage System is made up of natural heritage features and areas which vary in size, connectivity, ecological function, and vulnerability to adverse effects from development or site alteration. Due to different contexts the approach to conserving, protecting, and enhancing the Natural Heritage System differs in the northern and southern parts of the County.
- (2) In the northern part of the County, which has extensive existing natural cover, the Natural Heritage System is composed of Core Areas, Linkages, and Key and Supporting Features and Areas. Section 3.9.3.4 applies to Northern Bruce County in addition to the other policies of Section 3.9.3.
- (3) In the southern part of the County, where there has been more agricultural and urban development, the Natural Heritage System is made up of Key Features and Areas, Supporting Features and Areas, and Linkages.
- (4) Criteria for wetlands and for woodlands are different for Northern Bruce County and for Southern Bruce County. In Northern Bruce County where there is extensive natural cover, larger size thresholds apply in order to identify features as key or supporting features. In Southern Bruce County, where there is less natural cover, smaller features are more significant.
- (5) A local municipality may use the natural heritage mapping and policies identified in this Plan within Settlement Areas.
- (6) If a local municipality undertakes a process to identify or refine elements of the Natural Heritage System within a local official plan area, that is consistent with provincial direction and the approach outlined in this Plan, then the local mapping, when adopted by the municipality and approved by the County will be incorporated into the County Official Plan without requiring further amendment to this Plan.
- (7) Nothing in this Plan is intended to limit the continuation of existing agricultural uses on lands within the Natural Environment System;
- (8) Policy-based protections for the natural heritage system may be augmented by acquisition of areas that contribute to the natural heritage system, through purchase or donation, by the County, a municipality, First Nation, other public authority, or Land Trusts having conservation objectives.
- (9) Lands owned and managed for conservation purposes by government (public) or





non-government (private) organizations may be identified as forming part of the Open Space system, and may be further identified in terms of public or private ownership. However this plan does not assert jurisdiction over provincial or federal lands.

(10) Mapping of natural heritage features extends into First Nations Reserve Lands to demonstrate the continuity of natural features, however this plan does not assert jurisdiction over First Nations Reserve Lands.

(11) Lands within the Natural Heritage System which are privately owned, including by Non-Government Organizations or Land Trusts, are not free and open for the public to use. Public access may occur by and subject to the permission of the land owner.

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(12) Large projects, such as aggregate developments, which have specific processes and environmental reporting requirements are to address all requirements of those processes and policies of this plan with respect to the Natural Heritage System

### 3.9.3.1 Key Features and Areas

- (1) Key Features and Areas are identified as significant by the Province or by the County to meet County targets or objectives.
- (2) Criteria for Key Features, as well as development criteria are outlined in the Table below:

Table 5: Criteria for Natural Heritage Key Features

Key Feature / Area Criteria	Criteria for Development Within Feature	Adjacent Lands Width / Criteria for Development
Provincially Significant Wetlands and Coastal Wetlands	New Development / Site Alteration Not Permitted per Provincial Direction	120 metres; No negative impact to feature or its ecological function per provincial direction
All other Wetlands larger than 4 hectares in Core Areas (Northern Bruce County only)	New Development / Site Alteration not permitted	120 metres; No negative impact to feature or its ecological function



All other Wetlands larger than 2 hectares (Southern Bruce County only)	New Development / Site Alteration not permitted	120 metres; No negative impact to feature or its ecological function
Provincially Significant Life Science Areas of Natural and Scientific Interest	No negative impact to feature or its ecological function per provincial direction	120 metres; No negative impact to feature or its ecological function per provincial direction
Provincially Significant Earth Science Areas of Natural and Scientific Interest	No negative impact to feature or its ecological function per provincial direction	50 metres; maintain educational, scientific and interpretive values per provincial direction.
Fish Habitat (watercourses and water bodies)	Not permitted except in accordance with provincial and federal requirements	120 metres; No negative impact to feature or its ecological function per provincial direction
Core Area Significant Woodlands – Northern Bruce County  Within Core Area;  Average width greater than 40 metres and minimum area of 100 hectares; or  >15 ha of interior habitat (> 100m from edge); or  any deep habitat (>200m from edge); or  Black bear habitat or areas of use	No negative impact to feature or its ecological function per provincial direction	120 metres; No negative impact to feature or its ecological function per provincial direction



<p>Significant Woodlands Outside Core Areas – Northern Bruce County</p> <p>a . Average width greater than 40 metres and minimum area of 200 ha; or</p> <p>b. Average width greater than 40 metres and minimum area of 150 ha; and</p> <p>i. &gt;20 ha of interior habitat (&gt; 100m from edge); and/or</p> <p>ii. Black bear habitat or areas of use; and/or</p> <p>iii. Contains uncommon characteristics as outlined in Provincial Direction</p>	<p>No negative impact to feature or its ecological function per provincial direction</p>	<p>120 metres; No negative impact to feature or its ecological function per provincial direction</p>
<p>Significant Woodlands – Southern Bruce County</p> <p>a. Average width greater than 40 metres and minimum area of 4 hectares; or</p> <p>b. Any interior habitat (&gt;100m from edge)</p>	<p>No negative impact to feature or its ecological function per provincial direction</p>	<p>120 metres; No negative impact to feature or its ecological function per provincial direction</p>
<p>Significant Valleylands (defined by province) – unmapped</p>	<p>No negative impact to feature or its ecological function per provincial direction</p>	<p>120 metres; No negative impact to feature or its ecological function per provincial direction</p>
<p>Significant Habitats of endangered and threatened</p>	<p>Prohibited except in accordance with</p>	<p>Generally 120 metres; may vary by species; No</p>



species, defined by province (unmapped)	provincial and federal requirements, per provincial direction	negative impact to feature or its ecological function per provincial direction
Significant Wildlife Habitats (S.W.H.) as defined by province (unmapped); includes deer wintering areas and S.W.H. alvars	No negative impact to feature or its ecological function per provincial direction	120 metres; No negative impact to feature or its ecological function per provincial direction

- (3) While effort has been made to map as much as possible of the natural heritage system, not all key features are mapped in this plan.
- (a) The County, at this time, has insufficient data to support the mapping of Significant Valleylands. Many areas that may meet criteria as valleylands are also identified as Hazard lands through this plan and are not at significant risk for development.
  - (b) Habitats of Endangered and Threatened Species are not specifically identified in this Plan because species may be added or removed from lists and habitats change over time. The Natural Heritage System has been defined to identify features and areas that generally would serve these purposes. Where study is required to address features that are mapped as part of the Natural Heritage System then such studies will address the potential for Habitats of Endangered and Threatened Species in those areas. Landowners are however responsible to ensure compliance with applicable legislation even if an Environmental Impact Study is not required.
  - (c) Significant Wildlife Habitat is largely unmapped as it generally relates to habitats of specific species and is subject to change over time. Core areas in Northern Bruce County, Wetlands, and Significant Woodlands are generally intended to capture a broad range of significant wildlife habitats.
  - (d) Alvars are not specifically identified due to the potential for natural succession. Alvars primarily occur in Northern Bruce County and Core Areas are identified which generally capture the majority of alvar areas.
- (4) Unless or until mapping becomes available for those Key Features and Areas listed



in Policy 3.9.3.1 above, and as incorporated into this Plan, such features will be identified on a case-by-case basis when site-specific evaluation is required.

- (5) Site-specific studies may identify additional areas that meet the criteria outlined in provincial direction or the policies of this Plan as key features or as supporting features. Where this occurs the features must be evaluated in accordance with the applicable policies.
- (6) New buildings and structures for agricultural uses, agricultural-related uses, or on-farm diversified uses may be permitted in Key Features and Areas where in accordance with provincial direction, and may be subject to a scoped EIS;
- (7) Landowners are encouraged to maintain and/or enhance natural vegetation and forest cover on lands within 30 metres of any fish habitat or stream to maintain and improve fish habitat, ecological function of the stream and to increase natural connections on the landscape.
- (8) The Aquatic Ecosystem Classification for Ontario dataset may be used to identify known cold, cool, or warm water streams as a basis for establishing associated setbacks. Where this data is not available the default assumption will be that fish habitat is cold water and will be protected as such, unless a thermal regime characterization is undertaken to support determination of a stream as a cool or warm water stream with associated setbacks.
- (9) The fragmentation of significant woodlands is discouraged by this Plan.
- (10) The County may undertake regular monitoring and/or evaluation of significant woodlands and subsequently update Schedule E accordingly without an amendment to this Plan.

(11) The approval authority will consider the use of land within an Earth Science ANSI identified on Schedule C in accordance with the underlying land use designation on Schedule A, provided it can be shown that the development would not adversely impact upon the ANSI. To further clarify the intent of this policy, the following use of land and buildings as they existed on the date of adoption of this Plan may continue:

- (a) Farming operations and the expansion of the same in accordance with the Minimum Distance Separation Formula;

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(b) Management and harvesting of timber in accordance with good forestry practices and the County's Forest Conservation By-law;

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(c) Construction or expansion of a residence on a legally separated parcel of land existing on the date of the adoption of this Plan, provided that measures are taken to minimize negative impacts on the ANSI and subject to other policies of this Plan, the local Municipal Zoning By-Law and the applicable policies and regulations of other agencies or Government ministries; and,

(d) The existing use of the area for public recreational uses.

(12) When a change in the use of land not in conformity with the above policy is proposed for lands within the earth science ANSI such that adverse effects on the ANSI are likely to occur, a study evaluating the merits of the proposal, potential impacts, alternatives, and opportunities for mitigation, must be prepared prior to the consideration of approval of the proposal, with opportunity given to the province to review the Terms of Reference and the submitted study. Where it cannot be shown that the development proposal will have minimal impacts on the ANSI, the proposal must be refused.

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### 3.9.3.2 Supporting Features and Areas

- (1) Supporting Features and Areas are natural heritage features that provide a supportive function to Key Features and Areas in the County. Although they do not meet the threshold for being identified as Key Features and Areas, they provide an important function to maintain a systems-based approach to the Natural Heritage System.
- (2) Natural heritage features or areas will be considered Supporting Features and Areas in accordance with Table 6 and Table 7 for northern Bruce County and southern Bruce County, respectively.

Table 6: Criteria for Supporting Features and Areas in Northern Bruce County

Supporting Feature / Area Criteria	Development Criteria
Wetlands larger than 2 ha that are not "Key Features" and are in a "Core Area"	Development / Site Alteration not permitted except in accordance with offsetting and mitigation policies and procedures, where



Wetlands larger than 1 ha that are all or partly in “Linkage” areas that are not key features  All other wetlands larger than 4 ha that are not “Key Features”	they apply, to ensure no net loss of wetlands.
Regionally Significant Life Science Areas of Natural and Scientific Interest	In accordance with Niagara Escarpment Plan
Core Area Woodlands larger than 4ha that do not meet criteria as Key Features	Per Core Area policies
Woodlands all or partly in Linkages that are larger than 2 ha	Maintain linkage function
All other woodlands larger than 20 ha outside core areas that do not meet key feature woodlands criteria	Per Bruce County Forest Conservation By-law and local Tree By-laws where applicable
Woodlands that have previously been divided and zoned to facilitate development	Follow site-specific directions where they apply, Bruce County Forest Conservation By-law and local Tree By-laws where applicable; Minimize tree removal to what is necessary for development
Alvars that do not meet ‘Key Feature’ criteria as significant wildlife habitat	Demonstrate no negative impact to feature or function

Table 7: Criteria for Supporting Features and Areas in Southern Bruce County

Supporting Feature / Area Criteria	Development Criteria
Wetlands 1 ha or greater in size that are not identified as Key Feature(s).	Development / Site Alteration not permitted except in accordance with offsetting and



Supporting Feature / Area Criteria	Development Criteria
Wetlands 0.5 ha or greater in size that are not identified as Key Feature(s) and that are wholly or partially within a linkage.	mitigation policies, where they apply, to ensure no net loss of wetlands
Woodlands 2ha or greater in size that do not meet criteria as Key Features.	Minimize tree removal to what is necessary for development and follow Bruce County Forest Conservation By-law and local Tree By-laws where applicable;
Woodlands 0.5 ha or greater in size that are not identified as Key Feature(s) and are wholly or partially within a linkage.	Maintain linkage function
Alvars that do not meet 'Key Feature' criteria as Significant Wildlife Habitat	Demonstrate no negative impact to feature or function.

- (3) The approval authority may require that development proposed within a Supporting Feature or Area be supported by an Environmental Impact Study demonstrating that there will be no negative impacts on the Supporting Feature or Area or on their ecological function.
- (4) Where an Environmental Impact Study is required, it will determine the importance, function and means of protection of Supporting Feature or Area, and/or maintenance of function, as appropriate, to the satisfactory of the approval authority.

### 3.9.3.3 Linkages and Enhancement Areas

Linkages provide ecological connectivity between Core Areas and between Key Features and Areas. They accommodate the natural movement patterns of plants and animals, support biodiversity, promote conservation, and contribute to the long-term viability of the Natural Heritage System.

Enhancement Areas represent potential to improve features or functions.

#### 3.9.3.3.1 Linkages





- (1) Linkages are shown conceptually on Schedule E to this Plan to indicate movement corridors for both flora and fauna between Core Areas, Enhancement Areas, and Key and Supporting Features and Areas.
- (2) This Plan supports and encourages the maintenance and where possible enhancement of Linkages throughout the County, including on lands used for agriculture. The identification of a Linkage will not preclude agricultural uses and operations as they may provide habitat for species and/or offer opportunities for stewardship.
- (3) Natural features within Linkages should be maintained.
- (4) Linkages are encouraged to be enhanced with natural features. Where there is a significant land use change requiring a planning application, Linkages may be required to be enhanced.

#### 3.9.3.3.2 Enhancement Areas

- (1) Enhancement Areas are not mapped on a schedule to this Plan. Enhancement areas may be determined through subsequent comprehensive or site-specific studies or analysis and incorporated into the Natural Heritage System.
- (2) Enhancement Areas may support the Natural Heritage System because they have the potential to:
  - (a) Maintain or enhance water flow and/or quality;
  - (b) Improve wildlife habitat value;
  - (c) Improve species movement and/or dispersal;
  - (d) Provide restoration options;
  - (e) Improve overall connectivity; and/or
  - (f) Improve the likelihood of maintaining self-sustaining vegetation.
- (3) The County and local municipalities will explore opportunities to enhance the natural heritage system in accordance with provincial direction through the development approvals process, conservation easements, donations, or land acquisition.



### 3.9.3.4 Policies for Northern Bruce County

The following policies provide direction specific to the natural heritage context of Northern Bruce County, being lands within Bruce County which are north of Highway 21.

- (1) Portions of Bruce County are subject to the Niagara Escarpment Plan and Greenbelt Plan and are subject to the policies of that Plan. Natural Heritage System mapping in this plan is intended to illustrate the continuity of features within and beyond the Niagara Escarpment Plan and to complement and support the implementation of the Niagara Escarpment Plan.
- (2) Northern Bruce County has extensive natural cover and provides areas of habitat for large ranging species. Approximately 50% of this area of the County has been identified as 'Core' areas on Schedule 'E' to this plan to conserve large areas of intact habitat.
- (3) Core Areas are areas where Key Features are concentrated, or significant portions of natural areas remain intact. The objective of identifying Core Areas is to protect critical ecological functions such as maintaining or enhancing biodiversity, movement of species and materials, and habitat needs.
- (4) Core Areas are identified using several criteria, key among them being percentage of natural cover and size. The purpose of Core Areas is to protect large areas including culturally significant keystone and other species for Saugeen Ojibway Nation while providing greater flexibility for land uses in the largely intact Natural Heritage System of Bruce Peninsula.
- (5) A range of uses are permitted within core areas and 120 metre adjacent lands as outlined below. Permissions for these uses are further subject to Key Features and Areas policies.

Table 8: Permitted Uses in Northern Bruce County

Use	Permitted in Core Areas	Permitted in adjacent lands	EIS Required
Home occupations within existing buildings	Yes	Yes	No



Existing Uses, Buildings, and Structures and Minor Expansions of same	Yes	Yes	No
Reuse of existing buildings and structures provided there is no additional environmental impact	Yes subject to other policies of this plan	Yes	No
Agricultural uses that include new buildings and structures	Yes	Yes	Maybe for large scale (see (6) below)
Agriculture-related uses requiring new buildings and structures	Yes	Yes	Maybe for large scale (see (6) below)
On-farm diversified uses requiring new buildings and structures	Yes	Yes	Maybe for large scale (see (6) below)
New Residential dwellings or accessory uses on existing lots of record	Yes	Yes	No
Conservation and Flood Control projects	Yes	Yes	No
Forest, fish, and wildlife management	Yes	Yes	No



Transportation, utility, and service corridors	Yes if avoidance is not possible	Yes	Maybe – see (8) below
Passive recreation	Yes	Yes	Maybe
Good Forestry Practices as defined in the County’s Forest Conservation By-law	Yes	Yes	No
Existing Mineral Aggregate extraction Operations	Yes	Yes	No
Expanded mineral aggregate extraction operations	Yes with detailed phasing and rehabilitation plan	Yes	Yes – see (9) below
New Mineral aggregate extraction operations	No	Yes	Yes

- (6) An EIS may be required when a new 500 square metre or larger building or structure requires clearing of natural vegetation in or in adjacent to a feature within the core area.
- (7) Where a Settlement Area abuts a core area, discretion will be applied to determining whether an Environmental Impact Statement is required within the settlement area.
- (8) New or expanded uses in or adjacent to Core Areas not discussed above will require the completion of an Environmental Impact Study, unless otherwise exempted by this Plan.
- (9) Where possible, transportation, utility, service or other equivalent corridors should avoid Core Areas. Where avoidance is not possible, an Environmental Assessment or similar process may be required, subject to Provincial or Federal requirements.



- (10) Where a new or expanded mineral aggregate extraction operation is proposed the technical reports prepared in support of the proposal to meet provincial licensing requirements shall also meet the EIS requirements of this plan and guidelines as amended from time to time.
- (11) Lot creation in Core Areas is permitted in accordance with the policies of Section 5.10.1.

### 3.9.4 Offsetting

- (1) The County, local municipalities and/or conservation authorities having jurisdiction within Bruce, may choose to develop and use ecological/ecosystem offsetting (also called biodiversity offsetting) policies or procedures for private land development proposals and/or public infrastructure undertakings.
- (2) Offsetting must follow the mitigation hierarchy of Avoid, Minimize, Mitigate, then Offset. It should only be considered after a detailed analysis has determined that avoidance, minimization, and mitigation of loss is not possible or feasible.
- (3) Offsetting should generally be considered only:
  - (a) in settlement areas where natural heritage features and functions may be reasonably and successfully relocated to facilitate focused, clustered, and compact development; or
  - (b) in agricultural areas, where the removal and relocation of natural cover can be undertaken within a single parcel to facilitate improved agricultural operations and natural connectivity.
- (4) Offsetting may only be considered where it is consistent with the appropriate legislation, regulations and supporting policies and guidelines (Provincial Direction, Official Plans, Forest Management Plans, Forest Management By-laws, Tree-Cutting By-laws, etc.).
- (5) Offsetting does not replace or negate the requirements of other legislation applicable to impacts to species or ecosystems at the municipal, regional, provincial, or federal levels. Protection, and ideally restoration and improvements of existing natural systems remains the primary goal of natural heritage systems planning (as per provincial direction).
- (6) Offsetting policies or procedures should target an ecological net gain. Where



determined to not be feasible, they should ensure no-net-loss and fully replace the same level of lost ecosystem structure and function in proximity to where the loss occurs.

- (7) Offsetting policies or procedures should address matters including but not limited to avoidance of impacts to the Water Resource System and avoid creating or exacerbating natural hazards in consultation with Conservation Authorities where they exist.
- (8) Where other compensation or offsetting programs exist (i.e., tree cutting by-laws that speak to tree replacement planting or funds), efforts will be made to coordinate the separate processes to limit duplication. All programs of this nature should offer a comprehensive approach to restoring unavoidable losses.

### 3.9.5 Requirements for Environmental Impact Studies

Environmental Impact Studies (EISs) identify and assess the potential impacts of development proposal on known or potential areas in the County's Natural Environment System. The purpose of an EIS is to assess whether the development can integrate into the natural environment in accordance with provincial direction and this plan. The policies in this Section will guide the County and proponents with the preparation of an EIS, where required.

#### 3.9.5.1 General Policies

- (1) In order to achieve the objectives of this plan for the protection of the Natural Environment, an Environmental Impact Study will be required as part of an application for development within the Natural Heritage System, including all of its component natural heritage features and functions and/or on adjacent lands, where indicated in the 'Core Areas' 'Key Features and Areas' and 'Supporting Features and Areas' policy tables above unless the requirement is waived by the approval authority.
- (2) The EIS must be prepared prior to any development approvals and any site alteration (except as may be necessary for the preparation of pre-development studies or surveys) or development.
- (3) The approval authority may exempt a proposal from the requirement for an EIS when:
  - (a) A development is subject to a duplicate or similar environmental assessment or similar process; or

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(b) An initial assessment determines that the project is low-risk with well understood potential for impacts,

(4) The approval authority may seek outside independent advice as to whether the proposed development is low risk with well understood potential for impacts,

(5) An EIS must be completed by a qualified professional;

(6) The proponent is responsible for the cost for preparing an EIS,

(7) The EIS should be initiated early in the development design process so that areas of constraint and opportunity can be identified and the design developed accordingly.

(8) The County may establish technical guidelines in accordance with Section 5.14 that support the policies of this section including but not limited to initial assessment and exemption criteria, the required contents of Environmental Impact Studies, required qualifications for preparers of EIS, and standard/best practice mitigation measures that may be applied to development proposals.

(9) The proponent is encouraged to consult early in the application process with the County and other appropriate agencies including First Nations regarding the specific EIS requirements.

(10) In considering potential for impact to functions or features, particularly with regard to shoreline hardening, wetlands and fish habitat, the proponent is also advised to consult with First Nations to determine potential impacts on resources, utilization, interests, and other cultural values.

(11) The EIS must demonstrate to the satisfaction of the approval authority that the proposed development or use is consistent with provincial direction in respect of natural heritage and the policies of this plan and any applicable local official plan.

(12) The approval authority will involve First Nations and may involve any other entity including but not limited to other Indigenous peoples, Conservation Authorities, the Province, local municipalities, and independent peer reviewers in the evaluation of the EIS, with the proponent responsible for costs of such review where applicable.

(13) Where an EIS does not demonstrate to the satisfaction of the approval authority that the proposal is consistent with provincial direction or the policies of this plan and would have a negative impact on the Natural Environment System and/or the

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The site conditions for a development are such that the preparation of an EIS would serve no useful purpose for the protection of the significant environmental features...

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natural heritage feature or area, function, attributes or linkages for which the lands were identified, the application will not be supported or approved by the approval authority.

### 3.9.6 Water Resource System

Provincial direction describes and directs municipalities to identify Water Resource Systems, maintain linkage and function, and take other actions to protect, improve, or restore the quality and quantity of water.

For Bruce County three interconnected components have which are identified as significant by the province or by the County to meet County objectives:

- (1) Key Hydrologic Features, which are discrete features such as wetlands, watercourses, lakes and littoral zones, seepage areas and springs;
- (2) Key Hydrologic Areas, which are broad areas protecting and supporting water quality and quantity such as significant groundwater recharge areas, highly vulnerable aquifers, and significant surface water contribution areas; and
- (3) Other components, including natural hazards that pose risks to life and property if not appropriately managed.

The Water Resource System depends on the cycle of precipitation, ground water infiltration, evapotranspiration, and surface runoff. Ground water and surface water are important resources in Bruce County. Not only do these resources supply drinking water and crop irrigation, but they also play a vital role in maintaining ecological integrity of ecosystems.

While Bruce County has an abundance of water resources, there are growing water management challenges as the extent and intensity of land uses impact natural systems.

The interconnections and relationships among human activities and the Water Resource System must be recognized. These features are adversely affected by climate change and are also essential for adaptation and mitigation of climate change impacts. Identifying, maintaining, and protecting the Water Resource System is important to sustaining and enhancing the quality and quantity of water resources for future generations.





### 3.9.6.1 General Policies

Implementation of the following policies supports and enhances the Water Resource System:

- (1) The County will collaborate with local municipalities, conservation authorities, First Nations, and other agencies and stakeholders, as required, to protect, improve and restore the Water Resource System.
- (2) Watersheds are the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development.
- (3) Potential negative impacts, including cross-jurisdictional and cross-watershed impacts will be minimized.
- (4) The County will evaluate and prepare for the impacts of a changing climate to water resource systems at the watershed level.
- (5) Development and site-alteration will be undertaken with the objective to protect, improve or restore ground water quality and quantity and ecological and hydrological characteristics of Key Hydrologic Features and Key Hydrologic Areas.
- (6) Local municipalities may refer to, duplicate, or expand upon these policies to protect, improve or restore water resource systems in local official plans, where they exist.
- (7) The County will encourage:
  - (a) Efficient and sustainable use of water resources through water conservation best practices; and
  - (b) Sound management practices for agriculture which promote proper storage, use, and application of fertilizers, nutrients, herbicides and pesticides, and where possible, the reduction of their use.

### 3.9.6.2 Key Hydrologic Features and Areas

Key Hydrologic Features, Key Hydrologic Areas, and their functions are necessary components of the Water Resource System that require long-term protection. It is the intent of this Plan to protect, restore and maintain key hydrologic features and areas to ensure that development within or near these features and areas will support and not negatively affect the hydrological and hydrogeological functions and processes.



Components of the Water Resource System, and associated criteria are outlined in the table below.

Table 9: Key Hydrologic Features

<b>Feature and Criteria</b>	<b>Criteria for Development</b>	<b>Adjacent lands Width/Criteria</b>
Permanent and intermittent streams and associated riparian lands	Maintain flow and drainage function; Table 5 criteria for fish habitat where applicable	30 metres; Maintain linkage and function; Table 5 criteria for fish habitat where applicable.
Lakes and their littoral zones;	Maintain Surface water quality  Minimize disturbance to littoral zone	30 metres from ordinary high water mark; Avoid shoreline hardening to littoral zone to adjust to water level variation
Seepage areas and springs	Maintain flow Table 5 criteria for fish habitat where applicable	30 metres
Wetlands	As outlined under Natural Heritage System	As outlined under Natural Heritage System
Significant groundwater recharge areas;	Maintain recharge function by avoiding or mitigating intensive development and large impervious areas	
Highly vulnerable aquifers including karst and karst-prone areas;	Avoid water quality impacts by avoiding or mitigating intensive development and large impervious areas	Not Applicable



Significant surface water contribution areas (unmapped)	Maintain function by avoiding or mitigating intensive development and large impervious areas	
Headwater drainage features (unmapped)	large scale development should evaluate and determine approach to maintain function	
Meanderbelts (unmapped)	Address through hazard policies and Conservation Authority Regulations where they apply	
Natural hazard areas including areas subject to shoreline and flooding hazards	Address through hazard policies and Conservation Authority Regulations where they apply	

Area	Criteria for Development
Highly Vulnerable Aquifers	Significant groundwater recharge areas;
Significant Groundwater Recharge Areas	Highly vulnerable aquifers including karst and karst-prone areas;
Karst Prone Bedrock	Large scale development in accordance with a Karst assessment.  Small scale development to manage risk by:  (a) Do not locate buildings or structures in a depression that does not have clear overland or engineered drainage.



	<p>(b) Do not block or plug sinkholes or rock cracks in a way that would prevent water flow.</p> <p>(c) Prevent livestock from clustering in areas of exposed bedrock or depressions.</p>
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- (1) While efforts are made to map features and areas, some features and areas are not identified on schedules.
- (2) If the boundaries of Key Hydrologic Areas are refined through local planning processes, the refined boundaries may be adopted into this Plan.
- (3) Where mapping or site-specific studies or observations for headwater areas or groundwater recharge areas is made available by the proponent and/or review agencies, new development will be required to demonstrate protection of these sensitive water resources and that the associated environment and any water resource uses are not negatively impacted.
- (4) The County will encourage consultation and communication between the County, local municipalities, the appropriate Provincial authority, interested agencies, and development interests to identify and protect headwater areas, groundwater recharge areas and aquifers.
- (5) The impact of development applications on groundwater will be considered in planning decisions by the County and local municipalities.

3.9.6.2.1 Karst

The northern part of Bruce County has a high concentration of known karst topographies. Karst topographies are dominated by porous limestone or dolostone, which is susceptible to erosion both aboveground and underground, causing potential hazards to development. The greatest potential for karst is where there is a strong hydraulic gradient, such as where there is gradual elevation change in one direction and a steep change in another direction, and water aims to find the shortest path downward.

- (1) Karst topographies are shown on Schedule F and include areas within 2 kilometres of the Niagara Escarpment, where there is a strong hydraulic gradient, and areas where the dominant bedrock type is paleozoic dolostone.
- (2) In some cases karst can present risk to life and property due to the inherent unstable nature of the substrate.



- (3) More commonly, karstic drained areas can be subject to flooding impacts in the event that flow through a karstic feature is impacted, either resulting in pooling above the feature if it becomes blocked or unpredictable increased flows below the feature if it becomes unblocked.
- (4) Karst topographies and their associated formations are also recognized as representing heightened risk for direct contamination at the surface and underlying aquifer.
- (5) In large part the impacts of development in a karst-prone area can be addressed through a risk management approach that includes:
  - (a) Do not locate buildings or structures in a depression that does not have clear overland or engineered drainage.
  - (b) Do not block or plug sinkholes or rock cracks in a way that would prevent water flow.
  - (c) Prevent livestock from clustering in areas of exposed bedrock or depressions.
- (6) Where larger scale or multi-unit development is proposed within areas of karst it will be subject to site-specific evaluation, including a karst assessment.
- (7) A karst assessment will determine what, if any, risk management measures may be required as a condition of development approval.
- (8) At a minimum, the karst assessment will determine:
  - (a) The stability of the karst formation relative to the proposed development or site-alteration; and
  - (b) The potential for surface water management issues associated with the development and karstic features forming part of the drainage system; and
  - (c) The potential threat of the proposed development or site alteration to groundwater resources.
- (9) Where there are identified risks to groundwater resources due to the proposed development or site-alteration, it must be demonstrated to the satisfaction of the approval authority or authorities that the risks can be mitigated.

#### 3.9.6.2.2 Source Water Protection



- (1) The Province has established the Drinking Water Source Protection (DWSP) program that is guided by the Clean Water Act, 2006. The purpose of this Act is to protect existing and future sources of drinking water. Under this program, it is the responsibility of a Source Protection Committee to develop Assessment Reports and Source Protection Plans for a Source Protection Region.
- (2) This program is generally designed to identify and protect Municipal Wellhead Protection Areas (WHPA), and Intake Protection Zones (IPZ), and to identify Highly Vulnerable Aquifers (HVA) and Significant Groundwater Recharge Areas (SGRA).
- (3) The Approved Assessment Reports evaluate the degree to which vulnerable areas are vulnerable through the assignment of a 'vulnerability score'. The term "vulnerability" describes how easily a source of water can become contaminated with a hazardous material. The vulnerability score of an area can range from 1 to 10, with 10 being the most vulnerable. The vulnerability score is used, together with a table of drinking water threats published by the Province to determine whether a drinking water threat is significant, moderate, or low.
- (4) The Source Protection Plans provides regulatory policies at this time that apply only to the protection of Municipal drinking water supplies and are to be followed by municipalities, landowners, and others, to address significant threats to these areas.
- (5) The County and local municipalities will support the implementation of the Approved Source Protection Plan for the Saugeen, Grey Sauble, and Northern Bruce Peninsula Source Protection Region and the Approved Maitland Valley Source Protection Plan, for vulnerable areas associated with municipal drinking water supplies as identified within **Schedules D1-Dxx**.
- (6) Protection for drinking water supplies which are not relied upon for municipal drinking water systems are addressed through the water resources system policies of this plan.
- (7) Intake Protection Zones (IPZ's) are areas of land and water, where run-off from streams or drainage systems, in conjunction with currents in lakes and rivers, could directly impact on the source water at the municipal drinking water intakes.

Table 10: Source Water Intake Protection Zones

Intake Protection Zone	Description
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<b>IPZ-1</b>	One (1) kilometre circle around the water intake.
<b>IPZ-2</b>	Two (2) hours of travel time for water to reach the water intake.
<b>IPZ-3</b>	Areas prone to contamination of untreated source water during extreme weather conditions. Also known as Events-Based Areas

(8) A Wellhead Protection Area is a ‘vulnerable area’ around a municipal wellhead where land use activities have the potential to affect the quality and quantity of water that flows into the well. Table X summarizes the factors that represent each WHPA.

Table 11: Well Head Protection Areas and Associated Time of Travel Zones

<b>Well Head Protection Area</b>	<b>Time of Travel</b>
<b>WHPA – A</b>	100 metre radius surrounding well
<b>WHPA – B</b>	The area within which the time of travel to the well is up to and including two years (excluding WHPA – A)
<b>WHPA – C</b>	The area within which the time of travel to the well is up to and including five years (excluding WHPA – A and WHPA - B)
<b>WHPA – D</b>	The area within which the time of travel to the well is up to and including twenty-five years (excluding WHPA – B and WHPA - C)
<b>WHPA – E</b>	The area within which surface water could reach a ‘Groundwater under Direct Influence of Surface Water’ (GUDI) well within two hours

(9) Land Use activities which may pose a drinking water threat to municipal water supplies are defined by the Clean Water Act, 2006 as an activity or condition that



adversely affects, or has the potential to adversely affect, the quality and quantity of drinking water that is or may be used as a source of drinking water. Significant drinking water threats are prescribed by Ontario Regulation 287/07 of the Clean Water Act, 2006, and include the following:

- (a) Waste disposal sites within the meaning of Part V of the Environmental Protection Act.
- (b) The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
- (c) The application of agricultural source material to land.
- (d) The storage of agricultural source material.
- (e) The management of agricultural source material.
- (f) The application of non-agricultural source material to land.
- (g) The handling and storage of non-agricultural source material.
- (h) The application of commercial fertilizer to land.
- (i) The handling and storage of commercial fertilizer.
- (j) The application of pesticide to land.
- (k) The handling and storage of pesticide.
- (l) The application of road salt.
- (m) The handling and storage of road salt.
- (n) The storage of snow.
- (o) The handling and storage of fuel.
- (p) The handling and storage of a dense non-aqueous phase liquid (DNAPL).
- (q) The handling and storage of an organic solvent.
- (r) The management of runoff that contains chemicals used in the de-icing of aircraft.





- (s) An activity that takes water from an aquifer or surface water body without returning the water to the same aquifer or surface water body.
  - (t) An activity that reduces the recharge of an aquifer.
  - (u) The use of land as livestock grazing or pasturing land, an outdoor confinement area or farm-animal yard.
  - (v) The establishment and operation of hydrocarbon pipeline.
- (10) Significant drinking water threats within Wellhead Protection Areas are either prohibited or regulated in accordance with Sections 57 and 58 of the Clean Water Act, 2006 and the Source Protection Plan. The significance of a prescribed drinking water threat depends on the characteristics of the activity and where the activity is occurring within a WHPA. The policies of the Source Protection Plan set out whether a significant drinking water threat is to be prohibited or regulated within a WHPA.
- (11) Notwithstanding the land uses permitted by the underlying land use designation in this Official Plan:
- (a) Permitted land uses that involve a significant drinking water threat within a WHPA identified in **Schedule 'D-Dxx'** to this Plan may be either prohibited or regulated by the applicable Source Protection Plan;
  - (b) An application for development, redevelopment, or site alteration within a WHPA that involves a significant drinking water threat must only be deemed complete under the Planning Act, if the designated Risk Management Official (RMO) has issued a Section 59 Notice in accordance with the Clean Water Act, 2006, where applicable;
  - (c) The Municipality's Risk Management Official must determine whether a new land use or activity is, or involves, a significant drinking water threat in accordance with the Clean Water Act, 2006 and whether the use or activity is prohibited or regulated through a Risk Management Plan in accordance with the applicable Source Protection Plan;
  - (d) The following waste disposal activities must be prohibited within WHPA's with a vulnerability score of 8 or 10, where they could be considered a significant drinking water threat:



- (i) Land disposal of petroleum refining waste within the meaning of clause (d) of the definition of “land disposal” in Section 1 of Regulation 347 (General – Waste Management) R.R.O 1990 made under the Environmental Protection Act;
  - (ii) Land disposal of municipal waste, hazardous waste, liquid industrial waste, or processed liquid industrial waste, within the meaning of clauses (a) and (b) of the definition of “land disposal” in Section 1 of Regulation 347 (General – Waste Management) R.R.O. 1990 made under the Environmental Protection Act; and,
  - (iii) Land disposal of liquid industrial waste, industrial waste, or commercial waste within the meaning of clause (c) of the definition of “land disposal” in Section 1 of Regulation 347 (General - Waste Management) R.R. O. 1990 made under the Environmental Protection Act.
- (e) Where the establishment, operation or maintenance of a septic system within WHPAs with a vulnerability score of 10 would be considered a significant drinking water threat, new lots created through severance or plan of subdivision may only be permitted where the lots will be serviced by a municipal sewage system or where an on-site septic system could be located outside of a WHPA with a vulnerability score of 10;
- (f) Where no municipal sanitary sewers exist and where septic systems already exist within a WHPA with a vulnerability score of 10, all future or replacement private septic systems on lots where they would be a significant drinking water threat must be located as far as practically possible from the wellhead while remaining in compliance of the Building Code;
- (g) Stormwater Management Facilities may be restricted or regulated within Wellhead Protection Areas, where they are considered significant drinking water threats. If stormwater management facilities are required within the Wellhead Protection Area, such facilities should be designed to minimize infiltration to groundwater from ponds, constructed wetlands, swales, and other similar components. Infiltration trenches, galleries, and other similar sub-surface components that all for direct infiltration of collected stormwater to groundwater should not be employed.
- (12) Events-Based Areas have been established to address risks associated with fuel storage on lands where a spill could impact a surface water intake. Events-based



areas are illustrated in Schedule 'D-XX' and the associated policies are outlined below:

Table 12: Source Water Protection Events-Based Areas

Location	Description of Area(s)	Source Protection Plan Policy	Policy Summary
Kincardine	EBA-3000	15-04	See. 3.8.3.3.12 (below)
Kincardine	EBA-5000	15-05	See 3.8.3.3.13 (below)
Warton	EBA-5000 and EBA-8000	15-05	See 3.8.3.3.13 (below)
Lion's Head	EBA-5000, EBA-7500, EBA 22500	15-05	See 3.8.3.3.13 (below)
Southampton	EBA-13000, EBA-22500	15-05	See 3.8.3.3.13 (below)

- (13) Within the Kincardine Events-Based Area policy “EBA-3000”, New fuel storage in excess of 3000L is prohibited, under Section 57 of the Clean Water Act. Expansion or replacement of existing fuel storage is permitted if it can be demonstrated to the Risk Management Official’s satisfaction that the expansion or replacement will provide greater integrity, as per Policy 15-04 of the Source Protection Plan for [location].
- (14) Fuel Storage in greater quantities than indicated in the Area description (e.g. greater than 5000 litres in EBA-5000) is designated for the purposes of the Clean Water Act, under Section 58. The expansion or replacement of existing fuel storage is permitted if it can be demonstrated to the Risk Management Official’s satisfaction that the expansion or replacement will provide greater integrity. The Source Protection Plan for the Saugeen, Grey-Sauble, and Northern Bruce Peninsula Region requires a Risk Management Plan, sets out required content and terms of



renewal, and provides that fuel storage may only occur in accordance with an approved Risk Management Plan.

- (15) Existing lands that are designated or zoned for Industrial or Commercial development within any WHPA are intended to be subject to Site Plan Control in accordance with Section 5.6.6 of this Official Plan or local Official Plans where they apply. The local Municipality must pass a Site Plan Control By-law designating such lands as areas of Site Plan Control pursuant to the Planning Act. Site Plan Control may be used as a means of incorporating mitigating or remedial measures, annual updates of disclosure reports to the Risk Management Official, proper siting and containment of storage facilities, and lot grading and drainage as identified through the development review process.
- (16) Where there is a conflict between the policies of this Plan and the Source Protection Plan, the policies of the Source Protection Plan will prevail. Updates to the approved Source Protection Plan may be incorporated into the Schedules of this plan and may be incorporated into the schedules of local official plans and zoning by-laws without requirement for an amendment to said plan or by-law.

### 3.10 Wildland Fire Risk

- (1) Portions of the County and especially the northern region have forest types that present increased risk of wildland fire as identified by the province.
- (2) The County will support the local municipalities in preparing mapping of hazardous forest types for wildland fire and establishing policies in their official plans to ensure that the risk of wildland fire will be addressed through local planning approval processes, as appropriate, and in accordance with the Wildland Fire Assessment and Mitigation Standards.
- (3) Approval authorities will generally direct development to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire.
- (4) In the absence of detailed municipal assessments, proponents of development applications will undertake a site review to assess for the presence of areas of high to extreme risk for wildland fire on the subject lands and, to the extent possible, on adjacent properties.
- (5) Where areas of high to extreme risk for wildland fire are present, measures should



be identified as to how the risks will be mitigated and should consider the application of land use planning mitigation and management approaches, determined in consultation with the Province.

- (6) Development may be permitted in lands with hazardous forest types if risk can be appropriately mitigated in accordance with applicable direction without creating a conflict with provincial direction and the policies of this plan for the protection of the natural environment system.

## 3.11 Mineral Aggregate Resources

### 3.11.1 Objectives

- (1) Utilize the mineral aggregate resources of the County in an efficient environmentally sustainable manner;
- (2) Identify and protect mineral aggregate resources from incompatible development.
- (3) Encourage and support recycling of aggregate materials in appropriate locations.
- (4) Recognize that mineral aggregate resources are a non-renewable natural resource and facilitate mineral resource extraction close to where resources are needed.
- (5) Encourage the orderly site extraction of mineral resources and the appropriate development in these areas to ensure the utilization of mineral aggregate resources is not negatively affected;
- (6) Encourage the proper comprehensive rehabilitation and reuse of extracted sites.

### 3.11.2 Wayside Pits and Quarries and Portable Asphalt Plants

- (1) Wayside pits and quarries are temporary facilities used only for specific public road construction projects.
- (2) Portable asphalt plants are mobile facilities used to combine materials to produce asphalt.
- (3) This Plan does not regulate the location or permitting of wayside Pits and Quarries or of portable asphalt plants located in support of specific public road construction projects.
- (4) Approval authorities will refer to the schedules of this plan and local zoning by-laws

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when seeking permits for wayside pits or quarries in accordance with criteria outlined in provincial direction,

- (5) Extractive industrial zones will generally permit portable asphalt plants unless specifically stated to the contrary for specific locations.

(6) [Redacted]

**Deleted:** Unless specifically stated to the contrary in this Plan, these uses shall be permitted in all designations throughout the County without an Amendment to this Plan or any local Official Plans or By-Laws provided they are located in accordance with industry best practices and Provincial direction. , except in existing built-up areas or environmental sensitive areas as identified in the Plan.

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# Part 4 Land Use Designations

## 4.1 Area of Application

The land use designations are shown on Schedule A of this Plan.

## 4.2 Settlement Areas

Settlement Areas are planned to accommodate most of the County's projected growth and development. Settlement Areas are locations for the broadest range, mix, and concentration of land uses, including housing and employment, as well as everyday amenities. Future growth within Settlement Areas will be in accordance with existing or planned servicing infrastructure.

### 4.2.1 Objectives

It is the objective of this Plan to support the development of Settlement Areas by:

- (1) Promoting the development of complete, sustainable communities that create and improve physical and social environments;
- (2) Managing growth and economic development to maintain the defining characteristics of the County as an environmentally and agriculturally rich area;
- (3) Supporting the achievement of density targets established in Section 2 of this Plan;
- (4) Ensure that new development supports a full range of economical, safe, and accessible mobility options, including transit, when it becomes available.
- (5) Expanding community resources which enable people to mutually support each other in performing all the functions of life and in developing to their maximum potential;
- (6) Providing an appropriate range and mix of housing options, transportation modes, employment opportunities, and recreation or leisure activities for residents of all ages, genders, and abilities; and
- (7) Managing natural and cultural resources to ensure long-term sustainability and resilience for the County and its residents.



## 4.2.2 General Policies

- (1) Where they exist, Local municipal Official Plans for Primary Urban Communities and Secondary Urban Communities will include policies or reference this plan for policies in accordance with Provincial Direction and this plan that contemplate the following:
- (a) Detailed direction and land use policies and designations to complement this Plan and the local context.
  - (b) Policies to accommodate the County's growth projections in accordance with this Plan;
  - (c) Policies for Residential uses, including low, medium, and higher density residential uses, affordable housing, infilling and intensification, additional residential units, and housing that is universally accessible and can accommodate a range of abilities and ages;
  - (d) Uses accessory to residential uses, including home occupations and home [industry](#);
  - (e) Commercial uses, including downtown commercial, highway commercial, neighbourhood commercial, and other commercial uses, as may be permitted by this Plan or a local official plan;
  - (f) Industrial or Employment uses and policies dealing with the protection or redevelopment of industrial sites, where appropriate;
  - (g) Institutional uses, including health, cultural and educational facilities, public recreation facilities, government offices, public utilities and related uses and activities;
  - (h) Protection and enhancement of the Natural Environment System, including hazard lands, environmentally sensitive areas, and conservation;
  - (i) Recreation and open space, including active and passive recreation activities;
  - (j) Community improvement opportunities;
  - (k) Municipal servicing requirements;
  - (l) Conservation of heritage resources;

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- (m) Transportation, including opportunities for active transportation and public transit
- (n) Managing natural and cultural resources to ensure long-term sustainability and resilience for the County and its residents; and
- (o) Other specific land use designations necessary to reflect the unique needs and character of each Primary Urban Community and Secondary Urban Community designations.

### 4.2.3 Uses Prohibited in Settlement Areas

The following uses are prohibited within Settlement Areas:

- (1) New livestock operations; and
- (2) Expansion of existing livestock operations beyond the existing livestock unit capacity calculated pursuant to the Minimum Distance Separation Formula.

### 4.2.4 Primary and Secondary Urban Communities Designation

- (1) Primary Urban Communities are Settlement Areas that are planned to accommodate the largest concentration of growth and the broadest range and mix of land uses. Primary Urban Communities play an important role as regional service centres for residents across the County.
- (2) Secondary Urban Communities are local service centres and may also be tourism/recreation centres, accommodating a more limited scale of residential, tourism, economic and community services, and facilities than Primary Urban Communities.

#### 4.2.4.1 General Policies

- (1) Primary Urban Communities will accommodate most of the County's projected growth and development.
- (2) Secondary Urban Communities are anticipated to accommodate some forecasted growth within the County over the planning horizon.
- (3) The County will coordinate with local municipalities to ensure that existing and new development within Primary and Secondary Urban Communities is aligned with Servicing policies of this plan.



- (4) This plan applies where a Primary or Secondary Urban Area is not within a local official plan area.

#### **4.2.4.2 Permitted Uses**

Where they exist, local official plans will permit a full range of uses that are consistent with existing or planned municipal servicing, as well as the planned function of the Settlement Area to meet the growth objectives of the municipality and the County.

#### **4.2.4.3 Employment Lands within Settlement Areas**

The County prioritizes the protection of employment areas to support economic development and prosperity. Employment areas provide opportunities for jobs, services, and goods within the Region and beyond, and are planned to be protected over the planning horizon.

- (1) Employment areas will be identified and protected in accordance with provincial direction.
- (2) Compatibility between employment areas and adjacent uses will be addressed in accordance with provincial direction.
- (3) The removal of lands from employment areas to permit other uses will occur only in accordance with provincial direction.
- (4) Local municipalities are encouraged to prepare and implement an employment lands strategy or equivalent local planning process to plan for the long-term protection, servicing and development of employment lands to accommodate projected employment growth.

#### **4.2.4.4 Highway Oriented Land Uses**

Several local plans have identified lands along major roads for commercial, employment, and other non-residential land uses due to their ability to serve the commercial and employment needs of the community and the County more broadly. While some of these lands may be underutilized and appropriate for redevelopment to accommodate a mix of uses including housing, any proposals to change lands from a non-residential land use must be evaluated based on the potential to impact plan function of these areas and local and regional commercial market needs.



## 4.2.5 Hamlet Designation

Hamlets generally function as rural service centres, with a mix of housing, tourism and commercial uses, as well as community uses and facilities. Some Hamlet Communities are surrounded by the Agricultural and Rural Areas while others are in Shoreline and Seasonal Recreational Areas. This Plan intends to promote and enhance the function of Hamlet Communities as rural service centres.

As Hamlets are typically unserved by municipal infrastructure, the scope and scale of growth and development in Hamlets will be smaller and less dense than in Urban Communities. Development will occur in accordance with servicing policies in Section 4 of this plan.

### 4.2.5.1 General Policies and Permitted Uses

- (1) Hamlet Communities serve as rural service centres accommodating a range of residential, employment and community services and facilities.
- (2) The built form, compatibility and the availability of appropriate servicing and infrastructure will be the determining factors for facilitating the types of development permitted in each Hamlet, in accordance with the policies of this Plan.

## 4.3 Countryside Areas

### 4.3.1 Objectives

The Agriculture policies of this Plan support the continued protection and enhancement of the Agricultural System in Bruce County by:

- (1) Protecting prime agricultural areas for long-term use for agriculture and maintaining a continuous agricultural land base, by minimizing fragmentation;
- (2) Supporting and enhancing the Agricultural System by addressing the impacts of development through the planning approval process;
- (3) Ensuring that farmers can succeed in a changing climate by maintaining a permanently connected, secure, and economically viable agricultural industry;
- (4) Protect farms from incompatible activities and land uses in the Agricultural Areas;
- (5) Recognizing the role farmers play in a clean, prosperous, and climate-resilient future;



- (6) Providing flexibility to enable agricultural innovation, the adoption of new farming practices, agriculture-related uses and on-farm diversified uses; and
- (7) Encouraging the provision of the necessary infrastructure required to support the growth of the agricultural sector.

### 4.3.2 Agriculture Area Designation

Agricultural Areas are an essential component of the County through the recognition of an Agricultural Systems approach that extends across Ontario. The Agricultural System consists of:

- (1) A geographically continuous and productive agricultural land base comprised of Agricultural Areas and of Rural Areas, linking prime agricultural areas within Bruce County and beyond; and
- (2) A complementary agri-food network that consists of infrastructure, transportation networks, agricultural services, distributors, farmers' markets, and other elements important to the viability of the agri-food sector.
- (3) Agricultural operations are a significant employment source, important to the County's historical, cultural and economic character and key to the ability of other sectors such as tourism to create jobs and sustain prosperity. This Plan recognizes that Agricultural Areas constitute a strong, prosperous, and established component of the County's economy. The policies of this Plan recognize a need to protect and enhance this important resource.
- (4) This Plan establishes a policy framework to ensure agriculture remains viable, prosperous, and adaptable. The County supports the continuation of a thriving and sustainable agricultural industry, creating an environment that enables farmers to respond to changing conditions through diversification, agricultural innovation, and the adoption of new agricultural practices.

#### 4.3.2.2 General Policies

- (1) A range of farming sizes will be permitted to ensure that agriculture remains a long term sustainable economic activity, and to encourage the establishment of new farm businesses in the County.
- (2) Development within the Agricultural Areas will occur in a manner which provides for large continuous areas of prime farmland free from conflicting and incompatible land uses.



(3) It is the intention of County Council to encourage the retention of large farming areas within the County. These areas will be largely unencumbered from non-agricultural uses by restricting the establishment of non-agricultural uses. A minimum farm size of generally 40 hectares (100 acres) has therefore been established for new or remnant farm parcels, subject to the consent policies of Section 5.10 [Land Division Policies], and except as provided elsewhere in this Plan. Smaller, specialized, farm parcel sizes will only be permitted in accordance with Provincial direction and the policies of Section 5.10.3

#### 4.3.2.3 Permitted Uses

The following uses are permitted in the Agriculture Area designation:

- (1) Agriculture uses, as defined by the Provincial Policy Statement including agriculture, aquaculture, apiaries, agro-forestry, associated on-farm buildings and structures, growing of crops for biomass, maple syrup production, the growing of plants for food production, nurseries, the primary and secondary farm residence, and temporary farm accommodation for workers;
- (2) Agriculture related uses, as defined by the Provincial Policy Statement, including commercial or industrial uses that are directly related to the processing of agricultural products produced on the same property or providing products or services to farm operations in the area, in accordance with the policies of Section 5.8.1.1, and retail stands for the sale of agricultural products produced on the farm unit upon which the retail stand is to be located;
- (3) Limited on farm diversified uses, as defined by the Provincial Direction, and accessory to the agriculture operation are permitted on farms. All on-farm diversified uses **must** be: compatible with and not hinder surrounding agriculture operations; and limited in area to a maximum of 2% of the subject property area up to one hectare. Lot area and lot coverage for on farm diversified uses will be in accordance with the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas; The following uses **must** be permitted by local Zoning By-Laws: Bed and breakfast establishments, farm vacations, and occasional agricultural demonstration events such as a plowing match.
- (4) Further on farm diversified uses, secondary to the principal agricultural use of the property may be permitted within Agricultural Areas provided that such uses **are**:
  - (a) zoned in the Zoning By-law for that use;

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(b) Wayside pits and portable asphalt plants are permitted uses in accordance with the Zoning By-Law.

(5) Schools, ~~places of worship~~, and cemeteries that service the immediate rural community relying on horse-drawn vehicles as the primary means of transportation ~~are~~ permitted in accordance with Section 5.8.31 [Institutional Uses ~~in the Countryside Area~~].

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(6) A Temporary Garden Suite and/or Additional Residential Unit are permitted on the same lot as part of the farm unit. Forestry, public conservation, public open space and passive recreation are also permitted in the agricultural area.

(7) Most non-agricultural related development will be directed to settlement areas. Limited non-residential, non-agricultural uses may be permitted in the agricultural designation through an amendment to the local zoning by-law in accordance with Provincial Direction and the policies of this plan.

(8) Extraction of mineral aggregate resources may be permitted in prime agricultural areas as an interim use, subject to all other applicable policies of this Plan and implementing by-laws.

(9) Cannabis production and processing facilities are permitted in the Agricultural Area and Rural Area in accordance with the policies of this Plan, applicable federal and provincial approvals and any applicable municipal licensing and/or zoning or other by-laws.

### 4.3.3 Rural Area Designation

Rural Areas within the County are diverse and vibrant with agricultural and agriculture-related operations, forestry, aggregate extraction, conservation, and tourism-based activities such as nature appreciation and outdoor recreational uses.

This plan intends to maintain the natural, scenic, and cultural heritage attributes of Rural Lands while supporting compatible activities.

Economic activities will recognize the natural attributes of the Rural Area while conserving and protecting the rural landscape for enjoyment in the long-term. Rural lands are and will continue to be a defining part of the County's character.

#### 4.3.3.1 General Policies

(1) Development on Rural Lands will be directed to areas:



- (a) Where development will not negatively impact or constrain agricultural operations;
  - (b) That are well serviced by municipal roads, facilities and other services;
  - (c) That front on a year-round municipally maintained road that does not require any undue extension or improvement to the County road system; and
  - (d) Where the development will not negatively impact the natural environment system.
- (2) Commercial uses will be encouraged to locate in existing, urbanized Settlement Areas. Where commercial, tourism and recreational uses require a rural location, these uses will be permitted within the Rural Area subject to the following criteria:
- (a) The use is primarily related to, or serves, the rural economy, agricultural operations or rural-based recreational activities;
  - (b) The lot upon which the use is located is of an adequate size and configuration to support the proposed use and the scale of the operation is appropriate to the site and the surrounding area;
  - (c) The activity is limited to low water use and low effluent producing uses and the site is capable of accommodating private water and on-site private sanitary sewage treatment systems with no adverse effect on the water resources system; and
  - (d) Recreational and tourism uses will be related to and be within proximity to a rural resource that supports the use.
- (3) In Rural Areas, newly created farm lots should generally be 20 hectares (50 acres) or larger.
- (4) This Plan does not intend to prevent the creation of smaller farm parcels where they are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain for future changes in the type or size of the agricultural operation.
- (5) Development by consent for the creation of new lots may be permitted in accordance with Section 5.10.4 of this Plan.



### 4.3.3.2 Permitted Uses

The following uses are permitted on a lot in the Rural Area designation:

- (1) Agriculture uses in accordance with Section 4.3.2.3;
- (2) Agriculture-related uses, subject to Policy 5.8.1.1;
- (3) School, place of worship, and cemetery, subject to Policy 5.8.1.3; and
- (4) A residence, an additional residential unit(s), and accessory home industries and home occupations subject to Policy 5.8.1.4
- (5) Rural resource-based recreation and tourism uses, subject to Policy 4.4.4
- (6) Industrial uses that serve the immediate agricultural community and other such similar industrial uses that require a rural location, cannot be located within a settlement area, and generally have minimum servicing requirements, including water and wastewater treatment in accordance with the policies of Section 5.7.10.
- (7) The following commercial uses are permitted in the Rural Area designation:
  - (a) Space extensive recreational commercial uses that require a rural location and/or cannot be located in a built-up settlement area such as golf courses, riding stables and equestrian centres, cross country ski facilities and other similar recreational uses, marine and recreational vehicle repair and storage. In addition to having large lot requirements, these uses normally rely upon naturalized areas as an integral part of the commercial enterprise.
  - (b) Tourism related commercial enterprises, such as [short-term accommodation that caters to the travelling public](#), that are in close proximity to a tourism resource or attraction.
  - (c) Rural commercial enterprises serving the surrounding agricultural community and rural residents that cannot be practically located in a built-up settlement area, such as farm implement dealers, kennels and veterinarian services or other similar uses.

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## 4.4 Shoreline and Seasonal Recreational Area

The County's proximity to numerous recreational and leisure opportunities creates a unique need to plan for a range of land uses. The Shoreline and Seasonal Recreational





Area is a designation that applies to generally developed areas along the Great Lakes Shoreline, Inland Lakes Shoreline, and Seasonal Recreational Areas including commercial campgrounds.

Much of the Great Lakes Shoreline Area along Lake Huron and Georgian Bay has been developed by way of seasonal and permanent residential uses, and, to a limited extent resort related commercial uses.

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All of the inland lakes in the County are environmentally sensitive due to their size, depth, rate of in-flow and rate of outflow. In some cases, the extent that many lakes may be at or above their natural carrying capacity.

Undeveloped land in Shoreline Areas is subject to environmental constraints and may not necessarily be suitable for development.

#### 4.4.1 Objectives

(1) Promote the function of the Shoreline and Seasonal Recreational Areas as important for tourism and recreation in the County;

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(2) Provide for limited commercial development and seasonal and permanent residential development;

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(3) Increase and improve the amount of public access to waterways; and

(4) Protect the natural environment and ensure new development is compatible with existing land uses.

#### 4.4.2 General Policies

(1) Shoreline and Seasonal Recreational Areas policies are intended to function as parent policies to those areas with local Official Plans, and to provide detailed development polices for those areas without detailed development policies.

(2) Shoreline and Seasonal Recreational Areas are recognized as a primary area for tourism and recreation, including the residential accommodations required to support these uses.

(3) New development will generally take the form of residential infilling in areas substantially developed or the rounding out of existing development. Such development must not be interpreted to include any development which would have the effect of significantly expanding the existing built-up area.

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- (4) New and existing resource-based recreational uses are permitted within Shoreline and Seasonal Recreational Areas subject to the policies in Section 5.8.1.3 of this Plan. This Plan supports the continuation and expansion, where appropriate, of existing uses to accommodate new resource-based recreational development and uses.
- (5) Where expansions are considered beyond the boundaries of the existing designation, and amendment to this Plan will be required in accordance with the policies of Section 5 of this Plan.
- (6) Where zoning by-law provisions have been established to address site specific constraints further development will only be allowed in accordance with the policies of this plan or the local plan, if applicable. Development within the Shoreline and Seasonal Recreational Area may only proceed when a complete and comprehensive evaluation of a proposed development proposal and its location with respect to the Natural Environment System, Hazard Land Areas, wildland fire risks, and emergency access has taken place. Depending upon the scale and intensity of a new development proposal, plans and/or studies may be required in order to determine the suitability of the development.
- (7) When reviewing development proposals in proximity to inland lakes, special attention must be paid to the impact of the proposed development on the carrying capacity of the lake;

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### 4.4.3 Permitted Uses in the Shoreline and Seasonal Recreational Area Designation

The following uses are permitted in Shoreline and Seasonal Recreational Area designation:

- (1) Permitted uses on a lot in the Shoreline and Seasonal Recreation Areas designation include the following:
- (2) A Seasonal residential dwelling;
- (3) A year-round residential dwelling on roads that are maintained by the municipality on a year-round basis;
- (4) An Additional Residential Unit within a building containing a residential dwelling, subject to Section 5.7.3.



- (5) Public parks and open spaces;
- (6) Limited small-scale convenience type commercial uses serving residential developments;
- (7) Home occupations
- (8) Bed and breakfast establishments;
- (9) Places of worship; and
- (10) Travel Trailer parks and commercial campgrounds in accordance with Section 4.4.4.

#### 4.4.4 Campgrounds

Campgrounds are an important contributor to tourism and economic activities within the County. New campgrounds may be permitted by way of a zoning by-law amendment in settlement areas or in the 'Shoreline and Seasonal Recreational Area' and by way of an amendment to this Plan in the Rural Area.

##### 4.4.4.1 General Policies

The following policies apply to new campground proposals:

- (1) A campground may be permitted in a rural area through an amendment to this plan.
- (2) For campground proposals in the Rural Area, scenic recreational areas and Rural Areas with poorer soil classification will be considered.
- (3) Frontage and access to an existing public road is required.
- (4) Proximity to an existing paved road is required so as not to increase travel on gravel roads.
- (5) Development must be located outside of Hazard Land Areas, as shown on Schedule A.
- (6) Development must be in accordance with the setback requirements of the Minimum Distance Separation Formulae.
- (7) Development may not be located within 500 metres of an existing quarry, pit, landfill site, sewage lagoon, holding pond, or field used for the disposal of sewage



or holding pond wastes by spray irrigation or spreading.

(8) Campgrounds must be located outside of mineral resource areas identified on Schedule 'C'.

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(9) The scale and density of development in the campground shall be established in the local municipal zoning by-laws related to lot area, density, and future expansion.:

(10) Campgrounds may be subject to site plan control in accordance with the by-laws of the local municipality including, but not limited to, emergency service access, servicing, transportation access, and on-site amenities.

(11) Further development standards for campgrounds may be outlined in local official plans, where applicable and in local municipal zoning by-laws.

## 4.5 Niagara Escarpment Plan Area

(1) The purpose of the Niagara Escarpment Plan is to provide for the maintenance of the Niagara Escarpment and land in its vicinity substantially as a continuous natural environment, and to ensure only such development occurs as is compatible with that natural environment.

(2) Policies for the use of land within the Niagara Escarpment Plan Area are set out in the Niagara Escarpment Plan, and are generally regulated by the Niagara Escarpment Commission through the Niagara Escarpment Planning and Development Act, and its regulations and local municipal zoning by-laws where Development Control is not in effect. All development, changes of use and lot creation within the Niagara Escarpment Plan Area must conform to the Land Use Policies and Development Criteria of the Niagara Escarpment Plan, and the appropriate policies of the Bruce County Official Plan and local Official Plans where they exist and are not in conflict with the Niagara Escarpment Plan.

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(3) Lands within the boundary of the Niagara Escarpment Plan Area, a World Biosphere Reserve, as illustrated on Schedule A and Schedule C are subject to the goals, objectives, policies and development criteria of the Niagara Escarpment Plan. The boundary of the Niagara Escarpment Plan Area as illustrated on Schedules A and C, and the designations shown on Schedule D, must be interpreted in accordance with Section 1.1 [Interpretation of Boundaries] of the Niagara Escarpment Plan.

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- (4) The Niagara Escarpment Plan contains Land Use Policies (Part 1) and Development Criteria (Part 2) which determine where and how proposed development should occur within the Niagara Escarpment Plan Area. The policies and development criteria of the Niagara Escarpment Plan apply to all lands within its boundary and take precedence over the policies of the County Official Plan except where the policies of the County Official Plan are more restrictive than, but not in conflict with, the Niagara Escarpment Plan. Development Policy
- (5) Development proposals within the Niagara Escarpment Plan Area are expected to conform to the criteria of the Niagara Escarpment Plan, the applicable policies of this Plan, and any applicable Local Official Plan, and with the zoning provisions that would be in effect were the area subject to municipal zoning.
- (6) Where a proposal meets the criteria of the Niagara Escarpment Plan but would deviate from zoning provisions that would be in effect if the proposal were subject to municipal zoning, the commission should consider:
  - (a) Whether the deviation is necessary to address a site constraint;
  - (b) Whether the development maintains the intent of this official plan and any local official plans in effect;
  - (c) Whether the development maintains the intent of the zoning provisions that would be applicable if the proposal were subject to municipal zoning;
  - (d) Whether the deviation is appropriate and desirable for the use of the land; and Whether the deviation is minor in nature.
  - (e) Where the appropriate analogous zoning is unclear, Commission staff may seek clarification from the municipal zoning administrator.

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## 4.6 Open Space Area

Bruce County has extensive areas of lands [that are owned or managed for conservation uses](#) which contribute significantly to the rural character of the County and are a major component of the tourism/recreation economy. [Some existing privately owned commercial recreational enterprises such as golf courses are also included.](#) In order to preserve and enhance these areas, this Plan contains policies that recognize these areas and limit the range and intensity of uses permitted.

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#### 4.6.1 General Policies

- (1) The use of Open Space Lands will maintain the integrity of the natural environment system in accordance with the applicable policies of this Plan.
- (2) Where Open Space Lands are under private ownership, this Plan will not be construed as implying that such areas are free and open to the general public. Further, it will not imply any obligation for the County or any other public agency to purchase the lands.
- (3) Public access to Publicly Owned Open Space Lands may be restricted due to their features and/or the nature of their former and ongoing uses.
- (4) Development will be compatible with its surrounding areas and adjacent land uses, including natural heritage features and areas. Where necessary, facilities will be designed to provide adequate spatial separation, buffer planting with native plants, landscaping and fencing to minimize potential adverse effects.
- (5) Adequate parking facilities will be established for outdoor recreational uses. Access points to recreational areas and associated parking will be designed to protect and conserve the natural environment and to minimize potential conflicts between vehicular and pedestrian traffic.
- (6) Wherever possible, communal as opposed to individual docking and boat launching facilities will be encouraged to reduce the disturbance caused to the bed of the water body and the visual obstructions along the shoreline.
- (7) Prior to development in the Open Space Lands designation, consultation will take place between the appropriate entity, the County, and the local municipality to consider such plans for development and to ensure that development is carried out in a manner which protects and conserves the natural environment system and minimizes social and economic impacts.

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#### 4.6.2 Permitted Uses

The following uses are permitted in the Open Space designation:

- (1) Public parks and beaches;
- (2) Major open spaces;
- (3) Conservation areas, including wildlife observation points;



- (4) Boat launching, boat docking and marine facilities;
- (5) Sports grounds and other areas associated with public recreational uses, such as ballparks, tennis courts, playgrounds, golf driving ranges and golf courses;
- (6) Recreational trails for active transportation, such as walking, hiking, bicycling and cross-country skiing, and Open Space activities such as snowmobiling;
- (7) Agriculture, forestry, fish and wildlife management and other natural resources management uses;
- (8) Uses complementary and necessary to the permitted outdoor recreational land uses such as food concessions, general variety stores, offices, storage and service areas and buildings, and accessory residential accommodation for attendants; and
- (9) Public uses and public and private utilities.

## 4.7 Hazard Lands

Hazard lands are areas that represent imminent threat or risk to life and property. Hazard lands may include floodplains, steep or erosion prone slopes, organic or unstable soils, poorly drained areas, and lands along shorelines which can be impacted by flooding, erosion, and/or dynamic beach hazards or have poor drainage, or any other physical condition that is severe enough to pose a measurable risk if developed. While these lands are intended to be regulated so as to avoid natural hazards, they also contribute to the natural environment within the County.

[Hazard lands are identified in accordance with provincial direction.](#)

### 4.7.1 General Policies

- (1) No building, or structure, nor the placing or removal of fill of any kind whether originating on the site or elsewhere, nor land grading ~~is~~ permitted in the Hazard Land Area except where such building, structure, or fill ~~is~~ intended for flood or erosion control or maintenance and management of the natural environment, and ~~is~~ approved by the Conservation Authority where ~~one~~ exists, and the Chief Building Official.
- (2) The Regulatory Flood Standard is specific to the main watersheds in the County and shall be used to define the limits of floodplains associated with watercourses. A 'One Zone Concept' for floodplain management will generally be used, however,

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other floodplain management options including “Two-Zone” or Special Policy Area (S.P.A.) approaches will be permitted where where they are consistent with Provincial direction and approved by an applicable conservation authority and local municipality.

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(3) The Grey-Sauble Conservation Authority has conducted a study of the Sauble River Watershed. This study has determined that the Provincial standard for flood protection in the watershed can be reduced from the Regional (Timmins) Storm to that of the 1:100 Year Flood. However, due to known flood levels at Allenford due to ice jams, an exception to the 1:100 Year Storm level is required as follows:

(a) For lands within Lots 10, 11 and 12, Concession “A”, Township of Amabel and Lots 28, 29 and 30, Half Mile Strip, Township of Arran, in the vicinity of the Hamlet of Allenford, the Environmental Hazard Area will be delineated by a flood line equivalent to the Regional Storm flood line on mapping prepared by the Grey Sauble Conservation Authority dated 1993 to reflect the incidence of flooding due to the ice jams.

(b) Within the delineated flood line new development will generally be discouraged. Development may be permitted on an existing lot of record provided sufficient area exists outside the 1:100 year flood line to accommodate the proposed development. Development on an existing lot of record shall be protected from flooding to a level equivalent to the Regional Storm Flood.

(4) For lands next to watercourses and inland lakes where erosion or slope instability exists or potentially exists, all new development will be prohibited or restricted within the 100-year erosion limits and/or stable slope allowance plus appropriate setbacks. The actual boundaries of these erosion limits will be determined in consultation with the Conservation Authority and/or appropriate Provincial authority.

(5) Great Lakes Shoreline Hazard Areas includes shoreline floodplain, wave effects, erosion and dynamic beach features.

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(6) Municipalities and Conservation Authorities where they exist may undertake technical studies to further refine the limits of the Regulatory Shoreline for specific locations, in accordance with established standards and procedures.

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(7) Along watercourses and in low lying areas the remediation of hazard lands through filling in order to facilitate development is not permitted except where in

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accordance with an established 2-zone regulatory floodplain model.

- (8) In Shoreline areas, remediation of hazard lands through filling and/or shoreline hardening will be considered only in exceptional circumstances on existing and severely constrained lots where coastal engineering has been completed and where potential impacts to the natural environment system have been addressed in accordance with provincial direction and the policies of this plan. Such proposals will require a zoning by-law amendment or community planning permit where applicable.

#### 4.7.2 Permitted Uses in the Hazard Lands Designation

The following uses are permitted in the Hazard Lands designation:

- (1) Permitted uses are restricted to conservation, forestry, wildlife areas, passive recreation but not including golf courses, public parks, non-intensive agriculture, horticulture, and hydroelectric power facilities. Only those uses which do not impair ecological processes and the environmental features so identified will be permitted.
- (2) Uses existing on the date of approval of this Plan may be recognized in the Zoning By-Law as legally conforming despite the Environmental Hazard Area Zone in the implementing Zoning By-Law. The expansion or enlargement of non-conforming uses is discouraged.
- (3) The replacement or rebuilding of a legal non-conforming building in accordance with Section 5.4

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#### 4.7.3 Uses Prohibited in Hazard Lands Designation

The following uses are prohibited in the Hazard Lands designation:

- (1) Buildings and structures are generally not permitted, except structures supportive of passive recreation such as docks, stairs, guardrails, benches and shade structures may be permitted subject to approval from the applicable regulatory authority.
- (2) Emergency services facilities, including fire, police, and ambulance stations, which would be impaired during an emergency because of a hazard, will be prohibited in hazard lands.



## Part 5 Implementation

This section describes how the Plan will be implemented. Local Official Plans may also rely upon this Plan as the applicable policy framework.

Reference within this Section, or elsewhere in this Plan, to “provincial direction” means any Act or Regulation of the Province of Ontario (e.g. the Planning Act or the Municipal Act and their regulations), Provincial Policies, (e.g. the Provincial Policy Statement), Guidelines published by the Province of Ontario (e.g. Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas or Minimum Distance Separation (MDS) Formulae). The required level of conformity with Provincial Direction is as outlined in that direction or its enabling Act.

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### 5.1 Indigenous Peoples

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Recognizing and respecting Indigenous Peoples as holders of constitutionally protected Aboriginal and treaty rights within the municipal boundaries of Bruce County.

(1) Bruce County will:

- (a) Pursue stewardship of lands within the County in partnership and collaboration with Indigenous peoples, especially Saugeen Ojibway Nation, guided by the principles of trust, mutual respect, openness and transparency, responsiveness, and good faith;
- (b) Meaningfully engage in early and ongoing consultation at all stages in the development, implementation and amendment of this Plan, and in relation to all matters addressed in the Plan, including but not limited to development proposals; local Official Plans, Secondary Plans, Guidelines, Community Planning Permit Systems, Plans of Subdivision, and Consents;
- (c) Freely share and exchange all relevant County-held information as part of County consultation and engagement processes;
- (d) Fully inform itself of and give consideration to concerns and perspectives regarding potential and consequential impacts on Aboriginal and treaty rights, and on Indigenous peoples’ aspirations and needs; and



- (e) Meaningfully consider and demonstrably integrate, as part of County decision making processes for the Plan, reasonable responses to and accommodations of those concerns and perspectives.
- (2) The County commits to co-development of mutually acceptable processes and protocols that facilitate notification and ongoing engagement of Indigenous peoples in land use and related planning processes of the County.

## 5.2 Public Participation

- (1) Recognizing the importance of transparent and inclusive planning processes, the County is committed to meaningful and timely public participation in accordance with the Planning Act. The following policy outlines the County's approach to public engagement:
  - (a) For all planning applications the requirements of the Planning Act for public consultation and notice will be met. In addition, the approval authority will strive to make notices and information pertaining to these applications available online.
  - (b) Applicants will be required to submit a public consultation plan where required by provincial direction.
- (2) The County and/or local municipalities will provide a tailored consultation approach, where appropriate. In those cases, the following will be taken into consideration:
  - (a) A range of communication methods and activities to facilitate broad participation and input;
  - (b) Accessibility of venues for individuals of different ages and abilities;
  - (c) Engaging the community in gathering spaces, such as farmers markets, fairs, festivals, public libraries, parks, and other popular locations;
  - (d) Collaborating with local community organizations and service providers to encourage participation from diverse communities;
  - (e) Employing virtual, in-person, or hybrid meeting formats; and
  - (f) When relevant, conducting public consultation in proximity to the geographic areas most impacted or affected by the matter under consideration.



- (3) Alternative public consultation measures to notify prescribed persons and public bodies of proposed development may be adopted by By-Law outside of this Plan provided the By-Law is approved by the approval authority with appropriate public input.
- (4) The approval authority may delegate its authority to administer these procedures to an appointed committee, officer, or employee identified by by-law.

### 5.3 General Policies

- (1) County Council or its delegate and local municipalities have the power to administer various planning and development tools under the Planning Act, Municipal Act and other statutes as may be applicable to support the goals of this Plan. The County and Local Municipalities may use all such tools available under their authority to carry out the policies of this Plan.
- (2) Unless otherwise required by statute, an amendment to this Plan or a local official plan is not required to pass a by-law that implements this plan or a local official plan.
- (3) The following policies provide further direction for the use of these tools in addition to that provided by Provincial direction.
- (4) Some tools are available to carry out the policies of this plan that do not require further implementation policies to be provided in this plan. These tools are described separate from the policy text in boxes entitled “Did you Know?”.

### 5.4 Legal Non-Conforming Uses

- (1) This Plan recognizes that existing land uses may not conform with the designations and long-term vision for the County that is outlined in this Plan or that municipalities have outlined in local Official Plans. This plan recognizes rights to legal non-conforming uses outlined in the Planning Act.
- (2) An existing, legal, non-conforming use may continue regardless of this Plan and the zoning by-law as provided in the Planning Act. Legal non-conforming buildings or structures may be repaired, renovated, or reconstructed provided there are no increases to extent of non-conformity with permitted uses or non-compliance of the use, building, or structure with provisions of the zoning by-law. In the case of non-



conforming uses in natural hazard, including shoreline areas, reconstruction may occur in a different location provided it is further from the source of the natural hazard including the shoreline. Height and volume may be increased for the purpose of addressing floodproofing or other hazards.

(3) An existing non-conforming use may be extended, enlarged, or changed to a similar or more conforming use by the municipal Committee of Adjustment, as provided in the Planning Act. In considering such applications the following should be considered as the intent of this Plan.

(a) The development must be appropriate in scale and avoid new or increased adverse impacts, including visual impacts to the surrounding lands or the environment;

(b) Safe access must be evaluated relative to the degree of change or intensity of use;

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(c) Consultation with relevant conservation authorities will determine requirements for permits in accordance with Conservation Authority regulations;

(d) Each case will be reviewed individually by the Council or Committee of Adjustment and may be subject to site plan control and/ or conditions of approval, where permitted by the Planning Act; and

(4) For extension or enlargement in Hazard, including Shoreline areas, the following additional policies apply:

(a) The development should contribute to a net environmental gain through measures such as reducing hard surfaces, controlling runoff, and enhancing riparian vegetation;

(b) The potential for future compliant septic systems to be located away from the shoreline and sensitive environmental features should not be negatively affected;

(c) The setback from the highwater mark or source of a natural hazard should be maximised, considering the physical constraints of the lot, and proposals must not further increase deficiencies;

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(d) Efforts must be made to minimize the impact of new construction on the natural aesthetic and environmental qualities of the area;

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(e) The development must not negatively alter existing drainage patterns, directing runoff into nearby water bodies or neighboring properties. Proposals affecting waterfront lands must incorporate mitigation measures, including low-impact development, eavestroughing, vegetated buffers, and other features that manage runoff, improve water quality, and prevent off-site drainage; and

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(f) The amount of structural coverage within the immediate shoreline area and within the 30-meter zone adjacent to water bodies should be minimized. Options for offsetting environmental and aesthetic impacts by removing, downsizing, or relocating structures with deficient water setbacks must be explored.

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(5) A legal non-conforming use may be recognized through a local zoning by-law amendment if it meets the following criteria:

(a) The use is compatible with and does not harm or present risk to the surrounding land uses;

(b) The use does not affect the planned future use of nearby lands;

(c) The Minimum Distance Separation Formulae (MDS) has been considered;

(d) The use must not be located within an area affected by flooding or other natural hazard;

(e) The means of access to the public road network is acceptable to the appropriate authority; and

(f) Recognizing the legally existing use through a zoning by-law would not establish precedent to encourage similar nonconforming land uses within the municipality.

(6) In the Agriculture and Rural designations, where a use has been recognized as a legal use in accordance with Section 5.4, the Councils of the local municipalities may zone to permit the continuation, expansion or enlargement of a legally existing use, or a change to a similar use, provided that:

(a) The proposed use is permitted in either the 'Rural' or 'Agricultural' designations;



- (b) The existing use of the land, buildings or structures is a legal use currently recognized in the implementing comprehensive zoning by-law or is a legal nonconforming use under Section 34(9) of the Planning Act;
- (c) The proposed use does not require large volumes of water nor generate large volumes of effluent;
- (d) The proposed use is subject to any conditions that may be contained in a local Municipal Official Plan; and
- (e) The proposed use must be in appropriate proportion to the size of the existing use.

## 5.5 Archaeological Resources

- (1) The County’s Archaeological Management Plan will be used to identify and conserve archaeological heritage resources within the County.
- (2) Where ~~existing or potential~~ archaeological resources involve sites or burial grounds related to Saugeen Anishnaabek within the County’s municipal boarders, Saugeen Anishnaabek ~~must~~ be consulted regarding the manner in which these resources and features are to be dealt with.
- (3) In collaboration with the local municipalities, the County will assess, preserve or mitigate, where necessary, archaeological resources, as prescribed by the Province’s archaeological assessment standards and guidelines.

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## 5.6 Land Use Planning Tools

The County and the Local Municipalities are afforded various tools under the Planning Act, and other provincial statutes to implement Provincial Direction and the policies of this Plan. The County and Local Municipalities may use one or more of the following tools in this regard.

### 5.6.1 Local Official Plans

This Plan sets the framework for growth and development in Bruce County, including local municipalities. Local Municipalities may have Official Plans to further define areas for land uses and appropriate policies. Where they exist, the following policies apply to local official plans:



(1) Local municipalities must review their official plans as required by the Planning Act.

(2) County Council or its delegate is the approval authority for local official plans and plan amendments.

(3) Local Official Plans refer to the County Official Plan as the applicable policy framework as an alternative to including the same policies within the Local Official Plan.

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(4) Local Official Plans may also duplicate the policies of the County Official Plan and may contain policies that permit the incorporation of revisions to the County Official Plan to their duplicate policies by way of a resolution of Council.

(5) Local municipalities may adopt policies aligning with this Plan that are more restrictive, where permitted by the province.

(6) In case of conflict, the more restrictive policy will prevail, provided the more restrictive policy does not conflict with the intent of this plan or provincial direction.

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### 5.6.2 Secondary Plans

(1) Secondary Plans are detailed area-specific policies that provide guidance for long-term community development and growth management. They aim to offer a more comprehensive and specific level of land use planning than this Plan.

(2) Secondary Plans may be prepared for major developments or specific areas where a comprehensive approach is necessary to ensure organized and logical development. The preparation of Secondary Plans will involve consultation with the community and follow the procedures outlined in the Planning Act.

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(3) Upon approval, Secondary Plans become amendments to the local official plan or this plan if they are not within an area covered by a local official plan.

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(4) Secondary Plans will be implemented in accordance with provincial direction.

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### 5.6.3 Local Zoning By-laws

Zoning by-laws are important tools used by municipalities to implement land use regulations in accordance with the Planning Act. The following policies apply to zoning by-laws:

(1) Existing zoning by-laws must be amended where needed to conform with this plan and the applicable local official plan, as required by the Planning Act.

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- (2) Zoning by-laws may be amended through a process outlined in provincial direction and this Plan, provided the amendments conform to this Plan and any local Official Plan.
- (3) As provided by the Planning Act, Local municipalities may delegate the authority to pass minor by-laws to a committee or an authorized municipal officer, provided that all notice and public meeting requirements are met and in accordance with the following:
  - (a) Delegated authority is limited to the following:
  - (b) Applying or removing Holding 'H' symbols;
  - (c) Temporary use by-laws; and
  - (d) Minor administrative amendments, such as zoning amendments to reflect minor lot boundary adjustments.
- (4) Council may apply conditions to its delegation of authority.
- (5) Zoning by-laws may include provisions which implement the policies of this plan and allow other provisions to come into effect with the approval of certain planning applications. For example, a provision may be included in a zoning by-law to automatically prohibit a residence on the retained land following the approval of a consent for a surplus farm residence severance, and for zoning schedules to be updated accordingly.
- (6) Provincial Direction provides for alternative consultation processes for planning. Alternative processes for statutory public meeting requirements for minor amendments to Zoning By-Laws are provided as follows:
  - (a) A Statutory Public Meeting under the Planning Act is not required for minor administrative or technical revisions to the Zoning By-law as listed in Section 5.6.3.
  - (b) A Statutory Public Meeting under the Planning Act is not required for a minor amendment to the Zoning By-law that is only to remove all or part of a Hazard designation based on up-to-date floodplain limits issued by the Conservation Authority.
  - (c) The requirement for a Statutory Public Meeting under the Planning Act may be waived for a minor amendment to the Zoning By-law if no public comments are



received within 30-days after the issuance of a statutory notice of complete application.

#### 5.6.4 Temporary Use By-laws

Municipalities may pass temporary use By-Laws in accordance with the Planning Act.

#### 5.6.5 Interim Control By-laws

A Local Council may pass an interim control by-law in accordance with the Planning Act.

#### 5.6.6 Site Plan Control

- (1) The Site Plan Control policies of this Plan may form the basis of policies for local municipalities within Bruce County, and therefore local official plans are not required to establish Site Plan Control policies. Local Municipalities may establish additional, or more detailed Site Plan Control policies.
- (2) All land use designations in this Plan are proposed as Site Plan Control Areas, in accordance with the definition of development provided by the Planning Act.
- (3) Specific areas and uses where Site Plan Control will be applied as well as criteria for exemption, will be designated by By-Laws.
- (4) Applicants must provide necessary information and materials to the local municipality to address matters within the scope of Site Plan Control as outlined in the Planning Act, including an application and site plan drawing, conformity with the Zoning By-law and applicable development standards, assessments or reports, and details concerning land abutting County highways. The approval authority may also require any information outlined in Section 5.12.
- (5) Applicants may be required to provide land for the widening of highways that are under the jurisdiction of the County as described in this plan in Schedule B at no expense to the County in accordance with the Planning Act.

#### 5.6.7 Community Planning Permit System

- (1) In accordance with the Planning Act, municipalities may use a Community Planning Permit System to regulate development.
- (2) The following policies outline the development and implementation of a Community Planning Permit System:



- (a) All designations within the County or Local Official Plans may be Community Planning Permit areas as established by By-Law in accordance with Provincial direction.
- (b) The Council of a local municipality or its delegate is the approval authority for a Community Planning Permit.
- (c) The scope of the authority that may be delegated by a Council to its delegate is not limited by this plan.
- (d) A Community Planning Permit may be used to implement the goals, objectives and policies of this Plan or a Local Official Plan.
- (e) Any use that conforms to this Official Plan and a Local Official Plan may be considered as a class of development or land use that can be permitted through a Community Planning Permit or exempted from the requirement to obtain a permit.
- (f) Conditions and evaluation criteria may be specified within the Community Planning Permit Planning System By-Law provided those criteria conform with this Official Plan and the Local Municipal Official Plan.
- (g) Complete application requirements may be specified within the Community Planning Permit System By-law and may include the complete application requirements outlined in Section 5.12.

### 5.6.8 Inclusionary Zoning

- (1) If permitted by the Province, inclusionary zoning may be implemented in one or more municipalities in Bruce County to require affordable housing units through the development process and ensure their affordability for a specified time period.
- (2) Local municipalities are encouraged to partner with the County in implementing inclusionary zoning, where available.

### 5.6.9 Community Improvement

- (1) Any area within the County can be designated as a community improvement project area for the purpose of carrying out comprehensive improvements in specific areas of a community.
- (2) These improvements are meant to enhance the social, economic and/ or



environmental vitality of the community and can involve various projects, including but not limited to improving the natural or built environment, and building affordable housing.

- (3) Local municipalities are encouraged to establish Community Improvement Areas and adopt Community Improvement Plans in accordance with the Planning Act and provincial direction and the policies of this plan. Municipalities may, but are not required to, provide additional Community Improvement policies within their official plans.
- (4) County Council may make grants or loans to one or more local municipalities, for the purpose of carrying out a community improvement plan.
- (5) When authorized by the provincial government, County Council may identify a community improvement project area or areas for purposes prescribed by provincial direction such as affordable housing. When Bruce County is authorized to implement a community improvement plan local municipalities may make loans or grants to Bruce County for the purpose of carrying out a community improvement plan.

#### 5.6.10 Heritage Conservation

- (1) Local municipalities may identify and designate properties having heritage value in accordance with Provincial direction.
- (2) Local municipalities may identify and designate one or more areas of their municipality as a Heritage Conservation District, in accordance with process and criteria outlined in the provincial direction. Ontario Heritage Act.
- (3) Prior to designating a Heritage Conservation District, a local municipality will complete a Heritage Conservation District Study that meets the requirements of the Ontario Heritage Act.
- (4) A local municipality may pass a By-Law to designate the area of interest as a Heritage Conservation Study Area for up to as outlined in provincial direction one year while the study is being completed and require applicants for development within the Study Area to meet applicable requirements as authorized by provincial direction complete a Heritage Impact Statement as part of a complete application submitted during that time.



### 5.6.11 Holding Provisions

- (1) A local municipality can use a zoning by-law to apply a "Holding H" Symbol to ensure that specific criteria or conditions are met before allowing development, subject to the policies of this Plan, the local official plan, and the implementing zoning by-law.
- (2) When the "Holding H" Symbol is applied to certain lands through a zoning by-law, the by-law may specify uses that are permitted while the holding provision is in effect, such as:
  - (a) Agricultural uses, excluding livestock and new building construction;
  - (b) Existing uses that were legal at the time the Holding By-law was passed;
  - (c) Open space and conservation-related uses; and
  - (d) Other appropriate uses as identified by the Council, as long as they do not conflict with or limit the future development potential of the land, or cause land disturbance that may negatively impact archaeological resources or the natural environment, where applicable, and are compatible with neighboring land uses.
- (3) If in the opinion of the Council of the local municipality or their delegate the criteria for removing the holding have been met, the holding may be removed by amendment to the Zoning By-law.
- (4) Criteria for removal of a "H" Holding provision may include, but are not limited to, the following:
  - (a) Availability of services consistent with the municipal servicing strategy;
  - (b) Extension of roads, or where agreements are in place with respect to permanent access; or
  - (c) The completion of studies or plans including but not limited to, archaeology, natural heritage, stormwater management.
- (5) By-laws may use specific or general holding provisions to offer direction on applicable criteria. The criteria for removing the "H" Holding should be clearly stated in the Zoning By-Law provisions used to apply the "H" holding.



### 5.6.12 Community Benefits Charges

Local Municipalities may implement Community Benefits Charges in accordance with the Planning Act.

### 5.6.13 Maintenance and Occupancy By-laws

- (1) A local Council may pass maintenance and occupancy by-laws in accordance with Provincial legislation and in accordance with the policies of this plan.
- (2) A local official plan may have more detailed or restrictive maintenance and occupancy policies than those outlined in this plan.

### 5.6.14 Land Acquisition

The County or a local municipality may acquire land to implement any policy of this Plan in accordance with the provisions of the Planning Act, Municipal Act, or any other Act.

## 5.7 General Development Criteria

The following criteria apply to development within the County.

### 5.7.1 Multi-Year Sewage and Water Servicing Plan

- (1) Where a Multi-Year Sewage and Water Servicing Plan has been prepared as part of a master planning process in accordance with the Municipal Class Environmental Assessment or similar process under the Municipal Class Environmental Assessment Act or similar provincial direction all development approvals must be consistent with that Plan.
- (2) Where a Multi-Year Sewage and Water Servicing Plan has not been prepared in accordance with Section 5.7.1.1 then:
  - (a) A Water and Sewer Servicing Study may be required at the discretion of the County in support of:
  - (b) A Local Official Plan Amendment proposing major new development on lands that have not been reviewed as part of a Multi-year Sewage and Water Servicing Plan or similar type of study; or
  - (c) An application to expand a settlement area boundary where the lands to be incorporated within the settlement area have not been previously reviewed as part of a Multi-Year Sewage and Water Servicing Plan; or

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- (d) Any planning application that has the potential for significant environmental health risks that need to be addressed; or
- (e) Any planning application which has the potential to significantly affect the carrying capacity of the regional groundwater system in providing potable drinking water and/or the assimilative capacity of a receiving water body for sewage waste disposal.

(3) The policy direction for an Official Plan Amendment, or planning approval of any type, **must** be consistent with the conclusions and recommendations of the Water & Sewer Servicing Study and any other background studies carried out in support of the Study.

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(4) The Water & Sewer Servicing Study **must** be completed to the satisfaction of the County **and** the local municipality **and may be required to** include the following:

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- (a) An assessment of the appropriate type and level of servicing necessary to support future growth and development including financing, phasing and administrative requirements;
- (b) An analysis of the hydrology and hydrogeology to determine the capability of surface and groundwater water resources to provide sufficient quantity and quality of water supply and to accept sewage effluent in consideration of the ecological function of water resources in achieving the Environmental Goals and Objectives of this plan;
- (c) Where municipal services exist an assessment of existing servicing systems, their capacities and their condition, and identify requirement upgrades, and/or expansion;
- (d) Where subsurface sewage treatment and disposal is proposed, an assessment of the long term suitability of the soil conditions;
- (e) An identification of existing or potential restrictions to future growth and development;
- (f) An assessment of the potential impact of new growth and development on the natural environment; and
- (g) An assessment of the economic feasibility of the proposed servicing.



### 5.7.2 Advanced Wastewater Treatment Systems

- (1) Bruce County recognizes the potential role for advanced wastewater treatment technology and that this technology is constrained with respect to municipal capacity to enforce the performance of this technology.
- (2) This Plan recognizes the authority of the Ontario Building Code to regulate wastewater treatment systems as outlined in the Building Code.
- (3) Generally where development is proposed at a scale that requires advanced wastewater treatment technologies in order to maintain groundwater quality the development should proceed by way of a clustered or communal wastewater treatment system wherein performance is regulated by the province through an Environmental Compliance Approval (ECA) or its equivalent.
- (4) Where a proposal for development requires the use of advanced wastewater treatment technologies in order for the resulting wastewater to meet water quality standards and would not be subject to an ECA then proponents may be required to enter into an agreement with the municipality for the monitoring of the system's performance and to provide securities to support municipal capacity to ensure system performance.
- (5) Reliance on advanced wastewater treatment systems to support intensification will only be permitted in Settlement areas and will not be supported in Shoreline and Seasonal Recreational areas, Agricultural, or Rural areas.
- (6) Where there is no legal mechanism to support a registerable agreement in respect the effluent quality of wastewater treatment then development reliant upon advanced wastewater treatment systems will not be supported.

### 5.7.3 Small Scale Development on Private Services

This plan recognizes there are large areas including some settlement areas or areas therein without municipal wastewater treatment infrastructure and identifies opportunities for a risk-managed approach to permitting minor development proposals on private wastewater treatment systems.

As such:

- (1) An additional residential unit proposed on a lot that is smaller than 0.4 hectares in size, or 2 additional residential units on a lot smaller than 0.6 hectares with private onsite sewage disposal must be supported by a Nitrate Study.





- (2) Notwithstanding (1) a dwelling or use existing as of the date of passage of this plan may be converted renovated or redeveloped to contain one or more additional residential units provided that the changes would not trigger a septic system performance review under the Building Code Act relative to the dwelling or septic system in place as of the date of passage of this plan.
- (3) Notwithstanding (1), outside of Settlement areas and Shoreline and Seasonal Recreation areas, an Additional Residential Unit may be permitted on an undersized lot where there is at least 30 metres from the septic system to any drinking water supply.

#### 5.7.4 Stormwater Management

- (1) New development will comply with the stormwater management standards in general acceptance at the time a development application is made, through consultation with [the County and](#) appropriate agencies.
- (2) Where viable, the County will support the integration of low impact development techniques to manage stormwater.
- (3) Planning for stormwater management will:
  - (a) Be integrated with planning for water and wastewater servicing and ensure that systems are optimized, feasible and financially viable over the long term;
  - (b) Minimize, or, where possible, prevent increases in contaminant loads;
  - (c) Minimize erosion and changes in water balance, and prepare for the impacts of a changing climate;
  - (d) Mitigate risks to human health, safety, property and the environment; and
  - (e) Maximize the extent and function of vegetative and pervious surfaces.

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#### 5.7.5 Provincial Minimum Distance Separation

- (1) New land uses, expansions of non-agricultural uses, and new or expanding livestock facilities must comply with the MDS Guideline and Formulae.
- (2) Cemeteries that are closed, receive low levels of visitation, or are not connected to a place of worship are considered a Type A land use.
- (3) MDS is not required to be applied for the establishment of on farm diversified uses



or agricultural related uses except where the use will introduce the potential for conflict with surrounding uses due to a high level of human activity, including but not limited to, a high number of visitors or overnight accommodations.

- (4) Relief from MDS requirements can be obtained through a Minor Variance or Zoning By-law Amendment. Where relief is sought, the intent and purpose of the Plan is to consider the circumstances where relief is appropriate as outlined in the MDS Guideline and Formulae.

### 5.7.6 Contaminated Lands

- (1) To assist in identifying contaminated sites, development applications may be required to complete a Record of Site Condition.
- (2) Where a contaminated site has been identified, a remediation plan should be prepared in accordance with Provincial policies, regulations and guidelines prior to approval.
- (3) Remediation of a contaminated site will be required as a condition of the approval of any development applications and will be completed to the satisfaction of the Ministry of the Environment and the County.
- (4) Sensitive land uses are to be buffered and/or separated to prevent adverse effects from odour, noise, and other contaminants, and to minimize risk to public health and safety.

### 5.7.7 County By-laws

All development must satisfy County By-laws that regulate:

- (1) The construction or alteration of entrances;
- (2) Structural setbacks for the installation of signs on or adjacent to County Roads; and
- (3) Drainage onto County rights-of-way.

### 5.7.8 Preservation of Soil

Soil must be preserved to support a strong agricultural industry. Soil must not be removed within the County except in accordance with Provincial direction.

### 5.7.9 Development on Private Roads

- (1) New development on existing private roads may be considered by the local

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municipality provided that:

- (a) Such development occurs on lots which existed on the date of adoption of this Plan and which could legally be conveyed on that date;
  - (b) The development application conforms to all other policies of this Plan; and
  - (c) The applicable zoning regulations are satisfied.
- (2) This Plan does not prohibit development of Plans of Condominium using private roadways of a standard acceptable to the local municipality.

## 5.8 Specific Use Development Criteria

The following policies establish specific development criteria for uses permitted in certain land use designations established by this Plan.

### 5.8.1 Specific Use Development Criteria in the Countryside

In addition to all other policies of this Plan, the following development criteria also apply to certain uses permitted in the Countryside.

#### 5.8.1.1 Agriculture-related Uses

- (1) Agriculture related uses, as defined by the Provincial Direction, may be permitted subject to the following criteria:
- (2) Be directly related to local farm operations and related to commercial scale agriculture as a primary activity and not have as a primary activity provision of goods or services that are normally required by the public;
- (3) If proposed in an Agriculture designation, demonstration that the use cannot be reasonably located in a rural designation and is required in proximity to agricultural operations; Conformity with criteria outlined in Section 5.8.1.3.

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#### 5.8.1.2 On-farm Diversified Uses

On-farm Diversified Uses, as defined by the Provincial Direction, may be permitted subject to the following criteria:

- (1) On-farm diversified uses may be permitted, provided that:
  - (a) The use is located within the limits of a farm operation;



- (b) The use is limited to no more than 2% of the land area of the farm in accordance with Provincial direction; and
  - (c) The use remains secondary to the agricultural uses of the property.
- (2) On farm diversified uses are not subject to Provincial Minimum Distance Separation I, except those that attract a high number of visitors or include overnight accommodations. Uses that attract a high number of visitors or include overnight accommodations must be regulated by the local Zoning By-Law and meet the requirements of MDS as a Type A land use.
  - (3) Home occupations and home industries are permitted as an on-farm diversified use. Zoning By-Laws will establish regulations for the size, scale and operations of these uses.
  - (4) For the purposes of this Plan, a home occupation is a commercial use carried on within the primary residence, and does not change the character of the building as a residence.
  - (5) For the purposes of this Plan, a home industry is a small-scale, industrial use and is conducted within an accessory building located on the same property as the owner/operator's principal residence.

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### 5.8.1.3 Commercial and Industrial Uses

The following criteria apply to commercial and industrial uses within the Rural Area designation and to applications to amend the County Official Plan to permit Commercial and Industrial Uses not otherwise permitted in the Agriculture designation, where permitted by provincial direction.

#### 5.8.1.3.1 General Development Criteria

- (1) An application to develop a non-agricultural use in the Rural Area Designation must demonstrate:
  - (2) Not adversely impact surrounding agricultural operations;
  - (3) Be sensitive to the natural environment by minimizing impacts on water courses, wetlands, groundwater resources or other environmentally sensitive features;
  - (4) Be individually serviced with a private water supply and sewage disposal system which comply with the requirements of the appropriate approval authority;



(5) The commercial or industrial operation cannot reasonably be located in an urban, or hamlet industrial area;

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(6) The industrial or commercial use must not require large volumes of water or generate large volumes of effluent; and,

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(7) Conformity with provincial direction related to separation of industrial and sensitive uses which may include distance separation and landscaping, fencing and site design.

(a) Adequacy of the transportation system for the additional volume and type of traffic generated by the use;

(b) Adequacy of on-site parking and loading spaces;

(c) Conformity with the MDS formula where applicable;

(d) Conformity with provincial direction and this plan related to the natural environment system.

(e) Conformity with provincial direction and this plan related to natural and human made hazards.

#### 5.8.1.3.2 Design and Site Plan Criteria

(1) Minimum lot size will be dependent on the nature of the use, the topography and drainage, and the method of sewage treatment and disposal.

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(2) It is not intended nor likely that rural industrial or rural commercial uses will be provided with municipal water or sewers. Permitted uses must not require or create large volumes of water and must be capable of being serviced by private septic and wells.

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(3) The method of servicing will be determined on an individual basis and will be assessed by a qualified individual, based upon the type and volume of waste produced, the size of the proposed lot and the nature of the receiving soils.

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(4) The following site development standards must be satisfactorily addressed by all rural industrial and/or rural commercial development proposals:

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(a) Landscaping may be required between any parking areas, service buildings, roadways, and abutting uses;

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- (b) All outdoor storage will be located to the rear or side of the main building on the lot and will be fenced or suitably screened from adjacent uses; and
- (c) Signs will be limited in number, designed to be functional and avoid visual cluster and distraction, and where possible, be consolidated on shared sign structures.

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- (5) Adequate off-street parking and loading facilities will be provided; off-street parking, driveways and/or loading areas will be suitably screened or buffered through the application of fences, berms, or other appropriate landscape treatment.

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- (6) Direct access must be provided onto a public road of suitable standard to accommodate any increased traffic generated by the use.

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- (7) The effects of rural industrial and/or rural commercial development on adjacent uses will be minimized by:

- (a) Providing distance separation and for the construction and maintenance of buffer strips and/or screening between such uses;
- (b) The arrangement of lighting facilities and commercial signs to minimize impact on surrounding uses;
- (c) Ensuring safe vehicular access and that off-street parking facilities do not adversely affect surrounding uses;
- (d) Requiring that new commercial uses are set back from abutting agricultural buildings in accordance with the Minimum Distance Separation; and
- (e) Implementation of measures required to conform to provincial direction

- (8) The following site plan criteria will apply:

- (a) Adequate distance separation, buffer planting, landscaping, and/or fencing and site design will be required between any industrial and or commercial use and adjacent sensitive uses.
- (b) Specific standards for distance separation and buffer planting will be set out in the local Zoning By-Law.
- (c) Other measures not capable of being addressed by zoning, such as landscaping, may be dealt with through site plan control.



#### 5.8.1.4 Additional Residential Units and Garden Suites

- (1) Additional Residential Units or Garden Suites, may be permitted together with a primary farm residence on a farm lot in accordance with the policies of Section 3.2.6.

#### 5.8.1.5 Temporary Farm Accommodations

- (1) Temporary farm accommodation, as a building or park model trailer used for seasonal accommodation of workers is permitted in addition to the permitted primary residence and additional residential unit(s).

#### 5.8.1.6 Mineral Aggregate Resources

- (1) Schedule 'C' shows primary and secondary sand and gravel resources and primary bedrock resources as derived from mapping completed by the Department of Mines and Northern Development and utilized by the Ministry of Natural Resources in its Aggregate Resources Inventory.

- (2) With the exception of lands within settlement areas or the Shoreline and Seasonal Recreation Area land uses which would hinder the future extraction of the resource are directed away from mineral aggregate resources identified on Schedule C.

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- (3) Extraction of mineral aggregate and bedrock resources are subject to the Aggregate Resources Act.

##### 5.8.1.6.2 Permitted Uses

- (1) Within the Mineral Resource Areas shown on Schedule 'C', uses in accordance with the underlying land use designation on Schedule 'A' are permitted subject to the policies of this Plan.

- (2) Land Uses, which would sterilize the mineral resource, are not permitted except within an existing settlement area or the Shoreline and Seasonal Recreational Area.

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- (3) When seeking an approval for a new pit or quarry or the expansion of an existing pit or quarry, the permitted uses associated with such pit or quarry are deemed to include sand and gravel pits, quarries, aggregate storage areas, crushing plants, concrete batching plants and saw houses as well as uses directly related and essential to the primary operation.

##### 5.8.1.6.3 General Policies



- (1) The expansion of an existing licensed pit or quarry may proceed by way of an Amendment to the Local Zoning By-Law.
- (2) The establishment of a new pit or quarry within an identified Mineral Resource Area will require an Amendment to the Local Zoning By-Law.
- (3) Following a local Zoning approval to permit a new or expanded pit or quarry a County Schedule illustrating location of the pit or quarry will be updated to reflect the approval.
- (4) The establishment of a new pit or quarry outside of an identified Mineral Aggregate Resource area or within a 'Core' area of the Natural Heritage System will require an amendment to this plan.
- (5) Prior to making a decision on an Amendment to the Official Plan or Zoning By-Law to permit a new extractive use, or to allow for the expansion of an existing extractive use, the applicant must provide information in support of the application addressing the issues outlined below.
- (6) all applications to establish a pit or quarry must be accompanied by a justification report for a Class "A" license or Site Plan for a Class "B" license, prepared in accordance with the requirements of the Aggregate Resources Act.
- (7) In addition to the requirements of the Aggregate Resources Act, the applicants must also prepare a report addressing the following issues:
  - (a) Impact on adjacent land uses and residents;
  - (b) Impact on the physical and natural environment, including ground water and surface water impacts, noise, vibration and dust impacts;
  - (c) Compatibility for agriculture and other land uses;
  - (d) Impact on the transportation system including planning for haul routes and road upgrades, if necessary;
  - (e) Impact on any existing or potential municipal water supply resource areas;
  - (f) The manner in which the operation will be carried out;

**Deleted:** .1 All existing licensed or approved pits and quarries are designated on Schedule 'A' by a symbol.

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(g) The nature of the rehabilitation work that is proposed, including opportunities to advance comprehensive rehabilitation planning in areas of with clusters of aggregate extraction operations;

(h) If the proposal is located outside of the Mineral Aggregate Resource Area on Schedule 'C', the applicant must demonstrate the quantity and quality of the resource on the proposed site;

(i) Any other matters deemed necessary by Council; and,

(j) When there is a proposal to extract below the water table an assessment of the impacts on the ground water will be required and the results will have to demonstrate no negative impact on quality, quantity and other uses of the resource.

(8) In considering these matters, the evaluation will be premised on the fact that, notwithstanding the need for mineral aggregate, it is essential to ensure that aggregate extraction is carried out with minimal social and environmental disruption.

5.8.1.6.4 Locational Criteria

(1) New pits or quarries and expansions of existing pits or quarries are subject to the following locational criteria:

(2) In order to preserve the scenic beauty and amenity of the area, extractive operations will be screened from public view.

(3) Gravel pits within 125 m and stone quarries within 215 m of any residential zone or structure used for human habitation shall not normally be permitted. Pits or quarries proposed within such areas will require an amendment to this Plan. Any proposed amendment to these setbacks must be supported by an impact study addressing noise, dust, groundwater and traffic impact on the neighbouring residential use or uses.

(4) No excavation or processing may be allowed within 15 metres from the boundary of the site, or 30 metres from any County highway or municipal road or residential structure, except where two licensed operations abut each other. Where appropriate, increased setbacks may be established in the local Zoning By-Law.

(5) Where two mineral aggregate extractive operations are separated by a Municipal

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road, and subject to provincial direction, the Council having jurisdiction may allow relief of compliance requirements to waive the required setbacks from the road, permit the road to be re-routed, permit the material under the road to be removed and provide for the replacement of the Municipal road at a lower elevation.

- (6) No aggregate extraction area is permitted within 50 metres of any body of water or watercourse, or Hazard Land Area;
- (7) In the Agricultural area, on prime agricultural land, extraction of mineral aggregates is permitted as an interim use provided that rehabilitation of the site will be carried out whereby substantially the same areas and same average soil quality for agriculture are restored where reasonably possible.
- (8) In the Agricultural area, on prime agricultural land, if extraction is proposed below the water table and complete agricultural rehabilitation is not required, only if it is demonstrated that:
  - (a) There is substantial quantity of mineral aggregate below the water table warranting extraction;
  - (b) Or the depth of planned extraction in a proposed quarry makes restoration of pre-extractive agricultural capabilities unfeasible;
  - (c) There will be minimal impacts on surrounding wells and ponds due to extraction below the water table;
  - (d) In those areas remaining above the water table following extraction, agricultural rehabilitation will be maximized; and

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### 5.8.1.7 Institutional Uses

Schools, places of worship and cemeteries, are permitted within the CountysideArea where such a use services the immediate rural community which relies on horse drawn vehicles as their primary means of transportation, subject to the following policies.

- (1) Institutional uses are permitted without an amendment to this Plan, and will be placed in a separate zoning category in the local municipality's comprehensive zoning by-law provided:
- (2) There is a demonstrated need for the additional use within the planning horizon of this Plan; and

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(3) Reasonable justification for the selected site has been provided. Information will be provided by the applicant to justify the location of the selected site to the satisfaction of the planning authority [subject to the following criteria, in order of priority:](#)

- (a) First Priority – Locating the proposed use on lands within a designated settlement area such as a Hamlet;
- (b) Second Priority – Co-locating the proposed use with an existing zoned institutional use or re-using an existing zoned institutional use in the vicinity of the community;
- (c) Third Priority – Locating the proposed use on lands designated Rural Area or [Shoreline and Seasonal Recreational Area](#);
- (d) Fourth Priority – Locating the proposed use within an existing farm building cluster; and
- (e) Fifth Priority – Locating the proposed use on lands of the lowest Canada Land Inventory (CLI) Land Capability Class.

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(4) A planning authority will only consider permitting the use in a lower priority location when it has been demonstrated the use cannot be located in a higher priority location.

(5) An amendment to the local municipality's Comprehensive Zoning By-law will be required to establish an institutional use excepting, however, when the proposed lands are currently zoned for such a use. In the case where a zoning by-law amendment is required, the rezoned area will be no larger than the minimum area of land needed to accommodate the proposed use/buildings(s), septic system, parking and any other related outdoor amenity (e.g. play area).

(6) Local municipal Councils should consider adopting Temporary Use By-laws for such institutional uses, where appropriate.

(7) Schools, places of worship and cemeteries are required to satisfy the minimum distance separation provisions of Minimum Distance Separation I. The minimum distance separation provisions of Minimum Distance Separation I are not applicable in regard to an existing livestock facility or existing manure or material storage where a school, place of worship, or cemetery is proposed to be located on the same lot as the livestock facility or manure or material storage.



(8) A new cemetery on a separate lot of record used to service a community, which relies on horse drawn transportation will be considered a "Type A" land use for the purpose of calculating MDS I and MDS II requirements.

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(9) In cases where local municipalities have a Site Plan Control By-law, the proposed school, place of worship and cemetery may be subject to Site Plan Control.

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(10) New lots for schools, places of worship and cemeteries for the rural community which rely on horse drawn vehicles as their primary means of transportation are discouraged but may be permitted provided:

(a) The need for the new lot has been justified to the satisfaction of the planning authority according to the priority of location set out in Section 5.8.1.7;

(b) The planning authority is satisfied long term leases of not more than 21 years is not a viable option;

(c) The size of the lot is kept to a minimum and will only be large enough to accommodate the proposed use/building(s), sewage disposal system, parking and any other related outdoor amenity (e.g. play area). All policies of Section 5.10 [Land Division Policies] and Section 5.10.3 [Consents to Sever Land in Agricultural Areas] also apply;

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(d) The local municipality's Comprehensive Zoning By-law is amended to limit the use of subject lands to the intended institutional uses; and

(e) At the time the approval is given for the creation of the new lot, the planning authority stipulates, pursuant to Subsection 50(12) of the Planning Act R.S.O. 1990 (as amended) that Subsection 50(3) or 50(5) of the Act applies to any subsequent conveyance of, or transaction involving, the new lot.

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(11) Recognizing that the need for some institutional uses i.e., schools etc. in a given location may change over time, it is the intent of this Plan that when the institutional use is no longer required by the horse drawn carriage community that the institutional use be discontinued, and the land be returned to agricultural use.

### 5.8.2 Community Facilities

(1) New community facilities are intended to be multi-use in nature, functioning as focal points for the neighborhood or community.

(2) When a new community facility is established, compatibility with surrounding uses



will be addressed through setbacks, landscaping, fencing, site design and architectural design.

- (3) Sufficient site area will be provided for the proposed development and future expansions, including parking, and landscaping.
- (4) Where community facilities are co-located with other facilities or open space, shared parking may be considered, where appropriate.
- (5) Most community facilities will be located in Primary or Secondary Settlement Areas to support the development of complete communities. Smaller-scale Facilities serving local populations may be located in Hamlets.
- (6) Facilities supporting people with health vulnerabilities should always be located in proximity to emergency medical services and health care facilities consistent with the needs of their clientele.
- (7) Unless otherwise noted in local Official Plans, a new community facility can be established through a zoning by-law amendment.
- (8) A traffic study may be required to address increased traffic associated with a community facility use.
- (9) Community facilities will be located in accordance with the following:
  - (a) in proximity to, or adjacent to other community facilities or open space uses that function to support the facility or are supported by the facility.
  - (b) in proximity to arterial or collector roads with adequate vehicular and pedestrian access.
  - (c) located to minimize travel time for the existing and anticipated service area population, including consideration of pedestrian access.
- (10) Community Facilities may be subject to Site Plan Control.
- (11) Further community-specific or more detailed policies may be provided in local official plans.

### 5.8.3 Energy Generation and Storage Facilities

- (1) Bruce County plays a leading role in meeting Ontario's energy needs. Where Energy Generation and Storage facilities are subject to this plan, they are generally



expected to proceed by way of amendments to local zoning by-laws, with an amendment to this plan required only where a project would have land use policy impacts that apply to an adjacent municipality. Through a planning application process proponents are expected to address, to the satisfaction of the approval authority:

- (a) Rationale for the location in terms of proximity to energy sources and transmission / distribution infrastructure with sufficient capacity,
- (b) Separation/buffering from sensitive land uses,
- (c) Ability to address safety and emergency planning considerations for the technologies used,
- (d) Ability to avoid potential environmental impacts,
- (e) Alignment with provincial direction and broader land use planning objectives such as maintaining agricultural and natural heritage systems and accommodating settlement area growth when and where necessary.
- (f) Siting, design, and operational considerations including:
  - (i) Detailed fire safety and emergency plans,
  - (ii) Noise and light pollution,
  - (iii) traffic and site access,
  - (iv) impact on agricultural or environmentally significant lands,
  - (v) impacts to the natural environment, including monitoring,
  - (vi) end-of-life project decommissioning and site restoration

## 5.9 County-Approved Planning Applications

County Council or its delegate has the authority from the Province to approve various Planning Act applications, such as Plan of Subdivision, Plan of Condominium, Part Lot Control By-laws, and Consent for land severance. The following policies establish direction on the County's role in the planning and development application and approval process, [and when an amendment is required to this Plan.](#)



### 5.9.1 Applications to Amend the Bruce County Official Plan

- (1) The policies of this Plan can be changed through a County Official Plan Amendment in accordance with the Provincial direction and the policies of this Section. Changes may be required to:
  - (a) Modify the types of land uses allowed in this Plan.
  - (b) Redesignate specific lands.
  - (c) Amend policies if their interpretation or impact changes.
- (2) Applicants seeking to amend this Plan must address the following to the County's satisfaction:
  - (a) Compliance with provincial direction;
  - (b) Alignment with the intent of this Plan and other relevant County plans, guidelines, and by-laws;
  - (c) Sufficient infrastructure and community services as outlined in this Plan;
  - (d) Potential for financial impact on the County or local municipalities;
  - (e) The proposal's effect on the County's ability to meet density targets set in this Plan; and
  - (f) Any additional criteria set by the County in consultation with relevant authorities.
- (3) Applications to amend this Plan will be circulated as prescribed by provincial direction and in accordance with Section 5.1 and Section 5.2.
- (4) County Council or its delegate will also consider the cumulative impact of past amendments when evaluating new applications to ensure the policy objectives of this Plan are met.

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### 5.9.2 Development Applications

- (1) County Council or its delegate is responsible for approving Plans of Subdivision or Plans of Condominium as per the Planning Act. Applications are expected to conform with the policies of this Plan and any applicable Local Official Plan.



- (2) For any new major development proposal, the applicant must demonstrate to County Council or its delegate and the local municipality how the proposed development will impact the municipal servicing system. This includes having sufficient density to efficiently provide infrastructure and community services.
- (3) A Plan of Subdivision or Plan of Condominium may be required when the application meets one or more of the following criteria as deemed applicable by the County:
  - (a) Requires new roads, extensions of existing roads, or municipal infrastructure/services;
  - (b) Creates four or more lots at once, or the retained land contains sufficient developable area for four or more lots in total to be created;
  - (c) Needs centralized services instead of on-site services for individual lots;
  - (d) Requires various studies, reports, and justifications to assess its suitability;
  - (e) Long-term monitoring and implementation of development conditions is required; and/or
  - (f) It is deemed in the public interest to require a plan of subdivision to ensure proper integration and compatibility with neighboring lands.
- (4) An application for Plan of Subdivision or Plan of Condominium must address the following matters to the County's satisfaction:
  - (a) Matters of provincial interest according to Provincial direction including but not limited to the criteria for plans of Subdivision in the Planning Act;
  - (b) Meeting the form and density requirements for this plan including the following:
    - (i) Residential development on municipal or communal services must have a density of no less than 15 'dwelling units' per 'gross developable hectare' (6.1 dwelling units per acre). "Gross Developable hectare" shall mean the total area of the proposed development minus the area of any lands designated or zoned Hazard, Natural Environment, Natural Hazard, or similar constraint in the County of Bruce Official Plan, local Official Plan or Comprehensive Zoning By-law. Where justified and appropriate the County may consider a lower density. An applicant/developer requesting a





reduced density must provide a planning justification at the time of application. Local Official Plans may set a higher density requirement.

(ii) In areas serviced by municipal or communal services development sites that can accommodate 10 or more 'dwelling units' must include at least 30% of the proposed 'dwelling units' in a 'medium density' (or higher density where appropriate) form. The County may grant approval for developments with a reduced percentage of 'medium density' when appropriate and justified. An applicant/ proponent/developer requesting a reduced percentage must provide a planning justification at the time of application. Local Official Plans may require a higher percentage; and

(iii) Providing affordable and attainable housing to support this Plan's targets and/or in accordance with provincial direction.

(5) The physical layout of a Plan of Subdivision or Plan of Condominium must consider the following matters to the County's satisfaction:

- (a) Universal design principles, including accessibility needs;
- (b) Lot configuration, avoiding lots with direct access to roads under Provincial or County jurisdiction;
- (c) Provision of municipal servicing, utilities, and community facilities, including schools;
- (d) Dedication of land for public purposes like parks and trails;
- (e) Proximity and access to public and active transportation, including trails, where applicable;
- (f) Access to existing or planned transportation networks for safe and efficient movement of people and goods;
- (g) Energy conservation;
- (h) Physical layout of the draft plan, and without limitation including street patterns;
- (i) Low impact development and regard for climate change resilience;
- (j) Snow removal, refuse collection, and emergency vehicle maneuverability;

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(k) Outside of fully serviced urban areas, lots that facilitate new residential development may only be created within 500 metres of the fill area of an open or closed landfill if it has been demonstrated that there is no adverse off-site impact from the landfill that would affect the development; and

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(l) All other relevant policies of this Plan, as may be applicable.

(6) Applicants for Plans of Subdivision and Plans of Condominium must undergo pre-submission consultation and provide necessary information and materials to complete the application as per this Plan's requirements.

(7) The draft approval of Plans of Subdivision or Plans of Condominium will be subject to conditions that must be met before final approval. These conditions may be modified before final approval in accordance with the Planning Act.

(8) A Local Municipality can pass a by-law under the Planning Act to exempt certain lands within a Plan of Subdivision from Part Lot Control. This allows the creation of lots within the plan, minor boundary adjustments, and establishment of easements, as applicable. County Council or its delegate is the approval authority for part lot control by-laws passed by the local municipality.

(9) A Draft approval will include conditions which must be met before final approval can begin. The County has the authority to specify a date by which conditions must be met for initial and subsequent phases, as provided by the Planning Act. If an applicant does not meet the conditions in time the draft approval will lapse. There may be circumstances where an extension to the draft approval lapsing date, or a deeming of a lapsed draft approval not to have lapsed is appropriate.

(10) County Council or its delegate may extend the expiry date, or deem a lapsed approval not to have lapsed at its discretion, provided:

(a) The applicant has made significant progress towards registering the Draft Plan of Subdivision or Draft Plan of Condominium; and

(b) Exceptional circumstances beyond the applicant's control prevent them from applying for Final Approval on time.

(11) Before deciding whether to approve or refuse a request to extend draft approval or deem draft approval not to have lapsed, County Council or its delegate will consult with the relevant local municipality. County Council or its delegate may also seek written support from the municipality for its decision.



## 5.10 Land Division Policies

### 5.10.1 General Land Division Policies

- (1) County Council or its delegate is responsible for approving consent applications, as per the Planning Act. The following policies apply to applications for dividing land or interest in land within the County. These policies provide overall direction for the land division process. For specific land use designations, refer to subsequent Sections in addition to these general policies.
- (2) An application for consent must address matters of provincial interest according to Provincial direction including but not limited to the criteria for plans of Subdivision in the Planning Act
- (3) Severed and retained lots must front on existing public or common element condominium roads that are open and maintained year round. These roads must be constructed to a standard of construction capable of handling the additional traffic from the proposed development.
- (4) Servicing for the severed and retained lots must comply with this Plan's policies.
- (5) Access to County Highways designated as Arterial Road or Collector Road on Schedule B will be restricted in accordance with the following:
  - (a) A Traffic Impact Assessment approved by the County is required for access to an Arterial Road.
  - (b) Only two lots per original Township lot, including the retained lot, may have direct access from an Arterial Road. Exceptions may apply for development within Primary or Secondary Urban Communities, at the County's discretion.
  - (c) Access to County Roads designated as Collector Road or Proposed Collector Road on Schedule B may be allowed if it can be demonstrated to the satisfaction of the County that the development doesn't create traffic hazards or impede traffic flow.
  - (d) Before creating a new lot with access to a Provincial Highway, the Province must approve access for both the severed and retained lots.



- (e) A consent will only be granted if it conforms to the land use designations and policies of this Plan, as well as local official plans and zoning by-laws, where applicable.
- (6) Creating lots in areas prone to flooding, erosion, or other environmental constraints is not permitted unless it is clear that the proposed use will not negatively impact these constraints or be negatively impacted by these constraints.
- (7) Lot creation in Core Areas of the Natural Environment overlay as identified on Schedule E is permitted in accordance with the underlying land use designation policies, however will be limited to one new parcel from an original crown lot and will require the identification of a suitable area for development.
- (8) Notwithstanding the policy above, additional lot creation may be permitted in the Core area for:
- (a) Conservation purposes and there are no resulting vacant lots for development;
  - (b) Infrastructure purposes, where it can be demonstrated that there is no alternative location for the use outside of the Core Area; or
  - (c) The severance of a lot containing a surplus farmhouse dwelling in accordance with the policies of Section 5.10.3 of this plan, provided no new dwellings are permitted on the remnant parcel regardless of whether the lands are in the 'Agriculture' or 'Rural' designation.
- (9) When a consent is granted, conditions may be imposed on the severed and retained lots to ensure proper development. This may include, without limitation, stormwater management plans, lot grading plans, tree management plans, parkland dedication, road widening dedication, archaeological assessment, and servicing requirements.
- (10) The application must represent an orderly and efficient use of land, not hindering development of the retained lands.
- (11) Recreating the original Township lot layout is allowed, provided both the severed and retained lots meet the minimum lot area requirements and have access to an open, maintained municipal road. A Township lot that has been the subject of a previous severance or other land division, generally comprises most of the original parcel, and meets lot area requirements of the appropriate designation in this plan, is considered an original Township lot.



(12) Land acquisitions or disposals by the Province, Conservation Authorities, the County, Indigenous organizations such as Saugeen Ojibway Nation, or non-profit corporations implementing this Plan's policies need not adhere to lot area requirements of this plan or maximum number of severances from a crown lot. Where such acquisitions are for conservation purposes access may be obtained over other public lands or by permanent registered easement over private lands. Such land acquisitions or disposals must conform to the applicable Zoning By-Law.

(13) Outside of a designated settlement area, a severance will not be permitted in or within 120 metres of lands identified as a Mineral Resource Area as shown on Schedule C, or and existing licensed site for mineral extraction or within 210 metres of a licensed quarry, except as follows:

(a) Lots 40 hectares or more in the Agriculture or Mineral Resource designations;

(b) Lots 20 hectares or more in the Rural designation;

(c) A residence surplus to a farming operation per Section 5.10.3;

(d) A severance that does not result in new lot creation such as for a lot boundary adjustment or re-creation of merged lots;

(e) An agricultural related, commercial, or industrial use; or

(f) A severance for an existing agriculture related, commercial or industrial use.

Deleted: non-residential use per 4.24.5.4.4

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(14) Outside of fully serviced urban areas, a severance will not be permitted to facilitate the establishment of a new residential use within 500 metres of the fill area of an open or closed landfill unless it has been demonstrated that there is no adverse off-site impact from the landfill that would affect the development.

### 5.10.1.2 Merged and Undersized Lots

(1) County Council acknowledges that some types of lots can merge on title if they have the same owner and may not meet current planning criteria for severance. County Council wishes to provide opportunities for lots to be re-created or to have boundary adjustments in certain circumstances. The policies of this Section apply to consent applications that propose:

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(a) To re-create lots merged on title; or



- (b) To provide lot additions to or between existing undersized lots.

### 5.10.1.3 Merged Lots

- (1) Merged lots may be re-created by consent if the lots conform to Land Division Policies of the Plan;
- (2) Further to Policy 5.10.1.2, the re-creation of one or more original Township lots by consent is not considered to be creating new lots. Such consents are not intended to be subject to information requirements and/or conditions of approval related to future uses unless such uses are proposed as part of the application.
- (3) Where more than one dwelling or use exists on the same lot, lots may be re-created for the additional dwelling or use despite policies to the contrary so long as the following criteria are met:
  - (a) The owner/applicant/agent must satisfy the zoning administrator that each and every lot to be severed or retained has existing development that was legally established; this policy does not permit the creation of vacant lots;
  - (b) The additional dwelling/use on the lot must have occurred as a result of lots merging on title, and not as a result of additional uses being constructed on a lot in accordance with the zoning by-law (for example a detached accessory dwelling on a commercial lot or a dwelling on a lot for farm help);
  - (c) The Chief Building Official of the Municipality confirms that the dwelling or use is habitable / usable at the time of application;
  - (d) Where a connection to municipal or communal sewage disposal systems is not available, each and every proposed lot must be able to accommodate its ownsewage disposal system within the property. Although not preferred, existing shared wells may be permitted, and easements may be established for existing shared wells;
  - (e) When re-creating merged, developed lots in accordance with this policy, the approval authority may approve consent(s) with different boundaries than the original lots where such boundaries better accommodate buildings, structures, services, access, or a more even distribution of land between lots; and
  - (f) Where the resulting lots are [privately serviced and are](#) smaller than 4000 square metres, a zoning “holding” provision or development agreement must be registered on title of the undersized lots to prevent further intensification of the



use by way of enlargement or increase of total plumbing fixtures that would require a septic system performance review, unless the lot is connected to a municipal or communal sewer system with capacity or the proposed development is supported by a nitrate study as outlined in Section 5.7.3 of this Plan.

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#### 5.10.1.4 Adjustments and Additions

- (1) Lot adjustments and additions within the Agricultural designation are allowed per Section 5.1
- (2) In all other designations, lot adjustments are permitted for legal and technical reasons. These adjustments are limited to purposes like easements, correcting deeds, quit claims, and minor boundary adjustments. This policy does not allow for new lots to be created.
- (3) Regardless of servicing or lot area policies, boundary adjustments and lot additions from lots with private sewage disposal systems smaller than 4,000 square meters (or the minimum lot area for their designation) are allowed. However, the lot addition cannot make the enlarged parcel significantly larger than the one becoming smaller except where necessary to correct an encroachment. Lot additions together with easements may be used to minimize the land that is fully transferred.
- (4) If two or more independently transferable lots consolidate into fewer total lots, the resulting lots may be certified even if they remain undersized.
- (5) Boundary adjustments and lot additions cannot add lands from outside a settlement area to lands within a settlement area.

#### 5.10.2 Consents to Sever Land in Urban and Hamlet Communities

- (1) Consents to sever land in Urban and Hamlet Communities will only be allowed when the development potential of the site does not require a full plan of subdivision to ensure efficient and orderly development.
- (2) If major service extensions are necessary to support the development, then the application may be required to proceed as a plan of subdivision.
- (3) Development by consent will be subject to the servicing policies of Section 3.8 [Services And Utilities] of this plan.



### 5.10.3 Consents to Sever Land in Agricultural Areas

- (1) An original Crown surveyed lot can only be divided into two parcels, including the retained portion. However, the following cases are not counted in the two-parcel limit:
  - (a) When a residence is severed from a farm due to farm consolidation;
  - (b) Minor adjustments for access and servicing purposes that don't create new lots or increase development potential;
  - (c) Reconfiguration of lot lines for parcels meeting minimum lot area requirements; and
  - (d) When a road divides a Crown surveyed lot:
    - (i) A lot entirely zoned hazard is not considered a new lot.
    - (ii) Developable parcels created by roads will be considered new lots.
- (2) A severance along an original Township lot line that meets the requirements of Section 5.10.1
- (3) Lands designated as Agricultural should generally have a minimum lot area of 40 hectares to support farming operations and minimize impacts on the farming community.
- (4) Notwithstanding the 40 hectare lot area minimum, smaller farm parcel sizes may be allowed if the owner can prove:
  - (a) Both the proposed severed and retained lots will primarily be used for agriculture, and similar-sized lots within a 25- kilometer radius are unavailable for the intended use;
  - (b) The size of both severed and retained parcels suits the type of agriculture proposed for each; and
  - (c) The proposed lots are suitable for common agricultural uses in the area and flexible enough for future changes in farming operations.
- (5) Within the Agricultural designation, one non-farm lot may be severed from an Original Crown lot if it's for an agriculture-related use as defined by Provincial direction, subject to the following policies:





- (a) The use is not able to locate in a settlement area;
  - (b) The new non-farm lot should generally not exceed 4 hectares in area. If the proposed lot is over 0.81 hectares in area, a planning report to justify the proposed area will be required. The minimum lot area will generally be 0.4 hectares;
  - (c) The severed and retained parcels must comply with all other applicable policies of this Plan and Provincial direction;
  - (d) Both the severed and retained parcels must be viable for their proposed future use;
  - (e) The width-to-depth or depth-to-width ratio of the new lot will not generally exceed a maximum of 1:3, and will conform to the appropriate zoning requirements for lot frontage, which may be achieved by variance where appropriate;
  - (f) For uses that generate a high human activity or public visitation, Minimum Distance Separation (MDS I) must be met for the severed lot.
- (6) One non-farm lot may be severed for existing residences surplus to a farming operation due to farm consolidation, provided the following policies are met:
- (a) The owner of the lands to be severed is a 'bona fide farmer'. For the purposes of this policy, the 'bona fide farmer' must:
    - (i) Own and farm the lands on which the surplus dwelling is proposed to be severed from;
    - (ii) Own and farm other lands; and
    - (iii) Own a residence elsewhere, or reside as a tenant elsewhere, therefore rendering the residence on the subject farm surplus to their needs.
  - (b) In situations where the agricultural portion of the subject lands is rented in whole or in part to others, the owner of the subject lands will not qualify as a 'bona fide farmer'. A 'bona fide farmer' will be defined as to include a limited company, sole proprietorship, incorporated company, numbered company, partnership, non-profit and other similar ownership forms;



- (c) The lot proposed for the residence and buildings surplus to the farming operation will be limited in area and will only be of sufficient size to accommodate the residence surplus to the farming operation, accessory buildings (where including accessory buildings does not render the lot excessively large), a well and a sewage disposal system, while ensuring that as little land as possible is removed from the agricultural lands;
  - (d) The remnant agricultural lands will be rezoned to prohibit the future erection of a residential dwelling of any type on the agricultural lands provided that a residential dwelling does not exist at the time of severance.
  - (e) If, at a later time, a portion of the remnant agricultural lands is determined to not have been part of the subject parcel due to a natural severance, then the prohibition for a residence may be removed through a local zoning by-law amendment if the parcel resulting from the natural severance is buildable for a residence accessory to agriculture;
  - (f) MDS I Formula requirements are to be met for the proposed severed lot if livestock facilities or anaerobic digesters exist on the retained farmlands. MDS I does not apply to existing barns on separately titled lots;
  - (g) Setback requirements to Mineral Resource Area, Aggregate/Quarry Operation or sanitary landfill site will not apply to the severed or retained lands; and
  - (h) The existing surplus dwelling/residence must be habitable at the time of application.
- (7) Consents for lot adjustments for easements, deed corrections, or minor boundary changes are allowed, as long as no new lot is created.
- (8) Lot enlargements may be permitted in the Agriculture designation subject to the following:
- (a) No new lot is created;
  - (b) If lands designated Hazard are to be included in the lot enlargement, there must be sufficient developable area outside of the Hazard designation, including applicable environmental setbacks, for the proposed development;
  - (c) lot enlargements to expand a non-farm use will be limited in area and will only be of sufficient size to accommodate the residence, accessory buildings (where



including accessory buildings does not render the lot excessively large), a well and a sewage disposal system, while ensuring that as little acreage as possible is removed from the agricultural lands. The enlarged lot size will generally not exceed 0.81 hectares.

(d) A lot enlargement for the purpose of enlarging an agriculture use as a smaller specialized farm lot is permitted subject to the policies of Section 5.10.3.4, for enlargements of the expansion of an existing agricultural-related use as per Section 5.8.1.1, or existing institutional uses as per Section 5.8.1.7. Such lot enlargements will be limited in area and will only be of sufficient size to accommodate the agriculture use, agricultural-related use, or institutional use, accessory buildings (where including accessory buildings does not render the lot excessively large), a well and a sewage disposal system, while ensuring that as little acreage as possible is removed from the agricultural lands.

(9) When reviewing consent applications, the requirements of the MDS Formulae will apply.

#### 5.10.4 Consents to Sever Land in Rural Areas

(1) The policies of Section 5.10.3 [Consents to Sever Land in Agricultural Areas] apply to lands designated Rural with the exception that an additional parcel from an original crown lot is permitted for a total of three parcels.

(2) Consent for Agricultural uses is permitted in accordance with Section 5.10.3, however the minimum area will be generally 20 hectares.

(3) Consent for Non-farm Lots and Non-Farm Residential Lots in the Rural Area will be allowed in accordance with the following:

(a) New non-farm lots can have a maximum area of 4 hectares and a minimum area of 0.4 hectares;

(b) A Planning Justification Report is required for lots larger than 0.8 hectares;

(c) The severed and retained parcels must be viable for their proposed uses;

(d) Parcels will not generally exceed a width-to-depth or depth to-width ratio of 1:3 and should conform to zoning requirements for lot frontage, which may be achieved by variance where appropriate;

(e) New lots must be located on year-round maintained Municipal roads; and

**Deleted:** In order to be eligible for a 20 hectare severance, a lot of record must have a minimum of 90% of its land area within the 'R – Rural' designation, ...

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.vi There must be a minimum of 100% of the original Crown surveyed lot within the 'R – Rural' designation; ...



- (f) All new non-farm lots must comply with MDS I.
- (4) Lot Adjustments and Enlargements are permitted in the Rural Area, subject to the following:
- (a) Lot adjustments for legal or technical reasons are permitted but cannot create new lots;
  - (b) Enlargements for existing non-farm lots or non-farm residential lots are limited to a maximum lot size of 4.0 hectares. A planning justification report is required for a lot enlargement that creates a greater than 0.81 hectare enlarged lot;
  - (c) Lands to be severed and merged with an existing lot of record must be designated Rural excepting however when the existing lot of record is smaller than 0.4 hectares in size, lands designated Agricultural may be added to a maximum total lot area of 0.81 hectares;
  - (d) In determining the designation of a lot of record for compliance with clause c) above, the designation(s) underlying the Hazard designation, if present on a lot, will also be used.
  - (e) If lands designated Hazard are to be included in the lot enlargement, there must be sufficient developable area outside of the Hazard designation, including applicable environmental setbacks, for the proposed development;
  - (f) The retained parcel must be viable for the proposed use;
  - (g) Parcels will not generally have a width-to-depth or depth-to-width ratio exceeding 1:3 and should conform to zoning requirements for lot frontage, which may be achieved by variance where appropriate; and
  - (h) The enlarged lot must comply with MDS I.

### 5.10.5 Consents to Sever Land in Shoreline and Seasonal Recreational Area

The severance of land within Shoreline and Seasonal Recreational Area may be considered subject to the following:

- (1) To ensure appropriate area for servicing the minimum lot area will 4,000 square metres, unless a local official plan has specified a different lot size, municipal or communal wastewater treatment services are available, or a groundwater quality

Deleted: Rural Recreation Area and Inland Lakes Area



impact assessment has been completed in accordance with Section 5.7.3. Areas below the Ordinary High Water Mark will not be included in the calculation of minimum lot area.

- (2) Waterfront lots should generally have a width-to-depth ratio not exceeding 1:3 to avoid narrow, linear parcels. Any deviation from this ratio requires a Planning Justification Report submitted as part of a complete application. The lot must also comply with zoning bylaw requirements for minimum lot frontage, which may be achieved by variance where appropriate.
- (3) The Land Division Committee may request information and technical studies similar to those for a plan of subdivision when reviewing lot approvals;
- (4) New Non-waterfront lots must be within 1 kilometre of a shoreline access point;
- (5) New lots must provide for a minimum setback of 30 metres from the Ordinary High Water Mark (OHWM), except for minor infilling or rounding out in the existing built-up area for the creation of a maximum of two additional building lots. The minimum setback to the OHWM should not be less than 10 metres in any case;
- (6) Natural vegetation between the lake and any building or structure will be preserved, where possible; and
- (7) Minimum Distance Separation (MDS I) Formulae apply.

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### 5.10.6 Consents to Sever Land in Open Space Areas

Lot creation within the Major Open Space Area designation other than for public authority acquisitions such as those outlined in Section 5.10.1 must have a minimum lot area of 20 hectares.

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### 5.10.7 Consents to Sever Land in the Niagara Escarpment Planning Area

- (1) The Niagara Escarpment Plan contains specific policies for creating new lots in the Escarpment Natural, Escarpment Protection, and Escarpment Rural Area designations. Consent applications must comply with the Permitted Uses and Development Criteria outlined in the Niagara Escarpment Plan for all designations and the general consent policies of this Plan.
- (2) Before applying for consent, the applicant must first apply for a development permit from the Niagara Escarpment Commission for lands within their jurisdiction.



- (3) County staff will review Development Permit Applications and provide feedback on their adherence to the Official Plan and applicable development standards.
- (4) Consent will not be granted until a development permit is granted by the Niagara Escarpment Commission.

## 5.11 Pre-Submission Consultations

The pre-submission consultation process aims to provide clarity and certainty to both the County and applicants for certain Planning Act applications. Early consultation with the County and local municipalities helps identify and resolve issues, streamlines the planning approvals process, and supports better land use planning decisions.

- (1) Pre-submission consultation is strongly encouraged.
- (2) Local municipal staff are encouraged to participate in pre-submission consultation. Other affected agencies, like Conservation Authorities, may participate in the pre-submission consultation at the County's discretion. Rights holding groups such as Saugeen Ojibway Nation may join or require separate engagement to address their rights and interests.
- (3) Information and materials that may be required for an application are specified in Section 5.12 and are subject to refinement during pre-submission consultation.
- (4) The County may waive or modify required information based on the application's complexity, as determined through pre-submission consultation.
- (5) The County may refuse to deem an application complete where supporting materials are not prepared in accordance with County standards.
- (6) An application will only be deemed complete pursuant to the Planning Act when all of the following have been provided to the satisfaction of the County:
  - (a) A complete application package which contains all of the specified information, material and documents identified through the pre-submission consultation process, the prescribed application fees, and any additional or supporting information that was identified by the County, a local municipality or agency that participated in the pre-submission consultation process, which may be required to be submitted electronically in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) standards; and



(b) Peer review of any or all studies has been completed, if required by the County.

(7) The County may set an expiration date for the pre-submission consultation and complete application requirements, which will not be sooner than one year from that date that formal pre-submission consultation meeting minutes are issued, except where there is a significant change to the proposal, provincial direction, or County or Municipal plans or zoning that would impact the proposal. If the complete requirements expire, the County may request another meeting.

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(8) If an amendment to a local official plan also affects this Plan, applicants are encouraged to request a joint pre-submission consultation meeting with the County and the local municipality.

## 5.12 Additional Information and Studies

(1) As per Section 22(5) (Other Information) and/or Section 34(10.2) (Other Information) and/or Section 51(18) (Other Information) and/or Section 53(3) (Other Information) of the Planning Act R.S.O. 1990, c.p.13, as amended to March 30, 2007 a person, public body or applicant must provide together with an amendment or application, in addition to the information prescribed by the Planning Act, or Regulations thereto, any or all of the following Assessments, Evaluations, Reports, Statements, Studies or Plans as requested by the Province of Ontario, County of Bruce, any lower tier municipality or any agency at the sole discretion of the County of Bruce:

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(a) Adjacent Land Compatibility Study

(b) Agricultural Impact Assessment

(c) Aggregate Studies (As related to/and in compliance with the requirements of the Aggregate Resources Act including rehabilitation for new and expansions to existing pits and quarries)

(d) Aggregate Licence Compatibility Assessment

(e) Aggregate Potential Assessment

(f) Air Quality/Dust/Odour Study

(g) Airport Impact Study



- (h) Arborist Report
- (i) Archaeological Assessment
- (j) Blasting Impact Study
- (k) Completed Application Form
- (l) Daylight, Sunlight and Overshadowing Report
- (m) Endangered Species Assessment
- (n) Environmental Impact Statement/Environmental Impact Study
- (o) Environmental Site Assessment (Phase 1 and Phase 2, Record of Site Condition)
- (p) Erosion and Sedimentation Control Plan
- (q) Fisheries Impact Assessment
- (r) Floodplain and Erosion Hazard Study
- (s) Groundwater Impact Study / Well Interference Study
- (t) Heritage Impact Study
- (u) Housing Affordability/Issues Report
- (v) Hydrogeological Study/Hydrology Study
- (w) Karst assessment
- (x) Landscape Character Assessment
- (y) Landscaping Plan
- (z) Lot Grading and/or Drainage Plan
- (aa) Market Impact Assessment/Retail Impact Study
- (bb) Master Drainage Plan
- (cc) Master Road Network Plan





(dd) Minimum Distance Separation I or II (MDS I or MDS II) Calculations

(ee) Natural Heritage Study:

(ff) Nitrate Study

(gg) Ornithological Impact Assessment/Avian/Bird/Study

(hh) Parking and/or Loading Study

(ii) Planning Justification Report

(jj) Sanitary and/or Storm Sewer Study

(kk) Septic System Impact Assessment

(ll) Servicing Capacity Report

(mm) Servicing Options Statement

(nn) Significant Woodlands Study

(oo) Site Plan Application

(pp) Soils/Geotechnical Assessment (Slope Stability Study)

(qq) Stormwater Management (Quality & Quantity) Report

(rr) Structural Engineering Analysis (Existing Buildings and Structures)

(ss) Surface Water Impact Assessment

(tt) Terrestrial Wildlife Environment Assessment

(uu) Tree Preservation/Retention Plan

(vv) Traffic Impact Study

(ww) Urban Design Study

(xx) Vibration and/or Noise Impact Report

(yy) Wetland Evaluation

(2) As per Section 41 (3.4) (Other Information) of the Planning Act, R.S.O. 1990, as



amended April 14, 2022, a person, public body or applicant **must** provide to the local municipality any information or materials that may be required by the municipality to ensure that matters within the scope of Site Plan Control are addressed to the satisfaction of the Municipality. Such information may include any information outlined in Section 5.12 that relates to site plan control, and may further include but is not limited to:

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(a) A completed application;

(b) A survey, plans, drawings, and/or checklists in sufficient detail to demonstrate conformity with the zoning by-law and any applicable development standards established by the Municipality;

(c) Assessments, reports, or other information necessary for the Municipality to identify and establish conditions related to any elements outlined in [provincial direction](#), including to identify required easements, agreements, and/or securities related to fulfillment of conditions of site plan approval; and

Deleted: Section 41 (7), as may be amended from time to time...

(d) Details that may be required by the upper-tier municipality where the land abuts a highway under the jurisdiction of the upper-tier municipality to address road widenings, access, or other matters outlined in [Section provincial direction](#).

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(3) The specific submission requirements for any given application will be determined depending on the phase and/or scale of the proposal, its location, its location in relation to other land uses, and whether the proposal implements other planning approvals that may have been previously obtained, prior to consideration of the specific application.

(4) All Assessments, Evaluations, Reports, Statements, Studies or Plans **must** be prepared/conducted by an individual(s) qualified in the subject under study by their respective governing body or an individual(s) who is competent by virtue of training and experience to engage in practices that would also constitute professional practice. Such qualifications **must** be submitted with the Assessments, Evaluations, Reports, Statements, Studies or Plans.

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(5) The Terms of Reference for an Assessment, Evaluation, Report, Statement, Study or Plan **must**:

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(a) Be determined through consultation and direction from the County of Bruce and/or the local municipality and/or any relevant agency and/or the Province of Ontario; or

(b) Be prepared in accordance with applicable industry standards, norms, practices and/or government guidelines/regulations. All Terms of Reference must be approved by the County of Bruce or the local Municipality in its role as approval authority.

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**Deleted:** All Terms of Reference shall be approved by the County of Bruce or the local Municipality in its role as approval authority.

(6) Peer reviews of an Assessment, Evaluation, Report, Statement, Study or Plan or any other study required to support a development application or proposal may be required by the County of Bruce or the local Municipality, at the cost of the proponent.

(7) Notwithstanding the required studies and assessments listed above, the approval authority (County or local municipality) may ask for any additional information that is considered reasonable and necessary in order to make a decision on a planning application.

## 5.13 Interpretation

(1) The aim of these policies is to guide the interpretation and ongoing administration of this Plan. It's crucial for the long-term success of the Plan to review, update, and consolidate it regularly to keep it relevant and useful.

(2) The County will annually incorporate Plan amendments through Office Consolidations, making it more convenient for all users of the Plan.

(3) Applications will be reviewed in accordance with the policies in effect when the complete application was submitted.

(4) The text, tables, schedules, and a glossary of terms contained in this Plan constitute the Bruce County Official Plan.

(5) All County public works and by-laws must comply with this Plan.

(6) Major deviations from the text and schedules require an Amendment to this Plan, unless specified otherwise within this Plan.

(7) Schedules X show the extent and boundaries of land use designations established by this Plan; accordingly:



- (a) The boundaries on all schedules are not intended to be rigid, except where they coincide with physical features such as roads, rights-of-way, lot line, concession lines and watercourses, a departure from such boundaries will require an amendment to this Plan; and
  - (b) Where boundaries do not coincide with physical features the exact determination of the boundary will be provided by the County and the County may permit minor departures through interpretation, provided the intent of the Plan is maintained and the departure is advisable and reasonable.
- (8) Minor adjustments to settlement area boundaries can be allowed without an amendment to the Plan to create one lot that meets the minimum lot area requirements of this Plan or a local Official Plan.
- (9) Where a parcel of land is subject to one or more land use designations, development proposals must follow all relevant policies, with more restrictive policies taking precedence in case of conflicts.
- (10) Permitted uses identified in this Plan provide guidance for local official plans and zoning by-laws, and do not represent a comprehensive list of conforming land uses.
- (11) The following technical revisions will not require an amendment to this plan, provided the intent remains unchanged:
- (a) Changing the number, cross-referencing and arrangement of the text, tables, and Schedules;
  - (b) Altering punctuation or language for consistency;
  - (c) Correcting grammatical, dimensional and boundary, mathematical or typographical errors that do not affect the intent of policies or Schedules;
  - (d) Adding technical information to Schedules;
  - (e) Changing format or presentation; and vi) Consolidation of approved Official Plan Amendments in a new document without altering any approved policies or Schedules.
- (12) Certain elements like margin notes and illustrations are for reference only and can be added, modified or removed without amendment to the Plan.
- (13) Conflicts between this Plan, Provincial legislation, or local official plans will be



resolved by applying the more restrictive requirement, except where such restriction would conflict with provincial direction.

- (14) The County may provide supplementary guidance material in line with this Plan's policies to aid in its implementation and interpretation.
- (15) Guidance material issued by the Province or other jurisdictions will be used to support implementing this Plan's policies.
- (16) If this Plan references any guideline or manual, it includes future versions that may amend or replace the referenced document.
- (17) References to outdated legislation or agencies will transfer to new ones without needing an amendment to this Plan.

## 5.14 Guideline Documents

- (1) Provincial direction will be used, as applicable, for implementing this Plan or a local official plan.
- (2) (2) County Council or its delegate or Local Municipalities may develop guideline documents to support this Plan's implementation or the implementation of a Local Official Plan in accordance with the following:
  - (a) Guidelines address regulatory issues and may contain policies, standards, and performance criteria in greater detail than is typically covered in an official plan;
  - (b) Guidelines may guide the preparation and review of development proposals, specific studies required for proposals, conditions for development approval, or infrastructure and community services improvements;
  - (c) Guidelines may be prepared to further clarify expectations for Indigenous consultation and engagement;
  - (d) Guidelines may be prepared to support community design and enhance local community character, history, community safety and wellbeing and sense of place;
  - (e) Guidelines may address matters such as mitigation of vehicular noise adjacent to residential development through appropriate noise mitigation, planning and

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design, and by ensuring the provision of noise attenuation measures at the time of development;

- (f) Development proposals will be assessed for conformity with applicable guidelines and Provincial direction, and conditions may be imposed where authorized by the Planning Act;
- (g) An approval authority may allow deviations from guideline document provisions if they maintain the general intent of this Plan or a local official plan;
- (h) Input from interested agencies, associations, and individuals is encouraged during the preparation of guideline documents;
- (i) Guideline documents can only be adopted by Council resolution;
- (j) Council may hold public meetings to gather input before adopting a guideline document; and
- (k) Approved guidelines will be listed under an appendix to this plan which may be updated without amendment to this plan.

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## 5.15 Public Works

In the interest of providing high-quality community services, the following policies apply to Capital and Public Works within the County:

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- (1) In accordance with provincial direction, public works, extensions, or developments will comply with the policies of this Plan.
- (2) Long-term infrastructure asset management studies may be prepared and adopted by County Council or its delegate or local municipalities to identify new or improved infrastructure needed to implement this Plan.
- (3) To ensure fair distribution of public improvement costs, County Council or its delegate or local municipalities may levy charges on benefiting properties for public infrastructure, services, and facilities and may establish agreements accordingly.

**Deleted:** the Planning Act

## 5.16 Municipal Finance

- (1) This Section, along with the other policies in this Plan, aims to ensure the long-term financial and environmental well-being of the County and local Municipalities in



their role as approval authorities for development.

- (2) The Approval Authority will avoid actions that pose significant financial risks to the County and Local municipalities.
- (3) The County and Local municipalities will responsibly manage financial resources and handle growth and development thoughtfully to maintain fiscal sustainability.
- (4) The Approval Authority may use its financial authority, as allowed by relevant legislation like the Planning Act, Development Charges Act, and Municipal Act, to support the Plan's implementation.
- (5) Budgets will be regularly prepared, considering forecasts, to invest in necessary infrastructure and community services for expected growth
- (6) If a proposed development requires infrastructure and community services that are financially unfeasible, it may be refused.
- (7) When reviewing a development application, the Approval Authority will assess its financial impact by considering:
  - (a) Scale of development relative to its infrastructure requirements;
  - (b) ability of property tax values to support life cycle costs of infrastructure associated with the project;
  - (c) How it affects the tax levy;
  - (d) Its potential to generate revenue; and
  - (e) Any other financial factors deemed necessary by the approval authority.
- (8) The approval authority commits to ensuring efficient service delivery and implementing this Plan effectively.

## 5.17 Review of the Plan

- (1) This Plan is required to be consistent with Provincial direction. To maintain consistency, the County will regularly review and monitor the Plan to address legislative changes or emerging community needs. The purpose is to ensure that it continues to comply with Provincial direction, stays relevant to the County's changing land use priorities, and is being implemented as intended.



- (2) During the review, the following aspects will be considered:
- (a) Changes in legislation and policies, including Provincial direction;
  - (b) Relevance of the assumptions and strategic directions of this Plan;
  - (c) Effectiveness in achieving strategic directions and objectives;
  - (d) Whether development aligns with the Plan's guiding principles;
  - (e) Availability of different types of housing, including attainable and affordable options;
  - (f) Availability of employment land to match job creation forecasts; and
  - (g) Changes in demographics, economy, employment, social factors, environment, and technology.
- (3) The County may prepare a monitoring report with key indicators and measures related to the Plan's policies to aid in the review.

DRAFT





# Part 6 Special Policy Areas and Site Specific Amendments

To be completed.

DRAFT





# The Corporation of the Township of Huron-Kinloss

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## Staff Report

**Report Title: Previous Month Actual Accounts – August 2024**

**Date: Sep. 16, 2024**

**Report Number: TRE-2024-09-52**

**Department: Treasury**

**File Number: C11 TRE 24**

**Prepared By: Christine Heinisch, Manager of Financial Services/Treasurer**

**Attachments: August 2024; August VISA 2024**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Council hereby ratifies and confirms payment of the July 2024 accounts in the amount of \$ 2,049,504.78

### **Background:**

The report provides a detailed listing of all the accounts paid by cheque, direct transfer or by credit card during the month of August. It also includes the total monthly payroll distribution.

### **Discussion/Analysis/Overview:**

Provided for information purposes.

### **Financial Impacts:**

Payment for operating and capital expenditures included in the 2024 approved budget.

### **Performance Measurement:**

2024 budget versus actual.

### **Strategic Area:**

- |   |  |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input type="checkbox"/> Enhance Municipal Service Delivery    |
| <input type="checkbox"/> Prepare for Inclusive Growth       | <input checked="" type="checkbox"/> Ensure Financial Stability |

### **Strategic Goal: Commit to financial health and sustainability**

### **Respectfully Submitted By:**

Christine Heinisch, Manager of Financial Services/Treasurer

### **Report Approved By:**

Jodi MacArthur, Chief Administrative Officer

Township of Huron-Kinloss  
August 2024 Payment Distribution Listing

Cheque Date	Cheque Number	Vendor Name	Amount
2024-08-08	2976	4 IMPRINTS	\$ 673.76
2024-08-20	3007	A.J.STONE COMPANY LTD	\$ 1,385.38
2024-08-08	1499	AIG INSURANCE COMPANY OF CANADA	\$ 30.24
2024-08-20	1517	AJN BUILDERS INC.	\$ 30,386.77
2024-08-08	2977	IDENTIFIABLE INDIVIDUAL	\$ 21.00
2024-08-20	3008	ANDERSON PAPER PRODUCTS LTD.	\$ 462.28
2024-08-01	1498	IDENTIFIABLE INDIVIDUAL	\$ 100.00
2024-08-20	3009	B.M. ROSS & ASSOCIATES LIMITED	\$ 44,285.85
2024-08-20	3010	B.M.R. MFG. INC.	\$ 262.66
2024-08-20	3011	BARCLAY WHOLESALE	\$ 901.80
2024-08-20	1518	BAT HYDROVAC SOLUTIONS LTD	\$ 5,560.73
2024-08-20	1519	IDENTIFIABLE INDIVIDUAL	\$ 55.00
2024-08-08	201	BELL CANADA	\$ 315.40
2024-08-08	202	BELL MOBILITY CELLULAR	\$ 258.15
2024-08-20	3012	BILL & TOM KEMPTON CONSTRUCTION	\$ 35,936.64
2024-08-20	3013	BIRNAM EXCAVATING LTD.	\$ 49,485.57
2024-08-20	3014	BLUEWATER SANITATION	\$ 740.15
2024-08-20	3015	BLYTH PRINTING INC	\$ 1,096.10
2024-08-20	3016	BORDEN LADNER GERVAIS LLP LAWYERS	\$ 734.50
2024-08-20	3017	BRANDT TRACTOR LTD	\$ 11,953.11
2024-08-20	3018	IDENTIFIABLE INDIVIDUAL	\$ 300.00
2024-08-08	2978	BRUCE AREA SOLID WASTE RECYCLING	\$ 16,216.08
2024-08-20	3019	BRUCE AREA SOLID WASTE RECYCLING	\$ 16,532.48
2024-08-08	2979	BRUCE BEACH COTTAGER ASSOCIATION	\$ 411.32
2024-08-20	3020	BRUCE TELECOM	\$ 61.95
2024-08-08	2980	IDENTIFIABLE INDIVIDUAL	\$ 25.20
2024-08-08	2981	CANADA'S FINEST COFFEE	\$ 142.00
2024-08-20	3021	CHEMTRADE CHEMICALS CANADA LTD.	\$ 5,468.02
2024-08-20	3022	CINTAS CANADA LTD	\$ 229.66
2024-08-20	1520	COMPETERS INC	\$ 4,520.00
2024-08-08	2982	CORPORATION OF THE COUNTY OF BRUCE	\$ 6,128.16
2024-08-20	3023	IDENTIFIABLE INDIVIDUAL	\$ 440.00
2024-08-08	1500	CRYSTAL VENDING	\$ 420.00
2024-08-20	3024	CULLIGAN WATER-CUST #0019171	\$ 40.62
2024-08-20	3025	D. CULBERT LTD ONTARIO LAND SURVEYOR	\$ 1,356.00
2024-08-20	3026	IDENTIFIABLE INDIVIDUAL	\$ 380.00
2024-08-08	2983	DA-LEE DUST CONTROL	\$ 20,410.94
2024-08-20	1521	DOMM CONSTRUCTION LTD	\$ 254,250.00
2024-08-20	3027	DRENNAN REFRIGERATION INC.	\$ 784.22
2024-08-20	3028	ELLIOTT CONSTRUCTION	\$ 8,963.73
2024-08-20	208	EPCOR NATURAL GAS - 21 QUEEN - 25830B01	\$ 54.33
2024-08-20	209	EPCOR NATURAL GAS - 518 HAMILTON 14770A01	\$ 32.15
2024-08-08	203	EPCOR NATURAL GAS - 592 WILLOUGHBY ST	\$ 21.81
2024-08-20	210	EPCOR NATURAL GAS - 592 WILLOUGHBY ST	\$ 32.15
2024-08-20	211	EPCOR NATURAL GAS - 74 HURON - 24280B01	\$ 32.15
2024-08-20	212	EPCOR NATURAL GAS - MED CENTRE - 27540B01	\$ 32.15
2024-08-20	213	EPCOR NATURAL GAS - PCCC - 44450D01	\$ 32.15
2024-08-20	214	EPCOR NATURAL GAS - RIP LIBRARY - 25010B01	\$ 48.31
2024-08-20	3029	ERAMOSA	\$ 9,054.65
2024-08-20	3030	EXCEL BUSINESS SYSTEMS	\$ 833.10
2024-08-20	3031	IDENTIFIABLE INDIVIDUAL	\$ 75.00
2024-08-08	1501	IDENTIFIABLE INDIVIDUAL	\$ 275.00
2024-08-20	3032	FAIRMOUNT SECURITY SERVICES	\$ 949.20
2024-08-20	3033	IDENTIFIABLE INDIVIDUAL	\$ 22.40

Township of Huron-Kinloss  
August 2024 Payment Distribution Listing

Cheque Date	Cheque Number	Vendor Name	Amount
2024-08-20	1522	IDENTIFIABLE INDIVIDUAL	\$ 720.00
2024-08-20	3034	IDENTIFIABLE INDIVIDUAL	\$ 93.80
2024-08-20	1523	IDENTIFIABLE INDIVIDUAL	\$ 135.00
2024-08-08	1502	IDENTIFIABLE INDIVIDUAL	\$ 368.00
2024-08-08	2984	IDENTIFIABLE INDIVIDUAL	\$ 33.60
2024-08-08	2985	IDENTIFIABLE INDIVIDUAL	\$ 575.00
2024-08-20	1524	GO! GLASS & ACCESSORIES	\$ 1,144.69
2024-08-08	2986	IDENTIFIABLE INDIVIDUAL	\$ 599.02
2024-08-20	1525	IDENTIFIABLE INDIVIDUAL	\$ 140.00
2024-08-08	1503	IDENTIFIABLE INDIVIDUAL	\$ 41.00
2024-08-20	1526	IDENTIFIABLE INDIVIDUAL	\$ 70.00
2024-08-08	2987	IDENTIFIABLE INDIVIDUAL	\$ 1,172.50
2024-08-20	1527	HANNA & HAMILTON CONSTRUCTION CO. LTD	\$ 5,650.00
2024-08-08	2988	IDENTIFIABLE INDIVIDUAL	\$ 182.00
2024-08-20	3035	HARTMAN ELECTRONICS COMMUNICATIONS	\$ 3,047.05
2024-08-20	3036	HEADWAY ENGINEERING	\$ 18,151.23
2024-08-08	2989	IDENTIFIABLE INDIVIDUAL	\$ 395.50
2024-08-20	1528	IDENTIFIABLE INDIVIDUAL	\$ 195.00
2024-08-20	1529	IDENTIFIABLE INDIVIDUAL	\$ 122.75
2024-08-20	3037	HODGINS BUILDING CENTRE	\$ 26.70
2024-08-20	3038	HODGINS HOME HARDWARE	\$ 412.91
2024-08-20	1530	IDENTIFIABLE INDIVIDUAL	\$ 710.00
2024-08-20	3039	IDENTIFIABLE INDIVIDUAL	\$ 300.00
2024-08-20	1531	HURON AUTO WRECKERS	\$ 282.50
2024-08-20	3040	HURON LANDSCAPING LIMITED	\$ 477.43
2024-08-08	2990	HURON PERTH RUST CONTROL	\$ 621.50
2024-08-08	204	HURONTEL	\$ 4,272.93
2024-08-20	215	HYDRO ONE NETWORKS INC. ACCT#200236477580	\$ 13,296.37
2024-08-08	1504	I.U.O.E., LOCAL 793	\$ 7,640.06
2024-08-20	3041	IAN D. WILSON ASSOCIATES LIMITED	\$ 2,113.55
2024-08-20	3042	IDEAL SUPPLY	\$ 29.93
2024-08-20	3043	INNISFREE DESIGN	\$ 316.40
2024-08-20	3044	INS INFORMATION NETWORK SYSTEMS	\$ 152.55
2024-08-20	3045	IRON MOUNTAIN	\$ 233.67
2024-08-20	3046	J.A. PORTER HOLDINGS (LUCKNOW)	\$ 172.33
2024-08-20	1532	JD'S TRUCK & TRACTOR SERVICE	\$ 1,337.50
2024-08-20	1533	IDENTIFIABLE INDIVIDUAL	\$ 960.50
2024-08-08	2991	IDENTIFIABLE INDIVIDUAL	\$ 355.60
2024-08-20	3047	IDENTIFIABLE INDIVIDUAL	\$ 74.90
2024-08-20	3048	JOHNSTON BROS. (BOTHWELL) LTD.	\$ 10,883.82
2024-08-20	3049	JUTZI LIMITED	\$ 5,373.15
2024-08-20	1534	IDENTIFIABLE INDIVIDUAL	\$ 115.00
2024-08-20	3050	KINCARDINE COMMERCIAL PRINTING	\$ 739.03
2024-08-08	1505	KINCARDINE LIONS	\$ 400.00
2024-08-20	3051	KINFARM TIRE	\$ 1,435.83
2024-08-20	3052	KRANENBURG'S SERVICE	\$ 497.20
2024-08-08	2992	IDENTIFIABLE INDIVIDUAL	\$ 20.00
2024-08-20	1535	IDENTIFIABLE INDIVIDUAL	\$ 110.00
2024-08-08	2993	LAVIS CONTRACTING CO. LTD.	\$ 61,014.52
2024-08-20	3053	LAVIS CONTRACTING CO. LTD.	\$ 51,391.11
2024-08-20	3054	IDENTIFIABLE INDIVIDUAL	\$ 765.00
2024-08-20	3055	IDENTIFIABLE INDIVIDUAL	\$ 400.00
2024-08-20	3056	LUCKNOW AUTO PARTS SUPPLY	\$ 203.40
2024-08-08	1506	LUCKNOW CHAMBER OF COMMERCE	\$ 1,025.68

Township of Huron-Kinloss  
August 2024 Payment Distribution Listing

Cheque Date	Cheque Number	Vendor Name	Amount
2024-08-08	2994	LUCKNOW DISTRICT CO-OP	\$ 17,546.59
2024-08-20	3057	LUCKNOW DISTRICT CO-OP	\$ 67.78
2024-08-20	1536	LUCKNOW RECREATION DEPARTMENT	\$ 423.75
2024-08-20	3058	LUCKNOW SERVICE CENTRE	\$ 878.17
2024-08-08	1507	IDENTIFIABLE INDIVIDUAL	\$ 1,000.00
2024-08-20	3059	MACLYN DUST CONTROL	\$ 9,132.66
2024-08-08	2995	MANULIFE FINANCIAL	\$ 18,035.49
2024-08-08	2996	IDENTIFIABLE INDIVIDUAL	\$ 49.70
2024-08-20	1537	MCDUGALL ENERGY INC	\$ 443.01
2024-08-08	2997	IDENTIFIABLE INDIVIDUAL	\$ 147.00
2024-08-20	1538	IDENTIFIABLE INDIVIDUAL	\$ 98.21
2024-08-20	1539	MICHELIN NORTH AMERICA (CANADA) INC.	\$ 7,439.38
2024-08-08	2998	MICROAGE BASICS	\$ 1,456.57
2024-08-20	3060	MICROAGE BASICS	\$ 6,685.10
2024-08-20	1540	MID-WEST REFRIGERATION LTD.	\$ 1,932.30
2024-08-20	3061	MIDWESTERN NEWSPAPER CORP	\$ 3,675.90
2024-08-08	205	MINISTER OF FINANCE (EHT BRANCH)	\$ 5,248.82
2024-08-08	2999	MONTGOMERY BRENT	\$ 28.00
2024-08-20	3062	MONTGOMERY FORD SALES LTD	\$ 233.99
2024-08-08	3000	IDENTIFIABLE INDIVIDUAL	\$ 850.00
2024-08-20	3063	IDENTIFIABLE INDIVIDUAL	\$ 600.00
2024-08-20	1541	MR. STUMPS, BILL MORRIS	\$ 2,034.00
2024-08-20	3064	MUNICIPAL SUPPORT SERVICES INC	\$ 2,644.20
2024-08-20	1543	IDENTIFIABLE INDIVIDUAL	\$ 150.00
2024-08-08	3001	IDENTIFIABLE INDIVIDUAL	\$ 75.00
2024-08-20	3065	IDENTIFIABLE INDIVIDUAL	\$ 144.54
2024-08-20	1544	IDENTIFIABLE INDIVIDUAL	\$ 90.00
2024-08-20	3066	OMEGA CONTRACTORS INC.	\$ 224,082.43
2024-08-08	3002	OMERS - PENSION ACCOUNTING DEPT	\$ 41,382.04
2024-08-20	3067	PANNABECKER HOLDINGS INC.	\$ 1,943.60
2024-08-08	1508	PETTY CASH	\$ 37.90
2024-08-20	3068	POLLOCK ELECTRIC	\$ 1,025.53
2024-08-08	3003	POSTMEDIA NETWORK INC.	\$ 3,905.28
2024-08-20	3069	POSTMEDIA NETWORK INC.	\$ 275.72
2024-08-08	3004	IDENTIFIABLE INDIVIDUAL	\$ 218.61
2024-08-20	3070	PUROLATOR COURIER LTD.	\$ 138.70
2024-08-08	206	RECEIVER GENERAL (CURR SOURCE DEDUCTIONS)	\$ 38,364.24
2024-08-20	216	RECEIVER GENERAL (CURR SOURCE DEDUCTIONS)	\$ 37,474.90
2024-08-08	3005	IDENTIFIABLE INDIVIDUAL	\$ 20.00
2024-08-20	3071	RESOURCE PRODUCTIVITY RECOVERY AUTHORITY	\$ 6.78
2024-08-08	1509	RIPLEY CLASSICS	\$ 12,798.22
2024-08-20	3072	ROBERT'S FARM EQUIPMENT	\$ 2,802.27
2024-08-15	1515	IDENTIFIABLE INDIVIDUAL	\$ 100.00
2024-08-20	1545	RURAL ROUTES PEST CONTROL INC	\$ 254.25
2024-08-20	3073	SANIGEAR	\$ 565.00
2024-08-20	3074	IDENTIFIABLE INDIVIDUAL	\$ 33.90
2024-08-20	3075	SGS CANADA	\$ 2,921.12
2024-08-20	1546	IDENTIFIABLE INDIVIDUAL	\$ 210.00
2024-08-20	3076	SHORELINE ENTERPRISES	\$ 624.84
2024-08-20	3077	IDENTIFIABLE INDIVIDUAL	\$ 84.00
2024-08-20	3078	IDENTIFIABLE INDIVIDUAL	\$ 430.00
2024-08-20	1547	SNOBELEN AG INC	\$ 11,461.59
2024-08-20	3079	SOMMERS GENERATOR SYSTEMS	\$ 6,261.05
2024-08-20	3080	STEMPSKI KELLY ASSOCIATES INC.	\$ 10,187.18

Township of Huron-Kinloss  
August 2024 Payment Distribution Listing

Cheque Date	Cheque Number	Vendor Name	Amount
2024-08-20	3081	IDENTIFIABLE INDIVIDUAL	\$ 900.00
2024-08-20	3082	SUNBELT RENTALS INC	\$ 2,026.96
2024-08-20	3083	TAS EXCAVATING & RENTALS	\$ 114,959.14
2024-08-29	1552	IDENTIFIABLE INDIVIDUAL	\$ 475.00
2024-08-20	1548	TILLSONBURG FIRE & RESCUE SERVICES	\$ 18,222.84
2024-08-20	3084	TOROMONT CAT INDUSTRIES LTD.	\$ 1,578.54
2024-08-20	3085	TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH	\$ 150,838.27
2024-08-08	1510	TOWNSHIP OF HURON-KINLOSS	\$ 114.75
2024-08-08	1513	TOWNSHIP OF HURON-KINLOSS	\$ 400.00
2024-08-20	1516	TOWNSHIP OF HURON-KINLOSS	\$ 113.00
2024-08-20	1549	TOWNSHIP OF HURON-KINLOSS	\$ 77,701.10
2024-08-20	1550	TRAFFIC LOGIX CORPORATION	\$ 8,506.64
2024-08-20	3086	TRY RECYCLING INC	\$ 1,385.83
2024-08-20	3087	IDENTIFIABLE INDIVIDUAL	\$ 90.00
2024-08-20	3088	IDENTIFIABLE INDIVIDUAL	\$ 660.00
2024-08-20	3089	VEOLIA WATER CANADA INC	\$ 75,785.42
2024-08-20	3090	W.D. HOPPER & SONS LTD.	\$ 2,938.00
2024-08-20	3091	WALKER CONSTRUCTION LIMITED	\$ 83,063.31
2024-08-08	3006	WESTARIO POWER	\$ 4,661.85
2024-08-20	3092	WESTARIO POWER	\$ 7,230.07
2024-08-20	3093	WESTARIO POWER (MISC)	\$ 33,378.93
2024-08-20	1551	IDENTIFIABLE INDIVIDUAL	\$ 55.00
2024-08-08	1511	WOODSHOP HAROLD GALLOWAY	\$ 2,229.87
2024-08-08	207	WORKPLACE SAFETY & INSURANCE BOARD	\$ 7,747.93
2024-08-20	3094	IDENTIFIABLE INDIVIDUAL	\$ 1,393.75
		Sub Total	\$ 1,809,392.74
		August Payroll	\$ 229,805.74
		TOTAL	\$ 2,039,198.48

Township of Huron-Kinloss  
VISA Summary August 2024

Vendor	Amount	Purpose
Adobe	\$29.37	software
Zoom	\$221.45	virtual meeting space
Canadian Tire	\$23.70	supplies
CPC	\$33.20	mail outs
No Frills	\$81.93	daycamp supplies
Pollock Electric	\$70.01	daycamp supplies
OneTeam	\$225.98	baseball supplies
LCBO	\$1,971.87	bar supplies
Costco	\$166.04	baseball day supplies
No Frills	\$13.98	daycamp supplies
Bulk Barn	\$22.84	daycamp supplies
The Back Forty Baker	\$33.33	daycamp supplies
No Frills	\$12.49	daycamp supplies
Dominos Pizza	\$134.38	daycamp supplies
LCBO	\$30.54	bar supplies
MacAdams	\$22.01	bar supplies
Shell	\$17.97	bar supplies
AED4Life	\$294.93	Fire dept supplies
Vistaprint	\$1,988.77	magnets for tax bill mailout
MECP	\$800.00	Wastewater application fee
MFOA	\$1,130.00	conference registration
Deerhurst Resort	\$225.89	conference accomodation
Hidden Valley	\$233.86	conference accomodation
Brafasco Tiverton	\$1,646.09	multigas detector
CPC	\$430.30	postage
Canadian Payroll Assoc	\$394.37	webinar registration
MTO	\$51.00	CVOR Renewal
Total VISA Charges	<u>\$10,306.30</u>	paid August 2024



# The Corporation of the Township of Huron-Kinloss

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## Staff Report

**Report Title: Revenue and Expenditure Reports to August 31, 2024**

**Date: Sep. 16, 2024**

**Report Number: TRE-2024-09-53**

**Department: Treasury**

**File Number: C11 TRE 24**

**Prepared By: Christine Heinisch, Manager of Financial Services/Treasurer**

**Attachments: Summary Revenue and Expenditure Reports (Township General, Community Centres)**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Council hereby reviews and receives the summary revenue and expenditure reports to August 31, 2024 prepared by Christine Heinisch, Treasurer.

### **Background:**

The attached revenue and expenditure reports show the year-to-date breakdown by department for the Township General, Ripley-Huron Community Centre and the Point Clark and Huron District Community Centre.

### **Discussion/Analysis/Overview:**

The reports reflect a year-to-date deficit of \$15,701.18 for the Point Clark and Huron District Community Centre and a year-to-date deficit of \$94,744.51 for the Ripley-Huron Community Centre. The Township General statement shows a year-to-date surplus of \$14,792,275.02

### **Financial Impacts:**

Year-to-date revenue and expenditures are consistent with the approved budget.

### **Performance Measurement:**

2024 budget projections

### **Strategic Area:**

- |   |  |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input type="checkbox"/> Enhance Municipal Service Delivery    |
| <input type="checkbox"/> Prepare for Inclusive Growth       | <input checked="" type="checkbox"/> Ensure Financial Stability |

**Strategic Goal: Commit to financial health and sustainability**

### **Respectfully Submitted By:**

Christine Heinisch, Manager of Financial Services/Treasurer



**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer

Township of Huron-Kinloss Revenue and Expenditure Report August 2024

Department	Operating Revenue Budget	Operating Revenue Year to date	Capital Revenue Budget	Capital Revenue Year to date	Operating Expenses Budget	Operating Expenses Year to date	Capital Expenses Budget	Capital Expenses Year to date	Net Operating Budget	Net Operating Year to date	Percentage Remaining	Net Capital Budget	Net Capital Year to date
General Revenues	-12,484,043.00	-12,059,924.48	0.00	0.00	0.00	0.00	0.00	0.00	-12,484,043.00	-12,059,924.48	-	0.00	0.00
Council Expenses	0.00	0.00	0.00	0.00	272,114.00	148,130.49	0.00	0.00	272,114.00	148,130.49	45.56%	0.00	0.00
General Administration	-112,674.00	-97,560.92	-297,762.00	-297,761.52	1,626,282.00	1,187,141.57	412,092.00	354,923.67	1,513,608.00	1,089,580.65	28.01%	114,330.00	57,162.15
Promotion & Development	-73,250.00	-40,818.63	-250,000.00	-240,000.00	252,444.00	136,044.36	250,000.00	96,614.53	179,194.00	95,225.73	46.86%	0.00	-143,385.47
Business Incubator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00
Ripley-Huron Fire Station	-17,000.00	-22,719.00	-552,500.00	-248,117.00	368,381.00	137,005.17	622,500.00	29,741.20	351,381.00	114,286.17	67.48%	70,000.00	-218,375.80
Lucknow Fire Station	-193,450.00	-146,003.13	-45,000.00	0.00	381,900.00	142,069.00	90,000.00	61,775.97	188,450.00	-3,934.13	102.09%	45,000.00	61,775.97
By-Law Enforcement/Animal Control	-15,700.00	-18,805.50	0.00	0.00	101,311.00	70,365.55	0.00	0.00	85,611.00	51,560.05	39.77%	0.00	0.00
Conservation Authorities	-1,500.00	-2,389.80	0.00	0.00	256,545.00	290,081.82	0.00	0.00	255,045.00	287,692.02	-12.80%	0.00	0.00
Emergency Management	0.00	0.00	0.00	0.00	107,770.00	64,096.73	1,710,000.00	27,247.48	107,770.00	64,096.73	40.52%	1,710,000.00	27,247.48
Protective Inspection	0.00	-1,827.49	0.00	0.00	1,322,278.00	830,410.15	0.00	0.00	1,322,278.00	828,582.66	37.34%	0.00	0.00
Police Services Board	-13,300.00	-9,626.22	0.00	0.00	10,325.00	9,876.23	0.00	0.00	-2,975.00	250.01	108.40%	0.00	0.00
OPP Lucknow	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00
Crossing Guard	0.00	0.00	0.00	0.00	10,522.00	6,005.60	0.00	0.00	10,522.00	6,005.60	42.92%	0.00	0.00
Kinloss Gravel Pit Farm	-6,600.00	-800.00	0.00	0.00	6,000.00	789.00	0.00	0.00	-600.00	-11.00	98.17%	0.00	0.00
Public Works	-284,312.00	-127,501.20	-3,730,232.00	-3,444,965.25	3,591,371.00	2,159,980.19	4,473,000.00	2,123,732.52	3,307,059.00	2,032,478.99	38.54%	742,768.00	-1,321,232.73
Machinery Rental	0.00	-491,474.89	0.00	0.00	0.00	377,103.02	0.00	0.00	0.00	-114,371.87	-	0.00	0.00
Streetlighting	0.00	0.00	0.00	0.00	65,500.00	36,953.72	7,500.00	10,146.05	65,500.00	36,953.72	43.58%	7,500.00	10,146.05
Huron Landfill	-303,000.00	-178,373.10	-25,000.00	-25,000.00	523,122.00	423,815.94	40,000.00	27,795.08	220,122.00	245,442.84	-11.50%	15,000.00	2,795.08
Kinloss Waste Disposal Site	0.00	0.00	0.00	0.00	30,489.00	31,056.42	0.00	0.00	30,489.00	31,056.42	-1.86%	0.00	0.00
Huron-Kinloss Waste Collection	-282,450.00	-201,128.40	0.00	0.00	202,450.00	104,821.50	0.00	0.00	-80,000.00	-96,306.90	-20.38%	0.00	0.00
Recycling	-600.00	-1,011.17	0.00	0.00	181,500.00	114,150.25	0.00	0.00	180,900.00	113,139.08	37.46%	0.00	0.00
Tile Loan	0.00	-99,120.22	0.00	0.00	0.00	23,314.94	0.00	0.00	0.00	-75,805.28	-	0.00	0.00
Municipal Drains	-13,300.00	-39,241.93	0.00	0.00	42,200.00	549,220.26	0.00	0.00	28,900.00	509,978.33	-1664.63%	0.00	0.00
Planning Administration	-8,500.00	-13,625.00	-145,000.00	-134,000.00	51,200.00	15,864.10	145,000.00	1,378.45	42,700.00	2,239.10	94.76%	0.00	-132,621.55
Building Inspection	-245,000.00	-146,194.32	0.00	0.00	245,000.00	169,611.49	0.00	0.00	0.00	23,417.17	-	0.00	0.00
Septic Inspection Program	-219,500.00	-219,730.00	0.00	0.00	219,500.00	48,927.75	0.00	0.00	0.00	-170,802.25	-	0.00	0.00
Lakeshore Environmental	-12,150.00	-1,500.00	0.00	0.00	82,500.00	38,802.03	0.00	0.00	70,350.00	37,302.03	46.98%	0.00	0.00
Parks	-27,950.00	-6,225.00	0.00	0.00	148,172.00	96,191.34	0.00	0.00	120,222.00	89,966.34	25.17%	0.00	0.00
General Recreation	-4,000.00	-7,345.00	-933,000.00	-384,148.31	1,067,773.00	633,844.89	1,301,500.00	323,435.44	1,063,773.00	626,499.89	41.11%	368,500.00	-60,712.87
Cemetery	-33,000.00	-820.00	0.00	0.00	33,000.00	31,716.39	0.00	0.00	0.00	30,896.39	-	0.00	0.00
Point Clark Lighthouse	-39,000.00	-33,223.53	0.00	0.00	61,925.00	43,825.87	0.00	0.00	22,925.00	10,602.34	53.75%	0.00	0.00
Ripley Huron Medical Centre	-3,350.00	-57.00	0.00	0.00	11,585.00	6,359.59	0.00	0.00	8,235.00	6,302.59	23.47%	0.00	0.00
Lucknow & District Medical Centre	0.00	0.00	0.00	0.00	8,820.00	0.00	0.00	0.00	8,820.00	0.00	100.00%	0.00	0.00
Lucknow Town Hall	-400.00	20.46	0.00	0.00	27,949.00	19,613.26	0.00	0.00	27,549.00	19,633.72	28.73%	0.00	0.00
Ripley Library	-10,000.00	-5,052.00	0.00	0.00	8,985.00	3,949.63	0.00	0.00	-1,015.00	-1,102.37	-8.61%	0.00	0.00
Lucknow Library	-17,000.00	-8,563.14	0.00	0.00	1,650.00	473.24	0.00	0.00	-15,350.00	-8,089.90	47.30%	0.00	0.00
Doctor Recruitment	0.00	0.00	0.00	0.00	27,368.00	22,184.00	0.00	0.00	27,368.00	22,184.00	18.94%	0.00	0.00
<b>Sub Total</b>	<b>-14,421,029.00</b>	<b>-13,980,640.61</b>	<b>-5,978,494.00</b>	<b>-4,773,992.08</b>	<b>11,347,931.00</b>	<b>7,973,795.49</b>	<b>9,051,592.00</b>	<b>3,056,790.39</b>	<b>-3,073,098.00</b>	<b>-6,006,845.12</b>	<b>-</b>	<b>3,073,098.00</b>	<b>-1,717,201.69</b>
County of Bruce	0.00	-7,490,694.01	0.00	0.00	0.00	3,752,113.00	0.00	0.00	0.00	-3,738,581.01	-	0.00	0.00
Public Education	0.00	-2,435,016.93	0.00	0.00	0.00	1,186,675.66	0.00	0.00	0.00	-1,248,341.27	-	0.00	0.00
Separate Education	0.00	-203,924.86	0.00	0.00	0.00	101,524.40	0.00	0.00	0.00	-102,400.46	-	0.00	0.00
Huron-Kinloss Waterworks Systems	-2,515,895.00	-2,471,509.79	-615,000.00	-619,783.49	2,515,895.00	1,246,193.43	615,000.00	357,590.15	0.00	-1,225,316.36	-	0.00	-262,193.34
Purification Ripley	-240,550.00	-228,480.36	0.00	0.00	240,550.00	141,811.06	0.00	0.00	0.00	-86,669.30	-	0.00	0.00
Purification Lucknow	-377,500.00	-526,392.75	-150,000.00	0.00	377,500.00	182,519.13	150,000.00	58,738.42	0.00	-343,873.62	-	0.00	58,738.42
Purification Huronville	-180,000.00	-195,430.08	0.00	0.00	180,000.00	195,430.08	0.00	0.00	0.00	0.00	-	0.00	0.00
Source Water Protection	-7,579.00	-7,578.51	0.00	0.00	7,579.00	7,578.51	0.00	0.00	0.00	0.00	-	0.00	0.00
Waste Repository Site Selection Project	-610,000.00	-480,353.00	0.00	0.00	610,000.00	360,761.73	0.00	0.00	0.00	-119,591.27	-	0.00	0.00
Westario Investment	-40,000.00	-9,153.44	0.00	0.00	40,000.00	9,153.44	0.00	0.00	0.00	0.00	-	0.00	0.00
Women in Construction	0.00	-56,212.52	0.00	0.00	0.00	56,212.52	0.00	0.00	0.00	0.00	-	0.00	0.00
<b>Grand Totals</b>	<b>-18,392,553.00</b>	<b>-28,085,386.86</b>	<b>-6,743,494.00</b>	<b>-5,393,775.57</b>	<b>15,319,455.00</b>	<b>15,213,768.45</b>	<b>9,816,592.00</b>	<b>3,473,118.96</b>	<b>-3,073,098.00</b>	<b>-12,871,618.41</b>	<b>-</b>	<b>3,073,098.00</b>	<b>-1,920,656.61</b>

Township of Huron-Kinloss  
Revenue and Expenditure Report August 2024

Department	<i>Expenses</i>						
	<i>Revenue Budget</i>	<i>Revenue Year to date</i>	<i>Expenses Budget</i>	<i>Year to date</i>	<i>Net Budget</i>	<i>Net Year to date</i>	<i>Percentage Remaining</i>
Ripley-Huron Community Centre Admin.	-11,250.00	-4,848.03	483,472.00	278,837.04	472,222.00	273,989.01	41.98%
Arena Winter	-159,900.00	-44,276.81	225,750.00	121,841.22	65,850.00	77,564.41	-17.79%
Arena Summer	-3,500.00	-3,241.91	52,630.00	57,941.13	49,130.00	54,699.22	-11.34%
Arena Social Room	-4,000.00	-504.44	3,096.00	4,255.46	-904.00	3,751.02	514.94%
Arena Auditorium	-4,000.00	540.35	12,251.00	6,624.40	8,251.00	7,164.75	13.17%
Alcohol Service	-125,000.00	-85,431.49	113,686.00	89,812.85	-11,314.00	4,381.36	138.73%
Hockey	0.00	0.00	17,000.00	0.00	17,000.00	0.00	100.00%
Figure Skating	0.00	0.00	16,000.00	0.00	16,000.00	0.00	100.00%
Baseball	-23,000.00	-28,308.00	26,365.00	27,036.76	3,365.00	-1,271.24	137.78%
Miscellaneous Programs	-6,000.00	-15,066.25	1,900.00	4,610.24	-4,100.00	-10,456.01	-155.02%
Soccer	-5,000.00	-5,010.00	6,333.00	2,725.53	1,333.00	-2,284.47	271.38%
Summer Camp	-28,000.00	-29,873.00	24,845.00	23,042.17	-3,155.00	-6,830.83	-116.51%
Capital Projects & Purchases	-160,000.00	0.00	160,000.00	876.29	0.00	876.29	
Municipal Funding	-613,678.00	-306,839.00	0.00	0.00	-613,678.00	-306,839.00	50.00%
<b>Total Ripley-Huron Community Centre</b>	<b>-1,143,328.00</b>	<b>-522,858.58</b>	<b>1,143,328.00</b>	<b>617,603.09</b>	<b>0.00</b>	<b>94,744.51</b>	<b>-</b>
Department	<i>Expenses</i>						
	<i>Revenue Budget</i>	<i>Revenue Year to date</i>	<i>Expenses Budget</i>	<i>Year to date</i>	<i>Net Budget</i>	<i>Net Year to date</i>	<i>Percentage Remaining</i>
Point Clark Community Centre Operating	-11,000.00	-6,236.36	31,858.00	32,366.54	20,858.00	26,130.18	-25.28%
Point Clark Community Centre Capital	0.00	0.00	0.00	0.00	0.00	0.00	-
Municipal Funding	-20,858.00	-10,429.00	0.00	0.00	-20,858.00	-10,429.00	-
<b>Total Point Clark Community Centre</b>	<b>-31,858.00</b>	<b>-16,665.36</b>	<b>31,858.00</b>	<b>32,366.54</b>	<b>0.00</b>	<b>15,701.18</b>	<b>-</b>



# The Corporation of the Township of Huron-Kinloss

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## Staff Report

**Report Title: Accounts September 2024**

**Date: Sep. 11, 2024**

**Department: Treasury**

**Prepared By: Sarah Phelan**

**Attachments: Sept-2024**

**Report Number: TRE-2024-09-54**

**File Number: C11 TRE 24**

### **Recommendation:**

That the Township of Huron-Kinloss Council hereby authorizes payment of the September accounts in the amount of \$484,211.87.

### **Background:**

The report provides a detailed listing of all the accounts scheduled for payment in the current month's cheque and preauthorized payment distribution.

### **Discussion/Analysis/Overview:**

Provided for information purposes.

### **Financial Impacts:**

Operating and capital expenditures included in the 2024 approved budget.

### **Performance Measurement:**

N/A

### **Strategic Area:**

- |   |  |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input type="checkbox"/> Enhance Municipal Service Delivery    |
| <input type="checkbox"/> Prepare for Inclusive Growth       | <input checked="" type="checkbox"/> Ensure Financial Stability |

### **Strategic Goal: Commit to financial health and sustainability**

### **Respectfully Submitted By:**

Sarah Phelan, Administrative Assistant Finance

### **Report Approved By:**

Jodi MacArthur, Chief Administrative Officer

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor - 000835 A.J.STONE COMPANY LTD</b>						
185340	11-09-24	09-09-24	22-08-24	19-09-24		13,221.00
Vendor Total						13,221.00
<b>Vendor - 000027 B.M. ROSS &amp; ASSOCIATES LIMITED</b>						
27220	11-09-24	09-09-24	19-08-24	19-09-24		1,943.15
27221	11-09-24	09-09-24	19-08-24	19-09-24		1,296.90
27222	11-09-24	09-09-24	19-08-24	19-09-24		752.92
27262	11-09-24	09-09-24	21-08-24	19-09-24		4,866.80
27284	11-09-24	09-09-24	28-08-24	19-09-24		13,066.82
27297	11-09-24	09-09-24	03-09-24	19-09-24		18,050.63
Vendor Total						39,977.22
<b>Vendor - 000655 B.M.R. MFG. INC.</b>						
404999	11-09-24	09-09-24	12-08-24	19-09-24		362.32
Vendor Total						362.32
<b>Vendor - 002574 BARCLAY WHOLESALE</b>						
80922	11-09-24	09-09-24	22-08-24	19-09-24		794.96
Vendor Total						794.96
<b>Vendor - 002668 BIRNAM EXCAVATING LTD.</b>						
20240308	11-09-24	09-09-24	07-03-24	19-09-24		1,695.00
Vendor Total						1,695.00
<b>Vendor - 000044 BLUEWATER SANITATION</b>						
60820	11-09-24	09-09-24	03-08-24	19-09-24		536.75
60821	11-09-24	09-09-24	03-08-24	19-09-24		203.40
Vendor Total						740.15
<b>Vendor - 002714 BORDEN LADNER GERVAIS LLP LAWYERS</b>						
698427596	11-09-24	09-09-24	29-08-24	19-09-24		1,101.75
Vendor Total						1,101.75
<b>Vendor - 002799 BRANDT TRACTOR LTD</b>						
1703730	11-09-24	09-09-24	06-08-24	19-09-24		928.48
4710109	11-09-24	09-09-24	22-08-24	19-09-24		454.24
Vendor Total						1,382.72
<b>Vendor - 003674 BRUCE COUNTY PARAMEDIC SERVICE</b>						
20240823	11-09-24	09-09-24	23-08-24	19-09-24		800.00
Vendor Total						800.00
<b>Vendor - 002050 CANADA'S FINEST COFFEE</b>						
IN404763	11-09-24	09-09-24	22-08-24	19-09-24		71.00
Vendor Total						71.00

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor - 002527 CINTAS CANADA LTD</b>						
4202611830	11-09-24	09-09-24	20-08-24	19-09-24		114.83
Vendor Total						114.83
<b>Vendor - 001525 CMT ENGINEERING INC.</b>						
44902	11-09-24	09-09-24	12-08-24	19-09-24		3,389.44
Vendor Total						3,389.44
<b>Vendor - 000097 COTTRILL HEAVY EQUIPMENT</b>						
ISVC039306	11-09-24	09-09-24	21-08-24	19-09-24		1,171.29
ISVC039307	11-09-24	09-09-24	21-08-24	19-09-24		736.95
ISVC039308	11-09-24	09-09-24	21-08-24	19-09-24		1,559.58
Vendor Total						3,467.82
<b>Vendor - 003575 CUBEX LTD</b>						
P0687804	11-09-24	09-09-24	22-08-24	19-09-24		958.92
Vendor Total						958.92
<b>Vendor - 000110 CURRENT ELECTRIC RIPLEY LTD.</b>						
5896	11-09-24	09-09-24	26-08-24	19-09-24		207.36
5907	11-09-24	09-09-24	26-08-24	19-09-24		452.00
Vendor Total						659.36
<b>Vendor - 001823 ELLIOTT CONSTRUCTION</b>						
37364	11-09-24	09-09-24	20-08-24	19-09-24		197.75
37403	11-09-24	09-09-24	27-08-24	19-09-24		282.50
Vendor Total						480.25
<b>Vendor - 003203 EQUIPMENT ONTARIO</b>						
P43909	31-07-24	30-07-24	17-07-24	20-08-24		-90.63
Vendor Total						-90.63
<b>Vendor - 002709 EXCEL BUSINESS SYSTEMS</b>						
521768	11-09-24	09-09-24	30-08-24	19-09-24		812.39
Vendor Total						812.39
<b>Vendor - 002362 FIRE MARSHALS PUBLIC FIRE SAFETY COUNCIL</b>						
IN166186	11-09-24	09-09-24	16-08-24	19-09-24		4,621.70
Vendor Total						4,621.70
<b>Vendor - 002678 FISHBOWL STUDIO</b>						
1145	11-09-24	09-09-24	02-09-24	19-09-24		4,325.08
Vendor Total						4,325.08
<b>Vendor - 003569 GARY MOULTON CONSTRUCTION</b>						
1195	11-09-24	09-09-24	20-08-24	19-09-24		2,825.00
Vendor Total						2,825.00

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor - 001972 HAROLD SUTHERLAND CONSTRUCTION LTD.</b>						
42819	11-09-24	11-09-24	16-08-24	19-09-24		2,068.26
Vendor Total						2,068.26
<b>Vendor - 000202 HODGINS BUILDING CENTRE</b>						
106151/2	11-09-24	09-09-24	20-08-24	19-09-24		104.23
106165/2	11-09-24	09-09-24	20-08-24	19-09-24		28.24
106215/2	11-09-24	09-09-24	22-08-24	19-09-24		352.79
Vendor Total						485.26
<b>Vendor - 001149 HODGINS HOME HARDWARE</b>						
103659	11-09-24	09-09-24	08-08-24	19-09-24		50.82
103857	11-09-24	09-09-24	30-08-24	19-09-24		192.09
83844	11-09-24	09-09-24	26-08-24	19-09-24		495.21
83866	11-09-24	09-09-24	28-08-24	19-09-24		49.12
Vendor Total						787.24
<b>Vendor - 000213 HYDRO ONE NETWORKS INC. ACCT#200236477580</b>						
Sept 2024	11-09-24	09-09-24	04-09-24	19-09-24		14,386.12
Vendor Total						14,386.12
<b>Vendor - 003465 IRON MOUNTAIN</b>						
JSVN336	11-09-24	11-09-24	31-08-24	19-09-24		233.76
Vendor Total						233.76
<b>Vendor - 000998 J&amp;D SIGNS</b>						
5072	11-09-24	11-09-24	08-08-24	19-09-24		2,802.40
5076	11-09-24	11-09-24	28-08-24	19-09-24		1,977.50
Vendor Total						4,779.90
<b>Vendor - 000220 J.A. PORTER HOLDINGS (LUCKNOW)</b>						
202038661	11-09-24	11-09-24	27-08-24	19-09-24		1,470.13
250303	11-09-24	11-09-24	15-08-24	19-09-24		6,763.22
Vendor Total						8,233.35
<b>Vendor - 002725 JOHNSTON BROS. (BOTHWELL) LTD.</b>						
240644	11-09-24	11-09-24	15-08-24	19-09-24		36,359.39
Vendor Total						36,359.39
<b>Vendor - 000114 JUTZI LIMITED</b>						
162544	11-09-24	11-09-24	21-08-24	19-09-24		4,915.50
162778	11-09-24	11-09-24	28-08-24	19-09-24		2,135.70
Vendor Total						7,051.20
<b>Vendor - 000251 KINFARM TIRE</b>						
IN130971	11-09-24	11-09-24	26-08-24	19-09-24		86.95
Vendor Total						86.95

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor - 003438 KNK LAWN CARE</b>						
105345	11-09-24	11-09-24	22-08-24	19-09-24		90.59
106264	11-09-24	11-09-24	30-08-24	19-09-24		94.42
106385	11-09-24	11-09-24	30-08-24	19-09-24		86.76
106461	11-09-24	11-09-24	27-08-24	19-09-24		200.00
106768	11-09-24	11-09-24	29-08-24	19-09-24		190.00
Vendor Total						661.77
<b>Vendor - 001434 KRANENBURG'S SERVICE</b>						
63242	11-09-24	11-09-24	29-08-24	19-09-24		621.50
Vendor Total						621.50
<b>Vendor - 001862 LAKESIDE CHEVROLET BUICK GMC</b>						
127249	11-09-24	11-09-24	16-08-24	19-09-24		1,311.00
127574	11-09-24	11-09-24	04-09-24	19-09-24		594.26
Vendor Total						1,905.26
<b>Vendor - 000269 LLOYD COLLINS CONSTRUCTION LTD</b>						
8253630	11-09-24	11-09-24	16-08-24	19-09-24		2,952.92
Vendor Total						2,952.92
<b>Vendor - 000274 LUCKNOW AUTO PARTS SUPPLY</b>						
40930794	11-09-24	11-09-24	06-08-24	19-09-24		56.39
40931151	11-09-24	11-09-24	13-08-24	19-09-24		13.88
40931224	11-09-24	11-09-24	15-08-24	19-09-24		48.36
40931575	11-09-24	11-09-24	22-08-24	19-09-24		22.53
40931771	11-09-24	11-09-24	27-08-24	19-09-24		80.95
40932011	11-09-24	11-09-24	03-09-24	19-09-24		19.20
Vendor Total						241.31
<b>Vendor - 001470 LUCKNOW SERVICE CENTRE</b>						
1499	11-09-24	11-09-24	03-07-24	19-09-24		313.83
Vendor Total						313.83
<b>Vendor - 001670 MAGLIN SITE FURNITURE INC</b>						
IFS02485	11-09-24	11-09-24	28-08-24	19-09-24		2,339.10
Vendor Total						2,339.10
<b>Vendor - 000308 MICROAGE BASICS</b>						
36199	11-09-24	11-09-24	01-09-24	19-09-24		1,940.13
545080	11-09-24	11-09-24	12-08-24	19-09-24		41.27
545576	11-09-24	11-09-24	21-08-24	19-09-24		108.74
545655	11-09-24	11-09-24	22-08-24	19-09-24		187.08
545660	11-09-24	11-09-24	22-08-24	19-09-24		241.80
545773	11-09-24	11-09-24	26-08-24	19-09-24		48.20
545930	11-09-24	11-09-24	28-08-24	19-09-24		293.79



# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor Total</b>						<b>2,861.01</b>
<b>Vendor - 001057 MILLER THOMSON LLP</b>						
4033130	11-09-24	11-09-24	31-07-24	19-09-24		5,252.75
4033406	11-09-24	11-09-24	31-07-24	19-09-24		5,327.95
4033407	11-09-24	11-09-24	31-07-24	19-09-24		328.27
4032968	11-09-24	11-09-24	31-07-24	19-09-24		1,836.33
4033074	11-09-24	11-09-24	31-07-24	19-09-24		1,015.15
4033076	11-09-24	11-09-24	31-07-24	19-09-24		3,593.12
4033077A	11-09-24	11-09-24	31-07-24	19-09-24		45.20
4033077B	11-09-24	11-09-24	31-07-24	19-09-24		457.25
4033079	11-09-24	11-09-24	31-07-24	19-09-24		8,478.39
<b>Vendor Total</b>						<b>26,334.41</b>
<b>Vendor - 003527 MILLER'S REJUVENATIONS INC</b>						
0310	11-09-24	11-09-24	26-08-24	19-09-24		49,720.00
<b>Vendor Total</b>						<b>49,720.00</b>
<b>Vendor - 000317 MINISTER OF FINANCE (OPP)</b>						
302208241127049	11-09-24	11-09-24	22-08-24	19-09-24		-2,788.60
<b>Vendor Total</b>						<b>-2,788.60</b>
<b>Vendor - 000323 MONTGOMERY FORD SALES LTD</b>						
478687	11-09-24	11-09-24	16-08-24	19-09-24		555.28
855825	11-09-24	11-09-24	23-08-24	19-09-24		143.40
<b>Vendor Total</b>						<b>698.68</b>
<b>Vendor - 000705 MUNICIPALITY OF BROCKTON</b>						
307981	11-09-24	11-09-24	21-08-24	19-09-24		1,314.94
<b>Vendor Total</b>						<b>1,314.94</b>
<b>Vendor - 000349 ONTARIO BUILDING OFFICIAL ASSOCIATION</b>						
8471	11-09-24	11-09-24	03-09-24	19-09-24		384.01
<b>Vendor Total</b>						<b>384.01</b>
<b>Vendor - 002160 ONTARIO ONE CALL</b>						
202460394	11-09-24	11-09-24	31-07-24	19-09-24		237.59
<b>Vendor Total</b>						<b>237.59</b>
<b>Vendor - 002108 PANNABECKER HOLDINGS INC.</b>						
202408	11-09-24	11-09-24	03-09-24	19-09-24		971.80
<b>Vendor Total</b>						<b>971.80</b>
<b>Vendor - 000371 POLLOCK ELECTRIC</b>						
2008-672851	11-09-24	11-09-24	30-08-24	19-09-24		750.63
2408-672341	11-09-24	11-09-24	30-08-24	19-09-24		378.54
2408-672357	11-09-24	11-09-24	30-08-24	19-09-24		143.39

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
2408-672478	11-09-24	11-09-24	30-08-24	19-09-24		22.59
2408-672498	11-09-24	11-09-24	30-08-24	19-09-24		55.31
2408-672552	11-09-24	11-09-24	30-08-24	19-09-24		5.63
2408-672813	11-09-24	11-09-24	22-08-24	19-09-24		141.25
2408-673003	11-09-24	11-09-24	30-08-24	19-09-24		768.39
<b>Vendor Total</b>						<b>2,265.73</b>
<b>Vendor - 000375 PUROLATOR COURIER LTD.</b>						
505049525	11-09-24	11-09-24	17-08-24	19-09-24		11.80
<b>Vendor Total</b>						<b>11.80</b>
<b>Vendor - 003231 REIDS CORNERS CONTRACTING</b>						
1223	11-09-24	11-09-24	18-07-24	19-09-24		5,076.54
1235	11-09-24	11-09-24	14-08-24	19-09-24		7,393.71
1237	11-09-24	11-09-24	31-08-24	19-09-24		4,161.24
1238	11-09-24	11-09-24	31-08-24	19-09-24		723.20
<b>Vendor Total</b>						<b>17,354.69</b>
<b>Vendor - 003400 RESOURCE PRODUCTIVITY RECOVERY AUTHORITY</b>						
106020	11-09-24	11-09-24	31-08-24	19-09-24		13.56
<b>Vendor Total</b>						<b>13.56</b>
<b>Vendor - 000549 ROBERT'S FARM EQUIPMENT</b>						
P31579	11-09-24	11-09-24	27-08-24	19-09-24		75.51
P31603	11-09-24	11-09-24	28-08-24	19-09-24		35.66
P31665	11-09-24	11-09-24	29-08-24	19-09-24		28.24
P31668	11-09-24	11-09-24	29-08-24	19-09-24		344.30
P29174	11-09-24	11-09-24	19-06-24	19-09-24		305.25
P31231	11-09-24	11-09-24	15-08-24	19-09-24		40.66
P31322	11-09-24	11-09-24	19-08-24	19-09-24		134.46
P31323	11-09-24	11-09-24	19-08-24	19-09-24		-38.65
P31374	11-09-24	11-09-24	20-08-24	19-09-24		86.28
P31375	11-09-24	11-09-24	20-08-24	19-09-24		138.51
P31577	11-09-24	11-09-24	27-08-24	19-09-24		350.19
<b>Vendor Total</b>						<b>1,500.41</b>
<b>Vendor - 001739 SANIGEAR</b>						
16836	11-09-24	11-09-24	30-08-24	19-09-24		565.00
<b>Vendor Total</b>						<b>565.00</b>
<b>Vendor - 001008 SAVAGE BROS TREE SERVICES</b>						
4261	11-09-24	11-09-24	19-08-24	19-09-24		4,181.00
4262	11-09-24	11-09-24	19-08-24	19-09-24		1,130.00
4266	11-09-24	11-09-24	19-08-24	19-09-24		1,582.00
<b>Vendor Total</b>						<b>6,893.00</b>
<b>Vendor - 000422 SGS CANADA</b>						

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
11682712	11-09-24	11-09-24	28-08-24	19-09-24		460.49
11682714	11-09-24	11-09-24	28-08-24	19-09-24		357.08
11683525	11-09-24	11-09-24	30-08-24	19-09-24		311.88
11683536	11-09-24	11-09-24	30-08-24	19-09-24		57.63
11683543	11-09-24	11-09-24	30-08-24	19-09-24		83.62
11682636	11-09-24	11-09-24	28-08-24	19-09-24		115.26
11682645	11-09-24	11-09-24	28-08-24	19-09-24		611.33
11682686	11-09-24	11-09-24	28-08-24	19-09-24		372.90
11682704	11-09-24	11-09-24	28-08-24	19-09-24		1,288.20
11682707	11-09-24	11-09-24	28-08-24	19-09-24		650.88
<b>Vendor Total</b>						<b>4,309.27</b>
<b>Vendor - 002833 SHORELINE ENTERPRISES</b>						
IN413182	11-09-24	11-09-24	14-08-24	19-09-24		66.05
<b>Vendor Total</b>						<b>66.05</b>
<b>Vendor - 000435 SOMMERS GENERATOR SYSTEMS</b>						
130039	11-09-24	11-09-24	13-08-24	19-09-24		774.90
130040	11-09-24	11-09-24	13-08-24	19-09-24		794.96
130041	11-09-24	11-09-24	13-08-24	19-09-24		1,039.04
<b>Vendor Total</b>						<b>2,608.90</b>
<b>Vendor - 003675 SPECIALTY GROUTING SERVICES</b>						
SGSINV2024-001	11-09-24	11-09-24	25-07-24	19-09-24		30,171.00
SGSINV2024-002	11-09-24	11-09-24	25-07-24	19-09-24		50,285.00
SGSINV2024-003	11-09-24	11-09-24	25-07-24	19-09-24		25,074.70
<b>Vendor Total</b>						<b>105,530.70</b>
<b>Vendor - 001084 STEMPSKI KELLY ASSOCIATES INC.</b>						
2	11-09-24	11-09-24	28-08-24	19-09-24		21,177.10
<b>Vendor Total</b>						<b>21,177.10</b>
<b>Vendor - 002590 THE WELLINGTON ADVERTISER</b>						
298989	11-09-24	11-09-24	05-09-24	19-09-24		315.41
<b>Vendor Total</b>						<b>315.41</b>
<b>Vendor - 000507 VEOLIA WATER CANADA INC</b>						
9000170556	11-09-24	11-09-24	15-08-24	19-09-24		74,239.83
<b>Vendor Total</b>						<b>74,239.83</b>
<b>Vendor - 003471 WATERS EDGE IRRIGATION</b>						
34702	11-09-24	11-09-24	23-08-24	19-09-24		1,572.54
<b>Vendor Total</b>						<b>1,572.54</b>
<b>Vendor - 000530 WILLITS TIRE SERVICE</b>						
58412	11-09-24	11-09-24	13-08-24	19-09-24		508.23
<b>Vendor Total</b>						<b>508.23</b>

# Accounts Payable

Open Payables From 01-01-24 To 11-09-24

Invoice Number	Posted Date	Entry Date	Invoice Date	Due Date	P.O. Number	Net Payable
<b>Vendor - 000535 WORK EQUIPMENT LTD.</b>						
59116	11-09-24	11-09-24	31-08-24	19-09-24		328.41
Vendor Total						328.41
Report Total						484,211.87



## Staff Report

**Report Title: Road Patrol Software RFQ**

**Date: Sep. 16, 2024**

**Report Number: PW-2024-09-39**

**Department: Public Works**

**File Number: C11 PW 24**

**Prepared By: John Yungblut, Director of Public Works**

**Attachments: None**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2024-09-39 prepared by John Yungblut, Director of Public Works;

AND FURTHER agrees to enter into a three-year contract with IRIS R&D Group Inc. in the amount of \$115,526.60 plus HST for the provision of automated road patrol software and one pavement condition survey;

AND FURTHER authorizes the appropriate by-law to come forward as a matters arising at tonight's meeting.

### **Background:**

For several years, Township staff have been exploring options for road patrolling software that will assist Public Works in improving compliance with the Minimum Maintenance Standards (MMS) in an efficient manner. We have developed an effective program for winter patrolling; however, we have identified gaps in our year round patrolling and documentation that could make it difficult for the Township to prove compliance with the MMS in the event of a claim.

The MMS was implemented by the Province of Ontario in 2002 to provide a defence for municipalities that are involved in a claim regarding the condition of a road. Municipalities are not legally required to comply with the MMS, however, it is a achievable standard that has been used effectively in several court cases and has been refined over the years to close any gaps that have been exposed through court rulings.

Since January, Township staff have narrowed our focus to two software providers that have solid reputations among municipalities in our area:

#### MESH (Go-Evo)

MESH is a popular application that is used by several municipalities in our area to document road patrols and assign work orders. They also offer various other

modules for inspections, parks, buildings, preventative maintenance of vehicles and public reporting.

Township staff would use the MESH application on a mobile device to input road patrol or other inspection information to create work orders that would then be assigned to operations staff by a supervisor.

We received the following quote for the road patrol module:

First year cost = \$11,441 plus HST

Second year cost = \$6,441 plus HST

Further information regarding MESH software can be found [here](#).

#### Iris (Iris R&D Group Inc.)

Iris uses artificial intelligence technology through a camera that is mounted on a vehicle to detect roadway deficiencies based on preset criteria and creates work orders while the vehicle travels along the roadway. It also takes photos of the deficiencies automatically that can be reviewed later when work orders are assigned.

This software is specific to road patrolling, but it can be set up to be used for sidewalk inspections as well. It cannot be used for inspection of parks and buildings like MESH offers, however.

First year cost (2 cameras) = \$32,930 plus HST

Second and third year cost (2 cameras) = \$25,380 plus HST

Optional pavement condition survey = \$31,836.60 plus HST

Further information regarding Iris software can be found [here](#).

#### **Discussion/Analysis/Overview:**

Initially, Township staff were exploring MESH as inspection and work order software that would work with multiple departments. Upon further investigation, we determined that our current and future needs would better met if the road patrol requirements were separated for other inspections and work orders.

Both MESH and Iris would be effective for road patrol purposes, however, we are unsure how much additional staff time would need to be allocated to allow for staff to meet the targets prescribed in the MMS if the MESH software is purchased. All Township roads should be patrolled anywhere from once every 7 days or once every 30 days depending on the road classification.

With the MESH software, patrollers will need to stop their vehicle each time a deficiency is identified to record the required information and capture photos. There will also be training required and monitoring by supervisors to ensure deficiencies are being recorded consistently among different patrollers.

In order to prove compliance with the MMS, patrollers should measure various deficiencies to determine if they are out of compliance with the MMS. For example, potholes on paved roads have to be at least 1000 cm<sup>2</sup> to be considered out of compliance and 1500 cm<sup>2</sup> on gravel roads. There are other measurements that must

be recorded as well such as cracks and shoulder drop offs. Although physical measurements are ideal, realistically, these measurements will likely be visual estimates so the patrols can be completed in a reasonable amount of time.

The Iris software eliminates the additional staff time required to record deficiencies, and the camera is calibrated to collect detailed measurements without any additional staff effort required. This allows staff to complete patrols in less time with very little training required while having accurate measurements and photographic evidence to provide a better defence in the event of a claim.

Furthermore, the Iris cameras can be set up to conduct automated pavement condition surveys that will provide a Pavement Condition Index (PCI) for all our paved roads when we request it for an additional fee. There is no need to purchase specialized hardware or software to complete these surveys.

The last time the completed a pavement condition survey was through a Local Authority Services (LAS) grant in 2020. If we were to complete a similar inspection now, the cost would be over \$60,000, so by purchasing the Iris cameras, we can save approximately \$30,000 each time we conduct PCI surveys.

The Iris camera technology is constantly evolving, so there may be other tasks that can be completed during road patrols in the future. For example, one function that is currently in development is sign reflectivity testing, which must be completed on regulatory signs annually. Currently, we have equipment to complete this testing as a specific work assignment, however, if this can be done automatically while patrols are being completed, it would be another significant savings in staff time.

To facilitate inspections and work orders in other areas of Township operations, Staff are currently investigating CityWorks software, which is a far more robust program than MESH with a very detailed asset management program. The intent would for all our asset data to be collected within CityWorks and the software we currently use, PSD Citywide, to be used for financial reporting purposes based on the data stored in CityWorks. Unfortunately, there is no single solution that will satisfy all our asset management requirements.

Township staff are still in the evaluation process with CityWorks and more information will be brought forward at the appropriate time.

### **Financial Impacts:**

The first year of this contract, which will be \$64,766.60, is included in the 2024 budget. The expenditure is funded through a combination of Modernization of Municipal Services Reserve and NWMO Resource Program Funding. The 2024 budget allocated \$70,000 for this program.

The second and third years (2025 and 2026), which will be \$25,380 annually, will be included in future Operating Budgets.

### **Performance Measurement:**

Regular Pavement Condition Index (PCI) evaluations on all our paved roadways will allow staff to determine if the overall condition of our paved roads is improving or deteriorating. This information is critical in establishing the appropriate capital investment required. Ideally, the PCI evaluations are completed on a three year cycle.

Sidewalks are inspected once per year for deficiencies; however, we have not implemented a sidewalk condition rating system so far.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Strive for continuous improvement and increased efficiency**

**Respectfully Submitted By:**

John Yungblut, Director of Public Works

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 81**

---

Being a By-Law to Levy the Cost of Work Undertaken on the L.W. Eadie  
Municipal Drain in the Township of Huron-Kinloss

---

**WHEREAS** under Section 74 of the Drainage Act, R.S.O., 1990 and under By-Law No. 6-1976, the Township of Huron-Kinloss is responsible for maintenance of the L.W. Eadie Municipal Drain at the expense of all upstream owners of lands and road assessed therein;

**WHEREAS** the work undertaken was to unplug the drain from tree roots located on the property line between lots 7-8, Concession 7 former Township of Kinloss and remove tree roots and repaired drain along the property line between Lots 8-9, former Township of Kinloss;

**WHEREAS** the sum of \$1349.89 shall be assessed against all upstream lands and roads in the watershed of the L.W. Eadie Municipal Drain, prorate with the last revised schedule of assessment for said drain;

**WHEREAS** the last revised schedule of assessment on the L.W. Eadie Municipal Drain is contained in a report by H.M Gibson and adopted as Township of Huron-Kinloss By-Law No.6-1976.

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 The amount \$1349.89 shall be prorated as outlined in Schedule "A" attached to the By-law.
- 2.0 The amount assessed to lands used for agricultural purposes shall be reduced by the one third grant if available in accordance with Section 85 (a)(ii) and 87 (1)(a) of the Drainage Act, R.S.O. 1990.
- 3.0 All assessments in the Township of Huron-Kinloss, except for the assessment to roads and net assessments that are \$5.00 or less, shall be due 30 days after receipt after which time the amount due will be added to the 2024 collection roll together with interest at 1.25% per month.
- 4.0 The assessments against roads shall be due when billed.
- 5.0 Net assessments that are \$5.00 or less shall be paid from general funds of the Township of Huron-Kinloss.
- 6.0 This By-law shall come into full force and effect upon final passage.
- 7.0 This By-law may be cited as the "L.W. Eadie Municipal Drain Repair 2024 By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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Mayor

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Clerk

**Assessment Schedule  
Township of Huron-Kinloss**

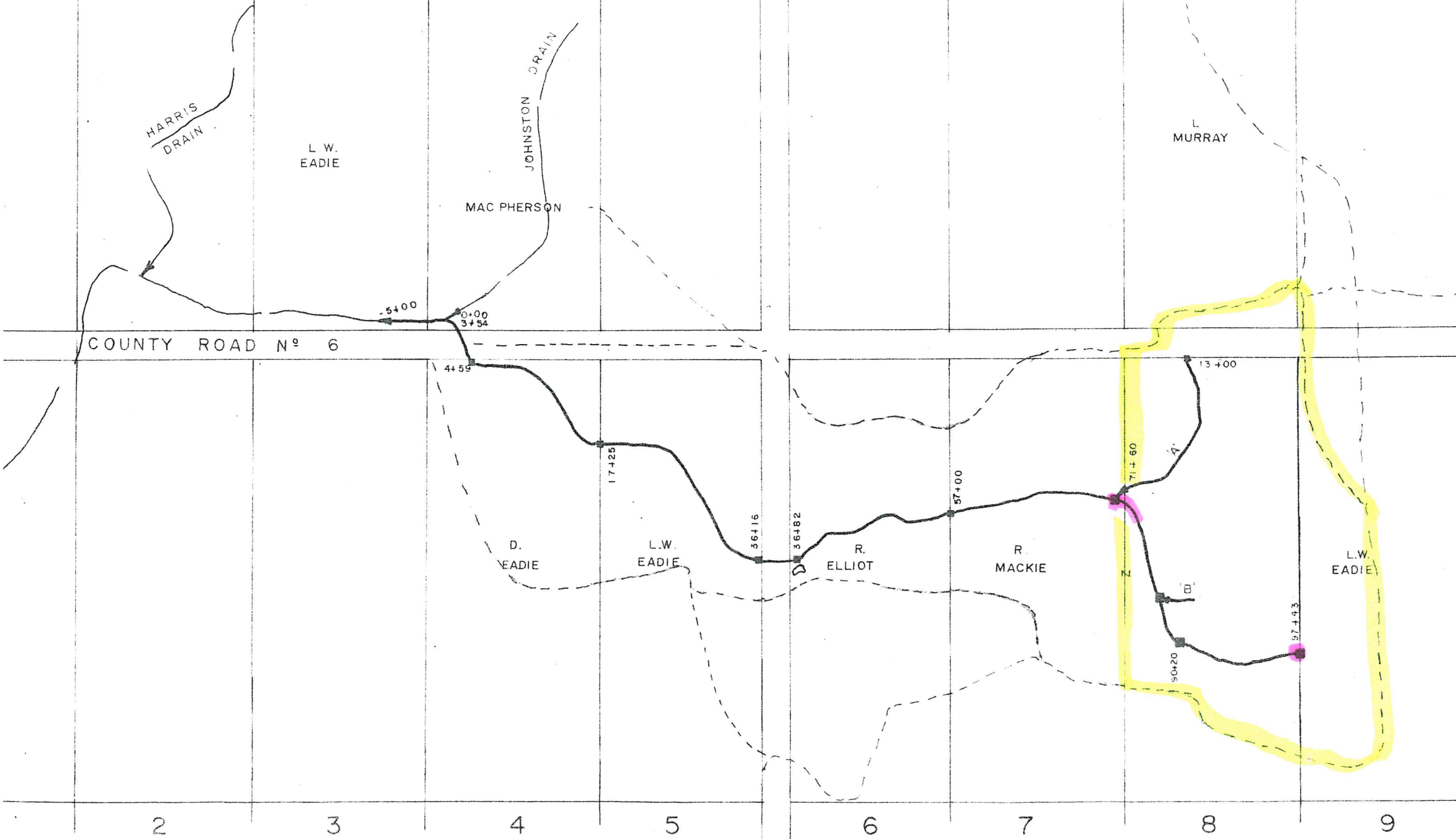
Project **L.W. Eadie 2023 Repairs**  
 Starting Date **September 18, 2023**  
 Billing Date **September 29, 2023**  
 By-Law **2024-80**  
 Contractor **Josh Lebold**

**Repairs to the catch basins and tile drain that have been obstructed by tree roots.**

Roll Number	Name	Assessment	% Assessed	Gross Amount	Grant Amount	Discount	Net
<b>Prorated</b>							
4107-002-222-2222-0000	Bruce County RD 6	456.00	100.00	39.99	0.00	0.00	39.99
4107-110-001-23300-0000	BOWMAN ERVIN G, BOWMAN MARTHA	10651.50	100.00	934.17	311.36	0.00	622.81
4107-110-001-23500-0000	EADIE WILLIAM STEVEN, EADIE KIM ADE	3954.00	100.00	346.78	115.58	0.00	231.20
4107-110-001-26100-0000	MURRAY MICHAEL JOHN	330.00	100.00	28.95	9.65	0.00	19.30
		<b>15391.50</b>		<b>1349.89</b>	<b>436.59</b>	<b>0.00</b>	<b>913.30</b>

**Summary**

	Assessment	Gross	Grant	Discount	Net
<b>Agricultural</b>	14935.50	1309.90	436.59		873.31
<b>Regular</b>	456.00	39.99			39.99
	<b>15391.50</b>	<b>1349.89</b>	<b>436.59</b>	<b>0.00</b>	<b>913.30</b>



2

3

4

5

6

7

8

9

COUNTY ROAD N<sup>o</sup> 6

HARRIS  
DRAIN

L. W.  
EADIE

JOHNSTON  
DRAIN

MAC PHERSON

L  
MURRAY

5+00

0+00  
3+54

4+55

17+25

D.  
EADIE

L.W.  
EADIE

36+16

36+82

R.  
ELLIOT

R.  
MACKIE

57+00

71+60

4'

B'

90+20

13+00

L.W.  
EADIE

97+43

Z

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 82**

---

Being a By-Law to Levy the Cost of Work Undertaken on the McEwan  
Municipal Drain in the Township of Huron-Kinloss

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**WHEREAS** under Section 74 of the Drainage Act, R.S.O., 1990 and under By-Law No. 15-1977, the Township of Huron-Kinloss is responsible for maintenance of the McEwan Municipal Drain at the expense of all upstream owners of lands and road assessed therein;

**WHEREAS** the work undertaken was to repair municipal tile and replace 30 feet of 8" tile on the main drain;

**WHEREAS** the sum of \$1518.67 shall be assessed against all upstream lands and roads in the watershed of the McEwan Municipal Drain, prorate with the last revised schedule of assessment for said drain;

**WHEREAS** the last revised schedule of assessment on the McEwan Municipal Drain is contained in a report by H.M Gibson and adopted as Township of Huron-Kinloss By-Law No.15-1977.

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 The amount \$1518.67 shall be prorated as outlined in Schedule "A" attached to the By-law.
- 2.0 The amount assessed to lands used for agricultural purposes shall be reduced by the one third grant if available in accordance with Section 85 (a)(ii) and 87 (1)(a) of the Drainage Act, R.S.O. 1990.
- 3.0 All assessments in the Township of Huron-Kinloss, except for the assessment to roads and net assessments that are \$5.00 or less, shall be due 30 days after receipt after which time the amount due will be added to the 2024 collection roll together with interest at 1.25% per month.
- 4.0 The assessments against roads shall be due when billed.
- 5.0 Net assessments that are \$5.00 or less shall be paid from general funds of the Township of Huron-Kinloss.
- 6.0 This By-law shall come into full force and effect upon final passage.
- 7.0 This By-law may be cited as the "McEwan Municipal Drain Repair 2024 By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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Mayor

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Clerk

## Assessment Schedule Township of Huron-Kinloss

Project **McEwan Tile Repairs 2024**

Repair 30 ft. of 200mm field tile

Starting Date **May 11, 2024**

Billing Date **May 17, 2024**

By-Law **2024-83**

Contractor **Ewald Rothmaier**

Roll Number	Name	Assessment	% Assessed	Gross Amount	Grant Amount	Discount	Net
<b>Prorated</b>							
4107-110-003-18700-0000	ONTARIO PENINSULA FARMS LTD	666.00	100.00	659.27	219.73	0.00	439.54
4107-110-003-19300-0000	BUSHELL LESLIE W, SCHNURR LAURIE M	915.00	100.00	905.75	301.89	0.00	603.86
		<b>1581.00</b>		<b>1565.02</b>	<b>521.62</b>	<b>0.00</b>	<b>1043.40</b>

**Summary**

	Assessment	Gross	Grant	Discount	Net
<b>Agricultural</b>	1581.00	1565.02	521.62		1043.40
	<b>1581.00</b>	<b>1565.02</b>	<b>521.62</b>	<b>0.00</b>	<b>1043.40</b>

ING'S

HWY

No.

9

LOT 17

LOT 18

LOT 19

LOT 20

R. STANLEY

M. BANNERMAN

A. KEESWATER

HODGINS

JAMES MCEWAN  
BR. A. BRANCH

ROBERT JOHNSTON

E.

0.00

2.79

43.10

NO. 20

MAIN

7.30

85.60

JAMES MCEWAN

C. MACHAN

9+29

E. KING

G. VANBEERS

COUNTY

BRUCE

13.57

SILVER

LAKE

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 83**

---

Being a By-Law to Levy the Cost of Work Undertaken on the Sutton Municipal Drain, Branch 'B' in the Township of Huron-Kinloss

---

**WHEREAS** under Section 74 of the Drainage Act, R.S.O., 1990 and under By-Law No. 13-69, the Township of Huron-Kinloss is responsible for maintenance of the Sutton Municipal Drain, Branch 'B' at the expense of all upstream owners of lands and road assessed therein;

**WHEREAS** the work undertaken was to unplug tree roots in the municipal tile on PT LOT 6, Concession 9, former Township of Huron and to fix two 10" tiles on the east side of the lane to the west side of the property and restore property back to original condition;

**WHEREAS** the sum of \$5569.74 shall be assessed against all upstream lands and roads in the watershed of the Sutton Municipal Drain, Branch 'B', prorate with the last revised schedule of assessment for said drain;

**WHEREAS** the last revised schedule of assessment on the Sutton Municipal Drain, Branch 'B' is contained in a report by Archibald, Grey and McKay and adopted as Township of Huron-Kinloss By-Law No.13-69.

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 The amount \$5569.74 shall be prorated as outlined in Schedule "A" attached to the By-law.
- 2.0 The amount assessed to lands used for agricultural purposes shall be reduced by the one third grant if available in accordance with Section 85 (a)(ii) and 87 (1)(a) of the Drainage Act, R.S.O. 1990.
- 3.0 All assessments in the Township of Huron-Kinloss, except for the assessment to roads and net assessments that are \$5.00 or less, shall be due 30 days after receipt after which time the amount due will be added to the 2024 collection roll together with interest at 1.25% per month.
- 4.0 The assessments against roads shall be due when billed.
- 5.0 Net assessments that are \$5.00 or less shall be paid from general funds of the Township of Huron-Kinloss.
- 6.0 This By-law shall come into full force and effect upon final passage.
- 7.0 This By-law may be cited as the "Sutton Municipal Drain, Branch 'B' Repair 2024 By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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Mayor

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Clerk

## Assessment Schedule Township of Huron-Kinloss

Project **Sutton MD Br. 'B' Tile Repairs 2024**  
 Starting Date **January 9, 2024**  
 Billing Date **January 31, 2024**  
 By-Law **2024-82**  
 Contractor **Kemptons Construction**

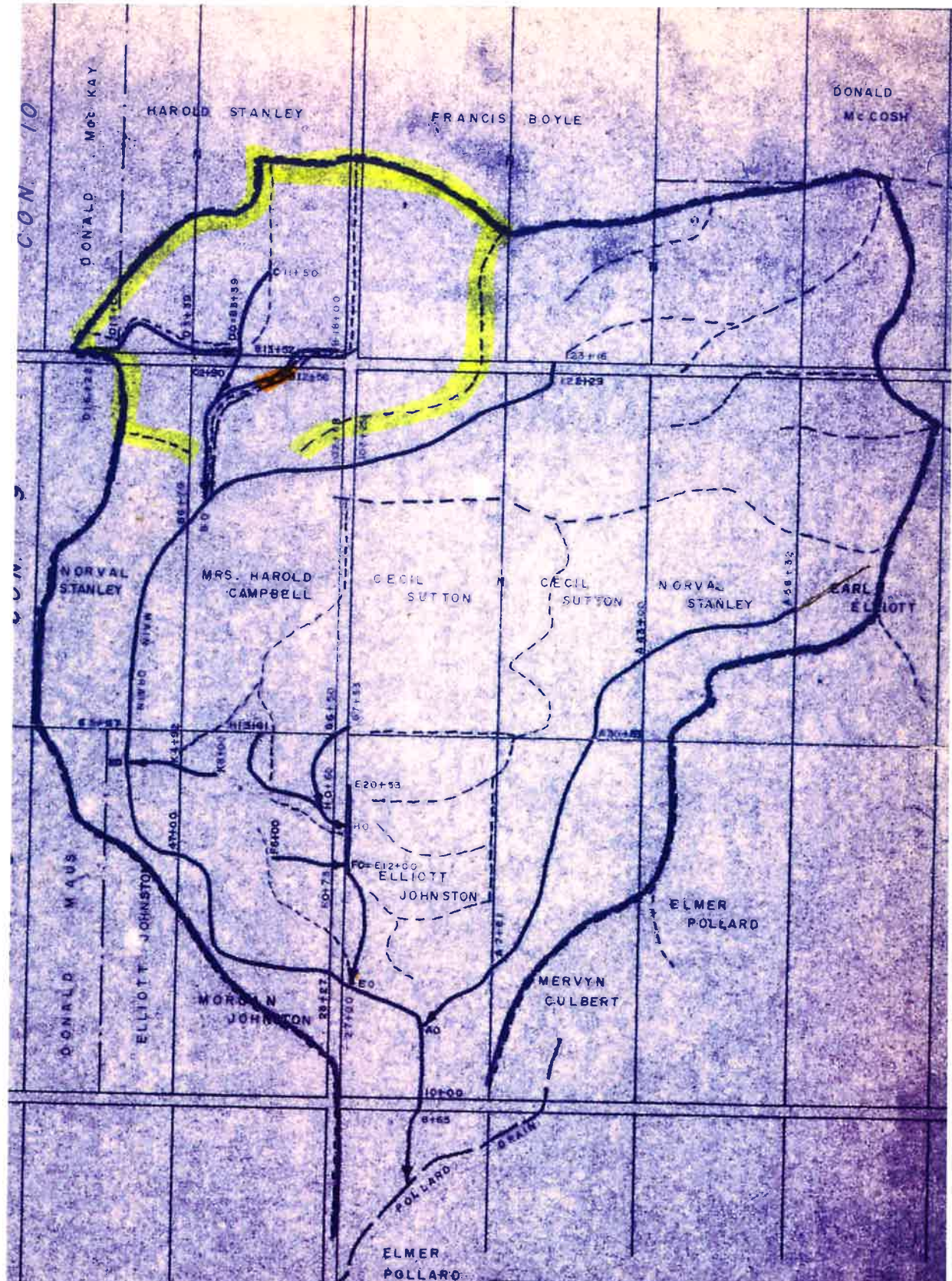
Tree roots plugged the municipal tile on Pt. Lot 6, Concession 9, Huron.  
 2 - 10" tiles were fixed from the East side of the lane to the west side of  
 the Property. Restore property back to original condition.

Roll Number	Name	Assessment	% Assessed	Gross Amount	Grant Amount	Discount	Net
<b>Prorated</b>							
4107-160-003-00600-0000	MURRAY GRANT RUSSEL, MURRAY KAR	24.57	100.00	27.40	0.00	0.00	27.40
4107-160-003-00700-0000	2251298 ONTARIO LIMITED	1865.43	100.00	2080.07	693.29	0.00	1386.78
4107-160-003-00700-0000	2251298 ONTARIO LIMITED	18.00	100.00	20.07	6.69	0.00	13.38
4107-160-003-04700-0000	WAYNE LOWRY CONST LTD	1005.00	100.00	1120.64	373.51	0.00	747.13
4107-160-003-05000-0000	SCOTT BRUCE DOUGLAS, SCOTT MARY	1239.00	100.00	1381.56	460.47	0.00	921.09
4107-160-003-05300-0000	1934022 ONTARIO LTD	9.00	100.00	10.04	3.35	0.00	6.69
4170-160-111-11111	Huron+Kinloss Twp	753.00	100.00	839.64	0.00	0.00	839.64
4170-160-111-11111	Huron+Kinloss Twp	81.00	100.00	90.32	0.00	0.00	90.32
		<b>4995.00</b>		<b>5569.74</b>	<b>1537.31</b>	<b>0.00</b>	<b>4032.43</b>

**Summary**

	Assessment	Gross	Grant	Discount	Net
<b>Agricultural</b>	4136.43	4612.38	1537.31		3075.07
<b>Regular</b>	858.57	957.36			957.36
	<b>4995.00</b>	<b>5569.74</b>	<b>1537.31</b>	<b>0.00</b>	<b>4032.43</b>





<b>TOWNSHIP OF HURON</b>		
<b>SUTTON DRAIN EXTENSION</b>		
DRAWN BY D. D. S.	SCALE 1 INCH = 100 FEET	DATE 10.25.50
DESIGN BY S. N.	<b>H. M. GIBSON LTD.</b> CONSULTING ENGINEERS	FILE K-51
CHECKED BY		DRG 43-5
LONDON		ONTARIO

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 84**

---

Being a By-Law to Levy the Cost of Work Undertaken on the Sutton Municipal Drain, Branch 'E' in the Township of Huron-Kinloss

---

**WHEREAS** under Section 74 of the Drainage Act, R.S.O., 1990 and under By-Law No. 13-69, the Township of Huron-Kinloss is responsible for maintenance of the Sutton Municipal Drain, Branch 'E' at the expense of all upstream owners of lands and road assessed therein;

**WHEREAS** the work undertaken was to unplug tree roots and replaced 6 meters of tile at the outlet into the open channel and removed and repaired damage from tree roots located in the 'E' drain at the sideroad;

**WHEREAS** the sum of \$5613.55 shall be assessed against all upstream lands and roads in the watershed of the Sutton Municipal Drain, Branch 'E', prorate with the last revised schedule of assessment for said drain;

**WHEREAS** the last revised schedule of assessment on the Sutton Municipal Drain, Branch 'E' is contained in a report by Archibald, Grey and McKay and adopted as Township of Huron-Kinloss By-Law No.13-69.

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 The amount \$5613.55 shall be prorated as outlined in Schedule "A" attached to the By-law.
- 2.0 The amount assessed to lands used for agricultural purposes shall be reduced by the one third grant if available in accordance with Section 85 (a)(ii) and 87 (1)(a) of the Drainage Act, R.S.O. 1990.
- 3.0 All assessments in the Township of Huron-Kinloss, except for the assessment to roads and net assessments that are \$5.00 or less, shall be due 30 days after receipt after which time the amount due will be added to the 2024 collection roll together with interest at 1.25% per month.
- 4.0 The assessments against roads shall be due when billed.
- 5.0 Net assessments that are \$5.00 or less shall be paid from general funds of the Township of Huron-Kinloss.
- 6.0 This By-law shall come into full force and effect upon final passage.
- 7.0 This By-law may be cited as the "Sutton Municipal Drain, Branch 'E' Repair 2024 By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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Mayor

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Clerk

## Assessment Schedule Township of Huron-Kinloss

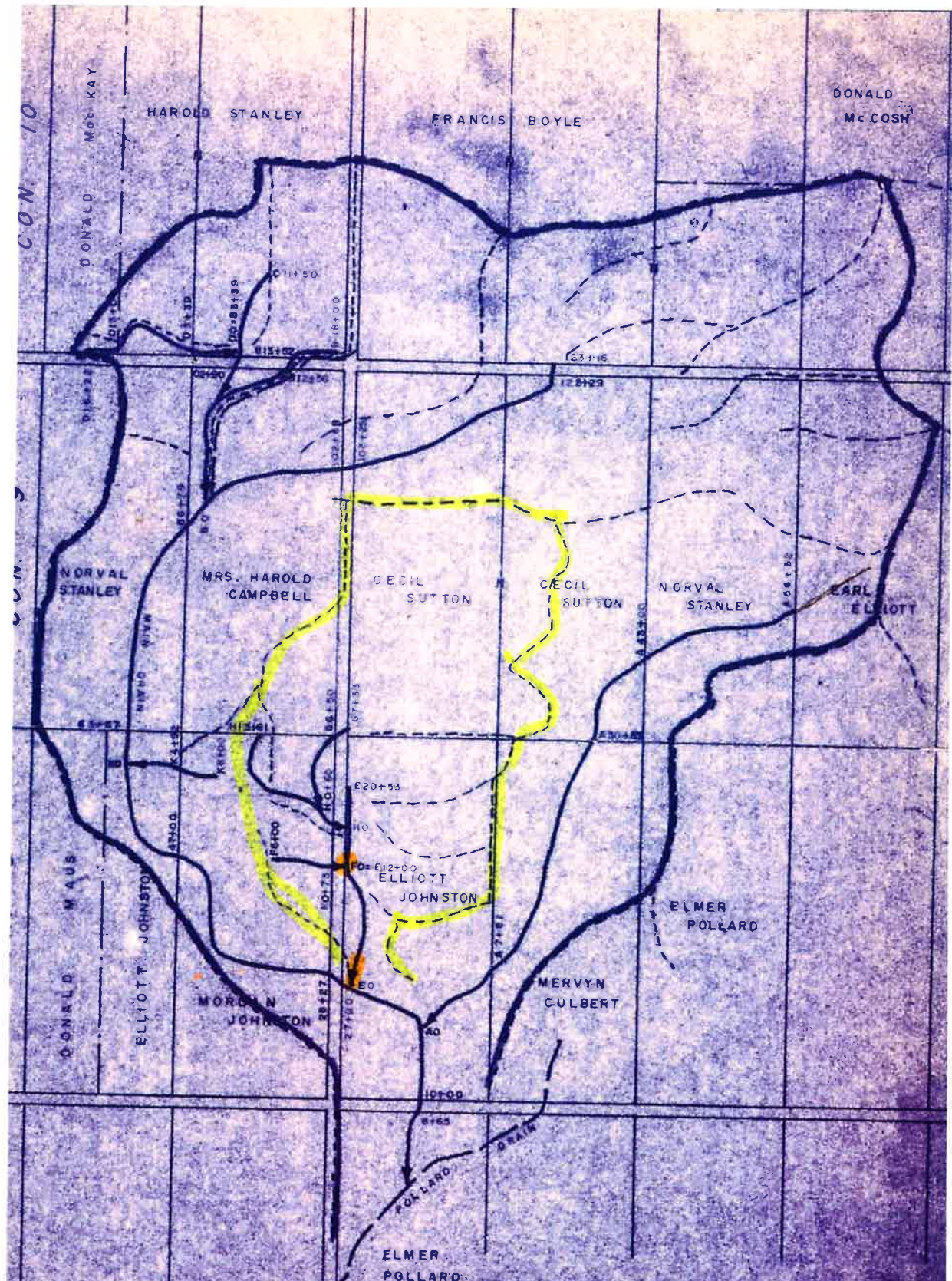
Project **Sutton MD Br. 'E' Tile Repairs 2023**  
 Starting Date **January 10, 2024**  
 Billing Date **January 31, 2024**  
 By-Law **2024-81**  
 Contractor **Kemptons Construction**

The 'E' drian outlet was plugged with willow tree roots. 6m of tile was replaced at the outlet into the open channel. Tree roots were also located in the 'E' drain at the sideroad and fixed.

Roll Number	Name	Assessment	% Assessed	Gross Amount	Grant Amount	Discount	Net
<b>Prorated</b>							
4107-160-002-14600-0000	MCCONAGHY ELISABETH MARIA	3045.00	100.00	4040.96	1346.85	0.00	2694.11
4107-160-002-14700-0000	2251298 ONTARIO LIMITED	285.00	100.00	378.22	126.06	0.00	252.16
4107-160-003-00400-0000	MCCONAGHY ELISABETH MARIA	243.00	100.00	322.48	107.48	0.00	215.00
4107-160-003-00500-0000	MCCONAGHY ELISABETH MARIA	243.00	100.00	322.48	107.48	0.00	215.00
4107-160-003-00700-0000	2251298 ONTARIO LIMITED	84.00	100.00	111.47	37.15	0.00	74.32
4170-160-111-11111	Huron+Kinloss Twp	330.00	100.00	437.94	0.00	0.00	437.94
		<b>4230.00</b>		<b>5613.55</b>	<b>1725.02</b>	<b>0.00</b>	<b>3888.53</b>

### Summary

	Assessment	Gross	Grant	Discount	Net
<b>Agricultural</b>	3900.00	5175.61	1725.02		3450.59
<b>Regular</b>	330.00	437.94			437.94
	<b>4230.00</b>	<b>5613.55</b>	<b>1725.02</b>	<b>0.00</b>	<b>3888.53</b>



<b>TOWNSHIP OF HURON</b>		
<b>SUTTON DRAIN EXTENSION</b>		
DRAWN BY D. D. S.	SCALE 1 INCH = 100 FEET	SHEET 10-000
DESIGN BY B. W.	<b>H. M. GIBSON LTD.</b> CONSULTING ENGINEERS	PLAN 1-3
CHECKED BY		DATE 1953
	LONDON	ONTARIO

# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

**2024 - 85**

---

### Being a By-Law to Levy the Cost of Work Undertaken on the Kincardine-Kinloss Municipal Drain in the Township of Huron-Kinloss

---

**WHEREAS** under Section 74 of the Drainage Act, R.S.O., 1990 and under By-Law No. 86-21, the Township of Huron-Kinloss is responsible for maintenance of the Kincardine-Kinloss Municipal Drain at the expense of all upstream owners of lands and road assessed therein;

**WHEREAS** work undertaken by the Municipality of Kincardine for maintenance on the Kincardine-Kinloss drain and benefits both the Municipality of Kincardine and Township of Huron-Kinloss and the Municipality of Kincardine invoiced the Township of Huron-Kinloss for a portion of the costs;

**WHEREAS** the sum of \$9345.92 shall be assessed against all upstream lands and roads in the watershed of the Kincardine-Kinloss Municipal Drain prorate with the last revised schedule of assessment for said drain;

**WHEREAS** the last revised schedule of assessment on the Kincardine-Kinloss Municipal Drain is contained in a report by Paragon Engineering Limited and adopted as Township of Huron-Kinloss By-Law No.86-21;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 The amount \$9345.92 shall be prorated as outlined in Schedule "A" attached to the By-law.
- 2.0 The amount assessed to lands used for agricultural purposes shall be reduced by the one third grant if available in accordance with Section 85 (a)(ii) and 87 (1)(a) of the Drainage Act, R.S.O. 1990.
- 3.0 All assessments in the Township of Huron-Kinloss, except for the assessment to roads and net assessments that are \$5.00 or less, shall be due 30 days after receipt after which time the amount due will be added to the 2024 collection roll together with interest at 1.25% per month.
- 4.0 The assessments against roads shall be due when billed.
- 5.0 Net assessments that are \$5.00 or less shall be paid from general funds of the Township of Huron-Kinloss.
- 6.0 This By-law shall come into full force and effect upon final passage.
- 7.0 This By-law may be cited as the "Kincardine-Kinloss Municipal Drain Repair 2024 By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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Mayor

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Clerk

## Assessment Schedule

### Township of Huron-Kinloss

Project **Kincardine-Kinloss 2023**

Work completed within the Municipality of Kincardine.

Starting Date **May 16, 2024**Billing Date **May 21, 2024**By-Law **2024-84**

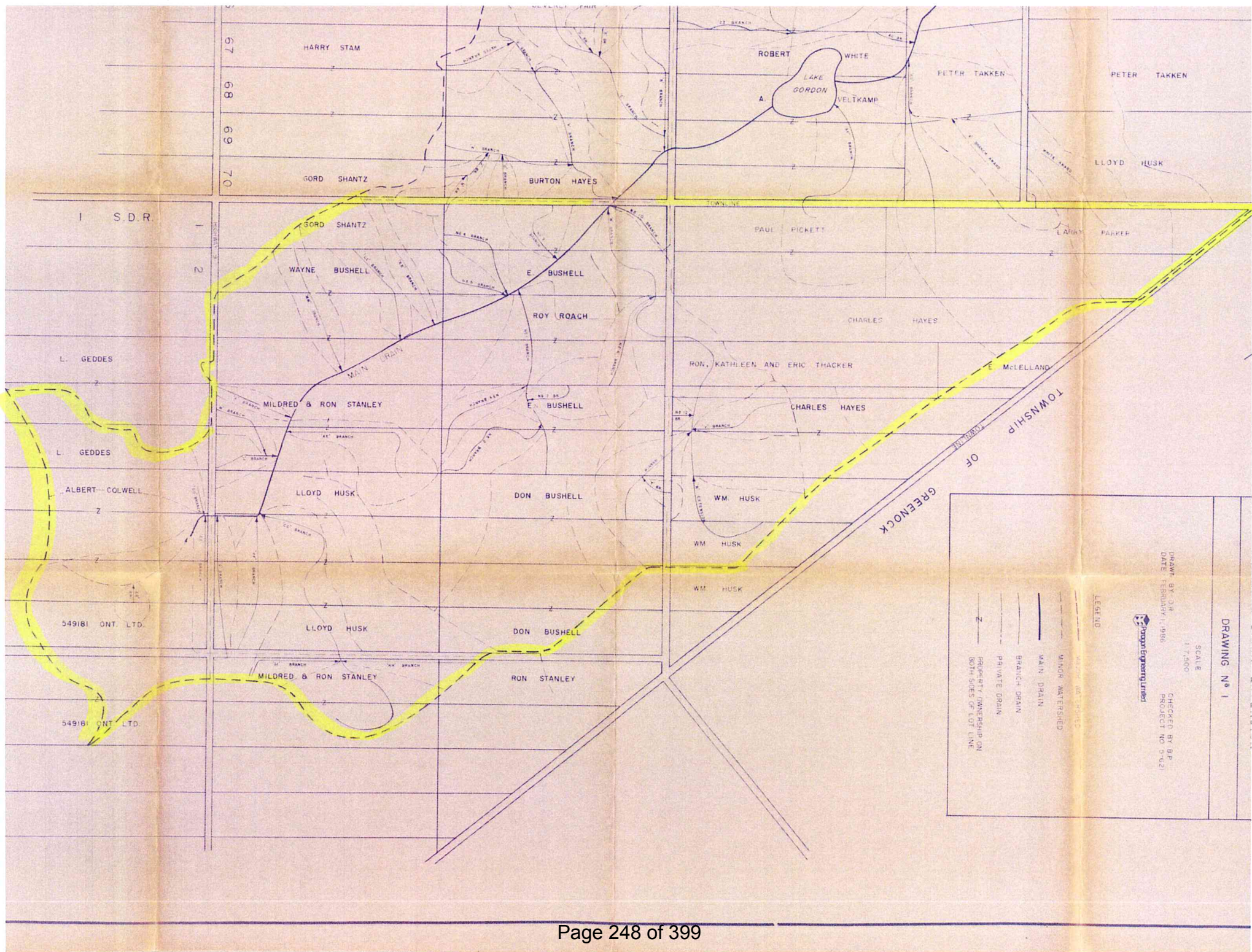
Contractor








Roll Number	Name	Assessment	% Assessed	Gross Amount	Grant Amount	Discount	Net
<b>Prorated</b>							
4107-110-003-18200-0000	GEDDES DARREN ELMER LYNN	0.28	100.00	92.26	30.75	0.00	61.51
4107-110-003-18300-0000	GEDDES ROBERT LYNN	0.56	100.00	184.54	61.51	0.00	123.03
4107-110-003-18400-0000	SHERK AARON	2.03	100.00	668.98	222.97	0.00	446.01
4107-110-003-18500-0000	ONTARIO PENINSULA FARMS LTD	0.71	100.00	233.98	0.00	0.00	233.98
4107-110-003-18600-0000	ONTARIO PENINSULA FARMS LTD	0.36	100.00	118.64	0.00	0.00	118.64
4107-110-003-18601-0000	LAKE HURON HOME LTD	0.03	100.00	9.89	0.00	0.00	9.89
4107-110-003-18700-0000	ONTARIO PENINSULA FARMS LTD	0.11	100.00	36.25	0.00	0.00	36.25
4107-110-003-20400-0000	HODGINS MURRAY LYNN, HODGINS DEB	0.47	100.00	154.89	51.62	0.00	103.27
4107-110-003-20500-0000	BUSHELL B WAYNE	2.34	100.00	771.14	257.02	0.00	514.12
4107-110-003-20600-0000	STANLEY MATTHEW COLE, STANLEY WI	1.73	100.00	570.11	190.02	0.00	380.09
4107-110-003-20700-0000	HUSK JOHN DOUGLAS, HUSK TRACY AN	3.52	100.00	1160.00	386.63	0.00	773.37
4107-110-003-20900-0000	STANLEY MATTHEW COLE, STANLEY WI	0.94	100.00	309.77	103.25	0.00	206.52
4107-110-003-20910-0000	STANLEY VALERIE ELLEN, STANLEY WIL	0.06	100.00	19.77	6.59	0.00	13.18
4107-110-003-21900-0000	HUSK EDDIE MICHAEL, HUSK SANDRA L`	1.44	100.00	474.55	158.17	0.00	316.38
4107-110-003-22100-0000	BURNSIDE FARMS (2012) LTD	1.47	100.00	484.43	161.46	0.00	322.97
4107-110-003-22200-0000	HUSK JOHN DOUGLAS	1.46	100.00	481.14	160.36	0.00	320.78
4107-110-003-22300-0000	PIEL MATTHEW JAMES, ROBERTSON JU	1.32	100.00	435.00	144.99	0.00	290.01
4107-110-003-22300-0000	PIEL MATTHEW JAMES, ROBERTSON JU	0.78	100.00	257.05	85.67	0.00	171.38
4107-110-003-22310-0000	PIEL MATTHEW JAMES	0.27	100.00	88.98	29.66	0.00	59.32
4107-110-003-22400-0000	DEWYS BRADLEY JOSEPH	0.15	100.00	49.43	0.00	0.00	49.43
4107-110-003-22500-0000	DOELMAN ALICE	0.05	100.00	16.48	5.49	0.00	10.99
4107-110-003-22700-0000	STAM FARMS INCORPORATED	1.37	100.00	451.48	150.48	0.00	301.00
4107-110-003-22701-0000	JANTZI DANIEL	1.11	100.00	365.80	121.92	0.00	243.88
4107-110-003-22800-0000	STAM FARMS INCORPORATED, STAM WI	1.01	100.00	332.84	110.94	0.00	221.90
4107-110-003-22900-0000	CUILLERIER DONALD MICHAEL, CUILLER	0.13	100.00	42.84	0.00	0.00	42.84
4107-110-003-22901-0000	THACKER ERIC RONALD	0.87	100.00	286.70	95.56	0.00	191.14
4107-110-003-23000-0000	1402002 ONTARIO INC	1.21	100.00	398.75	132.90	0.00	265.85
4107-110-003-23100-0000	HUSK ROD, MASTNAK ANN MARIE	0.37	100.00	121.93	40.64	0.00	81.29
4107-110-003-23200-0000	HUSK RYAN REID	0.29	100.00	95.57	31.85	0.00	63.72
4170-002-222-22222-0000	MTO Hwy 9	0.49	100.00	161.48	0.00	0.00	161.48

<b>Roll Number</b>	<b>Name</b>	<b>Assessment</b>	<b>% Assessed</b>	<b>Gross Amount</b>	<b>Grant Amount</b>	<b>Discount</b>	<b>Net</b>
4170-160-111-11111-0000	Roads-Huron-Kinloss	1.43	100.00	471.25	0.00	0.00	471.25
		<b>28.36</b>		<b>9345.92</b>	<b>2740.45</b>	<b>0.00</b>	<b>6605.47</b>

**Summary**

	<b>Assessment</b>	<b>Gross</b>	<b>Grant</b>	<b>Discount</b>	<b>Net</b>
<b>Agricultural</b>	24.95	8222.16	2740.45		5481.71
<b>Regular</b>	3.41	1123.76			1123.76
	<b>28.36</b>	<b>9345.92</b>	<b>2740.45</b>	<b>0.00</b>	<b>6605.47</b>



DRAWING No 1	
SCALE	1:7,500
DRAWN BY	J.P.
CHECKED BY	B.P.
DATE	FEBRUARY 1, 1996
PROJECT NO	9-62
 <b>Ontario Engineering Limited</b>	
<b>LEGEND</b>  MAJOR WATERSHED  MINOR WATERSHED  MAIN DRAIN  BRANCH DRAIN  PRIVATE DRAIN  PROPERTY OWNERSHIP ON BOTH SIDES OF LOT LINE	



The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 86**

---

Being a By-Law to Authorize the Use of Internet and Telephone Voting as an Alternative Voting Method for the 2026 Municipal Election

---

**WHEREAS** Section 42(1) of the Municipal Elections Act, 1996, S.O. 1996, c.32, Sched., as amended, provides that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, that does not require electors to attend at a voting place in order to vote;

**AND WHEREAS** Section 42 (2)(a) of the Municipal Elections Act, 1996, provides that a by-law passed under Section 42 (1) of the Act applies to a regular election if the by-law is passed on or before May 1 in the year of the election;

**AND WHEREAS** Section 42(5) of the Municipal Elections Act, 1996, provides that when a by-law authorizing alternative voting methods is in effect, Section 43 (advance votes) applies only if the by-law so specifies;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it appropriate and in the public interest to conduct the 2026 Municipal Election using a Telephone/Internet voting method;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the alternative voting method of Telephone and Internet Voting is hereby authorized for the Municipal Election to be held in 2026.
2. That the alternative voting method of Telephone and Internet Voting is hereby authorized for the School Board Election to be held in 2026.
3. That advance voting is authorized and will be held from a date to be determined by the Clerk and until voting day.
4. That all advanced voting shall use the same alternative voting method of Telephone and Internet Voting as used for the 2026 Municipal Election.
5. That no proxy voting provisions are applicable at the 2026 Municipal and School Board Election and advance voting conducted in accordance with this By-law.
6. That this by-law shall come into full force and effect upon its final passage.
7. That this by-law may be cited as the "2026 Election Alternative Voting Methods By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

---

Clerk

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024- 87**

---

Being a By-Law to Authorize the Signing of a Memorandum of Understanding with Ontario Charging Network LP for services to install, operate and maintain an Electric Vehicle Charging Station (466 Ross St. Lucknow)

---

**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to enter a memorandum of understanding with Ontario Charging Network LP with respect to the installation, operation and maintenance of an Electric Vehicle (EV) Charging Station, per Report CS-2023-09-36;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Corporation of the Township of Huron-Kinloss Council hereby enters into a Memorandum of Understanding with Ontario Charging Network LP which is attached as Schedule "A" and forms part of this by-law.
2. That the Mayor and Clerk are hereby authorized to sign on behalf of the Council for The Corporation of the Township of Huron-Kinloss, any contracts and other documents required to authorize the agreement, and to affix the corporate seal of the Township of Huron-Kinloss.
3. That this by-law shall come into full force and effect upon its final passage.
4. That this by-law may be cited as the "EV Charger (Ross St) MOU By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

---

Clerk

This Memorandum of Understanding is dated as of the 16<sup>th</sup> day of September, 2024.

B E T W E E N :

**THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS**

(“**Site Host**”)

- and -

**ONTARIO CHARGING NETWORK LP (“Ivy”)**

(Ivy and Site Host, referred to together as the “**Parties**”, each being a “**Party**”)

**RECITALS:**

- A. Ivy will apply for funding through the **Natural Resources Canada Zero Emission Vehicle Infrastructure Program** which funding if received will be used, in part, to fulfill the Services;
- B. The Parties have agreed to enter this Memorandum of Understanding (“**MOU**”) to formalize certain terms and conditions upon which Ivy will provide the Services.

**NOW THEREFORE**, in consideration of the mutual agreements hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby covenant and agree as follows:

**1. Site Access**

- (a) Site Host grants to Ivy and its employees, agents, contractors, subcontractors, consultants, workers and invitees a non-exclusive license to access, use and occupy (the “**Site Access License**”) the properties set out in Exhibit A hereto (each a “**Premise**” and together, the “**Premises**”) in order for Ivy to supply, install, and maintain electrical vehicle charging stations:
- (b) The Site Access License shall be for the following uses:
  - (i) Installation of electric vehicle charging stations, including but not limited to:
    - A. Physical installation of electrical and civil infrastructure
    - B. Placement and bolt-down of charging hardware and accessories
    - C. Facilitation of inspections and compliance with electrical authority requirements
  - (ii) Operation of electric vehicle charging stations, including but not limited to:
    - A. Cellular connectivity of charging hardware
    - B. Secure connection to networked charging software to facilitate charger visibility, access, and payment
    - C. Remote monitoring of chargers and end customer support
  - (iii) Maintenance of electric vehicle charging stations involving:
    - A. Preventative maintenance at manufacturer-specified intervals
    - B. Corrective maintenance when required

- (c) The term of the Site License shall be for a period of ten (10) years commencing on the date set forth in Exhibit A (the "Term"). The Term of the Site License will automatically be extended for additional one-year periods for up to five (5) additional one-year periods (subject to termination on advance written notice from one Party to the Other).

**2. Definitive Agreements**

The Parties agree to use good faith efforts to formalize definitive agreements for performance of the Services by Ivy. Other than the obligation set forth in this Section 2, and Sections 4(a) and 4(b), this MOU does not create any legal obligation for either Party.

**3. Governing Law**

This MOU shall be governed by, and construed and interpreted in accordance with, the laws of the Province of Ontario and the federal laws of Canada applicable therein.

**4. General**

- (a) All disputes, disagreements, controversies, questions or claims arising out of or relating to this MOU, or in respect of any legal relationship associated with or arising from this MOU, including with respect to this MOUs formation, execution, validity, application, interpretation, performance, breach, termination or enforcement, will be determined by litigation in the Superior Court of Justice of Ontario at Toronto, to the jurisdiction of which the parties irrevocably attorn.
- (b) Neither Party may assign, in whole or in part, this MOU or any right or obligation under this MOU without the prior written consent of the other Party.
- (c) This MOU may be signed and delivered in any number of counterparts, each of which when signed and delivered is an original but all of which taken together constitute one and the same instrument. Any counterpart signature transmitted by sending a scanned copy by electronic mail or similar electronic transmission will be deemed to be an original signature.

The Parties have executed and delivered this MOU as of the date first written above.

**THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS**

**ONTARIO CHARGING NETWORK LP**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Name:

Name:

Per:

Name:

I/We have the authority to bind the corporation.

I/We have the authority to bind the corporation.

**Exhibit "A"**

1. **Term:** The term of the Site Access License shall commence on January 1, 2025 OR such earlier or later date as the Parties may agree in writing.
2. **Description of Premises:**
3. 466 Ross Street, Lucknow, ON NgG 2H0
4. X

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 88**

---

Being a By-Law to Amend By-law No. 2019-133; Being a By-law to Impose Development Charges for the Township of Huron- Kinloss

---

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

**AND WHEREAS** Section 19 (1) of the Development Charges Act, 1997 S.O. 1997, c.27, permits repealing the expiry of a development charges by-law or amending the date of expiry of a development charges by-law;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it advisable to extend the expiry of the Development Charges By-law No. 2019-133 as per Report CAO-2024-09-27;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That Section 49 of By-law 2019-133 is deleted.
2. That this by-law shall come into full force and effect upon its final passage.
3. That this by-law may be cited as the "Development Charges Amendment By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

---

Mayor

---

Clerk

# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

2024 - 89

---

### Being a By-Law to amend the Emergency Response Plan for the Township of Huron-Kinloss (Designate Emergency Information Officer)

---

**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Township of Huron-Kinloss Council passed By-law No. 2017-123 to adopt a municipal emergency response plan and By-law No. 2018-151 to amend the Emergency Response Plan to identify Emergency Information Officer contact information;

**AND WHEREAS** Ontario Regulation 380/04 requires a municipality to designate an employee of the municipality as its emergency information officer, and outlines the responsibilities of the Emergency Information Officer (EIO);

**AND WHEREAS** the Township desires to update the designated Emergency Information Officer as outlined in Report FIR-2024-09-23;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Municipal Emergency Response Plan for the Township of Huron-Kinloss be updated to designate the Clerk of the Township of Huron-Kinloss as the Primary Emergency Information Officer.
2. That the Municipal Emergency Response Plan for the Township of Huron-Kinloss be updated to designate the Communications Coordinator of the Township of Huron-Kinloss as the Alternate Emergency Information Officer.
3. That the Municipal Emergency Response Plan for the Township of Huron-Kinloss be updated to include:

The Emergency Operations Commander/Director (EOC) may in the absence of the designated Emergency Information Officer or their alternate, or as operational needs dictate, appoint a qualified staff member to act as the Emergency Information Officer. An Elected Official shall not at any time be appointed as the Emergency Information Officer as per O/Reg. 380/04.

4. That By-law No. 2018-151 is hereby repealed.
5. That all other provisions of By-law No. 2017-123, remain in full force and effect.
6. That this by-law shall come into full force and effect upon its final passage.
7. That this by-law may be cited as the "Municipal Emergency Response Plan Amendment (2) By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

---

Mayor

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Clerk



# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

**2024 - 90**

---

Being a By-Law to Amend By-Law No. 2018-98; Being the Comprehensive Zoning By-Law of the Township of Huron-Kinloss  
Martin c/o Cobide

1232 BRUCE ROAD 1 – PLAN 231 LOT 135 N PT LT 134  
- Roll 410711000307700

---

**WHEREAS** Section 34 of the Planning Act, R.S.O. 1990, Chapter 13 authorizes the Councils of Municipalities to enact and amend zoning by-laws which comply with an approved official plan;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss has enacted By-law 2018-98; a zoning by-law enacted under Section 34 of the said Planning Act;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss desires to amend By-law 2018-98;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. THAT Schedule 'A' to By-Law No. 2018-98, as amended, is hereby further amended by changing thereon from Residential One (R1) to Residential One – Special (R1-25.182), for the zoning designation of those lands described as PLAN 231 LOT 135 N PT LT 134 [1232 Bruce Road 1] Township of Huron-Kinloss (geographic Township of Huron), attached to and forming a part of this By-Law.
2. That By-law No. 2018-98, as amended, is hereby further amended by adding the following subsections to 25 thereof:

25.182

Notwithstanding their 'R1' Zoning designation, those lands delineated as 'R1-25.182' on Schedule 'A' to this By-law shall be used in accordance with the 'R1' Zone provisions contained in this By-law, excepting however, that:

- i) One (1) Additional Residential Unit shall be permitted on the subject lands having a minimum lot area no less than 1,575 square metres.
  - ii) The development shall be serviced by an advanced tertiary sewage disposal system that achieves at least 50% nitrate removal and meets the specifications of the CAN/BNQ 3680-600 standard, as amended from time to time or by connection to a Municipal sewage disposal system.
  - iii) Any buildings and structures existing as of September 09, 2024 which do not comply with the provisions of the By-law are hereby recognized as being in compliance with the zoning. All future buildings and structures, or additions to existing buildings and structures, shall comply with the provisions of the By-law;
3. That this by-law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990.

4. That this by-law may be cited as the “Zoning Amendment By-law – Z-2024-035 Martin C/O Cobide” By-law

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September 2024.

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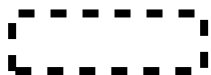
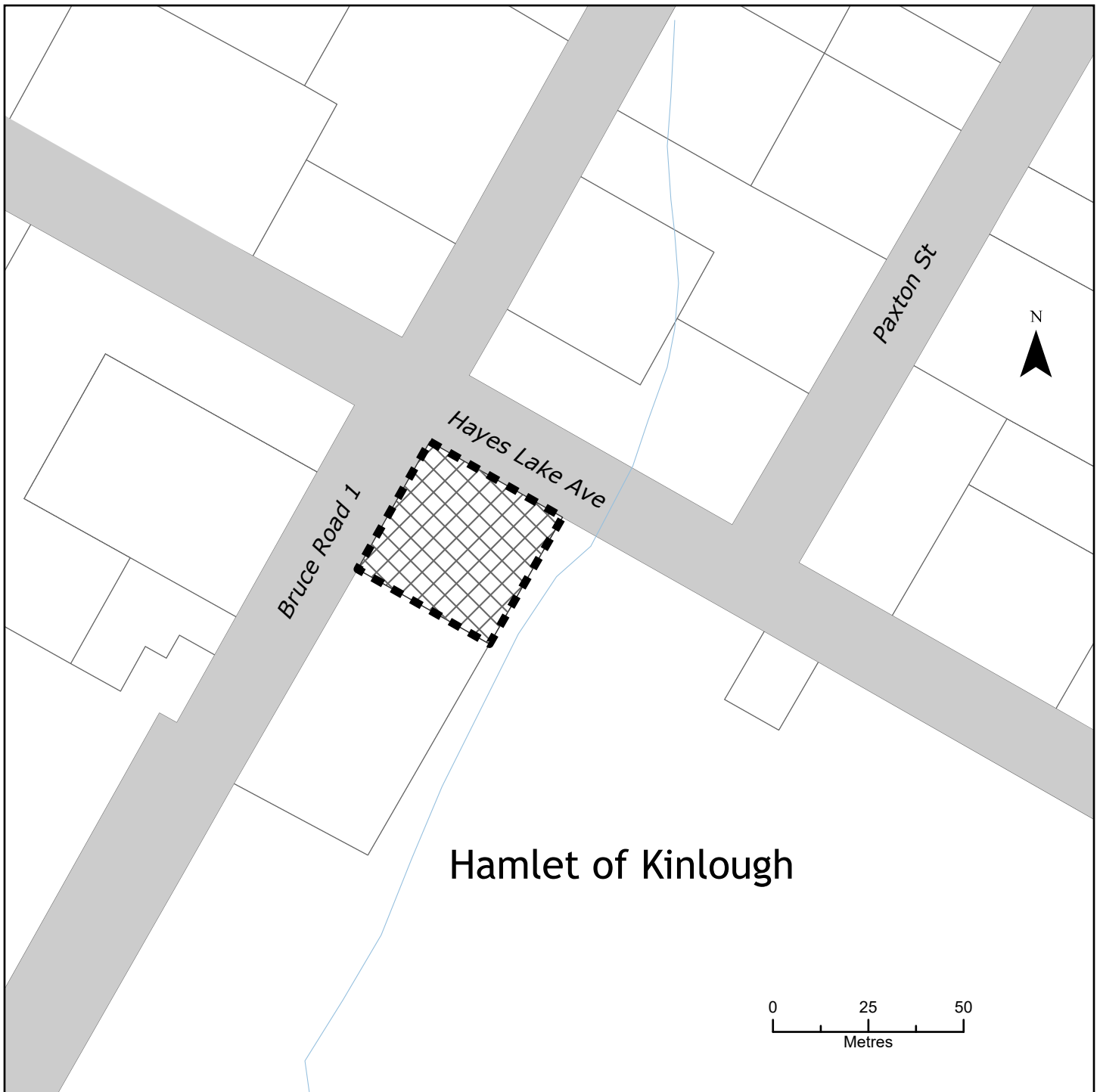
Mayor

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Clerk

# Schedule 'A'

1232 Bruce Road 1 - PLAN 231 LOT 135 N PT LT 134 - Roll Number: 410711000307700  
Township of Huron-Kinloss (Township of Kinloss)



Subject Property



Lands to be zoned R1-25.182 - Residential One Special

This is Schedule 'A' to the zoning by-law  
amendment number \_\_\_\_\_ passed this  
\_\_\_\_\_ day of \_\_\_\_\_

Mayor \_\_\_\_\_  
Clerk \_\_\_\_\_

# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

**2024 - 91**

---

Being a By-Law to Repeal By-Law No. 2022-137; being the Consolidated Human Resources Policies and Replace with a new Human Resources Policies By-law for the Township of Huron-Kinloss

---

**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Council passed By-law No. 2022-137 being the Consolidated Human Resources Policies By-law;

**AND WHEREAS** the Council for the Township of Huron-Kinloss deems it desirable to repeal By-law 2022-137 to allow for updates to the Schedules as per report CAO-09-28;

**AND WHEREAS** the Council for the Township of Huron-Kinloss deems it expedient to establish a new Consolidated Human Resources Policy By-law;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Corporation of the Township of Huron-Kinloss Council hereby adopts the Consolidated Human Resources Policies as contained in the attached;

Schedule 'A' Accessibility Policy

Schedule 'B' Compensation and Benefits Policy

Schedule 'C' Criminal Reference Check Policy

Schedule 'D' Technology Policy

Schedule 'E' Employee Protection Resources Policy

Schedule 'F' Employee Recognition Policy

Schedule 'G' Health and Safety Policy

Schedule 'H' Hiring Policy

Schedule 'I' Professional Development and Expenses Policy

Schedule 'J' Termination Policy

Schedule 'K' Time Off Policy

2. That this by-law shall come into full force and effect upon its final passage.

3. That this by-law may be cited as the "Consolidated Human Resources Policies By-law".

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

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Clerk



## Policy

Section: 3.0 Human Resources

Policy: Accessibility Policy

By-Law: 2022-137 Schedule A

Date: 8 August 2022

Revision: [Click here to enter text.](#)

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended.

The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

### Legislative Authority:

**Accessibility for Ontarians with Disabilities Act, 2005, as amended,  
Human Rights Code, R.S.O. 1990 Chapter H.19,  
Canadian Charter of Rights and Freedoms**

### Contents:

Accessibility Policy



# **Township of Huron-Kinloss**

## ***Accessibility Policy***

# Contents

1.0	Accessible Customer Service Policy.....	3
	Definitions:.....	3
	General Principles:.....	5
	Availability and Format of Documents:.....	9
	Notice of Availability of Documents:.....	9
2.0	Accessibility Training Policy.....	10
3.0	Integrated Accessibility Standards Policy .....	11
	Purpose:.....	11
	Definitions: .....	11
	General Provisions:.....	13



# 1.0 Accessible Customer Service Policy

**Legislative Authority: Accessibility for Ontarians with Disabilities Act, 2005, as amended, Human Rights Code, R.S.O. 1990 Chapter H.19, Canadian Charter of Rights and Freedoms**

The Township of Huron-Kinloss is committed to providing quality goods, services and facilities that are accessible to **all** persons that we serve.

The Accessibility for Ontarians with Disabilities Act, 2005 (the "AODA") is a Provincial Act with the purpose of developing, implementing, and enforcing accessibility standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, transportation and the built environment.

Under the AODA, the Ontario Regulation 191/11 Integrated Accessibility Standards is updated (effective July 1st, 2016) to include the Accessible Customer Service standard which had previously stood alone. The Township of Huron-Kinloss Accessible Customer Service policy is updated to reflect all the changes. The Township shall develop, implement, and maintain policies governing our provision of goods, services, or facilities, as the case may be to persons with disabilities.

**Definitions:**

1. Assistive Device

A device used to assist persons with disabilities in carrying out activities or in accessing the services of persons or organizations covered by the Customer Service Standard.

2. Disability

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- b) a condition of mental impairment or a developmental disability
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or

e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

### 3. Facilities

Facilities is defined as any buildings owned by the Township of Huron Kinloss and utilized by the public.

### 4. Goods and Services

Goods and services include all of the goods and services provided by The Township of Huron Kinloss in the daily activities carried out by the municipality.

### 5. Guide Dog

A guide dog as defined in section 1 of the Blind Persons' Rights Act is a dog trained as a guide for a blind person and having qualifications prescribed by the regulations under the Blind Persons' Rights Act

### 6. Regulated Health Professional

A Regulated Health Professional is a member of the Colleges listed below and is able to provide documentation that the person requires a service animal for reasons relating to their disability.

- a) Audiologists and Speech-Language Pathologists of Ontario
- b) Chiropractors of Ontario
- c) Nurses of Ontario
- d) Occupational Therapists of Ontario
- e) Optometrists of Ontario
- f) Physicians and Surgeons of Ontario
- g) Physiotherapists of Ontario
- h) Psychologists of Ontario
- i) Registered Psychotherapists and Registered Mental Health Therapists of Ontario

### 7. Service Animal

Any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or

her disability due to visual indicators such as a vest or harness worn by the animal; or where the person provides a letter from a Regulated Health Professional confirming that he or she requires the animal for reasons relating to his or her disability.

#### 9. Support Person

A person who accompanies a person with a disability in order to assist him or her with communication, mobility, personal care, or medical needs or with access to goods, services or facilities.

#### 10. Township

Township shall mean The Township of Huron Kinloss.

### General Principles:

#### 1. Provision of Goods, Services and Facilities to Persons with Disabilities

The Township will use reasonable efforts to ensure that its policies, practices, and procedures are consistent with the following principles:

- a) The Township's goods, services and facilities are provided in a manner that respects the dignity and independence of persons with disabilities.
- b) The provision of goods, services, or facilities to person with disabilities must be integrated with the provision of goods, services, or facilities to others, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services, or facilities.
- c) Persons with disabilities are given, where practicable, an opportunity equal to that of persons without disabilities to obtain, use or benefit from the goods, services, or facilities.
- d) When communicating with a person with a disability, the Township shall do so in a manner that takes into account that person's disability.

#### 2. Assistive Devices and other Measures that Assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining, using, and benefiting from the Township's goods, services, or facilities. Exceptions may occur in situations where the Township has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises.

Should any person with a disability be unable to access the Township's goods, services, or facilities through the use of their own personal assistive device, the Township will ensure the following:

- determine if goods, services, or facilities is inaccessible, based on individual requirements,
- assess goods, services or facilities delivery and potential options to meet the needs of the individual,
- notify the person with a disability of alternative goods, services, or facilities and how they can access the service, temporarily or on a permanent basis.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

### 3. Service Animals

Persons with a disability may enter premises owned and operated; or operated, by the Township accompanied by a service animal and keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If a service animal is excluded by law, (i.e., kitchen with food preparation) the Township will ensure that alternate means are available to enable the person with a disability to obtain, use or benefit from the Township's goods, services, or facilities within reason.

If it is not readily apparent that the animal is a service animal such as a vest or harness worn by the animal, the Township may ask the person with a disability for a letter from a Regulated Health Professional confirming that the person requires the animal for reasons relating to his or her disability.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her service animal is kept in their care and control at all times. The owner is responsible for any damage done by the service animal.

### 4. Support Persons

If a person with a disability is accompanied by a support person, the Township shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

The Township may require a person with a disability to be accompanied by a support person but only after consulting with the person with a disability and determining that

- a) a support person is necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises; and
- b) there is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises.

If an amount is payable for a person's admission to the premises, notice shall be given in advance of the amount, if any, payable for the support person.

If the Township has required that the person with a disability be accompanied by a support person when on the premises, the Township shall waive payment of the amount, if any, payable for the support person.

#### 5. Notice of Temporary disruptions in Services and Facilities

Temporary disruptions in the Township's services and facilities do occur from time to time due to reasons that may or may not be within the Township's control or knowledge.

The Township will make reasonable effort to provide notice of the disruption to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that may be available. The Township will make reasonable effort to provide prior notice of planned disruptions if possible, recognizing that in some circumstances such as in the situation of unplanned temporary disruption, advance notice will not be possible. In such cases, the Township will provide notice as soon as possible.

When temporary disruptions occur to the Township's services or facilities, the Township will provide notice by placing the information in visible, public places, and/or on the Township's website ([www.huronkinloss.com](http://www.huronkinloss.com)), and/or by any other method that may be reasonable under the circumstances as soon as reasonably possible.

#### 6. Assistive Devices and other Measures that Assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining, using, and benefiting from the Township's goods, services, and facilities. Exception may occur in situations where the Township has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises.

Should a person with a disability be unable to access the Township's facilities, goods, or services through the use of their own personal assistive device, the Township will ensure the following:

- determine if service or facility is inaccessible, based on individual requirements,
- assess service delivery and potential service options to meet the needs of the individual,
- notify the person with a disability of alternative services or facilities and how they can access the service or facility temporarily or on a permanent basis.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

## 7. Feedback

The Township of Huron Kinloss is committed to providing high quality goods, services, and facilities to all members of the public it serves. Feedback from the public is welcomed as it may help to identify areas that require change.

Feedback from a member of the public about the delivery of goods, services, and facilities to persons with disabilities may be given by telephone (519-395-3735), in person (21 Queen Street, Ripley), in writing (Box 130, Ripley, N0G 2R0) or in electronic format (info@huronkinloss.com). A feedback form will be available at the Township office or on the Township website (www.huronkinloss.com)

## 8. Training

The Township of Huron Kinloss will ensure that all persons to whom this policy applies receive training as required by the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The amount and format of training given will be tailored to suit each person's level of interaction with the public and his or her involvement in the development of policies, procedures and practices pertaining to the provision of goods, services, or facilities.

Full details of the training can be found in The Township of Huron Kinloss Accessible Training Policy.

Training will be provided as soon as practicable upon an individual being assigned the applicable duties as well as on an ongoing basis as changes occur to the Township's policies, procedures and practices governing the provision of goods or services to persons with disabilities.

The Township will keep records of the training, including but not limited to the date training is provided and the number of individuals receiving training. The names of

individuals trained will be recorded for training administration purposes subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

#### Availability and Format of Documents:

All documents required by the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 are available upon request subject to MFIPPA. This include but are not limited to the Accessible Customer Service policies, procedures and practices, notices of temporary disruptions, training records and written feedback.

Should the Township be required to give a copy of a document to a person with a disability, the Township shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

The Township and the person with the disability will try to agree upon the format to be used for the document or information, subject to feasibility requirement of this policy.

Alternate formats will be considered by the Township of Huron Kinloss.

#### Notice of Availability of Documents:

Notice of the availability of all documents required by the Accessibility for Ontarians with Disabilities Act, 2005 will be posted on the Township of Huron-Kinloss website and available at the Township office.

## 2.0 Accessibility Training Policy

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

All training shall include the requirements of meeting the accessibility standards and the Human Rights Code as it pertains to persons with disabilities. Training will be carried out in such a manner that respects the differences of the person with disabilities as relating to an employees' duties. Therefore, different levels of training shall be provided. Training shall be provided as soon as practicable after being assigned their duties. A record of training required under Section 7 of the AODA will be maintained including the names of the participants, date of training and type of training provided. This document is available upon request. All persons shall be provided training on the Information and Communication Standard, Employment Standard, Transportation Standard, Design of Public Spaces Standard and the Customer Service Standard as applicable to their position. Specifically, to meet the requirements of Section 80.49 of the AODA with respect to Customer Service, said training shall include:

- How to interact and communicate with persons with various types of disability
- How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or support person
- How to use the equipment or devices available on the township premises or otherwise provided by the township that may help with the provision of goods, services, or facilities to a person with a disability
- What to do if a person with a particular type of disability is having difficulty accessing the Township's goods, services, or facilities.

Said training will be done on an on-going basis in connection with changes to the policies, practices, and procedures governing the provision of goods, services, or facilities to persons with disabilities.



### 3.0 Integrated Accessibility Standards Policy

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

#### Purpose:

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards in the areas of Information and Communications, Employment, Transportation, Design of Public Spaces and Customer Service for the Township of Huron-Kinloss in accordance with Ontario Regulation 191/11 as amended and with the Ministry of Community and Social Services intent to “streamline, align and phase-in accessibility requirements and allow for progress on accessibility and reduce the regulatory burden for obligated organizations”. This regulation came into force on July 1, 2011, and was further amended with the update of April 19th, 2016, which added Accessible Customer Service to the Act.

#### Definitions:

1. Accessible Formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille, and other formats usable by persons with disabilities; (“format accessible”).
2. Accommodation means the special arrangement made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person’s unique needs.
3. Communication Supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
4. Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.
5. Conversion Ready means an electronic or digital format that facilitates conversion into an accessible format.

6. Designated Public Sector Organization means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the Public Service of Ontario Act, 2006.
7. Disability means
  - a) any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness,
  - b) a condition of mental impairment or a developmental disability
  - c) a learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
  - d) a mental disorder or
  - e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997
8. IAP means Individualized Accommodation Plan.
9. Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.
10. Internet Website means a collection of related web pages, images, videos, or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI – web address) and is accessible to the public.
11. Mobility Aid means a device used to facilitate the transport, in a seated posture, of a person with a disability.
12. Mobility Assistive Device means a cane, walker, wheelchair, scooter, or similar aid.
13. New Internet Website means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.
14. Redeployment means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff when a particular job or department has been eliminated.
15. Unconvertible means
  - a) not technically feasible to convert the information or communications.

b) that technology to convert the information or communications is not readily available.

16. Web Content Accessibility Guidelines means the world wide web consortium recommendation, dated December 2008, entitled "Web Content Accessibility Guidelines (WCAG) 2.0".

### General Provisions:

#### **Multi-Year Accessibility Plan**

The Township of Huron-Kinloss's Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA. Township of Huron-Kinloss will report annually on the progress and implementation of the plan, will post the information on its website, and will provide it in alternative formats upon request. The plan will be reviewed and updated at least once every five (5) years.

#### Procuring or Acquiring Goods, Services or Facilities

The Township will use accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practical to do so (in which case, if requested, we will provide an explanation).

#### **Training**

The Township will ensure that training is provided to all employees and regular fee-for-service staff on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided. We shall maintain a record of the dates when training is provided and the number of individuals to whom it was provided subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

#### **Information and Communication Standard:**

The Township of Huron-Kinloss will create, provide, and receive information and communications in ways that are accessible to people with disabilities.

If the township determines that it is not technically feasible to convert the information or communications, or the technology to convert the information or communication is not readily available, we will be obligated to provide the person that requires the information with:

- An explanation as to why the information or communications are unconvertible:  
and
- A summary of the unconvertible information or communications

**Emergency Information:**

Emergency procedures, plans and/or public safety information prepared by the Township of Huron-Kinloss and made available to the public, shall be provided in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

**Feedback:**

The Township of Huron-Kinloss has processes in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports, upon request. We will notify the public about the availability of accessible formats and communication supports.

**Accessible Formats and Communication Supports:**

The Township of Huron-Kinloss will provide or arrange for accessible formats and communication supports for persons with disabilities:

- Upon request and in a timely manner that takes into account the persons' accessibility needs due to a disability
- At a cost that is no more than the regular cost charged to other persons
- Consult with the person making the request and determine suitability of an accessible format or communication support
- Notify the public about the availability of accessible formats and communication supports.

**Website Accessibility:**

The Township of Huron-Kinloss shall make its internet website and web content conform with the world wide web consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA.

As of January 1, 2014, any new web content conformed to WCAG 2.0 Level A.

By January 1, 2021, all internet website and web content will conform to WCAG 2.0 Level AA.

**Employment Standard:**

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. Specifically, S 5(l) of Human Rights Code, R.S.O 1990, c. H. 19 says that "every person has a right to equal treatment with respect to employment without discrimination because of... Or disability." S 5 (2) says "Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer by another employee because of .... Or disability."

This applies with respect to employees and does not apply to volunteers and other unpaid individuals.

The requirements of the Employment Standard were met by January 1, 2014, unless noted.

**Recruitment:**

The Township of Huron-Kinloss shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process
- If a selected applicant requests an accommodation, The Township of Huron-Kinloss shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability.
- Notify successful applicants of the policies for accommodating employees with disabilities

**Employee Notification:**

The Township of Huron-Kinloss shall inform its employees of the policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- As required to new employees as soon as practicable after they begin their employment.
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

### **Accessible Formats:**

In addition, where an employee with a disability requests it, The Township of Huron-Kinloss will consult with the employee to provide for/or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job.
- Information that is generally available to employees in the workplace; and
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

### **Individual Accommodation Plan (IAP)**

The Township of Huron-Kinloss will have in place a written procedure for the developing of a documented individual accommodation plan (IAP) for employees with a disability. The procedure will include:

- The employee's participation in the development of the IAP.
- Assessment on an individual basis.
- Identification of accommodations to be provided.
- Timelines for the provision of accommodations.
- The Township may request an evaluation by outside medical or other expert, at our expense, to assist with determining accommodation and how to achieve accommodation.
- Employee may request the participation of a representative from their bargaining agent, where represented, or otherwise a representative from the workplace not from a bargaining agent.
- Steps taken to protect the privacy of the employee's personal information.
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done.
- If denied, the reasons for denial are to be provided to the employee.
- A format that takes into account the employee's disability needs.
- If requested, any information regarding accessible formats and communication supports provided.
- Identification of any other accommodation that is to be provided.

### **Return to Work**

The Township of Huron-Kinloss will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. This process must be documented

and must outline the steps that Huron-Kinloss will take to facilitate the return to work and include an IAP.

### **Performance Management, Career Development and Advancement, and Redeployment**

The Township of Huron-Kinloss will take into account the accommodation needs and/or individual accommodation plans of employees when:

- Using performance management processes.
- Providing career development and advancement information
- Using redeployment procedures.

### **Workplace Emergency Response Information**

The Township of Huron-Kinloss shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability.
- If the employee who receives an individual workplace emergency response information requires assistance and with the employee's consent, the Township of Huron-Kinloss shall provide the workplace emergency information to the person designated by the Township to provide assistance to the employee.
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability.
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations need, or plans are reviewed and when the employer reviews its general emergency response policies.

### **Transportation Standard**

The Transportation Standard will make it easier for people to travel in Ontario, including persons with disabilities, older Ontarians and families traveling with children in strollers. Conventional (i.e., taxis) and Specialized Transportation Services (i.e., Saugeen Mobility and Regional Transportation) will carry out the following:

- Ensure they do not charge a higher fare or additional fee to persons with disabilities
- Ensure they do not charge a fee for storage of assistive devices
- Ensure they do not charge an additional fee for a support person if a support person is required.

## **Design of Public Spaces in the Built Environment**

The Township of Huron-Kinloss now takes into account the standards that govern the design of public spaces in the built environment which came into effect in 2016 as per Ontario Regulation 413/12. These requirements are for:

- Recreational Trails and Beach Access Routes
- Outdoor Public-Use Eating Areas (e.g., rest stops or picnic areas)
- Outdoor Play Spaces (e.g., playgrounds)
- Exterior Paths of Travel (e.g., sidewalks, ramps, stairs, curb ramps)
- Accessible parking (on and off-street)
- Obtaining Services (e.g., services counters, waiting areas)
- Maintenance (of accessibility-related equipment and features in public spaces)

## **Customer Service**

Under O. Reg. 165/16 which amends O. Reg. 191/11 (Integrated Accessibility Standards) as a provider of goods, services or facilities, the Township of Huron-Kinloss is required to incorporate the Accessible Customer Service standard into its Integrated Accessibility Standards Policy. Full details of the Accessible Customer Service policy are detailed in by-law 2016-95 and will be adhered to.

## **Regulatory Requirements**

An Administrative Monetary Penalties scheme has been established under the AODA. The scheme allows a director or designate to issue an order against a person, organization, or corporation to pay a penalty amount as a result of non-compliance with the AODA or the accessibility standards. This is under Part V – Compliance in the AODA.

An Administrative Monetary Penalties Program will prescribe the administrative penalties. Use of administrative monetary penalties will be considered an avenue of last resort when all other compliance assistance and improvement options have been exhausted.

The License Appeal Tribunal (LAT) has been designated to hear appeals of Directors Orders under the AODA. Individual complaints still go to the Ontario Human Rights Commission.





## Policy

Section: 3.0 Human Resources

Policy: Compensation and Benefits Policy

By-Law: 2019-164; 2022-137 Schedule B

Date: 16 December 2019

Revision: August 8, 2022

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

It is the objective of the Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed and the Pay Equity Act. The Township has established a reasonable probation period policy for employees and a consistent performance evaluation policy. We are dedicated to supporting our staff through performance assessments, and provide clear guidelines for our employee's future development. We are committed to offering a balanced benefit program to help support employees and their families during times of unexpected illness or accident; providing a comprehensive and competitive benefits package, supporting workplace health and recognizing the contribution and long service of employees by preparing them for retirement and allowing an ease in transition from full time employment to early retirement

### Legislative Authority:

Employment Standards Act

Pay Equity Act

Ontario Municipal Employees Retirement System Act

Municipal Act, 2001

### Contents:

[Click here to enter text.](#)



# **Township of Huron-Kinloss**

## *Compensation & Benefits Policy*

## Contents

1.0	Salary Grid Market Review .....	4
2.0	Probation Policy .....	5
3.0	Performance Evaluation Policy .....	7
4.0	Early Retirement .....	9
5.0	Group Health Benefit Plan Policy .....	10
6.0	Health Care Spending Account.....	11
7.0	Ontario Municipal Employees Retirement System (OMERS) Participation .....	13
8.0	Job Classification & Evaluation Policy .....	14
9.0	Salary Protection .....	15
10.0	Council Remuneration Policy.....	17
11.0	Pregnancy Council Policy .....	18

## 1.0 Salary Grid Market Review

This policy shall establish guidelines for adjusting the non-union salary pay grids and Council remuneration rates.

A salary grid market review will be conducted every four years.

1.0 The Council, will every four years (third year of a Council term) compare all pay grids to "the market", with the intent of implementing any changes in the same year, this will ensure the municipality is paying employees fairly.

2.0 This comparison will involve using a "consultant" or other methods to conduct a full market review (survey) of the compensation of similar municipalities in the area approved by Council.

3.0 The salary pay grid for a particular position may increase, decrease or remain the same as the result of this comparison. No employee's pay will be reduced as a result of this exercise. However individual pays may be frozen until the pay grid for their position catches up to their current pay.

## 2.0 Probation Policy

This policy shall apply to all non-union employees of the Township of Huron-Kinloss.

All newly hired employees shall be subject to a probationary period from the date of hire.

### 1. Full-Time Employees

Regular full-time employees shall be on probation for six months from the most recent date of hire as a full time employee.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

### 2. Part-Time Employees

Regular part-time employees shall be on probation for three months from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

### 3. Casual/Seasonal/Student Employees

Casual/Seasonal/Student Employees shall be on probation for a minimum of one month from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

### 4. General

(a) It is the responsibility of the Supervisor to ensure that the performance of a probationary employee is monitored and the proper documentation completed and forwarded to the CAO.

(b) The decision to dismiss a probationary employee will be made by the Supervisor in consultation with the CAO and Council.

(c) After completion of the probationary period, seniority shall be effective from the employee's most recent date of hire.

(d) Longstanding employees who have worked greater than one or two years, and who are awarded a new position within the Corporation, may be subject to a 3 month probationary period or probation may be waived altogether at the discretion of the CAO. The original regular status hire date shall be their seniority date for vacation i.e., your previous anniversary date shall be maintained.

(e) For employees under the management of the Lucknow & District Joint Recreation Board, the Director of Community Services shall advise the Board of the employment continuation decisions. Any decision to dismiss a probationary employee will be made in consultation with the Board.

### 3.0 Performance Evaluation Policy

This policy shall establish guidelines for assessing performance of Municipal employees.

An annual job performance evaluation shall be performed for each full or part-time Municipal employee.

#### **Regular Full Time & ¾ Time Annual Employee Performance Evaluations**

1. A new employee hired after July 1st may be exempt from this process with the exception of the evaluation required after six months' probation or unless the terms of hiring make an exception.
2. Evaluations shall be in writing and completed by the employee's immediate Supervisor. In the case of Senior managers not reporting to the CAO, the appropriate Board, Committee of Council or the Mayor shall complete the evaluation.
3. The evaluation is to be completed prior to June 1<sup>st</sup> for each employee in accordance with the Performance Evaluation procedure. In the event of a disagreement the employee may follow the complaint procedure.

#### **Regular Full Time and ¾ Time Employee Advancement and Reclassification**

1. Employees shall progress annually from one step to another within their position's pay grade on June 1st, provided the employee's performance evaluation is "satisfactory" or better.
2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.

#### **Regular Part Time Employee Performance Evaluations**

1. Once an employee reaches 1820 hours an employee evaluation will be completed.
2. The evaluation is to be completed prior to the eligibility date.

#### **Regular Part Time Employee Advancement and Reclassification**

1. Employees shall progress from one step to another within their position's pay grade provided the employee's performance evaluation is "satisfactory" or better.

2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.



## 4.0 Early Retirement

All regular non-union full time employees that have twenty-five (25) years of continuous service in the municipal sector with a minimum of fifteen (15) years with the Township of Huron-Kinloss and are between the ages of 55 and 65, or meet the eligibility criteria of OMERS.

The Township of Huron-Kinloss recognizes and values the contribution and long service of employees. In an effort to ease the transition from full time employment to early retirement the Township will subsidize health care in a fiscally responsible manner.

### Extended Health and Dental

Coverage will be made available to early retirees under the terms and conditions set out in the master policy. The employee will be required to cover 25% of the premium cost.

### Life Insurance

Life Insurance will be made available to early retirees, at the level of one (1) times the annual salary, frozen at the date of retirement. The employee will be required to cover 25% of the premium cost.

### Dependent Life Insurance

Dependent Life Insurance will be made available to early retirees under the terms and conditions set out in the master policy at the date of retirement. The employee will be required to cover 25% of the premium cost.

### Health Care Spending Account

Health Care Spending Account will be frozen at the date of retirement. The retiree may deplete the balance of the account, under the terms and conditions set out in the master policy. Retirees may use the Health Care Spending Account for premiums under this policy.

All benefits will cease at the end of the month when the retired employee reaches 65 years of age.

Early retirees will be given the option to extend their last day of employment by including all accumulated vacation and lieu time.

## 5.0 Group Health Benefit Plan Policy

All regular non-union full time employees and Council Members are eligible for the group health benefit plan.

### *General*

The Township of Huron-Kinloss reserves the right to select the insurance carrier for the group health benefit plan. In all cases, the sole obligation of the Township is to determine the benefits to be provided under the plan(s) and pay the premiums required by the plan(s). Any disputes regarding the administration of the plan or payment of benefits lie between the employee and the insurance carrier.

Employees and Council Members who are eligible to enroll in the group health benefit plan, but are covered through a spousal plan with another employer may opt out of enrolling in the municipal plan. An employee shall produce proof of benefit coverage elsewhere. There is no compensation in lieu of benefits.

An employee shall not be eligible for the group health benefit plan until the successful completion of the probationary period, unless authorized by the CAO.

Group health benefits terminate at age 65 (sixty-five).

The following benefits will be provided:

- Life Insurance
- Dependent Life
- Accidental Death & Dismemberment
- Long Term Disability
- Drug Plan
- Dental Plan
- Vision Care
- Extended Health Services

## 6.0 Health Care Spending Account

All regular non-union full time employees and Council Members of the Township of Huron-Kinloss are eligible for the health care spending account.

Each eligible participant of the Township of Huron-Kinloss shall receive an annual benefit of \$1,000.00 for a family and \$500 for a single to be used for health care expenses not covered by the group health benefits. The expenditure must be for the employee or an eligible dependent, as defined by the group benefit plan.

As part of the benefit, claims can also be made for up to \$200.00 annually for fees paid for the cost of registration or membership for the employee to participate in a program of physical activity.

To qualify for reimbursement, a program must:

- be ongoing (last at least five consecutive weeks or, five consecutive days);
- be instructed and/or supervised by a qualified organizer; and
- require significant physical activity.

Generally, most of the activities must include a significant amount of physical activity contributing to cardiorespiratory endurance, plus one or more of:

- muscular strength,
- muscular endurance,
- flexibility, and/or
- balance.

Fifty percent of the eligible benefit shall be credited to the health care spending account on July 1st of each year and the remaining 50% on December 31st of each year. The health care spending account is cumulative, no interest will apply. Each employee will be presented with an annual statement of the balance available in their respective health care spending account. Any unused balance is not transferable upon termination of employment. Large expenditures may be submitted and payments made to the employee as they accumulate.

In the event a member of Council has an unused balance and ceases to serve on Council, the account will become frozen. The member will have up to four years to access any unused balance, no further benefit or interest will apply.

An employee shall not be eligible for the health care spending account until successful completion of the probationary period, after which the benefit will be prorated. New

Council members shall become eligible for the health care spending account after the oath of office is taken.

In the event that a medical expense or health care procedure is covered or partially covered by the group benefit plan, employees must first make a claim through the carrier before using the health care spending account and provide a copy of the carrier's statement.

Eligible expenditures shall be determined by the Treasurer of the Township using the Canada Customs and Revenue Agency Eligible Medical Expenses under the Income Tax Act. Any dispute shall be taken to the Chief Administrative Officer of the Township who will make the final decision.

All claims shall be submitted on the Township's remittance form and original receipts must be provided to document expenditures. All expenses shall be submitted within the calendar year in which they occur, unless otherwise authorized by the Treasurer or the Chief Administrative Officer.

When an employee resigns, they will have 30 days from their last day of employment to submit any outstanding HCSA claims. All requirements from this policy are still applicable.

## 7.0 Ontario Municipal Employees Retirement System (OMERS) Participation

2019-53

This policy shall cover every full-time, continuous employee, who on December 31, 1998 (was employed by the Township of Huron, Township of Kinloss or the Village of Lucknow). Every person who becomes an employee after the effective date on a continuous full-time basis as a condition of employment or if such person is already a member of OMERS may resume contributions.

Every person who becomes the Head of Council after January 1, 2019 shall become a member of the Primary Plan and retirement compensation arrangement (RCA) on the date they become Head of Council.

A Municipality may by a By-Law participate in the OMERS plan on behalf of its employees and pay into the OMERS pension fund.

Section 15 (1) of the Ontario Municipal Employees Retirement System Act.

The Treasurer of the Employer is hereby authorized to deduct from the earnings of each person who is a member of OMERS, the contribution required to be made by a member and to remit such contributions together with the amounts required under the OMERS Act.

## 8.0 Job Classification & Evaluation Policy

It is the objective of The Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed.

In May 2000, Council adopted a Job Classification & Evaluation system using The Jobchart System.

### Reviews

- a) Periodically employees will review their "Task List" and provide comments. The task list will be reviewed by the employee's immediate Supervisor and the employee and revised until satisfactory.
- b) The Grading Committee will then evaluate the positions.
- c) If there is a change in the pay grade level, it will be reported to Council and effective on that date.

### New Positions

- a) Grade and salary levels for new positions shall be established prior to hiring utilizing The Jobchart System.
- b) The Supervisor will develop a task list in consultation with the CAO as per The Jobchart System□ format.
- c) The Job Evaluation Committee will evaluate the position.
- d) The position will then be placed on the appropriate pay grade level and reported to Council.

## 9.0 Salary Protection

The Township of Huron-Kinloss recognizes that an employee may be entitled to salary protection (also known as “red circling”) when they are adversely affected by the reclassification of their position or reassignment to another position due to circumstances beyond the employee’s control. The purpose of this policy is to outline standards and procedures when red circling is considered to ensure fair and equitable treatment of employees.

### Red Circle Rate

Red circle rate is defined as the maintenance of an employee’s salary to provide salary protection when the position has changed and/or reclassified such that the new pay grade established is lower than the old pay grade. The red circle rate continues until the salary range for the reclassified position meets or exceeds the employee’s red circled salary.

### Reclassification

When there is a change to the duties, responsibilities and qualification of a position as outlined in the Job Classification & Evaluation Policy or other reason that a re-evaluation is warranted, it may be necessary to revise the position description and re-evaluate the position using the job evaluation system. The reclassification may result in moving the position on the salary grid; either an adjustment upward, downward or there may be no change at all.

### Procedures

Red circling of a position may occur as a result of:

- Evaluation of the position through a new job evaluation methodology
  - Reclassification of a position using the job evaluation system
  - Reassignment to another position, including workplace accommodation
  - Cessation of a market demand adjustment
1. The employee shall stay at their current salary (which exceeds the new maximum) and remain at this salary until the salary range for the reclassified position meets or exceeds the employee’s red-circled salary.
  2. The employee will not receive further economic increases for cost of living or inflationary adjustments until the salary range rises to meet the red-circled salary rate. At this time the wages is no longer red-circled.

Note: Salary protection does not apply to an employee who voluntarily applies to a posted opportunity and is successful in the selection process, or when an employee voluntarily accepts an appointment to a lower rated position.



## 10.0 Council Remuneration Policy

### **Legislative Authority: Section 283, Municipal Act, 2001**

This policy shall establish remuneration methods for the Township of Huron-Kinloss Council members. The Township of Huron-Kinloss allows for remuneration and expenses for Council members.

#### Remuneration

All remuneration rates for Council members will be increased at the same rate as the non-union salary grid.

The Treasurer shall bring forward a by-law every year setting the rates.

#### Standing Committee Meetings

Standing Committee meetings shall be defined as a meeting for which:

- a) the member was in attendance and,
- b) provided the member was appointed to the Committee by Council or;
- c) was authorized by Council to attend
- d) the per diem rate shall be established in the annual remuneration by-law.

#### Special Meetings

Special Meetings shall be defined as attendance at a meeting which:

- a) the business of the Township is under discussion
- b) the information is being directly obtained on behalf of the Township
- c) is called by the Mayor or by a petition of Council members
- d) the member is authorized to attend by Council
- e) the per diem rate shall be established in the annual remuneration by-law.

## 11.0 Pregnancy Council Policy

### **Legislative Authority: Section 270 of the Municipal Act, 2001, as revised by Bill 68**

The Township of Huron-Kinloss recognizes a member of Council's right to take a 20 week leave for the Member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with the Municipal Act, 2001.

Township Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A member is elected to represent his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. A member will continue to receive communication from the Township as if the member were not on leave.
4. A member reserves the right to participate as an active member of Council at any time during his or her leave.
5. A member's stipends, per diems will be suspended during the members leave; however they will be provided with the same benefit and pension opportunities afforded to municipal staff outlined in the Leave of Absence policy.
6. Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the CAO at least 4 weeks prior to the expected start and end dates when possible.
7. The Mayor may make temporary appointments to any committees, boards, etc. that are constituted by the Township of Huron-Kinloss and where the member is the only member of Council on that body.
8. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the CAO of their intent to lift any of the temporary appointments to exercise their statutory role.



## Policy

Section: 3.0 Human Resources

Policy: Criminal Reference Check

By-Law: 2012-96; 2022-137 Schedule C

Date: [Click here to enter a date.](#)

Revision: August 8, 2022

### Coverage:

This policy shall apply to anyone before they can be hired, transferred, promoted, or accepted as an employee, contractor or volunteer into positions of trust for the Corporation of the Township of Huron-Kinloss.

### Policy Statement:

The Township of Huron-Kinloss is committed to protecting the well-being of its employees and the public

### Legislative Authority:

Ontario Human Rights Code.

### Contents:

This policy shall be followed for positions:

1. Requiring contact with the vulnerable sector defined as "persons who because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others; or are otherwise a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them."
2. Which involve significant responsibility for financial transactions.
3. Requiring the handling of cash or negotiable securities.
4. Involving the control of significant inventory or corporate property.
5. Involving access to sensitive corporate information or trade secrets.
6. For which a criminal reference check is required by law or;
7. Any other position where a criminal reference check is a bona fide occupational qualification.

The CAO may still offer the position to the candidate if after reviewing the details they believe that the individual would not cause any harm to the organization or a client of the organization. Written documentation must be provided in the file noting the rationale of this decision. This determination should be based on the following criteria:

- a) Number of offences,
- b) Nature of the offence(s),
- c) Date of the offence(s),
- d) Feasibility of obtaining a pardon

All documents regarding criminal reference checks will be kept in one confidential file by the Human Resources Generalist. Positive criminal reference checks and other documents provided by an unsuccessful candidate will be returned to the individual and any copies destroyed.

The use of information obtained through the Police Record Checks regarding outstanding criminal code charges and criminal code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.



## Policy

Section: 3.0 Human Resources

Policy: Technology Policy

By-Law: 2022-172

Date: 17 October 2022

Revision: May 29, 2024

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss values trust, discretion and transparency. The purpose of this policy is to ensure that all employees, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of equipment and technology including email and internet. The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

### Legislative Authority:

N/A

### Contents:

Email, Internet & Intranet

Mobile Communications

Electronic Monitoring

Use of Generative Artificial Intelligence



# **Township of Huron-Kinloss**

## ***Technology Policy***

## Contents

Policy.....	1
Coverage:.....	1
Policy Statement:.....	1
Contents:.....	1
1.0    Email, Internet and Intranet.....	3
GENERAL PRINCIPLES.....	4
1.0    Ownership.....	4
2.0    Privacy of communications.....	4
3.0    Data security.....	4
4.0    Monitoring.....	4
5.0    Personal use.....	4
6.0    Downloading.....	5
7.0    Unacceptable use of Internet-related systems.....	5
8.0    Education.....	6
9.0    Enforcement.....	6
10.0   Amendments.....	6
11.0   Freedom of Information.....	6
12.0   Disclaimer.....	7
2.0    Mobile Communications.....	8
Eligibility.....	8
Implementation.....	8
Program Management.....	8
Guidelines for Use.....	9
3.0    Electronic Monitoring Policy.....	11
GPS Tracking.....	11
Email and Computer Access.....	11
Access to Facilities.....	11
Generative Artificial Intelligence Tools.....	11

General.....	12
3.0 Use of Generative Artificial Intelligence Policy.....	13
Definitions: .....	13
General.....	13
Responsible Use and Ethical Use Guidelines.....	13
Approved use of Generative AI.....	14



## 1.0 Email, Internet and Intranet

**“Intranet”** means the Corporation’s internal website.

**“Internet”** means all activities undertaken through the Corporation’s Internet resources including electronic mail and browsing external web sites unless otherwise specified.

Access to Internet-related systems enables employees, agents, elected officials, and representatives of the Township of Huron-Kinloss to gather information relevant to the Corporation’s business from external sources; and to provide information to residents, potential residents, businesses and business prospects.

The purpose of this policy is to ensure that all employees, agents, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of email and internet.

This policy outlines the Corporation’s requirements regarding acceptable Internet and Intranet Electronic Mail (Email) usage.

Electronic mail access is automatically provided to employees through Microsoft Outlook. Additional approval is not required.

Access to other Internet functions is determined by the requirements of the employee’s position. It is the responsibility of the Senior Management of each department to assess employee needs when granting access.

When email is used internally or externally the comments contained in the message may be viewed as an opinion of the Corporation of the Township of Huron-Kinloss and legal ramifications may result if improperly used. In order to avoid any confusions or misconceptions, email use shall be limited to work related matters only.

Email is a form of business communication and should be treated as such. Be professional in all email communications.

Remember that email messages are not confidential. If required to distribute confidential information, send it another way or make sure it is properly encrypted.

When using the Internet to conduct research or to make business-related decisions, always consider the source. Ensure that the information obtained is credible, accurate and up to date. This may require verification through an independent source.

## GENERAL PRINCIPLES

### 1.0 Ownership

Corporate provided Internet/Intranet and Email privileges, like computer systems and networks, are considered corporate resources and are intended to be used for business purposes.

### 2.0 Privacy of communications

Correspondence via Internet Email is NOT guaranteed to be private. While network administration provides a high level of privacy and security on the network, users should be aware that Email messages can be recovered even though deleted by the user.

### 3.0 Data security

Employees must safeguard their login ID and password from disclosure to any person except the Treasurer or CAO. Users must use their own log ID and password and must immediately report any known or suspected compromise of their ID to the Treasurer or CAO.

### 4.0 Monitoring

The Corporation will monitor all employee usage to ensure proper working order, appropriate use by employees, and the security of corporate data. Also, the Corporation will retrieve the contents of any employee communications in these systems from time to time.

The distribution of any information through Internet-related systems is subject to the scrutiny of the Corporation to determine suitability.

Users may also be subject to limitations on their use of Internet-related resources.

### 5.0 Personal use

Internet and email access is provided to enable employees to perform their job effectively. Employees are expected to restrict Internet and email use to work-related activities. Although occasional personal use is acceptable, employees may only do so outside working hours and if it does not interfere with anyone else's work. Discretion must be taken when accessing the internet in areas of public access.

Employees may not use the corporation's email or internet access for personal business use.

If an employee receives Email that conflicts with any section of this policy, they must notify their Supervisor immediately. The Supervisor will notify the sender of such Email that it is not appropriate and to cease sending any further such type of Email.

## 6.0 Downloading

Downloading of non-executable files for business use is permitted. These would include reports, adobe PDF files, information flyers, etc., from other institutions or government agencies that may be useful to the Corporation. If in doubt, contact your Supervisor.

Executable software may not be downloaded. This type of software ends in a file extension .exe, .bat or .com and may contain viruses or other harmful code, which could harm the Corporation's network. If such a file is required, downloading must be done by the Treasurer. The file will then be checked for infection.

## 7.0 Unacceptable use of Internet-related systems

Communications and Internet access should be conducted in a responsible and professional manner reflecting the Corporation's commitment to honest, ethical and non-discriminatory business practice.

- Employees shall not visit Internet sites that contain obscene, pornographic, and hateful or other objectionable materials; send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Employees shall not solicit Emails that are unrelated to business activities. This includes the forwarding of jokes or chain-type letters to other employees in the office.
- Employees shall not use or permit the use of the Internet or Email for any illegal purpose.
- Employees shall not represent personal opinions as those of the Corporation.
- Employees shall not make or post indecent remarks, proposals, or materials.
- Employees shall not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to the Corporation, to parties outside of the Corporation.
- Employees shall not download any executable software.
- Employees shall not intentionally interfere with the normal operation of the network, including the propagation or computer viruses and sustained high volume network traffic which substantially hinders others in their use of the network.

- Employees shall not examine, change, or use another person's files, output, or user name for which they do not have explicit authorization.
- Employees shall not perform any other inappropriate uses identified by their Supervisor.
- Employees shall not connect unauthorized equipment to the network for any purpose inconsistent with the business purpose of the Corporation.
- Employees shall not deliberately waste computer resources, including but not limited to bandwidth, disk space and printer paper.
- Employees shall not use the corporate network to gain unauthorized access to any computer system.
- Employees shall not install computer games on any municipally owned computer.

## 8.0 Education

To promote the efficient use and to avoid misuse of Internet/Intranet-related features, a copy of this policy statement will be distributed to all employees having access to Internet-related systems. Employees are required to familiarize themselves with the contents of this policy. Internet training sessions may be conducted in conjunction with the Treasurer. Supplemental training will be offered as technological and/or policy changes allow.

## 9.0 Enforcement

Employees who violate any of the guidelines set in the policy will lose their access privileges. Depending on the severity of the violation, employees may be subject to disciplinary action from written warnings through to employee termination. The Corporation also retains the right to report any illegal violations to the appropriate authorities.

## 10.0 Amendments

The Corporation may amend this Acceptable Use Policy from time to time as necessary. All employees with access to the Internet/Intranet-related systems will receive prompt notice of any amendments.

## 11.0 Freedom of Information

All electronic documents, which are created by or with the Corporation's computers or network, including Internet related systems are records for the purposes of the

Municipal Freedom of Information and Protection of Privacy Act and may be a public record for the purposes of this Act. Professionalism should be used at all times in emails as emails are classified as a document of record under the Freedom of Information and Protection of Privacy Act.

## 12.0 Disclaimer

The Corporation will not be responsible for any misuse of Corporate Internet/Intranet-related systems. Persons found to be misusing the Corporation's Internet/Intranet-related systems will be responsible for any costs or damages sustained by the Corporation or third party and will be obligated to indemnify the Corporation for any claim against the Corporation by a third party.

## 2.0 Mobile Communications

The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

### Eligibility

**Assigned Mobile Devices:** Employees or Council members who are required to be available outside regular business hours and/or spend a significant amount of time outside of the office while performing their duties shall be eligible for an assigned mobile communication device, upon the approval of the appropriate supervisor and the Treasurer.

**Department Issued Devices:** Employees may be provided with a mobile communication device at the discretion of their supervisor for the purposes of being on call, emergency or occasional use, as required.

**Personal Mobile Devices:** Employees or members of Council who frequently use a mobile communications device while performing their duties may be eligible for a service reimbursement for use of a personal device on Township business, upon the approval of the appropriate supervisor and the Treasurer.

### Implementation

The appropriate senior manager shall monitor their department issued devices distribution and use arrangements and reallocate available mobile resources as necessary to address the needs within specific functional areas.

Employees or Council members wishing to acquire an assigned mobile device or receive a service reimbursement shall complete the Mobile Communications Application (attached as Schedule "A") and submit to their supervisor for review.

The application shall be retained in the employee's personnel file and document the type of equipment, if any, assigned and the date of the return of said equipment.

The amount of the service reimbursement will be set at the discretion of the Treasurer based on the amount of business use and the comparable rates of similar services.

### Program Management

Assigned Mobile Devices and accessories are considered Township property and shall be returned immediately upon request or termination of employment. The Township will assume the costs of usage, including monthly plans and the purchase of equipment. All bills shall be sent directly to the Township for payment and the Treasurer shall be

authorized to make any necessary changes to the service. Mobile devices assigned to individual employees and are used for personal use will not be considered a taxable benefit as long as the costs are part of an all-inclusive plan. Any plan overages that result from an employee's personal use will be the responsibility of the employee.

Employees who use their own personal mobile device for Township business may receive a reimbursement for the business portion only. This is not considered a taxable benefit when it is based on the service portion only. Personal Mobile Devices and accessories are considered personal property and the Township assumes no responsibility for payment of any monthly charges or repairs/replacement of equipment. All bills are the responsibility of the employee.

If an employee or Council member has been approved for a service reimbursement with respect to business use of a personal mobile device, they may redeem as follows:

- 1) Submit copies of their bill and/or proof of payment of the mobile service to their supervisor.
- 2) Once received reimbursement will be made through Accounts Payable during the appropriate cheque run.

### Guidelines for Use

Mobile devices are intended for the purpose of conducting Township business. Individually assigned Township mobile devices may be utilized for personal use, but it is recognized by both the employee and the Township that this is municipal property. Mobile devices are a business communication support and staff are required to be professional in their use, in accordance with the employee code of conduct. The Township may make changes to the plan/device as necessary and may request the return of the device at any time.

Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the Township plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges for personal calls shall be the responsibility of the employee and shall be promptly reimbursed.

Cell phone numbers will be treated as privileged information and therefore, will NOT be provided directly to members of the public.

If you need to make or receive a call on your mobile device while driving, you must safely pull off the road and park your vehicle.

The misuse of a mobile device may result in the loss of its use by the individual and/or other arrangements may be made as deemed appropriate by the supervisor.

Reference: Schedule A Mobile Communications Application

Schedule B Mobile Communications Memorandum of Understanding

CRA Taxable Benefits – T413OE Rev. 19 Page 18



### 3.0 Electronic Monitoring Policy

#### **Legislative Authority: *Employment Standards Act; Municipal Freedom of Information and Protection of Privacy Act.***

The Township of Huron-Kinloss values trust, discretion and transparency and believes employees deserve to know when and how they are being monitored. The Township does not actively monitor employees electronically, however there are opportunities where access to electronic communications and electronic monitoring may occur.

The Township can access information through electronic monitoring for a variety of reasons, listed below.

#### GPS Tracking

The Township has GPS tracking on many of their vehicles. The GPS tracks location, speed, whether the plow was down, salt was applied and other operational items of the vehicle. The main reason for this level of monitoring is for liability purposes and road patrol and inspections.

#### Email and Computer Access

The Township has access to employee's windows log in, work email and other Microsoft applications, using administrator rights. Access to employee's work emails may occur to put on an "out of office" message for unplanned absences, throughout the term of any unplanned absences, Freedom of Information requests if applicable or as deemed necessary to manage the operations of the organization. The Township does not actively monitor employee's work emails.

#### Access to Facilities

The Township has established guidelines surrounding electronic access to municipal facilities where available. Guidelines include specific timeframes to access facilities based on the position and access is restricted to respective facilities of the position. Employees have appropriate access to all their workplaces and facilities with the use of a single keyless remote FOB or use of a mobile app. This method allows full control on all functions and features via web-based program and tracks all events electronically.

#### Generative Artificial Intelligence Tools

The Township has established guidelines surrounding the use of Generative Artificial intelligence. The Township reserves the right to monitor the Internet usage, various websites and Generative AI models and staff activity on these resources. Action will be

taken if the Township suspects that Staff have used Generative AI in contrary to this policy or for any unlawful activity.

### General

The Township reserves the right to change policies and procedures as required to comply with legislation.

The Township's electronic monitoring is aimed at collecting information that is related to the services provided and any personal information collected will be protected as per the Municipal Freedom of Information and Protection of Privacy Act.

### 3.0 Use of Generative Artificial Intelligence Policy

#### **Legislative Authority: *Municipal Freedom of Information and Protection of Privacy Act.***

This policy establishes guidelines for the responsible and ethical utilization of Generative artificial intelligence (AI) tools by Township employees. Generative AI tools, such as ChatGPT, can enhance efficiency, however their use must align with the Township's values, regulations and data privacy standards. Generative AI tools may be employed for various tasks, such as drafting routine emails, generating reports and answering general inquiries. It is important to note that these tools are not a substitute for human judgment or decision making.

#### Definitions:

**Generative AI** - Class of Artificial Intelligence (AI) tools that create new data or content autonomously, such as text, images and videos. Data can be entered in a Generative AI tool to produce different outputs, which are often indistinguishable from human created content. Examples: ChatGPT, GPT, DALL-E2, Bing AI.

**GPT** - Generative Pre-trained Transformer is a Chatbot created by OpenAI. It uses large language models and data inputs to create a desired output that can be customized accordingly including such things as the language style, format, length of output, and level of detail.

**Social Media** - Websites and applications that enable users to create and share content or to participate in social networking. Examples include TikTok, Facebook, Instagram.

**Output** – The results that are produced from a Generative AI tool.

#### General

Generative AI technologies are a powerful set of tools that will have a significant impact on the productivity of individuals and organizations, but the use of such technologies presents legal, compliance and security risks. It is not always clear how data provided to public version of Generative AI models will be used, therefore the Township has developed this Policy to establish its decision and guidance on the use of Generative AI technologies.

#### Responsible Use and Ethical Use Guidelines

- Like other public exposure of data, you must always assume any data provided to a public Generative AI system can and will be used for training future Generative

AI models and will be made publicly available to other individuals and organizations on the Internet.

- Employees must not use or enter any confidential or restricted information into third-party Generative AI tools. Types of restricted information would include, but is not limited to, personal data, financial data, protected health information, resident data and Township proprietary information.
- Posting Township confidential information or proprietary information to public external website and technologies is strictly prohibited. Anything you would not post on social media or on a website should not be exposed to or shared with publicly available Generative AI tools.
- Employees who use Generative AI tools must review the outputs to ensure that they are factually accurate, complete and up to date. Since Generative AI tools do not cite sources for content there may also be copyright or intellectual property considerations. Employees are responsible for validating the output produced by Generative AI.
- Generative AI tools have been shown to produce incorrect or inaccurate information. In addition, Generative AI outputs are derived from data entered by many other users through the well-known process of model training. Township staff should carefully consider the impact of leveraging data that is generated by Generative AI, particularly data derived from public domain data sets.

### Approved use of Generative AI

Use of public Generative AI is allowed for the following use cases:

- Summarizing information from public sources. This involves condensing lengthy articles, reports or data into concise, easily consumable summaries, saving time and highlighting key points.
- Theming information from public sources. Generative AI can analyze and categorize information based on themes or topics, making it easier to understand the overarching ideas or trends within large datasets or texts.
- Templating responses, for example emails, letters etc. Generative AI can create customizable templates for various forms of communication, ensuring consistency and professionalism while adapting to different contexts and recipients.
- Comparing information. Generative AI can be used to compare data sets, texts or information from different sources, identifying similarities, differences or trends which is particularly useful in research and analysis.

- Creating starting points for presentations or documents. Generative AI can generate outlines, initial drafts or ideas for presentations and documents, offering a foundation that can be further developed and personalized.
- Generating basic web content. This includes creating text for websites, blogs and social media posts.

The Township of Huron-Kinloss reserves the right to restrict Staff from using a particular Generative AI tool if the Staff member is deemed to be using the tool outside of this policy and its guidelines.



## Policy

Section: 3.0 Human Resources

Policy: Employee Protection Resources Policy

By-Law: 2022-137 Schedule E

Date: 8 August 2022

Revision: May 29, 2024

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township is committed to protecting employees, and volunteers from potential hazards in the workplace. This policy provides guidance and resources for specific hazards and opportunities such as firearms in the workplace, fitness for duty, bio-hazard issues in agriculture and volunteer opportunities.

### Legislative Authority:

*Occupational Health & Safety Act*

*Accessibility for Ontarians with Disabilities Act*

*Ontario Human Rights Code*

### Contents:

Firearms Policy

Fit for Duty & Substance Abuse Policy

Farm Bio-Hazard Policy

Take Our Kids to Work Policy



# **Township of Huron-Kinloss**

## ***Employee Protection Resources Policy***

# Contents

- Policy..... 1
  - Coverage:..... 1
  - Policy Statement:..... 1
  - Contents:..... 1
- 1.0 Firearms Policy ..... 3
- 2.0 Fit for Duty & Substance Abuse Policy ..... 4
- 2.0 Farm Bio-Hazard Policy..... 7
- 3.0 Take Our Kids to Work Policy ..... 8
- Schedule "A" ..... 9



## 1.0 Firearms Policy

The Township of Huron-Kinloss shall not permit the use or storage of firearms by employees, while on Township business.

The Township does not permit the use of firearms during Township business.

Firearms shall not be stored in Township owned property or on Township premises.

Firearms shall not be stored in personal property while on Township business.

Any employee with a firearm in their possession while performing Township business shall be subject to disciplinary action in accordance with the Termination Policy.

## 2.0 Fit for Duty & Substance Abuse Policy

**Legislative Authority: Occupational Health & Safety Act; Accessibility for Ontarians with Disabilities Act; Ontario Human Rights Code**

The Township of Huron-Kinloss expects that all employees and volunteers report fit for duty. The Township is committed to providing a safe and healthy work environment for all employees and volunteers and recognizes that impairment caused by fatigue, stress, alcohol, drugs, or medication use or abuse can adversely affect workplace safety and job performance. In order to support this objective, employees and volunteers are required to come to work free from the effects of alcohol and/or drugs and in a condition fit for duty, with the ability to perform their job duties safely, effectively and efficiently. The Township has a zero tolerance for alcohol and substance abuse at the workplace.

### **Definitions**

**Alcohol:** All substances defined as liquor in the *Liquor License Act*

**Fit for Duty:** Is a state of physical and mental ability that allows an individual to perform their duties safely and effectively without impairment due to the use of or after-effects of alcohol, illicit drugs, legal medications, or other health conditions.

**Medication:** Includes all prescription or non-prescription over the counter medications

**Safety Sensitive Positions:** All positions that meet the following criteria:

- Some or all of the job duties have a likelihood of being immediately dangerous to life and health to self, employees or member of the public.
- Some or all of the job duties require the operation of high cost, high risk or complex equipment; and/or.
- Some or all of the job duties require the use or handling of materials that are high costs or high risk.

**Substance Abuse:** The use of alcohol, illicit drugs, medications, and other substances that can impair a person's judgment, clarity and functioning and render them not fit for duty.

**Use or Abuse of Drugs:** The non-medical use and/or abuse of controlled or restricted drugs including the following:

- All substances that are listed in the *Controlled Drugs and Substances Act*.

- All controlled drugs and restricted drugs as defined and listed in the *Food and Drugs Acts*.
- All non-prescription use of medical drugs which are available by prescription.
- All abnormal use or abuse of prescribed drugs

The following expectations apply to all employees and volunteers while conducting work on behalf of the Township, whether on or off Township property.

- You are expected to report to work fit for duty and be able to perform your duties safely and to standard; employees must remain fit for duty for the duration of their shift.
- You shall advise your supervisor in the event that you have concerns about a co-worker's fitness for duty.
- You are encouraged to inform your supervisor about the use of medications, prescription drugs, other substances or personal circumstances that may impair performance or compromise safety.
- Accommodation shall be coordinated with the Chief Administrative Officer in accordance with the Integrated Accessibility Policy.
- Employees needing rehabilitation shall be encouraged to seek professional care and support through their personal health care professional.
- Individuals who present unfit for duty could be asked by their supervisor to leave the workplace in accordance with the Fit for Duty procedure.
- Employees who refuse to cooperate in rehabilitation and/or who continue to present as a safety risk to themselves or others shall be subject to discipline in accordance with the Termination Policy.
- The use, distribution, display and sale of illicit drugs, alcohol and/or drug paraphernalia is prohibited while conducting work on behalf of the Township whether on or off Township property.
- All drivers of Township vehicles must comply with the provincial legislation.

The Township does not engage in pre-employment or random drug and alcohol screening, however, drug and alcohol testing which falls within legal parameters may be required under the following circumstances:

- Post-accident (incident), where recordable losses have occurred and/or where there is suspicion that drug or alcohol use may have been a factor.
- Where there is evidence of drug or alcohol use contrary to this policy; and/or
- Where an employee's acknowledged substance abuse has led to a last chance agreement, which includes post rehabilitation monitoring.

Under certain conditions (e.g., conferences, dinner meetings, social events) where employees are representing the Township, it is acceptable to consume alcohol. However, it is the expectation of the Township that employees involved in the consumption of alcohol under these circumstances do so in a socially responsible manner and follow all legal requirements.

Employees with a medical prescription for a substance that may affect their job performance have a duty to disclose and may be accommodated in accordance with the Integrated Accessibility Policy. The confidential nature of medical records of individuals who have disclosed their information will be preserved as per the *Municipal Freedom of Information and Privacy Act*.

Employees that do not adhere to this policy shall be subject to the Township's Termination Policy, By-Law 2019-168, as amended.

Individuals with questions related to this policy or who have issues related to substance abuse in the workplace may raise their concerns with the Chief Administrative Officer.

## 2.0 Farm Bio-Hazard Policy

Employees of the Township shall follow safe protocol practices for the control of contagious animal diseases.

The Township of Huron-Kinloss staff shall respect any protocol, signs, or barriers to contagious disease at the facility and only park in authorized areas away from ventilation outlets or inlets.

Before entering, the employee shall request authorization from the owner or manager.

The employee shall use clean rubber boots or disposable plastic boots, clean laundered coveralls and other protective clothing provided by the facility, if available.

Inside the facility, the employee shall only enter livestock areas where necessary and stay on alleyways and sidewalks, as much as possible.

When exiting the facility proper cleaning, disposal and disinfection procedures for any personal protective equipment shall occur.

### 3.0 Take Our Kids to Work Policy

All Township employees may bring a Grade 9 student to work with them on the designated day, provided the work that the employee is involved in does not put the student at risk.

#### Employee Responsibilities:

- The employee shall complete a parental permission form (see Schedule "A" attached) and submit it to the Chief Administrative Officer for approval prior to the designated day.
- The employee shall ensure the student is aware of all Health and Safety Policies and Procedures relating to the work.
- The student shall be fully supervised at all times.
- The student shall not be exposed or have access to sensitive or confidential information.

#### Student Responsibilities:

- The student shall follow the corporate Health and Safety Policies and Procedures at all times.
- The student shall wear any personal protective equipment that is required for the employee (i.e., ear plugs, safety glasses, etc.).
- The student shall dress appropriately for the assigned area.

Schedule "A"

Township of Huron-Kinloss  
*TAKE OUR KIDS TO WORK PROGRAM*  
PARENTAL/GUARDIAN PERMISSION FORM

Employee Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work Location: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_

The student will be present at my workplace between the hours of \_\_\_\_\_ on the following date: \_\_\_\_\_.

I (parent/guardian) agree to comply with the Township of Huron-Kinloss' *Take Our Kids to Work Policy*. I will discuss the policy with my student and ensure that they are properly supervised at all times. I understand that students are not permitted to operate any motorized vehicle or equipment, including but not limited to automobiles, tractors, snow vehicles or all-terrain vehicles. I understand that students are not permitted to enter confined spaces, trenches, or construction sites. The student will not have contact with hazardous materials.

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (student) have read the *Take Our Kids to Work Policy* and agree to comply with them. If I have any questions or concerns, I will discuss this with my workplace host.

Student  
Name: \_\_\_\_\_

Student  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Policy & Procedures

Section: 3.0 Human Resources

Policy: Employee Recognition Policy

By-Law: 2016-77; 2022-137 Schedule F

Date: 3 August 2016

Revision: August 8, 2022

### Coverage:

All regular full time,  $\frac{3}{4}$  time and part time employees for the Township of Huron-Kinloss.

### Policy Statement:

The Township of Huron-Kinloss recognizes the dedication and accomplishments made by its employees. The Township is committed to honoring those individuals who contribute through their commitment, efforts and actions towards the success of the Corporation and the community. Employees will be acknowledged for professional commitment and at milestones throughout their career through a uniform and consistent recognition program in an effort to inspire employee engagement and retention.

Beyond this formal Recognition Policy, the CAO and Senior Managers are encouraged to recognize any or all of their employees on an ongoing basis for their efforts and their work to support the Corporation.

### Legislative Authority:

N/A

### Contents:

#### 1.0 Recognition Programs

##### 1.1 Education Recognition

Employees achieving major educational milestones (eg. Certificate programs, diplomas, degrees, or professional designations) will be recognized within the organization.

##### 1.2 Recognizing Service Milestones

Recognition of service shall be for employees who:



- Reach their five year milestone, and allotted for every five years thereafter; and
- Acknowledgement that they are retiring

## Eligibility

The Township of Huron-Kinloss employees will be recognized for their service or retirement recognition, if they are in the following roles:

- Regular full-time,  $\frac{3}{4}$  time or part-time

The date used to calculate service for the purpose of this policy will be the year of full time,  $\frac{3}{4}$  time or part time employment with the Township of Huron-Kinloss or pre-amalgamation municipalities.

In the case of a part time employee, once a total of 900 hours is reached (in a year or over consecutive years), the employee shall become eligible for service recognition based on their anniversary date of continuous service to the Township.

## Application for Service Milestone Recognition

The Human Resources Generalist will be responsible for notifying the Senior Manager of the years of service for employees each January and will work in conjunction with the Senior Manager to arrange the appropriate recognition according to the policy.

The CAO and Senior Managers will be formally recognized with a presentation by the Mayor and Council. All other employee service award recognition will take place at a meeting with staff present.

Recognition will take place prior to December 31 each year.

A Quarter Century Club plaque will be displayed in the Township of Huron Kinloss Municipal Office recognizing employees that have reached the 25 year milestone.

All purchases of mementos or gift certificates will occur within the Township of Huron-Kinloss boundaries where possible.

## Service Milestone Recognition Gifts

**5 Years:** \$50 \*Dinner/Food Gift Certificate and a Huron-Kinloss pin.

**10 Years:** Clock with engraved plaque acknowledging ten years of service. Not to exceed \$100.00 in value.

**15 Years:** \$150.00 gift certificate of the employees' choice

- 20 Years:** \$200.00 gift certificate of the employees' choice  
**25 Years:** \$250.00 gift certificate of the employees' choice  
**30 Years:** \$300.00 gift certificate of the employees' choice

### Retirement Recognition

Retirement recognition is intended to acknowledge an employee's contribution through their employment with the Township of Huron-Kinloss and marks a significant life transition.

### Retirement Recognition Gift

- For employees with 15 years or more of service a gold watch with engraving/or gold bracelet with engraving. Not to exceed \$300.00 in value.

### Retirement Recognition Function

The organization of a celebration inviting peers and immediate family members of the employee will be arranged by the Human Resources Generalist and Senior Manager for those employees reaching a milestone of 15 or more years, and who was eligible under the OMERS Pension Plan for retirement from the Corporation.

An employee shall have the option of forgoing a retirement celebration. In such case a donation of \$1500 towards a local charity of their choice will be made in their honor.

### Enactment

Employees reaching a Service Milestone in a Retirement year shall receive both the service milestone recognition gift, the retirement recognition gift and the retirement recognition function as outlined.

This policy shall take effect upon the passage by by-law. All regular full time, 3/4 time and part time employees shall be eligible for service milestone recognition based on their anniversary date and the closest year of service gift (eg. an employee with 17 years of service shall be awarded the 15 year service award). No accumulation of previous service awards prior to that closest award recognition date shall be given.



## Policy

Section: 3.0 Human Resources

Policy: Health & Safety Policy

By-Law: 2022-37 Schedule G

Date: 8 August 2022

Revision: [Click here to enter text.](#)

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss is committed to providing an accident-free workplace for their employees and volunteers in order to prevent personal injuries and to ensure a safe environment to conduct the business of the Township and to eliminate damage to, or accidental loss of Township property.

### Legislative Authority:

N/A

### Contents:

Health and Safety Policy

Health and Safety Manual Policy

Health and Safety Employee Guide Policy



# **Township of Huron-Kinloss**

## ***Health and Safety Policy***

# Contents

- 1.0 Health and Safety Policy ..... 3
- 2.0 Health and Safety Employee Guide Policy..... 4
- 3.0 Health and Safety Manual Policy..... 5

## 1.0 Health and Safety Policy

The Township of Huron-Kinloss is committed to providing an accident-free workplace for their employees in order to prevent personal injuries and to ensure a safe environment to conduct the business of the Municipality and to eliminate damage to, or accidental loss of Municipal property.

The Township of Huron-Kinloss will provide and maintain a safe and healthful work environment as indicated by acceptable industry practices and compliance with legislative requirements. All employees must receive adequate training in their specific work tasks to protect their health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. All management functions will comply with the Township of Huron-Kinloss loss prevention requirements as they apply to the design, operation and maintenance of facilities and equipment. All employees must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Township of Huron-Kinloss.

Commitment to health and safety must form an integral part of this organization, from the Mayor and Council to all workers within the Township

## 2.0 Health and Safety Employee Guide Policy

### **Legislative Authority: Occupational Health and Safety Act**

A set of general guidelines shall be established for creating and maintaining a safe work environment.

The Township of Huron-Kinloss Employee's Guide to Occupational Health and Safety (see Schedule "A") can be viewed at the Township of Huron-Kinloss office in Ripley.

### 3.0 Health and Safety Manual Policy

**Legislative Authority: Ontario Occupational Health and Safety Act**

A set of policies and procedures concerning health and safety in the workplace shall be outlined in a Health and Safety Manual.

The Township of Huron-Kinloss Corporate Occupational Health and Safety Policies and Procedures Manual (Schedule "A") can be viewed at the Township of Huron-Kinloss office in Ripley.





## Policy

Section: 3.0 Human Resources

Policy: Hiring Policy

By-Law: 1998-98, 2004-48, 2014-89, 2016-12, 2022-137 Schedule H, 2022-173

Date: 17 May 1999      Revision: February 1 2016, December 1 2020, August 8, 2022, October 3, 2022

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss shall endeavour to fill all vacancies by competition, either internal or external, while recognizing the role of managers in the hiring process and as such supporting the managers in their efforts to carry out hiring in a systematic manner.

### Legislative Authority:

Section 270, Municipal Act, 2001

### Contents:

#### **Recruitment**

When a vacant position is part of the Council approved organization chart, the Senior Manager will inform the Chief Administrative Officer (CAO) of a vacancy.

A newly created position must be recommended by the CAO and Senior Manager and approved by Council in order for the organization chart to be updated.

The positions' current description will be reviewed and updated, if required. A new position description will be created if required by the Human Resource Generalist (HRG) and Senior Manager.

The recruitment and hiring policy should be fair to the general public and ensure that the best available applicant for the job is hired, while complying with applicable legislation.

Recruitments are conducted through "internal competition" which limits the search to Huron-Kinloss employees or by way of "open competition" which extends the search outside the Corporation. It is noted that Huron-Kinloss employees are eligible to apply in open competitions.

The Senior Manager, in consultation with the CAO and the HRG will decide the appropriate method of search for qualified candidates.

If specified employees have been earmarked for promotion as the result of previously identified training and development plans, they will be considered first for vacant positions that are oriented to their identified promotion path.

### **"Internal Competition"**

Positions that are to be filled, initially, by an internal competition will have the openings posted by the HRG on the intranet bulletin board for five (5) working days. Outside applications for internal job postings will not be accepted. In order to be selected for an internal position the employee must meet the selection criteria for the advertised position.

If an internal applicant is not selected, it is good employee relations to respond to unsuccessful internal applicants, to explain the reasons for their not being selected, before proceeding to review external candidates.

### **Hiring of Relatives**

- a) This policy has been devised to eliminate any practice that may give rise to conflicts or difficulties for Supervisors, co-workers and subordinates when recruiting, maintaining order, maintaining discipline or terminating employees when an employee is aware that this Supervisor, co-worker or subordinate is a relative of another employee.
- b) "Relative" is defined as a parent, step parent; spouse, brother, sister, step-brother, step-sister, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, foster child, or common-law spouse.
- c) No recruitment of an individual is to take place in which a relative of that person is a Supervisor of, or would be supervised by the applicant.

d) members of Council and staff are required to remove themselves from the selection process, in those instances where they are related to any of the candidates.

e) Recruitment of a relative other than in a Supervisor/subordinate relationship is permissible provided that the Senior Manager can establish that:

- Standard competition procedures have not been circumvented,
- The applicant is the most qualified,
- No undue influence was exerted on the recruiting Supervisor,
- No potential conflict or difficulties appear to exist, and
- Regular staff, supervisory part-time staff and members of Council given as references must be contacted before that particular applicant is considered.

### **Selection and Promotions**

The Corporation's policy is to attempt to fill vacancies from within the organization whenever possible, particularly if it results in a promotion or an improvement for the existing employee. Selection is on the basis of ability, effort, application, co-operation and consideration for length of service when other factors are considered equal. When an employee of particular talent or training is not available within the organization, it will be necessary to conduct a search for a suitable candidate outside of the organization.

- All full-time,  $\frac{3}{4}$  time and part-time employee appointments require the formal approval by by-law of the Municipal Council;
- All hirings are authorized by the CAO;
- Senior Managers have discretion to hire casual and student employees;
- Contract employees require the approval of the CAO;
- The Municipal Council will be kept informed of all hiring and staffing decisions that are made by the CAO and Senior Managers
- All hiring's will be conducted with strict adherence to consistent, fair recruiting and selection practices

### **Selection Committee**

The Selection Committee will consist of the HRG and the following for the positions of:

CAO – Mayor, Members of Council and may include an external consultant and/or a member of the Senior Management team.

Managers under the direct supervision of the CAO – CAO, Mayor and Deputy Mayor and may include additional Council members and/or an external consultant.

All other positions – Human Resources Generalist and/or the CAO and the Senior Manager and/or supervisor and may include the Mayor or an external consultant.

### **Selection Process**

A proper screening mechanism shall be set up to receive and screen applications and enquiries measured against basic selection criteria. The information presented in written applications and resumes shall be the basis to sort out those candidates who should be short listed for interview. It will be tested against the job requirements and pre-determined selection criteria.

Locations and times for interviews shall be arranged ensuring that the time is uninterrupted. The short-listed candidates shall be provided with a position description. They shall be informed if the interview will involve written questions and if any tests shall be administered.

Ensure candidates selected for an interview are notified that “The Township of Huron-Kinloss will provide accommodations upon request in accordance with the Accessibility for Ontarians with Disabilities Act, 2005”.

Candidates shall be presented with the same questions and discussion points in the same order.

The selection committee shall evaluate candidates against the position description and the selection criteria. On that basis, the final choice can be narrowed down. If a second interview is required, it can be arranged. The second interview should not cover the same grounds as the first. Reference checks will be made as part of the assessment process. There is no point in checking references unless the candidate is seriously being considered for the position.

### **Reference Checks**

a) Reference checks may be conducted to obtain additional or substantiating information concerning an applicant.

b) Personal and/or professional reference checks can be undertaken on all new and prospective employees or by the Departmental representative prior to any formal offer of employment.

### **Selection Reports**

Staffing and hiring recommendations will be supported by Selection Reports that contain the following information:

- Title of position and reason for vacancy;
- Area and method of search (i.e. internal or open competition);
- How the vacancy was advertised;
- Selection criteria;
- Number of applications;
- Short listed candidates;
- Interview dates;
- Conclusions and recommendations of best candidate(s).

### **Offer of Employment**

The CAO has the authority to negotiate benefits and vacation terms with new employees to attract and retain talent effectively. Salary negotiations that fall outside the approved pay grid must be presented to and approved by Council to ensure consistency, compliance with organizational standards and budget constraints.

Following acceptance by the CAO, the initial offer can be made by telephone or at a meeting set aside for that purpose. It must, however, be confirmed in writing on behalf of the Township of Huron-Kinloss. The offer should contain:

- The position title.
- Starting salary and reference to the salary range and grid in which the position is placed.
- Starting date and time.
- The probation period that applies to the position.
- Any conditions that must be met (including but not limited to eg. criminal reference check, valid drivers license, medical certificate).
- Congratulations and welcome to the Township of Huron-Kinloss.

### **Voluntary Employee**

From time to time, the Township may have available to them the use of voluntary human resources. Normally, this occurs through either a cooperative placement as part of an educational curriculum or through a court mandated Community Service program. The Township welcomes such placements so long as the goals and objectives of the municipality are not obstructed by the placement.

The Township does not initiate this "hire".

The Senior Manager will seek the approval of the CAO for placing such individuals within their department. It shall be the Senior Manager's responsibility to ensure that

the placement is productive, and attempts meets the goals of the individual seeking placement.

## Policy

Section: 3.0 Human Resources

Policy: Professional Development and Expense Policy

By-Law: 2019-166; 2022-137 Schedule J

Date: 16 December 2019

Revision: August 8, 2022

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in the respective collective agreements. Where applicable this policy will apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss recognizes that its workforce is one of its most valuable assets and is therefore committed to investing in the necessary training and development of Members of Council and employees to enable corporate and strategic plan objectives to be met. Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends is therefore supported. The Township also allows for expense, mileage reimbursement and meal allowances for employees and Council members.

### Legislative Authority:

N/A

### Contents:

Education/Training

Expense Remittance

Mileage Allowance

Professional Association Fees



# **Township of Huron-Kinloss**

## ***Professional Development and Expense Policy***



## Contents

<b>1.0</b>	Education/Training.....	4
<b>2.0</b>	Expense Remittance.....	5
<b>3.0</b>	Mileage Allowance .....	7
<b>4.0</b>	Professional Association Fees .....	8

## 1.0 Education/Training

The Township of Huron-Kinloss supports all employees in continuing development through training and education.

Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Senior managers may, within their approved budgets, schedule employees for specific training.

The Senior manager will determine the type of training and the certification/professional designation required in their department. Where an employee wishes to further his/her education, approval is required from the Senior manager.

The Township shall cover the cost of tuitions, registration, materials, accommodations, mileage, parking and meals.

For correspondence courses the Township upon proof of a successful passing grade covers the cost of tuitions and course materials.

The employee shall provide their Senior manager with a copy of any municipal funded certificate/training course, once received, for their personnel file.

Social events, such as golfing are optional and at the full cost of the employee.

Education and training opportunities are considered a privilege and no overtime will be applicable.

## 2.0 Expense Remittance

### **Legislative Authority: Section 283, Municipal Act, 2001**

The Township of Huron-Kinloss allows for expenses for all staff including all persons employed permanently, part-time or temporarily. As well as Council, and the positions of Tile Loan Inspector, Livestock Evaluator, Fence Viewers and Property Standards Committee.

#### *Meal Allowance*

Allowance for employees attending training or authorized meetings shall be as follows:

1. The meal allowance rates shall be:

Breakfast	\$20.00
Lunch	\$30.00
Supper	\$50.00

2. All meals at the meal allowance rate is limited to three per day, not included in registration, including those meals purchased while traveling to or from their destination

3. Expense sheets shall be submitted and approved by a Supervisor.

#### *Convention and Conference Allowances*

Each Senior manager is authorized to attend one conference in the Province in any year.

The CAO shall authorize attendance to a conference by any other employee that is within the approved budget.

Allowance for employees attending conferences shall be as follows:

1. Actual amount of registration fee
2. Actual amount of accommodation
3. Transportation via the most economical fare
4. All meals at the meal allowance rate limited to three per day, not included in registration, including those meals purchased while traveling to or from a conference.

5. Expense sheets shall be submitted and approved by a Supervisor.

Each member of Council is entitled to attend two conventions in the Province in any year.

Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.
- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillors responsibility.

### 3.0 Mileage Allowance

**Legislative Authority: Section 283, Municipal Act. 2001**

The Township of Huron-Kinloss will pay a mileage allowance to employees and Council members who are required to operate privately owned automobiles in the course of their employment for municipal business

This includes all persons employed permanently, part-time or temporarily. As well, the positions of Tile Loan Inspector, Livestock Evaluator, Fence Viewers and the Property Standards Committee members.

Council, Committee members and employees will receive a per kilometre mileage allowance for use of a personal vehicle on Township business.

The mileage allowance will be paid based on the reasonable per-kilometre allowance established by the Canada Revenue Agency.

Mileage allowance does not apply from place of residence to office and return.

Expense sheets shall be submitted and approved by Supervisors.

## 4.0 Professional Association Fees

The Township of Huron-Kinloss supports staff development for all employees through encouraging membership in professional organizations.

The Township will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

Senior managers, within their approved budgets, will determine which professional organizations are beneficial to their department.

Attendance to meetings is encouraged; any fees will be paid for by the municipality upon approval by the appropriate Senior manager.

Social events, which are not related to professional organizations, are not paid by the Township. If an employee receives an invitation, it is up to the employee whether or not they will attend. If the employee attends, they will be required to use vacation or lieu time off as well as pay for any fees. (i.e. County Golf Tournament, Curling Bonspiel, etc.)

Where a convention provides a companion option, all additional costs incurred by the companion are the responsibility of the employee.

# TOWNSHIP OF HURON-KINLOSS EXPENSE SHEET

NAME: \_\_\_\_\_

DATE	DESC	ACCOM	REGIST	PARKING	MILEAGE	MEALS
<b>TOTAL</b>		\$ _____ Attach Receipt	\$ _____ Attach Receipt	\$ _____ Attach Receipt	_____ x \$0.70/km = \$	_ x \$10= \$ _ x \$20= \$ _ x \$40= \$

## SUPERVISOR'S APPROVAL \_\_\_\_\_

SUPERVISOR'S USE: <b>Please Circle Appropriate Dept</b>					
DEPARTMENT	CODE	DEPARTMENT	CODE	DEPARTMENT	CODE
General Administration	01-1020	Economic Dev't	01-1030	The Hub	01-1040
Ripley-Huron Fire Dept	01-2010	Lucknow Fire Dept	01-2020	Municipal Drains	01-3035
By-Law Enforcement	01-2040	Emergency Mngmt	01-2051	Building	01-3500
Roads	01-4500	Water	01-7000	Ripley Recreation	01-9000

	<u>Meetings</u>	<u>Conferences</u>	<u>Training</u>
Registration	7270	7300	7305
Accommodations	N/A	7301	7306
Travel, Parking	7271	7302	7307
Meals	7272	7303	7308

## Policy

Section: 3.0 Human Resources

Policy: Termination Policy

By-Law: 2019-168; 2022-137 Schedule K

Date: 12 August 2019

Revision: August 8, 2022

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss as well as union employees subject to the terms and conditions in their respective collective agreements.

### Policy Statement:

The Township of Huron-Kinloss ensures that terminations, either voluntary or involuntary, are initiated with appropriate notice and properly documented for Payroll and Human Resources processing. Discipline will be used to correct behaviour where applicable, as the purpose of discipline is corrective, not punitive. It is important to ensure that employees perform their duties in compliance with Corporation rules, directives, regulations, instructions and procedures, since the objectives of the Corporation cannot be achieved without this acceptance and conformity.

### Legislative Authority:

Employment Standards Act

### Contents:

Termination Policy

Discipline & Dismissal





# **Township of Huron-Kinloss**

## **Termination Policy**

# Contents

<b>1.0</b>	Discipline and Dismissal.....	3
<b>2.0</b>	Termination .....	6

## 1.0 Discipline and Dismissal

All employees of the Township of Huron-Kinloss are subject to discipline and dismissal if their behaviour at work is not acceptable. Unionized employees should consult their collective agreement for any deviations from this policy. The purpose of discipline is corrective, not punitive. It is important to ensure that employees perform their duties in compliance with Corporation rules, directives, regulations, instructions and procedures, since the objectives of the Corporation cannot be achieved without this acceptance and conformity

### *Responsibilities of Supervisor:*

1. Supervisors have a responsibility to guide employees in their behaviour at work. The manner in which guidance is given is very important. Most people conduct themselves properly when they understand exactly what is expected of them. The employee should therefore receive clear, unambiguous instructions on a code of behaviour and work performance expected of them. Supervisors are held responsible for the completeness and accuracy of documentation which may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline. Follow up is important. It is not enough just to discipline an employee and let the case rest. A systematic and controlled review of job performance is required.
2. When a situation arises where a supervisor feels that disciplinary action may be required, they shall gather all the facts and discuss them with the employee prior to instituting any disciplinary measures. All discussions between supervisors and employees will be noted in writing as well.

### *Disciplinary Techniques*

1. The Township shall follow the progressive disciplinary steps outlined below, if after gathering the facts and having an initial discussion with the employee, the Township determines that disciplinary action is necessary:
  - 1.1 The employee's supervisor shall discuss the problem with the employee and shall give a verbal warning to the employee, explaining the nature of the

infraction and consequences if the employee fails to comply. The supervisor shall document this discussion and place a copy of the documented verbal warning into the employee's personnel file.

- 1.2 If further disciplinary action is required, a clear written warning from the supervisor shall be issued to the employee outlining the nature of the infraction, expected corrective action, and consequences if the employee fails to comply. A copy of this letter shall be filed in the employee's personnel file. Any written response from the employee should also be retained in the employee's personnel file.
- 1.3 If necessary, a second written warning shall be issued to the employee by the senior manager, indicating that this is a final warning before more serious consequences shall follow. The consequences shall include further disciplinary action up to and including dismissal from employment. A copy of this letter shall also be placed in the employee's personnel file, and a copy will be provided to the Chief Administrative Officer.
- 1.4 If the employee does not meet the requirements set out in the letter, the senior manager shall meet with the Chief Administrative Officer to determine further disciplinary action, which may include suspension without pay. The employee concerned shall not be in attendance at this portion of the meeting. Prior to a decision, the employee will be given the opportunity to speak to the Chief Administrative Officer. When a decision is reached, the employee shall be informed of the decision in writing, and the appropriate action taken immediately. The employee shall also be informed in writing that further disciplinary incidents shall lead to dismissal from employment and a copy of the written report should be filed in the personnel file.
- 1.5 If all of the above steps do not resolve the problem, the Chief Administrative Officer shall meet and, in consultation with the Municipal solicitor, shall recommend and appropriate action to Council. Prior to Council making a final decision, they may give the employee (or his agent, or both) an opportunity to make representations, which shall be held in-camera, Council

shall render its decision, in writing, to the employee, within fourteen (14) working days.

- 1.6 In the event of an action by an employee, which warrants immediate suspension or dismissal, the Chief Administrative Officer, in consultation with the Mayor, may take the appropriate action which must be reviewed by Council. Council must review and confirm or reject the Chief Administrative Officer's decision within a fourteen (14) day period.
- 1.7 The Township reserves the right to implement the disciplinary action it determines is best appropriate to correct the conduct that took place. As such, not all disciplinary actions outlined above may be used for each employee. The Township will assess the appropriate disciplinary action on a case by case basis.

## 2.0 Termination

For all employees of The Township of Huron-Kinloss termination of employment, either voluntary or involuntary shall be initiated with the appropriate notice and shall be properly documented for payroll processing. Union employees should consult union contract for any deviations from this policy.

### 1. *Voluntary Termination*

- a. An employee who resigns his/her position is required to submit the resignation in writing. If the employee refuses to provide the resignation in writing, the Senior manager will immediately confirm the verbal resignation in writing, stating the date and if appropriate, the circumstances. The Senior manager will notify the Chief Administrative Officer immediately regarding this situation.
- b. Employees are expected to give a minimum of two weeks' notice when resigning. Senior managers are expected to give thirty days' notice. All written resignations must be acknowledged immediately.

### 2. *General Termination*

- a. Notice is not required for termination of temporary positions if the defined term expires in accordance with the contract. However, if the intended term is increased or decreased, the Senior manager should state to the employee, in writing, the revised term. Two weeks advance notice should be given if possible.

### 3. *Involuntary Termination*

- a. Any termination shall be consistent with the terms of the Employment Standards Act.

### 4. *Appeal Procedure*

- a. No appeals will be considered in the case of any employee discharges prior to completion of the probationary period.
- b. Full time staff shall follow the Complaint Procedure.



## Policy

Section: 3.0 Human Resources

Policy: Time Off Policy

By-Law: 2019-167; 2022-137 Schedule L

Date: 16 December 2019

Revision: December 2023

### **Coverage:**

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements.

### **Policy Statement:**

In order to maintain a productive work environment everyone is required to do their best to attend work regularly. The Township of Huron-Kinloss understands the need for time away from work and we recognize the importance of achieving and maintaining a balance between your career and your personal life. We understand that you have needs beyond the workplace, which is why we offer the following time off. While these policies generally apply to all employees, eligibility is determined by your collective agreement and/or employment status.

### **Legislative Authority:**

Employment Standards Act

### **Contents:**

Attendance  
Bereavement  
Christmas Holidays  
Jury Duty  
Leave of Absences  
Paid Holiday  
Sick Leave  
Vacation Time



# **Township of Huron- Kinloss**

## ***Time Off Policy***



# Contents

- 1.0 Attendance .....3
- 2.0 Bereavement .....4
- 3.0 Christmas Holidays.....5
- 4.0 Jury Duty .....6
- 5.0 Leave of Absences.....7
- 6.0 Paid Holiday .....9
- 7.0 Sick Leave .....10
- 8.0 Vacation Time .....11

## 1.0 Attendance

All employees of the Township of Huron-Kinloss are required to do their best to attend work regularly and to be punctual at all times, in order to maintain a productive work environment.

The expectation is that all employees be at work and ready to commence their shifts at their schedule start time.

Further expectation is to attend your personal obligations outside of working hours; where possible. If necessary, appointments should be booked as close to the beginning of the work day or the end of a work day to avoid interruptions during the day.

If an employee is persistently late or absent or demonstrates a pattern of absences (such as regularly absent Fridays or Mondays) without sufficient justification, you may be subject to discipline.

## 2.0 Bereavement

The Township of Huron-Kinloss provides regular non-union full employees paid leave of absence in the event of a death in the family.

The Township of Huron-Kinloss will pay an employee up to five (5) days regular pay in the event of the death of:

- Your spouse (includes common law or same sex partners)
- A parent, step-parent or foster parent of yours or your spouse
- A child, step-child or foster child of yours or your spouse

The Township of Huron-Kinloss will pay an employee up to three (3) days regular pay in the event of the death of:

- A grandparent, step-grandparent, grandchild or step-grandchild of yours or your spouse
- Your child's spouse
- A sibling of yours or your spouse
- A spouse of a sibling of yours or your spouse
- A relative of yours who is dependent on you for care

The Township of Huron-Kinloss will pay an employee one (1) day regular pay in the event of the death of:

- An aunt or uncle of yours or your spouse
- A niece or nephew of yours or your spouse
- A first cousin of yours or your spouse

Such leave shall be taken to coincide with the date of the funeral or internment.

If the employee is on vacation or sick leave, the affected vacation or sick time will be re-credited to the employee.

Common law status is recognized but in no event shall an employee be eligible for leave for a former common law relationship or relationship by marriage which has since been terminated by formal separation, divorce or annulment.

In the event of the death of an employee or Council member of the Township of Huron-Kinloss, employees may attend the funeral subject to approval by the Senior Manager. The Township shall pay these hours. If the employee does not attend the funeral, it is expected that they will be at the workplace or use other eligible time off for the absence.

### 3.0 Christmas Holidays

The Municipal Administration Office shall be closed during the Christmas Holiday Season, employees whose workplace is the Municipal Administration Office will be off during the Christmas Holiday Season.

The Christmas Holiday season shall be defined as Christmas Eve, December 24<sup>th</sup> at noon to New Year's Day inclusive. This includes all non-statutory days.

When Christmas Eve, December 24<sup>th</sup> is a Monday, the office will be closed all day.

Employees whose workplace is the Municipal Administration Office shall be required to use vacation days or accumulated overtime to compensate for the non-statutory days between Christmas Day and New Year's Day and December 24<sup>th</sup>.

If any employee does not have any unused vacation days or overtime accumulated, the employee shall take time off without pay.

## 4.0 Jury Duty

The Township of Huron-Kinloss encourages all non-union employees to fulfill their civic duty by serving jury duty when called upon to do so.

In the event that an employee is called for jury duty or is subpoenaed as a court witness, the Township of Huron-Kinloss will pay the employee his/her regular pay for each day that the employee is required to be absent from work provided that he/she:

1. Advised the Township immediately upon notification that he/she will be required to attend.
2. Presents proof of service to his supervisor
3. Promptly repays the amount (other than expenses paid to him/her) which he/she received for such attendances; and
4. Reports to work when not required at court.

## 5.0 Leave of Absences

### **Legislative Authority: Employment Standards Act (ESA)**

To provide guidelines and definitions to all employees of the Township of Huron-Kinloss for the purpose of administering legislated leave of absences, and personal leave of absences.

#### **Definitions:**

***Personal Leave of Absence:*** Any unpaid time away from work, that is not covered through the Employment Standards Act leaves

A personal leave of absence must be approved by your supervisor and the Chief Administrative Officer. Personal leaves will be considered on a case by case basis. Benefits and pension will be at the cost of the individual during their time off.

***Legislated Leave of Absence:*** Job protected leaves, covered under the Employment Standards Act.

Legislated leaves include, but are not limited to pregnancy leave, parental leave, and other leaves outlined in the ESA. During a legislated leave of absence the individual will be provided with benefit and pension opportunities in accordance with the ESA. Sick credits and paid vacation time off will be prorated during a legislated leave of absence to reflect active service. The Township will maintain communication with the individual during a legislated leave through your supervisor and/or CAO in a method previously agreed upon. Request for a leave of absence must be made in writing a minimum of 4 weeks prior to taking the leave, or as soon as possible under certain circumstances.

***Benefits:*** Refer to the Group Health Benefit Plan section in the Benefit Policy

***Qualified Health Practitioner:*** as described in the Employment Standards Act

***Active Service:*** time an employee is actively working, or receiving remuneration by the Employer

***Family Member:*** as defined in the Employment Standards Act

***Medical or Sickness Leave of Absences:*** These leave of absences are job protected leaves under the Employment Standards Act; and cover the following: Family Caregiver Leave; Family Medical Leave; or Critical Illness Leave. These leaves are subject to change, in accordance with the ESA. Where an employee qualifies; and has available sick leave, they may use up to 50% of their accumulated sick leave credits towards a medical leave to provide care for a family member. Evidence from a qualified health practitioner is

required for these leaves to be approved.

## 6.0 Paid Holiday

### **Legislative Authority: Employment Standards Act (ESA)**

All regular non-union full-time employees shall be granted the following paid holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Family Day
- 2 Floater Days

Where any of the above holidays falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated by the Corporation as the holiday in lieu of the holiday falling on these days.

Where any of these holidays occur during an employee's vacation period, an extra day of vacation will be allowed.

Where any of the above holidays occur during an illness, that day shall not be charged against the employee's sick time.

Compensation will be based on a regular day's wage.

All part-time, temporary and casual employees shall receive payment for public holidays pursuant to the Employment Standards Act.



## 7.0 Sick Leave

In lieu of a short term disability plan, the Township of Huron-Kinloss will provide all regular non-union full time employees a salary continuance plan to protect its employees from financial hardship in the event of legitimate, substantiated illness or accident or personal emergency in the form of sick leave. This benefit is designed with the employee as priority, but we do recognize the need to assist out children and spouses at times.

This policy may be applicable for medical appointments, for self, children, or spouse; subject to approval and availability. We ask that such appointments be booked on your own time, or as close to the beginning or end of your work day; where possible.

Sick leave is not transferable to any other benefit.

Our policy shall offset any paid days provided through Employment Standards Act.

Each eligible employee shall receive one (1) day sick leave per month of active service, accumulative to a maximum of one hundred eighty (180) days with one half (1/2) of the accumulated sick leave payable at the employee's current rate of pay if the employee quits, is laid off, terminated, retires or if the employee passes away.

All payment for sick leave shall be on the basis of the employee's regular hours of work.

The employer will prepare for each employee, an annual statement of accumulated sick leave.

Sick leave credits will be effective immediately upon employment.

The Employer is responsible for determining whether paid sick leave absences are bona fide and may request evidence of absence at any time.

## 8.0 Vacation Time

All regular non-union full-time employees will receive annual paid vacation time based upon their length of continuous active service with the Township as measured from their anniversary date of employment. Paid vacation time means that vacation pay will be treated as paid time off, with the vacation pay received during the same pay period and corresponding pay date as the vacation time taken.

Length of Service	Vacation Entitlement
After 1 year	2 weeks
After 3 years	3 weeks
After 9 years	4 weeks
After 15 years	5 weeks
After 25 years	6 weeks

Regular non-union full-time employees will receive two weeks paid vacation time after successful completion of their probation period.

The Township recognizes a calendar year for vacation entitlement therefore any stub periods will be prorated for paid vacation time.

Employees with more than one year of service will not be allowed to draw pay in lieu of vacation time unless specifically approved by the CAO.

Requests for vacation shall be made to the CAO of the Township by January 31st each year.

It shall be the responsibility of the CAO to determine the number of employees who may be on vacation at any one time. The selection of vacation dates will, where practical, be approved on the basis of classification and seniority in each department so long as the selection is consistent with the efficient operation of the department.

Subsequent vacation requests must be made to the CAO and shall be determined on a first come, first served basis.

With approval of the CAO, employees may carry forward a maximum of one week or five days of vacation time. In some circumstances it may be reasonable to carry forward more than one week, at the discretion of the CAO.

In years where an additional week of paid vacation time is earned, employees shall be entitled to take the additional full week after the anniversary date has

passed.

Where an employee leaves the service of the Township because of termination, retirement or death, paid vacation time earned shall be prorated based on the amount of time the employee has worked in the current calendar year.

If the employee has used more paid vacation time than they have earned, an adjustment will be made on any final payout.

Any eligible remaining paid vacation time owed will be paid to the employee or estate as the case may be.

Part time, casual or contract employees will receive vacation pay on each pay cheque in accordance with the Employment Standards Act.

# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

**2024 - 92**

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Being a By-Law to Amend By-Law No. 2022-185; being the Consolidated Appointment By-Law for the Township of Huron-Kinloss

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Council passed By-law No. 2022-185 being the Consolidated Appointment By-law to appoint members and council representatives to various committees and functions for the purpose of carrying out the general business of the municipality;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it desirable to amend By-Law No. 2022-185 in regard to updating members of the Community Emergency Management Program Committee;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That Schedule "B" of By-law No. 2022-185 be updated to remove the appointment of the Canadian Red Cross Representative and the Huron-Tel General Manager as committee members of the Community Emergency Management Program Committee (CEMPC).
2. That Schedule "B" of By-law No. 2022-185 be updated to add the appointment of the Chief Administrative Officer and the Director of Public Works for the Township of Huron-Kinloss as members of the Community Emergency Management Program Committee (CEMPC).
3. That this by-law shall come into full force and effect upon its final passage.
4. That this by-law may be cited as the "Council and Committee Appointment 2022-2026 Amendment (6) By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

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Clerk

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 93**

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Being a By-Law to Repeal By-law No. 2022-172; being a By-law to adopt a Technology Policy for the Township of Huron-Kinloss

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Township of Huron-Kinloss passed By-law No. 2022-172 to adopt a Technology Policy;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it desirable to consolidate the Technology Policy into the Human Resources Policy By-law No. 2024-91;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That By-law No. 2022-172, being a By-law to adopt a Technology Policy for the Township of Huron-Kinloss is hereby repealed.
2. That this by-law shall come into full force and effect upon its final passage.
3. That this by-law may be cited as the "Repeal Technology Policy By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024

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Mayor

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Clerk

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 94**

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Being a By-Law to Repeal By-law No. 2022-173; being a By-law to adopt a Hiring Policy for the Township of Huron-Kinloss

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Township of Huron-Kinloss passed By-law No. 2022-172 to adopt a Hiring Policy;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it desirable to consolidate the Hiring Policy into the Human Resources Policy;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That By-law No. 2022-173, being a By-law to adopt a Hiring Policy for the Township of Huron-Kinloss is hereby repealed.
2. That this by-law shall come into full force and effect upon its final passage.
3. That this by-law may be cited as the "Repeal Hiring Policy By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024

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Mayor

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Clerk

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.**

**2024 - 95**

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Being a By-Law to Authorize the Signing of an Agreement with  
IRIS R&D Group Inc. for the provision of automated road patrol software  
and one pavement condition survey

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to enter an agreement for a three-year contract with IRIS R&D Group Inc. in the amount of \$115,526.60 plus HST for the provision of automated road patrol software and one pavement condition survey as per Report PW-2024-09-39;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Corporation of the Township of Huron-Kinloss Council hereby accepts the quote from and authorizes entering into an agreement with IRIS R&D Group Inc. in the amount of \$115,526.60 (excluding the non-refundable portion of HST), for the provision of automated road patrol software and one pavement condition survey.
2. That the Director of Public Works and/or Clerk are hereby authorized to sign on behalf of the Council for The Corporation of the Township of Huron-Kinloss, any contracts and other documents required to authorize the agreement, and to affix the corporate seal of the Township of Huron-Kinloss.
3. That this by-law shall come into full force and effect upon its final passage.
4. That this by-law may be cited as the "Provision of Road Patrol Software Agreement By-law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

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Clerk

# BCFA AGM & Comedy Night

**\$20**

**Per Person**

**Featuring Comedian**



**Jennifer O'Reilly**

**October 4th, 2024**

**Social at 6:30 Dinner at 7**

**Tara Legion, Tara**

**Call 519-364-3050 or**

**Email [bruce@ofa.on.ca](mailto:bruce@ofa.on.ca)**



**for Tickets**



## Municipal Housing Initiative Resolution



Housing is a problem everywhere. How many houses are for sale in Huron-Kinloss compared to the number of people looking for a place to live? How can Huron-Kinloss attract talent and industry with limited housing options? With developers facing interest rates of 12-15%, private sector solutions are unlikely for at least 3-4 years, especially as real estate prices fall across Ontario.

Immediate action is needed. Segal Construction has drafted a resolution for your consideration, proposing municipal residential development of attainable housing funded through a mix of municipal bonds and federal/provincial funding. This approach leverages the municipality's low cost of capital to create attainable housing.

We recommend that the Council determines specific housing needs and exit strategies as the project progresses, ensuring alignment with local requirements. Upon completion, the Council can choose to sell the units on the open market, manage them directly, or transfer them to affordable housing providers. Working with a Tarion-certified builder like Segal Construction offers unique flexibility, including the option to sell the units, which is not typically available in municipal projects.

These options not only address immediate housing shortages but also create long-term strategies for sustainable growth. Segal Construction is eager to collaborate with the Council on this initiative, believing it can significantly enhance Huron-Kinloss's attractiveness to residents and businesses.

Please find the first draft of the resolution attached. We look forward to discussing this further and working together to develop attainable housing solutions for Huron-Kinloss.

Thank you for your time and consideration.

Sincerely,

Daniel Segal  
Segal Construction  
www.segalconstruction.ca  
torontolaneway@gmail.com  
647-773-7946

## Draft Resolution on Supporting the Municipal Development of Attainable Housing in Huron-Kinloss

Whereas, Huron-Kinloss faces a significant need for attainable housing to address the housing crisis and ensure that new and existing residents have access to quality housing options;

**Whereas**, higher interest rates since 2022 have severely curtailed private development of new residential housing, making it imperative for the municipality to leverage available funding, including but not limited to federal and provincial funding, and to consider the issuance of municipal bonds in the capital markets to finance housing projects with a positive net present value;

**Whereas**, municipalities have a very low cost of capital relative to private builders, allowing them to undertake such projects more efficiently and at a lower financial burden;

**Whereas**, in order to make housing development financially viable, it is necessary to obtain Minister's Zoning Orders (MZOs) under Section 47 of the Planning Act, ensuring that housing projects are not delayed, can proceed efficiently and contribute to the expeditious development of attainable housing.

Whereas, Therefore, be it resolved, that Huron-Kinloss may entertain development proposals submitted by private developers to submit applications to both federal and provincial funding bodies such as, but not limited to, CMHC's Housing Accelerator Fund and Green Municipal Fund the governments. Interested proposals must ensure that housing developments are aligned with local needs, support economic growth, and contribute to the long-term sustainability of the community.

Be it further resolved, that Huron-Kinloss advocates for the use of Minister's Zoning Orders (MZOs) under Section 47 of the Planning Act, where necessary, to expedite the development of attainable housing and ensure that these projects can proceed without undue delays.

Be it further resolved, that following the completion of housing developments, Huron-Kinloss will have the following options for managing the properties:

1. The municipality may transfer the development to a local non-profit organization or other entities focused on providing affordable housing.
2. The municipality may issue a tender to a property management company to manage and operate the housing units.
3. The municipal government may sell the housing units publicly on the Multiple Listing Service (MLS) to recoup costs and reinvest in future housing projects.

**Be it further resolved**, that this resolution be forwarded to the following entities for consideration and action:

- The provincial Ministry of Municipal Affairs and Housing
- The provincial Ministry of Economic Development, Job Creation, and Trade

- The provincial Ministry of Infrastructure
-

**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

September 11, 2024

Good morning,

I'm pleased to inform you that, in partnership with Natural Resources Canada (NRCan), the Ministry of Natural Resources (MNR) is now accepting applications from municipalities, Indigenous communities, planning authorities and conservation authorities to participate in the extension of the [Flood Hazard Identification and Mapping Program \(FHIMP\)](#), where up to 50% matched federal funding can be received for eligible flood mapping projects. The extension of the FHIMP through 2028 builds on the success of the program in Ontario to date, whereby 56 projects across 36 organizations were funded.

Project proposals can now be made under two funding streams:

1. For proposals where any funds are requested prior to February 2025, applications will be accepted until 4:30 pm EST on October 9, 2024. This may include multi-year projects.
2. Where funds are not requested until or after February 2025, applications may be submitted through April 2027. This funding stream will remain open until that time, or until all funding has been allocated. Both single year and multi-year project proposals are eligible.

All funding is available on a first come, first serve basis, with applications being assessed against eligibility criteria.

Increasing the accuracy of publicly accessible flood maps in the province will inform land use planning decisions by helping reduce risks to people and property, directing development away from flood-prone areas, and providing certainty for developers and property owners. Eligible projects include those that support:

- flood hazard assessment, priority setting and scoping;
- the acquisition of data used in hydrological and hydraulic modeling;
- the development of flood hazard modelling and mapping;
- the dissemination of flood hazard information;
- NEW! erosion hazard studies, if they are included as part of a flood study;
- and

- NEW! regional modelling and mapping (completed at coarse level resolution).

I am also pleased to inform you that MNR continues to acquire lidar data under the [Ontario Elevation Mapping Program](#). If you are planning to include lidar as part of your FHIMP proposal, please contact MNR's Geospatial Ontario section at [pmu@ontario.ca](mailto:pmu@ontario.ca).

To support the application process, we will be hosting two identical information webinars, which will cover information such as the application process, technical requirements, and program changes. Dates for these webinars are:

- Tuesday September 17, 2024, 2:00 pm – 3:30 pm EST
- Tuesday September 24, 2024, 2:30 pm – 4:00 pm EST.

To register for a webinar, please complete this form: [Webinar Registration](#)

I encourage you to visit [www.ontario.ca/page/flood-hazard-identification-and-mapping-program](http://www.ontario.ca/page/flood-hazard-identification-and-mapping-program) for additional program information or contact [FHIMPapplications@ontario.ca](mailto:FHIMPapplications@ontario.ca).

Sincerely,

Jennifer Keyes  
Director, Development and Hazards Policy Branch

**Mid-Huron Landfill Site Board**  
**Financial Statements**  
December 31, 2023



Takalo & Burt

Ronald E. Takalo, B.Math., CPA, LPA

Ronald F. Burt, B. Comm., CPA, LPA

40 Courthouse Square  
Goderich, Ontario  
N7A 1M4  
Tel: 519-524-2677  
Fax: 519-524-7886

## INDEPENDENT AUDITORS' REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the participating Municipalities as listed in Note 2 to the Financial Statements

Report on the Audit of the Financial Statements

### **Opinion**

We have audited the financial statements of Mid-Huron Landfill Site Board, which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net debt, accumulated remeasurement gains and losses, and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Mid-Huron Landfill Site Board as at December 31, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Mid-Huron Landfill Site Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Mid-Huron Landfill Site Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Mid-Huron Landfill Site Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Mid-Huron Landfill Site Board's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Mid-Huron Landfill Site Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Mid-Huron Landfill Site Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' Report. However, future events or conditions may cause the Mid-Huron Landfill Site Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.



Takalo & Burt



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Goderich, Ontario  
May 8, 2024

TAKALO & BURT

LICENCED PUBLIC ACCOUNTANTS  
CHARTERED PROFESSIONAL ACCOUNTANTS



Takalo & Burt

**Mid-Huron Landfill Site Board**  
**Statement of Financial Position**  
As at December 31

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash	\$ 168,934	\$ 318,667
Investments (Note 6)	4,724,324	4,614,600
Receivables	59,585	7,890
Prepaid expenses	15,482	-
Government remittance receivable	<u>8,773</u>	<u>7,650</u>
	<u>4,977,098</u>	<u>4,948,807</u>
<b>FINANCIAL LIABILITIES</b>		
Payables and accruals	30,825	36,253
Due to related parties (Note 7)	27,260	12,000
Closure and post-closure liability (Note 11)	<u>10,846,529</u>	<u>10,908,968</u>
	<u>10,904,614</u>	<u>10,957,221</u>
<b>NET FINANCIAL NET DEBT</b>	<b>(5,927,516)</b>	<b>(6,008,414)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	<u>133,279</u>	<u>135,134</u>
<b>ACCUMULATED DEFICIT (Note 9)</b>	<b>\$ <u>(5,794,237)</u></b>	<b>\$ <u>(5,873,280)</u></b>
<b>Commitment (Note 5)</b>		
<b>Contingent liabilities (Note 11)</b>		
<b>Accumulated deficit is comprised of:</b>		
Accumulated operating deficit	\$ (5,885,916)	\$ (5,873,280)
Accumulated rereasurement gains	<u>91,679</u>	<u>-</u>
	<u>\$ (5,794,237)</u>	<u>\$ (5,873,280)</u>

ON BEHALF OF THE BOARD:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The accompanying notes are an integral part of these financial statements.

**Mid-Huron Landfill Site Board**  
**Statement of Operations**  
Year ended December 31

	<b>2023 Budget (Note 12)</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Revenue</b>			
Investment	\$ 500	\$ 279,156	\$ 113,331
Municipal contributions	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	<u>50,500</u>	<u>329,156</u>	<u>163,331</u>
<b>Expenditures (Note 10)</b>			
Operating (Schedule A)	371,140	402,376	382,466
Amortization of tangible capital assets	-	1,855	1,855
Change in post closure liability (Schedule A)	<u>-</u>	<u>(62,439)</u>	<u>(52,561)</u>
	<u>371,140</u>	<u>341,792</u>	<u>331,760</u>
<b>Annual operating surplus (deficit)</b>	<b>(320,640)</b>	<b>(12,636)</b>	<b>(168,429)</b>
<b>Accumulated operating deficit, beginning of year (Note 9)</b>	<u><b>(5,873,280)</b></u>	<u><b>(5,873,280)</b></u>	<u><b>(5,704,851)</b></u>
<b>Accumulated operating deficit, end of year (Note 9)</b>	<b>\$ <u>(6,193,920)</u></b>	<b>\$ <u>(5,885,916)</u></b>	<b>\$ <u>(5,873,280)</u></b>

The accompanying notes are an integral part of these financial statements.

**Mid-Huron Landfill Site Board**  
**Statement of Changes in Net Debt**  
Year ended December 31

	2023	2022
<b>Annual surplus (deficit)</b>	<b>\$ (12,636)</b>	<b>\$ (168,429)</b>
Amortization of tangible capital assets	1,855	1,855
Net remeasurement gains	<u>91,679</u>	<u>-</u>
<b>(Increase) decrease in net debt</b>	<b>80,898</b>	<b>(166,574)</b>
<b>Net debt, beginning of year</b>	<u><b>(6,008,414)</b></u>	<u><b>(5,841,840)</b></u>
<b>Net debt, end of year</b>	<b>\$ <u>(5,927,516)</u></b>	<b>\$ <u>(6,008,414)</u></b>

The accompanying notes are an integral part of these financial statements.

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**Mid-Huron Landfill Site Board****Statement of Accumulated Remeasurement Gains and Losses**

Year ended December 31

2023

2022

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**Unrealized gains attributable to:**

Portfolio investments

\$ 91,679      \$ -**Net remeasurement gains and losses****91,679**      **-****Accumulated remeasurement gains,**  
beginning of year-      -**Accumulated remeasurement gains,**  
end of year\$ 91,679      \$ -

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The accompanying notes are an integral part of these financial statements.

**Mid-Huron Landfill Site Board**  
**Statement of Cash Flows**  
Year ended December 31

	2023	2022
<b>Operating</b>		
Annual operating surplus (deficit)	\$ (12,636)	\$ (168,429)
Items not involving cash		
Amortization of tangible capital assets	1,855	1,855
Increase (decrease) in closure and post-closure liability	(62,439)	(52,561)
Change in non-cash assets and liabilities		
Decrease (increase) in receivables	(51,695)	(698)
Decrease (increase) in prepaid expenses	(15,482)	-
Decrease (increase) in government remittance receivable	(1,123)	3,615
Increase (decrease) in payables and accruals	(5,428)	(8,593)
Increase (decrease) in due to/from related parties	<u>15,260</u>	<u>11,926</u>
Net increase (decrease) in cash from operating activities	<u>(131,688)</u>	<u>(212,885)</u>
<b>Investment</b>		
Change in accumulated remeasurement gains and losses - net	91,679	-
Change in investments - net	<u>(109,724)</u>	<u>(327,426)</u>
Net increase (decrease) in cash from investing activities	<u>(18,045)</u>	<u>(327,426)</u>
<b>Net increase (decrease) in cash</b>	<b>(149,733)</b>	<b>(540,311)</b>
<b>Opening cash balance</b>	<u>318,667</u>	<u>858,978</u>
<b>Closing cash balance</b>	<u>\$ 168,934</u>	<u>\$ 318,667</u>
<b>Cash consists of:</b>		
Cash	<u>\$ 168,934</u>	<u>\$ 318,667</u>

The accompanying notes are an integral part of these financial statements.

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**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

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The Mid-Huron Landfill Site Board is a run by six participating municipalities. The purpose is to operate a landfill site for the six municipalities. In June of 2018, the landfill ceased accepting waste, as it reached its full capacity. The six municipalities are required by the Municipal Act to ensure that the landfill is properly taken out of commission over the expected period of 50 years.

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**1. ACCOUNTING POLICIES**

The financial statements of the Mid-Huron Landfill Site Board are the representation of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Board are as follows:

**(a) Basis of Accounting**

Sources of financing and expenditures are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**Financial Assets**

Financial assets are resources that can be used to discharge existing liabilities or finance future operations. They include cash, temporary investments, accounts receivable.

Investments in guaranteed investment certificates are reported at of cost.

Portfolio investments that are quoted in an active market are recorded at fair value. Unrealized gains and losses are recorded in the statement of remeasurement gains and losses.

Accounts receivables are recorded at cost. A valuation allowance is recorded when collection of the receivable is considered doubtful.

**Non-Financial Assets**

Tangible capital and other non-financial assets are accounted for as assets by the Mid-Huron Landfill Site Board because they can be used to provide landfill site services in future periods. These assets do not normally provide resources to discharge the liabilities of the government unless they are sold.

**(b) Revenue Recognition**

The Board recognizes revenues as they are earned and measurable;

- i) Investment income is recorded as revenue in the period earned. Gains/losses on investments are recorded when realized.
- ii) Municipal contributions are recorded as revenue in the year that the contributions attributed to.
- iii) All other revenues are recorded as they become available and measurable and collection is reasonably assured.

**(c) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand and highly liquid investments with original maturity of 90 days or less as at the end of the year.

**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

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**(d) Capital Assets**

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development but excludes interest. Estimated historical cost was used to record existing tangible capital assets if actual cost was unknown when the Board first implemented tangible capital assets accounting. Tangible capital assets, except land, are amortized over the estimated useful lives of the assets on a straight-line basis.

Maintenance and repair costs are recognized as an expense when incurred. Betterments or improvements that significantly increase or prolong the service life or capacity of a tangible capital asset are capitalized. External contributions for acquisition of tangible capital assets are recorded as deferred revenue and amortized on the same basis as the related tangible capital assets.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets at the following amortization rates:

Linear	100 years
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Annual amortization is charged in the year of acquisition. No amortization is recorded in the year of disposal.

**(e) Asset Retirement Obligation**

An asset retirement obligation is recognized when, at the financial reporting date, all of the following criteria are met:

- i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- ii) the past transaction or event giving rise to the liability has occurred;
- iii) it is expected that future economic benefits will be given up; and
- iv) a reasonable estimate of the amount can be made.

The liability for closure of operational sites and post-closure has been recognized based on estimated future expenses.

**(f) Use of Estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from the current estimates. Significant items subject to such estimates and assumptions include the carrying value of the landfill closure and post closure liability. Additional disclosure related to the landfill closure and post-closure liability is contained in Note 11 to these financial statements. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the period in which they become known.



**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

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**(g) Allocation of Expenditures**

As per the Ontario Environmental and Protection Act, closure and post closure care is required. Expenditures, as defined in accordance to industry standards, relating to closure and post closure care are tracked separately and include covering and landscaping of the landfill, pumping and removal of groundwater and leachates from the site, and ongoing environmental monitoring, site inspection, and maintenance. The net change to the closure and post closure liability is recorded on the statement of operations.

Through the legislated post closure activities, the Mid-Huron Landfill Site Board is committed to administration of the required activities over the estimated time period of 50 years from the year of closure, which was 2018. The expenditures relating to the administrative activities are determined and approved during the annual budget process, and are recorded as operating costs on the statement of operations.

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**2. PARTICIPATING MUNICIPALITIES**

The following are participating municipalities operating pursuant to an agreement dated March 11, 2002:

Town of Goderich  
Township of Huron-Kinloss  
Municipality of Central Huron  
Municipality of Bluewater  
Municipality of Huron East  
Township of Ashfield-Colborne-Wawanosh

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**3. CHANGE IN ACCOUNTING POLICY - ADOPTION OF NEW ACCOUNTING STANDARDS**

The Mid-Huron Landfill Site Board adopted the following standards concurrently beginning January 1, 2023 on a prospective basis:

(i) PS 1201 Financial Statement Presentation replaces PS 1200 Financial Statement Presentation.

This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the statement of remeasurement gains and losses separate from the statement of operations. Requirements in PS 2601 Foreign Currency Translation, PS 3450 Financial Instruments, and PS 3041 Portfolio Investments, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

(ii) PS 2601 Foreign Currency Translation replaces PS 2600 Foreign Currency Translation.

The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denominated in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arising from foreign currency changes are presented in the new statement of remeasurement gains and losses.

(iii) PS 3041 Portfolio Investments replaces PS 3040 Portfolio Investments.

The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments. The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, PS 3030 Temporary Investments no longer applies.

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**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

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(iv) PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives.

The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in the statement of remeasurement gains and losses.

(v) PS 3280 Asset Retirement Obligations (ARO)

The standard establishes the accounting and reporting requirements for legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use. This standard was adopted on January 1, 2023 on a prospective basis as no adjustments were required.

In the past, the Mid-Huron Landfill Site Board has reported its obligations related to the retirement of tangible capital assets in the period when the asset was retired directly as an expense. The new standard requires the recognition of a liability for legal obligations that exist as a result of the acquisition, construction or development of a tangible capital asset, or that result from the normal use of the asset when the asset is recorded. Such obligation justifies recognition of a liability and can result from existing legislation, regulation, agreement, contract, or that is based on a promise and an expectation of performance. The estimate of the liability includes costs directly attributable to asset retirement activities. Costs include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital asset (if applicable). When recording an asset retirement obligation, the estimated retirement costs are capitalized to the carrying value of the associated assets and amortized over the asset's estimated useful life. The amortization of the asset retirement costs follows the same method of amortization as the associated tangible capital asset.

The Mid-Huron Landfill Site Board has reported its obligations related to the closure and post-closure activities of the landfill site as described in Note 11. The landfill site ceased operations in June 2018 and no adjustment has been made to record a carrying amount of the asset associated with the post-closure liability as a result. No additional asset retirement obligations were identified upon the adoption of this standard.

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**4. AGREEMENT WITH PARTICIPATING MUNICIPALITIES**

The board has established a reserve fund for the purpose of funding the care and perpetual maintenance of the site. If the reserve fund is insufficient to fund the site costs, the participating municipalities are required to make up the deficiency by each party paying their proportionate share as stated in the landfill site agreement.

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**5. COMMITMENT**

Through the legislated post closure activities, the Mid-Huron Landfill Site Board and its members are committed to cover all costs for the closure, maintenance and perpetual care of the site. The expected commitment is estimated to be 50 years from the year of closure of the site; site closure was in 2018. The expenditures relating to the annual costs of the site will be determined and approved during the board's annual budget process.

**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

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**6. INVESTMENTS**

An accounting policy change to conform with PS 3041 portfolio investments was adopted prospectively on January 1, 2023 that requires portfolio investments to be recorded at fair value on the statement of financial position. Investments in guaranteed investment certificates are recorded at cost on the statement of financial position. Equity investments are pooled and managed by investment advisors. The Board has approved policies and parameters under which the advisors make investments.

The fair market value of investments held on December 31, 2023 are as follows:

	<u>2023</u>	<u>2022</u>
Fixed income - GICs	\$ 3,508,108	\$ 1,497,238
Pooled funds - equities	932,075	1,457,456
Cash in portfolio - high interest savings account	<u>284,141</u>	<u>1,659,906</u>
	<u>\$ 4,724,324</u>	<u>\$ 4,614,600</u>

The cost of pooled funds - equities is **\$840,395** (2022 - \$1,457,456).

The cost of cash in portfolio - high interest savings account and fixed income - GICs also represents the fair market value of the investments.

Guaranteed Investment Certificates held bear interest ranging from 2.1% to 5.6% with maturities from January 2024 to December 2025.

Cash in portfolio receives interest at a variable rate that can fluctuate regularly. The rate of interest at December 31, 2023 is reflected by active market rates.

**7. RELATED PARTY TRANSACTIONS**

At year end, the Mid-Huron Landfill Site Board owed **\$24,128** (2022 - \$12,000) to the Town of Goderich. This amount is unsecured and non-interest bearing.

At year end, the Mid-Huron Landfill Site Board owed **\$3,132** (2022 - \$nil) to the Mid-Huron Recycle Centre Board. This amount is unsecured and non-interest bearing.

An annual administration fee of **\$12,000** (2022 - \$12,000) was paid to the Town of Goderich which is a participating municipality in the Mid-Huron Landfill Site Board.

Leachate processing fees of **\$104,177** (2022 - \$92,807) were paid to the Town of Goderich.

Compensation of **\$4,000** (2022 - \$4,000) was paid to the Municipality of Central Huron for additional costs involved in having the landfill site within their Municipality. Central Huron is a participating municipality in the Mid-Huron Landfill Site Board.

Fees in the amount of **\$899** (2022 - \$nil) were paid to the Mid-Huron Recycle Centre to cover site maintenance costs. The Board of the Recycle Centre is made up of three of the six municipalities that are participating municipalities of the Mid-Huron Landfill Site Board.

These transactions are in the normal course of operation and are measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
December 31, 2023

**8. TANGIBLE CAPITAL ASSETS**

<u>Net Book Value</u>			<u>2023</u>	<u>2022</u>
Linear			\$ <u>133,279</u>	\$ <u>135,134</u>
<b>Cost</b>	<b>Balance at</b>	<b>Additions to</b>	<b>Disposals to</b>	<b>Balance at</b>
	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2023</b>	<b>Dec. 31, 2023</b>	<b>Dec. 31, 2023</b>
Linear	\$ <u>185,562</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>185,562</u>
<b>Accumulated Amortization</b>	<b>Balance at</b>	<b>Amortization</b>	<b>Reversals</b>	<b>Balance at</b>
	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2023</b>	<b>Dec. 31, 2023</b>	<b>Dec. 31, 2023</b>
Linear	\$ <u>50,428</u>	\$ <u>1,855</u>	\$ <u>-</u>	\$ <u>52,283</u>
<b>Net Book Value</b>			<b><u>2022</u></b>	<b><u>2021</u></b>
Linear			\$ <u>135,134</u>	\$ <u>136,989</u>
<b>Cost</b>	<b>Balance at</b>	<b>Additions to</b>	<b>Disposals to</b>	<b>Balance at</b>
	<b>Dec. 31, 2021</b>	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2022</b>
Linear	\$ <u>185,562</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>185,562</u>
<b>Accumulated Amortization</b>	<b>Balance at</b>	<b>Amortization</b>	<b>Reversals</b>	<b>Balance at</b>
	<b>Dec. 31, 2021</b>	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2022</b>
Linear	\$ <u>48,573</u>	\$ <u>1,855</u>	\$ <u>-</u>	\$ <u>50,428</u>

The land on which the landfill site is located is owned by the Municipality of Central Huron.

**9. ACCUMULATED DEFICIT**

	<u>2023</u>	<u>2022</u>
<b>Reserves set aside by Board</b>		
Capital works	\$ <u>75,000</u>	\$ <u>75,000</u>
<b>Reserve funds set aside for specific purpose by Board</b>		
Perpetual care	4,752,334	4,825,554
<b>Surplus (deficit)</b>		
Invested in tangible capital assets	133,279	135,134
Accumulated remeasurement gains	91,679	-
Unfunded: closure and post-closure liability	(10,846,529)	(10,908,968)
<b>Total accumulated deficit</b>	<b>\$ <u>(5,794,237)</u></b>	<b>\$ <u>(5,873,280)</u></b>

**10. EXPENDITURES BY OBJECT**

	<u>2023</u>	<u>2022</u>
Operating goods and services	\$ <u>402,376</u>	\$ <u>382,466</u>
Change in closure / post closure liability	<u>(62,439)</u>	<u>(52,561)</u>
	<u>339,937</u>	<u>329,905</u>
Amortization of tangible capital assets	<u>1,855</u>	<u>1,855</u>
	<b>\$ <u>341,792</u></b>	<b>\$ <u>331,760</u></b>

**Mid-Huron Landfill Site Board**  
**Notes to the Financial Statements**  
**December 31, 2023**

**11. CLOSURE AND POST-CLOSURE LIABILITY**

Closure costs include final cover and vegetation and completing facilities for drainage control features, leachate monitoring, water quality monitoring and monitoring and recovery of gas. Post-closure care activities include all activities related to monitoring the site once it can no longer accept waste including acquisition of additional land for buffer zones, treatment and monitoring of leachate, monitoring ground water and surface water, gas monitoring and recovery and ongoing maintenance of various control systems, drainage systems and final cover. The estimated length of time needed for post-closure care is 50 years from the year of closure.

Public sector accounting standards require the recognition of a liability for anticipated closure and post-closure costs for existing and closed landfill sites. The liability is based on estimates and assumptions related to events extending over the remaining life of the landfill. The estimated future liability for the closure and post-closure expenses is recorded on the statement of financial position. This liability is recognized as the landfill's capacity is used and is calculated based on the ratio of utilization to total capacity for the landfill site and the discounted estimated cash flows associated with the closure and post-closure activities. The liability as at year end was **\$10,846,529** (2022 - \$10,908,968) and reflects a discount rate of **1.9%** (2022 - 1.9%). This liability is based on the site reserve fund assessment performed in 2017 and the site closure in June 2018.

Key assumptions of the 2017 reserve fund assessment used in calculating the liability are:

Remaining life span	Site closure 2018
Annual capacity	Capacity reached in 2018
Total undiscounted projected cash outflows	\$17,173,715
Expected inflation rate	1.6%
Real rate of return on investment	2.0%
Estimated time needed for post-closure care	50 years

The landfill has a reserve fund established to fund the closure and post closure costs. The reserve fund balance at year end is **\$4,752,334** (2022 - \$4,825,554).

**12. BUDGET DATA**

The unaudited budget figures are presented for comparison purposes as prepared and approved by the Board. Amortization was not contemplated on development of the budget and, as such, has not been included. The following reconciles the approved budget to the budget figures reported on these financial statements:

<b>Revenue</b>	
Operating budget	\$ 421,140
Less: interfund transfers	(370,640)
	<u>50,500</u>
<b>Expenditures</b>	
Operating budget	421,140
Less: interfund transfers	(50,000)
	<u>371,140</u>
<b>Annual deficit</b>	<b>\$ (320,640)</b>

**Mid-Huron Landfill Site Board**  
**Statement of Operating Expenditures**  
Year ended December 31

**Schedule A**

	<b>2023 Budget (Note 12)</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
Leachate processing and trucking (Note 7)	\$ 246,040	\$ 284,917	\$ 253,607
Engineering	42,500	50,808	49,910
Insurance	40,000	19,470	35,213
Transfer facility	9,100	17,255	13,823
Board administration (Note 7)	12,000	12,000	12,000
Audit and legal	5,500	5,217	4,986
Municipality of Central Huron (Note 7)	4,000	4,000	4,000
Other professional services	-	3,254	-
Grant-in-lieu	3,000	2,834	2,745
Site Maintenance	9,000	2,578	6,128
Telephone and postage	-	43	54
	<u>371,140</u>	<u>402,376</u>	382,466
Change in closure / post closure liability	-	<u>(62,439)</u>	<u>(52,561)</u>
	<u>\$ 371,140</u>	<u>\$ 339,937</u>	<u>\$ 329,905</u>

# The Corporation of the Township of Huron-Kinloss



## BY-LAW No.

2024 – 96

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### Being a By-Law to Confirm the Proceedings of the Council of the Township of Huron-Kinloss

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**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that 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 and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of The Corporation of the Township of Huron-Kinloss deems it expedient that the proceedings of meetings of the Council be confirmed and adopted by By-law;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the actions of the Council of The Corporation of The Township of Huron-Kinloss at its Council meeting held on September 16, 2024 in respect to each report, motion, resolution or other actions recorded and taken by Council at its meeting, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That the Mayor and appropriate department head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Huron-Kinloss referred to in the proceeding section.
3. That the Mayor and Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Huron-Kinloss to all such documents.
4. That this by-law shall come into full force and effect upon its final passage.
5. That this by-law may be cited as the "Confirmatory September 2024 (2) By-Law".

**READ a FIRST and SECOND TIME** this 16<sup>th</sup> day of September, 2024.

**READ a THIRD TIME and FINALLY PASSED** this 16<sup>th</sup> day of September, 2024.

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Mayor

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Clerk