



---

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 Committee of the Whole Agenda

March 3, 2025

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, 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  
Brett Pollock, Manager of Building and Planning, CBO

---

**Pages**

### 1. Call to Order

The Committee of the Whole Meeting of the Council of The Corporation of the Township of Huron-Kinloss will be called to Order at 7:00 p.m. on March 3, 2025 in the Council Chambers.

### 2. Disclosure of Pecuniary Interest

### 3. Delegations

**3.1 B.M. Ross and Associates - Reserve Capacity & Vacant Lot Inventory Update 9**

Lisa Courtney with B.M. Ross and Associates will provide an update to Council on Reserve Capacity & Vacant Lot Inventory for the Township.

**4. Staff Reports**

**4.1 Chief Administrative Officer**

- a. Update to Growth and Servicing Master Plan – Reserve Capacity Calculations, CAO-2025-07 21**

Motion

THAT Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-07 prepared by Jodi MacArthur, Chief Administrative Officer.

**4.2 Building & Planning**

- a. 2025 January Building Statistics, BLD-2025-05 43**

Motion

THAT the Township of Huron-Kinloss Committee of the Whole receives for information Report BLD-2025-05 prepared by Brett Pollock, Manager of Building and Planning/CBO.

**4.3 By-law Enforcement**

- a. Municipal By-Law Enforcement Status Report February 2025, BLE-2025-04 45**

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2025-04, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

**4.4 Fire Department**

- a. Fire and Emergency Services February 2025, FIR-2025-05 47**

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-05 prepared by Jeff Bradley, Fire Chief.

**4.5 Community Services**

- a. **2025 March Community Services Status Report, CS-2025-09** 50

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-09 prepared by Mike Fair, Director of Community Services.

- b. **Lucknow Library and Theatre Damage, CS-2025-10** 57

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-10 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes the necessary repairs to the Lucknow Library and Town Hall Theatre.

#### 4.6 Public Works

- a. **Transportation March 2025, PW-2025-07** 61

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-07 prepared by John Yungblut, Director of Public Works.

- b. **2025 Ripley Sidewalk Replacement Tender, PW-2025-08** 64

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-08 prepared by John Yungblut, Director of Public Works;

AND FURTHER accepts the tender from Amazing Construction Ltd. in the amount of \$252,855 plus HST for the replacement of existing sidewalks on Queen St. and Huron St. in Ripley;

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

- c. **2025 Kinloss Gravel Pit Farm Lease Agreement, PW-2025-09** 69

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-09 prepared by John Yungblut, Director of Public Works;

AND FURTHER authorizes the renewal of a farm lease agreement with Gerald Murray for the rental of pasture lands within the Kinloss Gravel Pit for a five year term;

AND FURTHER authorizes the appropriate by-law coming forward.

- d. **Landfill Management Report March 2025, PW-2025-10** 72

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-10 prepared By Cory Dulong, Manager of Environmental Services.

- e. **Water-Wastewater Report March 2025, PW-2025-11** 77

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-11 prepared by Cory Dulong, Manager of Environmental Services;

AND FURTHER approves the Huronville Operational Plan provided by the Municipality of Kincardine.

#### 4.7 Chief Administrative Officer - continued

- a. **Bruce County Land Acquisition, CAO-2025-04** 107

Motion

THAT Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2025-04 prepared by Jodi MacArthur, Chief Administrative Officer and accepts the transfer of Part 1 of the draft reference plan from the County of Bruce as requested by the Lucknow & District Joint Recreation Board;

AND FURTHER THAT the appropriate by-law be brought forward authorizing the Mayor and Chief Administrative Officer to execute the agreement of purchase and sale and any other necessary documents to complete the transfer.

- b. Workplace Violence and Harassment Policy Update, CAO-2025-05** 110

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO-2025-05 prepared by Leanne Scott, HR Generalist;

AND FURTHER authorizes the appropriate by-law coming forward.

- c. March 2025 Hiring Report, CAO-2025-06** 120

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-06 prepared by Leanne Scott, Human Resources.

#### **4.8 Legislative Services**

- a. Noise Exemption Requests – Ripley Reunion and 911 Parkplace, CLK-2025-07** 122

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-07, prepared by Kelly Lush, Deputy Clerk,

AND grants an exemption to Noise By-law No. 2005-101 for the Ripley Reunion Committee to host their reunion events with live music at 17 Queen St, Ripley on August 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> from 9:00 p.m. to 1:00 a.m. the following day and on August 4<sup>th</sup> for fireworks at 9:30 p.m. (dusk);

AND FURTHER grants an exemption on June 21<sup>st</sup> from 11:00 p.m. to 1:00 a.m. the next day for a wedding reception with music that will take place at 911 Parkplace, Kincardine.

- b. Resolutions for Consideration March 2025, CLK-2025-08** 124

Motion

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-08 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER that the Committee of the Whole support the following resolutions;

AND FURTHER direct Staff to distribute as they see fit.

**5. Correspondence Requiring Direction**

Motion

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

**5.1 Point Clark Beach Association**

166

The Point Clark Beach Association is looking for guidance on projects.

**6. Information**

Motion

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

**6.1 Maitland Valley Conservation Authority - Comments on the Conservation Areas Strategy**

172

**6.2 ROMA Trains and Drains Advocacy Moves Forward**

173

### **6.3 Bruce County Correspondence**

176

Residents Encouraged to create an Emergency Preparedness Plan - February 3, 2025  
Black History Month at the Bruce County Museum & Cultural Centre - February 3, 2025  
Donations from Cargill Community Groups Support Paramedic Services - February 3, 2025  
Bruce County Recognized as one of Southwestern Ontario's Top Employers - February 5, 2025  
International Women's Day - February 6, 2025  
Wonders of Nature Bruce County Museum & Cultural Centre - February 10, 2025  
Canadian Artist Celebrated at the Bruce County Museum & Cultural Centre - February 12, 2025  
County Administration Building Closed for Family Day - February 14, 2025  
Spruce the Bruce Launching February 1 - January 30, 2025  
Bruce County Library Starts Tax Program Appointments - February 11, 2025  
2025 Summer Company Program Opens - February 19, 2025  
Bruce County Child Activity Assistance Program - February 19, 2025  
Volunteer Muriel Celebrated at the Bruce County Museum & Cultural Centre - February 19, 2025  
Bruce County Public Library Launches New Website - January 22, 2025  
County Reminds Residents to Clear Snow from Residential 911 Signs - February 21, 2025  
Warden Shares Message of Recognition for Winter Storm Response Efforts - February 20, 2025  
Council Meeting Highlights - February 20, 2025  
March Break Fun at the Bruce County Museum & Cultural Centre - February 24, 2025

### **6.4 AMO AMCTO Correspondence**

241

AMCTO Advocacy Update - January 29, 2025  
AMO Watchfile - January 30, 2025  
AMO Policy - February 3, 2025  
AMO Policy Update - February 3, 2025  
AMO Watchfile - February 6, 2025  
AMCTO Advocacy Update - February 7, 2025  
AMO Policy Update - February 7, 2025  
AMO Policy Update - February 11, 2025  
AMO Policy Update - February 14, 2025  
AMCTO Advocacy Update - February 18, 2025

## **6.5 General Correspondence**

RT-07 February Updates - February 4, 2025

Community Living Kincardine & District February 2025 Newsletter - February 6, 2025

Crime Stoppers Annual Golf Classic - February 26, 2025

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

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

## **8. Adjournment**

### **Document Accessibility**

The Township of Huron-Kinloss is committed to providing information in the format that meets your 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 the 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 the Township of Huron-Kinloss Committee of the Whole hereby adjourn at XX:XX.





**BMROSS**  
engineering better communities

# Reserve Capacity & Vacant Lot Inventory Update

MARCH 3, 2025

# Updated Customer Counts

<b>Number of Water Customers</b>	<b>Lakeshore</b>	<b>Ripley</b>	<b>Lucknow</b>	<b>Whitechurch</b>
Connected	2,507	448	689	42
Not Connected (private service, municipally owned without servicing, constrained)	113	20	132	12
Infill Lots (Not Connected)	270	45	57	6
Development Commitments (Total units)	56	182	177	0

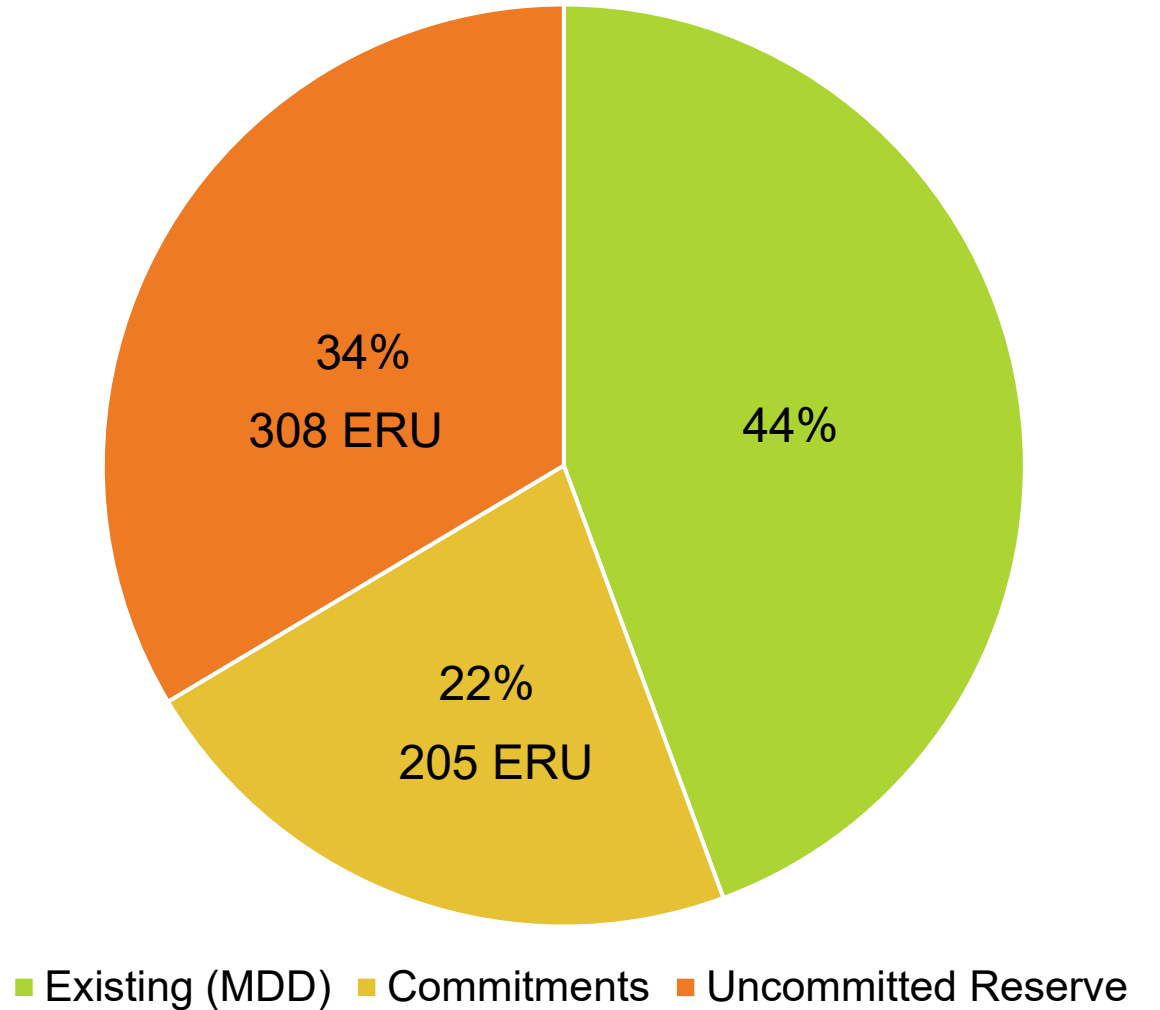
<b>Number of Wastewater Customers</b>	<b>Ripley</b>	<b>Lucknow</b>
Connected	453	672
Not Connected (private service, municipally owned without servicing, constrained)	20	131
Infill Lots (Not Connected)	46	57
Development Commitments (Total units)	182	177

Note: Connected properties includes metered properties, municipal properties (with services), properties in ACW and North Huron.

# Reserve Capacity – Ripley DWS

- ▶ Expressed as Equivalent Residential Unit (ERU), which is the design flow associated with a single detached residential unit.
- ▶ 205 ERU in commitments
  - ▶ Includes infill lots
- ▶ 308 ERU in uncommitted capacity (108 if considering 'firm capacity')

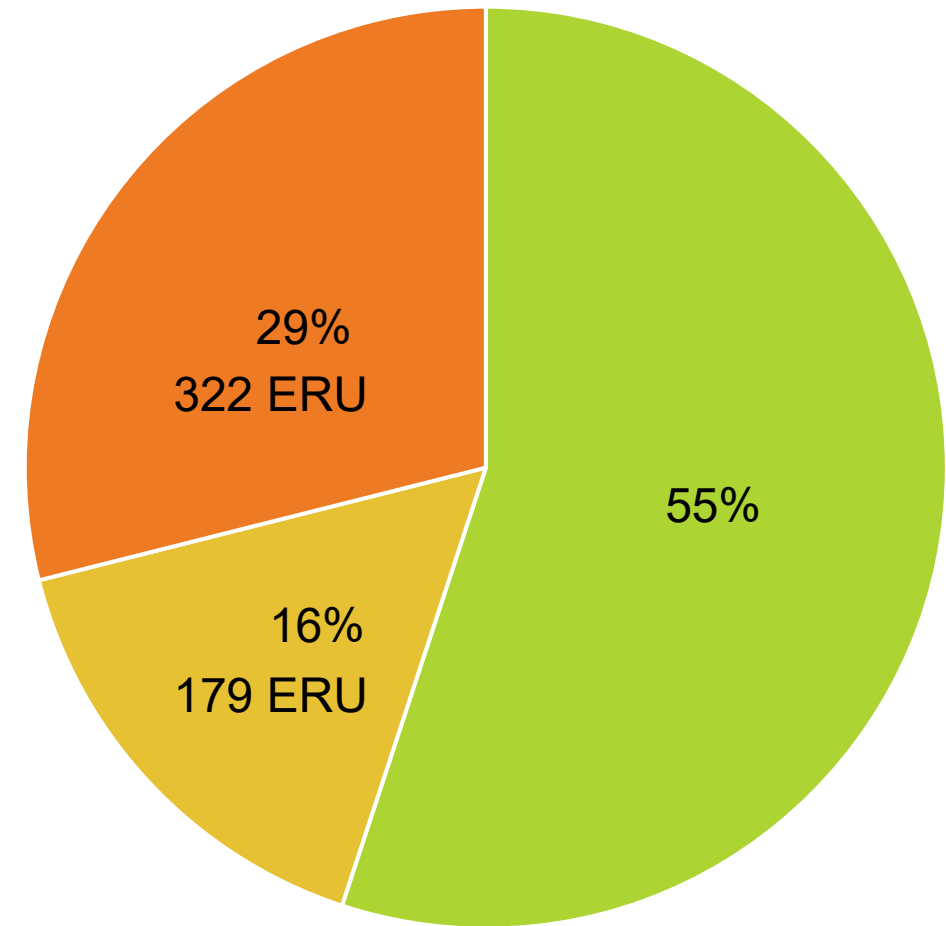
Ripley DWS Reserve Capacity (Rated Capacity)



# Reserve Capacity – Lucknow DWS

- ▶ 179 ERU in commitments
  - ▶ Includes infill lots
- ▶ 322 ERU in uncommitted capacity (-92 ERU if considering 'firm capacity')

Lucknow DWS - Reserve Capacity (Rated Capacity)

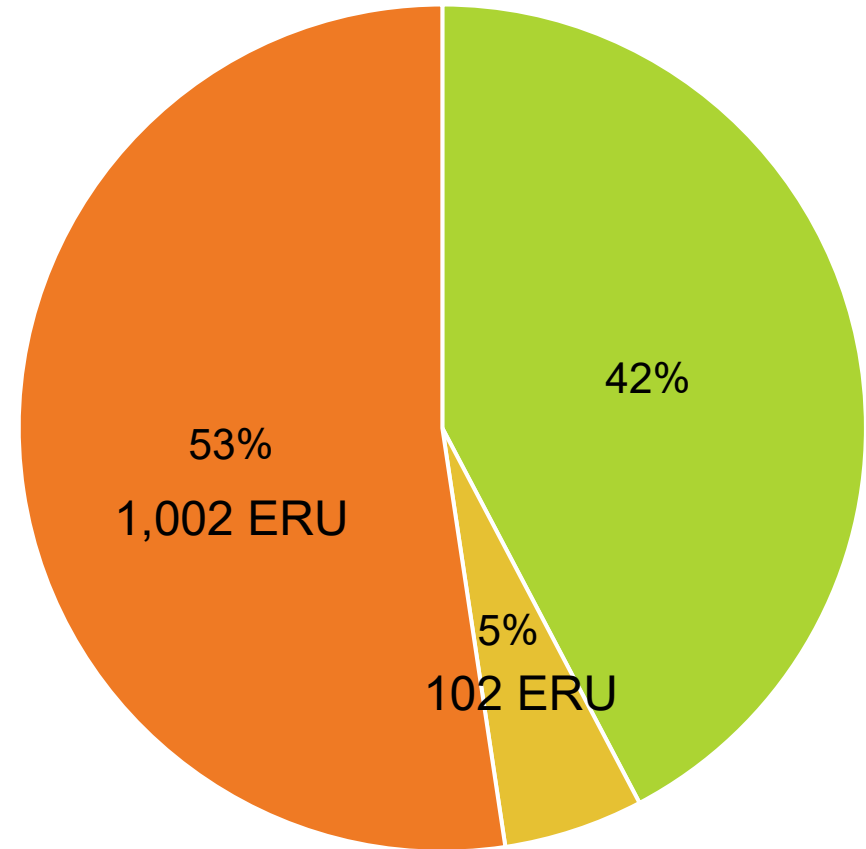


# Reserve Capacity – Lakeshore North DWS

- ▶ 102 ERU in commitments
  - ▶ Includes infill lots
- ▶ 1,002 ERU in uncommitted capacity (-306 ERU if considering 'firm capacity')

5

Lakeshore North - Reserve Capacity (Rated Capacity)

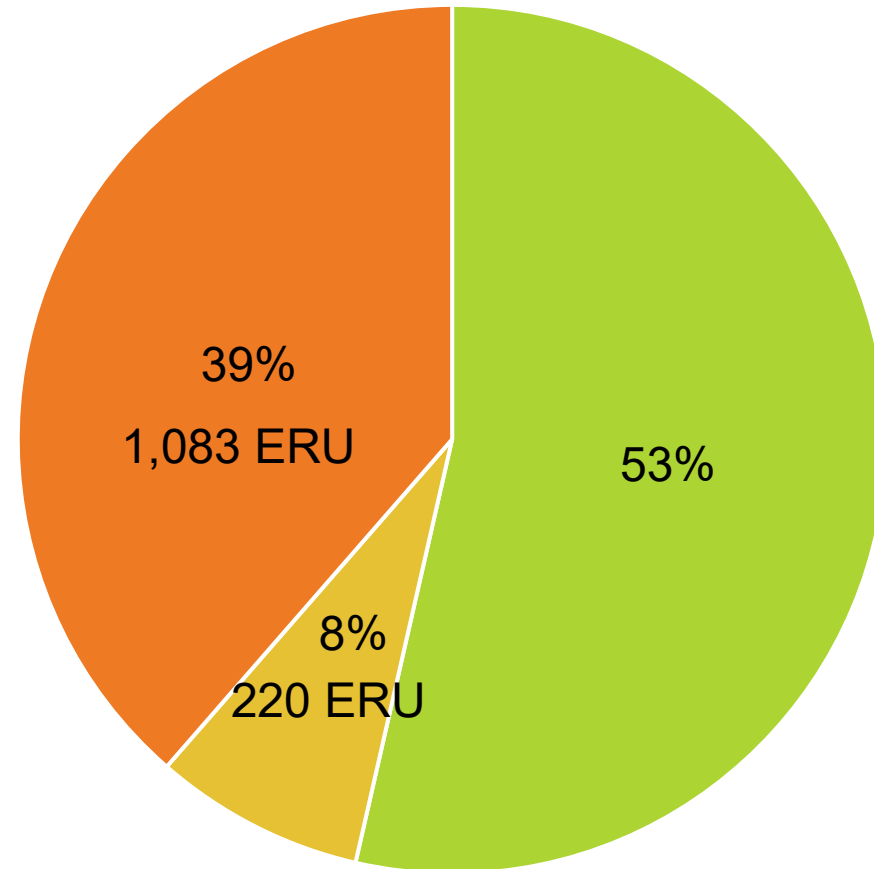


Existing (MDD)   Commitments   Uncommitted Reserve

# Reserve Capacity – Lakeshore South DWS

- ▶ 220 ERU in commitments
  - ▶ Includes infill lots
- ▶ 1,083 ERU in uncommitted capacity (-476 ERU if considering 'firm capacity')

Lakeshore South - Reserve Capacity (Rated Capacity)

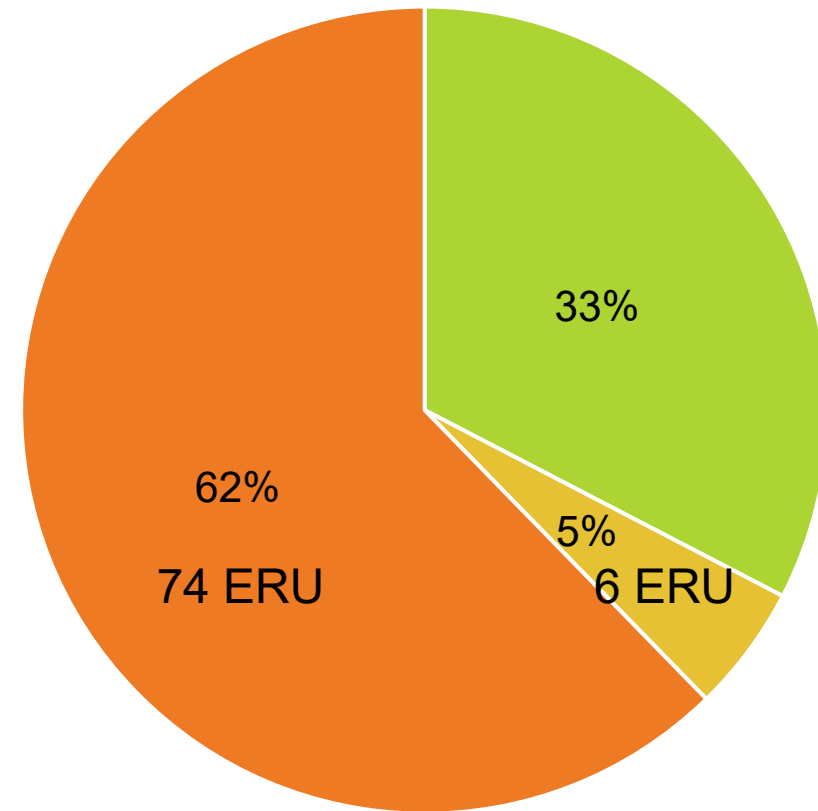


Existing (MDD)    Commitments    Uncommitted Reserve

# Reserve Capacity – Whitechurch DWS

- ▶ 6 ERU in commitments
  - ▶ Infill lots
- ▶ 74 ERU in uncommitted capacity.

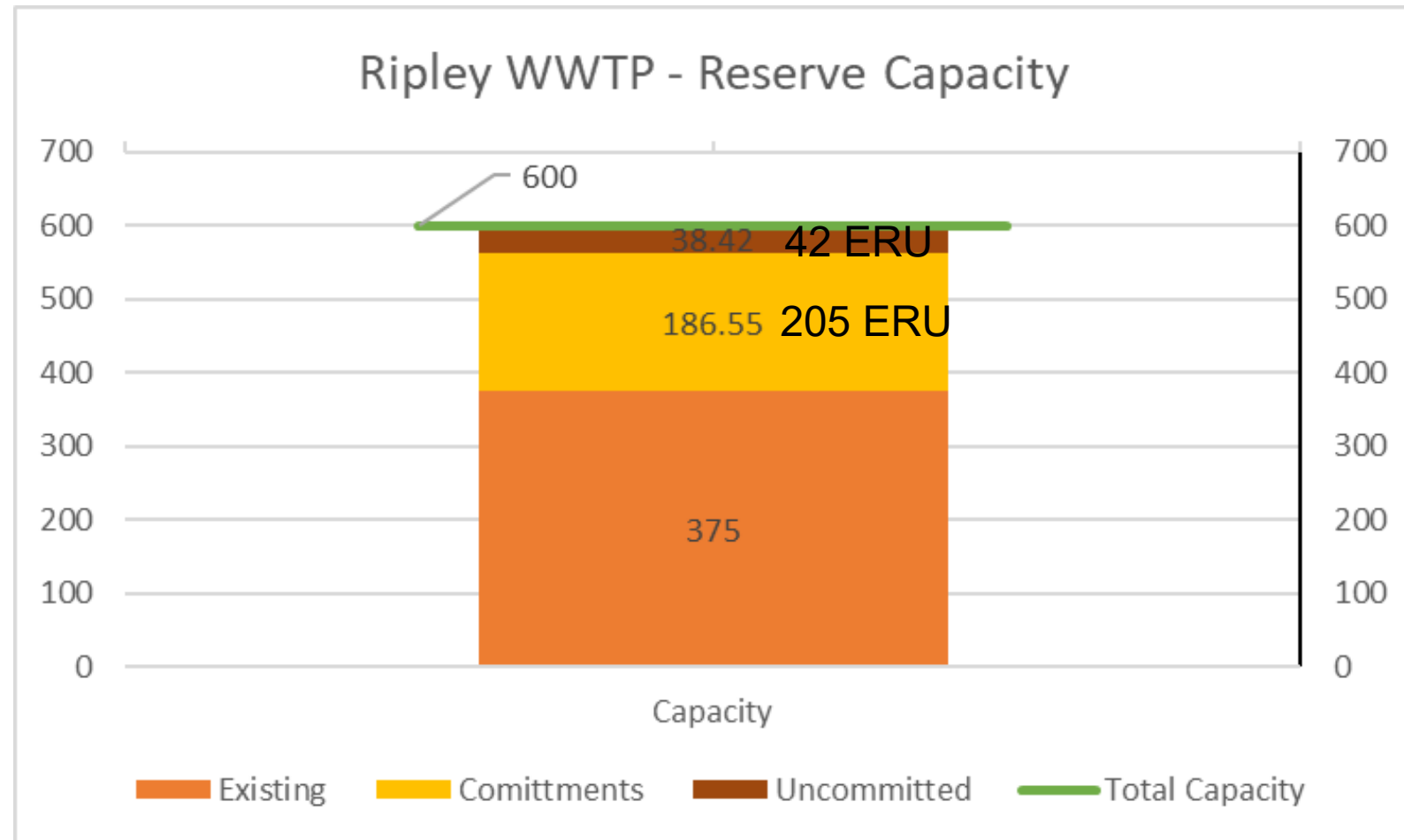
Whitechurch DWS - Reserve Capacity (Rated Capacity)



Existing (MDD)   Commitments   Uncommitted Reserve

# Reserve Capacity – Ripley Wastewater

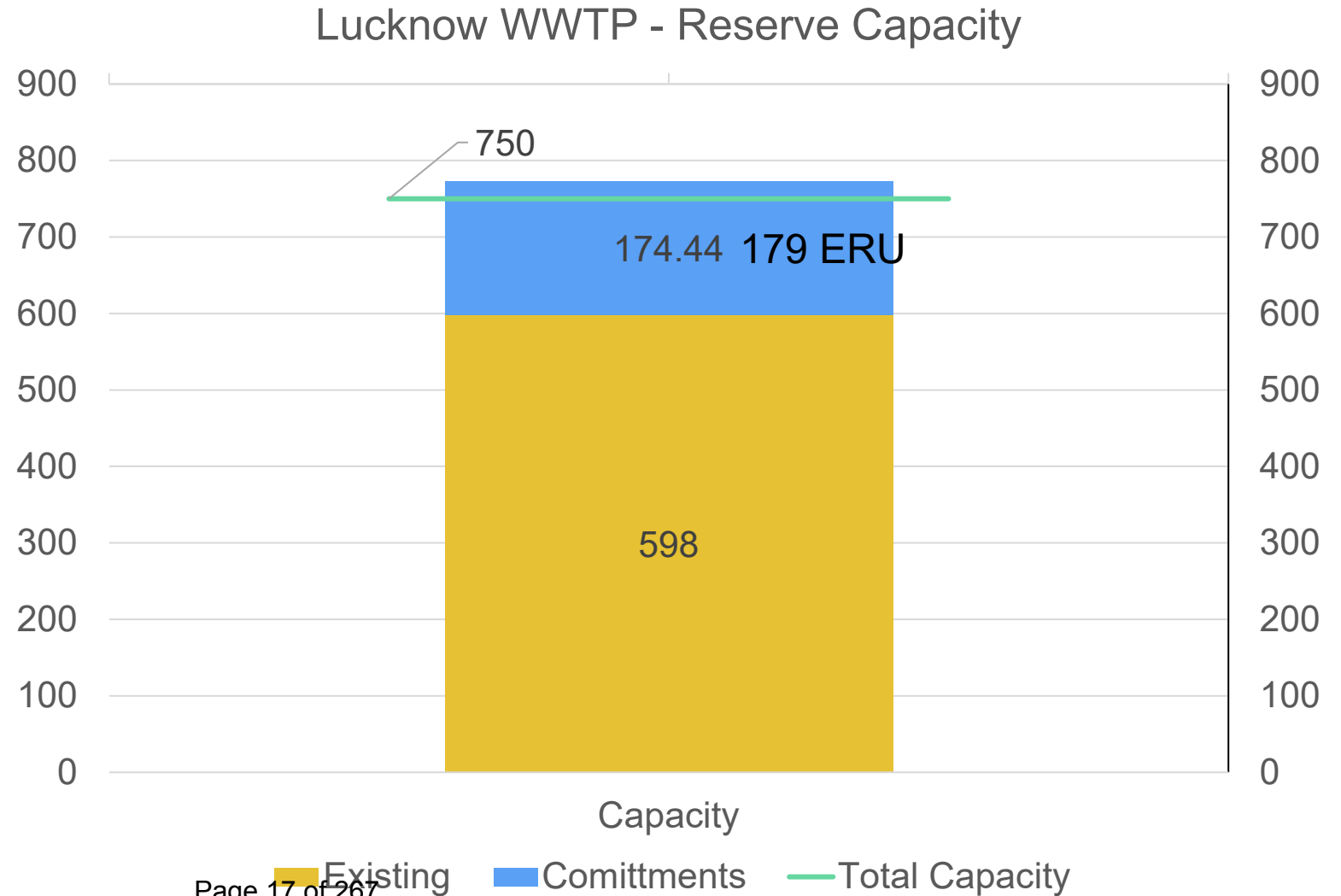
- Capacity = 600 m<sup>3</sup>/day
- Uncommitted capacity is 38.42 m<sup>3</sup>/day or 42 ERU
- Ripley WWTP is operating at 63%





# Reserve Capacity – Lucknow WWTP

- Capacity = 750 m<sup>3</sup>/day
- Overcommitted by 22 m<sup>3</sup>/day or 22 ERU
- Lucknow WWTP is operating at 80% capacity



# Reserve Capacity Summary

- ▶ Need for increased wastewater capacity in Ripley and Lucknow will depend on the timing of the proposed developments.
- ▶ Township is pursuing an allocation policy as recommended in the Master Plan.
  - ▶ Allocation policy will allow the Township to reallocated capacity to ensure it is not held by developments that are not proceeding in a timely manner.
  - ▶ This will allow the Township to better judge the need and timing for the eventual wastewater treatment capacity expansions in Ripley and Lucknow.

# Updated Lakeshore Lot Inventory

- New PPS as of October 2024
- Potential to add 47 acres as a 'minor rounding out' to the Lakeshore Settlement Area.
  - Could be supported with partial services (municipal water and individual septic systems).
- Could be pursued through OP amendment in the future.

Category	Potential No. of Units in Master Plan – June 2, 2023	Potential No. of Units as of October 1, 2024
Proposed and unbuilt units	144	56
Infill lots	195	264
Vacant residential or future development lands	210 (based on 42 ha at 5 units/ha)	196 (based on 39 ha at 5 units/ha)
Total potential units	549	516
Forecasted units (high growth)	611	611
Units not accommodated in existing and future lot inventory	62	95
Additional land required (at 5 units/ha)	12 ha (30 acres)	<b>19 ha (47 acres)</b>

# Questions & Comments





## Staff Report

**Report Title: Update to Growth and Servicing Master Plan – Reserve Capacity Calculations**

**Date: Mar. 3, 2025**

**Report Number: CAO-2025-07**

**Department: CAO**

**File Number: C11 CAO25**

**Prepared By: Jodi MacArthur, Chief Administrative Officer**

**Attachments: Updated Reserve Capacity Calculations Memo**

---

### **Recommendation:**

THAT Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-07 prepared by Jodi MacArthur, Chief Administrative Officer.

### **Background:**

B.M. Ross and Associates Limited has provided the updated reserve calculations for the Lucknow, Lakeshore and Ripley drinking water systems and the Lucknow and Ripley wastewater treatment systems that are included in the Township's [Growth, Water and Wastewater Servicing Master Plan](#). The memo also includes the addition of the Whitechurch capacity and updates to the vacant lot inventory to determine settlement area land needs for the Lakeshore.

### **Discussion/Analysis/Overview:**

Lisa Courtney from B.M. Ross and Associates Limited will attend the meeting and present the findings. The update provides valuable data for staff to prepare for future growth and identify areas for future development and servicing requirements. Staff have been working on a draft servicing allocation policy that will come forward for Council consideration soon.

### **Financial Impacts:**

Work will begin to address immediate needs such as the well replacement in Lucknow and add water storage along the lakeshore. Wastewater systems will be closely monitored and expansion projects investigated in connection with growth and development requirements.

### **Performance Measurement:**

Water supply and wastewater treatment reserve capacity measured in Equivalent Residential Units (ERUs)

Water storage measured in cubic metres (m<sup>3</sup>)

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Prepare for Inclusive Growth
- Enhance Municipal Service Delivery
- Ensure Financial Stability

**Strategic Goal: Ensure municipal systems support future growth**

**Respectfully Submitted By:**

Jodi MacArthur, Chief Administrative Officer

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer

## Memo

From: Lisa Courtney  
lcourtney@bmross.net

**To:** Jodi MacArthur, Chief Administrative Officer  
Township of Huron-Kinloss

---

**Re:** Update to Growth and Servicing Master Plan – Reserve Capacity  
Calculations and Vacant Lot Counts

---

**File #:** 23338

---

**Date:** January 7, 2024

---

### 1 Introduction

The intent of this memo is to provide an update to the Growth, Water and Wastewater Servicing Master Plan (dated June 2, 2023). Specifically, this memo will provide an update to the reserve capacity calculations for the Lucknow, Lakeshore, and Ripley Drinking Water Systems (DWS) and the Ripley and Lucknow Wastewater Treatment Plants (WTP). This memo also includes an update to the vacant lot inventories and settlement area land needs calculation for the Lakeshore Settlement Area. This memo includes the reserve capacity calculations for the Whitechurch DWS, which was not included in the original scope of the Master Plan.

It is noted that the counts and calculations in this memo are based on information current to October 1, 2024.

### 2 Existing Customer Counts

The number of existing customers of the drinking water and wastewater systems have been updated based on information current to October 1, 2024. The review of customers included a review of billing information, properties connected outside of Huron-Kinloss, metered customers and municipal properties connected to the system. Township staff assisted with the review of connected properties. In addition to this memo, Township staff have been provided with updated GIS shapefiles and database identifying the properties connected to the water and wastewater systems.

The tables below summarize the current customer counts, as of October 1, 2024, for the water and wastewater systems based on the service units billed for each property in the settlement area. It should be noted that the count of connected customers includes metered properties, municipal properties, and properties connected outside of Huron-Kinloss (in Ashfield-Colborne-Wawanosh and North Huron). Properties identified as not

connected include properties with private water or wastewater systems, municipally owned properties without services, and properties considered constrained for development purposes. Infill lots are existing lots of record that could connect to system.

*Table 2.1 Summary of Connected and Unconnected Customers for the Huron-Kinloss Water Systems*

<b>Number of Customers</b>	<b>Lakeshore</b>	<b>Ripley</b>	<b>Lucknow</b>	<b>Whitechurch</b>
Connected	2,507	448	689	42
Not Connected	113	20	132	12
Infill Lots (Not Connected)	270	45	57	6
Development Commitments (Total units)	56	182	177	0

*Table 2.2 Summary of Connected and Unconnected Customers for the Huron-Kinloss Wastewater Systems*

<b>Number of Customers</b>	<b>Ripley</b>	<b>Lucknow</b>
Connected	453	672
Not Connected	20	131
Infill Lots (Not Connected)	46	57
Development Commitments (Total units)	182	177

The counts summarized in the tables above are the basis of the reserve capacity calculations.

### **3 Reserve Capacity Calculations**

The reserve capacity calculations for the Lakeshore, Ripley and Lucknow water systems and Lucknow and Ripley wastewater systems that were included in the Master Plan have been updated based on updated customer counts and flow data. The updated reserve capacity memo is attached as an appendix to this memo and summarized below.

For each system, the total reserve was calculated by subtracting the usage from existing customers from the rated capacity. For the water systems, the reserve capacity based on the firm capacity was also calculated. The firm capacity refers to the capacity of a water system with the largest supply well out of service. The total reserve is the capacity available for growth, both committed (i.e. future residential units that are known) and uncommitted. The number of committed units includes the current number of vacant infill lots that could be serviced by the existing systems where there are existing watermains or sewers.

The uncommitted capacity, or capacity available for future growth excluding known development proposals and infill lots, for each system is summarized in Table 3.1. The uncommitted reserve capacities presented below are expressed as Equivalent Residential Units (ERU), which is the design flow associated with a single detached residential unit. For comparison, the uncommitted capacity as calculated for the Master Plan are also provided.



Table 3.1 Summary of Uncommitted Reserve Capacity (in ERUs)

<b>System</b>	<b>Water System Uncommitted Capacity (ERU)</b>	<b>Wastewater Treatment Uncommitted Capacity (ERU)</b>
Lucknow – Master Plan	312	100
Lucknow – December 2024	322	-22
Ripley – Master Plan	222	-99
Ripley - December 2024	312	42
Whitechurch – December 2024	74	
Lakeshore North – Master Plan	834	
Lakeshore North – December 2024	1,002	
Lakeshore South – Master Plan	1,004	
Lakeshore South – December 2024	1,083	

From the updated calculations, there is uncommitted reserve capacity for an additional 322 ERU and 312 ERU in the Lucknow water and Ripley water systems, respectively. For the Lucknow water system, the difference between the uncommitted capacity as noted in the Master Plan and the latest version is a result of the reduction in the 3-year average maximum day demand (i.e. lower average water usage by the existing customers). In Ripley, the reduction in the number of development commitments compared to those used in the Master Plan calculations results in the increase in the December 2024 uncommitted capacity.

For the Lakeshore North water system, the 3-year average of the maximum daily demand was lower in December 2024 than between 2019-2021, which was used for the Master Plan calculations. The result of this is a decrease in the capacity attributed to the existing population.

The most recent reserve capacity calculations identify the Ripley and Lucknow wastewater systems are over-committed. The Lucknow wastewater treatment system is over-committed by 22 ERU and the Ripley system is over-committed by 42 ERU. At present, the Lucknow WWTP is operating at 80% capacity and the Ripley WWTP is at 63% capacity. Given the number of development commitments, the need for increased wastewater treatment capacity at both locations will depend on the timing of the proposed developments proceeding to construction. It is understood that the Township is pursuing a capacity allocation policy as recommended in the Master Plan. An allocation capacity will provide the Township with the means to reallocate capacity to ensure it is not held by developments that are not proceeding in a timely manner. This will allow the Township to better judge the need and timing of wastewater treatment capacity expansions for the Ripley and Lucknow systems.

#### 4 Update Settlement Area Land Needs – Lakeshore Area

In the Growth, Water and Wastewater Servicing Master Plan, the future land needs based on forecasted growth and available lands within the settlement areas were assessed. Township staff requested an update to the calculations for the Lakeshore Area as a deficit of available land for residential growth was identified in the Master Plan. The Lakeshore Settlement Area is the area experiencing the greatest growth pressures and is forecasted to accommodate most of the future growth identified for Huron-Kinloss. The projected growth from the forecasts utilized in the Master Plan ranges from 584 to 611 ERUs.

Following the completion of the Master Plan, the counts of vacant infill properties, vacant residential and future development lands and number of proposed and unbuilt units have been updated. Table 4.1 summarizes the counts from the Master Plan and the updated numbers.

*Table 4.1 Vacant and infill lot inventory counts*

<b>Category</b>	<b>Potential No. of Units in Master Plan – June 2, 2023</b>	<b>Potential No. of Units as of October 1, 2024</b>
Proposed and unbuilt units	144	56
Infill lots	195	264
Vacant residential or future development lands	210 (based on 42 ha at 5 units/ha)	196 (based on 39 ha at 5 units/ha)
Total potential units	549	516
Forecasted units (high growth)	611	611
Units not accommodated in existing and future lot inventory	62	95
Additional land required (at 5 units/ha)	12 ha (30 acres)	19 ha (47 acres)

Between the issuance of the Master Plan on June 2, 2023 and this update, the number of proposed and unbuilt units in the Lakeshore has decreased from 144 units to 56. This is a function of the lots in the Crimson Oak subdivision shifting from a development commitment to infill as the subdivision was built, and older development proposals that have not advanced being removed from the development commitment list.

The most current estimate of vacant residential and future development lands is 39 hectares, which equates to 196 units at 5 units per hectare. This assumption is based on the provision of municipal water and individual private septic systems. The difference between the current and Master Plan calculations of vacant residential and future development land is the refinement of future development lands based on zoning and development potential.

Currently, an additional 19 hectares (47 acres) will be required to accommodate the forecasted 25-year future growth in the Lakeshore Settlement Area. This is an additional 7 hectares from the estimate in the Master Plan. It is anticipated that as infill lots are developed, the need for additional land within the Lakeshore Settlement Area will continue to increase.

The Background Issues and Planning Report, which preceded the Master Plan, included a constraint analysis that examined hazard lands, environmentally protected lands, buffers around features such as farms, as well as linkages to existing infrastructure. Through this constraint analysis, the lands in the vicinity of Concession 10 and Lake Range Drive were identified as a potential area for a future expansion of the Lakeshore Settlement Area. In December 2023, BMROSS provided a letter to the Township outlining a potential expansion to the Lakeshore Settlement Area for potential consideration through the Bruce County Official Plan Update. At that time, an area of 163 hectares north of Concession 10 was identified as a potential expansion. This reflected a requirement for a communal or decentralized sewage servicing per the policies of the 2020 Provincial Planning Statement (PPS).

In October 2024, the Province enacted the 2024 PPS. Following the implementation of the 2024 PPS, Township and BMROSS staff met with County planners to review the implications of the new PPS on the County's Official Plan Update and the Lakeshore Settlement Area expansion. At that time, the County indicated the expansion as requested in the December 2023 letter, would not be included in the Official Plan Update. County staff suggested that under the new policies of the PPS, a smaller expansion to support the identified 25-year growth needs (47 acres) to the Lakeshore Settlement Area could potentially proceed as "rounding out" of the settlement area. Rounding out would allow a minor settlement area expansion to proceed with partial services (municipal water and individual septic systems). The Township could pursue this through an Official Plan amendment in the future.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per \_\_\_\_\_  
Lisa J. Courtney, RPP

LJC:hv

APPENDIX A  
RESERVE CAPACITY MEMO (December 19, 2024)



**B. M. ROSS AND ASSOCIATES LIMITED**  
Engineers and Planners  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 [www.bmross.net](http://www.bmross.net)

## Memo

From: Andrew Garland  
[agarland@bmross.net](mailto:agarland@bmross.net)

### VIA EMAIL ONLY

<b>To:</b>	Township of Huron-Kinloss Attn: John Yungblut, Director of Public Works
<b>Re:</b>	Huron-Kinloss Water and Wastewater Reserve Capacity
<b>File #:</b>	23338
<b>Date:</b>	December 19, 2024

### Summary

#### Lucknow

- **Water Supply** – The total reserve capacity was calculated based on a rated capacity of 2,000 m<sup>3</sup>/day and a firm capacity of 935 m<sup>3</sup>/day. The total reserve capacity, based on the rated capacity, is 899 m<sup>3</sup>/day, of which 320 m<sup>3</sup>/day is committed to developments. The uncommitted reserve may supply an additional 579 m<sup>3</sup>/day or 322 ERUs. Based on the firm capacity, the water supply system is over-committed by 166 m<sup>3</sup>/day, which is equivalent to 92 ERUs, under current conditions.
- **Water Storage** – The Lucknow elevated storage tank has an effective storage volume of 1,600 m<sup>3</sup>. Storage requirements under existing conditions are equal to 1,139 m<sup>3</sup>. Development commitments are expected to require an additional 195 m<sup>3</sup> of storage. There is sufficient storage to accommodate current and future development.
- **Wastewater Treatment** – Total reserve capacity was calculated to be 152 m<sup>3</sup>/day, with current commitments representing a need for 174 m<sup>3</sup>/day. The plant is therefore over-committed by 22 m<sup>3</sup>/day, representing 22 ERUs.

#### Ripley

- **Water Supply** – Total reserve capacity, based on a rated capacity of 2,880 m<sup>3</sup>/day, is 1,602 m<sup>3</sup>/day. Development commitments require an additional 636 m<sup>3</sup>/day, resulting in an uncommitted reserve of 966 m<sup>3</sup>/day or 312 ERUs.
- **Water Storage** – The Ripley elevated storage tank has an effective storage volume of 1,465 m<sup>3</sup>. Current conditions require a total storage volume of 991 m<sup>3</sup>. Development commitments are expected to require an additional storage volume of 375 m<sup>3</sup>, for a total storage requirement of 1,366 m<sup>3</sup>. There is sufficient storage to accommodate current and future development.
- **Wastewater Treatment** – The total reserve capacity was calculated to be 225 m<sup>3</sup>/day. Development commitments require 187 m<sup>3</sup>/day, resulting in an uncommitted reserve of 38 m<sup>3</sup>/day, or 42 ERUs.

#### Lakeshore

- **Water Supply** – The Lakeshore North total reserve capacity was calculated based on a rated capacity of 5,741 m<sup>3</sup>/day. The total reserve capacity is equivalent to 3,313 m<sup>3</sup>/day and the uncommitted reserve is equal to 3,007 m<sup>3</sup>/day, or 1,002 ERUs. The Lakeshore South total reserve is 2,736 m<sup>3</sup>/day, based on a rated capacity of 5,893 m<sup>3</sup>/day. The uncommitted reserve is equal to 2,274 m<sup>3</sup>/day, or 1,083 ERUs.

- Water Storage – The recommended storage volume for the existing Lakeshore system is 3,792 m<sup>3</sup>. Factoring in development commitments, the recommended storage volume increases to 4,101 m<sup>3</sup>. The total storage volume of the Point Clark standpipe is significantly lower at approximately 1,500 m<sup>3</sup>. Additional storage, as noted in the Master Plan, is recommended.

#### *Whitechurch*

- Water Supply – Total reserve capacity, based on a rated capacity of 260 m<sup>3</sup>/day, is 175 m<sup>3</sup>/day, with 13 m<sup>3</sup>/day required for development commitments. The uncommitted reserve is 162 m<sup>3</sup>/day which is equivalent to 74 ERUs.

### **1.0 PURPOSE OF MEMO AND BACKGROUND**

The purpose of this memo is to provide an analysis of the reserve capacities of the following water and wastewater system facilities in the Municipality of Huron-Kinloss, as of December 31, 2023:

- Water Supply (Lucknow, Ripley, Lakeshore, Whitechurch)
- Water Storage (Lucknow, Ripley, Lakeshore)
- Wastewater Treatment (Lucknow and Ripley)

Water supply and wastewater flow information was obtained and reviewed for the years 2021 to 2023 from data provided by Veolia. Development information was obtained from BMROSS files and discussion with Township staff.

### **2.0 METHODOLOGY**

#### **2.1 Definition of an ERU**

For the purposes of quantifying servicing requirements for current development commitments and future growth, water demands and wastewater flows are described in terms of Equivalent Residential Units (ERUs). An ERU is defined as the unit flow design value for a single detached residential unit.

Design flows for other types of residential development are proportioned to single detached units based on expected per person occupancies (PPU). For calculation purposes the following values, which were used in the most recent Master Plan (BMROSS File No. 18265), are used:

- |                   |            |            |
|-------------------|------------|------------|
| • Single detached | = 2.60 PPU | = 1.00 ERU |
| • Multi-family    | = 1.60 PPU | = 0.62 ERU |
| • Apartment       | = 1.40 PPU | = 0.54 ERU |

For calculation purposes, it is assumed that for every residential unit built there will be a proportional increase in non-residential. The current customer count includes both residential and non-residential. Total flows include water supplied and wastewater generated from both as well. To account for non-residential growth, the historical “per customer flow” plus 10% is used in the following reserve calculations as the flow for one ERU. This approach is expected to provide an over-estimate of future use (i.e., a factor of safety) for systems with little to no industrial, commercial, or institutional (ICI) use. Water demands and wastewater flows per ERU, including consideration of non-residential development, are calculated in later sections of this memo.

#### **2.2 Total Reserve Method**

System capacities were established through a review of the Municipal Drinking Water License (MDWL) and Drinking Water Works Permit (DWWP) for the water systems, and the Environmental Compliance Approval (ECA) for the wastewater systems.

For the water supply systems, the existing condition was established as the maximum daily demand over the 2021 to 2023 period. The calculations for water supply reserve capacity were completed based on the rated capacity, as determined by the lower value of the MDWL or Permit to Take Water (PTTW), and the “firm capacity”, which is defined as the capacity with the largest well out of service.

For wastewater treatment, the existing condition was established as the average of 2021 to 2023 annual average day flows.

The total reserve values were determined by subtracting the existing condition from the rated capacity (and firm capacity for water systems).

### 2.3 Uncommitted Reserve Method

The uncommitted reserve values were determined by subtracting the expected flow to or from development commitments from the total reserve value. Commitments are residential units that are planned and approved, but not yet connected to the water or wastewater systems.

## 3.0 EXISTING POPULATION, CUSTOMERS, AND DEVELOPMENT INFORMATION

### 3.1 Existing Population

The 2021 population was developed from the 2021 census. The 2021 population for each service area of interest is summarized in Table 3.1.

**Table 3.1  
Existing Population by Service Area**

Service Area	Population
Lucknow	1,154
Ripley	800
Lakeshore	3,183
Whitechurch	73

### 3.2 Existing Customers

An existing customer is a user of the system that is consuming water or producing wastewater. Customer counts for water supply systems are presented in Table 3.2, and wastewater treatment systems in Table 3.3.

**Table 3.2  
Water Customer Counts**

System Name	No. of Customers
Lucknow	689
Ripley	448
Lakeshore North <sup>1</sup>	884
Lakeshore South <sup>1</sup>	1,623
Whitechurch	42

Notes: 1. Lakeshore North and South based on pressure zone division at the 6<sup>th</sup> Concession.

**Table 3.3  
Wastewater Customer Counts**

System Name	No. of Customers
Lucknow	672
Ripley	453

### 3.3 Development Commitments

The following is based on plans and draft plans of residential development within the existing urban boundary that are either approved or have been identified as in the process of seeking approval or are future potential commitments. In some cases, assumptions have been made about the number of potential units in multi-unit parcels. Development commitments can be vacant serviced lots in existing developed areas, or approved draft plans or lots of record. The developments summarized below are considered to be applicable for both water and wastewater servicing in Lucknow and Ripley. The developments in the Lakeshore and Whitechurch area are considered only in terms of water servicing, as municipal wastewater services are not available. The development commitments include vacant infill lots.

**Table 3.4  
Development Commitments**

Service Area	Development Name	No. of Units <sup>1</sup>	No. of ERUs <sup>2</sup>
Lucknow	Paradize	M – 32 A – 55	49
	Mamta	S – 28 M – 46	56
	Bob Street	S – 16	16
	Infill	S – 57	57
	<b>Total</b>	<b>234</b>	<b>178</b>
Ripley	Brown	S – 110	110
	Pillars Property Group	M – 8	5
	Kirkonnel/Shephard	M – 48	30
	Ripley Industrial Park	S – 14	14
	Ball Multiplex	M – 2	1
	Infill	S – 45	45
	<b>Total</b>	<b>227</b>	<b>205</b>
Lakeshore North	Infill	S – 102	102
	<b>Total</b>	<b>102</b>	<b>102</b>
Lakeshore South	Kempton	S – 9	9
	Kirdak	M – 12	8
	McGarvey	S – 30	30
	Rudd	S – 5	5
	Infill	S – 168	168
	<b>Total</b>	<b>224</b>	<b>220</b>
Whitechurch	Infill	S – 6	6
	<b>Total</b>	<b>6</b>	<b>6</b>

Notes: 1. S = single detached, M = multi-family, A = apartment

2. Based on expected per person occupancies proportioned to single detached unit. See Section 2.1.



#### 4.0 TOTAL RESERVE CALCULATIONS – WATER SUPPLY

#### 4.1 Lucknow

#### 4.1.1 Water Supply Capacity - Lucknow

The Lucknow Drinking Water System (DWS) operates under Drinking Water Works Permit (DWWP) No. 087-203, Issue 5, and Municipal Drinking Water License (MDWL) No. 087-103, Issue 3. The Permit to Take Water (PTTW) No. 5315-CK476V, dated October 12, 2022, states the daily limitations of water takings. Drinking water is obtained from two wells: Well No. 4 and Well No. 5. Table 4.1 summarizes the supply capacity of the system.

**Table 4.1  
Lucknow Water Supply Capacity**

Source	Capacity (m <sup>3</sup> /day)	
	Well No. 4	Well No. 5
MDWL	1,245	3,276
PTTW	935	2,000

The PTTW states an overall maximum daily water taking limit of 2,000,000 L, or 2,000 m<sup>3</sup>/day. For reserve calculation purposes, the limiting PTTW value has been assumed as the capacity of the existing well supply. The firm capacity is therefore 935 m<sup>3</sup>/day.

#### 4.1.2 Maximum Day Demand – Lucknow

Table 4.2 identifies the Maximum Day Demand (MDD) for the Lucknow DWS between 2021 to 2023.

**Table 4.2  
Lucknow Water Maximum Day Demand, 2021 – 2023**

Year	MDD (m <sup>3</sup> /day)
2021	978
2022	1,040
2023	1,101
<b>Maximum</b>	<b>1,101</b>

#### 4.1.3 Unit Demands – Lucknow

On the basis that the existing per customer demand plus 10% is the demand per ERU (see Section 2.1), the maximum day demand for Lucknow is:

$$\begin{aligned} \text{Demand per customer} &= \frac{1,101 \text{ m}^3/\text{day}}{689 \text{ customers}} \\ &= 1.6 \text{ m}^3/\text{day} \text{ (rounded up)} \\ \text{Demand per ERU} &= 1.6 \times 1.1 = 1.8 \text{ m}^3/\text{day} \end{aligned}$$

#### 4.1.4 Total Reserve Capacity – Lucknow

The total reserve is calculated by subtracting the maximum day demand value from the capacity. The total reserve, using both the rated capacity and firm capacity, is calculated below.

	<b>Rated:</b>	<b>Firm:</b>
Capacity	2,000 m <sup>3</sup> /day	935 m <sup>3</sup> /day
MDD	<u>- 1,101 m<sup>3</sup>/day</u>	<u>- 1,101 m<sup>3</sup>/day</u>
Total Reserve	= 899 m <sup>3</sup> /day	= - 166 m <sup>3</sup> /day

#### 4.1.5 Uncommitted Reserve Capacity – Lucknow

Refer to Table 3.4 for a list of development commitments. Based on these values, and a unit demand of 1.8 m<sup>3</sup>/day per ERU, current commitments are expected to have a daily demand of 320 m<sup>3</sup>/day. The uncommitted reserve, based on both the rated and firm capacity, is as follows:

	<b>Rated:</b>	<b>Firm:</b>
Total Reserve	899 m <sup>3</sup> /day	- 166 m <sup>3</sup> /day
Commitments (178 ERU x 1.8 m <sup>3</sup> /day•ERU)	<u>- 320 m<sup>3</sup>/day</u>	<u>- 320 m<sup>3</sup>/day</u>
Uncommitted Reserve	= 579 m <sup>3</sup> /day	= - 486 m <sup>3</sup> /day
	= 322 ERU	

Based on the rated capacity, the uncommitted reserve can supply 579 m<sup>3</sup>/day or approximately 322 ERUs. When considering the firm capacity, the system is theoretically over-committed by 166 m<sup>3</sup>/day, or 92 ERUs, under existing conditions. This deficit increases to 486 m<sup>3</sup>/day after accounting for future demands from development commitments.

## 4.2 Ripley

### 4.2.1 Water Supply Capacity – Ripley

The Ripley DWS operates under DWWP No. 087-204, Issue 3, and MDWL No. 087-104, Issue 4. Daily water takings are limited by PTTW No. 4634-ANZKYM, dated July 14, 2017. The DWS is supplied by four wells, though the remaining life expectancy of Well No. 1 is uncertain. A pumphouse centrally located in the community houses Well Nos. 1 and 2. Well Nos. 3 and 4 are located at the elevated water storage tank. Table 4.3 summarizes the capacities of the Ripley DWS components.

**Table 4.3  
Ripley Water Supply Capacity**

Source	Capacity (m <sup>3</sup> /day)		
	Well Nos. 1 & 2	Well No. 3	Well No. 4
MDWL	864	2,016	1,386
PTTW	864	2,016	1,386

The PTTW limits the rated capacity to 2,880 m<sup>3</sup>/day. The firm capacity of the system is 2,250 m<sup>3</sup>/day.

### 4.2.2 Maximum Day Demand – Ripley

Table 4.4 identifies the MDD for the Ripley DWS between 2021 to 2023.

**Table 4.4  
Ripley Water Maximum Day Demand, 2021 – 2023**

Year	MDD (m <sup>3</sup> /day)
2021	1,147
2022	1,278
2023	1,187
<b>Maximum</b>	<b>1,278</b>

#### 4.2.3 Unit Demands – Ripley

On the basis that the existing per customer demand plus 10% is the demand per ERU (see Section 2.1), the maximum day demand for Ripley is:

$$\begin{aligned}
 \text{Demand per customer} &= \frac{1,278 \text{ m}^3/\text{day}}{448 \text{ customers}} \\
 &= 2.9 \text{ m}^3/\text{day (rounded up)} \\
 \text{Demand per ERU} &= 2.9 \times 1.1 = 3.1 \text{ m}^3/\text{day}
 \end{aligned}$$

#### 4.2.4 Total Reserve Capacity – Ripley

The total reserve, using both the rated capacity and firm capacity, is calculated below.

	<b>Rated:</b>	<b>Firm:</b>
Capacity	2,880 m <sup>3</sup> /day	2,250 m <sup>3</sup> /day
MDD	<u>- 1,278 m<sup>3</sup>/day</u>	<u>- 1,278 m<sup>3</sup>/day</u>
Total Reserve	= 1,602 m <sup>3</sup> /day	= 972 m <sup>3</sup> /day

#### 4.2.5 Uncommitted Reserve Capacity – Ripley

Refer to Table 3.4 for a list of development commitments. Based on these values, and a unit demand of 3.1 m<sup>3</sup>/day per ERU, current commitments are expected to have a daily demand of 636 m<sup>3</sup>/day. The uncommitted reserve, based on both the rated and firm capacity, is as follows:

	<b>Rated:</b>	<b>Firm:</b>
Total Reserve	1,602 m <sup>3</sup> /day	972 m <sup>3</sup> /day
Commitments (205 ERU x 3.1 m <sup>3</sup> /day•ERU)	<u>- 636 m<sup>3</sup>/day</u>	<u>- 636 m<sup>3</sup>/day</u>
Uncommitted Reserve	= 966 m <sup>3</sup> /day	= 336 m <sup>3</sup> /day
	= 312 ERU	= 108 ERU

Based on the rated capacity, the uncommitted reserve can supply an additional 966 m<sup>3</sup>/day or approximately 312 ERUs. When considering the firm capacity, the uncommitted reserve is equal to 336 m<sup>3</sup>/day, which can supply approximately 108 ERUs.

### 4.3 Lakeshore

#### 4.3.1 Water Supply Capacity – Lakeshore

The Lakeshore DWS is divided into two pressure zones. The Lakeshore North zone is supplied by two wells: the Huronville South and Murdock Glenn wells. The Lakeshore South zone is also supplied by two wells: the Point Clark and Blairs Grove wells. The system operates under MDWL No. 087-1025, Issue 3, and DWWP No. 087-202, Issue 3. The system component capacities are summarized in Tables 4.5 and 4.6.

**Table 4.5  
Lakeshore North Water Supply Rated Capacity**

Source	No.	Huronville South Well No. 2 (m <sup>3</sup> /day)	Murdock Glenn Well No. 2 (m <sup>3</sup> /day)
MDWL	087-102 No. 3	3,931	1,814
PTTW	3332-9N6H8L	3,927	--
PTTW	6123-A2UQBM	--	1,814

**Table 4.6  
Lakeshore South Water Supply Rated Capacity**

Source	No.	Point Clark Well Nos. 2 & 3 (m <sup>3</sup> /day)	Blairs Grove Well No. 3 (m <sup>3</sup> /day)
MDWL	087-102 No. 3	3,275	2,618
PTTW	1852-9YQMAY	3,273	--
PTTW	5776-BW6SKS	--	2,621

The PTTW limits the Lakeshore North capacity to 5,741 m<sup>3</sup>/day. The firm capacity is 1,814 m<sup>3</sup>/day. The MDWL limits the rated capacity of the Lakeshore South capacity to 5,893 m<sup>3</sup>/day. The firm capacity is 2,618 m<sup>3</sup>/day.

**4.3.2 Maximum Day Demand – Lakeshore**

Tables 4.7A and 4.7B identify the maximum day demand for Lakeshore North and South, respectively, for the years 2021 to 2023.

**Table 4.7A  
Lakeshore North Water Maximum Day Demand, 2021 – 2023**

Year	MDD (m <sup>3</sup> /day)
2021	2,345
2022	2,428 <sup>1</sup>
2023	1,929
<b>Maximum</b>	<b>2,428</b>

Notes: 1. Flows from Apr. 19 to May 29 and Oct. 18 to Nov. 19 not included in MDD calculation. Water was supplied to Kincardine in Apr/May. Elevated water demand values in Oct/Nov do not reflect historical trends.

**Table 4.7B  
Lakeshore South Water Maximum Day Demand, 2021 – 2023**

Year	MDD (m <sup>3</sup> /day)
2021	3,157
2022	2,251
2023	2,402
<b>Maximum</b>	<b>3,157</b>

**4.3.3 Unit Demands – Lakeshore**

As stated in Section 3.2, the Lakeshore North and South systems have 844 and 1,623 customers, respectively. The unit demands are as follows:

Demand per customer	<b>Lakeshore North</b> = $\frac{2,428 \text{ m}^3/\text{day}}{884 \text{ customers}}$ = 2.7 m <sup>3</sup> /day	<b>Lakeshore South</b> = $\frac{3,157 \text{ m}^3/\text{day}}{1,623 \text{ customers}}$ = 1.9 m <sup>3</sup> /day
Demand per ERU	= 2.7 x 1.1 = 3.0 m <sup>3</sup> /day•ERU	= 1.9 x 1.1 = 2.1 m <sup>3</sup> /day•ERU

**4.3.4 Total Reserve Capacity – Lakeshore**

The total reserve, using both the rated capacity and firm capacity, is calculated below for the Lakeshore North and South water supply system.

	<u>Lakeshore North</u>		<u>Lakeshore South</u>	
	<b>Rated:</b>	<b>Firm:</b>	<b>Rated:</b>	<b>Firm:</b>
Capacity	5,741 m <sup>3</sup> /day	1,814 m <sup>3</sup> /day	5,893 m <sup>3</sup> /day	2,618 m <sup>3</sup> /day
MDD	<u>- 2,428 m<sup>3</sup>/day</u>	<u>- 2,428 m<sup>3</sup>/day</u>	<u>- 3,157 m<sup>3</sup>/day</u>	<u>- 3,157 m<sup>3</sup>/day</u>
Total Reserve	= 3,313 m <sup>3</sup> /day	= - 614 m <sup>3</sup> /day	= 2,736 m <sup>3</sup> /day	= - 539 m <sup>3</sup> /day

#### 4.3.5 Uncommitted Reserve Capacity – Lakeshore North

Refer to Table 3.4 for a list of development commitments. Based on these values, and a unit demand of 3.0 m<sup>3</sup>/day per ERU, current commitments are expected to have a daily demand of 306 m<sup>3</sup>/day. The uncommitted reserve, based on both the rated and firm capacity, is as follows:

Total Reserve	<b>Rated:</b>	<b>Firm:</b>
	3,313 m <sup>3</sup> /day	- 614 m <sup>3</sup> /day
Commitments (102 ERU x 3.0 m <sup>3</sup> /day•ERU)	<u>- 306 m<sup>3</sup>/day</u>	<u>- 306 m<sup>3</sup>/day</u>
Uncommitted Reserve	= 3,007 m <sup>3</sup> /day	= - 920 m <sup>3</sup> /day
	= 1,002 ERU	

Based on the rated capacity of the Lakeshore North water supply system, the uncommitted reserve can supply an additional 3,007 m<sup>3</sup>/day or 1,002 ERUs. When considering the firm capacity, the uncommitted reserve is theoretically overcommitted by 920 m<sup>3</sup>/day.

#### 4.3.6 Uncommitted Reserve Capacity – Lakeshore South

Refer to Table 3.4 for a list of development commitments. Based on these values, and a unit demand of 2.1 m<sup>3</sup>/day per ERU, current commitments are expected to have a daily demand of 462 m<sup>3</sup>/day. The uncommitted reserve, based on both the rated and firm capacity, is as follows:

Total Reserve	<b>Rated:</b>	<b>Firm:</b>
	2,736m <sup>3</sup> /day	- 539 m <sup>3</sup> /day
Commitments (220 ERU x 2.1 m <sup>3</sup> /day•ERU)	<u>- 462 m<sup>3</sup>/day</u>	<u>- 462 m<sup>3</sup>/day</u>
Uncommitted Reserve	= 2,274 m <sup>3</sup> /day	= - 1,001 m <sup>3</sup> /day
	= 1,083 ERU	

Based on the rated capacity of the Lakeshore South water supply system, the uncommitted reserve can supply an additional 2,274 m<sup>3</sup>/day or approximately 1,083 ERUs. When considering the firm capacity, the uncommitted reserve is theoretically overcommitted by 1,001 m<sup>3</sup>/day.

### 4.4 Whitechurch

#### 4.4.1 Water Supply Capacity – Whitechurch

The Whitechurch DWS operates under DWWP No. 087-205, Issue 4 and MDWL No. 087-105, Issue 5. Daily water taking limits are restricted by PTTW No. 1124-A4DMYC, dated December 11, 2015. The DWS is supplied by two groundwater wells: Well No. 1 and Well No. 2. Table 4.8 summarizes the system component capacities.

**Table 4.8**  
**Whitechurch Water Supply Capacity**

Source	Capacity (m <sup>3</sup> /day)	
	Well No. 1	Well No. 2
MDWL	All wells – 283	
PTTW	260	260

The PTTW states a maximum daily limit of 260 m<sup>3</sup>/day, from any combination of the two wells. Therefore, both the rated and the firm capacity of the system is 260 m<sup>3</sup>/day.

**4.4.2 Maximum Day Demand – Whitechurch**

Table 4.9 summarizes the maximum day demand for the Whitechurch DWS from 2021 to 2023.

**Table 4.9  
Whitechurch Maximum Day Demand, 2021 – 2023**

Year	MDD (m <sup>3</sup> /day)
2021	46
2022	59
2023	85
<b>Maximum</b>	<b>85</b>

**4.4.3 Unit Demands – Whitechurch**

Demand per customer = 85 m<sup>3</sup>/day  
 42 customers  
 = 2.0 m<sup>3</sup>/day  
 Demand per ERU = 2.0 m<sup>3</sup>/day x 1.1 = 2.2 m<sup>3</sup>/day•ERU

**4.4.4 Total Reserve – Whitechurch**

Capacity 260 m<sup>3</sup>/day  
 MDD - 85 m<sup>3</sup>/day  
 Total Reserve = 175 m<sup>3</sup>/day

**4.4.5 Uncommitted Reserve Capacity – Whitechurch**

Total Reserve 175 m<sup>3</sup>/day  
 Commitments (6 ERU x 2.2 m<sup>3</sup>/day•ERU) - 13 m<sup>3</sup>/day  
 Uncommitted Reserve = 162 m<sup>3</sup>/day  
 = 74 ERU

The uncommitted reserve can supply an additional 162 m<sup>3</sup>/day, or approximately 74 ERUs.

**5.0 TOTAL RESERVE CALCULATIONS – WATER STORAGE**

**5.1 Existing Facilities**

Table 5.1 identifies existing treated water storage facilities and their volumes.

**Table 5.1  
Water Storage Facilities – Lucknow, Ripley, and Lakeshore**

Facility	Total Volume (m <sup>3</sup> )	Effective Volume (m <sup>3</sup> )
Lucknow Elevated Storage Tank	1,600	1,600
Ripley Elevated Storage Tank	1,465	1,465
Point Clark (Lakeshore) Standpipe	1,500	~ 138 <sup>1</sup>

Notes: 1. An operating range of 2m is typically used in the Point Clark Standpipe. The standpipe inner diameter of 9.38m is used for the calculation of effective volume.

**5.2 Required Volumes**

**(a) General**

Theoretical required storage is based on a formula in the Ministry of the Environment, Conservation and Parks (MECP) Design Guidelines. The guidelines recommend storage be provided for peak flow equalization, fire flows, and emergencies. The equalization component is 25% of the maximum daily demand. Fire flow rates and durations are linked to the population served. The emergency storage component is calculated as 25% of the equalization and fire values. Essentially all are linked to population served.

**(b) Storage Calculation Summaries**

Tables 5.2A through 5.2C provide the total storage required for the existing and committed serviced scenarios for Lucknow, Ripley, and Lakeshore, respectively.

**Table 5.2A  
Lucknow Water Storage Requirements**

<b>Storage Requirements for Peak Flow Equalization (m<sup>3</sup>)<sup>1</sup></b>				
	<b>Equalization Storage</b>	<b>For Fire<sup>2</sup></b>	<b>For Emergencies</b>	<b>Total</b>
<b>Existing</b>	275	636	228	1,139
<b>Existing + Commitments</b>	355	712	267	1,334

The existing total effective volume is 461 m<sup>3</sup> greater than the recommended value of 1,139 m<sup>3</sup> based on MECP Guideline values. The volume of water storage required for existing and committed developments is 1,334 m<sup>3</sup>, which is 266 m<sup>3</sup> less than the effective storage volume. There is sufficient treated water storage in Lucknow to accommodate existing and committed developments.

**Table 5.2B  
Ripley Water Storage Requirements**

<b>Storage Requirements for Peak Flow Equalization (m<sup>3</sup>)<sup>1</sup></b>				
	<b>Equalization Storage</b>	<b>For Fire<sup>2</sup></b>	<b>For Emergencies</b>	<b>Total</b>
<b>Existing</b>	297	496	198	991
<b>Existing + Commitments</b>	478	615	273	1,366

The effective storage volume of the Ripley elevated tank is 474 m<sup>3</sup> greater than the recommended water storage volume under existing conditions, and 99 m<sup>3</sup> greater than the recommended value when factoring in development commitments. There is sufficient treated water storage in Ripley to supply existing and committed developments.

**Table 5.2C  
Lakeshore Water Storage Requirements**

<b>Storage Requirements for Peak Flow Equalization (m<sup>3</sup>)<sup>1</sup></b>				
	<b>Equalization Storage</b>	<b>For Fire<sup>2</sup></b>	<b>For Emergencies</b>	<b>Total</b>
<b>Existing</b>	1,275	1,759	758	3,792
<b>Existing + Commitments</b>	1,467	1,814	820	4,101

Notes: 1. Volumes are based on formulas in MECP Guidelines (2008).  
2. Where population is between MECP Guideline categories, fire flow rate and duration are interpolated.

The effective storage volume of the Point Clark standpipe is approximately 138 m<sup>3</sup>, significantly less than the recommended storage volume of 3,792 m<sup>3</sup> for the existing customers.

**6.0 TOTAL RESERVE CALCULATIONS – WASTEWATER TREATMENT**

**6.1 Lucknow**

**6.1.1 WWTP Capacity – Lucknow**

The hydraulic capacity of the Lucknow WWTP is established by Environmental Compliance Approval (ECA) No. 3567-999KAF, dated August 6, 2013, as 750 m<sup>3</sup>/day on an annual average basis. The same ECA sets limits on the effluent concentration and loading (i.e., concentration x volume) for various parameters on a monthly average basis.

A review of effluent quality data between 2021 and 2023 established that effluent objectives were consistently met. For most municipal WWTP, use of the hydraulic annual average flow is the best and most reasonable approximation of reserve capacity, given that establishing reserve based on effluent criteria performance is not practical.

**6.1.2 Current Wastewater Flows – Lucknow**

The existing wastewater flow condition, for reserve capacity purposes, is generally considered to be the average flow for the previous three years. Table 6.1 summarizes annual average day flow (AADF) to the Lucknow WWTP for the years 2021 to 2023.

**Table 6.1  
Lucknow Annual Average Day Flow, 2021 – 2023**

<b>Year</b>	<b>AADF (m<sup>3</sup>/day)</b>
2021	573
2022	609
2023	612
<b>Average</b>	<b>598</b>

As indicated by Table 6.1, wastewater flows are reasonably consistent in Lucknow. Therefore, the existing flow condition is considered to be 598 m<sup>3</sup>/day.

**6.1.3 Unit Flows – Lucknow**

On the basis that the per customer flow, plus 10%, is the flow per ERU (see Section 2.1), the annual average day flow for Lucknow is:

$$\begin{aligned}
 \text{Flow per customer} &= \frac{598 \text{ m}^3/\text{day}}{672 \text{ customers}} \\
 &= 0.89 \text{ m}^3/\text{day} \\
 \text{Flow per ERU} &= 0.89 \text{ m}^3/\text{day} \times 1.1 = 0.98 \text{ m}^3/\text{day} \cdot \text{ERU}
 \end{aligned}$$

**6.1.4 Total Reserve Capacity – Lucknow**

Total wastewater treatment capacity is calculated by subtracting the AADF from the rated capacity. The total reserve capacity for the Lucknow WWTP is therefore:

$$\begin{aligned}
 \text{Rated Capacity} &750 \text{ m}^3/\text{day} \\
 \text{AADF} &\underline{- 598 \text{ m}^3/\text{day}} \\
 \text{Total Reserve} &= 152 \text{ m}^3/\text{day}
 \end{aligned}$$



**6.1.5 Uncommitted Reserve Capacity – Lucknow**

The uncommitted reserve capacity is calculated by subtracting the expected flows from development commitments from the total reserve. See Table 3.4 for a list of development commitments. At 0.98 m<sup>3</sup>/day•ERU, the development commitments are expected to have an average wastewater flow of 174 m<sup>3</sup>/day. The uncommitted reserve is calculated below.

Total Reserve	152 m <sup>3</sup> /day
Commitments (178 x 0.98 m <sup>3</sup> /day•ERU)	<u>- 174 m<sup>3</sup>/day</u>
Uncommitted Reserve	= - 22 m <sup>3</sup> /day

If all commitments become real customers, the Lucknow WWTP will be overcommitted by 22 m<sup>3</sup>/day.

**6.2 Ripley**

**6.2.1 WWTP Capacity – Ripley**

The hydraulic capacity of the Ripley WWTP is established by Environmental Compliance Approval (ECA) No. 3-0724-88-006, dated September 18, 2009. The rated capacity is 600 m<sup>3</sup>/day. The same ECA sets limits on the effluent concentration and loading (i.e., concentration x volume) for various parameters on a monthly average basis.

A review of effluent quality data between 2021 and 2023 established that effluent objectives were generally met, although objectives for total suspended solids were periodically exceeded. Nonetheless, there were no compliance limit exceedances between 2021 and 2023.

**6.2.2 Current Wastewater Flows – Ripley**

Table 6.2 summarizes the AADF to the Ripley WWTP from 2021 to 2023.

**Table 6.2  
Ripley Annual Average Day Flow, 2021 – 2023**

Year	AADF (m <sup>3</sup> /day)
2021	381
2022	366
2023	377
<b>Average</b>	<b>375</b>

As indicated by Table 6.2, wastewater flows are reasonably consistent in Ripley. The annual average day flow is 375 m<sup>3</sup>/day.

**6.2.3 Unit Flows – Ripley**

Flow per customer	= <u>375 m<sup>3</sup>/day</u> 453 customers
Flow per ERU	= 0.83 m <sup>3</sup> /day = 0.83 m <sup>3</sup> /day x 1.1 = 0.91 m <sup>3</sup> /day•ERU

**6.2.4 Total Reserve Capacity – Ripley**

Rated Capacity	600 m <sup>3</sup> /day
AADF	<u>- 375 m<sup>3</sup>/day</u>
Total Reserve	= 225 m <sup>3</sup> /day

### 6.2.5 Uncommitted Reserve Capacity – Ripley

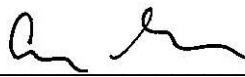
See Table 3.4 for a list of development commitments. At 0.91 m<sup>3</sup>/day•ERU, the development commitments are expected to have an average wastewater flow of 187 m<sup>3</sup>/day. The uncommitted reserve is calculated below.


Total Reserve	225 m <sup>3</sup> /day
Commitments (205 x 0.91 m <sup>3</sup> /day•ERU)	<u>- 187 m<sup>3</sup>/day</u>
Uncommitted Reserve	= 38 m <sup>3</sup> /day

The current uncommitted reserve is 38 m<sup>3</sup>/day, which could accommodate an additional 42 ERUs.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per   
\_\_\_\_\_  
Andrew Garland, P. Eng.

Per   
\_\_\_\_\_  
Sarah Upshall, Environmental Technician

:es



# The Corporation of the Township of Huron-Kinloss

## Staff Report

**Report Title: 2025 January Building Statistics**

**Date: Mar. 3, 2025**

**Report Number: BLD-2025-05**

**Department: Building and Planning**

**File Number: C11 BLD 25**

**Prepared By: Brett Pollock, Manager of Building and Planning/CBO**

**Attachments: None**

### Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receives for information Report BLD-2025-05 prepared by Brett Pollock, Manager of Building and Planning/CBO.

### Background:

This is a monthly report updating building activity within the Township.

### Discussion/Analysis/Overview:

Permits issued between January 1<sup>st</sup> 2025 and January 31<sup>st</sup>, 2025 as follows:

Permit Type	Permits Issued	Construction Value	Residential Units Added
New Single Detached Dwelling	1	\$700,000	1
New Multi Unit Residential	0	\$0	
Demolition	0	\$0	
Residential Addition/Renovation	4	\$500,000	1
Accessory Structure	1	\$500	
Sewage System	4	\$83,950	
Industrial / Commercial / Institutional	1	\$45,000	
Agricultural Building - Other	3	\$525,000	

Agricultural Building - Livestock	1	\$0	
Pool (Fence)	0	\$0	
Miscellaneous (Decks, tents, solar panels, signs etc)	2	\$9,450	
<b>Total</b>	<b>17</b>	<b>\$1,863,900</b>	<b>2</b>

	<b>2025 Year to Date</b>	<b>2024 Year to date</b>
<b>Value of Construction</b>	\$1,863,900	\$33,000
<b>Number of Permits</b>	17	3

**Financial Impacts:**

2025 Permit Fees collected to date are \$ 21,077.73

**Performance Measurement:**

Key performance statistics are provided in the body of the report.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Performance Measurement**

**Respectfully Submitted By:**

Brett Pollock, Manager of Building and Planning/CBO

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: Municipal By-Law Enforcement Status Report February 2025**

**Date: Mar. 3, 2025**

**Report Number: BLE-2025-04**

**Department: By-Law Enforcement**

**File Number: C11 BLE 25**

**Prepared By: Heather Falconer, Municipal By-law Enforcement Officer**

**Attachments: N/A**

---

### Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2025-04, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

### Background:

To update Council on February occurrences involving Municipal By-Law Enforcement.

### Discussion/Analysis/Overview:

2025 Data Chart		
Complaints	Number of Calls for Service	Calls To Date
Animal Control	3	6
Property Maintenance	5	9
Parking Violations	0	1
Beach Violations	0	0
Zoning	0	1
By-Laws Not Listed Above	0	0
<b>Total Complaints</b>	<b>8</b>	<b>9</b>

**Year to Date Issuance of Administrative Monetary Penalties, Property Maintenance Orders & Provincial Offence Certificates**

2025	Issued	Pending Resolution	Resolved
Administrative Monetary Penalties	0	0	0
Property Maintenance Order	0	0	0
Provincial Offence Certificate	0	0	0

**Animal Control**

Three dogs were found separately running at large and were all reunited with their owners. All owners were provided written education notices on owner responsibilities and possible penalties for future violations of the Animal Control By-law.

**Property Maintenance**

Two complaints were brought forward regarding property maintenance violations about trees and debris.

Three concerns were with the depositing of snow on yards from private driveways. With there being such a huge amount of snow that had fallen in such a short time, residents were reminded to be patient with the snow removal process.

**Financial Impacts:**

There is no financial impact currently.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal:** Facilitate Community Well Being

**Respectfully Submitted By:**

Heather Falconer, Municipal By-law Enforcement Officer

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: Fire and Emergency Services February 2025**

**Date: Mar. 3, 2025**

**Report Number: FIR-2025-05**

**Department: Fire and Emergency Services**

**File Number: C11 FIR25**

**Prepared By: Jeff Bradley, Fire Chief**

**Attachments: None**

### Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-05 prepared by Jeff Bradley, Fire Chief.

### Background:

During the month, the following Fire and Emergency Services administrative tasks have been initiated, are on-going and/or have been completed.

1. All general administrative tasks with the day-to-day operations of the Fire Department for the months have been completed.
2. The monthly activities for the Ripley-Huron and Lucknow & District Fire Stations are detailed below in the discussion section.

### Discussion/Analysis/Overview:

1. Fire Department Emergency Responses:

#### Ripley-Huron Station # 15-0

Incident Type:	December Totals:
Fire - Structure	0
Fire – Mutual Aid	0
Fire – Outdoor - Grass	0
Fire - Vehicle	0
Motor Vehicle Collision	0
Industrial/ Agricultural Incident	0
Medical Assist	2
General Fire Alarm	0
Public Hazard - Wires	0
Public Hazard – CO/Gas	0
Open Air Burning Complaint	0
Water Rescue	0
Total Responses:	2

**Lucknow & District Station # 16-0**

Incident Type:	December Totals:
Fire - Structure	0
Fire – Mutual Aid	0
Fire – Outdoor- Grass	0
Fire - Vehicle	0
Motor Vehicle Collisions	4
Medical Assist	7
Public Hazard - Wires	0
Public Hazard – CO/Gas	1
General Fire Alarm	0
Open Air Burning Complaint	0
Total Responses:	12

## 2.Fire Department Training/Meeting Sessions:

**Ripley-Huron Station # 15-0**

Session Type:	December Totals:
General/Officer/JHSC Meetings	1
Fire Practice	2
Additional Training	0
Recruit Firefighter Training	0
Vehicle/Station/PPE Inspections	2

**Lucknow & District Station # 16-0**

Session Type:	December Totals:
General/Officer/JHSC Meetings	1
Fire Practice	2
Additional Training	0
Recruit Firefighter Training	0
Vehicle/Station/PPE Inspections	2

## 3.Fire Department Non-Emergency Activities:

**Ripley-Huron and Lucknow Stations Combined**

Activity Type:	December Totals:
Fire Inspections (Incl. Follow Ups)	1
Fire Investigations	0
Open Air Burn By-law Investigation	0
Fire Permits Issued	6
Fire Prevention Activity/Plan Review	0
Pre-Incident Planning Activity	0
Public Education: In person/social media	12
Smoke/CO Program Activity	2



**Additional activity:**

- Kenny Gregory, Graham Finlay and Brayden Smyth have been awarded the positions of Fire Captain for the Lucknow District fire department effective March 1, 2025. All three firefighters bring training, knowledge and experience to this position to lead and mentor firefighters through an evolving challenge of the fire service.
- Fire prevention presentation to the Purple Grove community group. Fire theme "Are you ready for a fire emergency in your home". Covering topics home escape plans, working smoke alarms, Having two ways out of your home, Fire safety plan with an evacuation and meeting place.

**Financial Impacts:**

Statistics included in body of report.

**Performance Measurement:**

Metrics included within the body of the report.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal:** Support employee recruitment and retention

**Respectfully Submitted By:**

Jeff Bradley, Fire Chie

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: 2025 March Community Services Status Report**

**Date: Mar. 3, 2025**

**Report Number: CS-2025-09**

**Department: Community Services**

**File Number: C11 CS25**

**Prepared By: Mike Fair, Director of Community Services**

**Attachments: Photos of Cabinetry and Coolers**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-09 prepared by Mike Fair, Director of Community Services.

### **Background:**

#### Point Clark Pickleball Fundraising Project

Staff are working with volunteers from the Point Clark Pickleball players to coordinate a \$527 000 fundraising campaign for the construction of the proposed new courts at the Point Clark Community Centre. Staff has submitted a grant application to the Community Sport and Infrastructure Fund Stream 2. Staff will also be submitting a grant application to the Ontario Trillium Foundation as well. Staff and Volunteers are working on the fundraising plan and will keep Council updated.

#### Portable Toilets Request for Quotes

Staff requested quotes for portable toilets for a three-year agreement for 2025 to 2027. The agreement provides stable pricing and consistent services levels for both the contractors and the Township of Huron-Kinloss. Staff solicited quotes from the two local service providers for twenty-four portable toilets for the lakeshore beach accesses and parks.

#### Surplus Equipment

Staff are proposing to surplus the kitchen cabinets from the Ripley-Huron Community Centre and two coolers following the Surplus Equipment Policy. Items include a stove and Led Lights from the daycare renovation and cabinets, coolers are included in the 2025 Ripley-Huron Community Centre Kitchen renovation budget.

#### Ripley Dog Park

Staff hosted a Ripley Dog Park Meeting on January 21<sup>st</sup>, 2025. Twelve residents attended and provided feedback on location.

**Discussion/Analysis/Overview:**

Point Clark Pickleball Fundraising Project

Staff has submitted a grant application to the Community Sport and Infrastructure Fund Stream 2. Staff will also be submitting a grant application to the Ontario Trillium Foundation as well. Staff and Volunteers are working on the fundraising plan and will keep Council updated as the plan details are finalized.

Portable Toilets Request for Quotes

Bluewater Sanitation quoted to supply and service portable toilets with a 5% increase from the 2022-2024 price to \$40 per week. The Bluewater quote is the lowest quote received. The service is included in the 2025 operating budget. We bring this forward for information purposes.

Surplus Equipment

As per the Surplus Equipment Policy staff will be advertising on Gov Deals the Kitchen Cabinetry and two coolers along with the stove and lights with a removal date of April 15<sup>th</sup>, 2025. Photos are attached. We bring this forward for information purposes.

Ripley Dog Park

Staff hosted a Ripley Dog Park Meeting on January 21<sup>st</sup>, 2025. Local residents attended and provided feedback on location and suggested that staff re-consider the proposed location on the west side of soccer fields and investigate the east of the soccer fields. Staff are open to the suggestion and will be hosting an on-site meeting in April to discuss the option.

A map of the current proposal in the Parks and Trails Plan is attached in addition to the proposed location east of soccer fields. We bring this forward for information purposes only.

**Financial Impacts:**

The projects are included in the 2025 operating budget.

**Performance Measurement:**

N/A

**Strategic Area:**

Embrace a thriving rural lifestyle

Enhance Municipal Service Delivery

Prepare for Inclusive Growth

Ensure Financial Stability

**Strategic Goal: Facilitate Community Well Being**

**Respectfully Submitted By:**

Mike Fair, Director of Community Services

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer









Legend

- Rural Community point, labelled
- Ferry
- Provincial Highway
- County Road
- County Road
- Bridge reconstruction
- Municipal or Other Road
- Municipal or Other Road
- Bridge Detour
- Easement
  - Access
  - N/A
  - Nitrate
  - Private
  - Utility
- Propane Facility Buffer
- Severance
  - Severed portion
  - Retained portion
- Subdivision
  - Draft Approved
  - Final Approved
- Body of Water
- Evaluated Wetland
- Watercourse
  - Permanent Stream
  - Intermittent Stream
- Road Allowance/Right-of-way
  - Private Road Allowance
  - Right-of-Way
  - Road Allowance or Condo Road
  - Unopened Road Allowance
- Wetland
- Body of Water
- Built-up area

1: 2,500



0.1 0 0.06 0.1 Kilometers

Notes





## Staff Report

**Report Title: Lucknow Library and Theatre Damage**

**Date: Mar. 3, 2025**

**Report Number: CS-2025-10**

**Department: Community Services**

**File Number: C11 CS25**

**Prepared By: Mike Fair, Director of Community Services**

**Attachments: Photos are attached**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-10 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes the necessary repairs to the Lucknow Library and Town Hall Theatre.

### **Background:**

#### Lucknow Library and Theatre Snow and Ice on Roof

On Monday February 24<sup>th</sup>, 2025, the ice and snow fell off the roof on the east and south sides removing the eavestroughs, and fascia, and damaging the Air Conditioner on the south side of building and the fire exit landing and stairs located on the east side of the building. The south eavestrough was replaced four years ago due to ice and snow from the steel roof.

### **Discussion/Analysis/Overview:**

#### Lucknow Library and Theatre Snow and Ice on Roof

Staff have closed the accessible ramp due to danger of ice falling on the ramp and notified library staff. Once the danger of falling ice is removed then the ramp can be re-opened.

Staff have cleaned up the damaged eavestrough and gathering estimates for fascia, eavestrough, new exit stairs, and air conditioner. Staff are also suggesting installing ice / snow guards on the steel sloped roof to prevent a re-occurrence.

Staff estimate that the costs for repair will be between \$10 000 to \$15 000 which doesn't justify making an insurance claim. Staff will report back with more information as repairs are completed.

### **Financial Impacts:**

The costs are estimated at \$10 000 to \$15 000 and will be funded through the general budget with any resulting surplus or deficit to be addressed at year end.

**Performance Measurement:**

N/A

**Strategic Area:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Embrace a thriving rural lifestyle | <input type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth                  | <input type="checkbox"/> Ensure Financial Stability         |

**Strategic Goal: Manage assets and infrastructure**

**Respectfully Submitted By:**

Mike Fair, Director of Community Services

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer







## Staff Report

**Report Title: Transportation March 2025**

**Date: Mar. 3, 2025**

**Report Number: PW-2025-07**

**Department: Public Works**

**File Number: C11 PW 25**

**Prepared By: John Yungblut, Director of Public Works**

**Attachments: None**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-07 prepared by John Yungblut, Director of Public Works.

### **Background:**

#### Horse Damaged Roads Working Group

A working group of municipalities that are experiencing damage to hard surface roads from the use of metal horseshoes is in the process of being created.

The Municipality of Morris-Turnberry has taken the lead on this project and there are currently eleven municipalities that have requested to be included in this group. These municipalities are located in Bruce, Huron, Grey, Wellington, Elgin and Renfrew Counties and include four upper-tier and seven lower-tier municipalities.

The carbide points used to provide traction for horses on paved roads have caused significant deterioration on our roads in recent years. It is the opinion of Township staff that the sharp points are removing the aggregated from our asphalt roads, which significantly weakens the surface and allows the binder material to be removed, causing rutting where the horses travel.

#### Feb. 2025 Winter Storm

From Feb. 12<sup>th</sup>-19<sup>th</sup>, the Township experienced a significant winter storm that resulted in the closure of nearly every Provincial and County highway for several days. The size of the drifts and snow banks required the use of snow blowing equipment to assist our snow plows.

#### 2025 Spring Road Tour

Each spring, a special Council Meeting is held to provide Council the opportunity to see the various projects that have been recently completed or are anticipated in the near future. The 2024 road tour was held on April 19<sup>th</sup> from 9am until 3pm.

**Discussion/Analysis/Overview:**

Horse Damaged Roads Working Group

The formation of this group is a positive step towards finding a solution to this problem that will hopefully result in changes to the horse shoes that are currently used on our roads.

Many solutions will be explored by the group and discussed with representatives from the Mennonite community. Some possible solutions could be an alternative metal shoe design that does not use carbide points in non-winter months or using a composite shoe.

Feb. 2025 Winter Storm

Fortunately, the wind direction allowed Township staff to keep our concession roads clear for the majority of the storm, however, our sideroads became impassable in many locations as a result of the strong winds and snow events.

We were fortunate that we were able to connect with several farmers that were willing to help us blow out the sideroads to allow our plows to clear them. It would have been impossible to keep all these roads open without their assistance.

2025 Spring Road Tour

We are requesting a preferred date from members of Council and confirmation that the 9am-3pm duration is acceptable this year. Some potential dates are:

- Friday April 25<sup>th</sup>
- Friday May 2<sup>nd</sup>

**Financial Impacts:**

Snow plowing expenses are included in the Operating Budget. We did account for some hired snow blowers in our budget, but not as much as we had to use during this storm. We will review the maintenance work for this year once all the snow plowing costs have been accounted for to ensure there is no operating budget overages in 2025.

**Performance Measurement:**

None at this time.

**Strategic Area:**

- |  |  |
|--|--|
| <input checked="" 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: Manage assets and infrastructure**

**Respectfully Submitted By:**

John Yungblut, Director of Public Works

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: 2025 Ripley Sidewalk Replacement Tender**

**Date: Mar. 3, 2025**

**Report Number: PW-2025-08**

**Department: Public Works**

**File Number: C11 PW 25**

**Prepared By: John Yungblut, Director of Public Works**

**Attachments: Tender Review Letter**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives information Report PW-2025-08 prepared by John Yungblut, Director of Public Works;

AND FURTHER accepts the tender from Amazing Construction Ltd. in the amount of \$252,855 plus HST for the replacement of existing sidewalks on Queen St. and Huron St. in Ripley;

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

### **Background:**

A tender for the replacement of existing sidewalks in Ripley that have been deemed to be in poor condition closed on Feb. 24, 2025. The scope of work includes new sidewalks on the south side of Queen St. from Melville Lane to William St. S and Huron St. from the Ripley Fire Hall to the proposed Brown Subdivision that is to have a new road constructed at 32 Huron St.

Six bids were received by Township staff and the amounts are included in the attached letter from our consulting engineer for this project, B.M. Ross and Associates.

### **Discussion/Analysis/Overview:**

Since Township staff nor B.M. Ross have any experience working with the lowest bidder, we have gone through the due diligence process as outlined in the letter.

Based on the responses we have received, Township staff don't see any reason to not award this tender to the lowest bidder. This contractor has demonstrated the successful completion of similar projects in recent years.

### **Financial Impacts:**

The draft 2025 Capital Budget has allocated \$390,000 for the Ripley sidewalk project.



**Performance Measurement:**

The last sidewalk condition assessment was completed in 2020. We are planning to complete another sidewalk condition assessment in either 2025 or 2026 to compare to the results in 2020. Our goal is to consistently increase our average sidewalk condition rating to provide a safer environment for pedestrians.

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Manage assets and infrastructure**

**Respectfully Submitted By:**

John Yungblut, Director of Public Works

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer

**B. M. ROSS AND ASSOCIATES LIMITED**  
**Engineers and Planners**  
 62 North Street, Goderich, ON N7A 2T4  
 p. (519) 524-2641 [www.bmross.net](http://www.bmross.net)

File No. 19153,2

**VIA EMAIL ONLY**

February 26, 2025

John Yungblut, C.E.T.  
 Director of Public Works  
 Township of Huron-Kinloss

**RE: Huron and Queen Street Sidewalks (Ripley)**

Tenders were received on Monday February 24<sup>th</sup>, 2025 for the Huron and Queen Street Sidewalks project in Ripley, as summarized by the following table:

<b>Tenderer</b>	<b>Corrected Tendered Amount (without HST)</b>
Amazing Construction Ltd.	\$252,855.00* + HST
VanDriel Excavating Inc.	\$278,170.34 + HST
2618018 Ontario Inc o/a D Rock Paving	\$318,728.80* + HST
Nicholson Concrete	\$325,455.00* + HST
Kurtis Smith Excavating Inc.	\$360,000.00 + HST
Chad Hartman Construction Inc.	\$363,465.00 + HST

\*Corrected value – tender contained minor mathematical error(s).

All of the tenders were checked and three were found to have minor mathematical errors, these minor errors did not affect the bidders' positioning. All tenders were properly signed, and each was submitted with the specified tender deposit and Agreement to Bond. Each submission acknowledged the proper number of Addenda.

The low bidder was Amazing Construction Ltd from Terra Cotta Ontario, BMROSS and the Township of Huron-Kinloss have no past experience with this Contractor, so references were requested. Attached is the list of references provided.

References were contacted via email. At the time this letter was written, BMROSS received responses from three of the references provided.

The City of Barrie's contact provided a very positive reference for Amazing Construction regarding the City's 2024 annual concrete work project.

The City of Quinte West contact also provided a very positive reference for Amazing Construction regarding a sidewalk replacement project along a busy roadway.

The Peel Region provided a favorable review, they did note that the price received for a few of the change orders requested were considered to be a little high, but noted that after negotiation, the final agreed upon change order amount was reduced to a more acceptable submission.

Both references from Barrie and Quinte West noted that there were no requests for change orders that were initiated by Amazing Construction on their projects. There were a few change orders requested by the City, and they felt the pricing for these was fair and reasonable.

Amazing Construction Ltd has listed Caesars Paving out of Brampton, Ontario as their driveway paving subcontractor. BMROSS and the Township of Huron-Kinloss have no prior experience with this contractor either. The City of Barrie noted that Caesars Paving was a subcontractor for Amazing Construction for some driveway restoration related to sidewalk installation. The reference noted that their experience was generally satisfactory. Amazing Construction Ltd has since stated that they may use their own forces for driveway paving and have assured BMROSS that they have paving experience.

We will forward the Township any additional reference information, if received.

The lowest tender is acceptable contractually, and we completed a review of references from the lowest tenderer. The references provided indicated that the Contractor has experience in sidewalk replacement projects and there were no major concerns identified so further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Amazing Construction Limited, for the total tender sum of \$252,855.00 Plus HST.

Please retain the tender deposits from the two low bidders until the contracts are formally signed.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per   
Ryan Riehl, C.E.T.

:es  
Encl.



AMAZING CONSTRUCTION LTD.

24-Feb

Municipality	Contact	Value	Scope	Completed
County of Essex	[REDACTED]	\$325,345.87	2023 Sidewalk Maintenance Program. Various Sidewalks within the Town of Essex	Oct-23
City of Barrie	[REDACTED]	\$740,458.73	Concrete Replacement Services	Aug-23 to Sep 24
City of Quinte West	[REDACTED]	\$425,856.78	24-17 - Sidewalk Replacement Program	Sep-24



## Staff Report

**Report Title: 2025 Kinloss Gravel Pit Farm Lease Agreement**

**Date: Mar. 3, 2025**

**Report Number: PW-2025-09**

**Department: Public Works**

**File Number: C11 PW 25**

**Prepared By: John Yungblut, Director of Public Works**

**Attachments: Gravel Pit Map**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-09 prepared by John Yungblut, Director of Public Works;

AND FURTHER authorizes the renewal of a farm lease agreement with Gerald Murray for the rental of pasture lands within the Kinloss Gravel Pit for a five year term;

AND FURTHER authorizes the appropriate by-law coming forward.

### **Background:**

The Township leases the pasture lands located in the centre of the Kinloss Gravel Pit for the purpose of raising cattle (see attached map). The reason we lease this land is because there is not any aggregate in this area that is worth extracting for our purposes. The approximate area included in this agreement is 24 hectares (60 acres).

The previous agreement with Mr. Murray expired on Dec. 31, 2024 and included an annual rental fee of \$1,600 plus HST and an annual deposit of \$2,000. The deposit will be returned when the lands are revitalized.

The new agreement will include an annual payment \$2,000 along with an annual deposit of \$2,000.

### **Discussion/Analysis/Overview:**

The Township has been satisfied with how Mr. Murray has maintained the property during the previous lease agreements, and he has been willing to address any concerns raised by Township staff.

Staff recommend renewing this agreement for another five year term.

### **Financial Impacts:**

Revenue generated from this agreement is incorporated into general operating revenues.

### **Performance Measurement:**

N/A

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Prepare for Inclusive Growth
- Enhance Municipal Service Delivery
- Ensure Financial Stability

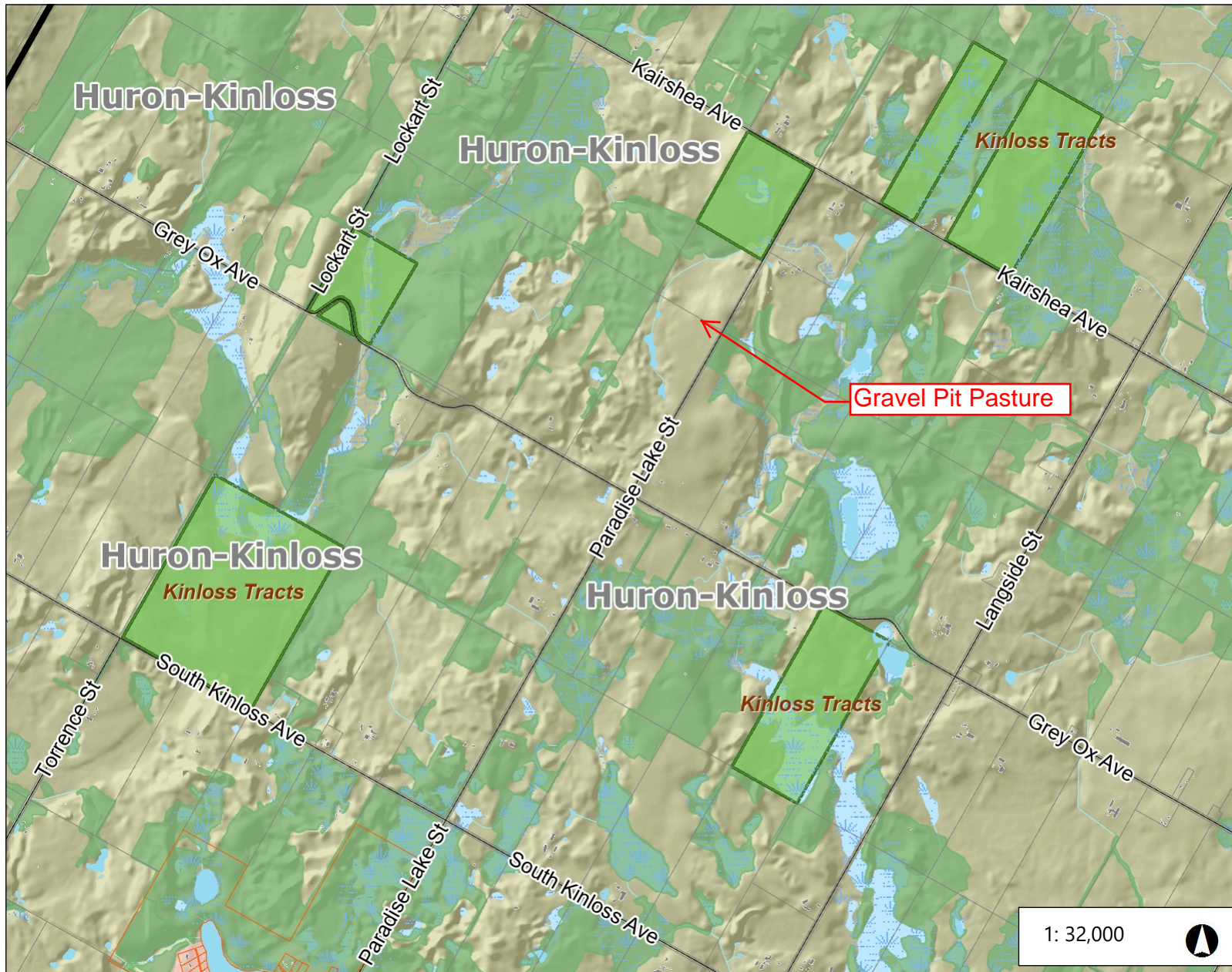
**Strategic Goal: Protect, promote and restore our natural environment**

**Respectfully Submitted By:**

John Yungblut, Director of Public Works

**Report Approved By:**

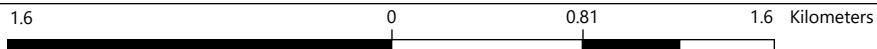
Jodi MacArthur, Chief Administrative Officer



Legend

- Rural Community point, labelled
- Ferry
- Provincial Highway
- County Road
- County Road
- Bridge reconstruction
- Municipal or Other Road (small scale)
- Building Footprint
- Easement
  - Access
  - N/A
  - Nitrate
  - Private
  - Utility
- Propane Facility Buffer
- Severance
  - Severed portion
  - Retained portion
- Subdivision
  - Draft Approved
  - Final Approved
- Body of Water
- Evaluated Wetland
- Conservation Authority Property boundary
- Provincial Park
- Fathom Five
- County Forest Boundary
- County Forest
- Wooded Area
- Conservation Authority Property
- Parkland
- Golf Course

1: 32,000



NAD\_1983\_UTM\_Zone\_17N  
© 2025 County of Bruce

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

Notes



## Staff Report

**Report Title: Landfill Management Report March 2025**

**Date: Mar. 3, 2025**

**Report Number: PW-2025-10**

**Department: Public Works**

**File Number: C11 PW25**

**Prepared By: Cory Dulong, Manager of Environmental Services.**

**Attachments: Cleanfarms Letter, BioCover ADC**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-10 prepared By Cory Dulong, Manager of Environmental Services.

### **Background:**

#### Cleanfarms

Since the fall of 2021, the Huron Landfill has accepted agricultural film plastics through a program operated by Cleanfarms with funding from the Government of Canada. Initially, the landfill could accept bagged bale wrap, bunker covers, silage covers and bale twine and Cleanfarms would collect the material. The program changed in 2024 to only including bale wrap.

On January 20, 2025, the Township was informed by Cleanfarms, that the collection of bale wrap was ending since the Government of Canada was no longer funding the program. See the attached Cleanfarms Letter. We are in the process of scheduling a final collection of the material we have received so far.

Township staff are planning to continue to accept bale wrap as we investigate alternative collection programs. One potential receiver that we have been in contact with is Switch Energy, which is located in the Clinton area.

#### Landfill Daily Cover

The Environmental Compliance Approval (ECA) for the Huron Landfill requires the application of cover material on a daily basis. As a result of the challenges we have had completing this task with our own equipment, we began contracting this work last year.

In the summer months, we are finding that this work is costing us approximately \$5,000 per month, which is significantly more than we anticipated. Therefore, Township staff are looking at alternative methods that would save on cost, time and prolong the life of the landfill by using less of the licenced volume.

One option we are currently researching is called BioCover. See attachment, *BioCover ADC*. This method would require the use of a trailer that we would use to mix the



product with water and apply to the active fill area. This is a similar process to hydroseeding a lawn.

**Discussion/Analysis/Overview:**

Cleanfarms

Switch Energy accepts various products including bale wrap, bunker covers, silo bags, shaving bags, fertilizer bags, salt bags, insulation bags, baler twine, super sacks, and woven feed bags. Township staff have reached out to Switch Energy and are waiting for more information regarding the collection and disposal process.

Landfill Daily Cover

BioCover is a biodegradable and non-toxic alternative that is applied 5mm thick which is equivalent to the 150mm (6") thickness of soil that is required to meet our ECA. Over time, BioCover breaks down saving space and time within the operations of the landfill. We are in the initial stages of investigating the BioCover concept to determine if this is a feasible option.

We will be testing out the product through a demo from the supplier first. If the demo is successful, we are looking at leasing a trailer for an extended trail through various weather and site conditions.

**Financial Impacts:**

The Cleanfarms program was operated at no cost to the Township, so this material was accepted at no charge. Township staff are in the process of determining what this program will cost going forward and determine if it will be feasible to continue at no charge for disposal.

Daily cover is included in the 2025 Operating Budget and we are anticipating that the new process will result in long term cost savings.

**Performance Measurement:**

As of Feb. 2024, the Huron Landfill accepted 4,633 kg of agricultural plastics.

**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:**

Cory Dulong, Manager of Environmental Services.

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



Alternative Daily Cover



Upon application forms a consistent and effective layer between waste and the surrounding environment



Dyed green to confirm coverage rate for efficiency, unlike non-dyed spray-on products



Debris on an open-faced landfill



A polysaccharide tackifier increases the surface bond to debris, including plastic and other slick-surface materials, ultimately lowering blowing debris and trapping odors

## An Effective, Cost-Saving Alternative to Soil or Tarps

BioCover™ Alternative Daily Cover (ADC) is hydraulically applied, meets federal regulations, is less expensive than other alternate covers and is easier to apply. Manufactured from Thermally Refined® wood fibers combined with cellulose fiber and a viscous polysaccharide tackifier, BioCover is the superior alternative to soil, mulch or plastic daily covers.

### BioCover Advantages:

- Better for the environment—minimizes the accumulated leachate pockets and leachate seeps that are typically caused by continuous daily soil cover practices; designed as 100% biodegradable and non-toxic
- Preserves air space—creates a uniform protective layer that is dramatically thinner than comparably effective soil applications, increasing available space and the functional lifespan of the landfill
- Improves Landfill Gas Management System efficiency—minimizes the number of intermediate impervious layers which increases the capture zone and efficiency of the gas extraction system
- Prevents water infiltration—reduces leachate runoff with excellent absorption properties
- Lowers emissions—conserves fuel, requiring less excavation and transportation equipment needed on the jobsite
- Inhibits scavengers—deters unwanted pests

# BioCover™ ADC Technical Data:

BioCover™ meets the ASTM International’s standard guide for evaluation and selection of alternative daily covers for sanitary landfills (ASTM 6523-00), assists in the understanding of performance features to determine the extent and degree to which different ADC’s are able to “control disease vectors, fires, odors, blowing litter, and scavenging without presenting a threat to human health and the environment” as intended by United States Environmental Protection Agency regulations.

As with any ADC, the final application cost per square foot will vary depending on the type of waste materials, compaction, moisture content, weather conditions, local regulatory requirements and local environmental issues. However, BioCover is the fastest, provides the best coverage and is the most affordable option on the market today.

## COMPOSITION

Thermally Refined® Wood Fiber—51% ± 3%  
 Cellulose Fiber—27% ± 3%  
 Polysaccharide Tackifier—10% ± 1%  
 Moisture Content—12% ± 3%

## ADC APPLICATION RATE

BioCover should be used at 1500-2500 pounds per acre (1700-2800 kg/ha).

**1/4" (0.64 cm) ADC NEEDED PER APPLICATION VS  
 6" (15 cm) COMPACTED SOIL**

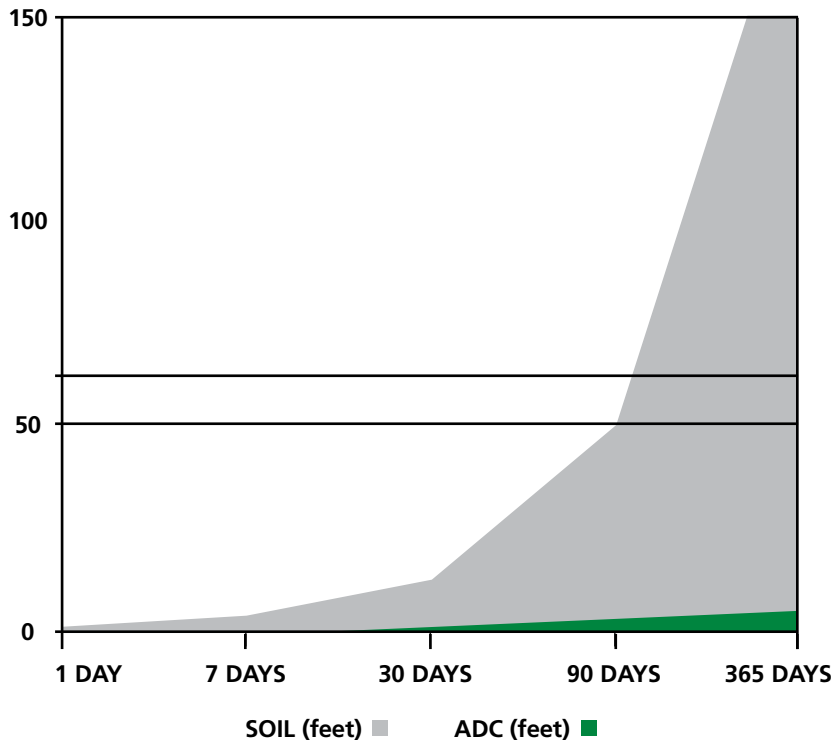


Chart demonstrates amount of landfill space lost over the course of a year with a standard soil application compared to ADC. ADC requires minimal coverage of 1/4-inch (0.64 cm) per application, resulting in greater available landfill space for waste.

## PACKAGING

**Bales:** Net Weight – 50 lb (23 kg)

**Pallets:** 40 bales/pallet 1 ton (907 kg)/pallet

## BIOCOVER PRESERVES LANDFILL CAPACITY

Soil—33 square feet (0.93 m<sup>3</sup>) of dirt on top of the refuse (when applied at six inches (15 cm) of soil per day)

BioCover—33 inches (0.02 ft<sup>3</sup>) of material (when applied at 1/4-inch (0.64 cm) per day)



Green Design Engineering™ is a holistic approach that combines agronomic and engineering expertise with advanced technologies to provide cost-effective and earth-friendly solutions. Profile strives to deliver Green Design Engineering across our team of consulting professionals, innovative products and educational resources.



PS<sup>3</sup> is a free, comprehensive 24/7 online resource you can use to design a project and select the right products that address both the physical and agronomic needs of your site. It will help you develop holistic, sustainable solutions for cost-effective erosion control, vegetation establishment and subsequent reductions in sediment and other pollutants from leaving disturbed sites. Because good plans start with the soil, PS<sup>3</sup> offers free soil testing to ensure this critical step is considered. To access the site, design your project and take advantage of a free soil analysis, visit [www.profileps3.com](http://www.profileps3.com).



For technical information or distribution, please call 800-508-8681. For customer service, call 800-366-1180. For warranty information, visit [profileproducts.com](http://profileproducts.com).

750 Lake Cook Road • Suite 440  
 Buffalo Grove, IL 60089  
[www.profileproducts.com](http://www.profileproducts.com)

© 2013 PROFILE Products LLC. All rights reserved.

Profile and Thermally Refined are registered trademarks of PROFILE Products LLC. BioCover, Green Design Engineering, Solutions for your Environment and Earth-Friendly Solutions for Sustainable Results are trademarks of PROFILE Products LLC.





Date: January 20, 2025  
To: Ag plastic collection sites & key stakeholders  
Re: Building a Zero-Plastic-Waste Strategy for Agriculture Project wind down

You are receiving this memo because you have been involved in Cleanfarms' Building a Zero-Plastic-Waste Strategy for Agriculture.

This project was funded in part by the Government of Canada through Agriculture and Agri-Food Canada's Canadian Agricultural Strategic Priorities Program (CASPP) which provided 50/50 funding for eligible projects ending March 31, 2024.

Over the past year, Cleanfarms has explored different ways to secure funding to build on the important on-the-ground ag plastics pilots that were a large component of *Building a Zero-Plastic-Waste Strategy for Agriculture*. We explored a variety of funding programs and submitted a proposal via CASPP's new project intake period, which offers funding for eligible projects until March 31, 2029.

Unfortunately, our proposal was declined which necessitates the official wind down of *Building a Zero-Plastic-Waste Strategy for Agriculture*.

Over the next few weeks, our staff will be reaching out, one-on-one, to collection sites to discuss this further and potentially assist with any final actions.

While we are disappointed that this project is closing, we are proud of the progress we made with our pilot program partners. Review our [Annual Reports](#) to learn more about the volumes diverted, the collection systems that were developed and the support and farmer buy-in that was achieved.

Although this specific project is closing, Cleanfarms will continue to seek out solutions for managing agricultural plastics and packaging. We remain dedicated to finding practical and sustainable options to support agricultural communities in reducing plastic waste and helping farmers farm even more sustainably than they already do.

We will be in touch if new opportunities arise to collaborate on future projects.

**For more information**

Kim Timmer, Director, Stakeholder Relations and Policy





## Staff Report

**Report Title: Water-Wastewater Report March 2025**

**Date: Mar. 3, 2025**

**Report Number: PW-2025-11**

**Department: Public Works**

**File Number: C11 PW25**

**Prepared By: Cory Dulong, Manager of Environmental Services.**

**Attachments: OCWA February Report Huron-Kinloss, Huronville Operational Plan.**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-11 prepared by Cory Dulong, Manager of Environmental Services;

AND FURTHER approves the Huronville Operational Plan provided by the Municipality of Kincardine.

### **Background:**

#### Monthly Summary

Our Operating Authority, Ontario Clean Water Agency (OCWA), has prepared a summary of the water and wastewater operations over the past month. See attachment, *OCWA February Report Huron-Kinloss*.

#### Jessie St, James St Water Main Breaks

On Tuesday February 18, 2025, at approximately 5:30 pm a water main leak was reported to OCWA on Jessie Street in Ripley. Our contractor called in locates at 6 pm. One Call locators would not travel into the area, nor could OCWA operators come to site as all county roads had been closed and plows had been pulled off the roads due to weather conditions. As directed by OCWA, our contractor cut the pressure on the main valve and used the vac-truck to clear down to the water main for repair, since they could not dig without locates. A precautionary boil water was placed on the four dwellings down stream of the main break, as requested by the Health Unit. Sample and residuals were taken the following day and sent for analysis.

The precautionary boil water notice was lifted on Feb. 21<sup>st</sup> once a clear set of water samples were received.

On February 22, 2025, at approximately 7:30 am, OCWA received an emergency call of a main break near 11 James Street, Ripley. Our contractor was contacted, locates were submitted and an OCWA operator arrived on site. A repair saddle was installed

around the break and a new service saddle was installed. Service to 11 James was reconnected.

### Huronville Operational Plan

Kincardine has updated the Huronville Operational Plan. Township staff have signed as required. The document is being presented to Council for endorsement. See attached, *Huronville Operational Plan*.

Employment structure changes between the Township and operating authority required updates to the Huronville Operational Plan and endorsement by Council. A motion to endorse the updated Huronville Operational Plan, is asked of Council.

### **Discussion/Analysis/Overview:**

#### Jessie Street, James Street. Water Main Breaks

As no certified operator could be on site at the Jessie Street main break to take chlorine residuals or monitor for proper disinfection, a precautionary boil water notice was issued to the four dwellings down stream of the main break.

James Street main break was a class one break where positive pressure was held in the system and an operator was on site to take Chlorine residuals and monitor that repair followed Ministry guidelines.

### **Financial Impacts:**

Watermain repairs are included in the 2025 Operating Budget.

### **Performance Measurement:**

The new contract with OCWA requires that a series of reports are submitted to Township staff to track the performance and condition of our water and wastewater assets. This is in ongoing development and may take some time to wholesomely develop.

### **Strategic Area:**

- |  |  |
|--|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle      | <input type="checkbox"/> Enhance Municipal Service Delivery    |
| <input checked="" type="checkbox"/> Prepare for Inclusive Growth | <input checked="" type="checkbox"/> Ensure Financial Stability |

### **Strategic Goal: Manage assets and infrastructure**

### **Respectfully Submitted By:**

Cory Dulong Manager of Environmental Services.

### **Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



# Municipality of Kincardine Drinking Water Quality Management System Huronville Operational Plan

---

*Huronville Subdivision Distribution System  
Operational Plan #087-401*

**Revision 12 December 2024**



---

## Table of Contents

List of Appendices .....	2
List of Quality Management System Procedures.....	2
Introduction.....	3
1. Quality Management System.....	4
2. Quality Management System Policy.....	4
3. Commitment and Endorsement.....	4
4. Quality Management System Representative .....	5
5. Document and Records Control.....	5
6. Drinking Water System Description.....	6
7. Risk Assessment .....	7
8. Risk Assessment Outcomes .....	7
9. Organizational Structure, Roles, Responsibilities and Authorities.....	8
10. Competencies.....	9
11. Personnel Coverage .....	10
12. Communications .....	11
13. Essential Supplies and Services .....	12
14. Review and Provision of Infrastructure .....	13
15. Infrastructure Maintenance, Rehabilitation and Renewal.....	13
16. Sampling, Testing and Monitoring .....	15
17. Measurement and Recording Equipment Calibration and Maintenance .....	16
18. Emergency Management .....	17
19. Internal Audits .....	18
20. Management Review .....	18
21. Continual Improvement .....	18



### **List of Appendices**

Appendix A: Quality Management System Policy  
Appendix B: Council Resolutions  
Appendix C: Drinking Water System Flow Chart  
Appendix D: Risk Assessment  
Appendix E: Roles, Responsibilities and Authorities  
Appendix F: Essential Supplies and Services  
Appendix G: Sampling and Monitoring Table  
Appendix H: QMS Document Listings

### **List of Quality Management System Procedures**

QMS001 Document and Records Control  
QMS002 Risk Assessment  
QMS003 Communications  
QMS004 Infrastructure Review  
QMS005 Internal Audit  
QMS006 Management Review  
QMS007 Essential Supplier and Service Provider Evaluation  
QMS008 Continual Improvement

## **Introduction**

This operational plan describes the Drinking Water Quality Management System developed in accordance with the Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS). The Quality Management System (QMS) has been developed and implemented by the Municipality of Kincardine Environmental Services Department.

All elements of the DWQMS are addressed within this operational plan. The Plan is written to meet or exceed the requirements of the DWQMS and is applicable to the management and operation of the works described in Section 6 of this Plan.

For a listing of all external documents referenced within the Operational Plan, appendices and QMS procedures please see Appendix H: QMS Document Listings.

## **1. Quality Management System**

The Drinking Water System's Operational Plan documents a Quality Management System that meets all the requirements of the DWQMS. The Operational Plan was developed by the Operating Authority and approved by Top Management. The Township of Huron-Kinloss Council, the Municipality of Kincardine Council, Owner-Representatives and the Operating Authority personnel are jointly responsible for understanding, implementing, maintaining and contributing to the continuous improvement of the Quality Management System.

## **2. Quality Management System Policy**

The Quality Management System policy statement was developed at the operations level, reviewed by Top Management, and approved by both the Municipality of Kincardine Council and the Township of Huron-Kinloss Council. The QMS Policy is communicated to all Operations personnel and is posted at the Environmental Services Department Office. The public can access a copy of the Policy through both the [Municipality of Kincardine web site](#) and [Township of Huron-Kinloss web site](#). The Quality Management System Representative and Top Management will review this policy on an annual basis to coincide with the management review. Any changes proposed will be subject to approval by both Councils.

A copy of the QMS Policy can be found in Appendix A.

## **3. Commitment and Endorsement**

The Township of Huron-Kinloss and the Municipality of Kincardine are committed to managing and operating the drinking water system in a responsible manner in accordance with documented QMS policies and procedures. Top Management fully supports and is committed to the development, maintenance and continuous improvement of the Operational Plan by providing the necessary training and resources. Top Management ensured the QMS Policy was brought forward to the Councils of both the Municipality of Kincardine and the Township of Huron-Kinloss where it was approved and passed.

Changes to the QMS Policy and Operational Plan will be approved by Top Management and the Owner-Representatives (on behalf of both Councils). Major revisions to the Operational Plan and Policy will be provided to Councils, on the council meeting agenda. When there are changes to the Owner (Council), the Owner-Representative or Top Management, they will be provided with a copy of the most current Operational Plan and Policy. A new Owner-Representative or Top Management will endorse the Plan and Policy within one year of employment with the municipality.

Copies of Council resolution(s) and revision endorsements are found in Appendix B.

#### **4. Quality Management System Representative**

The Environmental Compliance Officer has been appointed as the Quality Management System Representative by Top Management. As the QMS Representative, the Environmental Compliance Officer is responsible for establishing and maintaining the QMS and ensuring that the most current versions of documents are in use at all times.

It is the QMS Representative's responsibility to be aware of the regulatory requirements, any changes that have been made to them and to ensure that they are reflected in the QMS. Notification of changes may be obtained through various channels such as ministry web sites, updates from industry associations or various communications such as letters and e-mails. The QMS Representative shall ensure that operations staff are aware of the QMS and all legislative and regulatory requirements that pertain to their duties within the drinking water systems. The QMS Representative reports to Top Management on an on-going basis the status of the QMS, any issues or concerns regarding it, and any improvements that need to be made that require additional resources.

#### **5. Document and Records Control**

For the purpose of this Operational Plan, records are defined as documented information that states results achieved or provides proof of activities performed. Records cannot be changed and refer to events that have happened in the past. Some examples of records are laboratory test results, log books, log sheets, completed forms and checklists, training records and meeting minutes.

Documents are defined as information such as documented policies, procedures, manuals, maps, drawings, forms, legislation and regulations. Documents can be generated internally or come from external sources and therefore may not be controlled entirely by the Municipality of Kincardine staff. Documents are subject to change and so every effort must be made to ensure that the most current version is in use. Some examples of QMS documents are the QMS Policy, this Operational Plan, QMS Procedures, Standard Operating Procedures, blank forms and checklists, licences and certificates, Permit to Take Water, legislation and regulations.

Both records and documents provide proof that the QMS is being implemented and therefore must be controlled so that they are kept up-to-date, legible, and easily accessible. The *QMS Procedure for Document and Records Control* (QMS001) outlines how records and documents will be created or obtained and managed – this includes how they will be filed, stored, protected, disposed of and how long they will be retained.

Internal QMS documents can only be edited by the ES Supervisor, the Environmental Compliance Officer or by a person designated by them. The QMS Representative is responsible for ensuring that all QMS documentation is reviewed on an annual basis to ensure that the information is still correct and current. Any internal QMS documents that are revised will be approved by the Environmental Services Supervisor prior to being put into circulation. In the absence of the ES Supervisor, the Manager of Environmental Services can approve QMS documentation.

## **6. Drinking Water System Description**

The Huronville Subdivision Distribution System, also known as Huronville, is owned by the Township of Huron-Kinloss and operated by the Municipality of Kincardine. The distribution system receives all of its water from the Kincardine Drinking Water System (a surface water, conventional treatment plant). The Kincardine Drinking Water System is owned and operated by the Municipality of Kincardine. Appendix C contains a basic Flow Diagram.

The Municipality of Kincardine Environmental Services Department maintains the infrastructure and fire hydrants. The Huronville Subdivision has approximately 1.4 km of cast iron watermain, ranging in size from 4 to 8 inches in diameter, 5 hydrants, 93 service connections and 24 main and secondary valves. The Huronville Distribution System is accepted by the Ministry of the Environment, Conservation and Parks as part of the Kincardine Drinking Water System and as such does not have separate chlorine residual sampling and monitoring requirements other than those required for the Kincardine DWS. Secondary disinfection is monitored daily in the Kincardine Drinking Water System at a minimum of two different locations. The Inverhuron Booster station, the Gary Street Booster Station, and the Kincardine tower have on-line chlorine analyzers. A daily distribution grab sample is taken at another location in the Kincardine distribution system as well.

A valve is located on the south end of the Huronville Subdivision that connects the Huronville Distribution System with the Lakeshore Distribution System owned by the Township of Huron-Kinloss. The valve may be operated to feed water to the Huronville and the Kincardine distribution systems from the Lakeshore system and vice versa.

There is no flow meter installed to determine what volume of water is being supplied to the Huronville Subdivision but each residential property has a flow meter and total volume can be determined from these if necessary.

### **Critical Processes**

The Kincardine Water Treatment Plant is considered a critical upstream process as it supplies water to the Huronville Subdivision Distribution System. Details on the treatment plant including a schematic are provided in appendix C.

### **Operational Challenges**

Routine operations present no challenges.

## **7. Risk Assessment**

A risk assessment is performed on each drinking water system operated by the Municipality of Kincardine to identify potential hazardous events and associated hazards and evaluate their significance. A risk assessment will be completed at least once every thirty-six months, with annual reviews used to ensure that the information is still current and applicable. Currently, the risk assessments are performed by the Environmental Services Department following procedure *QMS002 Risk Assessment*.

## **8. Risk Assessment Outcomes**

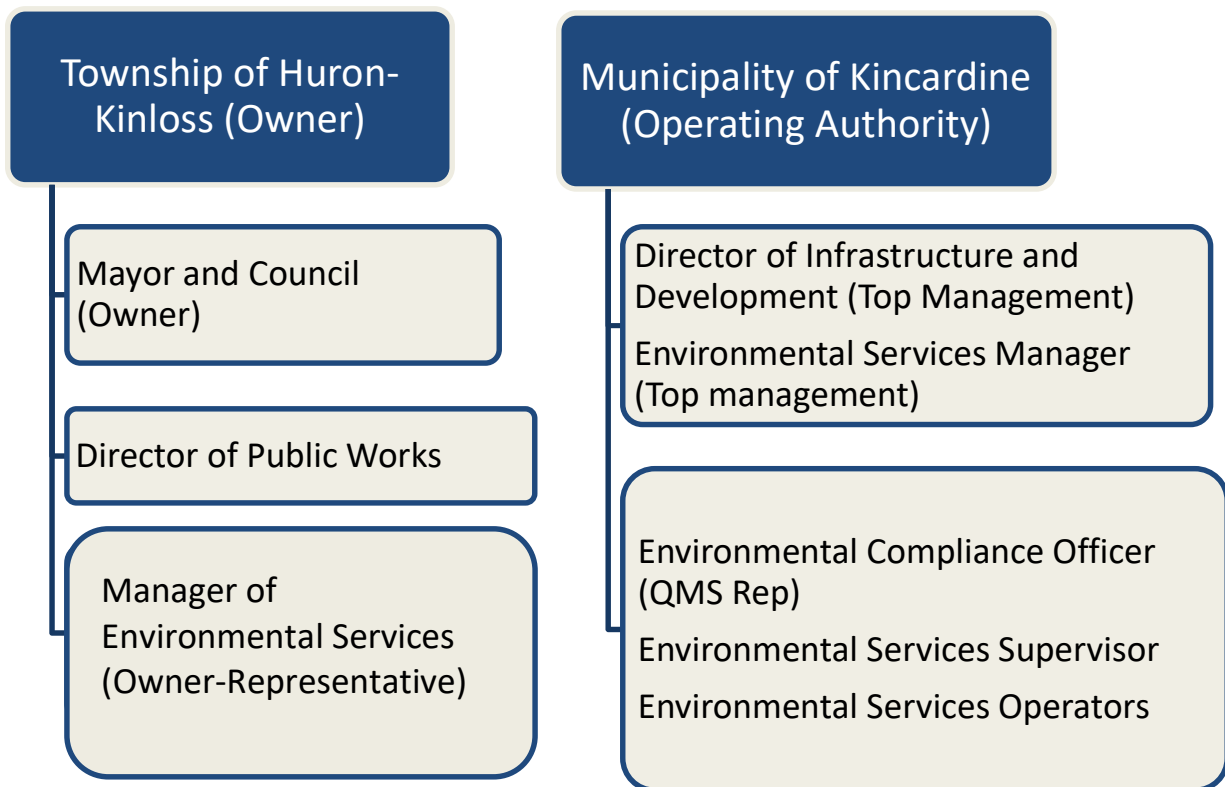
The results of the Risk Assessment are documented in a Risk Assessment Table. Appendix D contains the most current Risk Assessment Table and related documentation. The Risk Assessment Table is a living document, subject to change. The QMS Representative will ensure that this information is kept up-to-date.

Deviations from critical control limits are reported to the Overall Responsible Operator, Environmental Services Supervisor and, where applicable, to Top Management, the Ministry of the Environment, Conservation and Parks and the Ministry of Health and Long-Term Care. Deviations from critical control limits are recorded in the appropriate place(s) (ie. facility log book, data review sheets, alarm response work order, etc.) and summarized for the Management Review.

## 9. Organizational Structure, Roles, Responsibilities and Authorities

The Township of Huron-Kinloss is the owner of the Huronville Subdivision Distribution System. The Municipality of Kincardine is the Operating Authority. The Infrastructure and Development Department within the Municipality of Kincardine oversees the Environmental Services Department. The Environmental Services Department attends to the daily operations of the drinking water systems. The organizational structure of the Owner and Operating Authority is shown in the organizational chart below.

**Township of Huron-Kinloss Organizational Chart  
(Owner & Operating Authority)**



The Township of Huron Kinloss Mayor and Council as the Owners of the drinking water system ultimately have the responsibility for ensuring a safe and reliable supply of potable water and for providing the necessary resources and infrastructure.

The Municipality of Kincardine Director of Infrastructure and Development and the Environmental Services Manager have the next level of responsibility for the municipal water systems as well as the Quality Management System and decide what information is passed on to the Owner and when. As QMS Top Management, the Environmental Services Manager is responsible for keeping the Operating Authority structure, respective roles, responsibilities and authorities current, and communicates this information to operations personnel. The Director of Infrastructure and Development oversees the Environmental Services Manager and will perform

all top management duties in their absence. The Director of Infrastructure and Development and the Manager of Environmental Services also have the authority to hire and terminate Operating Authority personnel.

The Environmental Services Compliance Officer reports to the Environmental Services manager and is the QMS representative. The Environmental Compliance Officer works with the ES supervisor to update and implement changes to the QMS.

The Environmental Services Supervisor reports to the Environmental Services Manager and oversees all daily water operations and work performed by the ES operators. The ES Supervisor and the Manager of ES perform the Overall Responsible Operator Role on a rotating basis. The roles, responsibilities and authorities of the Operating Authority are outlined in Appendix E.

During times when the Environmental Services Manager is unavailable (i.e. on vacation or sick leave), the Environmental Services Supervisor would then report directly to the Director of Infrastructure and Development. If both the Environmental Services Manager and the Director of Infrastructure and Development are both unavailable (i.e. on vacation or sick leave), the Environmental Services Supervisor or the Overall Responsible Operator has the authority to make necessary decisions related to operations.

There are additional personnel, not listed in the Operating Authority structure above, that may directly or indirectly work for the Operating Authority such as the Environmental Services administrative personnel and the Environmental Services Utility Locator. These personnel support the Operating Authority but do not fulfill a legal obligation under Ministry of the Environment legislation and therefore are not included in Appendix E.

## **10. Competencies**

Operating Authority personnel must be competent in their jobs based upon appropriate education, training, skills and experience. Appendix E outlines required and desired competencies for each role within the Operating Authority.

The competency requirements are satisfied through the following measures:

- All new employees must provide evidence of certification and other competency requirements.
- New employees undergo on-the-job training at all facilities, conducted by experienced staff.
- All operators are required to work towards attaining and maintaining a minimum Class 2 in both Water Treatment and Water Distribution.
- All employees receive training which meets or exceeds the requirements of Ontario Regulation 128/04.
- Training and competency requirements are met through various ways, including in-house training, on-the-job practical training and training through outside providers. Training documentation is signed by the Environmental Services Supervisor, or ES Manager unless a certificate is received, showing proof that the training was provided. All records of



training are maintained by the Environmental Compliance Officer or a designated person at the Environmental Services Department office as proof that training has been successfully completed.

Summer Students with Operator in Training certifications may not be trained at all facilities due to the short duration of time they are employed with the Municipality. Training will be provided and documented for the specific duties they will be performing such as hydrant flushing or valve turning.

Contingency Plan CP018 Overall Responsible Operator (ORO) designates both the Environmental Services Supervisor and the Environmental Services Manager as ORO on a rotating basis. The ORO must hold a minimum Class 1 Water Treatment and Water Distribution certificates as per Regulation 128/04.

Standard Operating Procedure #SOP007 outlines who can be an Operator-in-Charge (OIC) and some of their duties. All operators must have a minimum Class 1 certification in order to act as OIC as per Reg. 128/04.

Because all Operations personnel must meet minimum education requirements (Operator in Training) to work as an operator they are expected to have a general understanding of the relevance of their duties and how they affect safe drinking water. To reinforce this principle and ensure that personnel are aware of the importance of their work, various activities are carried out. Activities that personnel are involved in are in-house training sessions and tailgate sessions. In-house training sessions may include discussions on things such as recent Orders, Convictions or Charges across the province and the results of recent Ministry Inspections. Tailgate sessions include a debrief of daily work, discussions on events and alarms, any actions that were taken and the results achieved as well as what may need to be done or things to watch out for in the future. Operators also discuss general issues that have been encountered and what worked or didn't work in these situations. Reviewing contingency plans, standard operating procedures, and operations manuals can be included in in-house training or tailgate sessions. These are a constant reminder that what they are doing does indeed affect safe drinking water.

## **11. Personnel Coverage**

The Municipality of Kincardine takes the necessary steps to ensure that adequate staffing levels are maintained to efficiently run all water facilities. The Environmental Services operators are part of the International Union of Operating Engineers, local 793. All personnel coverage will align with the current collective agreement for the union as well as O. Reg 128/04 Certification of Drinking Water System Operators and Water Quality Analysts.

The Environmental Services Department Office hours are from 8:30am to 4:30pm Monday to Friday. Operator working hours are from 7:00 am – 4:30 pm Monday to Thursday and 7am to 11am on Fridays. At all times there will be an assigned on-call operator following a rotation with all eligible operators working 8-hour shifts from Wednesday to Wednesday. This ensures coverage during working hours for Friday afternoons and regular weekend rounds. Outside of these hours, the assigned Operator is on-call to address any issues that may arise. All operators with a minimum

Class 1 certification are on the on-call rotation, overseen by the Environmental Services Supervisor. New hires are placed on the on-call rotation at the discretion of the Supervisor.

One on-call operator is capable of completing all minimal weekend rounds during routine operations. Similarly, most alarm conditions can be addressed by a single operator when following standard operating procedures. If circumstances arise that require assistance, the on-call operator will contact the Overall Responsible Operator. The ORO will determine how to best assist the on-call operator. Contact information for all operations personnel is readily accessible to the on-call operator.

The Environmental Services Supervisor, ES Manager and each of the Operators have an assigned cell phone. The Overall Responsible Operator and on-call operator carry their cell phones at all times. The other operators carry their cell phones during regular working hours. Operators are asked to carry their cell phones after hours, if possible, in case of an emergency, so that they can be easily reached. If an operator will not be available outside of regular working hours, they are asked to inform the Overall Responsible Operator if possible.

When the Overall Responsible Operator is unavailable, a replacement Overall Responsible Operator is designated as outlined in Emergency Response Procedure #CP018 and identified in the facility logbook. The Operator-in-Charge is designated by the Environmental Services Supervisor as per Standard Operating Procedure #SOP007 and identified in the facility logbook.

Personnel are not at the drinking water system at all times, but all systems are monitored and alarmed. All alarms are responded to in accordance with Standard Operating Procedure #SOP002 and as required by regulation.

All vacation requests must be approved by the Manager of Environmental Services or Environmental Services Supervisor prior to the day(s) requested.

## **12. Communications**

Relevant aspects of the Quality Management System will be communicated between Top Management and:

- the Owner,
- Operating Authority personnel,
- Essential Suppliers and Service Providers and
- the Public.

Procedure *QMS003 Communications* outlines various methods that can be used to achieve and maintain this communication.

The Municipality of Kincardine and the Township of Huron-Kinloss have an agreement in place regarding the Huronville Subdivision. In the agreement, the Township of Huron-Kinloss vested the administration and control of all watermains, fire hydrants and accessories to the Municipality of Kincardine. The Municipality of Kincardine is responsible for the maintenance, repair and replacement of this infrastructure. Therefore, much of the communications in regards to the

Huronville Subdivision will be between Top Management and the Municipality of Kincardine Council and staff.

### **13. Essential Supplies and Services**

The Municipality of Kincardine operates multiple facilities, some using the same chemicals and equipment. This allows for supplies to be shared among these facilities. The Environmental Services Supervisor oversees the inventory of supplies including supplies that are kept on-site in case of an emergency. A listing of emergency supplies and equipment is included in appendix F. Purchases are typically made by a Purchase Order, but a credit card may be used as well.

An operator must be on site to accept chemical shipments and oversee offloading. Appropriate paperwork must be provided upon delivery to confirm the product being delivered. Where applicable, supplies must meet NSF standards. Chemicals used for coagulation must have a Certificate of Analysis delivered with each shipment or one must be available from the supplier upon request.

All drinking water samples are tested in accordance with Reg. 248/03 Drinking Water Testing Services. All laboratories used for testing water samples are accredited to test for the parameters requested. A Notification of Lab Services must be submitted to the Ministry of the Environment, Conservation and Parks prior to lab use as required under O. Reg. 170/03.

Contractors hired by the Municipality of Kincardine are required to abide by the municipality's policies and procedures and applicable legislative and regulatory requirements under the Ministry of the Environment, and the Ministry of Labour.

A list of all supplies and services deemed essential for the production and delivery of safe water can be found in Appendix F. Included here are the names of primary suppliers/service providers and alternates, ordering information and delivery times. The Environmental Services Administrative Assistant or Environmental Compliance Officer will make changes on an on-going basis to ensure that contact information is current.

If any issue occurs with any supplier, service provider or product, the information will be documented on a DWQMS Supplier and Service Provider Occurrence Report form. The occurrence Report forms will be reviewed annually as part of the essential supplier evaluation process described in QMS007 Essential Supplier & Service Provider Evaluation.

If at any time, the Environmental Services Supervisor or ES Manager is not satisfied with a product, supplier or service provider, changes may be made to this Essential Supplier and Service Provider list.

Companies and contractors listed in Appendix F are notified of the Municipality's QMS and applicable requirements. After the initial notification, the QMS is communicated on an ongoing basis, approximately every three years.

#### **14. Review and Provision of Infrastructure**

Adequate infrastructure to produce and provide safe drinking water needs to be in place, maintained and improved when necessary. The Municipality of Kincardine and the Township of Huron-Kinloss put an agreement into place on December 20, 2004, making the Municipality of Kincardine responsible for maintaining, repairing and replacing the Huronville Subdivision Distribution System infrastructure. The Municipality of Kincardine supports regularly examining the infrastructure, reviewing what is in place and determining what is needed to operate the drinking water system safely and effectively.

Drinking water system infrastructure includes such things as buildings, process equipment, watermains and appurtenances, hardware and software. Infrastructure needs are reviewed on an on-going basis by the Environmental Services Supervisor and these needs are communicated to Top Management. A summary of the identified needs is compiled and reviewed annually to ensure that adequate infrastructure is available and/or planned for to operate and maintain the system. Information from both the Municipality of Kincardine Asset Management Plan and the Supervisor are used in planning for infrastructure replacements and capital projects. Top Management uses a 5 to 10 year rolling plan to assist with meeting future needs.

Procedure *QMS004 Infrastructure Review* provides details on the infrastructure review procedure. Results of the review are communicated to the Municipality of Kincardine Council through annual budgets.

#### **15. Infrastructure Maintenance, Rehabilitation and Renewal**

The Environmental Services Department strives to maintain the water system infrastructure to ensure the production of potable water for all users. This is accomplished through preventative maintenance, rehabilitation and renewal. For the purposes of this Plan, rehabilitation refers to the repairing or refurbishing of infrastructure and renewal refers to the replacement of infrastructure.

All planned and unplanned maintenance, rehabilitation and renewal of infrastructure for operational items are the direct responsibility of the Environmental Services Supervisor.

Rehabilitation and renewal of infrastructure for capital items and projects are the responsibility of the Manger of Environmental Services.

The maintenance, rehabilitation and renewal program is monitored by the Environmental Services Supervisor and Manager of ES as team to determine its effectiveness. The maintenance-monitoring program reviews such things as the frequency of unplanned maintenance activities and infrastructure performance.

The Environmental Services Department uses Cityworks, a computerized maintenance management system, for tracking inventory and maintenance activities, scheduling work and for monitoring the maintenance program.

## **Maintenance**

Wherever possible, preventative maintenance is performed with the intent of lengthening the useful life of equipment and avoiding unplanned maintenance activities. Preventative maintenance scheduling is the responsibility of the Environmental Services Supervisor and is based on manufacturer's recommendations, history and overall performance. A tentative schedule is kept by the Supervisor and work assigned to operations staff by the Supervisor accordingly.

Planned preventative maintenance includes such things as visually inspecting, lubricating, flushing and changing fluids on equipment, spring flushing and winterizing of hydrants, and valve inspection/exercising. Planned and unplanned maintenance activities at the treatment plants are documented in the facility log books and/or Cityworks. Maintenance activities in the distribution system are documented in Cityworks.

## **Rehabilitation**

Operations staff are responsible for identifying infrastructure needs while working in the Huronville Subdivision Distribution System. Repairs that can be done immediately are dealt with and logged in the facility log book or documented in Cityworks. Any other issues are reported to the Environmental Services Supervisor and ORO for future follow-up.

Repairs to the treatment systems are documented in the facility log books on-site while distribution repairs are documented through Cityworks work orders.

In order to deal with unplanned repairs as quickly and efficiently as possible, back-up units, spare parts and current drawings/mapping are available to operations staff. It is the responsibility of the ES supervisor to ensure an adequate supply of backup and spare parts, however it is the responsibility of the operators to ensure the supervisor is aware when backup parts stocks are low.

## **Renewal**

Budgeting for the repair and replacement of major infrastructure components is the responsibility of Top Management. This is done through a 5 year rolling plan for operating and a 10 year plan for capital, with annual capital and operating budgets approved by Kincardine Council. The Municipality of Kincardine has an Asset Management Plan that tracks infrastructure replacement needs. Industry standards are used to estimate the useful life of infrastructure to aid in the timing and budgeting of replacements. The Asset Management Plan is continually being updated with current information to make it a useful living document. Infrastructure needs that arise through operations are communicated from the Environmental Services Supervisor to Top Management. Information from both the Asset Management Plan and the Supervisor are used in planning for infrastructure replacements and capital projects. For some infrastructure replacements, consideration is given to other municipal components and activities such as road repairs and replacements, and new or expanding subdivisions.

The appropriate Form 1, 2 or 3 forms are completed for additions, replacements, modifications or extensions of water infrastructure and equipment in accordance with the facility Drinking Water Works Permits. Subsequently, a Director Notification form is completed and submitted to the Ministry of the Environment, Conservation and Parks within thirty days of placing into service or completing any addition, modification, replacement or extension if the Schedule A description needs to be revised or authorization was given through Schedule C.

## **16. Sampling, Testing and Monitoring**

Sampling, testing and monitoring of drinking water at various stages can help ensure process control and verify finished drinking water quality. As a distribution system that receives all of its water from the Kincardine Drinking Water System, most of the sampling, testing and monitoring required is performed prior to the water entering the Huronville Subdivision Distribution System. Sampling, testing and monitoring for the Kincardine Drinking Water System and the Huronville Subdivision DS is based on O. Reg. 170, O. Reg 169/03 and the Kincardine DWS Drinking Water Works Permit and Municipal Drinking Water Licence. The Municipality of Kincardine has agreed to sample and test the Huronville distribution system as part of the Kincardine distribution system in accordance with O. Reg. 170/03 Section 5(4)(b).

Routine sampling of the Huronville Subdivision DS is done on a monthly basis for microbiological testing and free chlorine residual monitoring. Additional distribution system sampling, testing and monitoring is performed on the Kincardine Distribution System. All sampling, testing and monitoring of the raw, process and treated water is performed prior to the water entering the Huronville DS at the Kincardine Water Treatment Plant. The Kincardine DWS Operations Manual outlines the sampling, testing and monitoring for this system, some of which are beyond regulatory requirements to maintain process control or because of possible challenging conditions.

A Sampling Requirements spreadsheet and Sampling Schedule, as referenced in *SOP006 Drinking Water Sampling Requirements*, outlines the microbiological and chemical sampling requirements and current years' schedule for all water systems operated by the Municipality of Kincardine. In addition, Appendix G contains a Sampling and Monitoring Table for the drinking water systems.

Raw water quality is monitored at the Kincardine WTP for various parameters and some are used to make process adjustments, the most significant of these being turbidity. Source Water Protection studies have mapped out the Kincardine Intake Protection Zone, assessed the threats and developed Source Protection Plans to protect the source water.

Certified operators perform all sampling and monitoring. Important process data for the Kincardine WTP is continuously monitored, recorded on a SCADA system and alarmed. The SCADA system is programmed to monitor some parameters, such as free chlorine residual, in several locations to maintain the treatment process and identify potential problems early. The operator can use the information gathered on-site and from the SCADA system to adjust processes affecting water quality. The SCADA trends are reviewed by a licenced operator at a minimum of every 72 hours. Review days are every Monday to Friday and 1 weekend day (either Saturday or Sunday). In addition, the Environmental Compliance Officer is responsible for the review of relevant sampling, testing and monitoring results and summarizing the data so that this information

can be reviewed by the Environmental Services Supervisor and shared with Top Management, Owner, engineers and the Ministry of the Environment, Conservation and Parks as necessary.

Contingency Plans have been developed for dealing with emergency situations. These can be found in the Kincardine DWS and Huronville Operations Manuals. Alarm limits are set such that an operator should have sufficient time to respond to the site and deal with the issue prior to an adverse effect.

At the Kincardine WTP, in-house testing results are recorded on monthly log sheets and monitoring and adjustments notes for both systems are made in their respective log books. For Municipal Residential Drinking Water Systems, Annual and Summary Reports required by O. Reg. 170 are combined into one report that is completed by the end of February and presented to Council prior to March 31<sup>st</sup> each year. A copy of the Kincardine DWS Annual Summary Report is given to the Township of Huron-Kinloss.

Lab results are e-mailed to the Environmental Services Department and Kincardine Municipal Administration Centre from the lab. The Environmental Compliance Officer ensures that copies of lab reports relevant to Huronville are forwarded to Huron-Kinloss. Adverse notifications required for the Huronville Subdivision are completed by the Environmental Services Department and then sent to Kincardine Top Management and the Township of Huron-Kinloss at the same time they are faxed or emailed to Spills Action Centre (SAC) and the local Health Unit (MOH).

## **17. Measurement and Recording Equipment Calibration and Maintenance**

Measurement and recording equipment accuracy is an essential part of ensuring that the consumer is provided with quality drinking water that meets or exceeds the legislated requirements and internal targets. Most of the equipment that requires calibration and maintenance applies to raw, process and treatment equipment at the Kincardine WTP, prior to the Huronville Subdivision Distribution System.

Equipment maintenance and calibrations are scheduled by the Environmental Services Supervisor or a designated person. It is the responsibility of the Supervisor to ensure that all maintenance and calibrations are completed. Annual calibrations of flow meters and continuous monitoring chlorine analyzers are done through an outside contractor. Legislated continuous monitoring turbidity analyzers are calibrated quarterly, either in-house or by an outside contractor. More frequent calibrations may be performed in-house on continuous monitoring chlorine and turbidity analyzers as required by maintenance activities and performance.

Maintenance and verification checks are done internally by operations staff on various equipment such as pH meters, pocket colorimeters and continuous monitoring chlorine and turbidity analyzers. Preventative maintenance is performed on an as-needed basis by observing equipment condition and performance. Verification checks are performed on portable colorimeters approximately once per month. These portable units are used to verify on-line analyzers.

Maintenance and calibration activities are documented in the facility log book and/or Cityworks. The Environmental Compliance Officer and/or Supervisor report to Top Management when annual calibrations are completed for the flow meters and chlorine analyzers.

## **18. Emergency Management**

Emergencies may still occur despite our best efforts to prevent them. Proper planning for emergencies is necessary to minimize potential health risks. The Operating Authority has developed procedures in preparation for potential situations or service interruptions that may result in the loss of the ability to maintain a supply of safe drinking water to consumers. These procedures cover how to respond and restore the system to normal operation.

Potential emergency situations or service interruptions are listed in the Emergency Management Table in Appendix H. The relevant Contingency Plans are listed for each emergency situation or service interruption. Printed copies of the Contingency Plans are located in the Operations Manuals located at the Environmental Services Department Office. Electronic copies are stored on the shared drive and the Kintranet and can be accessed by all operators. The Environmental Compliance Officer is responsible for ensuring that the Contingency Plans are kept up to date.

Generally, all emergencies will be handled directly by the Environmental Services Department. The Environmental Services Manager will be kept informed of the emergencies at the time by the Environmental Supervisor or Environmental Compliance Officer. The Operating Authority will notify the Township of Huron-Kinloss of any emergency situations affecting the Kincardine DWS or the Huronville DS. Details of the emergencies will be documented by the Supervisor or Environmental Compliance Officer for Top Management and other relevant parties. Any Operating Authority personnel may contact the Ministry of the Environment, Conservation and Parks or the Ministry of Health during an emergency situation.

For emergency situations that cannot be dealt with solely by the Environmental Services Department, the Municipality of Kincardine Emergency Response Plan will be put into effect. This will be arranged and co-ordinated through the Municipality of Kincardine Director of Infrastructure and Development as outlined in the Emergency Response Plan. A copy of the Emergency Response Plan is located at the Environmental Services Department Office as well as on the municipal website.

An Emergency Contact List is posted at each water facility operated by the Environmental Services Department. In addition, contact lists and an emergency supplies list from Appendix F are kept at the Environmental Services Office and in each Environmental Services vehicle that detail contact information for key parties and supply locations. The Contact Lists are reviewed and updated by the Administrative Assistant as required, or at least once a year.

The Emergency Management section of the Operational Plan, along with the Contingency Plans, will be reviewed on a regular basis, as outlined in SOP022. The Environmental Compliance Officer is responsible for ensuring that these reviews are completed. Changes to the Contingency Plans are approved by the Environmental Services Supervisor or Manager of Environmental



Services. Reviews and changes to emergency procedures may be initiated from an actual emergency, training or testing session, change at the facility, personnel change, or a scheduled review.

In-house training sessions are conducted every year and can include training on some of the Contingency Plans with those that are more critical given a higher priority. New Contingency Plans as well as contingency plans with major revisions, once approved, will be reviewed with operations personnel within 2 months. Licenced operators are required to participate in the in-house training sessions to maintain a state of preparedness and to understand their roles and responsibilities. Because the Contingency Plans cannot all be reviewed during in-house training sessions, operators are given time to read through them on their own and discuss them with the Environmental Services Supervisor or Environmental Compliance Officer if they have questions. The internal goal is to have staff review each Contingency Plan every two years.

An Emergency Response Testing session will be held every 2 years. The Environmental Compliance Officer is responsible for organizing and scheduling training and testing sessions. Training and testing for emergency response may be done through various means such as checklist testing, table-top walkthrough exercises, hands-on training (e.g. First Aid, CPR, Confined Space, etc.) or functional exercises (e.g. simulated disaster testing).

## **19. Internal Audits**

Internal audits are conducted to ensure the QMS conforms to the requirements of the DWQMS and that it has been effectively implemented. The Operating Authority is responsible for ensuring that internal audits of the QMS are conducted on an annual basis according to procedure *QMS005 Internal Audit*.

## **20. Management Review**

Top Management is responsible for ensuring that a Management Review is completed at least once every calendar year. Management Reviews are designed to provide Top Management with appropriate and sufficient data to make decisions about the QMS and, whenever necessary, to prompt changes and improvement in the QMS. *QMS006 Management Review* outlines the procedure for performing these reviews.

## **21. Continual Improvement**

The QMS is regularly reviewed by operations personnel for the purpose of implementation and improvement. The Operating Authority strives to continually improve the effectiveness of the QMS by reviewing industry Best Management Practices and identifying non-conformances and implementing Preventive and Corrective Actions. *QMS008 Continual Improvement* documents a procedure for tracking and measuring continual improvement of the QMS.

Internal and External Audits are reviewed by the QMS Representative for the purpose of effecting changes to continually improve the QMS. In addition to the Preventive and Corrective Action Requests that need to be addressed, the Recommendations and Opportunities for Improvement are reviewed and whenever possible changes and revisions are made.

**Document Location:**

Operational Plan including Appendices and Procedures

- Kincardine Water Treatment Plant Office Information Room-Hard Copy
- Kincardine Water Treatment Plant Office -Shared Drive (X)
- Kintranet

Operational Plan only (no Appendices or Procedures)

- Municipality of Kincardine Municipal Administration Centre Infrastructure and Development Office on Laserfiche
- Municipality of Kincardine website
- The Township of Huron-Kinloss office
- The Township of Huron-Kinloss website

**Revision History:**

Revision	Date	Summary of Changes	Revised by
12	December 17, 2024	Section 9-Organizational chart for HK added Manager of Environmental Services and made them the Owner representative instead of the Director of Public Works Section 11 Personnel Coverage paragraph 1 added-‘The Environmental Services operators are part of the International Union of Operating Engineers, local 793. All personnel coverage will align with the current collective agreement for the union as well as O. Reg 128/04 Certification of Drinking Water System Operators and Water Quality Analysts.’ Section 11 paragraph 2 changed operator working hours to 7am to 4:30 Monday to Thursday and 7am to 11am on Fridays. Section 11 paragraph 2 added-‘At all times there will be an assigned on-call operator following a rotation with all eligible operators working 8-hour shifts from Wednesday to Wednesday. This ensures coverage	Crimmings

Revision	Date	Summary of Changes	Revised by
		during working hours for Friday afternoons and regular weekend rounds.	
11	May 15, 2024	<p>Element 3 paragraph 2 changed ‘typically on the committee of the whole agenda’ to on the council meeting agenda’.</p> <p>Element 6 paragraph 2, updated from only 2 distribution samples to a minimum of two, adding in the Gary booster station and Kincardine Tower online analyzers.</p> <p>Element 6-critical processes-added ‘Details on the treatment plant including a schematic are provided in appendix C.’</p> <p>Element 9-Removed Lead Operator from Organizational Chart.</p> <p>Element 9 paragraph 5-Changed Lead Operator to ES Manager for ORO rotation, and changed Supervisor oversees operating authority personnel to oversees all daily water operations and work performed by the ES operators</p> <p>Element 9 paragraph 6-removed The Environmental Services Lead Operator reports to the Environmental Services Supervisor and directs staff on daily work following the ES supervisors’ schedules and instructions.</p> <p>Element 9 removed Answering service from supporting staff</p> <p>Element 10 bullet 5 added ES Manager can also sign off on training, also added ‘or a designated person’</p> <p>Element 10 section 4 regarding ORO replaced Lead Operator with ES Manager</p> <p>Element 11 paragraph 2 revised operator working hours</p> <p>Element 11 paragraph 4 replaced lead operator with ES Manger</p> <p>Element 11 paragraph 7 removed lead operator</p> <p>Element 13 paragraph 7 added ES Manager</p> <p>Element 14 paragraph 2 added and appurtenances</p> <p>Element 15 maintenance paragraph 1-removed Lead Operator reference</p>	Crimmings

Revision	Date	Summary of Changes	Revised by
		<p>Element 15 paragraph 2 added ‘for operational items’</p> <p>Element 15 paragraph 3 added ‘Rehabilitation and renewal of infrastructure for capital items and projects are the responsibility of the Manger of Environmental Services’</p> <p>Element 15 Rehabilitation section -added ‘It is the responsibility of the ES supervisor to ensure an adequate supply of backup and spare parts, however it is the responsibility of the operators to ensure the supervisor is aware when backup parts stocks are low.’</p> <p>Element 15 paragraph 4 added ‘and Manager of ES as a team’</p> <p>Element 16 paragraph 1 added ‘Reg 169/03’</p> <p>Element 16 Paragraph 5 Updated the title of SOP006</p> <p>Element 16 Paragraph 6 added and/or for SCADA and removed (for Kincardine DWS); also added review day of 1 weekend day either Saturday or Sunday)</p> <p>Element 17 paragraph 2 added ‘or a designated person’</p> <p>Element 18 paragraph 4 added ‘as well as on the municipal website’</p>	
10	May 3, 2023	<p>Entire document-minor grammatical updates</p> <p>Entire document-removed references to wastewater</p> <p>Section 9 revised paragraph 1 -removed the I&amp;D dept oversees all water systems and changed to oversees the ES department</p> <p>Section 9 paragraph 2 added Township of Huron kinloss in first sentence</p> <p>Section 9 paragraph 3 added ‘The Director of Infrastructure and Development and the Manager of Environmental Services also have the authority to hire and terminate Operating Authority personnel.’</p> <p>Section 9 paragraph 4 split into 3 paragraphs to separate duties of Compliance officer and Lead Operator.</p> <p>Section 10 added new paragraph 3 for Summer students with OIT’s</p>	Crimmings

Revision	Date	Summary of Changes	Revised by
		Section 18 paragraph 7 changed ‘revised contingency plans’ to ‘contingency plans with major revisions’	
9	October 2022	<p>Section 5 paragraph 4 added ‘In the absence of the ES Supervisor, the Manager of Environmental Services can approve QMS documentation’</p> <p>Section 8 paragraph 2 added Overall Responsible Operator for deviations from CCL’s, changed SCADA and Data logger sheets to data review sheets</p> <p>Section 9 paragraph 4 revised ‘The ES supervisor is the ORO’ to ‘The ES Supervisor and the ES Lead Operator perform the Overall Responsible Operator Role on a rotating basis’</p> <p>Section 9 paragraph 5 added ‘or the Overall Responsible Operator has the authority’ and removed ‘When the Environmental Services Lead Operator is acting as the Environmental Services Supervisor, they have the authority to make decisions related to operations normally made by the Supervisor’</p> <p>Section 10 bullet point 1 removed all licences and certificates are posted at the ES office</p> <p>Section 10 paragraph 2 Revised paragraph to include CP018 and rotating schedule for ORO</p> <p>Section 11 paragraph 2 removed ‘OIT’s’ from On call rotation</p> <p>Section 11 paragraph 3 changes ES Supervisor to ORO</p> <p>Section 11 paragraph 4 changed ES Supervisor to ORO</p> <p>Section 11 paragraph 5 changed ES Supervisor to ORO</p> <p>Section 11 paragraph 7 added ES Lead Operator and Manager of ES</p> <p>Section 13 Added Paragraph 6 referencing the occurrence reports and procedure QMS007</p> <p>Section 13 paragraph 1 added a listing of emergency supplies and equipment is included in appendix F</p> <p>Section 14 paragraph 2 changed 5 year to 5-10 year rolling plan</p> <p>Section 15-Rehabilitation paragraph 1 added ORO</p> <p>Section 15 Renewal paragraph 1 added ‘for operating and a 10 year plan for Capital,’</p>	Crimmings

Revision	Date	Summary of Changes	Revised by
		<p>Section 18 paragraph 6 added or Manager of Environmental Services, paragraph 7 added as well as revised CP's</p> <p>Section 18 paragraph 5 added from Appendix F</p>	
8	May 2022	<p>Entire document- Updated titles to reflect new organizational structure as follows: Director of Public works changed to Director of Infrastructure and Development</p> <p>Water and Wastewater Supervisor changed to Environmental Services Supervisor.</p> <p>Compliance Officer changed to Environmental Compliance Officer</p> <p>Water and Wastewater Lead Operator changed to Environmental Services Lead Operator</p> <p>Water and Wastewater Administrative Assistant changed to Environmental Services Administrative Assistant</p> <p>Utility Locator changed to Environmental Services Utility Locator</p> <p>Public works department also changed to Infrastructure and Development Department</p> <p>Changed the name of appendix H from Emergency Management to QMS Document Listings</p> <p>Introduction added 'For a listing of all external documents referenced within the Operational Plan, appendices and QMS procedures please see Appendix H: QMS Document Listings'</p> <p>Element 2 removed public works committee</p> <p>Element 3 removed public works committee</p> <p>Element 8-Revised Datalogger review sheet to SCADA and Datalogger Review Sheet</p> <p>Element 9 -Added Environmental Services Manager to the organizational chart, Revised paragraph 3 regarding top management duties for the Director and the Manager, Revised the ES Compliance Officer and ES Supervisor report to the ES Manager not the Director. Revised paragraph 5 to indicate in the absence of the ES Manager</p>	Crimmings

Revision	Date	Summary of Changes	Revised by
		<p>the ES Supervisor would report to the Director of I&amp;D. If both are absent the ES Supervisor can make operations decisions.</p> <p>Element 10 changed morning tailgate sessions to just tailgate sessions, Added reviewing contingency plans, standard operating procedures and operations manuals.</p> <p>Element 11- Added office hours of 8:30am to 4:30pm Monday to Friday</p> <p>Element 13-Changed the essential supplier notification from 5 years to 3 years.</p> <p>Element 15-Maintenance Section- changed that work can be assigned to operations staff by the Supervisor or Lead Operator accordingly, Renewal section paragraph 2 added equipment in relation to Forms 1, 2 and 3</p> <p>Element 16 paragraph 5 changed data review from Mon-wed-fri to Monday to Friday paragraph 8 changed infrastructure and Development Dept to Top Management</p> <p>Element 18 paragraph 2 added are listed in the Emergency Management Table in appendix H and added Kintranet to electronic storage, paragraph 3 changed Director of Infrastructure and Development to Environmental Services Manager, Paragraph 5 added ES vehicles for contact list locations</p> <p>Document Location added MOK shared drive (X), Kintranet, Laserfiche. Changed MOK public works office to I&amp;D Office</p>	
7	September 2019	<p>Elements 1 &amp; 3 – referenced the Owner-Representative and more detail on endorsement</p> <p>Elements 8, 15 &amp; 17– reference to Cityworks</p> <p>Element 13 – purchases by credit card</p> <p>Element 16 – corrected Annual Summary Report, lab results and AWQIs references. Data Review M-W-F</p> <p>Element 21 – QMS008 Continual Improvement procedure reference</p>	Hardman
6	September 2017	<p>Added sign-off endorsement page</p> <p>Element 21 – addition of references to Preventive Actions and Best Management Practices</p> <p>Element 20 change to once every calendar year</p>	Hardman

Revision	Date	Summary of Changes	Revised by
		<p>Element 16 – removed reference to testing by Certified Operators. Updated information referring to Source Water Protection</p> <p>Element 15 – reference to Asset Management Plan, Forms 1, 2 and 3 and Director Notification added</p> <p>Element 13 – added that the Compliance Officer can edit the Essential Suppliers list and the QMS is communicated to the listed companies every 5 years</p> <p>Element 2 – changed Compliance Officer reference to QMS Rep</p> <p>Element 1 – Removed reference to Water Services Department</p> <p>Ministry of the Environment <i>and Climate Change</i> name corrected</p> <p>References to the ORO changed to Water and Wastewater Supervisor as appropriate</p> <p>References to the Water and Wastewater Lead Operator position and duties were added</p>	

All grammatical or typographical errors that do not change the intent of this Operational Plan shall be incorporated, without an Amendment to this Plan.



We, the undersigned, hereby endorse the Municipality of Kincardine Drinking Water Quality Management System Operational Plan #087-401 Revision 12 dated December 2024, including the Quality Management System Policy Revision 3 dated May 4, 2022.

Operating Authority Manager of Environmental Services  
Top Management  
Mark O'Leary

**Mark O'Leary**

Signed with ConsignO Cloud (2024/12/17)  
Verify with [verifio.com](https://verifio.com) or Adobe Reader.



Operating Authority Director of Infrastructure and Development  
Top Management:  
Adam Weishar

**Adam Weishar**

Signed with ConsignO Cloud (2024/12/17)  
Verify with [verifio.com](https://verifio.com) or Adobe Reader.



The Township of Huron-Kinloss Owner-Representative:  
Manager of Environmental Services  
Cory Dulong

*Cory Dulong*

02/24/2025

# Huron Kinloss Monthly Report 2025

## February

### Callouts

**Feb 6-** Ripley tower communication alarm

**Feb 9-** Low Chlorine alarm – low chlorine in reservoir – working with scada to have the reservoirs run on a regular basis to keep chlorine more consistent

**Feb 17-**Point Clark Chlorine pump fail alarm

**Feb 18-** water main break Ripley—Repaired by Kempton's. Boiled water advisory was put in place due to not being able to test residual on night of repair due to weather. Sample taken and all clear; water boiled advisory was lifted February 21.

**Feb 25-** ATS (Automatic transfer switch) failed at tower. Operator on site to meet with Sommers generator (on-going)

### Operational

-**Feb 7-** Kempton's on site for water leak at Alfred st on Lakeshore. Old 2-inch water line was capped.

-**Feb 13** – Hydrant hit by plow- Kemptons scheduled to do repair.

-26 locates

-Training for locates with Utilocate was completed with operators



## Staff Report

**Report Title: Bruce County Land Acquisition**

**Date: Mar. 3, 2025**

**Report Number: CAO-2025-04**

**Department: CAO**

**File Number: C11 CAO**

**Prepared By: Jodi MacArthur, Chief Administrative Officer**

**Attachments: Draft Reference Plan**

---

### **Recommendation:**

THAT Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2025-04 prepared by Jodi MacArthur, Chief Administrative Officer and accepts the transfer of Part 1 of the draft reference plan from the County of Bruce as requested by the Lucknow & District Joint Recreation Board;

AND FURTHER THAT the appropriate by-law be brought forward authorizing the Mayor and Chief Administrative Officer to execute the agreement of purchase and sale and any other necessary documents to complete the transfer.

### **Background:**

The Lucknow & District Joint Recreation Board approached the County of Bruce to acquire a section of land to the north of the Lucknow & District Sports Complex.

The County of Bruce has agreed to transfer the land identified as Part 1 on the attached draft reference plan to the Township of Huron-Kinloss for no consideration.

### **Discussion/Analysis/Overview:**

Although the Township of Ashfield-Colborne-Wawanosh administers the Lucknow & District Joint Recreation Board, they have requested that the Township of Huron-Kinloss complete the transfer as the existing lands on which the Sports Complex is situated are registered to the former Village of Lucknow, now the Township of Huron-Kinloss.

The intent was to merge Part 1 with the adjacent lands; however our solicitor's opinion is that Part 1 will remain separately conveyable as the Planning Act does not allow the lands to merge.

The Lucknow & District Recreation Department already maintains the grass on this land and ownership could facilitate a future expansion.

### **Financial Impacts:**

The Lucknow & District Joint Recreation Board will pay for all legal, survey and registration costs associated with the transfer; therefore, they will be shared equally

between the Township of Huron-Kinloss and the Township of Ashfield-Colborne-Wawanosh.

Any future expansion would require a recommendation by the Lucknow & District Joint Recreation Board for approval by each respective municipal Council.

**Performance Measurement:**

Completion of land transfer

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

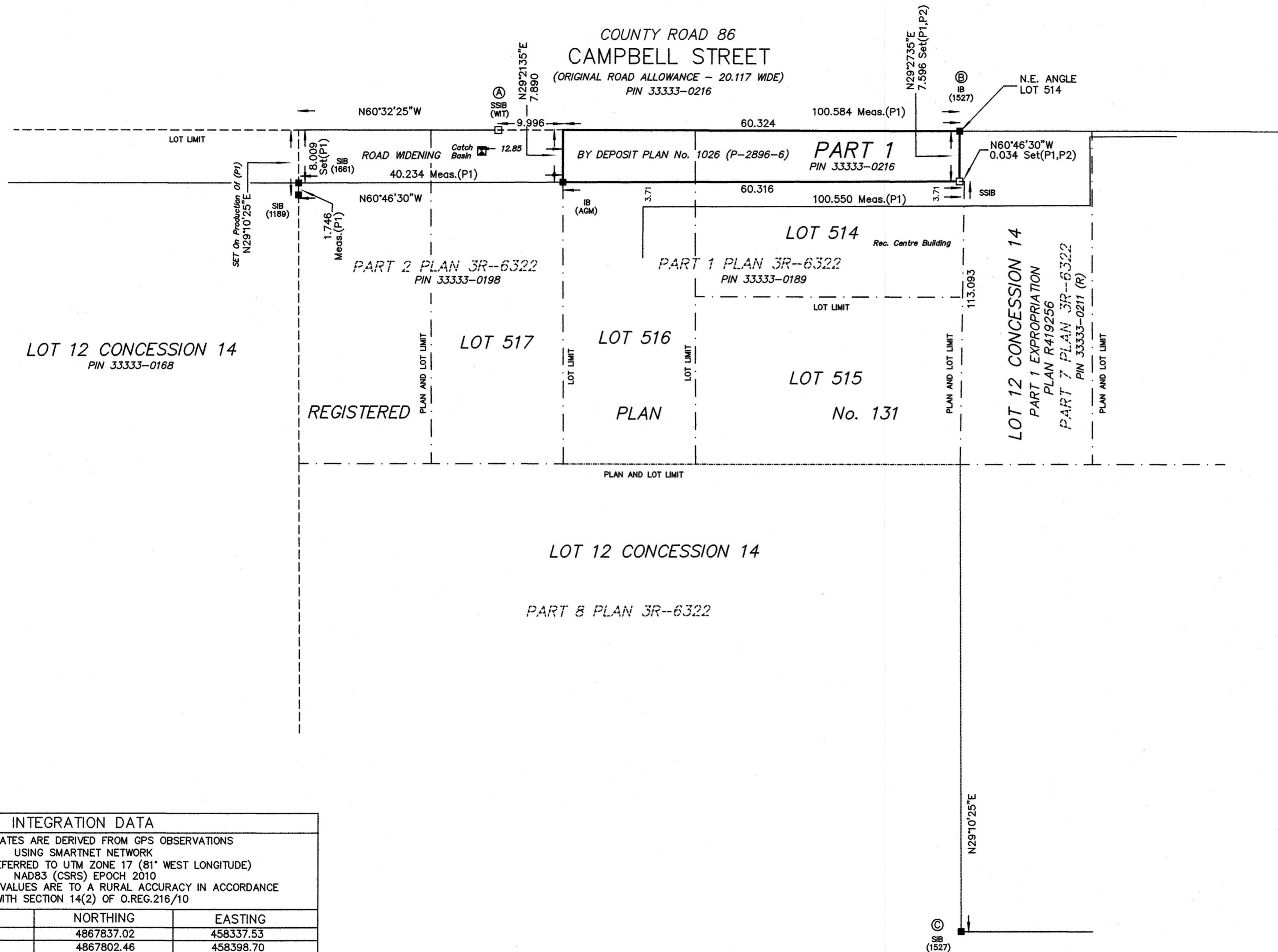
**Strategic Goal: Ensure municipal systems support future growth**

**Respectfully Submitted By:**

Jodi MacArthur, Chief Administrative Officer

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING SMARTNET NETWORK AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) EPOCH 2010. COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O.REG.216/10		
POINT ID	NORTHING	EASTING
A	4867837.02	458337.53
B	4867802.46	458398.70
C	4867697.12	458339.90
CAUTION: COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99956  
 FOR BEARING COMPARISONS, A ROTATION OF 0°23'15" COUNTER-CLOCKWISE CAN BE APPLIED TO MATCH BEARINGS ON (P1,P2)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE: \_\_\_\_\_

GREG RODGER  
ONTARIO LAND SURVEYOR

PLAN 3R-  
RECEIVED AND DEPOSITED

DATE: \_\_\_\_\_

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF HURON (No 22)

SCHEDULE			
PART	LOT	PLAN/CON	PIN
1	Part Of LOTS 514,516,517 Part Of LOT 12	131 CON. 14	Part Of PIN 33333-0216

THIS PLAN COMPRISES PART OF PIN 33333-0216

PLAN OF SURVEY  
OF PART OF  
LOT 12 CONCESSION 14  
EASTERN DIVISION  
TOWNSHIP OF ASHFIELD - FORMERLY COUNTY OF HURON  
AND PART OF  
LOTS 514, 516 AND 517  
REGISTERED PLAN No. 131  
VILLAGE OF LUCKNOW  
TOWNSHIP OF HURON-KINLOSS  
COUNTY OF BRUCE



SCALE 1:500  
Metric  
2025  
D. CULBERT LTD.  
ONTARIO LAND SURVEYOR

- NOTES AND LEGEND
- BEARINGS HEREON ARE GRID (SEE INTEGRATION CHART FOR DETAILS)
- DENOTES MONUMENTATION FOUND
  - DENOTES MONUMENTATION PLANTED
  - SIB DENOTES 2.5cm sq. STANDARD IRON BAR
  - SSIB DENOTES 2.5cm sq. SHORT STANDARD IRON BAR
  - IB DENOTES 1.6cm sq. IRON BAR
  - AGM DENOTES ARCHIBALD GRAY & MCKAY LTD., O.L.S.
  - 1189 DENOTES J.C. WOOD, O.L.S.
  - 1661 DENOTES R.F. DORE, O.L.S.
  - 1527 DENOTES D. CULBERT LTD., O.L.S.
  - P1 DENOTES PLAN 3R-6322
  - P2 DENOTES EXPROPRIATION PLAN R419256
- ALL PINS ARE SUFFIXED (LT) UNLESS NOTED (R)

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 28TH DAY OF MAY, 2024

FEBRUARY 14, 2025

  
GREG RODGER  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-77766

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

**OCL** ONTARIO LAND SURVEYOR

DRAWN BY: BDCS  
CHECKED BY: GR

DIGITAL FILE: LK2401R1  
FILE No: LUC-0131-04-6

PLAN No:  
**2-GZ-2578**



## Staff Report

**Report Title: Workplace Violence and Harassment Policy Update**

**Date: Mar. 3, 2025**

**Report Number: CAO-2025-05**

**Department: CAO**

**File Number: C11-CAO25**

**Prepared By: Leanne Scott, HR Generalist**

**Attachments: Workplace Violence and Harassment Policy**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO-2025-05 prepared by Leanne Scott, HR Generalist;

AND FURTHER authorizes the appropriate by-law coming forward.

### **Background:**

The *Working for Workers Five Act, 2024* (Bill 190) received Royal Assent on October 28, 2024. This new legislation provided updates to different Acts, including the *Occupational Health and Safety Act*. This changed the definition of harassment and sexual harassment in the workplace, to include protection against virtual harassment and virtual sexual harassment.

### **Discussion/Analysis/Overview:**

In accordance with the updated legislation Staff have added to the list of work-related activities - Virtually through the use of information and communications technology, as in the coverage statement of the policy.

Staff will update the Workplace Violence and Harassment Policy and review and update any related internal procedures, as required.

### **Financial Impacts:**

N/A

### **Performance Measurement:**

N/A

### **Strategic Area:**

- |   |  |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth       | <input type="checkbox"/> Ensure Financial Stability                    |

**Strategic Goal: Not applicable**

**Respectfully Submitted By:**

Leanne Scott, HR Generalist

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Policy & Procedures

Section: 3.0 Human Resources

Policy: Workplace Harassment and Violence Policy

By-Law: 2017-34

Date: 7 January 2007 Revision: June 21, 2010, August 15, 2016, and March 20, 2017; March 3, 2025

### Coverage:

This policy shall apply to all employees and Council Members of the Township of Huron-Kinloss.

It applies in any location in which an employee or Council Member is engaged in work-related activities. This includes, but is not limited to:

- The workplace,
- During travel,
- During meetings, seminars, conferences, conventions, etc.,
- In company owned or leased facilities,
- Virtually through the use of information and communications technology.

### Policy Statement:

The Township of Huron-Kinloss is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy, safe work environment that is free of any form of violence or harassment.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers, although the available remedies may be constrained by the situation.

Workers are encouraged to report any known incidents of workplace harassment to the appropriate person (Supervisor, Senior Manager, or Chief Administrative Officer).

### Legislative Authority:

Human Rights Code, R.S.O. 1990 C.H. 19, Section 5

*Occupational Health & Safety Act*, R.S.W. 1990 Part III.0.1

*Sexual Violence and Harassment Action Plan Act*, 2015



## Contents:

### Definitions:

#### **1. Discrimination**

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Legislation, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sexual orientation
- family, marital or same-sex partnership status
- disability or perceived disability
- a record of offences for which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

#### **2. Sexual Harassment**

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend them. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of their gender. Persons of all genders may be victims of harassment, and someone of the same or of different sex can harass someone else.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want;
- threats, punishment or denial of a benefit for refusing a sexual advance;
- offering a benefit in exchange for a sexual favour;
- leering;
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material;
- distributing sexually explicit e-mail messages or attachments such as pictures or video files;
- sexually suggestive or obscene comments or gestures;

- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex;
- persistent, unwanted attention after a consensual relationship ends;
- physical contact of a sexual nature, such as touching or caressing; and sexual assault.

### **3. Workplace Sexual Harassment**

Workplace sexual harassment means,

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### **4. Discriminatory Harassment**

Discriminatory harassment includes comments or conduct based on the protected grounds in the Ontario Human Rights Legislation, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment are:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation;
- imitating a person's accent, speech or mannerisms;
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight (whether they are under or overweight).

### **Poisoned Work Environment**

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers;
- distributing offensive e-mail messages, or attachments such as pictures or video files;
- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature.

## 5. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupation Health and Safety Act*. The *Occupational Health and Safety Act* and the *Sexual Violence and Harassment Action Plan Act*, and it is defined as:

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) Workplace sexual harassment.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incidence of such behaviour may constitute psychological harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect;
- it is hostile, abusive or inappropriate;
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates, or discriminates against the recipient may also be included.

Workplace harassment should not be confused with legitimate management actions, including measures to correct performance deficiencies or to imposing discipline for workplace infractions.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- workplace pranks, vandalism, bullying and hazing;
- gossiping or spreading malicious rumours;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a

- person to do their job;
- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else's work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls, virtual meetings, instant messaging or e-mails;
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents.

### **The Test of Harassment**

It does not matter whether the harasser intended to offend the recipient. The test is whether the harasser knew or should have known that the comments or conduct were unwelcome.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim.

## **6. Workplace and Domestic Violence**

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Workplace violence is defined under the *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Some examples of workplace violence are:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening e-mails/direct messages;
- using or threatening to use a weapon;
- stalking someone; and

- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

### **Domestic Violence**

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances.

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

### **Preventing Harassment and Violence**

It is our mutual responsibility to ensure that we create and maintain a workplace free of harassment and violence and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

The Township of Huron-Kinloss will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in the firm aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Senior Managers and supervisors are expected to assist in creating a workplace that is free of harassment and violence and to immediately contact the Chief Administrative Officer if they receive a complaint of workplace harassment or violence or witness harassing or violent behaviour.

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

### **Assessment**

A risk assessment will be conducted of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. The

assessment will take into account the circumstances that would be common to similar workplaces; the circumstances specific to the workplace; and other prescribed elements.

The results of the assessment will be provided to the Joint Health and Safety Committee, in writing.

A reassessment of the risks of workplace violence will be done as often as is necessary to ensure that the policy and program continue to protect workers from workplace violence. The results of reassessments will be provided to the Joint Health and Safety Committee, in writing.

### **Harassment Complaint Procedure**

A person who considers that they have been subjected to harassment is encouraged to bring the matter to the attention of the person responsible for the conduct.

Where the complainant does not wish to bring the matter directly to the respondent's attention, or where such an approach is attempted and does not produce a satisfactory result, the complainant should report the matter to the appropriate Senior Manager. If the appropriate Senior Manager is the potential respondent or is otherwise unavailable, the complainant should report to the Chief Administrative Officer for the Corporation.

An investigation will be initiated for complaints of workplace harassment that are appropriate in the circumstances. The Township may choose to use either an internal or external investigator, depending on the nature of the incident. A Ministry of Labour inspector may order an investigation by a third-party.

The Joint Health & Safety Committee shall be notified of complaints of workplace harassment.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. Results and any corrective actions as a result of the investigation shall be communicated, in writing, to the worker who experienced the alleged harassment, as well as to the alleged harasser.

### **Violence Complaint Procedure**

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor. An investigation will be initiated as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the incident. A Ministry of Labour inspector may order an investigation by a third-party.

The Joint Health & Safety Committee shall be notified of complaints of workplace harassment.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. Results and any corrective actions as a result of the investigation shall be communicated to the worker who experienced the alleged violence, as well as to the alleged perpetrator of the violent act.

If you are experiencing **domestic violence** that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting your supervisor. The Supervisor will assist in preventing and responding to the situation.

### **Confidentiality of Complaints and Investigations**

We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

### **Miscellaneous**

If an employee or member of council is or considers that they have been harassed in any way in the course of their employment or duties by a person who is not an employee or a member of council for the Township of Huron-Kinloss, that individual should be encouraged to speak to and seek the advice of the Chief Administrative Officer.

The Senior Manager in consultation with the Chief Administrative Officer will take whatever action is necessary to ensure that the Corporation fulfills its responsibility to support and assist the person subjected to such harassment.

The Township of Huron-Kinloss will not tolerate retaliation, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment complaint may be disciplined or terminated.

Notwithstanding the existence of this policy, every person continues to have the right to seek assistance from the Ontario Human Rights Commission, even when steps are being taken under this policy.

The administration of this policy will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

This policy shall be reviewed annually.



## Staff Report

**Report Title: March 2025 Hiring Report**

**Date: Mar. 3, 2025**

**Report Number: CAO-2025-06**

**Department: CAO**

**File Number: C11-CAO25**

**Prepared By: Leanne Scott, Human Resources Generalist**

**Attachments: None**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-06 prepared by Leanne Scott, Human Resources.

### **Background:**

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states 'All full-time, ¾ time and part-time employee appointments require the formal approval by by-law of the Municipal Council; All hirings are authorized by the CAO; and Further that the Municipal Council will be kept informed of all hiring and staffing decisions that are made by the Chief Administrative Officer and the Senior Managers. All hirings will be conducted with strict adherence to consistent, fair recruiting and selection practices.'

Michael Bartlett submitted his resignation on February 10<sup>th</sup>, 2025, and his last day with the Township was February 21<sup>st</sup>, 2025. Michael was hired in March of 2023 in the role of Administrative Coordinator and supported the Community Well Being Fund and the Early Investment in Education and Skills program among other tasks.

### **Discussion/Analysis/Overview:**

The winter relief positions in Public Works have been a struggle to keep filled this season. Due to the resignation of some winter relief snow plow operators and patrollers, the Director of Public Works advertised for this role again and has hired Garrett Bonnett as a Relief Snow Plow Operator.

The Administrative Coordinator role was a 2-year contracted position, funded by the Nuclear Waste Management Organization. This contract was to be completed at the end of March 2025, therefore there will be no recruitment for this role.

### **Financial Impacts:**

N/A

### **Performance Measurement:**

N/A



**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Support employee recruitment and retention**

**Respectfully Submitted By:**

Leanne Scott, Human Resources Generalist

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: Noise Exemption Requests – Ripley Reunion and 911 Parkplace**

**Date: Mar. 3, 2025**

**Report Number: CLK-2025-07**

**Department: Legislative Services**

**File Number: C11 CLK 25**

**Prepared By: Kelly Lush, Deputy Clerk**

**Attachments: none**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-07, prepared by Kelly Lush, Deputy Clerk,

AND grants an exemption to Noise By-law No. 2005-101 for the Ripley Reunion Committee to host their reunion events with live music at 17 Queen St, Ripley on August 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> from 9:00 p.m. to 1:00 a.m. the following day and on August 4<sup>th</sup> for fireworks at 9:30 p.m. (dusk);

AND FURTHER grants an exemption on June 21<sup>st</sup> from 11:00 p.m. to 1:00 a.m. the next day for a wedding reception with music that will take place at 911 Parkplace, Kincardine.

### **Background:**

The Township of Huron-Kinloss By-law No. 2005-101 being the By-law to Control Noise outlines prohibitions of noise by time and place. The By-law prohibits; 3.5 the operation of any electronic device or group of connected devices incorporating one or more loud speakers or other electromechanical transducers and intended for the production, reproduction or amplification of sound between the hours of 23 00 one day to 07 00 next day (9 00) on Sundays.

By-law No. 2005-101 under Section 3.2 also prohibits the detonation of fireworks or explosive devices not used in construction.

### **Discussion/Analysis/Overview:**

The Township received a noise exemption request from the Ripley Reunion Committee to allow for live music to be played at the Reunion outdoor dance events located at 17 Queen St, Ripley on August 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> from 9:00 p.m. to 1:00 a.m. the next day and on August 4<sup>th</sup> for fireworks at 9:30 p.m. (dusk)

The Township also received a noise exemption request from the Leppington family to host a wedding reception at 911 Parkplace, Kincardine on June 21st from 11:00 p.m. to 1:00 a.m. the following day.

The requests were circulated to Township staff for comment. No concerns were noted. Staff recommends approval of the exemption requests and will ask that the Reunion committee and Leppington's notify neighbours of the events. If approved, the Township of Huron-Kinloss By-law Officer and South Bruce O.P.P will be notified.

**Financial Impacts:**

There are no financial implications with this report.

**Performance Measurement:**

N/A

**Strategic Area:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Embrace a thriving rural lifestyle | <input type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth                  | <input type="checkbox"/> Ensure Financial Stability         |

**Strategic Goal: Not applicable**

**Respectfully Submitted By:**

Kelly Lush, Deputy Clerk

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



## Staff Report

**Report Title: Resolutions for Consideration March 2025**

**Date: Mar. 3, 2025**

**Report Number: CLK-2025-08**

**Department: Legislative Services**

**File Number: C11 CLK25**

**Prepared By: Kelly Lush, Deputy Clerk**

**Attachments: a) Township of McGarry Amend Building Code b) Ontario Municipalities Buy Canadian c) Northern Bruce Peninsula Cellular Service d) Northern Bruce Peninsula Tow Hooks e) Municipality of Brockton Rideshare Framework f) Ontario Deposit Return Program h) Town of Saugeen Shores Comments on the SVCA Policies Manual**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-08 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER that the Committee of the Whole support the following resolutions;

AND FURTHER direct Staff to distribute as they see fit.

### **Background:**

These resolutions were received from other Ontario Municipalities and organizations for consideration.

### **Discussion/Analysis/Overview:**

- a) The Township of McGarry is calling on the Ontario Government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans aimed at supporting low income and homeless individuals.
- b) The Township of Uxbridge, Peterborough County, Township of Archipelago, Eastern Ontario Warden's Caucus support the provincial and federal governments on the measures they have put in place in response to the proposed U.S. Tariffs on Canadian goods and to remove all legislative barriers that impact the ability to buy local.
- c) The Municipality of Northern Bruce Peninsula is calling on the Federal and Provincial government set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure.

- d) The Municipality of Northern Bruce Peninsula is requesting that the Province of Ontario require all new vehicles have tow hooks installed to allow for towing to help minimize the removal of abandoned vehicles left on municipal roads.
- e) The Municipality of Brockton is requesting that the Province of Ontario adopt a province-wide framework to govern rideshare companies and taxi licensing to help promote safety, connectivity, accessibility, convenience and economic development.
- f) The Town of Bradford West Gwillimbury and the Town of Halton Hills endorse the expansion of the Ontario Deposit Return Program to include non-alcoholic beverage containers to enhance environmental sustainability.
- g) The Town of Saugeen Shores is requesting that the Bruce County and Environmental Services Department coordinate Blue Box Transition Planning and Source Separated Organics issues with the lower-tier municipalities via the Waste Management Sub Committee.
- h) The Town of Saugeen Shores is endorsing comments included in their staff report and the attached Stakeholder Feedback form regarding the Saugeen Valley Conservation Authority Environmental Planning and Regulations Policies Manual and are forwarding the comments to the SCVA for inclusion in the consultation.

**Financial Impacts:**

There are no financial implications with this report.

**Performance Measurement:**

N/A

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

**Strategic Goal: Not applicable**

**Respectfully Submitted By:**

Kelly Lush, Deputy Clerk

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer



**THE CORPORATION OF THE TOWNSHIP OF MCGARRY**  
**P.O. BOX 99**  
**VIRGINIATOWN, ON. P0K 1X0**  
**705-634-2145, Fax 705-634-2700**

**MOVED BY COUNCILLOR:**  
 \_\_\_\_\_  Louanne Caza  
 \_\_\_\_\_  Elaine Fic  
 \_\_\_\_\_  Annie Keft  
 \_\_\_\_\_  Francine Plante  
 \_\_\_\_\_  Mayor Culhane

**SECONDED BY COUNCILLOR:**  
 \_\_\_\_\_  Louanne Caza  
 \_\_\_\_\_  Elaine Fic  
 \_\_\_\_\_  Annie Keft  
 \_\_\_\_\_  Francine Plante  
 \_\_\_\_\_  Mayor Culhane

**RESOLUTION #** 47/2025  
**DATE :** February <sup>18</sup> 2025

**WHEREAS** Ontario is facing a significant affordable housing crisis, with many residents struggling to secure safe and affordable living accommodations;

**AND WHEREAS** the crisis of homelessness in Ontario continues to affect thousands of individuals and families, necessitating urgent and effective housing solutions;

**AND WHEREAS** the current Ontario Building Code contains regulations that may inadvertently hinder the development of affordable housing by imposing excessive costs and barriers on individuals and developers;

**AND WHEREAS** current building code regulations may restrict the development of innovative housing solutions designed to address the needs of homeless individuals and families;

**AND WHEREAS** an increase in affordable housing units is essential to promote economic stability, community well-being, and social equity within Ontario;

**AND WHEREAS** providing pre-approved affordable housing plans can streamline the construction process, reduce costs, and facilitate quicker access to housing for those in need;

**THAT** the Council of the Township of McGarry hereby calls on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at supporting low income and homeless individuals, including:

1. **Standardized Designs:** Creating a set of pre-approved housing designs that meet safety and quality standards while being cost-effective and quick to construct.
2. **Flexible Design Standards:** Allowing for innovative building designs and materials that meet affordability criteria while ensuring safety and livability.
3. **Community Integration:** Ensuring that these housing designs can be integrated into existing neighborhoods in a way that respects community character and promotes acceptance.
4. **Support for Diverse Models** Including options for various types of housing, such as tiny homes, modular units, and converted shipping containers, to cater to different needs and preferences.

**AND FURHTER** the Council of the Township of McGarry encourages the Ontario government to engage with stakeholders, including architects, housing advocates, and service providers, to develop these pre-approved plans that effectively address the needs of low income and homeless individuals;

**AND FURTHER THAT** this resolution be provided to Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Micheal Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association of Ontario, Ontario Building Officials Association, Municipalities of Ontario.

Recorded vote requested by \_\_\_\_\_

	For	Against
Councillor Louanne Caza		
Councillor Elaine Fic		
Councillor Annie Keft		
Councillor Francine Plante		
Mayor Bonita Culhane		

<i>Disclosure of Pecuniary Interest *</i>

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Signature of Chair:



*\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.*



The Corporation of the  
**Township  
of  
Uxbridge**

In The Regional Municipality of Durham

**SENT VIA E-MAIL**

Town Hall  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, ON L9P 1T1  
Telephone (905) 852-9181  
Facsimile (905) 852-9674  
Web www.uxbridge.ca

February 14, 2025

Premier Doug Ford  
Legislative Building, Queen's Park  
Toronto, Ontario, M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**RE: IMPLEMENTATION OF "BUY CANADIAN" POLICY  
TOWNSHIP FILE: A-00 G**

---

Please be advised that during the regular meeting of the General Purpose and Administration Committee of February 3, 2025, the following motion was carried:

THAT the Administration and Special Projects Committee receive Report CAO-04/25 regarding the implementation of "Buy Canadian" Policy;

AND THAT the Policy remain in place until such time as there is clear indication from the Provincial and Federal Governments that trade relations have been normalized;

AND THAT the Policy be forwarded to all municipalities in Ontario requesting they implement similar policies;

AND THAT the Policy be forwarded to AMO and ROMA;

AND THAT the Policy be forwarded to the Premier of Ontario, MP O'Connell, all Durham MPP's and appropriate Provincial Ministers;

AND THAT the Policy be forwarded to all Township Committee Chairs for information;

AND THAT Committee support this Policy in principle;

AND THAT the final document be run through the CAO's office for final approval.

I trust you will find the above to be satisfactory.

Yours truly,

  
Emily Elliott  
Deputy Clerk  
/ljr



cc: Honourable Jennifer O'Connell, MP  
Honourable Peter Bethlenfalvy, MPP ([peter.bethlenfalvy@pc.ola.org](mailto:peter.bethlenfalvy@pc.ola.org))  
Minister of Finance ([Minister.fin@ontario.ca](mailto:Minister.fin@ontario.ca))  
Minister of Public and Business Service Deliver ([todd.mccarthy@ontario.ca](mailto:todd.mccarthy@ontario.ca))  
AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca))  
ROMA ([roma@roma.on.ca](mailto:roma@roma.on.ca))  
All Ontario Municipalities



February 5, 2025

To Whom it May Concern,

**Re: Proposed U.S. tariffs on Canadian Goods**

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

**Resolution No. 19-2025**

Moved by Deputy Warden Senis  
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

**Carried**

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at [kstevenson@ptbocounty.ca](mailto:kstevenson@ptbocounty.ca).

Yours truly,

Holly Salisko  
Administrative Services Assistant – Clerk's Division/Planning  
[hsalisko@ptbocounty.ca](mailto:hsalisko@ptbocounty.ca)



The Corporation of The Township of The Archipelago  
Council Meeting

**Agenda Number:** 16.5.  
**Resolution Number** 25-029  
**Title:** Response to Tariff Threats - Support Canadian Business and Consumers  
**Date:** Friday, February 21, 2025

---

**Moved by:** Councillor Manners  
**Seconded by:** Councillor Barton

**WHEREAS** the Corporation of The Township of The Archipelago (The Archipelago) is a Canadian government entity; and

**WHEREAS** The Archipelago is committed to fiscal responsibility and prudent management of financial and organizational resources, information databases, and the protection of taxpayer information; and

**WHEREAS** The Archipelago developed 'guiding principles' for its broadband connectivity project that included 'Canadian solutions first, North American second' in the acquisition of technology and services; and

**WHEREAS** The Archipelago's projected capital program for 2025 is \$1.5 million; and

**WHEREAS** all Canadian municipalities have significant purchasing power through capital and infrastructure programs; and

**WHEREAS** United States President, Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and

**WHEREAS** predatory tariffs by the US government affect all our residents, businesses, and institutions within The Archipelago, the Province of Ontario, and Canada; and

**WHEREAS** federal, provincial, and municipal leaders are encouraging Canadians to 'buy Canadian'; and

**WHEREAS** The Archipelago supports Team Canada efforts to stop US tariffs on Canadian goods and services.

**NOW THEREFORE BE IT RESOLVED** that The Archipelago adopts the following actions:

1. That staff ensure that all municipal data resides within Canada for security and sovereignty interests; and
2. That The Archipelago supports the federal and provincial call to action “Canadian business first” policy in its procurement of capital and infrastructure programs; and
3. That The Archipelago promotes the policy of “Buy Canadian” to encourage the purchase of Canadian goods and services and to support local business in The Archipelago and Parry Sound District; and
4. That all travel to the US for municipal advocacy requires the adoption of a formal position on US tariffs by The Archipelago; and
5. That Staff prepare a Council tariff position and policy for Council approval.
6. That The Archipelago participate in the Parry Sound Chamber of Commerce survey of businesses on the impact of tariffs and support, where possible, actions that follow.

**FURTHER BE IT RESOLVED** that this resolution be forwarded to: Prime Minister Justin Trudeau, Premier Doug Ford, MP Scott Aitchison – Parry Sound Muskoka, MPP Graydon Smith – Parry Sound Muskoka, Mayors of Parry Sound District Municipalities, Chief Adam Pawis - Shawanaga First Nation, Chief Warren Tabobondung - Wasauksing First Nation, Chief M. Wayne McQuabbie - Henvey Inlet First Nation, Association of Municipalities of Ontario, all Ontario municipalities, Rural Ontario Municipal Association, The Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities, and community associations in The Archipelago.

**Carried**

---

**Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs**

---

**Moved by: Corinna Smith-Gatcke, Warden of the United Counties of Leeds & Grenville**  
**Seconded by: Steve Ferguson, Vice-Chair, EOWC / Mayor of Prince Edward County**

**Whereas** the Canadian government is currently in negotiations with the United States (U.S.) government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

**Whereas** Canada's Prime Minister and Ontario's Premier have outlined several plans to combat the impact that the proposed tariffs would have on Ontario which focus on strengthening trade between Ontario and the U.S. while bringing jobs back home for workers on both sides of the border; and

**Whereas** the Canadian government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S. on tariffs; and

**Whereas** trade between Ontario and the U.S. is very important to our residents and local economies, and requires all levels of government to work together in the best interest of those residents; and

**Whereas** according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

**Whereas** Ontario municipalities have traditionally treated trade partners equally and fairly in all procurements in accordance with our established international trade treaties; and

**Whereas** municipalities play a crucial role as part of the Team Canada approach to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

**Whereas** there are trade barriers between Canadian provinces and territories.

**Therefore, be it resolved that the Eastern Ontario Wardens' Caucus** supports the Canadian and Ontario governments on the measures they have put in-place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations, and ensure municipalities are part of the coordinated Team Canada approach;

**And that** the Canadian and Ontario governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

**And that** the Canadian and Ontario governments take action to remove trade barriers between provinces as a response to U.S. tariffs and support Canadian businesses;

**And that** the Canadian and Ontario governments remove all legislative barriers that impact the ability to buy local, and indemnify municipalities should there be challenges to buying Canadian;

**And that** the Canadian and Ontario governments continue to invest in infrastructure to provide stability, jobs, and support our communities' social and economic prosperity over the long-term.

**Be it further resolved, that copies of this motion be sent to:**

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- Doug Ford, Leader of the Progressive Conservative Party
- Marit Stiles, Leader of the Ontario New Democratic Party
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schreiner, Leader of the Ontario Green Party
- Ontario's Minister of Economic Development, Job Creation and Trade
- Ontario's Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Christa Lowry, Chair, Rural Ontario Municipal Association
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All regional Members of Canadian Parliament
- All candidates running as Ontario Members of Parliament
- All of Ontario's municipalities for their support

**Carried**



**Chair Bonnie Clark, EOWC**

**February 10, 2025**





## Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

[www.northbrucepeninsula.ca](http://www.northbrucepeninsula.ca)

### Notice of Motion

RE: Cell Towers and their Associated Maintenance

#06-05-2025

Moved by Aman Sohrab

Seconded by Laurie (Smokey) Golden

Whereas the Municipality of Northern Peninsula experienced several power outages in the fall of 2024;

Whereas this resulted in loss of cellular services that was caused by a faulty generator on the cell tower site and, the entire Northern Bruce Peninsula had no cellular and/or communication services; and

Whereas intermittent or complete lack of cellular services and maintenance of current cellular infrastructure in rural communities creates a significant barrier to access to emergency services, negatively affects emergency response time, and increase public safety risk;

Therefore, it is resolved that Canada and the Province of Ontario set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure;

Further that a copy of this motion be sent to the Federal Department of innovation, Science and Economic Development Canada (ISED), Municipalities throughout Ontario, MP for Bruce-Grey-Owen Sound, Alex Ruff and MPP for Bruce-Grey-Owen Sound

Signed

  
Councillor Todd Dowd



## Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

[www.northbrucepeninsula.ca](http://www.northbrucepeninsula.ca)

### Notice of Motion

RE: Proposed Mandate that all new cars and trucks sold in Canada be equipped with a tow hook

#06-06-2025

Moved by Rod Anderson

Seconded by Aman Sohrab

Whereas following a major snowstorm throughout the Municipality of Northern Peninsula during the week of January 27th, 2025, several abandoned vehicles were left on municipal roads causing many problems with road clearing procedures; and

Whereas these abandoned vehicles had no means of towing, due to the lack of a tow hook and area tow trucks were busy with the volume of calls and/or road closures;

And further be it resolved that the Municipality of Northern Bruce Peninsula sees that there is merit, to having tow hooks installed on new vehicles throughout the Province of Ontario; and

Further that a copy of this motion be sent to the Automobile Manufacturing Companies in Ontario, Municipalities throughout Ontario, the Premier of Ontario, Canadian Towing Association and MPP for Bruce-Grey-Owen Sound

Signed

  
Councillor Todd Dowd

**The Corporation of the Municipality of Brockton - Council Meeting  
Council Meeting**

**Agenda Number:** 7.1.  
**Number:** 25-05-03  
**Title:** Motion - Request for Province-wide Rideshare Framework  
**Date:** Tuesday, February 11, 2025

**Moved By:** Steve Travale  
**Seconded By:** Gregory J. McLean

Whereas the Municipality of Brockton does not currently have a by-law governing ride share services;  
And Whereas the Municipality of Brockton issues taxi licenses on an annual basis and is governed by the following By-Laws:

- By-Law 2005-21 - Taxi Licencing By-Law
- By-Law 2006-12 - Amend Taxi Licencing By-Law
- By-Law 2024-089 - Amend Taxi Licencing By-Law;

And Whereas the issuing of taxi licenses, and the creation of a by-law governing ride share services or an amendment of the aforementioned By-Laws creates an additional administrative burden;

And Whereas access to transportation and transit services is a challenge facing Brockton residents and residents of many rural communities in Ontario;

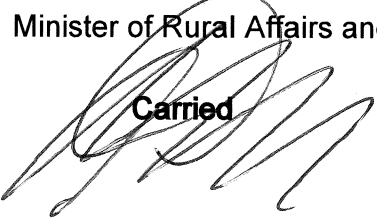
And Whereas the Province does not currently have a province-wide ridesharing and/or taxi framework governing all municipalities;

And Whereas a province-wide ridesharing and taxi framework would promote safety, connectivity, accessibility, convenience, and economic development;

Now Therefore Be It Resolved That the Council of the Municipality of Brockton request that the Ontario Government adopt a province-wide framework governing rideshare companies and taxi licensing;

And Further That this resolution be circulated to the Association of Municipalities of Ontario, the Western Ontario Warden's Caucus, the County of Bruce, all local municipalities within the County of Bruce, the Premier of Ontario Doug Ford, the Minister of Transportation Prabmeet Sarkaria and the Minister of Rural Affairs and Member of Provincial Parliament for Huron-Bruce Lisa Thompson.

**Carried**                      **Tied, Defeated**                      **Defeated**                      **Tabled**



Mayor - Chris Peabody

Monday, January 20, 2025

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Legislative Building, Room 281  
Toronto, Ontario M7A 1A1  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

SENT VIA EMAIL

The Honourable Prabmeet Sarkaria  
Minister of Transportation  
5th Flr, 777 Bay St  
Toronto, ON M7A 1Z8  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)

RE: Support for an Ontario-wide licencing framework for rideshare companies

---

Dear Premier Ford and Minister Sarkaria,

Please be advised of the following motion that was passed at the January 13, 2025, Goderich Town Council meeting:

**Moved By:** Councillor Kelly

**Seconded By:** Deputy Mayor Noel

**Whereas** Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

**And Whereas**, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

**And Whereas**, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

**Therefore, Be It Resolved that** the Town of Goderich Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

**Be It Further Resolved that** the Town of Goderich Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Lisa Thompson, Minister of Rural Affairs; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Huron; and all six neighbouring Huron County lower-tier municipalities, and all Ontario municipalities.

**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca)

Yours truly,



Andrea Fisher  
Director of Legislative Services/Clerk  
/ab

Enclosed:

1. Policy Note – Expanding Transportation Options in Ontario
2. Eastern Ontario Warden's Caucus Letter of Support

cc: Hon. Paul Calandra, Minister of Municipal Affairs and Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Hon. Lisa Thompson, Minister of Rural Affairs [minister.mra@ontario.ca](mailto:minister.mra@ontario.ca)  
The Association of Municipalities Ontario (AMO) [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)  
Rural Ontario Municipal Association (ROMA) [roma@roma.on.ca](mailto:roma@roma.on.ca)  
Meredith Staveley-Watson, Manager of Government Relations, EOWC [info@eowc.org](mailto:info@eowc.org)  
The Eastern Ontario Wardens Caucus, [info@eowc.org](mailto:info@eowc.org)  
The County of Huron and all neighbouring Huron County lower-tier municipalities and all Ontario municipalities.

## **Policy Note - Expanding Transportation Options in Ontario**

The purpose of this note is to outline the current challenges with respect to the regulation of ridesharing in Ontario and the benefits to the province that could be unlocked through a provincial regulatory framework.

[Context](#)

[Current Challenges](#)

[Municipal Interest in Ontario](#)

[Benefits of Provincial Approach](#)

[Jurisdictional Scan](#)

### **Context**

- Since 2016, dozens of municipalities across Ontario have developed unique bylaws to regulate ridesharing.
- These bylaws cover topics such as licensing scheme, insurance requirements, driver screening standards, vehicle requirements, and fee / payment schedules.
- Currently, there are several ridesharing companies operational in Ontario, including Lyft, U-Ride, Uber and others.
- Ridesharing provides a vital transportation option in communities across the province, but much of the province is still underserved by ridesharing services.

### **Current Challenges**

The current regulatory structure has significant policy challenges that impacts the province's transportation system and economic growth. Challenges include:

- **Patchwork regulatory framework** - As the province recently demonstrated through its [One Fare](#) announcement, transportation does not stop at municipal boundaries and is increasingly regional. The regulation of ridesharing has become a patchwork regulatory system where a driver can pick up in one municipality but may not be able to pick up in the neighbouring municipality, leading to deadheading.
- **Increasing red tape** - For ridesharing companies that wish to expand in Ontario at the moment, they have to go to individual municipalities and develop bespoke compliance systems. This increases red tape and the cost of doing business in Ontario. It severely limits the ability of ridesharing companies to scale across rural Ontario.
- **Lack of rural transportation options** - Many rural municipalities in Ontario are significantly growing as a result of the Government's investment in housing and infrastructure, yet they lack sufficient transportation options for their residents. Even when options exist, they are often only available at limited times of the day.

## **Municipal Interest in Ontario**

Due to the lack of rural transportation options and the benefits of ridesharing services, over the past months, several municipalities that do not currently have ridesharing services have expressed interest in bringing ridesharing to their communities. These include:

- **Municipality of Brighton** - Northumberland-Peterborough South
- **Township of Russell** - Glengarry-Prescott-Russell
- **City of Pembroke** - Renfrew-Nippissing-Pembroke
- **Township of Southgate** - Bruce-Grey-Owen Sound
- **Town of St. Mary's** - Perth-Wellington

Some of these communities, including Brighton, ON have already passed resolutions (see [Appendix A](#) for full resolution) declaring “support for the migration of ride-share regulations and licensing from the municipal level to the provincial level”.

## **Benefits of Provincial Approach**

A provincial approach to the regulation of ridesharing would have considerable benefits to the Ontario economy and the people of Ontario. These benefits include:

- **Supports economic development** - As Ontario continues to attract investments in areas such as EV manufacturing, communities across the province will need additional transportation options. Ridesharing helps people get around growing communities while also providing part-time flexible work opportunities.
- **Connects communities** - The current patchwork regulatory structure does not reflect the reality of regional transportation, which does not stop at municipal borders. Similar to the One Fare approach of the government, a provincial regulatory framework would allow people to use ridesharing to move seamlessly between communities in the province.
- **Helps reduce impaired driving** - Research shows that the presence of ridesharing in a community can help reduce impaired driving, which is why Uber is a proud partner of MADD Canada. In many rural communities, transportation options are often sparse or unavailable late at night, which can lead some to drive impaired. A provincial regulatory framework would allow ridesharing to expand more easily into these communities and provide citizens with a good reason not to drink and drive.
- **Enables innovative approaches to transit** - Uber and the Town of Innisfil co-designed a custom transit solution, named Innisfil Transit. With a touch of a button, residents are offered flat fare rides to popular destinations, such as the train station, the recreation complex, or the Innisfil Employment Area. Since the launch of Innisfil Transit, thousands of residents have taken trips to connect with the commuter rail station, get to work, go out with friends, or visit their doctor.
- **Connectivity to higher order transit** - As Metrolinx builds out the GO RER expansion and the Ontario Northlander resumes services, more Ontarians and visitors to our

province will use these services to connect with communities. Ridesharing would help boost the success of these services by serving as a “first-mile / last-mile” solution in communities across the RER and Northlander corridors.

### **Jurisdictional Scan**

The majority of other provinces in Canada have adapted a provincial model to the regulation of ridesharing. Some examples of provincial models include:

<b>Province</b>	<b>Legislation</b>	<b>Website / More Information</b>
Newfoundland and Labrador	<a href="#">Transportation Network Company Regulations</a>	<a href="#">Transportation Network Companies (Ride-sharing Service) - Digital Government and Service NL</a>
Quebec	<a href="#">Bill 17, An Act respecting remunerated passenger transportation by automobile - National Assembly of Québec</a>	<a href="#">Authorized drivers or drivers of a vehicle comparable to a taxi - SAAQ</a>
Alberta	<a href="#">Transportation Network Companies Regulation</a>	<a href="#">Ride-for-hire services   Alberta.ca</a>
Saskatchewan	<a href="#">Vehicles for Hire Act</a> <a href="#">Vehicles for Hire Regulations</a>	<a href="#">Ridesharing services - SGI</a>



## **Appendix A: Municipality of Brighton Resolution**

WHEREAS, the Municipality of Brighton faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community;

WHEREAS rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

WHEREAS, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

WHEREAS, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

THEREFORE, BE IT RESOLVED that the Municipality of Brighton Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

BE IT FURTHER RESOLVED that the Municipality of Brighton Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

BE IT FURTHER RESOLVED that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Northumberland; and all six neighbouring Northumberland lower-tier municipalities, and all Ontario municipalities.

October 24, 2024

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Legislative Building, Room 281  
Toronto, Ontario M7A 1A1  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

The Honourable Prabmeet Sarkaria  
Minister of Transportation  
5th Flr, 777 Bay St  
Toronto, ON M7A 1Z8  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)

**Re: Eastern Ontario Wardens' Caucus support for an Ontario-wide licensing framework for rideshare companies**

Dear Premier Ford and Minister Sarkaria,

On behalf of the [Eastern Ontario Wardens' Caucus \(EOWC\)](#), representing 103 rural and small urban municipalities across Eastern Ontario, I am writing to request that the Ontario Government strongly consider adopting a province-wide licensing framework for rideshare companies.

Municipalities across Eastern Ontario, including the County of Northumberland and Township of Russell, have been advocating for a provincial licensing framework for rideshare companies that would align Ontario with Quebec and British Columbia. Ridesharing provides a vital transportation option in communities across Ontario, but much of the province is still underserved by ridesharing services.

In many parts of the province, ridesharing is unregulated or regulated in a 'patchwork' manner. Since 2016, dozens of municipalities across Ontario have developed unique bylaws to regulate ridesharing. These bylaws cover topics such as licensing scheme, insurance requirements, driver screening standards, vehicle requirements, and fee / payment schedules.

The benefits of an Ontario-wide licensing framework of rideshare companies include:

- **Supports economic development** - As Ontario continues to attract investments in areas such as electronic vehicle (EV) manufacturing, communities across the province will need additional transportation options. Ridesharing helps people get around growing communities while also providing part-time flexible job opportunities.
- **Connects communities** - The current patchwork regulatory structure does not reflect the reality of regional transportation, which does not stop at municipal borders. Similar to the One Fare approach of the government, a provincial regulatory framework would allow people to use ridesharing to move seamlessly between communities in the province.
- **Helps reduce impaired driving** - Research shows that the presence of ridesharing in a community can help reduce impaired driving. In many rural communities, transportation options are often sparse or unavailable late at night, which can lead some individuals to choose to drive impaired. A provincial regulatory framework would allow ridesharing to expand more easily into these communities and provide people with a safe ride option.
- **Enables innovative approaches to transit** – As one example of innovative partnerships, the Town of Innisfil and Uber Canada co-designed a custom transit solution, named Innisfil Transit. With a touch of a button, residents are offered flat fare rides to popular destinations, such as the train station, the recreation complex, or the Innisfil Employment Area. Since the launch of Innisfil Transit, thousands of residents have taken trips to connect with the commuter rail station, get to work, go out with friends, or visit their doctor.

Premier Ford and Minister Sakaria, we thank you for your consideration of this important issue. As always, the EOWC remains a trusted partner and welcomes continued collaboration and opportunities for open dialogue on behalf of our member municipalities.

Sincerely,



Peter Emon  
Chair, 2024  
Eastern Ontario Wardens' Caucus  
[Info@eowc.org](mailto:Info@eowc.org)

CC: Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Hon. Lisa Thompson, Minister of Rural Affairs  
[minister.mra@ontario.ca](mailto:minister.mra@ontario.ca)

The Association of Municipalities Ontario (AMO)  
[amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)

Rural Ontario Municipal Association (ROMA)  
[roma@roma.on.ca](mailto:roma@roma.on.ca)

Meredith Staveley-Watson, Manager of Government Relations, EOWC  
[info@eowc.org](mailto:info@eowc.org)

February 20, 2025

Honourable Doug Ford, Premier of Ontario  
Via Email

**Re: Ontario Deposit Return Program**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, February 10, 2025, adopted Resolution No. 2025-0025 regarding Support for the Town of Bradford West Gwillimbury regarding Ontario Deposit Return Program.

Attached for your information is a copy of Resolution No. 2025-0025.

Respectfully,



Melissa Lawr, AMP  
Deputy Clerk – Legislation

cc. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks  
Honourable Peter Bethlenfalvy, Minister of Finance  
Association of Municipalities of Ontario (AMO)  
Honourable Ted Arnott, MPP Wellington – Halton Hills  
Leaders of the Opposition Parties  
All Municipalities in Ontario



TOWN OF  
**HALTON HILLS**

THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:** 2025-0025

**Title:** Ontario Deposit Return Program

**Date:** February 10, 2025

**Moved by:** Councillor C. Somerville

**Seconded by:** Councillor J. Fogal

Item No. 12.1

---

WHEREAS the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers;

AND WHEREAS ON September 20, 2024 the Town of Bradford West Gwillimbury issued a letter endorsing the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers;

AND WHEREAS Halton Hills has always shown a leadership role in environmental matters including, passing in 2005, asking the province to create a deposit and return system for wine and liquor bottles;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Town of Halton Hills hereby supports the letter dated September 20, 2024, by the Town of Bradford West Gwillimbury, regarding the Ontario Deposit Return Program;

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, Doug Ford; Minister of Environment, Conservation and Parks, Andrea Khanjin; the Minister of Finance, Peter Bethlenfalvy; the Association of Municipalities of Ontario (AMO); MPP Ted Arnott; Leaders of the Opposition Parties; and all Ontario Municipalities.

Mayor Ann Lawlor

September 20, 2024

**BY E-MAIL**

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Khanjin:

### **Ontario Deposit Return Program**

---

I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

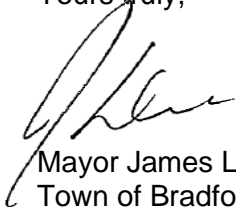
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc  
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe  
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic  
Ontario's Municipal Councils and Conservation Authorities



**Town of Saugeen Shores**  
600 Tomlinson Drive, P.O. Box 820  
Port Elgin, ON N0H 2C0

January 30, 2025

**Sent via Email: LWhite@brucecounty.on.ca**

Linda White, Clerk  
County of Bruce

**Re: Town of Saugeen Shores Resolution - Source Separated Organics**

Dear Linda,

At the January 27, 2025, Regular Council meeting for the Town of Saugeen Shores, Council passed the following resolution:

**Moved by Deputy Mayor D. Huber, Seconded by Councillor C. Grace**

**Whereas** at the November 27, 2024, Regular Council meeting, Council passed resolution 292-2024: "That Council direct staff to develop a motion for Council to consider a request to Bruce County to coordinate Source Separated Organics."; and **Whereas** the Town of Saugeen Shores has included a Source Separated Organics Feasibility Study in the 2025 Business Plan, to inform the Environmental Assessment Study for the Landfill Optimization by examining ways to increase diversion; and **Whereas** the transition date of the Blue Box recycling program to Circular Materials Ontario responsibility is January 1, 2026, and this affects all the lower tier municipalities in Bruce County; and **Whereas** Bruce County has historically had a role in Waste Management long-term planning and coordination including, but not limited to, hosting the Waste Management Sub-Committee, and preparing the County's Long Term Waste Management Plan, currently in draft form, which addresses both Blue Box Transition and Source Separated Organics. **Now Therefore be It Resolved** that the Town of Saugeen Shores formally requests that Bruce County Transportation and Environmental Services Department coordinate Blue Box Transition Planning and Source Separated Organics issues with the lower-tier municipalities, via the Waste Management Sub Committee; and **That** this resolution be forwarded to all municipalities in Bruce County.

Sincerely,

A handwritten signature in black ink that reads "SBonderud".

Sarah Bonderud,  
Deputy Clerk

T 519.832.2008  
F 519.832.2140

saugeenshores.ca  
@SaugeenShoresON  
A row of five social media icons: Facebook, Twitter, Instagram, LinkedIn, and YouTube.





**Town of Saugeen Shores**  
600 Tomlinson Drive, P.O. Box 820  
Port Elgin, ON N0H 2C0

CC: Bruce County Transportation and Environmental Services Department  
Bruce County Municipalities  
Town of Saugeen Shores Operations Department

T 519.832.2008  
F 519.832.2140

saugeenshores.ca  
@SaugeenShoresON  
    

# Staff Report

Presented By: Candace Hamm, Development Services Officer  
Meeting Date: February 18, 2025  
Subject: Comments on the Saugeen Valley Conservation Authority Policies Manual  
Attachment(s): Town of Saugeen Shores Stakeholder Feedback  
Draft SVCA EPR Policies Manual

---

## **Recommendation**

That Council endorse the comments in this report and the attached Stakeholder Feedback form and forward them to the Saugeen Valley Conservation Authority (SVCA) for inclusion in the consultation.

---

## **Report Summary**

Saugeen Valley Conservation Authority (SVCA) has proposed an update to the SVCA Environmental Planning and Regulations Policies Manual. This report outlines comments to be forwarded to the SVCA for consideration before a final manual is brought to the SVCA Board of Directors for approval.

## **Background/Analysis**

The SVCA has proposed an updated Environment Planning and Regulations (EPR) Policies Manual and is reviewing feedback before the draft is brought to the SVCA Board of Directors for approval. The SVCA describes the Policies Manual as a cornerstone document outlining the SVCA's approach to environmental planning and regulatory responsibilities and serves as a critical guide for SVCA staff when providing comments on natural hazards under the Planning Act and reviewing permit applications.

The updated EPR Policies Manual is intended to reflect changes in legislation and to comply with the Conservation Authorities Act (CA Act), Ontario Regulation 686/21 (Mandatory Programs and Services), Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits), and the Provincial Planning Statement (PPS, 2024).

In review of the proposed draft EPR Policies Manual, topics that are of key interest to the Town have been outlined in this report and further examined as they relate to or affect the local context of Saugeen Shores, an analysis of the impact on the Town, and a recommendation.

## 1. Planning Act Priority and Prior Planning Approvals

### **Draft EPR Policies Manual**

Section 1. Introduction (1.3 Legislative Authority / 1.3.5 Key Principles)

Section 3. Planning Advisory Services (3.4.8 Right to Appeal by SVCA)

The draft EPR Policies Manual indicates that the ‘principle of development’ is preferred to be established through the Planning Act, noting that Planning Act approvals are to be secured first; and SVCA permit approvals second. The draft also indicates that when there are historical planning approval decisions made in the absence of current technical information which could preclude development under the CA Act, the SVCA will work diligently with the applicant and the municipality to resolve the issue. Similar policies have been drafted in the Right to Appeal by SVCA section of the draft EPR Policies Manual, indicating that wherever possible, if an issue remains unresolved, SVCA will work with the proponent and the municipality to pursue a resolution when considering the appeal of a planning decision that relates to a natural hazard.

For planning related matters, the [Memorandum of Agreement \(MOA\) for Planning Services between Bruce County, SVCA, GSCA and MVCA](#) includes a Dispute Resolution Procedure (Appendix D) for cases when the County’s Planning staff and Conservation Authority staff disagree on a recommended action.

### **Analysis**

The Planning Act Priority and Prior Planning Approval wording included in the draft EPR Policies Manual have been carried forward from the current policies manual.

The Memorandum of Agreement for Planning Services between Bruce County, SVCA, GSCA and MVCA Dispute Resolution Procedure is not referenced in the draft EPR Policies Manual.

### **Saugeen Shores Context**

The continuation of the Planning Act Priority and Prior Planning Approval policies in the updated EPR Policies Manual are appropriate to ensure that development proposals in the Town are reviewed in a consistent manner that accounts for historical planning approvals. This is particularly critical for the areas of Southampton where updated Flood Hazard Mapping was produced. The new mapping is precluding development; and we look forward to the SVCA working diligently with the Town and the impacted developers to resolve the issue.

Bruce County provides planning services to the Town of Saugeen Shores, and the Town is supportive of the efforts taken by the County to negotiate and enter into a MOA with the local Conservation Authorities that outlines a procedure for dispute resolution.

### **Recommendation 1**

The Town is supportive of the draft EPR Policies as it relates to Planning Act Priority and Prior Planning Approvals.

### **Recommendation 2**

That the EPR Policies Manual refer to the Dispute Resolution Procedure in the Memorandum of Agreement for Planning Services between Bruce County, SVCA, GSCA and MVCA.

## 2. Vision, Goals & Principles and Provincial Standards

### **Draft EPR Policies Manual**

Section 2. Approach to Natural Hazard Management (2.4 Vision, Goals & Principles)

Section 3. Planning Advisory Services (3.7.1.2 Provincial Standards)

The draft EPR Policies Manual indicates the SVCA will focus on mandatory programs and services for natural hazard planning and deliver on legislated responsibilities, providing clear direction to watershed municipalities to distinguish between recommendations and requirements. Section 3.7.1.2 Provincial Standards states that the SVCA will make recommendations consistent with established provincial policy, standards and guidelines when determining the extent of hazardous lands and sites, and when assessing impacts of development and site alterations on the hazards.

### **Analysis**

The Vision, Goals & Principles related to Natural Hazard Management included in the draft EPR Policies Manual have been carried forward from the current policies manual with some minor changes.

### **Saugeen Shores Context**

The continuation of these policies in the updated EPR Policies Manual is appropriate to ensure natural hazards in the Town are managed in a consistent manner in accordance with Provincial standards, and that the Town is provided with clear direction to distinguish between recommendations and requirements. This is particularly critical as the Town continues to explore the implementation of a Two-Zone Floodplain Management Concept for the areas of Southampton impacted by the updated Flood Hazard Mapping.

### **Recommendation 3**

The Town is supportive of the draft EPR Policies as they related to the SVCA approach to natural hazard management and provincial standards, apart from the policies related to Climate Change, which is discussed in more detail below.

## 3. Request for Review

### **Draft EPR Policies Manual**

Appendix C: Administrative Review Policies

Appendix C of the draft EPR Policies Manual outlines the SVCA Administrative Review Policies when receiving, evaluating and making a decision related to a request for review under Section 8 of Ontario Regulation 41/24.

### **Analysis**

When reviewing the SVCA's Administrative Review Policies, a number of discrepancies between the draft policies and Ontario Regulation 41/24 were noted, as summarized in the table below:

Ontario Regulation 41/24	Draft EPR Policies Manual	Town Comments
<p><b>Request for review</b></p> <p><b>8.</b> (1) An applicant may request a review by the authority if,</p> <p>(a) the applicant has not received a notice from the authority within 21 days in accordance with subsection 7 (2);</p> <p>(b) the applicant disagrees with the authority's determination that the application for a permit is incomplete; or</p> <p>(c) the applicant is of the view that a request by the authority for other information, studies or plans under clause 7 (1) (i) is not reasonable.</p> <p>(2) A review requested by an applicant under subsection (1) shall be completed by the authority no later than 30 days after it is requested and the authority shall, as the case may be,</p>	<p><b>4. Eligibility</b></p> <p>Administrative reviews undertaken by the Authority (<i>or its delegate</i>) shall be conducted under the following circumstances: ...</p>	<p>The SVCA is seeking to delegate, or has already delegated, administrative review powers to the General Manager / Secretary-Treasurer.</p> <p>The ability to request a review lies with the applicant. The drafted wording suggests that the SVCA initiates the process.</p>
	<p><b>5. Timeline for Review</b></p> <p>Administrative reviews are completed within 30 days of receipt of a requested review. However, there may be extenuating circumstances where it is not possible to complete the administrative review within 30 days. In these cases, the Authority (or its delegate) will provide notice to the applicant of any anticipated delays and obtain written approval of the applicant to extend the timeline, if feasible.</p>	<p>The policies have been drafted to allow the SVCA to circumvent the 30-day timeline for review specified in the Regulation.</p>
<p>(a) confirm that the application meets the requirements of subsection 7 (1) and is complete or provide reasons why the application is incomplete; or</p> <p>(b) provide reasons why a request for other information, studies or plans under clause 7 (1) (i) is reasonable or withdraw the request for all or some of the information, studies or plans.</p>	<p><b>9. Evaluation Criteria</b></p> <p>The Authority (<i>or delegate</i>) shall evaluate the request for administrative review in accordance with the following standards:</p> <p>4. That the applicant has submitted all components of a complete application required by SVCA staff.</p>	<p>An applicant disagreeing with the authority's determination that the application for a permit is incomplete can be the basis for the request for review. Evaluating whether the applicant has submitted all components of a complete application required by SVCA staff circumvents the process.</p>

	<p><b>11. Notice and Communication</b></p> <p>The Authority (or delegate) shall provide the following correspondence in writing to the applicant:</p> <ol style="list-style-type: none"> <li>1. Within 1-2 business days, upon receipt of a “Request for Review” form, confirm the receipt of the request, set out the start and end dates of the administrative review period (requests for administrative review shall be completed within 30 days upon receipt of the request, unless an extension is approved by the applicant);</li> </ol>	<p>Same comments as above. The polices have been drafted to allow the SVCA to circumvent the 30-day timeline for review specified in the Regulation.</p>
--	---	--

**Saugeen Shores Context**

Ensuring the EPR Policies Manual is aligned with the regulations made under the Conservation Authorities Act will better serve the Town of Saugeen Shores.

The delegation of the Ontario Regulation 41/24 Section 8 Request for Review powers to the SVCA General Manager / Secretary-Treasurer is concerning to the Town. Under this framework, the Town, and other applicants from the community, will not be afforded an opportunity to approach the SVCA Board of Directors in instances where the applicant disagree with the determination of the General Manager / Secretary-Treasurer on the completeness of the application, or the studies required in support of the application.

**Recommendation 4**

That the Draft EPR Policies Manual be revised to align with Section 8 Request for review of Ontario Regulation 41/24.

**Recommendation 5**

That Ontario Regulation 41/24 Request for Review powers remain the responsibility of the full Authority and not be delegated to the General Manager / Secretary-Treasurer.

**Recommendation 6**

That a Dispute Resolution Procedure for permit applications submitted to the SVCA under Section 28.1 of the Conservation Authorities Act be set out in the EPR Policies Manual; and

That the Dispute Resolution Procedure within the EPR Policies Manual specify that in the event that a dispute between an applicant and SVCA staff cannot be resolved through the dispute resolution process, the dispute may be submitted to the SVCA Board of Directors.

#### 4. Minister's Powers

##### **Draft EPR Policies Manual**

The provisions in the Conservation Authorities Act (CAA) that include powers of the Minister of Natural Resources to review or make permit decisions is not referenced in the draft EPR Policies Manual.

##### **Analysis**

New provisions in the CAA came into effect on April 1, 2024, that included powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority ("Minister's permit"), and 2) review a conservation authority permit decision at the request of the applicant ("Minister's review").

Ontario Regulation 474/24, which came into effect on January 1, 2025, sets out the circumstances under which the Minister may use these powers. The circumstances are where the proposed development activity or other activity, in the opinion of the Minister, pertains to or supports a matter of provincial interest described in the regulation. Additionally, it includes a transparent process for individuals or businesses to request the use of these powers and sets out the information that must be submitted as part of such a request.

The provincial interests described in Ontario Regulation 474/24 are:

- Housing
- Community Services like schools, healthcare or recreation
- Infrastructure like roads, waste management or energy systems
- Jobs through businesses like factories, farms or stores
- Any other matter that, in the opinion of the minister, is a provincial interest.

##### **Saugeen Shores Context**

It is important for the Town and its residents to be aware of and understand that for matters of provincial interest, there are alternative options outside of the SVCA permitting process to facilitate the review and approval of development proposals within the SVCA Regulated Area.

##### **Recommendation 7**

That the EPR Policies Manual include a section on Minister's Powers.

#### 5. Climate Change

##### **Draft EPR Policies Manual**

Section 2. Approach to Natural Hazard Management (2.3 Preparing for a Changing Climate)

Section 2. Approach to Natural Hazard Management (2.4 Vision, Goals & Principles)  
Section 3. Planning Advisory Services (3.2 Introduction)  
Section 3. Planning Advisory Services (3.4.6 Identifying and Addressing Hazards)  
Section 3. Planning Advisory Services (3.7.1.7 Climate Change)

There are multiple references through the draft EPR Policies Manual that relate to climate change and preparing for the impacts of a changing climate. The Introduction of the Planning Advisory Services Section (Section 3.2) indicates that SVCA's mandate to help build climate resilient communities is carried out through their planning advisory services.

### **Analysis**

The draft EPR Policies Manual indicates that there is not a specific reference in the CA Act or Ontario Regulation 41/24 to addressing climate change and its impacts, and Section 1.3 Legislative Authority of the draft EPR Policies Manual also does not reference climate change.

Section 2.9 Energy Conservation, Air Quality and Climate Change and Section 5.2 Natural Hazards of the PPS indicates that planning authorities should prepare for the impacts of a changing climate. While it has been noted that planning authorities should identify hazardous lands and hazardous sites in collaboration with conservation authorities, preparing for the impacts of a changing climate appears to be solely the responsibility of the planning authority.

As indicated on the Conservation Ontario website, the core mandate of Conservation Authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits. The inclusion of climate resilient communities in the SVCA's mandate does not seem to align with provincial direction. It is acknowledged that conservation authorities play a supporting role in climate change through local adaptation strategies such as green infrastructure and tree planting, flood management programs, and data collection, monitoring, modelling and research.

### **Saugeen Shores Context**

Ensuring the EPR Policies Manual is focused on the delegated roles and responsibilities of the SVCA, and that the EPR Policies Manual does not permit the SVCA to be involved with issues that are beyond the scope of the Provincial mandate will better serve Town of Saugeen Shores.

### **Recommendation 8**

That the Draft EPR Policies Manual be revised to align with the SVCA's mandated roles and responsibilities related to climate change.

#### 6. Other

Additional comments in review of the entirety of the proposed updated EPR Policies Manual will be provided to the SVCA for consideration. These comments are included in the attached Stakeholder Feedback Table, and are listed below:

- a) Updating the reference to the Ministry of the Environment, Conservation and Parks (MOECP).



- b) Ensuring consistent wording in different sections of the manual.
- c) The inclusion of virtual meetings as an option during the pre-consultation process.
- d) Clarification that the SVCA does not play a role in deeming Planning Act Applications complete.
- e) Ensuring that the 1996 Southampton Dynamic Beach Study is included in the appropriate sections of the manual and accurately reflected.
- f) A review of the Important Definitions and Areas section of the manual, as well as Appendix A: A Glossary of Terms with suggestions for updating or the removal of terms.
- g) General editorial comments.
- h) Request for clarification on the delegation of Ontario Regulation 41/24 Section 8 Request for Review powers to the General Manager / Secretary-Treasurer.
- i) Request for clarification on the CA's Service Delivery Standards for the Administration of Ontario Regulation 41/24.
- j) A review of Appendix D: Section 28.1 Hearing Guidelines with a recommendation that the Ontario Land Tribunal (OLT) E-file Portal and on-line appeal option be included in the manual.

## 7. Conclusion

The Town agrees that the SVCA EPR Policies Manual should be updated to reflect changes in legislation and to comply with the Conservation Authorities Act (CA Act), Ontario Regulation 686/21 (Mandatory Programs and Services), Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits), and the Provincial Planning Statement (PPS, 2024). However, multiple revisions, additions and improvements to the manual will be required to gain the support of the Town.

### **Recommendation 9**

That a revised draft of the Saugeen Valley Conservation Authority Environmental Planning and Regulations Policies Manual be circulated to stakeholders for further review prior to advancing to the SVCA Board of Directors for approval.

### **Linkages**

- Strategic Plan Alignment: Pillar 1: Meeting the Needs of a Growing Community
- Business Plan Alignment: Development Services Business as Usual

### **Financial Impacts/Source of Funding**

No costs or revenue is associated with this report.

---

Prepared By: Candace Hamm, Development Services Officer

Reviewed By: Mark Paoli, Director, Development Services

Approved By: Kara Van Myall, Chief Administrative Officer

## Stakeholder Feedback

### 2025 Revised SVCA Environmental Planning and Regulations Policies Manual

Please submit your feedback to Matt Armstrong, Manager of Planning and Regulations at Saugeen Valley Conservation Authority, by January 6<sup>th</sup>, 2025.

If you have any questions or require an alternative format for submitting your feedback, please contact Matt Armstrong at [m.armstrong@svca.on.ca](mailto:m.armstrong@svca.on.ca)

When providing feedback, please enter the section number of the manual your comment refers to in the left-hand column and your feedback in the right-hand column. For comments of a general nature that do not relate to a specific section, write “General” in the left-hand column. You may add additional rows as needed.

Thank you for your valuable input in shaping the policies that guide our work.

#### Feedback Table

Policies Manual Section Number	Feedback
1.1	Introduction <ul style="list-style-type: none"> <li>- Reference to Ministry of Environment &amp; Climate Change (MOECC)</li> <li>- <b>Reference should be updated to Ministry of the Environment, Conservation and Parks (MOECP) throughout the manual.</b></li> </ul>
3.1	Implementation <p>“In some cases, there may be a need for coordination between planning applications and those under the Authority’s Regulation and Permitting Program. This can also be complicated by the fact that the two applications may be received years apart. The Authority will ensure that its position on a <i>Planning Act</i> application is the same as its position on a permit application for the same property; except where planning policies supported by the PPS, municipal official plans or the Authority’s Members, may be more restrictive. The principle of development is determined through the review process under the Planning Act and is discussed elsewhere in this manual.”</p> <ul style="list-style-type: none"> <li>- <b>Similar wording in Section 4 Administration of Ontario Regulation 41/24 and Related CA Act / Planning and Permit Applications. Wording should be consistent throughout the manual.</b></li> </ul>
3.4.3	Application Pre-submission Consultation & Processing Timelines <ul style="list-style-type: none"> <li>- <b>Considering adding language to include virtual meetings as an option during the pre-consultation process</b></li> </ul>

3.4.4	<p>Submission Requirements</p> <ul style="list-style-type: none"> <li>- Where development proposals are located within an SVCA area of interest, Planning Act applications are determined completed by the municipal planner in consultation with the SVCA.</li> <li>- The SVCA may be involved with pre-consultation and may advise the planning authority on supporting materials that should be included with the Planning Act application submission, but the SVCA does not have a mandated role in deeming Planning Act applications complete. Consultation by the municipal planner with the SVCA regarding the completeness of Planning Act applications is not required. This wording should be updated to accurately reflect the role of the SVCA.</li> </ul>
3.9.1.2	<p>Dynamic Beach Hazard</p> <p>In 1996, there was as assessment completed for the Geographic Town of Southampton, which revised the 30-metre setback.</p> <ul style="list-style-type: none"> <li>- What was the 30-metre setback revised to?</li> <li>- Are there further details for Southampton that should be included in the manual?</li> </ul>
4	<p>Administration of Ontario Regulation 41/24 and Related CA Act</p> <p>Planning and Permit Applications</p> <p>“In some cases, there may be a need for coordination between planning applications (Section 3) and those under the Authority’s Regulation and Permitting Program (Section 4). This can also be complicated by the fact that the two applications may be received years apart. Except where legislation or policies have changed, or where planning policies supported by the PPS, municipal official plans or the SVCA are more restrictive, the Authority will ensure that its position on a <i>Planning Act</i> application is the same as its position on a permit application for the same or similar proposal on the same property. The principle of development is determined through the review process under the Planning Act.”</p> <ul style="list-style-type: none"> <li>- Similar wording in Section 3.1 Implementation. Wording should be consistent throughout the manual.</li> </ul>
4.2.1	<p>Important Definitions and Areas</p> <p>“ . . . definition that is provided for ‘development’ under the Planning Act”</p> <ul style="list-style-type: none"> <li>- Development is defined in specific sections of the Planning Act (i.e. Section 41, specific to Site Plan Control).</li> <li>- The Provincial Planning Statement (PPS, 2024) defines development.</li> </ul>
4.6.3.4 / 4.6.3.5	<p>Inverhuron Specific Policies / Huron-Kinloss - Baird Coastal Reports Shoreline Management Area Policies</p> <ul style="list-style-type: none"> <li>- Policies specific to the 1996 Southampton Dynamic Beach Study which revised the 30-metre setback are not included.</li> </ul>

	<ul style="list-style-type: none"> <li>- Are there further details for Southampton that should be included in the manual?</li> </ul>
5.8	<p>Other Related Legislation</p> <ul style="list-style-type: none"> <li>- Reference to Ontario Ministry of Environment, Climate Change &amp; Parks</li> <li>- Reference should be updated to Ministry of the Environment, Conservation and Parks (MOECP) throughout the manual.</li> </ul>
Appendix A	<p>A Glossary of Terms</p> <p>Buffers</p> <ul style="list-style-type: none"> <li>- The definition for Buffers is associated with natural heritage features and was adapted from Ontario Ministry of Natural Resources' Natural Heritage Reference Manual, 2nd Edition, 2010.</li> <li>- Natural Heritage features are no longer part of the SVCA purview.</li> <li>- This definition should either be removed or updated appropriately to remove the reference to natural heritage features if the term is used in a different context within the manual.</li> </ul> <p>Development</p> <ul style="list-style-type: none"> <li>- "As defined by the Planning Act"</li> <li>- The Planning Act doesn't have a general definition of development; development is defined in relation to specific Sections of the Planning Act (i.e. Section 41 Ste Plan Control Area).</li> <li>- The definition of Development from the Provincial Planning Statement (PPS, 2024) should be used.</li> </ul> <p>Wetland (as defined by the Provincial Policy Statement)</p> <ul style="list-style-type: none"> <li>- Should be updated to the Provincial Planning Statement (PPS, 2024) definition.</li> </ul> <p>Woodlands</p> <ul style="list-style-type: none"> <li>- 2014 PPS referenced</li> <li>- Should be updated to the Provincial Planning Statement (PPS, 2024) definition.</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>- Various definitions that only appear in the Glossary and are not found within the Manual, including those related to Natural Heritage that no longer fall under the purview of the SVCA, should be removed from the manual (i.e. Endangered Species [federal], Endangered Species [provincial], Natural Heritage System, Lot of Record, etc.)</li> </ul>
Appendix C	<p>Administrative review policies</p> <ul style="list-style-type: none"> <li>- 6. Authority (or Delegate) Powers (insert resolution number here)</li> </ul>

	<ul style="list-style-type: none"> <li>- Clarification is needed. Is this proposed? Or has the Authority passed a motion to delegate Ontario Regulation 41/24 Section 8 Request for Review powers to the General Manager / Secretary-Treasurer?</li> <li>- 12. Administrative Review Policies – Updates – The Authority will review and update the Administrative Review Policies consistent with the CA’s Service Delivery Standards for Administration of Ontario Regulation 41/24.</li> <li>- What are the CA’s Service Delivery Standards for Administration of Ontario Regulation 41/24?</li> </ul>
Appendix D	<p>Section 28.1 Hearing Guidelines</p> <ul style="list-style-type: none"> <li>- Appendix D – Notice of Decision – Appeal to the Minister – send a letter to the Minister within 90 days to the Ontario Land Tribunal.</li> <li>- Conservation Authorities Act Section 28 Appeals can be submitted on-line through the Ontario Land Tribunal (OLT) E-file Portal using OLT Appeal Form (A1) and Checklist Section 6 Mining Claim and Conservation Matters.</li> <li>- The Hearing Guidelines should be updated to ensure applicants/appellants are aware of OLT appeal filing process, including the on-line appeal options.</li> </ul>



February 6, 2025

Mayor Don Murray and members of the Council of Huron-Kinloss  
21 Queen Street  
Ripley, Ontario  
NOG 2R0

Dear Mayor Murray and members of Council:

I am writing to you today on behalf of the Board of directors of the Point Clark Beach Association, which will be celebrating its 80th year anniversary in 2026.

On behalf of the PCBA, we want to thank you for our ongoing partnership in projects and the support of events important to the Point Clark community. The garden projects both in and around the Lighthouse and museum, plus the Community Centre, continue to be good examples of working together. Other projects like the painting of garbage cans have also been well received in the community. And the cutouts remain a hit, becoming a fun photo opportunity for those visiting the point.

There are some projects that we have been advocating with staff for the past few years that have not been deemed a priority with the township, and we'd like to request Council provide some guidance as we believe them to be important.

### **Gazebo at the Point**

The roof of the gazebo at Lighthouse Park has been identified as failing for several years – it is our belief it is on its last legs, so to speak. Given the location and heavy winds the gazebo is subjected to, this really does need attention by the Township before it affects the rest of the structure.

### **Tree Plantings**

As an organization, we have worked with the Township on tree plantings at various parks in the community. We would be happy to continue with these projects, normally happening in the fall, but would like some guidance on suggested locations.



### **Planters and beautification**

We believe the Township should invest in planters at the Point. We believe that the area around the lighthouse deserves the same treatment afforded Ripley and Lucknow, particularly given that the area remains the key tourism draw for the Township. As the Township has invested in the tools required for watering, adding Point Clark should not be an issue.

### **External water at the Museum**

It would be beneficial if the Township were to create an external water source at the Lighthouse / museum. Installing an automatic watering system at the museum certainly would be of benefit, but having a connection would eliminate the need to hook hoses over a significant distance from the washrooms.

### **Parking at the Lighthouse**

We strongly recommend that the Township come up with a plan for parking at the Point, one that is fair to the homeowners in the community but ensures those visiting help pay for the needs of that area, including bylaw enforcement. Paid parking can be accomplished through simple apps (Honk Mobile comes to mind) that require a small investment. And ensuring Lighthouse Road is safe both for pedestrians and emergency vehicles should be top of mind for Council.

### **Working together**

Point Clark remains the key tourism focus of Huron-Kinloss. And as an organization, we do a good job fostering a community ready to shape its future, as noted in the Township's mission statement.

Through the events and projects of the PCBA, we can support many things of importance to the Township – and with our success, we annually provide financial support to PRWIN, the Bruce Botanical Gardens, the Huron Coastal Centre, and as of last year, the Kincardine Hospital.

The recommendations we have made should not cost a lot and could easily be found either within the Township's budget or through a minor impact on the rate stabilization reserve.



As always, happy to work together for the benefit of Huron-Kinloss and the Point Clark community,

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Foster", with a long horizontal line extending to the right.

ROBERT FOSTER

President, Point Clark Beach Association  
500 Lighthouse Road  
Point Clark, Ontario N0G 2R0  
905 524 2304  
[president@pcba.ca](mailto:president@pcba.ca)

cc – PCBA Board, Township of Huron-Kinloss (CAO, Clerk, Mike Fair)





**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G 2R0

Phone: (519) 395-3735  
Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)  
[www.huronkinloss.com](http://www.huronkinloss.com)

March 4, 2025

Point Clark Beach Association Board of Directors  
c/o Robert Foster  
500 Lighthouse Road  
Point Clark, ON N0G 2R0  
Via email: [president@pcba.ca](mailto:president@pcba.ca)

Mr. Foster,

The volunteers and board members who make up the Point Clark Beach Association (PCBA) are to be congratulated on their 80<sup>th</sup> anniversary. The Township wishes to acknowledge and appreciate the efforts of current and previous volunteers through the organization's long history for the support of projects and events in the Point Clark community.

Township staff are committed to continuing to collaborate with the PCBA as opportunities arise. Your recent letter to Mayor and Council was placed on the March 3, 2025 agenda with this response.

Staff are taking this opportunity to respond to some of the projects you have identified and provide an update on progress and plans.

### **Roofing**

Township staff inspected the shingled roof of the gazebo at Lighthouse Park in 2024. The roof was found to be in reasonable condition. Staff additionally inspected the Point Clark Community Centre (PCCC) pavilion roof, as it was identified as a more urgent concern due to excessive shade, and trees adjacent to the roof. Staff are recommending that both roofs be included within the capital plan as required replacement. These projects would proceed as funding, and staff capacity permits.

### **Tree Planting**

Staff are pleased to note that the PCBA seeks to continue collaborating on tree plantings within the community. The Parks and Trails plan completed in 2024

have several areas in Blue Park, Lighthouse Park and Attawandaron Park designated for tree planting. You can find more information about these plans in the Parks and Trails plan at:

<https://www.huronkinloss.com/media/yepbtddv/parks-and-trails-pan-final-12052024.pdf> (pages 85, 87 and 89 specifically). After you have had the opportunity to review, Staff look forward to future discussions with your organization on which areas you would like to collaborate on.

### **Planters and beautification**

The Township of Huron-Kinloss is made up of many unique communities, each with distinct features and benefits. The Point Clark area is fortunate to include much natural beauty in the form of tree canopy, natural environment and beaches which are not available in other areas. The Township budgets \$40,000 annually in the Lakeshore area for Beach clean-up, beach access maintenance and other maintenance activities which are intended for residents to enjoy the natural beauty of the area.

In the downtown business areas of the two urban areas of Lucknow and Ripley, hanging baskets and planters have been provided by the local businesses and horticultural societies, as a beautification project. Staff commit to watering the planters from when they are installed until late September.

### **External Water**

Watering, particularly during warmer months, and in windier areas can be a challenge. While staff empathize with this, the Township does not have plans to install outside water bibs in this area. Outside water bibs, often face misuse, which can lead to damage to surrounding landscape, buildings and waste of resources.

Given these concerns, Staff suggest an alternative approach that can be both sustainable and beneficial. The PCBA is encouraged to consider planting annuals that are not water-dependent, such as those found in the butterfly gardens across the Township. Over time, these plants become hardy and are able to thrive with minimal water, while promoting the growth of native, resilient plant species.

### **Parking Concerns**

At this time, there are no plans to implement paid parking. However, the Township understand the importance of maintaining accessibility and

convenience for everyone. By-law enforcement has been increased during the summer months, with a particular focus on the lakeshore area. Staff will ensure that this area is included in their regular patrols. We appreciate your feedback and are committed to continuing efforts to manage parking effectively

In conclusion, thank you for your ongoing commitment to engaging with Staff and Council on issues that are important to you. Township staff appreciate the important work your community group has been doing. Your efforts are having a positive impact, and the Township looks forward to the possibility of future collaboration.

Please feel free to reach out if there are opportunities for continued support or partnership moving forward

Regards,

Mike Fair  
Director of Community Services  
Township of Huron-Kinloss  
Phone: 519-395-2909



February 11, 2025

Township of Huron-Kinloss  
PO Box 130  
Ripley, ON  
NoG 2R0

Dear Mayor Murray and Council

Re: Comments received on the MVCA's Conservation Areas Strategy

---

At the Dec. 18, 2024, MVCA Members' meeting the Members reviewed comments received on the Draft Conservation Areas Strategy. The Draft Conservation Areas Strategy was also approved by the Members (Motion FA #112-24) at that meeting.

We would like to thank you for the comments that council provided and appreciate your feedback on the management of our conservation areas. The Strategy was developed to ensure we are leading by example in the protection of these lands while providing compatible recreational opportunities for community use.

In the Strategy, the Authority has limited the use of our trail systems to hiking activities due to the sensitive habitats associated with our conservation areas. Previous use of our conservation areas by all-terrain vehicles resulted in negative impacts. We have installed signage and barriers to both educate users and to protect these sensitive natural areas. We will continue to encourage hiking and nature appreciation on the trails that we have developed and consider compatible with the environmental features located on our conservation areas.

We have also completed a land inventory which has identified that the lands owned by the Authority would not be suitable for development, including campgrounds. The success of Falls Reserve Conservation Area is due, in part, to the existing infrastructure that has been developed on the property. The Authority has continued to maintain and develop Falls Reserve using revenue generated by the campground. We will continue to enhance and expand opportunities at this site where we consider it appropriate to do so.

The Conservation Lands Strategy will be used to guide and inform decisions relating to our conservation areas to ensure they continue to conserve their natural features and functions.

Again, thank you for your comments and continued support.

A handwritten signature in black ink that reads "Ed McGugan".

Ed McGugan  
Chair, Maitland Conservation

---

## ROMA trains and drains advocacy moves forward

---

**From** Kelly Lush <klush@huronkinloss.com>

**Date** Wed 2025-02-26 9:48 AM

**To** Kelly Lush <klush@huronkinloss.com>

---

**From:** ROMA Communications <roma@roma.on.ca>

**Sent:** February 25, 2025 6:00 PM

**To:** Jennifer White <jwhite@huronkinloss.com>

**Subject:** ROMA trains and drains advocacy moves forward



---

## ROMA's legal intervention on trains and drains moves forward

ROMA has formally submitted legal evidence on behalf of rural municipalities into the dispute over drainage costs with national railways. Court dates to examine the evidence are set for mid-May.

This is a major milestone in ROMA's legal intervention on this matter. ROMA was granted intervenor status in late 2024 in a case involving Chatham-Kent and CP rail before Ontario's Court of the Drainage Referee, an appeal body established through the *Drainage Act*.

The [legal affidavit](#) summarizes the impact of railway behaviour on rural municipalities. Importantly, the court will hear about constitutional issues at the heart of the case – namely the responsibility of federally regulated industries to respect provincial laws.

Based on ROMA's research, unpaid maintenance costs from CP and other railways are more than \$500,000 and the tab for unpaid capital construction projects is crossing \$1 million.

About \$1.7 million in construction projects have been delayed due to lack of cooperation by railway companies

---

## ROMA

“ROMA collaborated with many rural municipalities to put forward a compelling story. Our story illustrates national corporate railways’ systemic disregard for the laws that have governed drainage in Ontario for 150 years, and the financial, economic, and environmental impact it is having on rural communities. The steady progress that we are making in this fight shows what rural municipalities are capable of when we work together.”

-ROMA Chair Christa Lowry



---

---

## Get to know your ROMA Board

- **Zone 1** – Jamie McGrail, Councillor, Municipality of Chatham-Kent
- **Zone 2** – Steve McCabe, Councillor, Township of Wellington North
- **Zone 3** – Dave Beres, Deputy Mayor, Town of Tillsonburg
- **Zone 4** – Christina Early, Councillor, Town of Caledon
- **Zone 5** – Pam Sayne, Councillor, Township of Minden Hills
- **Zone 6** – Jennifer Murphy, Councillor, County of Renfrew
- **Zone 7** – Carma Williams, Deputy Mayor, Township of North Glengarry
- **Zone 8** – Christa Lowry, Mayor, Municipality of Mississippi Mills\* ROMA Chair
- **Zone 9** – Mark Wilson, Councillor, City of Temiskaming Shores
- **Zone 10** – Janet Hager, Councillor, Municipality of Red Lake

## AMO Rural Caucus Members

- Nicole Martin, CAO, Township of Amaranth
- Dane Nielsen, Deputy Mayor, Municipality of Grey Highlands
- Natasha Salonen, Mayor, Township of Wilmot
- Nathan Townend, Deputy Warden, County of Lennox & Addington
- Tanya Vrebosch, Councillor, City of North Bay

Follow ROMA on [Facebook](#) and [LinkedIn](#) for regular Board updates.

---

Keep up to date with the rural municipal voice  
of the province, on social media.



Wish to Opt Out of ROMA Communications | [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to [jwhite@huronkinloss.com](mailto:jwhite@huronkinloss.com).

*To continue receiving our emails, add us to your address book.*



## Residents encouraged to create an Emergency Preparedness Plan!

The start of a New Year is a time when lots of people re-evaluate, re-assess, and re-organize. It is also a really great time to refresh your family's Emergency Preparedness Plan! Don't have a plan? It is also a great time to create one!



February 03, 2025

The start of a New Year is a time when lots of people re-evaluate, re-assess, and re-organize. It is also a really great time to refresh your family's Emergency Preparedness Plan! Don't have a plan? It is also a great time to create one!

"Ensuring that you and your family are prepared for a possible emergency is a great way to start off a New Year. Please take the time to Know your Risks, Make a Plan, and Get an Emergency Kit. You may never have to use it, but if you do, it will be more than worth the time," said Ray Lux, Bruce County Emergency Management Coordinator.

Emergencies can happen at any time and there may be no warning. Having a Family Emergency Preparedness Plan ensures that your family knows what to do in the event they have to shelter in place at home, or what to do if they are not at home when an event happens. Give yourself some peace of mind for 2025 and sit down with your family to create or refresh your Emergency Preparedness Plan. It takes three basic steps.



### Step 1 - Know the Risks

What are the risks where you live? Is the area prone to tornados, severe winter storms, flooding? In recent years, risks such as Cyber incidents and Human Health Emergencies have become more prominent in people's assessment of risk.

### Step 2 - Make a Plan

Plan for how you would care for your family and keep them safe for a number of days. Emergency services may be overloaded and unable to assist immediately. Being able to sustain your family for a period of time ensures those services can focus their efforts on those who need them most.

But what if you aren't all at home when the emergency occurs? Make a plan for where you would meet or contact each other. Know what your children's school's emergency plan entails.

Talk to your neighbours about having a neighbourhood plan. Relying on others or assisting others often becomes a necessity in the event of an emergency. Plan for it ahead of time!

### Step 3 - Get an Emergency Kit

Emergencies can often be accompanied by power outages, and communications or water failures. Support your Emergency Plan by having the items required to sustain your family over a period of time. Kits can be created from items you have on hand, or they can be purchased from stores or online. Make sure they are stored in an easily accessible location and that they are portable in the event of an evacuation.

Discover more from [Government of Canada Emergency Management](#).

Discover more about Emergency Preparedness at [www.brucecounty.on.ca/getprepared](http://www.brucecounty.on.ca/getprepared).

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development



Tourism



Library



Museum



[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)

## Unsung heroes of the Underground Railroad celebrated in upcoming Black History Month screening at Bruce County Museum & Cultural Centre

In recognition of Black History Month, the Bruce County Museum & Cultural Centre presents a special screening of the documentary *Secret Agents of the Underground Railroad*. Showing on February 8 at 1:00 PM in the Museum's Bruce Power Theatre, this captivating film sheds light on the courageous efforts of staff at a luxury hotel in Niagara Falls, NY, who played a pivotal role in helping enslaved people find freedom in Canada.



February 03, 2025

In recognition of Black History Month, the Bruce County Museum & Cultural Centre presents a special screening of the documentary *Secret Agents of the Underground Railroad*. Showing on February 8 at 1:00 PM in the Museum's Bruce Power Theatre, this captivating film sheds light on the courageous efforts of staff at a luxury hotel in Niagara Falls, NY, who played a pivotal role in helping enslaved people find freedom in Canada.

In the documentary, produced by Attraction for CBC's *The Nature of Things* co-host Anthony Morgan delves into the hidden remains of the hotel and the artefacts uncovered during an archaeological excavation. Through this exploration, audiences will uncover the inspiring stories of the *Underground Railroad* unsung heroes, brought to life by a team of

archaeologists and community leaders.

The event will include light refreshments, offering attendees the chance to connect and discuss the documentary's powerful narrative in a welcoming atmosphere.

This event is free for Museum members and general admission for public attendance. For full details and registration, visit [brucemuseum.ca](http://brucemuseum.ca).

### **About the Bruce County Museum & Cultural Centre**

The Bruce County Museum & Cultural Centre is situated within the traditional territory of the Saugeen Ojibway Nation (SON). We offer adult and children's programming, exhibitions, special events and are home to the Bruce County Archives & Research Room. Our mandate is to preserve and make available the documentary heritage of Bruce County.

## **CONTACT US**

### **Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## **DEPARTMENTS**

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)



## Donations from Cargill Community Groups Support Paramedic Services

Bruce County Paramedic Services would like to thank the Cargill Homecoming Committee for their generous donation of \$3,000 and the Cargill & District Community Fund for their generous donation of \$500. These funds will purchase stuffed animals for children that are treated and transported by Bruce County Paramedic Services.



February 03, 2025

Bruce County Paramedic Services would like to thank the Cargill Homecoming Committee for their generous donation of \$3,000 and the Cargill & District Community Fund for their generous donation of \$500. These funds will purchase stuffed animals for children that are treated and transported by Bruce County Paramedic Services. The stuffed animals will be Hereford cows that represent our famous Bruce County "Big Bruce" that has resided in Arran-Elderslie since 1980 and was named Ontario's greatest roadside attraction in 2021.

"It has been identified through our training that items like a stuffed animal can help relax children," says Paramedic Services Chief Steve Schaus. "Bruce County Paramedic Services is very honoured that the Cargill Homecoming Committee and Cargill & District Community Fund thought of us and our youngest patients when seeking community initiatives to support."

Warden Luke Charbonneau adds, “I’m so proud of the thoughtfulness and amazing generosity of the people of Bruce County. Thank you so much to the community groups of Cargill for these generous donations that will help provide added comfort and calm for children receiving care from our Bruce County Paramedics.”

Bruce County Paramedic Services employs a staff of about 100 Full-time and Part-time paramedics that provide pre-hospital care to citizens and visitors of Bruce County. We respond to medical and trauma emergencies with a fleet of 13 ambulances and 3 supervisor units that serve, and can be deployed to, communities across the County.

Discover more about [Bruce County Paramedic Services](#).

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

### Tourism

f 

### Library

f 

### Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)





[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or LWhite@brucecounty.on.ca



## Bruce County recognized as one of Southwestern Ontario's Top Employers

Bruce County has recently been recognized as one of Southwestern Ontario's Top Employers in the 2025 regional 'Canada's Top 100 Employers' competition.



February 05, 2025

Bruce County has recently been recognized as one of Southwestern Ontario's Top Employers in the 2025 regional 'Canada's Top 100 Employers' competition. The announcement made on February 5, 2025 highlights some of the reasons why Bruce County was selected as one of Southwestern Ontario's Top Employers (2025):

Bruce County encourages professional growth by reimbursing employees for the cost of tuition fees and textbooks for courses related to their position, as well as the costs associated with attending conferences and learning events - each department also coordinates development days on professional growth, skills enhancement and team building

Bruce County helps employees save for the future with contributions to a defined benefit pension plan and provides retirement planning seminars to share information on transitioning from the workforce

Bruce County surveys employees bi-annually to assess psychological health and safety in the workplace and offers coverage for mental health care as part of its benefits plan, to \$1,000 per year

The 'Canada's Top 100 Employers' new Southwestern Ontario regional competition covers the large region between Lake Huron/Georgian Bay and Lake Erie, excluding the Greater Toronto Area and Niagara - the same area that roughly comprises the '519' area code. Their selection process for this competition assessed Bruce County based on eight key criteria: workplace environment, work atmosphere and social culture, health and financial benefits, vacation policies, employee communications, performance management, training and development, and community involvement.

“Bruce County is honoured to be recognized as one of Southwestern Ontario’s Top Employers. The award reflects upon our ongoing commitment to creating a supportive and dynamic workplace. Our employees are our greatest asset, and we strive to provide an environment where everyone can feel value and succeed,” said Jenn Robinson, Director, Human Resources. “Opportunities are limitless here and a career with Bruce County is worth exploring.”

To find out more about why Bruce County was selected as one of Southwestern Ontario’s Top Employers (2025), please visit <https://reviews.canadastop100.com/top-employer-corporation-of-the-county-of-bruce>

Interested in a career at Bruce County? To learn more about employment opportunities and why Bruce County is a great place to work, visit [www.brucecounty.on.ca/jobs](http://www.brucecounty.on.ca/jobs).

Discover additional information about [Living and Working in Bruce County](#).

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development



Tourism



Library



Museum



[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)



## Accelerate Action Through Networking with Local Businesses and Community Changemakers for International Women's Day on March 6

Join Bruce County's Business to Bruce and Women's House Serving Bruce and Grey for the annual International Women's Day event - Accelerate Action: Breaking Barriers and Building Businesses on Thursday, March 6, 2025, from 4:30 PM to 9:00 PM at the Ainsdale Golf Course, south of Kincardine.



February 06, 2025

Join Bruce County's Business to Bruce and Women's House Serving Bruce and Grey for the annual [International Women's Day](#) event - Accelerate Action: Breaking Barriers and Building Businesses on Thursday, March 6, 2025, from 4:30 PM to 9:00 PM at the [Ainsdale Golf Course](#), south of Kincardine.

The 7th annual [International Women's Day](#) event will be an inspiring evening with storytelling and networking, paired with refreshments and appetizers. Award-Winning Social Impact Entrepreneur, Resilience Advocate, Author & International Speaker, [Brandi Leifso](#), will share stories from her own journey rising through adversity at 21 to launch a beauty brand while living in a women's shelter.

“Bruce County is proud to continue our partnership with Women’s House Serving Bruce & Grey to host this event for the 7th year,” says Bruce County Warden, Luke Charbonneau. “This event provides an opportunity to spotlight local entrepreneurs and changemakers who are driving change in our communities while supporting an organization dedicated to protecting our most vulnerable, fostering positive outcomes for all involved.”

We are also excited to have guest speaker, Tracy Primeau, who is a mentor and role model for individuals in the energy sector and offers insights on diversity, women in STEM and Indigenous relationship building through her company, Agile Bear.

“Women’s House Serving Bruce & Grey has always been greatly supported by the International Women’s Day event” says Danielle Bois, Community Relations and Funds Developer with Women’s House Serving Grey Bruce. “This year’s theme of “Accelerate Action” really speaks to us, as we see change and growth in our community. We look forward to sharing our stories, experiences and connecting at this year’s event. We hope to see some new faces and invite everyone to come and support this great cause.”

[Tickets](#) are \$40 per seat or \$300 for a table and can be purchased until March 3 at 12:00 PM or until tickets are sold out. Tables of eight can be reserved by emailing [lmclean@brucecounty.on.ca](mailto:lmclean@brucecounty.on.ca). If you are interested in donating but unable to attend, you can [donate directly](#) to Women’s House Serving Bruce and Grey.

The recipients of the annual Women’s House Woman of Distinction Award will be presented and an online auction with funds going directly to Women’s House Serving Bruce and Grey will be available live for bidding during the event.

Purchase tickets: <https://businessstobruce.com/training-and-events/2025-international-womens-day-event/>

#IWD2025 #AccelerateAction #BusinessToBruce #WomensHouseBG

**About Women’s House Serving Bruce & Grey (WHSBG):** WHSBG provides free and confidential services, within a supportive environment, to women 16 years of age and older, and their children, who have or are experiencing abuse, sexual violence or homelessness. Women’s House operates a 24/7 shelter in Kincardine, Ontario to provide a safe, supportive and secure environment for women and children fleeing domestic violence. Women’s House also provides sexual assault services in Bruce and Grey, a child witness program, transition services, education services, a volunteer program, community counselling and second-stage housing in Kincardine, Saugeen Shores and Wiarton. WHSBG is a registered not-for-profit charity governed by a volunteer Board of Directors and staffed by trained professionals.

**About Bruce County:** Bruce County is an upper-tier municipality in Southwestern Ontario, Canada, made up of 8 lower-tier municipalities and 77,221 residents. The explorers who visit, live, and work here are the dreamers who take roads less travelled and see tried and true as an invitation to try something new. Be an Explorer and call Bruce County home.

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism



[Library](#)



[Museum](#)



[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)



[Nuclear Innovation Institute](#)  
[Bruce County Bids](#)  
[Hazardous Waste Collection Schedule](#)  
[Road Construction](#)  
[EarlyON Child and Family Centres](#)  
[Agendas and Minutes](#)  
[Employment](#)  
[Anaphylaxis \(Nut Aware\) Policy](#)  
[Application Links](#)  
[File Transfer](#)  
[Privacy Policy](#)  
[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or LWhite@brucecounty.on.ca



## Explore the Wonders of Nature this Family Day at the Bruce County Museum & Cultural Centre

This Family Day (Monday, February 17), the Bruce County Museum & Cultural Centre invites visitors of all ages to experience a day of nature-themed fun, with a variety of interactive activities and special presentations from Storm Chaser and Photographer David T. Chapman.



February 10, 2025

This Family Day (Monday, February 17), the Bruce County Museum & Cultural Centre invites visitors of all ages to experience a day of nature-themed fun, with a variety of interactive activities and special presentations from Storm Chaser and Photographer David T. Chapman.

Chapman will take audiences on an extraordinary journey through Ontario's natural wonders with three captivating Earth Explorers presentations held in the Museum's Bruce Power theatre. These shows will explore the fascinating world of winter birdwatching, the unpredictable and awe-inspiring weather patterns of Ontario, and the breathtaking beauty of the night sky. Seating is limited for these presentations, and registration is required. All show tickets include access to the day's general on-floor programming.

On-floor programming will include Indigenous Elder teachings, story readings by author Dorothy Ladd, eco-friendly bird feeder crafts, and heritage demonstrations. Visitors can also enjoy a delicious BBQ lunch provided by the Saugeen Shores Rotary Club, available for purchase with cash, debit, or credit.

Admission is free for Museum members, while general admission rates apply. No registration is required for general on-floor programming, and walk-ins are welcome. This event is proudly presented by Ontario Power Generation.

For full event details and to register, visit [brucemuseum.ca](http://brucemuseum.ca).

#### **About David T. Chapman**

David T. Chapman has been pursuing his photography career professionally since the age of eighteen. He enjoys taking photographs and videos of weather phenomena, especially lightning, as well as scenery and nature. David likes to seek out unusual examples of nature such as inferior mirages, albino/leucistic birds, ice caves and various types of naturally created vortexes, ranging in size from dust devils to tornadoes. David is also a professional speaker and enjoys entertaining and educating a great crowd. His main areas of expertise are Weather/Aurora Borealis, Local Interests and Scenery of Ontario, Birds and Wildlife.

#### **About the Bruce County Museum & Cultural Centre**

The Bruce County Museum & Cultural Centre is situated within the traditional territory of the Saugeen Ojibway Nation (SON). We offer adult and children's programming, exhibitions, special events and are home to the Bruce County Archives & Research Room. Our mandate is to preserve and make available the documentary heritage of Bruce County.

## **CONTACT US**

### **Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## **DEPARTMENTS**

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)

## Legacy of influential Canadian artist Alan Weinstein celebrated in new digital publication by Bruce County Museum & Cultural Centre

The Bruce County Museum & Cultural Centre (BCM&CC) is thrilled to announce the launch of a new online publication dedicated to the extraordinary work, career, and legacy of artist Alan Weinstein.



February 12, 2025

The Bruce County Museum & Cultural Centre (BCM&CC) is thrilled to announce the launch of a new online publication dedicated to the extraordinary work, career, and legacy of artist Alan Weinstein.

In 2021, the BCM&CC received a remarkable gift of 525 pieces from Alan Weinstein's extensive art collection. This donation offers an invaluable window into Weinstein's career and serves as a testament to his significant contributions to Canadian art. Weinstein's work reflects the influence of Modernism, a movement pioneered by William Ronald and the Painters Eleven in 1954. His pieces have been widely exhibited and hold an esteemed place within the fine arts community.

The new online publication provides an in-depth exploration of Weinstein's artistic journey. Organized into sections that highlight distinct periods of his career, the publication features 194 of his 267 works from the donated collection, as well as

additional pieces from Weinstein's broader body of work. Each image is accompanied by a narrative that provides context and insight, offering viewers a richer understanding of the artist's vision and creative evolution.

Reflecting on his donation, Weinstein shared, "My donation of paintings to the BCM&CC gives me the peace of mind that this body of work will not be scattered or lost. I believe the collection will offer opportunities to experience an artist's journey in the flesh—the living reality of the painted surface—and to explore creativity over a lifetime. The splendid online publication accompanying the collection is a stunning digital achievement by [retired Museum Exhibit & Graphic Designer] Chris Irvine."

193 items from the collection are now also accessible in the Museum's online collection with plans to add an additional 70 items, totaling half of the Weinstein collection, by the end of March 2025.

The BCM&CC will launch a complementary digital education program, Mining for Gold in September 2025. Designed for secondary students, this asynchronous program invites participants to engage with Weinstein's evocative art, reflect on their own artistic journeys, and create drypoint prints using recycled materials. Highlighting the foundational intaglio printmaking technique, the program inspires students to explore their creativity and develop their unique artistic voices.

The Alan Weinstein online publication can be viewed at [brucemuseum.ca](http://brucemuseum.ca) under Digital Exhibitions.

### **About Alan Weinstein**

Since his one man show in 1961 at the Pollock Gallery, Toronto, Weinstein has been given solo exhibitions in museums and galleries in Canada, the United States and Australia. He has participated in juried invitational and group shows nationally and internationally. Born in Toronto in 1939, Weinstein was educated at Princeton, BA, University of Iowa, MFA, and the École du Louvre. He had taught at the Universities of Saskatchewan, Guelph and Texas at San Antonio.

Weinstein's work is represented in public collections across North America and abroad including museums in Vancouver, Regina, Winnipeg, Toronto, Ottawa, Halifax, Binghamton, NY, Eugene, OR, Austin, TX, Bradford, England and Melbourne, Australia. His paintings and prints have received awards and honors in the United States and Canada over the last fifty years. He maintains studios in Iowa City, Iowa and Teeswater, Ontario. He is married to author Nina Barragan. They have four children.

### **About the Bruce County Museum & Cultural Centre**

The Bruce County Museum & Cultural Centre offers adult and children's programming, special events, and is home to the Bruce County Archives & Research Room. Our mandate is to preserve and make available the documentary heritage of Bruce County.

## **CONTACT US**

### **Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism



[Library](#)



[Museum](#)



[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

[COVID-19 Information and Updates](#)

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)



[Bruce County Bids](#)  
[Hazardous Waste Collection Schedule](#)  
[Road Construction](#)  
[EarlyON Child and Family Centres](#)  
[Agendas and Minutes](#)  
[Employment](#)  
[Anaphylaxis \(Nut Aware\) Policy](#)  
[Application Links](#)  
[File Transfer](#)  
[Privacy Policy](#)  
[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)



## County Administration Buildings Closed for Family Day (Monday, February 17, 2025)

Please take notice that the Bruce County Administration Centre in Walkerton, the Lakeshore Hub in Port Elgin, the Peninsula Hub in Wiarton, and the Penetangore Hub in Kincardine will be closed from Saturday, February 15 to Monday, February 17 (Family Day Long Weekend). Virtual customer service and in-person service will be available again on Tuesday, February 18 at 8:30 AM.



February 14, 2025

Please take notice that the Bruce County Administration Centre in Walkerton, the Lakeshore Hub in Port Elgin, the Peninsula Hub in Wiarton, and the Penetangore Hub in Kincardine will be closed from Saturday, February 15 to Monday, February 17 (Family Day Long Weekend). Virtual customer service and in-person service will be available again on Tuesday, February 18 at 8:30 AM.

Bruce County Public Library Branches will be closed on Monday, February 17. Library Branches will be open for regular hours on Saturday, February 15 and Sunday, February 16. Online resources are available 24/7. [www.library.brucecounty.on.ca](http://www.library.brucecounty.on.ca)

Bruce County Museum & Cultural Centre will be open from 10:00 AM to 5:00 PM on Saturday, February 15 and 10:00 AM to 5:00 PM on Monday, February 17. The Museum will be closed on Sunday, February 16. The Museum Archives will be open on Saturday, February 15 from 10:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, and will be closed on Sunday, February 16 and Monday, February 17. [www.brucemuseum.ca](http://www.brucemuseum.ca)

EarlyON Child and Family Centre programming will be closed on Monday, February 17. EarlyON programming schedules are available [online](#).

For essential services, please call 211 to assist with accessing community services and support. The service is 24/7 and multilingual interpretation is available.

For emergencies, please call 911. For less serious incidents, report online by visiting [opp.ca/reporting](http://opp.ca/reporting).

## CONTACT US

**Administration Centre**  
30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or LWhite@brucecounty.on.ca



## Spruce the Bruce Launching February 1 with Over \$125,000 in Funds Available to Businesses and Community Partners

Bruce County is excited to collaborate with their local municipalities to bring back their Community Development program, Spruce the Bruce, for the 16th year. Launching on February 1, 2025, the program provides grant funding to revitalize and grow local downtown businesses and communities.



# SPRUCE BRUCE

January 30, 2025

Bruce County is excited to collaborate with their local municipalities to bring back their Community Development program, [Spruce the Bruce](#), for the 16th year. Launching on February 1, 2025, the program provides grant funding to revitalize and grow local downtown businesses and communities.

“The Spruce the Bruce Program continues to empower businesses, property owners and local partners throughout Bruce County,” says Bruce County Warden, Luke Charbonneau. “This program fosters growth, innovation and a shared sense of pride in our unique communities.”

This year, eligible businesses and property owners from all eight Bruce County municipalities are able to access all thirteen of the Spruce the Bruce grants. Municipalities have worked to update their Community Improvement Plans which has opened

these funding opportunities. Eligible applicants can receive funding covering up to 50% of eligible costs (excluding taxes), up to a set maximum per grant.

“We are proud to be able to support the growth and revitalization of local businesses and communities through the Spruce the Bruce program” says Bruce County Economic Development Manager, Jeff Loney. “Spruce the Bruce allows us to build stronger, more welcoming communities for residents and visitors alike.”

For 2025, properties that have previously received [Spruce the Bruce](#) funding may also be eligible for additional support for new projects. Funding is available on a first-come, first-served basis, so early applications are encouraged.

Learn more about the grant criteria below and online at [sprucethebruce.com](http://sprucethebruce.com).

**Grants available for eligible businesses and property owners:**

[Façade Building Improvement](#)

[Fascia Signage](#)

[Perpendicular Signage](#)

[Awning](#)

[Patio Installation](#)

[Community Marketing](#)

[Agri-Food Innovation](#)

[Business Accessibility Adaptability](#)

[Product & Experience Development](#)

[Residential Improvement](#)

**Note:** Properties must be located within a [Community Improvement Project Area \(CIPA\)](#) identified in an active [Community Improvement Plan \(CIP\)](#).

**Grants available for eligible municipalities, community partners, not-for-profits and charitable organizations:**

[Community Marketing](#)

[Streetscape Beautification](#)

[Community Signage](#)

[Destination Infrastructure & Active Transportation](#)

**Note:** Communities must have a [community brand toolkit](#) in place to be eligible.

[Apply to Spruce the Bruce today.](#)

**For program information connect with:**

Lindsey McLean

Business Development Coordinator, Planning and Development

Bruce County

226-909-2860 or [info@sprucethebruce.com](mailto:info@sprucethebruce.com)

## CONTACT US

**Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario NoG 2Vo

Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

## Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

## COVID-19 Information and Updates

### USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

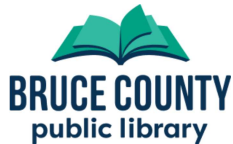
[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)





[Home](#) > [Your Library](#) > [News & Media Releases](#)  
> [Bruce County Public Library Starts Booking Communit](#)

# Bruce County Public Library Starts Booking Community Tax Program Appointments

February 11, 2025

Share: [f](#) [X](#) [✉](#)

The Community Volunteer Income Tax Program (CVITP) is returning to the Bruce County Public Library Branches for the 2025 tax season. This free, volunteer-led income tax clinic is expanding to five locations this year: Port Elgin, Walkerton, Chesley, Kincardine, and Lucknow Branches. Volunteers will be available to assist patrons starting in March and continuing through the end of April.

Appointment bookings will open to the public on Wednesday, February 19, at 10 am. To book an appointment and receive full details on required documentation, interested participants are encouraged to contact the Branch they wish to attend. Clinics are available to individuals and families with low-to-moderate incomes and simple tax returns.

BCPL has been offering CVITP tax clinics since 2019, and last year alone, volunteers helped process 480 returns, resulting in \$1.2 million in refunded funds. With the addition of the Lucknow location, this service will be even more accessible to residents of Bruce County.

'We are proud to offer this service to our community, by expanding our clinics and thanks to the volunteers, we are ensuring that even more people can access the financial support they deserve. This program is a testament to our commitment to being a trusted community connector,' said Library Director, Brooke McLean.

You can contact each Branch to book your appointment by phone or email.

Chesley: 519-363-2239 or [chlib@brucecounty.on.ca](mailto:chlib@brucecounty.on.ca)

Kincardine: 519-396-3289 or [kilib@brucecounty.on.ca](mailto:kilib@brucecounty.on.ca)

Lucknow: 519-528-3011 or [lulib@brucecounty.on.ca](mailto:lulib@brucecounty.on.ca)

Port Elgin: 519-832-2201 or [pebib@brucecounty.on.ca](mailto:pebib@brucecounty.on.ca)

Walkerton: 519-881-3240 or [walib@brucecounty.on.ca](mailto:walib@brucecounty.on.ca)

You can also visit the [Bruce County Public Library website](#) for all Branch contact information and hours of operation.

Other CVITP clinics can be found by calling 211 or visiting <https://brucegreycityinfo.cioc.ca/record/GREO364>.

Bruce County Public Library is committed to its role as a trusted community connector, digital community facilitator and community sharing place. Consisting of 17 Branches and a Bookmobile BCPL provides access to information, resources, and programs throughout Bruce County.

## **Bruce County Public Library**

Bruce County Public Library is committed to its role as a trusted community connector, digital community facilitator and community sharing place. Consisting of 17 Branches and a Bookmobile BCPL provides access to information, resources, and programs throughout Bruce County.

## So what is there to discover?

Digital Library

Branches

Bookmobile

Events

## Follow Us



## Sign up for our Newsletter

**SUBSCRIBE**



45.0°N 81.3°W

Any documents found on this page are available in a variety of accessible formats upon request. To make a request, contact the Clerk at 519-881-1291 or [info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

© 2025 The County of Bruce. All Rights Reserved.

Powered by Mugo Library



## Bruce County Opens Applications for the 2025 Summer Company Program to Support Youth Entrepreneurship

Bruce County is proud to bring back the Summer Company Program for to support student entrepreneurship. Summer Company provides aspiring young entrepreneurs aged 15 to 19 with the tools and support to start their own summer business.



February 19, 2025

Bruce County is proud to bring back the [Summer Company Program](#) for to support student entrepreneurship. Summer Company provides aspiring young entrepreneurs aged 15 to 19 with the tools and support to start their own summer business.

Funded by the [Province of Ontario](#) and delivered by [Business to Bruce](#), the Summer Company Program empowers youth to pursue their entrepreneurial goals by providing the training, mentorship and funding they need to succeed. Each Summer Company entrepreneur benefits from:

A \$3,000 grant to start their business.

Comprehensive business training on topics like sales, marketing, bookkeeping, and more.

Mentorship from experienced local business leaders.

“Starting a new business can feel daunting, but with the right support, the entrepreneurial journey becomes an exciting and achievable adventure,” says Jeffery Loney, Manager of Economic Development at Bruce County. “We are pleased to offer young entrepreneurs with guidance and support to help them launch their own businesses through the Summer Company program.”

Since its inception in 2017, the Summer Company has supported 35 young entrepreneurs, helping them pursue their passions, connect with their local communities in new ways and learn hands-on skills. The program has played an important role in supporting youth entrepreneurship across Bruce County.

Interested students are encouraged to submit an application at [Business to Bruce](#).

To stay up to date on the training and program opportunities offered by [Business to Bruce](#), sign up for emails at <http://www.businessstobruce.com>

**About Bruce County:** *Bruce County is an upper-tier municipality in Southwestern Ontario, Canada, made up of 8 lower-tier municipalities and 77,221 residents. The explorers who visit, live, and work here are the dreamers who take roads less travelled and see tried and true as an invitation to try something new. Be an Explorer and call Bruce County home.*

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

[COVID-19 Information  
and Updates](#)

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)





## Bruce County's Child Activity Assistance Program Creates Opportunities to Participate

Bruce County encourages eligible families to explore the Child Activity Assistance Program (CAAP), which helps provide children the opportunity to participate in activities and programming when fees are a barrier.



February 19, 2025

Bruce County encourages eligible families to explore the Child Activity Assistance Program (CAAP), which helps provide children the opportunity to participate in activities and programming when fees are a barrier.

This opportunity is available for families with a gross income of less than \$49,466 and can assist with the cost of activities like school trips, school nutrition programs, extra-curricular activities, arts and cultural programs, Scouts/Embers, etc. Bruce County families can access this program for their dependent children under the age of 18, and receive up to \$500.00 per child, per year.

“Bruce County is committed to helping children and families enhance their level of participation and quality of life in our

communities,” said Tina Metcalfe, Director of Human Services. “The Child Activity Assistance Program helps ensure children have access to extracurricular activities that support their growth and development, and Bruce County’s Human Services department is here to help guide families through the subsidy application process.”

**CAAP Eligibility:**

You must be a Canadian Citizen and a resident of Bruce County with a gross family income less than \$49,466.00. Application forms can be found on the [Bruce County website](#) and documents can be emailed to [CAAP@brucecounty.on.ca](mailto:CAAP@brucecounty.on.ca). You can also mail your documents to Bruce County Human Services at PO BOX 399, 30 Park Street, Walkerton, ON, NoG 2Vo, or fax your documents to 519-881-4324.

Discover more about the [Child Activity Assistance Program](#).

## CONTACT US

**Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario NoG 2Vo  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)

## Bruce County Museum & Cultural Centre Celebrates Volunteer Muriel Shular as Recipient of the King Charles III Coronation Medal

The Bruce County Museum & Cultural Centre is proud to recognize and congratulate Muriel Shular on being awarded the prestigious King Charles III Coronation Medal. This distinguished honour acknowledges Muriel's exceptional dedication and outstanding service to the Museum and the broader community through volunteerism.



February 19, 2025

The Bruce County Museum & Cultural Centre is proud to recognize and congratulate Muriel Shular on being awarded the prestigious King Charles III Coronation Medal. This distinguished honour acknowledges Muriel's exceptional dedication and outstanding service to the Museum and the broader community through volunteerism.

Created to commemorate the coronation of His Majesty King Charles III on May 6, 2023, the King Charles III Coronation Medal is awarded to 30,000 individuals across Canada who have made meaningful contributions to their communities. The Medal highlight's themes of service, sustainability, and diversity—values that Muriel exemplifies through her steadfast commitment to the Museum.

For the past seven years, Muriel Shular has been an integral part of the Museum’s volunteer team, contributing over 700 hours of service. Her involvement spans a wide range of roles, from assisting with children’s programs and special events to providing invaluable support for administrative and outreach initiatives. Her warmth, enthusiasm, and dedication have created enriching experiences for visitors and helped strengthen the Museum’s connection with the community.

“Muriel’s unwavering commitment to volunteering, her ability to engage and inspire others, and her passion for supporting our mission make her truly deserving of this honour,” says Museum Director Cathy McGirr. “We are thrilled to see her receive this well-earned recognition.”

Beyond her hands-on support, Muriel has been a passionate advocate for the Museum’s volunteer program, actively encouraging others to get involved and promoting the Museum’s initiatives throughout the community.

Muriel’s dedication to service embodies the spirit of the King Charles III Coronation Medal, and her contributions continue to have a lasting impact on the Museum and the many lives she touches.

The Bruce County Museum & Cultural Centre extends its heartfelt congratulations to Muriel on this remarkable achievement and expresses its deepest gratitude for her continued service and dedication. The award will be formally presented on Thursday, March 20th at Bruce County Council.

### **About the Bruce County Museum & Cultural Centre**

The [Bruce County Museum & Cultural Centre](#) is situated within the traditional territory of the Saugeen Ojibway Nation (SON). We offer adult and children’s programming, exhibitions, special events and are home to the Bruce County Archives & Research Room. Our mandate is to preserve and make available the documentary heritage of Bruce County.

## **CONTACT US**

### **Administration Centre**

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)

[Home](#) > [Your Library](#) > [News & Media Releases](#)  
> **Bruce County Public Library Launches New Website**

# Bruce County Public Library Launches New Website

January 22, 2025

Share:   

Bruce County Public Library has launched its new website, designed to enhance patrons' online experience. A one-stop digital branch featuring a sleek and modern design, the new website offers user-friendly navigation and functionality, ensuring patrons can easily access the resources they need. Upgrading its website supports the Library's strategic goal of being a digital community connector and providing an engaging experience for all.

Among the exciting new features is an interactive online calendar, complete with filters by branch and audience, making it easier than ever to search and discover programs. The site also includes brand-new online registration for programs, which allows users to sign up with their email addresses and receive reminders and easy cancellation if they are unable to attend. They have also integrated the online catalogue into the site, with staff lists created by the Readers Advisory Committee. Reserve from recommendations right from the home page.

The new website is fully mobile-friendly, ensuring that patrons can access resources on the go. Visitors can explore the new Digital Library to discover the many tools and resources available for free with their Library card, from streaming movies with Kanopy and accessing online newspapers from around the globe with PressReader. The new, clean design and streamlined navigation are designed to meet the needs of today's digital world.

“Our new website marks the beginning of an exciting 2025 for BCPL. We are pleased to kick off the new year with a fresh look and digital tools that enhance our connection to patrons. This marks our commitment to making Library services more accessible, engaging, and convenient for everyone,” said Library Director Brooke McLean.



Visit the new website at [library.brucecounty.on.ca](http://library.brucecounty.on.ca) to explore its new features and discover what your Library has to offer.

Bruce County Public Library is committed to its role as a trusted community connector, digital community facilitator and community sharing place. Consisting of 17 Branches and a Bookmobile BCPL provides access to information, resources, and programs throughout Bruce County.



# We're LIVE!

[www.library.brucecounty.on.ca](http://www.library.brucecounty.on.ca)

## Bruce County Public Library

Bruce County Public Library is committed to its role as a trusted community connector, digital community facilitator and community sharing place. Consisting of 17 Branches and a Bookmobile BCPL provides access to information, resources, and programs throughout Bruce County.

### So what is there to discover?

Digital Library

Branches

Bookmobile

Events

### Follow Us



### Sign up for our Newsletter



45.0°N 81.3°W



Any documents found on this page are available in a variety of accessible formats upon request. To make a request, contact the Clerk at 519-881-1291 or [info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

© 2025 The County of Bruce. All Rights Reserved.

Powered by Mugo Library



## County Reminds Residents to clear snow from Residential 911 Signs

With the massive amount of snow that Bruce County has received in recent weeks, many rural residences have had their 911 Signs buried. Bruce County Emergency Management reminds residents to have 911 Signs clear and visible so that emergency responders can ensure a quick response if needed.



February 21, 2025

Many communities require rural properties to have 911 Signs (Fire Numbers) visible at the end of their driveway, so they can be easily seen by emergency responders. With the massive amount of snow that Bruce County has received in recent weeks, many rural residences have had their 911 Signs buried. Bruce County Emergency Management reminds residents to have 911 Signs clear and visible so that emergency responders can ensure a quick response if needed.

“Every second counts in an emergency, and precious time can be wasted if emergency responders, like paramedics, police, and fire departments, can’t locate the correct property!” said Ray Lux, Bruce County Emergency Management Coordinator.

Discover more about Emergency Preparedness at [www.brucecounty.on.ca/getprepared](http://www.brucecounty.on.ca/getprepared).

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario NoG 2Vo  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)

**BRUCE & GREY**  
COMMUNITY INFORMATION

 PLAN the BRUCE GIS

[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)



## Warden Luke Charbonneau Shares Message of Recognition for Winter Storm Response Efforts

At the Thursday, February 20, 2025 Bruce County Council Meeting, Warden Luke Charbonneau shared a message in recognition of the community's efforts and strength in response to recent winter storms.



February 20, 2025

At the Thursday, February 20, 2025 Bruce County Council Meeting, Warden Luke Charbonneau shared the following message in recognition of the community's efforts and strength in response to recent winter storms:

"I want to take a moment to sincerely thank everyone who played a role in responding to the recent winter storm.

Our Transportation & Environmental Services road crews worked tirelessly in tough conditions to keep our roads as safe and accessible as possible. Their dedication, resilience, and expertise in managing snow and ice are truly commendable - we are all grateful for their efforts.

I also want to recognize the strong collaboration between Bruce County and our local partners. Storms like this highlight the importance of working together - whether coordinating road closures, emergency responses, or keeping the public informed.

The commitment of our municipal partners, emergency responders, and County staff to the safety of our residents and communities does not go unnoticed.

To our residents, thank you for your patience, understanding, and cooperation. Your support for road crews, and efforts to stay safe at home during severe weather, make a real difference.

Winter in Bruce County is unpredictable, but one thing remains constant - the dedication of those who step up when it matters most.

Thank you all for your hard work and commitment to keeping our communities safe.”

For winter road conditions and road closure information, please visit [www.brucecounty.on.ca/road-conditions](http://www.brucecounty.on.ca/road-conditions).

## CONTACT US

**Administration Centre**  
30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

© 2022 The County of Bruce. All Rights Reserved.

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)





## Council Meeting Highlights - Thursday, February 20, 2025

Bruce County Council met on Thursday, February 20, 2025 beginning at 9:30 AM in the Council Chambers and virtually through Teams. Video recordings of the meetings can be reviewed at [www.brucecounty.on.ca/government/agendas-and-minutes](http://www.brucecounty.on.ca/government/agendas-and-minutes)



February 20, 2025

### **Bruce County Council Meeting**

Warden Charbonneau thanked Roads Crews and Emergency Responders for their efforts through recent winter storms. The Warden highlighted the importance of partnerships and communities working together, and thanked residents for their patience and understanding.

Council received from Human Services the Q4 2024 Income and Support Services Update. [Report](#)

Council received from Human Services the Housing Services Q4 Update. [Report](#)

Council received from Transportation & Environmental Services the Environmental Sustainability Action Plan. [Report](#)

Council approved that the internal loan of \$376,405 for the Kincardine Paramedic Station purchase be paid in full utilizing the Paramedic Services department's 2024 operating surplus. Council approved that the internal loan repayment of

\$48,504 budgeted for 2025 be directed to the Paramedic Services Capital Reserve for the purpose of funding future Capital Facilities Repairs. [Report](#)

Council approved that the Service Manager consent to discharge the mortgage for 621 Mary St., South Bruce Peninsula be granted to Bruce County Housing Corporation. [Report](#)

Council defeated the proposed Health Care Funding Policy. [Report](#)

Council referred communication from the Town of Saugeen Shores on Blue Box Transition Planning and Source Separated Organics to staff. [Communication](#)

Council referred communication from the Municipality of Northern Bruce Peninsula on a Request for Increase to Beaver Compensation Rate to staff. [Communication](#)

Council received communication from AMO on Action on Tariffs and Trade. [Communication](#)

Council received communication from the Eastern Ontario Wardens' Caucus on Tariffs & Trade Resolution. [Communication](#)

Council received communication from the Western Ontario Wardens' Caucus with their Press Release on Tariffs and Trade. [Communication](#)

*This publication identifies highlights from recent Bruce County Council and Committee meetings. Bruce County's Office of the CAO maintains complete agendas and minutes from all Council and Committee meetings, which can be reviewed at [www.brucecounty.on.ca/government/agendas-and-minutes](http://www.brucecounty.on.ca/government/agendas-and-minutes)*

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

Tourism

f 

Library

f 

Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)

## March Break Family Fun at the Bruce County Museum & Cultural Centre

Get ready for a March Break filled with excitement, discovery, and family-friendly entertainment at the Bruce County Museum & Cultural Centre! From March 8 to March 15, the Museum is transforming into a hub of fun with an incredible lineup of movies, magic, science, crafts, and even a giant balloon-making machine.



February 24, 2025

Get ready for a March Break filled with excitement, discovery, and family-friendly entertainment at the Bruce County Museum & Cultural Centre! From March 8 to March 15, the Museum is transforming into a hub of fun with an incredible lineup of movies, magic, science, crafts, and even a giant balloon-making machine.

The festivities kick off on March 8 with a special movie day in the Bruce Power Theatre, where families can enjoy free popcorn and two fantastic flicks! At 10:30 AM, *The Wild Robot* (2024, G) tells the heartwarming story of a stranded robot who befriends island animals, followed by the brand-new adaptation of *Wicked* (2024, PG) at 1:00 PM. Seats are limited, so preregistration is recommended.

On March 10 at 11:00 AM, don't miss *The Balloon Making Machine Show!* This interactive performance is packed with

illusions, comedy, and, of course, plenty of balloons.

Creativity takes flight on March 11 with a hands-on craft activity inspired by the Museum's *For the Birds* exhibit. Families are invited to design and decorate their own birdhouses, inspired by the whimsical works of folk artist Graeme Chalmers. Craft sessions run hourly from 11:00 AM to 2:00 PM, and spots are limited, so be sure to register in advance.

Bird lovers will also enjoy *Wild Ontario: North American Birds* on March 12 at 11:00 AM. This fascinating presentation will include live birds and explore the unique behaviors, habitats, and conservation of birds found right here in Ontario.

For young space enthusiasts, the *Comets, Space Rocks & Well-Dressed Astronauts: Science Show* on March 14 at 11:00 AM promises an out-of-this-world experience. This interactive science demonstration explores meteorites, simulated comets, and the protective gear astronauts wear when studying space rocks.

March Break wraps up with a touch of magic on March 15 at 11:00 AM. *The Steve Baker Magic Show* brings The Great Steverino back to the Museum for a mesmerizing performance. Kids will also have the opportunity to learn simple yet impressive magic tricks they can perform at home!

This year's March Break Family Fun Days are proudly presented by Judy Rich, Law Office. Admission is free for Museum members, while general admission fees apply to non-members. Preregistration is required for shows and includes entry to the Museum.

For the full event schedule and registration, visit [brucemuseum.ca](http://brucemuseum.ca).

## CONTACT US

### Administration Centre

30 Park St., P.O. Box 70  
Walkerton, Ontario N0G 2V0  
Tel: 519-881-1291  
Toll free: 1-800-265-3005  
[info@brucecounty.on.ca](mailto:info@brucecounty.on.ca)

---

### Economic Development

f

### Tourism

f 

### Library

f 

### Museum

f 

[Talk to us](#)

## DEPARTMENTS

[Office of the CAO](#)

[Corporate Services](#)

[Paramedic Services](#)

[Planning & Development](#)

[Human Services](#)

[Human Resources](#)

[Library](#)

[Long Term Care and Senior Services](#)

[Transportation and Environmental Services](#)

[Museum](#)



[Notice of Loss/Injury Claim](#)

## COUNTY WEBSITES

[Business to Bruce](#)

[Explore the Bruce](#)

[Bruce County Public Library](#)

[Bruce County Museum & Cultural Centre](#)

[Bruce Remembers](#)

[Museum Online Collections](#)

COVID-19 Information  
and Updates

## USEFUL LINKS

[Road and Bridge Construction and Detours](#)

[Nuclear Innovation Institute](#)

[Bruce County Bids](#)

[Hazardous Waste Collection Schedule](#)

[Road Construction](#)

[EarlyON Child and Family Centres](#)

[Agendas and Minutes](#)

[Employment](#)

[Anaphylaxis \(Nut Aware\) Policy](#)

[Application Links](#)

[File Transfer](#)

[Privacy Policy](#)

[Public Washrooms Map](#)

Any documents found on this page are available in a variety of accessible formats or communication supports upon request. Due to conditions beyond our control, there are some instances where we are unable to provide information in an accessible format (for example, our mapping information). We will be monitoring these sections, and develop an accessible solution as technology improves. If you use assistive technology and the format of any content on this web site interferes with your ability to access the information, please contact the Clerk at 519-881-1291 or [LWhite@brucecounty.on.ca](mailto:LWhite@brucecounty.on.ca)



**Kelly Lush**

---

**From:** AMCTO | The Municipal Experts <amcto@amcto.com>  
**Sent:** January 29, 2025 11:03 AM  
**To:** Kelly Lush  
**Subject:** Advocacy Update: Early Provincial Election Called

What this means for the municipal sector

View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



## Advocacy Update

Learn more about our work as we advocate on behalf of AMCTO members

January 29, 2025

## Early Provincial Election Called

Earlier this week, Premier Ford met with the Lieutenant Governor to set in motion the [call for an early provincial election](#). With the campaign period beginning Wednesday, January 29, 2025, there is a 28-day period with voting day on February 27, 2025.

The election is being called more than a year ahead of the scheduled provincial election of June 2026. The Premier says that he requires a clear mandate to effectively respond to United States tariff threats on Canadian goods, though opposition parties have already expressed support in responding to tariffs.

The legislature was set to return on March 3, however, now, [it will instead prorogue](#), bringing legislative proposals and ongoing committee matters to a halt. [As you may recall](#), several bills affecting municipalities were set to continue moving through the legislative process. This includes:

- *Bill 242, Safer Municipalities Act, 2024* (re: policing and enforcement of encampments and illegal drug use in public spaces)
- *Bill 241, Municipal Accountability Act, 2024* (re: code of conduct and integrity commissioner framework)
- *Bill 240, Peel Transition Implementation Act, 2024* (re: service delivery efficiencies for Peel municipalities)
- *Bill 238, Emergency Management Modernization Act, 2024* (re: coordination and capacity of emergency management)

However, with an election called, these bills, 'die on the order paper'. During an election period, the provincial government still functions, transitioning to operating at a caretaker level, with limits on spending. Only when the new Legislature forms and sits in a new parliament can new bills be considered and/or be reintroduced.

## Municipal Impact

Municipalities serve as a lifeline to many provincial services and quality of life. Municipal staff work hard to ensure their communities, residents and councils are supported and built up. Municipalities are the first to help residents and businesses in our communities despite complex structural and funding challenges - especially when it comes to issues like health care and homelessness, among others.

With the political parties campaigning over the next 28 days, we will be providing our priorities for the next provincial government that address the concerns of our members, municipal staff and the wider sector. Stay tuned for these priorities and accompanying member toolkit to be released in the coming week.

In the meantime, check out the status of our previous 2022 provincial election priorities below. Where there is still more work to be done, we have included these items in our 2025 election priorities.

- Increase funds like Ontario Community Infrastructure Fund (OCIF) and Ontario Municipal Partnership Fund (OMPF) – *Partially achieved*
- Invest in important infrastructure projects – *Partially achieved*
- Commit to meaningful joint and several liability reform – *In progress*
- Tackle significant areas of operational and administrative burden and reduce red tape on municipally-provided services – *In progress*
- Collaborate and consult with AMCTO on core legislation – *In progress*
- Ensure digital government policy and implementation – *In progress*

Looking back on our priorities in 2022 and looking ahead at our priorities for 2025, a similar theme emerges: there needs to be a better municipal-provincial relationship where collaboration and co-designing policies and programs is valued and encouraged.

Rather than working as separate levels of government, now more than ever, governments at all levels need to work together to address common challenges and opportunities to put Ontarians first. There continues to be a need to establish fundamental and *functional* foundations that will make our communities strong, resilient and supportive for residents and businesses.

We encourage you to keep an eye out for our 2025 provincial election priorities and member toolkit to come next week. Over the course of the next month, we will be adding to this toolkit to support our advocacy on these priorities and to keep members up to date with election-related developments.



**AMCTO | The Municipal Experts**

5090 Explorer Drive, Suite 510, Mississauga, Ontario L4W 4T9

(905) 602-4294 | [amcto.com](http://amcto.com)

*You are receiving this email because you have subscribed to receive AMCTO communications.*

[Unsubscribe](#)



**From:** [AMO Communications](#)  
**To:** [info@huronkinloss.com](mailto:info@huronkinloss.com)  
**Subject:** AMO Watchfile - January 30, 2025  
**Date:** January 30, 2025 10:01:29 AM

---

Alternate text



January 30, 2025

- Get access to MIDAS!
- *Provincial Animal Welfare Services Act, 2019 Act* consultation.
- Call for applications - Great Lakes water quality initiatives.
- Book your AMO 2025 Conference Hotel!
- AMO Regional and Single-Tier caucus virtual meet-up - February 28.
- AMO Education - Workshops addressing and supporting your leadership.
- ROMA Conference evaluation - Share your experience.
- OSUM 2025 Annual Conference - Save the date.
- LAS ASE Service Summer Intake now open!
- Blog: Risk Trends to Follow in 2025.
- LAS IPE risk webinar - 10-day Notice Provision.

- Municipal Series: Net Zero Planning and Low Carbon Initiatives.
- Kraft Hockeyville nominations open - Your community could win!
- CCPPP new virtual P3 learning series for municipalities.
- Save the date: Scotiabank 2025 Affordable Housing Summit.
- Careers.

#### **AMO Matters**

MIDAS - the [Municipal Information & Data Analysis System](#) - provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. MIDAS converts FIR data into meaningful reports and identify multiple year trends. For access, municipal elected officials and municipal staff can email [MIDASAdmin@amo.on.ca](mailto:MIDASAdmin@amo.on.ca).

#### **Provincial Matters**

The province is currently consulting on regulations related to the sale and transfer of dogs in Ontario, record-keeping requirements and potential exceptions to puppy mill prohibitions (*PAWS Act*). [Comments due February 1](#).

#### **Federal Matters**

The Canada Water Agency is [accepting applications for initiatives](#) that improve Great Lakes water quality and ecosystem health under the Great Lakes Freshwater Ecosystem Initiative. Applications can be submitted for eligible projects until February 13, 2025. Municipalities are eligible.

#### **Education Opportunities**

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels. Registration will open soon!

The Regional and Single-Tier Caucus of the AMO Board is hosting a virtual meet-up on February 28 from 9:30am-11:00am. The meet up is an opportunity for members to connect and be brought up to date on AMO activities. [Register today](#).

AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication, understanding anti-semitism and islamophobia and so much more. AMO is also offering registration discounts. [Check it all out here](#).

Take a few minutes to share your experience at the 2025 ROMA Annual Conference. [Click here for the conference evaluation](#).

The [2025 OSUM Annual Conference](#) is being held April 30-May 2 in the Town of Collingwood. Save the date for now, registration and programming information coming soon.

#### **LAS**

LAS is looking for 2-3 municipalities to join our [Automated Speed Enforcement Service](#) by beginning of the summer. If you are interested or for more information, contact [Tanner Watt](#).

In 2024, we identified key risk trends, for example cybersecurity and artificial intelligence. [Learn how these challenges grew](#) and what to expect in 2025.

Join us for this one-hour [risk webinar](#) as Andy C. Jairam, Partner, Loopstra Nixon LLP discusses the 10-day notice provision and its role in claims management.

Have you made a commitment to net zero and don't know where to start? Join the IESO's guest speaker, our very own Christian Tham, in the next Municipal Series webinar on January 31. Christian will lay out practical steps to take and provide real life examples to help you on your low carbon journey. [Click here for more information and to register](#).

#### **Municipal Wire\***

The grand prize community winner of [Kraft Hockeyville](#) will have an opportunity to host an NHL preseason game and receive \$250,000 for arena upgrades. All three runners-up will receive \$25,000 for arena

upgrades. The [Centennial Arena Elliot Lake, Ontario](#) was awarded in 2024! Nominations close March 2, 2025.

Eager to learn about the latest advances in infrastructure procurement to help drive growth in your community? Join [P3s for Municipalities](#), a FREE six-part webinar starting February 4. Explore hot topics with our experts.

Join industry experts in meaningful discussions on February 19th to tackle housing-related challenges at regional and national levels. Please reach out to [Scotiabank's events team](#) for additional information.

**Careers**

[Director, Corporate Services/CFO - Township of Southgate](#). Closing Date: February 5, 2025.

[Director of Corporate Services - Greater Sudbury Police Service Board](#). Closing Date: February 14, 2025.

[Senior Policy and Program Advisor - Ministry of Economic Development, Job Creation and Trade](#). Closing Date: February 24, 2025.

[Recruiter, Talent Acquisition - Peel Regional Police](#). Closing Date: February 9, 2025.

[Commissioner of Community Services - Town of Caledon](#). Closing Date: February 14, 2025.

---

**About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

---

**AMO Contacts**

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

---



\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario (AMO)  
To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to info@huronkinloss.com.  
*To continue receiving our emails, add us to your address book.*

**From:** AMO Policy <policy@amo.on.ca>  
**Sent:** February 3, 2025 1:26 PM  
**To:** info@huronkinloss.com  
**Subject:** AMO Policy Update – Statement on Trade and Update on Provincial Election Advocacy



## **AMO Policy Update - Statement on Trade and Update on Provincial Election Advocacy**

### **Tariffs, Trade Disruptions and Migration**

Ontario's local economies, our natural and human resources as well as the businesses and industries situated in Ontario municipalities are the foundation of Ontario's economy. These elements are fundamental to the national economy and Canada's prosperity.

On December 9, 2024, [AMO wrote to the Prime Minister, Ontario's Premier](#) and leaders of both the official federal and provincial opposition pledging the support of AMO and its members to assist Canada and Ontario in the face of challenge and uncertainty.

Tariffs and international trade disruptions have the potential to seriously harm Ontario's economy. Other changes in American policy and practices affecting immigration and social policy could create mass migration of American residents seeking the safety and protection afforded by Canada, with massive resource implications for municipalities in Ontario.

AMO and its members stand ready to play our part in protecting our shared social and economic prosperity in Ontario and Canada.

### **AMO's Provincial Election Campaign**



While we collectively turn our eyes toward the real threats we face from outside our borders, AMO and its members must also consider the long-standing challenges we face closer to home.

With an early election in Ontario now underway, AMO's efforts to promote the interests of municipalities in the election will enter its second phase with additional print ads in the days ahead and continued social and digital media postings.

The campaign was launched at the ROMA conference and has garnered considerable notice. The ultimate purpose of the campaign is to ensure that all parties understand that the voice of Ontario's \$68 billion-a-year municipal sector will not be silent in an important debate on Ontario's future.

Since the launch of the campaign on January 19, AMO has received considerable positive feedback from members and some expressions of concern. The impartiality of the campaign has been questioned by some members. The media has asked if it is possible to have an impartial campaign when one party has been governing for more than 6 years.

Through months of planning, the commitment to a non-partisan campaign has been at the forefront of every discussion at the AMO Board. The campaign asks voters to consider the needs of their communities when voting. All parties have the opportunity to compete for their vote by making commitments that help municipalities succeed.

The challenges faced by communities that are caused by provincial policies are complex and caused by both long-standing, historical arrangements and by recent actions and inactions.

No party or individual government is to blame for decades of provincial policies that undermine the social and economic prosperity of Ontario's communities. However, provincial policies that result in declining infrastructure investment, higher property taxes and homelessness in your communities are both bad social policy and bad economic policy. These policies will need to be addressed by whoever forms the next government of Ontario.

AMO is steadfastly non-partisan and looks forward to working with whoever the people elect to form the next Government. These efforts are intended to ensure that whatever party is selected to govern, it will have made clear and measurable commitments to the success of municipalities in every part of Ontario.

*This update is also available on [AMO's Website](#).*

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

**From:** [AMO Policy](#)  
**To:** [info@huronkinloss.com](mailto:info@huronkinloss.com)  
**Subject:** AMO Policy Update – Statement on Trade and Update on Provincial Election Advocacy  
**Date:** February 3, 2025 1:26:54 PM

---



# **AMO Policy Update - Statement on Trade and Update on Provincial Election Advocacy**

## **Tariffs, Trade Disruptions and Migration**

Ontario's local economies, our natural and human resources as well as the

businesses and industries situated in Ontario municipalities are the foundation of Ontario's economy. These elements are fundamental to the national economy and Canada's prosperity.

On December 9, 2024, [AMO wrote to the Prime Minister, Ontario's Premier](#) and leaders of both the official federal and provincial opposition pledging the support of AMO and its members to assist Canada and Ontario in the face of challenge and uncertainty.

Tariffs and international trade disruptions have the potential to seriously harm Ontario's economy. Other changes in American policy and practices affecting immigration and social policy could create mass migration of American residents seeking the safety and protection afforded by Canada, with massive resource implications for municipalities in Ontario.

AMO and its members stand ready to play our part in protecting our shared social and economic prosperity in Ontario and Canada.

## **AMO's Provincial Election Campaign**

While we collectively turn our eyes toward the real threats we face from outside our borders, AMO and its members must also consider the long-standing challenges we face closer to home.

With an early election in Ontario now underway, AMO's efforts to promote the interests of municipalities in the election will enter its second phase with additional print ads in the days ahead and continued social and digital media postings.

The campaign was launched at the ROMA conference and has garnered considerable notice. The ultimate purpose of the campaign is to ensure that all parties understand that the voice of Ontario's \$68 billion-a-year municipal sector will not be silent in an important debate on Ontario's future.

Since the launch of the campaign on January 19, AMO has received considerable positive feedback from members and some expressions of concern. The impartiality of the campaign has been questioned by some members. The media has asked if it is possible to have an impartial campaign when one party has been governing for more than 6 years.

Through months of planning, the commitment to a non-partisan campaign has been at the forefront of every discussion at the AMO Board. The campaign asks voters to consider the needs of their communities when voting. All parties have the opportunity to compete for their vote by making commitments that help municipalities succeed.

The challenges faced by communities that are caused by provincial policies are complex and caused by both long-standing, historical arrangements and by recent actions and inactions.

No party or individual government is to blame for decades of provincial policies that undermine the social and economic prosperity of Ontario's communities. However, provincial policies that result in declining infrastructure investment, higher property taxes and homelessness in your communities are both bad social policy and bad economic policy. These policies will need to be addressed by whoever forms the next government of Ontario.

AMO is steadfastly non-partisan and looks forward to working with whoever the people elect to form the next Government. These efforts are intended to ensure that whatever party is selected to govern, it will have made clear and measurable commitments to the success of municipalities in every part of Ontario.

---

*This update is also available on [AMO's Website](#).*

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please! [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA



Outlook

## AMO Watchfile - February 6, 2025

From AMO Communications <communicate@amo.on.ca>

Date Thu 2025-02-06 10:02 AM

To Kelly Lush <klush@huronkinloss.com>



February 06, 2025

- Progress in Asset Management: Achieving 2025 Compliance webinar series.
- Registration for AMO 2025 is Open.
- Book your AMO 2025 Conference Hotel!
- Opportunity to showcase your products and services at AMO 2025 Conference.
- AMO Education - Workshops addressing and supporting your leadership.
- ROMA Conference evaluation - Share your experience.
- Register today for the OSUM 2025 Conference hosted by the Town of Collingwood.
- AMO Regional and Single-Tier caucus virtual meet-up - February 28.
- Blog: 2025 is the Perfect Time to Review Your Employee Group Benefits Plan.
- Equity market outlook - Do Politics Matter? ONE Investment's education webinar.
- Survey on displacement and protecting affordable housing.
- Canadian Fallen Heroes Foundation War Memorial grant.
- New report highlights importance of funding for new recreation facilities.
- CCPPP new virtual P3 learning series for municipalities.
- Save the date: Scotiabank 2025 Affordable Housing Summit.
- Careers.

### AMO Matters

AMO is delivering a 4-part webinar series to help municipalities meet O. Reg. 588/17 asset management plan requirements. Register for part one on [Proposed Levels of Service](#) on March 6.

### Education Opportunities

The City of Ottawa is pleased to welcome delegates to the AMO 2025 Conference August 17-20. [Register today](#) for Ontario's premier policy conference. [Book your accommodations here](#).

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels. Registration will open soon!

AMO has launched its Exhibitor and Sponsorship opportunities for the 2025 conference in the City of Ottawa August 17-20. Our event provides you exposure to over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector. Both the Exhibit Hall and Sponsorship opportunities sell out fast. Click [here](#) to download the Exhibitor Package and [here](#) for the Sponsorship Package.

AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication,

understanding anti-semitism and islamophobia and so much more. AMO is also offering registration discounts. [Check it all out here.](#)

Take a few minutes to share your experience at the 2025 ROMA Annual Conference. [Click here for the conference evaluation.](#) Deadline to submit feedback is February 7.

Join the 2025 OSUM Conference host the Town of Collingwood April 30-May 2 for compelling programming and opportunities to engage, network and address the issues top of mind for small urban leaders. [Registration is open](#) and you can [book your accommodations here.](#)

The Regional and Single-Tier Caucus of the AMO Board is hosting a virtual meet-up on February 28 from 9:30am-11:00am. The meet up is an opportunity for members to connect and be brought up to date on AMO activities. [Register today.](#)

## LAS

Your employees have been through a lot lately, fluctuating interest rates and inflation, hybrid work arrangements, and balancing a work-family life. Employee group benefits plans are an important part of any employee's compensation package. [Read more about the LAS offering](#) with Mosey & Mosey in our latest blog by our Group Benefits program partner.

Guardian Capital LP, portfolio manager for ONE Investment's Canadian Equity Portfolio, discusses the current market outlook and positioning of ONE's Canadian Equity Portfolio amidst fluctuating market and political dynamics. [Watch the webinar.](#)

## Municipal Wire\*

CP Planning, as part of collaborations with the City of Toronto and ULI Toronto, [launched a survey shaping](#) strategies to prevent housing displacement in Ontario communities. Survey closes February 28.

To commemorate World War II's 80th anniversary, the Canadian Fallen Heroes Foundation (CFHF) is offering to help municipalities wishing to honour their fallen soldiers. [Please consider joining this initiative.](#)

The Aquatic Sports Council of Ontario released [a report making the case for provincial recreational facility funding.](#) AMO has consistently sought long-term, sustainable infrastructure funding, including for high-quality recreational facilities.

Eager to learn about the latest advances in infrastructure procurement to help drive growth in your community? Join [P3s for Municipalities](#), a FREE six-part webinar series. Explore hot topics with our experts.

Join industry experts in meaningful discussions on February 19th to tackle housing-related challenges at regional and national levels. Please reach out to [Scotiabank's events team](#) for additional information.

## Careers

[Policy Intern - Association of Municipalities of Ontario.](#) Closing Date: February 18, 2025.

[Supervisor, Roads Operations - City of Vaughan.](#) Closing Date: March 3, 2025.

[Manager of Infrastructure Services - Town of Cochrane.](#) Closing Date: March 3, 2025.

[Council and Committee Coordinator - City of Guelph.](#) Closing Date: February 17, 2025.

[Director of Finance and Administration - Manitoulin-Sudbury District Services Board.](#) Closing Date: February 21, 2025.

[Supervisor of Financial Accounting and Audit - City of Orillia.](#) Closing Date: February 17, 2025.

[Analyst, Jr. Financial Planning - Peel Regional Police.](#) Closing Date: February 17, 2025.

[Chief Information Officer - King Township.](#) Closing Date: February 28, 2025

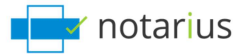
[Senior Economic Development Officer - County of Simcoe.](#) Closing Date: February 25, 2025.

**About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

**AMO Contacts**

- [AMO Watchfile](#) Tel: 416.971.9856
- [Conferences/Events](#)
- [Policy and Funding Programs](#)
- [LAS Local Authority Services](#)
- [MEPCO Municipal Employer Pension Centre of Ontario](#)
- [ONE Investment](#)
- [Media Inquiries](#)
- [Municipal Wire, Career/Employment and Council Resolution Distributions](#)



\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario (AMO)

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to klush@huronkinloss.com.

To continue receiving our emails, add us to your address book.





## Advocacy Update: 2025 Provincial Election Priorities

From AMCTO | The Municipal Experts <amcto@amcto.com>

Date Fri 2025-02-07 10:22 AM

To Kelly Lush <klush@huronkinloss.com>

Support our *Functional Foundations* in advance of the Provincial election on February 27  
View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



February 7, 2025

## Functional Foundations: AMCTO's 2025 Provincial Election Priorities

With Premier Ford's call for an early election, we are proud to announce the release of our 2025 Provincial election priorities — a non-partisan call to action for the next Ontario government. The report and accompanying member toolkit identify four overarching priorities our Association and municipal staff would like to see addressed with the next provincial government's mandate. These priorities focus on establishing a better overall municipal-provincial working relationship to collaborate and co-design effective policies and service delivery solutions for Ontario communities. *Functional Foundations* is all about building frameworks to support our members and municipal staff in serving their residents and communities to the best of their abilities.

Over the next 20 days of this short campaign period, and following voting day on February 27, we will be advocating for the following priorities to the provincial parties and local leaders:

1. Commit to a Social and Economic Prosperity Review
2. Provide municipalities with stable, predictable funding and investment that matches the cost and value of service delivery
3. Create a modern legislative environment
4. Enable a municipal culture that protects and supports staff

This is an opportune moment to build stronger communities and local economies by addressing the systemic issues that have put undue burden on municipalities. These priorities ensure municipalities and their staff are kept top of mind and that they have access to the tools, resources, and support they need to get the job of serving their residents and communities done efficiently and effectively. Our members and municipal staff understand their residents and communities deeply and are uniquely positioned to offer non-partisan, expert advice and support to the next Ontario government.

## READ OUR FULL REPORT

In addition to the report, we have put together the following member toolkit to help support our advocacy efforts on these provincial election priorities. We encourage members to share this toolkit with their teams, council, and residents as a way to support civic engagement and knowledge-building in their communities.

The toolkit includes:

- A high-level overview of each of our priorities with key messages to support municipal and council communications
- Social media sample messages and graphics to help raise awareness and spread the word about what's important at the local level
- Links to more in-depth toolkits with accompanying resources on the issues of modernizing the *Municipal Elections Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and strong mayor powers

Over the next three weeks we will be adding party briefing notes to this toolkit to help support further analysis and understanding of each of the major party platforms as their campaigns progress.

We hope this toolkit provides you, our members, with information to help support your work and council decision-making.

## ACCESS TOOLKIT

For more information or questions about this toolkit or our Functional Foundations 2025 provincial election priorities report, please [contact our advocacy team](#).



**AMCTO | The Municipal Experts**

5090 Explorer Drive, Suite 510, Mississauga, Ontario L4W 4T9

(905) 602-4294 | [amcto.com](http://amcto.com)

*You are receiving this email because you have subscribed to receive AMCTO communications.*

[Unsubscribe](#)



---

AMO Policy Update - Provincial Election Tracking and Guidance for Municipal Energy Decisions

---

From AMO Policy <policy@amo.on.ca>

Date Fri 2025-02-07 5:06 PM

To info@huronkinloss.com <info@huronkinloss.com>

## AMO Policy Update – Provincial Election Tracking and Guidance for Municipal Energy Decisions

### AMO Election Tracking Update

AMO is currently tracking provincial election commitments made public in 2025 that relate to [AMO's election advocacy](#) on their [website](#). Recent announcements on our election priorities from this week on the campaign are listed below. Please consult each party's website and local candidate communications for the full party commitments.

#### Tackle root causes of homelessness

- The NDP announced their strategy to end encampments in Ontario.
- The Liberal Party committed to permanently double Ontario Disability Support Program (ODSP) benefits and index them to inflation.
- The Green Party supported AMO's calls for long-term housing solutions that would end homelessness and committed to doubling Ontario Disability Support Program (ODSP) and Ontario Works (OW) rates and tie all future increases to inflation.

#### Curb reliance on municipal property taxes to fund provincial responsibilities

- The NDP committed to uploading shelter funding to the province.

#### Invest in local infrastructure needed to grow

- The PC Party committed to investing an additional \$22 billion in infrastructure projects.

AMO will be providing updates to our tracking of commitments every Friday until election day on February 27.

## AMO Releases Guidance for Municipal Energy Decisions

Municipalities have an increasingly important role in hosting electricity projects to meet a projected 75% increase in electricity demand and to support the use of Ontario's energy exports as a key lever in tariff and trade negotiations.

To empower municipalities in this role, AMO has released new guidance resources:

- [The Municipal Electricity Procurement Toolkit](#) provides guidance to help municipal decision makers protect residents, sensitive lands, and municipal finances while securing local benefits and supporting growth.
- [Guidance for energy developers](#) outlines how they can effectively partner with municipalities to support smooth project review and implementation.

Developed with input from municipalities experienced in energy projects, the provincial government, Independent Electricity System Operator (IESO), and other energy sector partners, this guidance is timely because energy developers have begun to engage with municipalities about the upcoming [Long-Term 2 Energy Procurement](#) ("LT2"). Developers pursuing energy stream projects (e.g. renewable energy generation, natural gas, etc.) must have municipal support by October 2025, and for the capacity stream (e.g. battery energy storage systems) by December 2025.

---

*This policy update is also available on [AMO's Website](#).*

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

---

## AMO Policy Update - Action on Tariffs and Trade

---

From AMO Policy <policy@amo.on.ca>

Date Tue 2025-02-11 5:36 PM

To info@huronkinloss.com <info@huronkinloss.com>



# AMO Policy Update – Action on Tariffs and Trade

Tariffs and trade disruptions have the potential to seriously harm Ontario's economy with significant impacts on communities. Ontario's municipalities want to do their part. To support broader federal and provincial efforts, AMO has:

- Highlighted Ontario municipalities commitment to playing our part in protecting our shared prosperity in Ontario and Canada by [writing](#) to the Prime Minister, the Premier of Ontario and federal and provincial opposition leaders in early December 2024;
- Reaffirming and strengthening this commitment through [a statement issued by AMO's Board of Directors in January](#), noting that changes in US immigration and social policy could trigger migration with massive implications for municipal resources; and
- Calling on the Ontario government to work with AMO to effectively harness [municipal procurement](#) as a tool in federal and provincial tariff responses.

AMO is focused on making the case for Ontario municipalities as a critical part of stimulus efforts, including the need for federal and provincial investments to:

- Mitigate cost escalation on municipal capital projects to continue to ensure continuity for the construction sector and related industries;

- Increase and repair social housing stock in the face of excess residential construction capacity and growing housing need; and
- Offset broader fiscal impacts on the municipal sector of potential economic slowdown.

Thanks to the many municipalities who have submitted data to support this work. Final analysis and information will be provided to members as it becomes available.

AMO continues to support the Federation of Canadian Municipalities in its efforts as part of a coordinated federal strategy. FCM's Canada-wide virtual listening tour is gathering municipal trade-related concerns, questions and local initiatives at [canada-usa@fcm.ca](mailto:canada-usa@fcm.ca).

---

*This policy update is also available on [AMO's Website](#).*

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

---

**AMO Policy Update - Weekly Provincial Election Tracking Update**

---

From AMO Policy <policy@amo.on.ca>

Date Fri 2025-02-14 3:06 PM

To info@huronkinloss.com <info@huronkinloss.com>



## **AMO Policy Update – Weekly Provincial Election Tracking Update**

AMO is currently tracking provincial election commitments made public that relate to [AMO's election advocacy](#) on their [website](#). Please consult each party's website and local candidate communications for full party commitments.

Updates from this week include:

- The [Northern Ontario Leaders' Debate](#) was broadcast live and included questions related to each of AMO's election priorities.
- The Green Party released their platform and costing which included key commitments in each of AMO's priority areas.

Our [election tracking webpage](#) has been updated with new commitments.

---

*This policy update is also available on [AMO's Website](#).*



---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

---

## Advocacy Update: 2025 Provincial Party Briefing Notes

---

From AMCTO | The Municipal Experts <amcto@amcto.com>

Date Tue 2025-02-18 12:34 PM

To Kelly Lush <klush@huronkinloss.com>

Support our *Functional Foundations* in advance of the Provincial election on February 27

View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



February 18, 2025

## 2025 Provincial Election Party Platform Briefing Notes

In case you missed it, we released *Functional Foundations* — our 2025 Provincial election priorities report and accompanying advocacy toolkit for members. Over this short campaign period and following the election, we will be advocating that the Province:

- Commits to a Social and Economic Prosperity Review
- Provides municipalities with stable, predictable funding and investment that matches the cost and value of service delivery
- Creates a modern legislative environment
- Enables a municipal culture that protects and supports staff

We encourage members to help us spread the word about these priorities in advance of the election on February 27, 2025.

After tracking party commitments over the last few weeks, we have put together the following major party platform briefing notes outlining municipal-related commitments made to date. How do our provincial election priorities align with party commitments? What can we expect from the next elected Government? Read our briefing notes below for details.

## DOWNLOAD BRIEFING NOTES

We have added these briefing notes to our member toolkit and encourage you to share these resources with your team members, council, and provincial candidates in your region.

This is an opportune time for us to come together as a sector to ensure municipalities and municipal professionals have access to the tools, resources, and support needed to effectively serve residents and communities.

For more information or questions, please [contact our advocacy team](#).

---



**AMCTO | The Municipal Experts**

5090 Explorer Drive, Suite 510, Mississauga, Ontario L4W 4T9

(905) 602-4294 | [amcto.com](http://amcto.com)

*You are receiving this email because you have subscribed to receive AMCTO communications.*

[Unsubscribe](#)

