VISION

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

MISSION

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

April 3, 2024

7:00 pm

Council Chambers

Members

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

Staff

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

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 April 3, 2024 in the Council Chambers.

2. **Disclosure of Pecuniary Interest**

3. **Delegations**

3.1 Resident Delegation - Wood Shredder Safety Hazards 10

Resident Pentti Sipila will address Council with concerns regarding safety hazards associated with wood shredder use.

4. Staff Reports

4.1 Building & Planning

a. March 2024 Building Statistics, BLDG-2024-04-11 13

Motion
THAT the Township of Huron-Kinloss Committee of the Whole receives for information, Report BLDG-2024-04-11, prepared by Bill Klingenberg, Manager of Building and Planning, CBO.

b. Annual Report on Building Fees and Costs for 2023, BLDG-2024-04-12 15

Motion
THAT the Township of Huron-Kinloss Committee of the Whole receives for information report BLDG-2024-04-12 prepared by Bill Klingenberg, Manager of Building and Planning, CBO;

AND THAT staff are directed to place the annual report on building fees and costs for 2023 on the Township website for public viewing.

4.2 By-law Enforcement

a. March 2024 Municipal By-Law Enforcement Status Report, BLE-2024-04-5 17

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-04-5, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

b. **Administrative Monetary Penalty System Update, BLE-2024-04-6** 19

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-04-6, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer and Jennifer White, Manager of Legislative/Clerk;

AND FURTHER THAT Committee of the Whole supports in principle creating an administrative monetary penalties system for the Township to facilitate enforcement of designated by-laws as outlined in the report;

AND FURTHER THAT Staff be directed to bring forward the required by-laws and policies to implement the system;

AND FURTHER THAT Staff be directed to solicit Screening and Hearing Officer services.

4.3 Fire Department

a. **Emergency Management and Health and Safety Summary March 2024, FIRE-2024-04-10** 62

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-04-10 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

b. **Fire and Emergency Services Report – February 2024 Summary, FIRE-2024-04-11** 64

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-04-11 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

4.4 Drainage

a. **Municipal Drain Status Update April 2024, DRAIN-2024-04-3** 71

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report DRAIN-2024-04-3 prepared by Ken McCallum, Drainage Superintendent

4.5 Community Services

a. **2024 Community Services Status Report, CS-2024-04-16** 137

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives Report CS-2024-04-16 prepared by Mike Fair, Director of Community Services.

b. **2024 April Community Services Programming Update, CS-2024-04-17** 139

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-04-17 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator.

c. **2024 April Parks and Facilities Update, CS-2024-04-18** 141

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-04-18 prepared by Matt McClinchey, Parks, and Facilities Supervisor.

4.6 Public Works

a. **HSATV Agreement Amendment, PW-2024-04-13** 143

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-13 prepared by John Yungblut, Director of Public Works;

AND FURTHER approves the request by the Huron Shores ATV Club to construct off-road vehicle trails on Con. 5 Part Lot 20 Kinloss on the north side of Dickies Creek;

AND FURTHER that the appropriate by-laws come forward.

b. **Lucknow Super Pull Request 2024, PW-2024-04-15** 163

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-15 prepared by John Yungblut, Director of Public Works;

AND FURTHER approves supporting the 2024 Lucknow Super Pull event as described in this report.

c. **Water-Wastewater April 2024, PW-2024-04-16** 168

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-16 prepared by John Yungblut, Director of Public Works.

d. **Wheeler and Outram Reconstruction, PW-2024-04-17** 178

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-17 prepared by John Yungblut, Director of Public Works;

AND accepts the tender from Lavis Contracting Co. Limited in the amount of $1,900,000 plus HST for the reconstruction of Wheeler St. and Outram St. and the rehabilitation of structures L1 and L3 in Lucknow;

AND FURTHER that the appropriate by-law come forward.

e. **2024 Gravel Resurfacing Tender, PW-2024-04-18** 181

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-18 prepared by John Yungblut, Director of Public Works;

AND accepts the tender from Johnston Bros. (Bothwell) Ltd. in the amount of $210,800 plus HST for the supplying, hauling and placing of Granular ‘A’ road maintenance gravel on Township roads;

AND FURTHER that the appropriate by-law come forward.

f. **Transportation April 2024, PW-2024-04-19** 184

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-19 prepared by John Yungblut, Director of Public Works.

g. **Boiler Beach Road Reconstruction Update April 2024, PW-2024-04-20** 188

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-20 prepared by John Yungblut, Director of Public Works;

AND FURTHER directs Staff to proceed with the design of Boiler Beach Road with designated on-street parking areas and without a separate multi-use path.

4.7 Business & Economic Development

a. **2024 April Manager of Strategic Initiatives Status Update, BED-2024-04-8** 208

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-04-8, prepared by Michelle Goetz, Manager of Strategic Initiatives.

b. **April 2024 Economic Development Officer Status Report, BED-2024-04-9** 211

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-04-9 as prepared by Amy Irwin, Economic Development Officer.

4.8 Chief Administrative Officer

a. **NWMO - April 2024 Community Initiatives and Project Updates, CAO-2024-04-15** 213

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2023-11-38, prepared by Mike Bartlett, Administrative Coordinator.

b. **NWMO - 2024 EIES – Program addition, CAO-2024-04-16** 221

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-04-16 prepared by Mike Bartlett, Administrative Coordinator;

AND FURTHER approves funding the Family Science Night as part of the amended EIES Program Guidelines.

c. **April 2024 Hiring, CAO-2024-04-17** 224

Motion
That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-04-17 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of the Summer Students for 2024.

4.9 Legislative Services

a. **Council Calendar Conference Impacts, CLK-2024-04-15** 226

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2024-04-15 as prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER THAT the 2024 regular meeting schedule be amended to remove the Council meeting of August 19, 2024.

b. **Noise Exemption Requests – April 2024, CLK-2024-04-16** 228

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-04-16 prepared by Kelly Lush, Deputy Clerk;

AND grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on Saturday June 15, 2024 from 9:00 p.m. until 1:00 a.m. on Sunday, June 16, 2024 located at 796 Lake Range Drive, Kincardine

AND grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on Friday, May 10, 2024 from 9:00 p.m. until 12:00 a.m. located at 780 Lake Range Drive, Kincardine.

AND FURTHER grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on September 28, 2024 from 9:00 p.m. until 1:00 a.m. on September 29, 2024 located at 61P Paradise Lake Street, Lucknow.

5. Correspondence Requiring Direction

None

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 Municipality of South Bruce Notice of Public Meeting - Comprehensive Review of the Zoning By-Law 230

6.2 AMO Correspondence 232

AMO Watchfile - March 14, 2024
AMO Watchfile - March 21, 2024

6.3 County of Bruce Correspondence 240

March Break Fun Days - March 4, 2024
Adopt-A-Highway Program - March 4, 2024
Bruce County Warden Receives Community Leadership Award - March 5, 2024
Community Volunteer Income Tax Program - March 4, 2024
Emergency Plans Help Families and Households Get Prepared - March 4, 2024
BCPL Seeks Feedback for Community Programming Survey - March 5, 2024
International Women's Day Event Inspires Inclusion and Celebrates Women Leaders - March 12 2024
CSWBP Crime Prevention Action Table Identifies Four Priority Areas to Tackle - March 20, 2024
Diaries Bring Rural History to Life - March 18, 2024
County Declares a Significant Weather Event - March 20, 2024
Council Meeting Highlights - March 21, 2024

6.4 Municipal Engineers Association 2024 Bursary Awards Program 285

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

Motion
THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at XX:XX.







Staff Report

Report Title: March 2024 Building Statistics
Date: Apr. 3, 2024 **Report Number: BLDG-2024-04-11**
Department: Building & Planning **File Number:** C11 BLDG 24
Prepared By: Bill Klingenberg
Attachments: N/A

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receives for information, Report BLDG-2024-04-11, prepared by Bill Klingenberg, Manager of Building and Planning, CBO.

Background:

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

Discussion/Analysis/Overview:

Permits issued between March 1st 2024 and March 26, 2024 as follows:

Permit Type	Permits Issued	Construction Value	Residential Units Added
New Residential dwelling	2	$1,500,000	5
Demolition	2	$725,000	2
Residential Addition/Renovation	2	$300,000	
Accessory Structure	3	$710,000	
Sewage System	5	$110,000	
Pool	0	0	
Agricultural Building - Other	0	0	

Agricultural Building - Livestock	0	0	
Commercial (ICI)	0	0	
Miscellaneous (Decks, tents, etc)	2	$3,125	
Total	**16**	**$3,348,125.00**	**5**

	2024 Year to Date	**2023 Year to date**
Value of Construction	$5,103,125.00	$7,872,925.25
Number of Permits	29	63

Financial Impacts:

Fees collected to date are $59,541.96

Performance Measurement:

N/A

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:
Bill Klingenberg, Chief Building Official

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: Annual Report on Building Fees and Costs for 2023
Date: Apr. 3, 2024 **Report Number: BLDG-2024-04-12**
Department: Building and Planning **File Number:** C11
Prepared By: Bill Klingenberg
Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receives for information report BLDG-2024-04-12 prepared by Bill Klingenberg, Manager of Building and Planning, CBO;

AND THAT staff are directed to place the annual report on building fees and costs for 2023 on the Township website for public viewing.

Background:

The Ontario Building Code Act, SO 1992 C23, section 7(4) and (5), as amended provides that an annual report on fees and costs as they relate to the building department fees is to be completed and made available to the public. The annual report is typically prepared using the unaudited financials for the Building Department and is based upon the completed year end. The annual report on building fees and costs will be included on the Township's website on the Building and Planning page for public viewing as required.

To summarize the annual financial summary for 2023 the following is submitted:

- The opening 2023 reserve fund balance was $103,623.12;
- The closing 2023 reserve fund balance is $128,326.68;
- There was a surplus of $24,703.56 for 2023
- Revenue in 2023 was $235,508.19.

Discussion/Analysis/Overview:

Building Department reserves are permitted under the Building Code Act and are designed to offset the costs of running the department currently but also to offset the costs of open permits for which fees have been collected but not yet finished. Open permits still require inspections that carry over into the next year incurring expenses for closing those permits. Best practices normally require no more than 2 years of operating costs for the reserve. If reserves were to exceed that, a review of building permit fees is conducted.

Financial Impacts:

None

Performance Measurement:

N/A

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:
Bill Klingenberg, Chief Building Official

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: March 2024 Municipal By-Law Enforcement Status Report
Date: Apr. 3, 2024 **Report Number: BLE-2024-04-5**
Department: By-Law Enforcement **File Number:** C11
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-2024-04-5, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

Background:

To update Council on March occurrences involving By-Law Enforcement.

Discussion/Analysis/Overview:

March 2024 Data Chart		
Complaints	**Number of Calls for Service**	**Calls To Date**
Animal Control	3	15
Property Maintenance	4	9
Parking Violations	0	0
Beach Violations	0	2
Feeding Wildlife and Feral Animals	0	0
By-Laws No Listed Above	0	7
Other complaints not by-law related but of public interest	2	5
Total Complaints	9	38

Year to Date Issuance of Provincial Offence Certificate & Property Maintenance Order

2024	Issued	Pending Resolution	Resolution
Provincial Offence Certificate	3	3	2
Property Maintenance Order	0		

Animal Control

All three complaints were regarding separate occasions where dogs were found running at large.

Property Maintenance

Two properties were inspected due to concerns voiced over debris located on separate residential yards. Two additional concerns were received for trees that are dead and pose a risk to others if they fall. Notices have been sent to all property owners requesting compliance be met.

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: Administrative Monetary Penalty System Update

Date: Apr. 3, 2024 **Report Number: BLE-2024-04-6**

Department: Municipal By-law Enforcement **File Number:** C11 BLE 24

Prepared By: Heather Falconer, Municipal By-law Enforcement Officer and Jennifer White, Manager of Legislative Services/Clerk

Attachments: Draft AMPS By-law, Schedule 'A' to draft by-law, AMPS Flowchart, Draft Policies; Conflict of Interest, Financial Hardship, Public Complaint, Financial Management & Reporting, Prevention of Political Interference

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-04-6, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer and Jennifer White, Manager of Legislative/Clerk;

AND FURTHER THAT Committee of the Whole supports in principle creating an administrative monetary penalties system for the Township to facilitate enforcement of designated by-laws as outlined in the report;

AND FURTHER THAT Staff be directed to bring forward the required by-laws and policies to implement the system;

AND FURTHER THAT Staff be directed to solicit Screening and Hearing Officer services.

Background:

Committee of the Whole Report BLE-2023-04-12 on April 03, 2023, provided an overview of the Administrative Monetary Penalties System (AMPS). Staff were directed to draft a By-Law to Establish a Process for Administrative Monetary Penalties (attached).

The Administrative Monetary Penalties System is intended to streamline the enforcement process of municipal by-laws. AMPs are authorized through section 434.1 of the *Municipal Act, 2001, S.O. 2001, c. 25*. AMPS transfers by-law disputes from the courtroom to the municipality using Screening and Hearings Officers who can modify, cancel, or affirm penalties.

The defendant can appeal the decision of a Screening Officer to a Hearing Officer for an additional review. The decision of a Hearing Officer is considered final and binding. The Hearing Officer is an independent and impartial person.

Municipalities are using AMPS to provide a time efficient resolution process and increase compliance with specific municipal By-laws. An overview of the process is attached (Huron-Kinloss Flowchart).

Discussion/Analysis/Overview:

Schedule "A" of the drafted by-law lists the by-laws included for AMPS. The AMPS By-law will cover all by-laws that currently have set fine amounts for infractions;

- Animal Control/Kennel Licensing
- Clean and Clear Yards
- Feeding Wildlife and Feral Animal
- Lawn Watering
- Noise Control
- Open Air Burning
- Off Road Vehicle
- Prohibit the Piling of Snow and Ice on Highways
- Property Standards
- Public Nuisance
- Tree Preservation

Four by-laws that do not have approved set fines are included. These by-laws were selected to increase community safety or compliance:

- Clean and Clear Yards
- Golf Car By-Law
- Swimming Pool Fence
- Prohibit or Regulate Signs

The implementation of AMPS will allow the Township to issue Monetary Notices for by-law infractions. The Monetary Notice amounts reflect the by-law's current set fine amounts. For more serious matters or for repeat offenders, the option to issue a Part I or Part III (to appear in court) is still available.

All mandatory policies set out in O. Reg. 333/07, s. 7, were developed and have been attached for review. These policies are:

- Financial Hardship Policy
- Conflicts of Interest Policy
- Financial Management and Reporting
- Public Complaints Policy
- Political Interference Policy

Supplementary internal procedures, a webpage and a tracking/invoicing system were developed to support the policies and AMPS if implemented.

Current Constraints

<u>Cost of Screening and Hearing Officers</u>

Report BLE-2024-04-6 discussed options to jointly share the Screening and Hearing Officer services with other Bruce County municipalities for neutrality and cost saving purposes. The Township reached out to the Bruce County municipalities and no other municipalities have implemented AMPS at this time.

Larger municipalities that have adopted AMPS have appointed a Staff person to the position of the Screening Officer. Though cost effective, Township staff do not recommend this approach. This is due to the increased workload and lack of capacity of existing staff members, the dynamics of small-town settings and the constraints associated with a close-knit community. Screening Officers have a judicial role with requirements of unbiased, fair and independent decision making. Requiring staff to take on this role, is likely to impact the dynamics of fulfilling their current job roles, and relationships developed within the community.

While no Bruce County municipalities have implemented AMPS, interest has been expressed, and it may be possible to have shared services, and therefore shared costs respecting the Officers at a future time.

Staff recommend advertising for the services of Screening and Hearing Officer. Both positions would be on an as-needed-basis and dependent on the number of Monetary Notices that are appealed. Council previously received information that average costs for these services in other municipalities are $250.00 per half day or $500.00 per day flat rate.

Program Cost

The cost associated with Part 1 Certificates are legal and court costs. It is anticipated that Screening and Hearing Officer expenses will have similar legal costs to Part 1 Certificates. Though there are no court costs with AMPS, expenses are expected to be on par with The Provincial Offences Act process.

The financial amount a Penalty Notice with applicable fees becomes a balance due to the municipality and may be applied to a property tax roll if issued to a person who owns property within Huron-Kinloss.

Traditionally the Township's approach to enforcement is one of education first. If unresolved, the issue would proceed with issuing Part l or Part lll Certificates. In most cases compliance is achieved through education, which is reflected by the minimum number of fines issued. If Council wishes to support a more disciplinary stance in By-law Enforcement, this would reflect a change in service provision.

Future of AMP System in Ontario

The Province of Ontario passed Bill 157, Enhancing Access to the Justice Act, 2024 which includes an amendment to the Fire Protection and Prevention Act, 1997 permitting enforcement through an AMPS. Staff anticipate the province will continue to increase opportunities for enforcement through AMPS and may require municipalities to institute AMPS to relieve the current backlog within the court system.

Options for consideration:

1) THAT Committee of the Whole supports in principle creating an administrative monetary penalties system for the Township to facilitate enforcement of designated by-laws as outlined in the report, and further that Staff be directed to bring forward the required by-laws and

policies to implement the system, and further that Staff be directed to solicit Screening and Hearing Officer services.

2) Receive the report for information only and further direct Staff to continue by-law enforcement activities within existing policies, procedures, and systems.

3) Receive the report for information and support the creation of an administrative monetary penalties system in principle, and further direct Staff to delay implementation of the system until additional municipalities implement the system to provide the opportunity for shared services or until such time as the province issues further direction on AMPS.

Staff recommend Option 1.

Financial Impacts:

Penalty revenue and administrative fees are 100% retained by the Township. Financial impacts of Screening and Hearing Officer services are unknown at this time.

Performance Measurement:

N/A

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:
Heather Falconer, Municipal By-law Enforcement Officer and Jennifer White, Manager of Legislative Services/Clerk.

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

The Corporation of the Township of Huron-Kinloss

BY-LAW No.

2024 -

Being a By-Law to Establish a Comprehensive System of Administrative Monetary Penalties for the Township of Huron-Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

WHEREAS the Township of Huron-Kinloss is authorized under section 434.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal By-laws;

AND WHEREAS section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any By-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS AND WHEREAS section 391.1 of the Municipal Act, 2001, c. 25, enables the municipality to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

AND WHEREAS section 434.2 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality;

AND WHEREAS section 23.1 of the Municipal Act, 2001, c 25, authorizes a municipality to delegate its administrative and hearing powers;

AND WHEREAS the Council for the Township of Huron-Kinloss considers it desirable to enforce and seek compliance with the designated By-laws, or portions of those by-laws through the Administrative Monetary Penalty System;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. DEFINITIONS

For the purposes of this by-law:

"Administrative Fee" shall mean any fee specified in this By-law as prescribed in the Township's Consolidated Rates and Fees By-law;

"Administrative Monetary Penalty" shall mean an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a **Designated By-law**;

"AMPS" shall mean the Administrative Monetary Penalty System;

"Chief Administrative Officer" shall mean the Chief Administrative Officer for the Township of Huron-Kinloss or any person designate by the Chief Administrative Officer to perform duties pursuant to the Administrative Monetary Penalty System;

"Clerk" shall mean the Municipal Clerk for the Township of Huron-Kinloss, their delegate or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

"Council" shall mean the Council of the Township of Huron-Kinloss;

"Day" shall mean any calendar day;

"Designated By-law" shall mean a By-law or a part or provision of a By-law, that is designated under this By-law and is listed in the attached Schedule "A" to which the **AMPS** applies;

"Hearing Decision" shall mean a decision that contains a decision made by a **Hearing Officer**;

"Hearing Officer" shall mean a person appointed by **Council** to perform the duties of a **Hearing Officer** for the purposes of this By-law;

"Holiday" shall mean a Saturday, Sunday, any statutory holiday in the Province of Ontario or any **Day** the offices for the Township are officially closed for business;

"Late Payment Fee" shall mean an **Administrative Fee** established by the Township of Huron-Kinloss from time to time in respect of a **Person**'s failure to pay an **Administrative Monetary Penalty** within the time prescribed in this By-law, as prescribed in the Township's Consolidated Rates and Fees By-law;

"NSF Fee" shall mean an **Administrative Fee** established by the Township of Huron-Kinloss from time to time in respect of payment by negotiable instrument received by the Township from a **Person** in payment of any **Administrative Monetary Penalty** or **Administrative Fee**, for which there are insufficient funds available in the account on which the instrument was drawn, as prescribed in the Township's Consolidated Rates and Fees By-law;

"Officer" shall mean any person authorized by the Township to enforce by-laws and includes Municipal Law Enforcement Officer(s), Police Officer, Fire Chief or designate appointed by the Township to administer and enforce this By-law'

"Penalty Notice" shall mean a notice given to a **Person** pursuant to section 3 of this By-law;

"Penalty Notice Date" shall mean means the date of the contravention specified on the Penalty Notice, in accordance with Section 3.2 of this By-law;

"Penalty Notice Number" shall mean the reference numbers specified on the Penalty Notice, in accordance with section 3.2 of this By-law;

"Person" shall include an individual or business name, sole proprietorship, corporation, partnership, or limited partnership, or authorized representative thereof;

"Power of Decision" shall mean a power or right conferred by or under this By-law to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any **Person**:

a) In the case of **Screening Officer**, in respect of a request to review an **Administrative Monetary Penalty;**

b) In the case of a **Hearing Officer**, in respect of a request to review a **Screening**

Officer Decision;

"Regulation" shall mean Ontario Regulation 333/07 under the *Municipal Act, 2001, S.O. 2001, c. 25, as amended;*

"Request for Review by Hearing Officer" shall mean the request made in accordance with Section 6 of this By-law for the review of a **Screening Decision**;

"Request for Review by Screening Officer" shall mean the request made in accordance with Section 5 of this By-law for the review of a **Penalty Notice**;

"Screening Decision" shall mean a notice which contains the decision of a **Screening Officer;**

"Screening Officer" shall mean a Person appointed **Council** to perform the duties of a **Screening Officer** for the purposes of this By-law;

"Tax Roll Address" shall mean the mailing address and contact information for the owner of the property that appears in the Township's municipal tax assessment records;

"Township" shall mean The Corporation of the Township of Huron-Kinloss.

2. APPLICABILITY

2.1. This By-law applies to, and only to, a **Designated By-law.**

2.2. This By-law shall apply to any contravention of a **Designated By-law** listed in Schedule "A" of this By-law. The short form wording to be used for a contravention of a **Designated By-law** and the **Administrative Monetary Penalty** imposed are set out in Schedule "A" of this by-law.

2.3. The *Provincial Offences Act, R.S.O.1990,c.P.33, as amended* will continue to apply to contraventions of a **Designated By-law**, except that no **Person** that is issued a **Penalty Notice** under this By-law in respect of a contravention of a **Designated By-law** shall be charged with an offence in respect of the same contravention under the *Provincial Offences Act, R.S.O. 1990, c.P.33,* as amended.

3. PENALTY NOTICES

3.1. An **Officer** who has reason to believe that a **Person** has contravened any **Designated By-law** may issue a **Penalty Notice** to that **Person**.

3.2. A **Penalty Notice** shall include the following information:

a) the **Penalty Notice Date**;

b) the **Penalty Notice Number**;

c) the date on which the **Administrative Monetary Penalty** is due and payable, fifteen (15) days from service of the **Penalty Notice**;

d) the identification number and signature of the Officer;

e) the name of the **Person** penalized;

f) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;

g) the amount of the **Administrative Monetary Penalty**;

h) the vehicle license plate number or vehicle identification number if applicable;

i) the option(s) available to dispute the **Penalty Notice** with a **Screening Officer** and/or **Hearing Officer**;

j) such additional information as the **Clerk** determines is appropriate, respecting the process by which a **Person** may exercise the right to request a review of the **Administrative Monetary Penalty**;

k) a statement advising that an unpaid **Administrative Monetary Penalty**, including any applicable **Administrative Fee**(s), will constitute a debt of the **Person** to the **Township** unless cancelled pursuant to a review; and

l) method of service of the Penalty.

3.3. Every **Person** who contravenes a provision of a **Designated By-law** shall upon issuance of a **Penalty Notice** be liable to pay the **Township** an **Administrative Monetary Penalty** in the amount specified in the attached Schedule "A" to this By-law within 15 days of the **Penalty Notice Date**.

3.4. No Officer shall accept payment in respect of an **Administrative Monetary Penalty** or associated **Administrative Fee**.

3.5. Where a **Penalty Notice** is issued in respect of a contravention of a **Designated By-law** for which Owners of a property are responsible, the **Penalty Notice** shall include the name of all **Person**s who are registered owners of such property, and such **Person**s shall be jointly and severally liable for the **Penalty Notice**.

4. SERVICE OF DOCUMENTS

4.1. Service of any document or notice, including a **Penalty Notice**, respecting this By-law may be given in writing in any of the following ways and is effective:

a) Immediately when a copy is delivered to the **Person** contravening the By-law at the time of the offense;

b) Immediately, when a copy is delivered to the **Person** to whom it is addressed;

c) On the fifth (5^{th}) day following the date a copy is sent by registered mail or regular mail to the **Person**'s last known address;

d) Immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the **Person**'s last known facsimile transmission number;

e) Immediately upon sending a copy by electronic mail (i.e. email transmission) to the **Person**'s last known electronic mail address; or

f) Immediately when posted at **Person**'s last known address or on a vehicle registered to the **Person**'s name.

4.2. For the purposes of subsections 4.1 (c, d, e, f,) of this By-law, a **Person**'s last known address, facsimile number and electronic mail address may include an address, facsimile number and email address provided by the **Person** to the **Township**, including the **Tax Roll Address**, information provided in an application for a licence made by a **Person** under a **Township** licensing By-law or as provided in writing or in a form supplied by the **Township** for the purposes of administration of this By-law.

4.3. In addition to the service methods in Section 4.1, an Officer may serve the **Penalty Notice** on a **Person** who is the Owner of a property that is in contravention of a **Designated By-law**, by delivering it personally to the **Person** having care and control of the property and then sending a copy by regular mail to the **Tax Roll Address**.

4.4. Service of a **Penalty Notice** under Section 4.3 is effective on the fifth (5^{th}) day after a copy is sent by regular mail to the **Tax Roll Address.**

5. REVIEW BY A SCREENING OFFICER

5.1. A **Person** who is given a **Penalty Notice** may request that the **Administrative Monetary Penalty** be reviewed by a **Screening Officer** and shall do so within 15 days after the **Penalty Notice Date**.

5.2. If a **Person** does not request a review within the time limit set out in section 5.1, a **Person** may request that the **Screening Officer** extend the time to request a review within 30 days after the **Penalty Notice Date**.

5.3. A **Person**'s right to request a review or to request an extension of time to request a review are exercised by a submission in writing by email or other electronic submission, fax transmission, or in person on such form as prescribed by the **Clerk**.

5.4. A **Person**'s right to request an extension of time in section 5.2 expires if it has not been exercised within 30 days after the **Penalty Notice Date**, at which time:

a) The **Person** shall be deemed to have waived the right to request a review;

b) The **Administrative Monetary Penalty** including any **Administrative Fee**(s), shall be deemed to be affirmed on the sixteenth (16th) day after the **Penalty Notice Date**; and

c) The **Administrative Monetary Penalty** including any **Administrative Fee**(s) is not subject to any further review, including review by any court.

5.5. **A request for review by a Screening Officer** or a request for an extension of time to request a Screening Review shall only be scheduled by the **Township** if the **Person** has exercised their right to request a review or an extension of time to request a review within the time limits set out in section 5.1 and 5.2 of this By-law.

5.6. For the purposes of Section 5.2, the **Screening Officer** may only extend the time to request a review of an **Administrative Monetary Penalty** where the **Person** demonstrates on a balance of probabilities, the existence of extenuating circumstances that prevented the **Person** from exercising the right to request a review in the timeframe set out in section 5.1 of this By-law.

5.7. Where an extension of time is not granted by the **Screening Officer** the **Administrative Monetary Penalty**, including any **Administrative Fee**(s), shall be deemed to be affirmed on the sixteenth (16th) day after the **Penalty Notice Date**.

5.8. Where a **Person** fails to attend at the time and place scheduled for a review by the **Screening Officer**, or fails to remain as such place until the **Screening Officer** has made a **Screening Decision** respecting the review, or where the **Person** fails to provide requested documentation in accordance with a request by a **Screening Officer**:

a) the **Person** shall be deemed to have abandoned the request for the review;

b) the **Person** shall pay to the **Township** a Screening Non-Appearance Fee and any other applicable **Administrative Fee**(s);

c) the **Administrative Monetary Penalty** and any **Administrative Fee**(s) shall be deemed to be affirmed on the dates that was scheduled for the review;

d) the **Administrative Monetary Penalty** and any **Administrative Fee**(s) is not subject to any further review, including review by any Court.

5.9. On Review of an **Administrative Monetary Penalty**, the **Screening Officer** may:

a) affirm the **Administrative Monetary Penalty**; or

b) cancel, reduce or extend the time for payment of the **Administrative Monetary Penalty**, including any **Administrative Fee**(s), on the following

grounds:

i) where the **Person** establishes on the balance of probabilities that they did not contravene the **Designated By-law**(s) as described in the **Penalty Notice**; or

ii) where the **Person** establishes on the balance of probabilities that the cancellation, reduction or extension of time for payment of the **Administrative Monetary Penalty**, including **Administrative Fee**(s), is necessary to relieve any undue hardship.

5.10. After a review by a **Screening Officer**, the **Screening Officer** shall deliver a **Screening Decision** to the **Person** in accordance with Section 4 of this By-law.

5.11. For clarity, a **Screening Officer** has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

6. REVIEW BY A HEARING OFFICER

6.1. A **Person** may request a review of a **Screening Decision** by a **Hearing Officer** and shall do so within 15 days after the **Screening Decision** has been delivered to the **Person**.

6.2. If a **Person** does not request a review within the time limit set out in section 6.1, a **Person** may request that the **Hearing Officer** extend the time to request a review within 30 days after the **Screening Decision** has been delivered to the **Person**.

6.3. A **Person**'s right to request a review of a **Screening Decision** or to request an extension of time to request a review of a **Screening Decision** are exercised by a submission in writing by email or other electronic submission, fax transmission, or in person on such form as prescribed by the **Clerk**.

6.4. A **Person**'s right to request an extension of time in section 6.2 expires if it has not been exercised within 30 days after the **Screening Decision** has been delivered, at which time:

a) The **Person** shall be deemed to have waived the right to request a review by the **Hearing Officer**;

b) The **Screening Decision** which includes, the **Administrative Monetary Penalty** and any **Administrative Fee**(s) shall be deemed to be affirmed; and

c) The **Screening Decision**, which includes the **Administrative Monetary Penalty** and any **Administrative Fee**(s) is not subject to any further review, including review by any court.

6.5. **A request for review by a Hearing Officer** or a request for an extension of time to request a **Screening Decision** Review shall only be scheduled by the **Township** if the **Person** has exercised their right to request a review or an extension of time to request a review within the time limits set out in section 6.1 and 6.2 of this By-law.

6.6. For the purposes of Section 6.2, the **Hearing Officer** may only extend the time to request a review of a **Screening Decision** where the **Person** demonstrates on a balance of probabilities, the existence of extenuating circumstances that prevented the **Person** from exercising the right to request a review in the timeframe set out in section 6.1 of this By-law.

6.7. Where an extension of time is not granted by the **Hearing Officer** the **Screening Decision** which includes the **Administrative Monetary Penalty**, including any **Administrative Fee**(s) shall be deemed to be affirmed and shall not be subject to any further review, including review by any court.

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6.8. Where a **Person** fails to attend at the time and place scheduled for a review by the **Hearing Officer**, or fails to remain as such place until the **Hearing Officer** has made a decision respecting the review, or where the **Person** fails to provide requested documentation in accordance with a request by a **Hearing Officer**:

a) the **Person** shall be deemed to have abandoned the request for the review;

b) the **Person** shall pay to the **Township** a Screening Non-Appearance Fee and any other applicable **Administrative Fee**(s);

c) the **Administrative Monetary Penalty** and any **Administrative Fee**(s) shall be deemed to be affirmed on the dates that was scheduled for the review;

d) the **Administrative Monetary Penalty** and any **Administrative Fee**(s) not subject to any further review, including review by any Court.

6.9. On a Review of a **Screening Decision**, the **Hearing Officer** may:

a) confirm the **Screening Decision**; or

b) cancel, reduce or extend the time for payment of the **Administrative Monetary Penalty**, including any **Administrative Fee**(s), on the following grounds:

i) where the **Person** establishes on the balance of probabilities that they did not contravene the **Designated By-law**(s) as described in the **Penalty Notice**; or

ii) where the **Person** establishes on the balance of probabilities that the cancellation, reduction or extension of time for payment of the **Administrative Monetary Penalty**, including **Administrative Fee**(s), is necessary to relieve any undue hardship.

6.10. A **Hearing Officer** shall not make any decision respecting a review of a **Screening Decision** unless the **Hearing Officer** has given the **Person** and a representative of the **Township** an opportunity to be heard at the time and place scheduled for the Hearing.

6.11. All Hearings by a **Hearing Officer** shall be conducted in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22,* as amended.

6.12. The Parties to a Review by a **Hearing Officer** shall be the **Person** seeking review and the **Township**, who may be represented by the **Clerk**, a **Screening Officer**, an Officer, the Municipal Solicitor, or a delegate of any of the aforementioned **person**s.

6.13. After a review by a **Hearing Officer**, the **Hearing Officer** shall deliver a **Hearing Decision to** the **Person** in accordance with Section 4 of this By-law.

6.14. The **Hearing Decision** is final, and shall not be subject to any further review, including by a review by any Court.

6.15. For Clarity, a **Hearing Officer** has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

7. ESTABLISHING AND APPOINTMENT OF SCREENING AND HEARING OFFICERS

7.1. The position of **Screening Officer** is established for the purpose of exercising the Power of Decision in the review of an **Administrative Monetary Penalty** in accordance with this By-law and the **Regulation**.

7.2. The following are not eligible for appointment as a **Screening Officer**:

a) A member of **Council**,
b) An Officer,
c) A relative of a person referenced in Section 7.2 (a) or 7.2 (b).

7.3. The position of **Hearing Officer** is established for the purpose of exercising the Power of Decision in the review of a **Screening Decision** in accordance with this By-law and the **Regulation**.

7.4. The following are not eligible for appointment as a **Hearing Officer**:

a) A member of **Council**,
b) An employee of the **Township**,
c) An Officer,
d) A relative of a person referenced in Section 7.4 (a), 7.4 (b) or 7.4 (c),
e) A person indebted to the **Township** other than:
    i) In respect of current real property taxes; or
    ii) Pursuant to an agreement with the **Township**, the terms with which the person is in compliance.

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7.5. A **Screening Officer and** a **Hearing Officer** shall be appointed by **Council** on the recommendation of the **Chief Administrative Officer** which recommendation shall give preference to an eligible candidate:

a) With knowledge of and experience in administrative law; and
b) With good communications and interpersonal skills.

7.6. A **Screening Officer** and a **Hearing Officer** may hold office for the term or remainder of the term of **Council** that appointed the **Screening Officer** and **Hearing Officer** and thereafter until a successor is appointed.

7.7. A **Screening Officer** and a Hearing Officer shall be remunerated at the rate from time to time established by **Council**.

7.8. No **Person** shall attempt, directly or indirectly, to communicate with or influence a **Screening Officer** or a **Hearing Officer** respecting the determination of an issue respecting a Power of Decision in a proceeding that is or will be pending before the **Screening Officer** or **Hearing Officer** except a **Person** who is entitled to be heard in the proceeding or the **Person**'s lawyer, licensed representative or authorized agent and only by that **Person** or the **Person**'s lawyer, licensed representative or authorized agent during the screening or hearing of the proceeding in which the issue arises.

7.9. Section 7.8 does not prevent a **Screening Officer** or **Hearing Officer** from seeking and receiving legal advice.

7.10. Sections 7.6 and 7.7, do not apply to a **Screening Officer** that is an employee of the **Township**.

8. GENERAL PROVISIONS

8.1. The **Clerk** or their designate shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.

8.2. The **Clerk** or their designate shall prescribe all forms and notices necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendments to this By-law.

8.3. An **Administrative Monetary Penalty**, including any **Administrative Fee**(s), that is confirmed or reduced, or in respect of which the time for payment has been extended is due and payable and constitutes a debt to the **Township** owed by the **Person** to whom the **Penalty Notice** was given.

8.4. An **Administrative Monetary Penalty**, including any **Administrative Fee(**s), that is not paid within 15 days after it becomes due and payable shall be deemed to be unpaid taxes in accordance with section 434.2 *Municipal Act, 2001, S.O. 2001, c.25,* as amended and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

8.5. Where an **Administrative Monetary Penalty** is not paid by the date on which the **Administrative Monetary Penalty** is due and payable; the **Person** shall pay to the **Township** a **Late Payment Fee,** in addition to the **Administrative Monetary Penalty** and any applicable **Administrative Fee**(s).

8.6. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

8.7. Where a **Person** makes payments to the **Township** of any **Administrative Monetary Penalty**, **Administrative Fee**(s) or **Late Payment Fee**(s), by

negotiable instrument, for which there are insufficient funds available in the account on which the instrument is drawn, the **Person** shall pay to the **Township** the **NSF Fee** set out in the current Consolidated Rates and Fees By-law.

8.8. The **Chief Administrative Officer** or designate may cancel an **Administrative Monetary Penalty**, including any **Administrative Fee**, where the **Penalty Notice** was issued to a **Person** due to an error made by the **Township**.

8.9. The **Chief Administrative Officer** or designate may cancel any **Administrative Fee** without cancelling the **Administrative Monetary Penalty**, where the fee was imposed as a result of an error made by the **Township**.

8.10. Any schedule attached to this By-law forms part of this By-law.

9. SEVERABILITY

9.1. Each and every provision of the By-law is severable and if any provisions of this By-Law should, for any reason, be declared invalid or unenforceable by any Court, it is the intention and desire of this **Council** that each and every of the then remaining provisions hereof shall remain in full force and effect and be interpreted in such a manner as the context permits in order to carry out their intent.

10. EFFECTIVE DATE

10.1. That this by-law shall come into full force and effect upon passage.

11. SHORT TITLE

11.1. That this by-law may be cited as the “Administrative Monetary Penalty System (AMPS) By-law”.

READ a FIRST and SECOND TIME this 15th day of April, 2024.

READ a THIRD TIME and FINALLY PASSED this 15th day of April, 2024.

_____ _____

Mayor Clerk

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Schedule "A" to By-law 2023-xx
Designated By-law Provisions

The attached by-laws shall be amended to include.

1. The headings of the following tables identify the Designated By-laws for the purposes of this By-law.

2. For the purposes of Part 3 of this By-law, Column 3 in the following tables list the applicable provisions in each Designated By-law.

3. Column 2 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

4. Column 4 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Table 1 Animal Control/Kennel Licensing By-law No. 2017-116

Column 1 Item	Column 2 Short Form Wording By-law No. 2017-116	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Fall to register dog	Section 4.2	$100.00	$125.00
2	Fail to affix dog tag	Section 4.5	$100.00	$125.00
3	Keep more than three dogs	Section 5.2	$250.00	$312.50
4	Allow dog to run at large	Section 6.1	$250.00	$312.50
5	Fail to remove dog waste	Section 9.1	$100.00	$125.00
6	Fail to exercise reasonable precautions with dog	Section 10.1	$250.00	$312.50

7	Fail to muzzle or leash dangerous dog	Section 10.4	$350.00	$437.50
8	Own/operate kennel-improper zoning	Section 11.5	$350.00	$437.50
9	Keep more dogs than permitted in kennel	Section 11.10	$350.00	$437.50
10	Fail to comply with requirements set out in “A Code of practice for Canadian Kennel Operations” current edition	Section 12.1	$350.00	$437.50
11	Fail to provide medical care	Section 12.2(f)	$350.00	$437.50
12	Hinder/obstruct Township employee	Section 13.3	$350.00	$437.50
13	Fail to post or produce licence	Section 13.4	$350.00	$437.50

Table 2 Beach Management By-Law No. 2021-37

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-37	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	operate any motorized vehicle;	Section 2.1 a)	$250.00	$312.50
2	deposit or place or allow to be deposited or placed any litter, debris or other material	Section 2.1 b)	$250.00	$312.50
3	alter or destroy sand dunes	Section 2.1 c)	$250.00	$312.50
4	burn any substance without a permit	Section 2.1 d)	$250.00	$312.50
5	place or ignite any fireworks	Section 2.1 e)	$250.00	$312.50
6	construct or place any building or structure	Section 2.1 f)	$250.00	$312.50

7	construct a trail, water crossing or road	Section 2.1 f)	$250.00	$312.50
8	dredge or fill shore lands	Section 2.1 g)	$250.00	$312.50
9	harm or remove invasive vegetation or native vegetation by mechanical means or by hand	Section 2.1 i)	$250.00	$312.50

Table 3 Clean and Clear Yards By-Law No. 2023-60

Column 1 Item	Column 2 Short Form Wording By-law No. 2023-60	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Permitting yard or vacant land to be maintained in a way not be in a tidy condition and present a hazard to a person	Section 3.1 (a)	$300.00	$375.00
2	Fail to maintain yard or vacant land clean and clear from grass and weeds in excess of fifteen (15) cm	Section 3.1 (b) (ii)	$300.00	$375.00
3	Fail to maintain yard or vacant land clean and clear from refuse and debris	Section 3.1 (b) (iii)	$300.00	$375.00
4	Fail to maintain yard or vacant land clean and clear from derelict vehicles	Section 3.1 (b) (iv)	$300.00	$375.00
5	Fail to maintain yard or vacant land clean and clear from trees, bushes, shrubs or hedges, including any branches or limbs thereof, which are	Section 3.1 (b) (v)	$300.00	$375.00

	dead, decayed or damaged, and brush			
6	Fail to maintain yard or vacant land clean and clear from objects or conditions that may create a health or accident hazard	Section 3.1 (b) (ix)	$300.00	$375.00
7	Fail to comply with a with an Order or Notice issued under the authority of this By-law	Section 4.8	$500.00	$625.00
8	No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law	Section 4.9	$500.00	$625.00

Table 4 Feeding Wildlife and Feral Animal By-Law No. 2021-93

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-93	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Intentionally feed a feral animal or a wild animal or leave food or attractants	Section 3.1	$250.00	$312.50
2	Fail to remove any food, attractant, device or material placed out of doors to attract, or be accessible by a feral or wild animal	Section 3.3	$250.00	$312.50

Table 5 Golf Car By-Law No. 2021-90

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-93	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Fail to use a Golf Car on any Township highway not authorized pursuant to Schedule "A" hereto, or in a manner not permitted by or in full compliance with the Regulation	Section 3.1	$250.00	$312.50
2	Fail to use a Golf Car on any Township highway without a Permit issued by the Township.	Section 3.2	$250.00	$312.50

Table 6 Lawn Watering By-law No. 2010-136

Column 1 Item	Column 2 Short Form Wording By-law N0. 2010-136	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Watering outside of designated times without an automatic sprinkling system	Section 3.0	$50.00	$62.50
2	Watering outside of designated times without an automatic sprinkling system	Section 4.0	$50.00	$62.50
3	Watering of even numbered property on odd numbered day of the month	Section 5.0	$50.00	$62.50
4	Watering of odd numbered property on even numbered day of the month	Section 6.0	$50.00	$62.50

Table 7 Noise Control By-law No. 2005-101, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2005-101	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Permitting disturbance of peace	Section 2.1	$120.00	$150.00
2	Disturbing Peace of Neighbourhood	Section 2.2	$120.00	$150.00
3	Permitting noise from operation of engine for more than 5 minutes while station	Section 2.3 (e)	$120.00	$150.00
4	Persistence noise-making from an animal not used for agriculture	Section 2.3 (h)	$120.00	$150.00
5	Noise from detonating fireworks	Section 3.2	$120.00	$150.00
6	Noise from unauthorized operation of electrical device incorporating loudspeakers	Section 3.5	$120.00	$150.00
7	Noise from unauthorized operation of construction equipment	Section 3.9	$120.00	$150.00

Table 8 Open Air Burning No. 2016-139, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2016-139	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days

1	Operating an open air fire without permit	Section 2	$250.00	$312.50
2	Operating an open air fire in a settlement area	Section 3	$250.00	$312.50
3	Operating and /selling a flying lantern	Section 4	$250.00	$312.50
4	Failing to attend to or supervise an open air fire	Section 5	$250.00	$312.50
5	Operating an open air fire before sunrise or after sunset	Section 6	$250.00	$312.50
6	Operating an open air fire which endangers buildings, structures, people	Section 7	$250.00	$312.50
7	Operating a barbeque on a balcony of a multi-residential building	Section 8	$250.00	$312.50
8	Operating an open air fire which causes smoke, odour, decreased visibility or spread of fire	Section 9	$250.00	$312.50
9	Operating an open air fire during a fire ban	Section 10	$250.00	$312.50
10	Operate an open air fire that contains prohibited materials	Section 18 (i)	$250.00	$312.50
11	Operating an open air fire too close to building, structure, grass, grain field, bush or wood lot	Section 19 (a)	$250.00	$312.50
12	Operating an open air fire in excess of size	Section 19 (b)	$250.00	$312.50
13	Stacked height of materials to be burned exceeds 2m	Section 19 (c)	$250.00	$312.50

14	Operating open air fire when wind exceeds 16 km/hour	Section 19 (d)	$250.00	$312.50
15	Failing to notify the Chief Fire Official prior to operating an open air fire	Section 19 (e)	$250.00	$312.50
16	Operating an open air fire without appropriate extinguishing agent on-hand	Section 19 (f)	$250.00	$312.50
17	Operating a recreational fire in a 11011-aonroved fire pit	Section 20 (a)	$250.00	$312.50
18	Operating a recreational fire in excess of size	Section 20 (b)	$250.00	$312.50
19	Stacked materials for recreational fire exceeds 1m	Section 20 (c)	$250.00	$312.50
20	Operating a recreational fire not used for warmth or cooking	Section 20 (d)	$250.00	$312.50
21	Operating a recreational fire not using firewood as the combustible material	Section 20 (e)	$250.00	$312.50
22	Operating recreational fire within 3m of building, structure, grass, grain field, bush or wood lot	Section 20 (f)	$250.00	$312.50
23	Operate recreational fire when winds exceed 16 km/hour	Section 20 (g)	$250.00	$312.50
24	Operating a recreational fire without appropriate extinguishing agent on-hand	Section 20 (h)	$250.00	$312.50
25	Setting a recreational fire without consent of property owner	Section 20 (i)	$250.00	$312.50

26	Operating a beach fire in a non-approved fire pit	Section 21 (c)	$250.00	$312.50
27	Operating a beach fire in excess of size	Section 21 (c)	$250.00	$312.50
28	Stacked materials for beach fire exceeds 1m	Section 21 (c)	$250.00	$312.50
29	Operating a beach fire not used for warmth or cooking	Section 21 (c)	$250.00	$312.50
30	Operating a beach fire not using firewood as the combustible material	Section 21 (c)	$250.00	$312.50
31	Operating beach fire within 3m of building, structure, grass, grain field, bush or wood lot	Section 21 (c)	$250.00	$312.50
32	Operate beach fire when winds exceed 16 km/hour	Section 21 (c)	$250.00	$312.50
33	Operating a beach fire without appropriate extinguishing agent on-hand	Section 21 (c)	$250.00	$312.50
34	Locating beach fire so as to disturb pedestrians	Section 21 (d)	$250.00	$312.50
35	Locating beach fire so as to disturb vegetation	Section 21 (d)	$250.00	$312.50
36	Locating beach fire so as to disturb sand dunes	Section 21 (d)	$250.00	$312.50
37	Failing to extinguish beach fire	Section 21 (e)	$250.00	$312.50
38	Failing to clean and clear area around beach fire of waste or refuse	Section 21 (f)	$250.00	$312.50
39	Failing to cover extinguished beach fire with sand	Section 21 (e)	$250.00	$312.50

Table 9 Off Road Vehicle By-law No. 2015-89

Column 1 Item	Column 2 Short Form Wording By-law No. 2015-89	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Operate ORV on Township Property without permission	Section 2.9	$250.00	$312.50
2	Operate ORV disturbing or distorting the natural environment	Section 2.10.1	$250.00	$312.50
3	Operate ORV in urban area of Township	Section 2.10.2	$250.00	$312.50
4	Operate ORV in area west of Lake Range Drive to Lake Huron in the Township	Section 2.10.3	$250.00	$312.50

Table 10 Prohibit or Regulate Signs and other Advertising Devices By-law No. 2019-140

Column 1 Item	Column 2 Short Form Wording By-law No. 2019-140	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	No sign owner shall erect or maintain, or cause to be erected or maintained, a sign which does not comply with the provisions of this By-law.	Section 5.1	$300.00	$375.00
2	No sign shall be attached to a tree, or to a Hydro or Township pole or support, or on Township or public	Section 5.4.3.	$300.00	$375.00

	property without permission from the Township.			

Table 11 Prohibit the Piling of Snow and Ice on Highways By-law No. 2011-136

Column 1 Item	Column 2 Short Form Wording By-law No. 2011-136	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Deposit snow or ice on highways	Section 2.9	$200.00	$250.00

Table 12 Property Standards By-Law No. 2018-100, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2018-100	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Improper materials or workmanship	Section 2.2	$300.00	$375.00
2	Buffering not utilized by commercial or industrial zoned property	Section 3.4 (a)	$300.00	$375.00
3	Improper drainage of sewage	Section 3.6 (a)	$300.00	$375.00
4	Improper grading and drainage of the property	Section 3.6 (c)	$300.00	$375.00
5	Improper drainage from roofs	Section 3.6 (d)	$300.00	$375.00
6	Failure to maintain eaves troughing or roof gutters	Section 3.6 (f)	$300.00	$375.00
7	Failure to properly maintain or connect plumbing	Section 3.7 (a)	$300.00	$375.00

8	Failure to provide adequate water supply	Section 3.8 (a)	$300.00	$375.00
9	Failure to enclose a bathroom or powder room and provide a lockable door	Section 3.9 (a)	$300.00	$375.00
10	Failure to maintain materials, items or components in a bathroom or powder room	Section 3.9 (c)	$300.00	$375.00
11	Failure to maintain snow disposal or storage in a safe manner	Section 3.10 (a)	$300.00	$375.00
12	Failure to maintain parking areas	Section 3.11 (a)	$300.00	$375.00
13	Failure to maintain walking areas	Section 3.11 (b)	$300.00	$375.00
14	Failure to construct effective barrier to gas and exhaust fumes for garage or carport	Section 3.12 (a)	$300.00	$375.00
15	Failure to maintain door between garage and a dwelling unit with self-closing device	Section 3.12 (b)	$300.00	$375.00
16	Failure to maintain garages and carports in good repair and free from hazards	Section 3.12 (c)	$300.00	$375.00
17	Failure to maintain accessory buildings, fences and other structures	Section 3.13 (a)	$300.00	$375.00
18	Failure to keep dwelling free from rodents, vermin, and insects	Section 3.15 (a)	$300.00	$375.00

19	Failure to maintain a residential building	Section 3.18 (a)	$300.00	$375.00
20	Failure to maintain exterior building components in good repair	Section 3.20 (a)	$300.00	$375.00
21	Failure to provide or maintain proper hardware on doors and windows	Section 3.21 (a)	$300.00	$375.00
22	Failure to properly maintain window and doors	Section 3.21 (b)	$300.00	$375.00
23	Failure to maintain a roof, its components, and attachments in a safe condition and in good repair	Section 3.22 (a)	$300.00	$375.00
24	Failure to maintain in good repair and in a safe condition every wall and ceiling finish	Section 3.24 (a)	$300.00	$375.00
25	Failure to maintain bathtubs and showers as to be water resistant, cleaned and caulked at the seams	Section 3.25 (d)	$300.00	$375.00
26	Failure to provide finished flooring in bathrooms, kitchens, public entrance halls, and laundry areas which consist of water resistant flooring	Section 3.25 (e)	$300.00	$375.00
27	Failure to keep interior floors, ceilings and walls free from dampness	Section 3.26 (a)	$300.00	$375.00
28	Failure to maintain any balcony, porch, deck, stairs, platform or fire escape in good repair	Section 3.27 (a)	$300.00	$375.00

29	Failure to provide a guard at the open side(s) of any balcony, porch, deck, stairs or landing in good repair	Section 3.27 (b)	$300.00	$375.00
30	Failure to install and maintain a handrail on all stairs	Section 3.27 (c)	$300.00	$375.00
31	Failure to provide means of egress	Section 3.28 (a)	$300.00	$375.00
32	Failure to maintain means of egress	Section 3.28 (b)	$300.00	$375.00
33	Failure to maintain an indoor air temperature of not less than 20°C (63°F)	Section 3.30 (a)	$300.00	$375.00
34	Failure to keep any heating, ventilation and or air conditioning system in good working order	Section 3.30 (c)	$300.00	$375.00
35	Allow space heater as the primary source of heat	Section 3.30 (f)	$300.00	$375.00
36	Permit space heater in a place so as to cause a possible fire hazard	Section 3.30 (g)	$300.00	$375.00
37	Failure to have fuel burning heating equipment used in any building properly vented to outside air	Section 3.30 (i)	$300.00	$375.00
38	Failure to provide safe place for solid or liquid fuel to be stored.	Section 3.30 (j)	$300.00	$375.00
39	Failure to provide ventilation to all rooms and spaces within a building	Section 3.30 (m)	$300.00	$375.00

40	Failure to provide and maintain the electrical wiring, conduit, and all other systems or devices associated with the electrical services in a building	Section 3.31 (a)	$300.00	$375.00
41	Failure to provide proper lighting fixtures	Section 3.32 (a)	$300.00	$375.00
42	Failure to maintain cleanliness of the building	Section 3.33 (a)	$300.00	$375.00
43	Failure to use room in dwelling for intended use	Section 4.1 (a)	$300.00	$375.00
44	Failure to provide proper hardware on doors and windows	Section 4.2 (a)	$300.00	$375.00
45	Fail to maintain adequate hot and cold water with sufficient flow and pressure for intended use of fixtures	Section 4.3 (g)	$300.00	$375.00
46	Failure to maintain 22°C (72°F) in all habitable rooms and interior living spaces	Section 4.5 (a) (i)	$300.00	$375.00
47	Failure to protect vacant or unoccupied building	Section 6.1 (c)	$300.00	$375.00
48	Failure to demolish or repair damaged building	Section 6.2 (a)	$300.00	$375.00
49	Failure to discard of debris or level land when building is demolished	Section 6.2 (f)	$300.00	$375.00
50	Failure to obtain demolition permit	Section 6.3 (c)	$300.00	$375.00

51	Failure to maintain property	Section 7.1 (b)	$300.00	$375.00
52	No person shall hinder or obstruct, or attempt to hinder or obstruct any entry, inspection, examination, testing or inquiry by an officer in the exercise of a power of performance of a duty under this by-law	Section 7.1 (e)	$500.00	$625.00
53	Failure to comply with any final and binding order of the Property Standards Officer	Section 8.3 (a) (ii)	$500.00	$625.00

Table 13 Public Nuisance By-law No. 2016-33

Column 1 Item	Column 2 Short Form Wording By-law No. 2016-33	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Cause bodily emission in a public place	Section 2 (a)	$250.00	$312.00
2	Engage in a prohibited activity on a highway	Section 2 (b)	$250.00	$312.00
3	Emit smoke or dust in a public place	Section 2 (c)	$250.00	$312.00
4	Dump on public property	Section 2 (d)	$250.00	$312.00
5	Litter in a public place	Section 2 (e)	$250.00	$312.00

6	Obstruct pedestrian or vehicular traffic on public property	Section 2 (f)	$250.00	$312.00
7	Commit disorderly conduct in a public place	Section 2 (g)	$250.00	$312.00

Table 14 Swimming Pool Fence By-law No. 2000-55

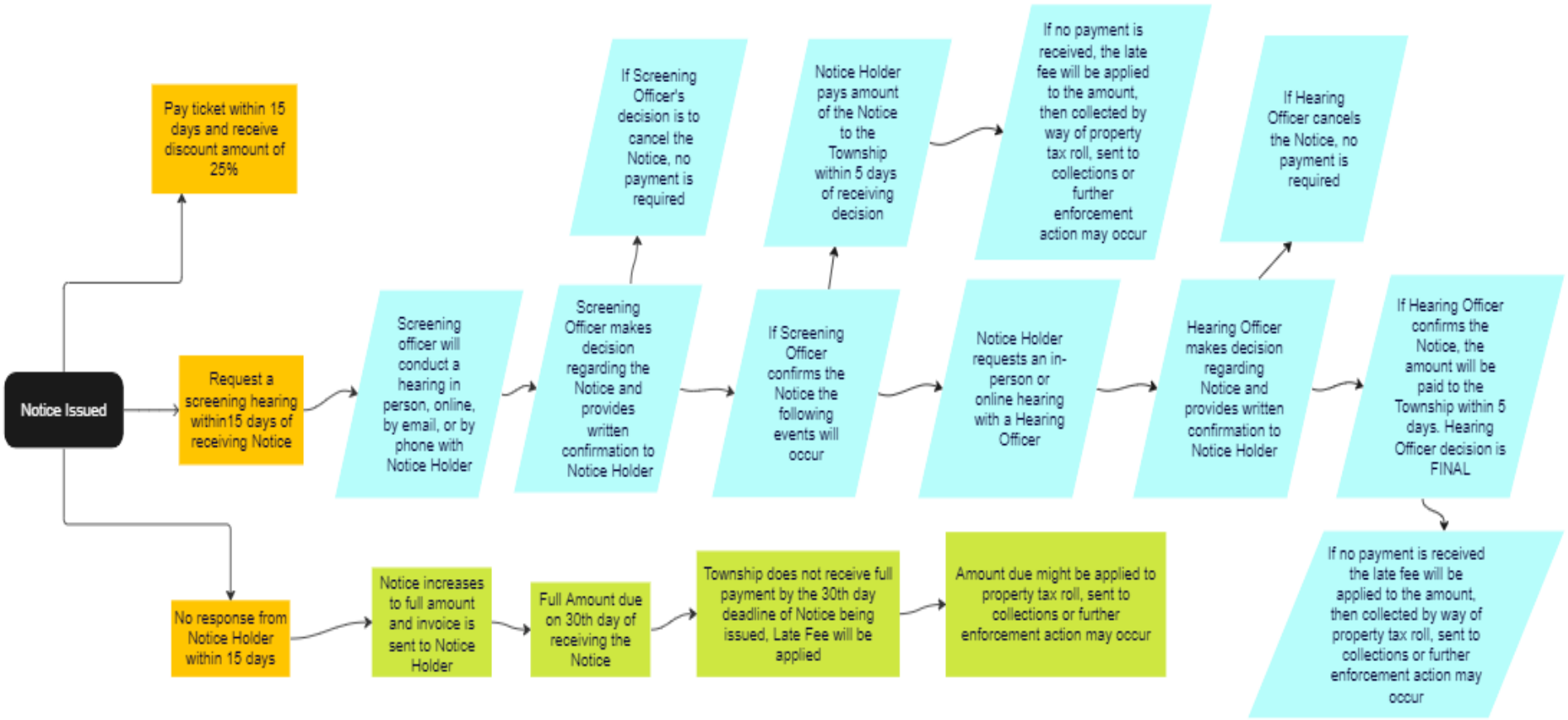
Column 1 Item	Column 2 Short Form Wording By-law No. 2000-55	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Construct or caused to be constructed a swimming pool not completely enclosed by a pool fence	Section 3.1	$250.00	$312.00
2	Construct or caused to be constructed a swimming pool without swimming pool fence permit	Section 3.2	$250.00	$312.00
3	Fail to enclose swimming pool with temporary fence during construction	Section 3.3	$250.00	$312.00
4	Construct or cause to be constructed a swimming pool fence that does not conform to requirements	Section 3.4	$250.00	$312.00

Table 15 Tree Preservation By-law No. 2011-85

Column 1 Item	Column 2 Short Form Wording By-law No. 2011-85	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days

1	Injure or destroy tree in designated area without permit	Section 3.1	$450.00	$652.50
2	Fail to produce or post permit	Section 3.2 (c)	$450.00	$652.50
3	Contravene or permit contravention of terms of permit	Section 3.3	$450.00	$652.50
4	Obstruct or interfere with officer	Section 3.4	$450.00	$652.50

The Township of Huron-Kinloss Administration Monetary Penalty System



Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Conflicts of Interest Policy

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024 Revision: N/A

Coverage:

This policy is intended to set guidelines to define what constitutes as a conflict of interest in relation to the administration of the Administrative Monetary Penalty System (AMPS).

Policy Statement:

The conflict of interest guidelines are to ensure that the AMPS program is conducted in accordance with fundamental principles of justice. These principles include judicial and prosecutorial independence, fairness, impartiality, competence, and integrity.

In accordance with Ontario Regulation 333/07, the Township is required to define what constitutes a conflict of interest in relation to AMPS.

Legislative Authority:

- Ontario Regulation 333/07 Administrative Penalties
- Municipal Act, 2001
- Township of Huron-Kinloss AMPS By-law

Contents:

<u>Definitions</u>

"*direct pecuniary interest*" is an interest that clearly has an impact on a Screening Officer's, Hearing Officer's, or Township staff's finances or property value. This impact may be positive (in the form of a gain) or negative (a loss)

"*indirect pecuniary interest*" is an interest that pertains to a Screening Officer, Hearing Officer, or Township staff if they are a business partner of a person or in the employment of a person or body that has a pecuniary interest in the matter, and includes situations where the Screening Officer, Hearing Officer, or Township staff is a shareholder, director or senior officer of a private corporation; has a controlling interest

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in or is a director or senior officer of a publicly-traded company; or is a member of a body that has a pecuniary interest in the matter

"*deemed pecuniary interest*" is an interest that has direct or indirect financial interest of a parent, the spouse or any child of the Screening Officer, Hearing Officer, or Township staff, if the Screening Officer, Hearing Officer, or Township staff knows about the pecuniary interest

This policy applies to all Screening Officers, Hearing Officers and all Township staff involved in the administration of the AMPS program.

The keys to preventing any real or perceived conflicts of interest are: identification, disclosure and the withdrawal from position of decision making for a Screening Review or Hearing Review.

Conflict of Interest

A conflict of interest arises where a Screening Officer, Hearing Officer or Township staff involved in the administration of the AMPS program has a direct pecuniary interest, indirect pecuniary interest, or a deemed pecuniary interest.

In making this determination, the Township Clerk, may consult with the Township Solicitor.

Every Screening Officer, Hearing Officer, and Township employee involved in the administration of AMPS, must disclose to the Township Clerk any conflict of interest that they may have. This includes potential or any conflict of interest that might be perceived as conflicting with their duties to or interests in the administration of the AMPS program.

If the Township Clerk has a conflict, they shall address that conflict with the Chief Administrative Officer or designate.

Additionally, a Screening Officer or Hearing Officer shall not represent any person at a screening review or hearing review.

In the case of a scheduled review of a Penalty Notice or a Screening Decision that has or has not yet commenced, the Township Clerk can request an alternate Screening Officer or Hearing Officer to conduct the review to avoid actual, potential, or perceived conflicts of interest.

Screening Officers and Hearing Officers are not permitted to dispute their own Penalty Notices and are expected to pay the administrative penalty for by-law and parking infractions in a timely manner.

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Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Financial Hardship Policy

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024 Revision: N/A

Coverage:

This policy is to provide a guideline and method by which an extension of time to pay may be considered pursuant to the Township's Administrative Monetary Penalties By-law.

Policy Statement:

Under the structure of Administrative Penalties, when an enforcement officer issues a penalty notice to a person or a vehicle in violation of a municipality by-law, the penalty becomes a balance due to the municipality. A Screening Officer or Hearing Officer may extend the pay period for a Penalty Notice if it has been demonstrated that extenuating circumstances exists to warrant it.

In accordance with Ontario Regulation 333/07, the Township is required to develop a Policy regarding financial management and reporting of AMPS.

This Policy is to ensure that all financial management and reporting responsibilities related to AMPS conform to current corporate policies and procedures for financial management and reporting.

Legislative Authority:

- Ontario Regulation 333/07
- Municipal Act, 2001
- Township of Huron-Kinloss AMPS By-law

Contents:

The person receiving the penalty notice has a time-limited right to request a review of that notice by a Screening Officer.

Within 15 days of receiving the penalty notice, the person will have the option to:

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1. Make a voluntary payment; or
2. Request a review of the penalty notice by a Screening Officer.

Extension of Time for Payment Procedure

Screening Officer

The Screening Officer has the discretion to extend the time to pay a Notice. The Screening Officer will consider all reasonable requests for an extension of time to pay on a case-by-case basis. Each review will examine whether the person has demonstrated on a balance of probabilities, the existence of extenuating circumstances that warrants the extension of time however, the Screening Officer is under no obligation to grant the extension.

After a review is held, the Screening Officer shall deliver a screening decision to the Notice holder.

Hearing Officer

A person may request a hearing review only after they have had a screening hearing and received the screening decision. The request must be made in writing as prescribed within 15 days of receiving the Screening Hearing decision

The Hearing Officer has the authority to extend the time for payment of an administrative penalty. Like the Screening Officer, the Hearing Officer will consider all reasonable requests for an extension of time to pay on a case-by-case basis but is not obligated to grant the extension.

After the hearing is complete, the hearing officer shall deliver the decision of a hearing officer in writing as prescribed to the person.

Any decision by a hearing officer is final and not subject to further review.

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Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Public Complaints

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024 Revision: N/A

Coverage:

This policy is intended to address any public complaint regarding the administration of the Administrative Monetary Penalty System (AMPS) program.

Policy Statement:

This policy applies to complaints made by the public with respect to the administration of the AMPS program. This applies to all procedural actions and functions of Township employees and other persons responsible for the administration of the AMPS program.

In accordance with Ontario Regulation 333/07, the Township is required to establish a Policy for procedures for filling and processing of complaints made by the public with respect to the AMPS program.

Legislative Authority:

- Ontario Regulation 333/07
- Municipal Act, 2001

Contents:

Public complaints regarding the AMPS program will be subject to the Township of Huron-Kinloss Public Complaint Procedure.

Complaints must be made in writing and must identify the name and full contact particulars of the complainant. A complaint must be submitted within 30 days of the date of the event for which the complaint is being made. Anonymous complaints will not be addressed.

The official records relating to this public complaint resolution mechanism will be managed by the Clerk according to the Township's Records Retention Policy and the Municipal Freedom of Information and Protection of Privacy Act.

For clarification purposes, this Policy does not cover the following:

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Any public complaints regarding the validity of a statute, regulation or by-law or constitutional applicability or operability of any statute, regulation or by-law will not be processed through this policy.

This policy is not intended to replace other specific Township policy/procedures and legal processes available to the public to address public concerns.

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Policy

Section: 5.0 General

Policy: Administrative Monetary Penalty System Financial Management and Reporting

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024 Revision: N/A

Coverage:

The purpose of this document is to provide a Policy regarding financial management and the reporting and tracking of administrative penalties and fees.

Policy Statement:

This Policy affirms that the Corporation of the Township of Huron-Kinloss's Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

In accordance with Ontario Regulation 333/07, the Township is required to develop a Policy regarding financial management and reporting of the AMPS program.

Legislative Authority:

- Ontario Regulation 333/07, Administrative Penalties
- Municipal Act, 2001, S.O. 2001, c.25
- Township of Huron-Kinloss Administrative Monetary Penalty System By-law

Contents:

The Township of Huron-Kinloss has established financial management policies and procedures which, include financial processes and tracking. The AMPS program will follow the established financial management policies and procedures, including annual financial reporting on the AMPS program.

Administrative Fees

In addition to the administrative penalty, the Township may impose administrative fees as per the Consolidated Rates and Fees By-law. These fees include but are not limited to:

- Screening Non-appearance Fee
- Hearing Non-appearance Fee

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- Late Payment Fee
- MTO Search Fee
- MTO Plate Denial Fee
- NSF Fee

No payment for administrative penalty and administrative fee shall be accepted by Municipal Law Enforcement Officer.

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Policy

Section: 5.0 General

Policy: Prevention of Political Interference in the Administrative Monetary Penalty System

By-Law: Administrative Monetary Penalty System

Date: 4 March 2024 Revision: N/A

Coverage:

The policy applies to members of council, committees, employees, volunteers, contractors, and consultants with the Township of Huron-Kinloss. It is intended to prevent political interference in the administration of the Administrative Monetary Penalty System (AMPS).

Policy Statement:

This policy defines what constitutes political interference in relation to the AMPS program. This policy is to ensure the responsibilities of the Screening and Hearing Officers are conducted in accordance with fundamental principles of justice, which include decision making and procedural independence, fairness, impartiality, and integrity, without any political interference.

In accordance with Ontario Regulation 333/07, the Township is required to establish a Policy for the prevention of political interference in AMPS.

Legislative Authority:

- Ontario Regulation 333/07
- Code of Conduct for Council
- Municipal Act, 2001
- Township of Huron-Kinloss AMPS By-law

Contents:

Regarding members of Township of Huron-Kinloss Council, this policy should be read and interpreted within the context of prevailing provincial legislation (i.e., Municipal Conflict of Interest Act) and the Code of Conduct for Council, including its related policies, procedures, and guidelines.

<u>Principles of Preventing Political Interference</u>

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- No person shall attempt, directly or indirectly, to communicate with employees or other persons performing duties related to the administration of AMPS for the purpose of influencing or interfering, financially, politically, or otherwise, with the administration of the AMPS program or any particular Penalty Notice;
- All individuals involved with the enforcement and administrative functions of the AMPS program shall carry out such duties in a manner which upholds the integrity of the administration of justice.

Accountability

Attention is brought to the fact that any interference with the AMPS program may result in charges under the Criminal Code of Canada, Provincial statute, or other disciplinary action.

A Screening or Hearing Officer, employee or other person performing duties related to the AMPS program under this policy shall report any attempt or perceived attempt to political influence or interference, financial, political, or otherwise, to the Township Clerk. No action shall be taken against the employee or other person(s) for making any such report in good faith.

Where any employee, Screening Officer, Hearing Officer, or other person performing duties related to the AMPS program, is contacted by a Member of Council with respect to the administration of the AMPS program, they shall immediately disclose such contact to the Township Clerk to maintain the integrity of the AMPS program.

A Screening Officer or Hearing Officer shall disclose any actual or perceived political interference as soon as possible to the Township Clerk.

This policy does not prevent a Screening Officer or Hearing Officer from seeking and receiving advice from an appropriate member of Township staff.

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Staff Report

Report Title: Emergency Management and Health and Safety Summary March 2024
Date: Apr. 3, 2024 **Report Number: FIRE-2024-04-10**
Department: Fire & Emergency Services **File Number: C11 FIRE 24**
Prepared By: Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC
Attachments: None.

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-04-10 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

Background:

This report provides an update of Emergency Management and Health and Safety activities.

Discussion/Analysis/Overview:

Emergency Management

One special event application has been received from the Ripley Agricultural Society for the annual Ripley Fall Fair September 27-29, 2024. Staff are currently reviewing the application and documentation submitted.

On April 8, 2024, North America will experience a solar eclipse. The eclipse is expected to start in Ripley just after 2:00 p.m. EDT with a partial eclipse of 96% coverage at approximately 3:17 p.m. and move eastward. The specific time and duration of the eclipse will depend on your location. Niagara Region is expected to experience a full eclipse as it is in the path of totality. Public education has been created and will be shared. Internal staff safety messaging has also been distributed.

Health & Safety

Training: Emergency Services/ Health and Safety Coordinator continues to meet with departments monthly completing Safety Tailgate training on internal policies, procedures, and applicable Safety Data Sheets (SDS). New employees have been assigned orientation training to complete.

Inspections: Regular monthly inspections were completed at Township facilities. Corrective actions have been distributed to applicable staff to complete.

Incident Reporting: No incidents occurred in March.

Joint Health and Safety Committee: The township committee met in March.

Financial Impacts:

To comply with the Occupational Health and Safety Act, as well as Regulations under the Act, and other Acts, and to keep workers safe on the job, health and safety is an ongoing expense included in the 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:
Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: Fire and Emergency Services Report – February 2024 Summary
Date: Apr. 3, 2024 **Report Number: FIRE-2024-04-11**
Department: Fire & Emergency Services **File Number:** C11 FIRE 24
Prepared By: Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC

Attachments: Holyrood Health Day, Lesson Plan and Public Education Photo.

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-04-11 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC.

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 Departments for the months have been completed.

2. The monthly activities for the Ripley-Huron and Lucknow & District Fire Departments are detailed below in the discussion section.

3. In person public education at Holyrood Health Day (attachments)

Discussion/Analysis/Overview:

1. Fire Department Emergency Responses:

Ripley-Huron Station # 15-0

Incident Type:	March Totals:
Fire - Structure	0
Fire – Mutual Aid	0
Fire – Outdoor - Grass	0
Fire - Vehicle	1
Motor Vehicle Collision	0
Medical Assist	0
General Fire Alarm	1
Public Hazard - Wires	0
Public Hazard – CO/Gas	0
Open Air Burning Complaint	1
Water Rescue	0
Total Responses:	3

Lucknow & District Station # 16-0

Incident Type:	March Totals:
Fire - Structure	0
Fire – Mutual Aid	0
Fire – Outdoor- Grass	0
Fire - Vehicle	0
Motor Vehicle Collisions	3
Medical Assist	4
Public Hazard - Wires	0
Public Hazard – CO/Gas	1
General Fire Alarm	1
Open Air Burning Complaint	1
Total Responses:	10

2. Emergency Response Trends and Statistics

Comparison	Current	Previous	+/-
Mar vs. Feb 24	13	15	-13%
Monthly 24 vs 23	13	20	-35%
YTD March 22 24 vs. 23	51	55	-7%
YTD – Fires Mar vs Feb 24	1	2	-50%
YTD – Medicals Mar vs Feb 24	4	5	-20%
YTD – MVC/Rescues Mar vs Feb24	3	2	+150 %
YTD- Alarm Mar vs Feb 24	2	3	-33%
YTD – Hazard/Other Mar vs Feb24	1	1	0%

3. Fire Department Training/Meeting Sessions:

Ripley-Huron Station # 15-0

Session Type:	March Totals:
General/Officer/JHSC Meetings	0
Fire Practice	2
Additional Emergency Training	3
Recruit Firefighter Training	0
Vehicle/Station/PPE Inspections	1

Lucknow & District Station # 16-0

Session Type:	March Totals:
General/Officer/JHSC Meetings	2
Fire Practice	1
Emergency Training Course	0
Recruit Firefighter Training	0
Vehicle/Station/PPE Inspections	5

4. Fire Department Non-Emergency Activities:

Ripley-Huron and Lucknow Stations Combined

Activity Type:	March Totals:
Fire Inspections (Incl. Follow Ups)	1
Fire Investigations	0
Open Air Burn By-law Investigation	2
Fire Permits Issued	0
Fire Prevention Activity/Plan Review	0
Pre-Incident Planning Activity	0
Public Education Delivery	3
Smoke/CO Program Activity	0
Community Event Participation	1
JHSC – Monthly Facility Inspection	2

Financial Impacts:

There are no financial impacts or budget implications associated 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: Facilitate Community Well Being

Respectfully Submitted By:
Mel Moulton, Emergency Services/ Health & Safety Coordinator- CEMC.

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

South Bruce Fire Rescue

Teeswater Station 170 – Mildmay Station 180
21 Gordon St. East, Teeswater, ON
P.O. Box 540 N0G 2S0

MUNICIPALITY OF South Bruce

March 16, 2024

Re: Follow up Report on Public Education Event at the Holyrood Medical Center

A Public Education event was held on Thursday February 29th 2024 at the Holyrood Medical Center as part of the Mennonite Community Health Day.

Acting Fire Chief Guy Gallant and Firefighter/Public Educator Kayla Geddes from the Lucknow station attended the event at the invitation of the community.

The material covered: General Fire and Safety concepts, Wood Stove Safety, Farm/Barn Safety and Smoke & CO Alarms. Particular attention was paid to the best type of Smoke Alarms for Mennonite homes and best placement of Smoke/CO Alarms for effectiveness and to limit nuisance alarms as this was cited as a topic that was of concern in an earlier preparation meeting.

Further a table of materials with Education resources and materials for Adults and Children was provided.

A question and answer period occurred with both public educators answering questions and provided recommendations and guidance on a variety of topics.

There were an estimated 60 community members that attended the Health Day event.

We thank Mr. Levi Martin and the community for hosting the event and their warm welcome. It was mutually agreed that there will be further collaborations with the community including more Public Education Session.

Attachment: Lesson Plan

Thank you

Guy Gallant

Acting Fire Chief/FPO -Huron-Kinloss

South Bruce Fire Rescue

Teeswater Station 170 – Mildmay Station 180
21 Gordon St. East, Teeswater, ON
P.O. Box 540 N0G 2S0

MUNICIPALITY OF South Bruce

Feb 28 2024

RE: Lesson Plan Holyrood -Mennonite Health day

LOCATION/TIME/INFO

- Holyrood Health Center – 2388 Bruce Rd 6 -Huron-Kinloss
- Thursday Feb 29 2024 from 2:00 to 3:00 pm
- Contact: Ashley Ellis – Administration holyroodhealth@hurontel.on.ca
- Phone: 519-395-0534
- Mennonite contact: Levi Martin- Caretaker/Board Member
- Presenters: Guy Gallant -Acting Fire Chief/FPO , Kayla Geddes – Huron Kinloss Fire Department -Lucknow Fire Station -Fire Fighter & Public Education team Member
- Expect 60 Adult Community Members- some very young children

OBJECTIVES:

- To educate the Adult Mennonite community on general Fire and Safety concepts
- To educate the Adult Mennonite community on Smoke Alarms and CO Alarms
    - Best Type of Smoke Alarms for Mennonite homes (Photoelectric with Hush and sealed 10-year battery)
    - Best Placement of Smoke/CO Alarms for effectiveness and to limit nuisance alarms
- To have fire safety materials available for Adults and Children to take home for further fire Safety learning and awareness
- To gain trust and positive relationship with the community

MATERIALS:

- Smoke alarm -Photoelectric for Demo
- CO Alarm – for Demo
- Handouts
    - Children's Coloring and Activity Books- Fire Safety themed with Crayons
    - Farm Safety hand outs
    - Wood Stove Safety Handouts
    - Cooking Safety
    - Adult Public Education Themed Handouts appropriate for the Community
        - Measuring tapes
        - Reflective Arm bands
        - Rubber Jar openers
        - Rulers
        - Pill Boxes
        - Bag Clips
- Cost of Materials: $150.00 -From South Bruce's inventory to be re-billed to Huron Kinloss
- Table for Displaying materials & Chairs (Provided by Health Center)
- Table Skirt – Fire Department Themed
- Display Holders

PRESENTATION: (45 mins)

- Public Educator Geddes and Fire Chief Gallant positioned at the display table and deliver presentation on Smoke Alarm types and best practices for Mennonite homes
- Discuss Legal and Fire Code Requirement
- Discuss General home Safety
- Answer any question from the group

NOTES:

- All materials will need to be vetted via Mr. Martin
- Pre-meeting to be held Monday Feb 26 2024 with Mr. Martin to discuss program and confirm he agrees with content


SOUTH BRUCE
FIRE RESCUE
Only Working Smoke Alarms Save Lives

Staff Report

Report Title: Municipal Drain Status Update April 2024
Date: Apr. 3, 2024 **Report Number: DRAIN-2024-04-3**
Department: Drains **File Number:** C11 DRAIN 24
Prepared By: Ken McCallum
Attachments: correspondence Saugeen Valley Conservation Authority, Drainage Act and Conservation Authorities Act Protocol

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report DRAIN-2024-04-3 prepared by Ken McCallum, Drainage Superintendent

Background:

Municipal Drainage projects are in various stages of completion. This report is to provide the Committee with an update on each drain in progress.

Discussion/Analysis/Overview:

Capital Works

Hamilton Municipal Drain:

K. Smart & Associates Limited are appointed under Section 78 of the Drainage Act to make improvements to the Hamilton Municipal Drain. Municipal staff spoke with Landowners in January 2024 who have expressed concerns with the proposed encloser and have changed opinions on the scope of work. Staff have been collaborating with the Engineer to address the concerns of the landowners involved.

A meeting was held on February 7, 2024, to discuss design considerations with Ducks Unlimited who are planning to restore and enhance the pond located at the downstream portion of the drain. Design considerations would allow the municipality to control the normal water levels of the pond suitable for upstream landowners' drainage requirements while allowing Ducks Unlimited to manage any future maintenance or restoration to the pond below specified water levels.

The open channel of the Hamilton drains through lots 8-9, Concession 1, requires bank restoration along a large length of the drain as well as ditch bottom cleanout. Municipal staff continue to correspond with the engineer to produce a report to council in the fall.

Gaunt-Laidlaw Municipal Drain

The Engineer's report was referred to the Engineer by Council for changes to the design and report. Municipal staff have followed up with the engineer to make the necessary changes required and expect to provide the revised report to Council in Spring of 2024 for consideration.

Vandiepenbeek Municipal Drain

July 12, 2022, Headway Engineering Limited held an onsite meeting at the Ripley Community Center to discuss the current issues that landowners are having with the drain. The Engineer presented his findings, proposed design, and provided landowners with estimated assessment costs at a meeting held on April 27, 2023. The Engineer's Report was accepted by Council on October 16, 2023. The project has been awarded and with an expected completion by fall 2024.

Black Creek Municipal Drain

A public meeting held Tuesday April 11, 2023, provided landowners information collected to date, some preliminary design ideas and an opportunity to discuss the scope of work needed to address the ongoing issues landowners are experiencing. The meeting was not well attended. Municipal staff are collaborating with the engineer appointed to continue with the design to present to landowners at an information meeting in spring of 2024.

Park Street & Railway Street Municipal Drains

RJ Burnside & Associates Ltd. have been appointed under section 78 of the Drainage Act, to improve the Park Street Municipal Drain. Council passed By-law No. 2023-38 and By-law No. 2024-03 to accept the Engineer's report and award the construction tender, respectively. Construction has started on the Park Street drain beginning with tree removal and the pipe instillation. Cleanout of the open portion of the Fair drain cannot be undertaken until June 15th as per Saugeen Valley Conservation Authority (SVCA)'s in water work timing windows and erosion control policies.

Bruce Beach Drain (Phase I)

Staff are working with Birnam to have all outstanding work completed in a timely manner this spring and in accordance with the engineer's report. Remaining deficiencies in the project include fine grading, hydroseeding, rip-rap adjustment, and some structure adjustments.

The Township has retained approximately 3% of the contract amount as a maintenance holdback. To release this holdback, the Township's designated representative must verify the satisfactory completion of all remaining deficient work.

Bruce Beach Drain (Phase II)

The SVCA has completed a review of the dynamic beach study report. Headway Engineering has addressed all SVCA's concerns regarding the dynamic beach study report and are now finalizing the proposed design to present to landowners at the next information meeting.

Clark Creek Municipal Drain

Construction of the Clark Creek Municipal Drain started in summer 2023. Construction is completed except for site 'J'. Construction at site 'J' includes 210m of channel realignment, construction of two riffles consisting of approx. 14,000m cu. of riffle stone to be installed, 135m of vegetated riprap for bank protection, construct 92m of laneway and cut/lower 0.4m out of the old cofferdam. Construction to site 'J' will be undertaken between July 15th and September 15th as per Fisheries and Ocean's Canada (DFO) & SVCA's in water timing windows and erosion control policy.

Maintenance Works

Constraints for timing on maintenance work in the SVCA watershed

Saugeen Valley has indicated to Staff and specified within their approvals that they do not permit municipal drain maintenance work on open drains after September 15th for any municipal drain, regardless of the drain classification set out by the regulations. The maintenance work period for any municipal drain located within the Saugeen Valley watershed is between July 15th and September 15th (2 months out of a 12-month year). Availability of contractors to perform work, and the timing of permit issuance impact the scheduling of maintenance work to respond to landowner concerns.

Ackert Municipal Drain

A drain maintenance request has been received to remove trees and blockages from the Ackert drain downstream of Karishea Ave. Landowners upstream of the work will be assessed costs for the maintenance work.

Gaunt Municipal Drain

A request was received for Drain cleanout in Lots 29, 30, & 31 Concession 2, Kinloss. Maitland Valley Conservation Authority (MVCA) approvals have been received. The drain is classified as an 'F' class drain in which there are no requirements for Fisheries and Oceans Canada (DFO) approval. A contractor has been engaged to facilitate the work. DFO timing windows restrict maintenance work from March 15th to July 15th.

Stewart Municipal Drain

A request has been made for a clean out downstream of Concession A, Pt. Lot 60, Parcel ID (9-121-01). A landowner has requested that a portion of Concession 12 roadside ditch be cleaned out to relieve private lands from flooding. All approvals have been obtained. Drain maintenance will be completed between July 15th, and September 15th, to adhere to DFO and SVCA's timing window for in water work and erosion control policy.

Sutton Municipal Drain

Maintenance has been conducted on the Sutton Municipal drain branches 'A,' 'B' & 'E.' Tree roots were obstructing the outlets of branches 'A' & 'E' and obstructing the tile on road crossings along sideroad five for branch 'E.' Branch 'B' was plugged with willow tree roots on Pt. Lot 6, Concession 9, Huron. The drain was fixed from the East

limits of the Driveway past the East property line 20'. Property regrading and seeding is proposed for spring 2024.

Reavie Municipal Drain

1 to 1.5 ft of sediment has been observed in the entire length of the Reavie drain. Approximately 3,500 meters of bottom cleanout is required to have the drain function as it was originally designed again. Brushing will be necessary at the drain outlet and along various parts of the drain for access to complete the work. All approvals have been obtained. Maintenance will be completed between July 15th, and September 15th, to adhere to DFO and SVCA's timing window for in water work and erosion control policy.

Ripley Drain # 2 Municipal Drain

Failed sections of the Ripley Municipal Drain have formed sinkholes alongside Bruce Rd. 6 and in lots 18,19, Concession 7, Huron. A catch basin has eroded and is need of repair within the County Road allowance. Locates have received except the Gas line clearance. A contractor is expected to complete repairs in April.

Ripley Storm Sewer 1947

On December 15th, 2023, municipal staff were onsite with CT Environmental to Camera, flush and remove tree roots with their root cutter within the Ripley Storm Sewer 1947. CT Environmental were unable to cut through the roots within the drain. The location was marked at the obstruction. Staff are working to excavate the location and fix the tree root problem.

John-Fair Municipal Drain

Sediment has accumulated in the ditch bottom over the past several years and needs to be removed to improve flows at Concession 12 Road. Approximately 1,000m of bottom cleanout is required to have the drain function properly again. Minor brushing is also required along the top of bank and side slopes to access the drain. Approvals were received by August 2023; however, Staff was unable to have a contractor mobilized before September 15th, which is SVCA's timing window closure for in water work according to the sediment control policy. Staff have obtained an extension for the approval to complete the work in 2024. Work will be conducted between July 15th and September 15th to adhere to both DFO and SVCA's timing windows for in water work and the erosion control policy.

Changes to Section 28 and 29 Regulations of the Conservation Authority

Proposed changes to the Conservation Authorities Act, R.S.O. 1990, c. C.27 include an exemption from paragraph 2 of subsection 28(1) of the Act, for drainage activities:

> (e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time;

The proposed amendments can be found in full here :

O. Reg. 41/24: PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (ontario.ca)

Staff are working closely with Conservation Authorities, and the Drainage Superintendents Association of Ontario to determine what impacts this will have on regular routine Maintenance & Repair activities for municipal drains.

Financial Impacts:

The cost of constructing, maintaining and/or repairing municipal drains is assessed to all the landowners withing the drain watershed depicted in the last engineer's report as outlined in the *Drainage Act, 1990*. The Township is responsible for any Assessments to all Municipal lands and roads as determined by the engineer.

Performance Measurement:

N/A

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:
Ken McCallum, Drainage Superintendent Huron-Kinloss

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

1078 Bruce Road 12 | P.O. Box 150 | Formosa ON
Canada | N0G 1W0 | 519-364-1255
www.saugeenconservation.ca
publicinfo@svca.on.ca

February 23rd, 2024

Re: Changes to Section 28 and 29 Regulations effective April 1, 2024.

To the esteemed Councils of the Saugeen Watershed,

I wish to inform you of important legislative changes introduced by the Provincial Government, impacting Conservation Authorities. On February 16, 2024, Ontario Regulation 41/24, concerning "Prohibited Activities, Exemptions, and Permits," was announced and is scheduled to take effect on April 1, 2024. This regulation alters the Saugeen Valley Conservation Authority's (SVCA) permitting process and the scope of activities permitted.

Key changes include narrowed review areas around significant wetlands and headwater streams and a reduction in SVCA's authority over wetlands and watercourse pollution. Conversely, enforcement capabilities for regulation violations have been strengthened, including the introduction of Stop Work Orders for SVCA Regulations Officers and increased fines for convictions, ranging from a maximum of $50,000 for an individual to $1,000,000 for a corporation per offense.

Additionally, Ontario Regulation 688/21 concerning "Rules of Conduct in Conservation Areas" will be enacted.

No additional provincial funding will be provided to support the implementation of these changes, including the development of new maps, comprehensive policy documents, and public consultation efforts.

Saugeen Conservation staff are closely monitoring these developments and are committed to addressing the challenges posed by related deadlines. We will keep our member municipalities updated on our response and any further implications of these regulatory changes. Please do not hesitate to contact me with any questions.

Sincerely,

Erik Downing
General Manager / Secretary-Treasurer (Acting)
Saugeen Valley Conservation Authority

Drainage Act and Conservation Authorities Act Protocol

Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities



ontario.ca

Ontario

Preface

In 2008, the inter-agency *Drainage Act* & Section 28 Regulations Team (DART) was established by the Ministry of Natural Resources (MNR) and the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to explore the options and propose solutions to the legal liability issues for municipalities and conservation authorities arising from provisions in the *Drainage Act* and the *Conservation Authorities Act*. DART includes representatives from MNR, OMAFRA, Conservation Ontario, conservation authorities, the Drainage Superintendents Association of Ontario, the Ontario Society of Professional Engineers Land Drainage Committee, Ontario Federation of Agriculture, Ontario Farm Environmental Coalition, and the Rural Ontario Municipal Association. The Team's goal was to develop a means for municipalities and conservation authorities to fulfill their responsibilities under the *Drainage Act* and *Conservation Authorities Act* respectively without compromising the intent of either statute. The Team developed a draft *Drainage Act* and *Conservation Authorities Act* Protocol. Included in the Protocol is a joint Drain Maintenance or Repair Notification Form which may be used to apply for permissions from conservation authorities, MNR, and Fisheries and Oceans Canada. After public consultation, the Protocol and Notification Form were approved by the Ministers of Natural Resources and Agriculture, Food and Rural Affairs and are now Provincial policy. These documents are intended for internal use by municipal and conservation authority staff.

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DRAINAGE ACT 53
CONSERVATION AUTHORITIES ACT 57

Throughout this document, any terms appearing in italics are defined in the Glossary of Terms for purposes of this protocol.

1. Introduction

Municipal drains have been a fixture of rural Ontario's infrastructure since the 19th century. Most *municipal drains* were constructed to improve the drainage of agricultural land by serving as the discharge point for private agricultural tile drainage systems. In providing this function, they also serve as vital infrastructure for all facets of land use in rural Ontario, and without them, many areas of the province would be subjected to regular flooding, reduced production from agricultural land and increased public health risks. Under the *Drainage Act*, municipalities are legislated to maintain and repair drains and to respond to petitions for new drainage systems. A comprehensive description of the *Drainage Act* and *Conservation Authorities Act* (*CA Act*) is presented in Appendix V, and both acts are available online through e-Laws (www.e-laws.gov.on.ca).

Under Section 28 of the *CA Act*, conservation authorities (CAs) regulate *development* in or adjacent to *watercourses, wetlands*, the shoreline of the Great Lakes-St. Lawrence River System or inland lakes, river or stream valleys, *hazardous lands* and other areas where, in the opinion of the Minister, *development* should be prohibited or regulated or should require the permission of the authority. A conservation authority may grant permission for development if, in the opinion of the authority, the control of *flooding, erosion, dynamic beaches, pollution* or the conservation of land is not affected. CAs also regulate activities that change, divert, or interfere in any way with the existing channel of a river, creek, stream or *watercourse*, or that change or interfere in any way with a *wetland. Municipal drains* are generally *watercourses* as defined under the *CA Act* and are therefore regulated by CAs.

Because of incongruent provisions between the two provincial Acts, there is potential for legal liability issues with regard to *maintenance* and *repair* of existing drains. If a municipality is unable to proceed with required drain *maintenance* or *repair* because of requirements for a *CA Act* S. 28 permit, the municipality could be held liable for any consequences. If drain *repair* and *maintenance* activities are carried out (with or without a *CA Act* S. 28 permit) and impact regulated areas with respect to the CA's regulatory responsibilities under the *CA Act*, the CA could be held liable for not undertaking or enforcing its regulatory responsibilities.

This protocol provides provincially-approved guidance to conservation authority staff and municipal representatives (e.g. *drainage superintendents*) regarding the most appropriate practices and permit requirements for *municipal drain maintenance* and *repair* activities.

2. Purpose and Scope

This Protocol only addresses the *maintenance* and *repair* of drains as required by the *Drainage Act* and does not address issues around new drains and improvements to existing drains.

Included in the Protocol is a set of Standard Compliance Requirements (SCRs) for regular *repair* and *maintenance* activities that, if followed, would serve as the written permission to proceed with work under the *CA Act.* The SCRs documented in this Protocol are to be implemented and adhered to by conservation authority staff and *drainage superintendents*. The Ministry of Natural Resources (MNR), which administers the *CA Act*, and the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), which is responsible for the *Drainage Act*, have a responsibility to ensure their respective legislation is applied equally and fairly within the province. In order to assess the effectiveness of these standard compliance requirements, each ministry will periodically undertake a review of the implementation of this Protocol.

This Protocol also uses a 'Notification of Drain Maintenance or Repair' form (see Appendix II) which serves as a combined notification form for works requiring permissions under the federal *Fisheries Act* and the Ontario *Endangered Species Act* as well as the provincial *CA Act*. The 'Notification of Drain Maintenance or Repair' form is intended to simplify the application process for proponents by using a single form for all permissions. The form must still be submitted to each of the agencies from which permissions are required. This protocol does not apply to permissions under the federal *Fisheries Act* or the Ontario *Endangered Species Act* in any other respects.

Good communication among all parties remains fundamental for these SCRs to be effective. Municipalities and conservation authorities should be in regular communication to understand one another's interests and be aware of changes and developments. In order for this Protocol to be successful, municipalities and CAs should meet at minimum annually to discuss the municipality's workplan. Proponents of a drainage project should initiate contact about a particular project as early in the process as possible to ensure a common understanding on all sides and to address any potential issues before they become more serious.

3. Compliance Procedures for Drain Maintenance and Repair

3.1 Standard Compliance Requirements

Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

This protocol includes Standard Compliance Requirements (SCRs) for *repair* and *maintenance* activities that, if met, would satisfy the objectives of *a CA Act* S. 28 permit. Written permission under Section 28 of the *CA Act* can be achieved either by adhering to an SCR issued by a CA or by obtaining a regular *CA Act* S. 28 permit. Each SCR contains activity-specific mitigation requirements, which apply only to that activity, and general mitigation requirements, which are standards that must be maintained on all drain *maintenance* and *repair* projects. Exceptions from the general mitigation requirements (emergency measures) should occur only in situations on a *municipal drain* that demand the immediate attention of the municipality. Examples include the structural failure or complete collapse of a crossing on a drain or the *flooding* of property caused by the blockage of a *municipal drain*. In situations where emergency measures are undertaken by the municipality, the *drainage superintendent* should notify the appropriate CA as soon as is practical.

Certain activities within *regulated wetland limits* have the potential to interfere with *wetlands*. Therefore, it is recommended that a *CA Act* S. 28 permit still be required for these activities. However, a CA can choose to use the SCRs outlined in this protocol to provide written permission rather than requiring a permit. The decision to use the SCR within *regulated wetland limits* is at the discretion of the CA and should be assessed on a case-by-case basis. Where permits are required for drain *maintenance* and *repair*, due to the municipality's duty to maintain drainage works under the *Drainage Act*, a CA and a municipality shall work cooperatively to maintain the drain with written permission with or without conditions.

Table 1 outlines the *repair* and *maintenance* activities for which SCR statements are available to serve as a written permission in place of a permit for an activity under S. 28 of the *CA Act.* Table 1 also identifies those *repair* and *maintenance* activities for which a permit is recommended, although an SCR may be used for these activities at the discretion of the CA. The SCRs for all activities identified in Table 1 are documented in the following pages.

Table 1. Recommended use of Standard Compliance Requirements and permits for drain maintenance *and* repair *activities*

Activity	SCR statement recommended	Permit recommended
Brushing bank slope	✓	
Brushing top of bank	✓	
Debris Removal and Beaver Dam Removal	✓	
Spot Clean-out	✓	
Culvert Replacement	✓	
Bank Repair or Stabilization and Pipe Outlet Repair	✓	
Dyke Maintenance and Repair	✓	
Water Control Structure Maintenance and Repair	✓	
Pump Station Maintenance and Repair	✓	
Bottom Only Cleanout (outside of *regulated wetland limits)*	✓	
Bottom Cleanout Plus One Bank Slope (outside of *regulated wetland limits*)	✓	
Full Cleanout (outside of *regulated wetland limits)*	✓	
Bottom Only Cleanout (within *regulated wetland limits)*		✓
Bottom Cleanout Plus One Bank Slope (within *regulated wetland limits)*		✓
Full Cleanout (within *regulated wetland limits)*		✓

3.2 Procedures

Timely, clear and open communication between all parties is required to mitigate the risk of projects not receiving the required CA sign-off within the desired timeframe. The municipality should communicate its annual workplan for *maintenance* and *repair* activities to the CA as early as possible; CAs and municipalities should meet at minimum annually to discuss the workplan. Should a CA have concerns that a *maintenance* or *repair* project may not meet the Standard Compliance Requirements for that particular type of activity, the CA will notify the municipality and communicate its concerns as soon as possible.

Where a CA determines that a site visit is necessary to assess an application, the *drainage superintendent* and CA should conduct site visits jointly when possible. If a site visit is not possible, the CA should work with the *drainage superintendent* to acquire the necessary information about the project.

If a dispute occurs over a permission (e.g., over conditions on a permit) to maintain or repair a drainage works, parties are encouraged to refer the issue to the Drainage Issues Resolution Team (see Appendix 1) before taking their dispute to a legal appeal body. This mediation team, consisting of drainage sector and conservation authority representatives, will provide an independent assessment of the best means of addressing the requirements of both statutes. If no acceptable resolution can be found, standard statutory procedures remain available.

3.2.1 Procedures for general works (not located in a regulated wetland limit*):*

1. The municipality completes a Drain Maintenance or Repair Notification form (see Appendix II) for each drain *maintenance* or *repair* project, and submits it to the CA. Note that the municipality is also responsible for submitting the notification form to MNR if approvals are required under the *Endangered Species Act*.
2. The CA acknowledges receipt of the form to the municipality.
3. The CA screens the work proposed in the notification form, and may request additional information if the notification form is incomplete.
4. The CA sends a signed copy of the SCR for the specific activity being undertaken (e.g. spot clean-out) to the municipality. The CA will endeavour to provide the signed SCR to the municipality within 15 working days of receipt of a complete notification form.
5. Should the CA have concerns that a *maintenance* or *repair* project may not meet the SCR for that particular type of activity, the CA will communicate its concerns to the municipality as soon as possible. The CA may require a full permit application, in which case the municipality will undertake the normal permit application procedures.

6. By signing the SCR statement, the CA is providing a written permission under the appropriate *Conservation Authorities Act* S.28 regulation and acknowledges awareness of the work. The *drainage superintendent* and the CA will jointly monitor activities for adherence to the SCRs at their discretion.
7. The municipality undertakes the work in accordance with the SCRs.

Should the municipality be unable to meet the conditions listed in the SCRs or the project be beyond the scope of an SCR statement, a full permit application and review process would be required. In the event of non-adherence by the municipality to the SCRs provided, CAs may issue a notice of violation under their *CA Act* S. 28 regulation and if necessary enter into legal proceedings.

3.2.2 Procedures for works w*ithin a* regulated wetland limit *(see Glossary of Terms)*

1. The municipality completes a Drain Maintenance or Repair Notification form (see Appendix II) for each drain *maintenance* or *repair* project and submits the form to the CA. Note that the municipality is also responsible for submitting the notification form to MNR if approvals are required under the *Endangered Species Act*.
2. The CA acknowledges receipt of the form to the municipality.
3. The CA screens the work proposed in the notification form, and may request additional information if the notification form is incomplete.
4. The CA may require the municipality to obtain a permit for the work, or the CA may determine that the relevant SCR would satisfy its requirements, in which case the process outlined above for works outside of *regulated wetland limits* would be followed.
5. If the CA requires the municipality to obtain a permit, the municipality will undertake the normal permit application procedures.
6. Timely, clear and open communication between all parties is encouraged.
7. The municipality is encouraged to pre-consult with the CA as early as possible to identify, discuss, mitigate and resolve any potential issues or concerns from either party.
8. The CA will make a permit decision and notify the municipality of this decision in writing in accordance with the process and timelines outlined in MNR's *"Policies and Procedures for Conservation Authority Plan Review and Permitting Activities"* and the CA's internal administrative and service delivery policies.
9. The CA may place conditions on a permit, but due to the municipality's duty to maintain drainage works under the *Drainage Act*, a CA and a municipality shall work cooperatively to maintain the drain with written permission, with or without conditions. If the CA does not feel it can approve the permit or the municipality disagrees with the conditions placed on the permit, and no agreement can be reached between the parties, the issue can be referred to the Drainage Issues Resolution Team (see Appendix I).
10. The municipality undertakes the work in accordance with the permit.

For all *maintenance* or *repair* activities that the CA agrees fall within the scope of an SCR, the CA will endeavour to provide sign-off for the SCR statement within 15 working days upon receipt of the notification form.

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the *Drainage Act*

A. Brushing Bank Slope

Description of Typical Works

The removal of trees and other vegetation from the side slopes of a *municipal drain*.

Activity-Specific Mitigation Requirements

- To preserve slope stability, the vegetative root structure should be preserved. Brushing the bank slope should not disturb soil or remove the roots of any trees or shrubs.
- Engineer's Report to be examined to determine the municipality's working space. Where options exist, work from North or East side is preferred.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

The _____ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted in the _____drain in accordance with the notification form, provided maintenance and repair activities comply with all standards set out above. This permission does not relieve the applicant of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.	
File Number: _____	**By-Law No.:** _____
Period of Validity: _____ **to** _____	
Location:	☐ *Location map attached*
Geographic Township: _____	**Municipality:** _____
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot** _____ **Conc.** _____ **TO Lot** _____ **Conc.** _____ **FROM Lot** _____ **Conc.** _____ **TO Lot** _____ **Conc.** _____ _____ **metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

B. Brushing Top of Bank

Description of Typical Works

The removal of trees and other vegetation from the top of a bank. This may be required for easement maintenance and site accessibility. In certain situations brushing the top of bank may require the removal of roots or the disturbance of soil.

Activity-Specific Mitigation Requirements

- Remove vegetation selectively; mature trees should be preserved where possible.
- Whenever possible, avoid removing roots.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.: _____**	
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality: _____**	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

C. Debris Removal and Beaver Dam Removal

Description of Typical Works

Removal of log jams, garbage, beaver dams or other obstructions.

Activity-Specific Mitigation Requirements

- Brush or debris should be placed in a location where it cannot re-enter or block the channel.
- Debris removal including the disposal of the sediment should be conducted in a manner consistent with the Engineer's Report and authorizing by-law.
- Minimize *flooding* upstream and downstream by drawing the water down slowly.
- Avoid performing work when flow conditions are elevated due to recent rainfall to minimize sediment and debris movement and *erosion*.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.: _____**
Period of Validity: _____ to _____	
Location:	☐ *Location map attached*
Geographic Township: _____	**Municipality: _____**
Work Zone* :	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____**
Impact Zone :**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____**

Length of Work Zone:	**_____ metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

D. Spot Cleanout

Description of Typical Works

Cleanout of isolated sediment build-up that is significant enough to cause *erosion* or flow blockage/*flooding* concerns in the channel. This may include a sediment trap (dug below design grade) cleanout. If cleanout will be continuous along the drain, refer to bottom cleanout.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- Spot cleanouts including the disposal of the sediment should be conducted in a manner consistent with the Engineer's Report and authorizing by-law.
- Minimize *flooding* upstream and downstream.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____		**By-Law No.: _____**
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township:	**_____**	**Municipality:** **_____**

Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

E. Culvert Replacement

Description of Typical Works

Replacement of a culvert in accordance with the Engineer's Report. Replacement culverts must be the diameter and length and installed at the location specified in the Engineer's Report.

Activity-Specific Mitigation Requirements

- Minimize disruption to the channel and bank slopes.
- Placement of any material removed cannot impact flow.
- Culverts are to be embedded and appropriate *erosion* protection installed.
- Minimize *flooding* upstream and downstream.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____ **By-Law No.: _____**
Period of Validity: _____ to _____
Location: ☐ *Location map attached*
Geographic Township: _____ **Municipality: _____**

Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

F. Bank Repair or Stabilization and Pipe Outlet Repair

Description of Typical Works

Includes restoration of bank slopes to the original design in the Engineer's Report and localized activities to prevent bank failure, such as the placement of rip rap, seeding the bank, and the use of geotextile materials.

Activity-Specific Mitigation Requirements

- Control the placement of stabilization works to minimize *erosion* and sediment travel impacts downstream.
- Minimize disruption to the channel.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.:** _____	
Period of Validity: _____ **to** _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality:** _____	

Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

G. Dyke Maintenance and Repair

Description of Typical Works

Replacement, repair of breaches, or bank restoration of dykes as set out in the original Engineer's Report.

Activity-Specific Mitigation Requirements

- Minimize *flooding* upstream and downstream.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____		**By-Law No.: _____**
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____		**Municipality: _____**
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

H. Water Control Structure Maintenance and Repair

Description of Typical Works

Structural *maintenance, repair* or replacement of a water control structure in accordance with the specifications under the Engineer's Report.

Activity-Specific Mitigation Requirements

- Minimize *flooding* upstream and downstream.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

The _____ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted in the _____drain in accordance with the notification form, provided maintenance and repair activities comply with all standards set out above. This permission does not relieve the applicant of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.		
File Number: _____		**By-Law No.: _____**
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____		**Municipality: _____**
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

I. Pump Station Maintenance and Repair

Description of Typical Works

Structural repairs or replacing a pump station in accordance with the specifications under the Engineer's Report.

Activity-Specific Mitigation Requirements

- Minimize *flooding* upstream and downstream.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.: _____**	
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality: _____**	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act outside of *Regulated Wetland Limits*

J. Bottom Only Cleanout

Description of Typical Works

Removal of accumulated sediment in a drain, including spreading of the spoil, removal of vegetation in bottom of channel and access to the site.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- Bottom only cleanouts including the disposal of the sediment should be conducted in a manner consistent with the Engineer's Report and authorizing by-law
- Minimize *flooding* upstream and downstream.
- Minimize channel width to reduce sediment deposition.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.: _____**
Period of Validity: _____ to _____	
Location:	☐ *Location map attached*

Geographic Township: _____		**Municipality:** _____	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot** _____ **Conc.** _____ **TO Lot** _____ **Conc.** _____ **FROM Lot** _____ **Conc.** _____ **TO Lot** _____ **Conc.** _____ _____ **metres**		
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*			
Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*	
Date:			

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act outside of *Regulated Wetland Limits*

K. Bottom Cleanout Plus One Bank Slope

Description of Typical Works

Removal of accumulated sediment in a drain, including spreading of the spoil; the removal of vegetation in the bottom of the channel and removal of slope vegetation, including root removal; and access to the site.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- This work, including the disposal of the sediment, should be conducted in a manner consistent with the Engineer's Report and authorizing by-law
- Minimize *flooding* upstream and downstream.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____ **By-Law No.: _____**
Period of Validity: _____ to _____
Location: ☐ *Location map attached*
Geographic Township: _____ **Municipality: _____**

Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act outside of *Regulated Wetland Limits*

L. Full Cleanout

Description of Typical Works

Removal of accumulated sediment in a drain including spreading of the spoil; the removal of vegetation in the bottom of the channel and removal of slope vegetation, including root removal; the removal of trees and other vegetation from the top of a bank; and access to the site.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- This work, including the disposal of the sediment, should be conducted in a manner consistent with the Engineer's Report and authorizing by-law
- Minimize *flooding* upstream and downstream.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____ **By-Law No.: _____**
Period of Validity: _____ to _____
Location: ☐ *Location map attached*
Geographic Township: _____ **Municipality: _____**

Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**

**Work Zone = part of the drain where the work is actually occurring*
*** Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*

Signature of Conservation Authority Official:	*Name*	*Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act within *Regulated Wetland Limits*
(For use where permits not required)

M. Bottom Only Cleanout

Description of Typical Works

Removal of accumulated sediment in a drain, including spreading of the spoil, removal of vegetation in bottom of channel and access to the site.

General Permitting Information

Certain activities have the potential to cause interference with *wetlands*. Therefore, it is recommended that a permit be required for these activities. However, a conservation authority can choose to request that the standard compliance requirements outlined below be followed rather than issuing a permit. Additional consultation may be necessary for works within a *wetland*.

Where permits are required, a conservation authority may attach conditions to the permit, but due to the municipality's duty to maintain drainage works under the Drainage Act, a conservation authority and a municipality shall work cooperatively to maintain the drain with written permission, with or without conditions.

If a dispute occurs over a permit (e.g., over permit conditions) to maintain or repair a drainage works, parties are encouraged to refer the issue to the Drainage Issues Resolution Team before taking their dispute to a legal appeal body. This mediation team, consisting of drainage sector and conservation authority representatives, will provide an independent assessment of the best means of addressing the requirements of both statutes. If no acceptable resolution can be found, standard statutory procedures remain available.

Mitigation Measures to be undertaken should Standard Compliance Requirements be Chosen

- There should be no appreciable change in grade with the removal of sediment.
- This work, including the disposal of the sediment, should be conducted in a manner consistent with the Engineer's Report and authorizing by-law.
- Minimize *flooding* upstream and downstream.
- Minimize channel width to reduce sediment deposition.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.
- The conservation authority, *drainage superintendent* and property owner should agree on access to the site where not specified in the Engineer's Report.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment

- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

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File Number: _____	**By-Law No.: _____**	
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality: _____**	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act within *Regulated Wetland Limits*
(For use where permits not required)

N. Bottom Cleanout Plus One Bank Slope

Description of Typical Works

Removal of accumulated sediment in a drain, including spreading of the spoil; the removal of vegetation in the bottom of the channel and removal of slope vegetation, including root removal; and access to the site.

General Permitting Information

Certain activities within *regulated wetland limits* have the potential to cause interference with *wetlands*. Therefore, it is recommended that permit be required for these activities. However, a conservation authority can choose to request that the standard compliance requirements outlined below be followed rather than issuing a permit. Additional consultation may be necessary for works within a *wetland*.

Where permits are required, a conservation authority may attach conditions to the permit, but due to the municipality's duty to maintain drainage works under the Drainage Act, a conservation authority and a municipality shall work cooperatively to maintain the drain with written permission, with or without conditions.

If a dispute occurs over a permit (e.g., over permit conditions) to maintain or repair a drainage works, parties are encouraged to refer the issue to the Drainage Issues Resolution Team before taking their dispute to a legal appeal body. This mediation team, consisting of drainage sector and conservation authority representatives, will provide an independent assessment of the best means of addressing the requirements of both statutes. If no acceptable resolution can be found, standard statutory procedures remain available.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- This work, including the disposal of the sediment, should be conducted in a manner consistent with the Engineer's Report and authorizing by-law
- Minimize *flooding* upstream and downstream.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.
- The conservation authority, *drainage superintendent* and property owner should agree on access to the site where not specified in the Engineer's Report.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment

- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

The _____ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted in the _____drain in accordance with the notification form, provided maintenance and repair activities comply with all standards set out above. This permission does not relieve the applicant of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.		
File Number: _____	**By-Law No.: _____**	
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality: _____**	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____ metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD COMPLIANCE REQUIREMENTS
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act within *Regulated Wetland Limits*
(For use where permits not required)

O. Full Cleanout

Description of Typical Works

A full cleanout includes bottom cleanout of a drain, including spreading of the spoil; the removal of vegetation in the bottom of the channel and removal of slope vegetation, including root removal; the removal of trees and other vegetation from the top of a bank; and access to the site.

General Permitting Information

Certain activities within *wetlands* have the potential to cause interference with *wetlands*. Therefore, it is recommended that a permit be required for these activities. However, a conservation authority can choose to request that the standard requirements outlined below be followed rather than issuing a permit. Additional consultation may be necessary for works within a *wetland*.

Where permits are required, a conservation authority may attach conditions to the permit, but due to the municipality's duty to maintain drainage works under the Drainage Act, a conservation authority and a municipality shall work cooperatively to maintain the drain with written permission, with or without conditions.

If a dispute occurs over a permit (e.g., over permit conditions) to maintain or repair a drainage works, parties are encouraged to refer the issue to the Drainage Issues Resolution Team before taking their dispute to a legal appeal body. This mediation team, consisting of drainage sector and conservation authority representatives, will provide an independent assessment of the best means of addressing the requirements of both statutes. If no acceptable resolution can be found, standard statutory procedures remain available.

Activity-Specific Mitigation Requirements

- There should be no appreciable change in grade with the removal of sediment.
- This work, including the disposal of the sediment, should be conducted in a manner consistent with the Engineer's Report and authorizing by-law
- Minimize *flooding* upstream and downstream.
- Perform work in no/low flow conditions to minimize sediment movement and *erosion*. Avoid work after recent precipitation or snowmelt.
- The conservation authority, *drainage superintendent* and property owner should agree on access to the site where not specified in the Engineer's Report.

General Mitigation Requirements

General mitigation requirements are standards that must be maintained on all drain *maintenance* and *repair* projects.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g. frozen or dry soil conditions or the use of load distributing machines or mats).
- Place brush, debris and sediment in such a location as to minimize entry into the channel.
- Perform work in appropriate flow conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Except on cultivated lands, any areas of disturbed or bare soil around the drain should be seeded with native, non-invasive herbaceous material while the ground is moist and conditions are appropriate for germination.

The _____ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted in the _____drain in accordance with the notification form, provided maintenance and repair activities comply with all standards set out above. This permission does not relieve the applicant of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.		
File Number: _____	**By-Law No.: _____**	
Period of Validity: _____ to _____		
Location:	☐ *Location map attached*	
Geographic Township: _____	**Municipality: _____**	
Work Zone* : **Impact Zone** :** **Length of Work Zone:**	**FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **FROM Lot _____ Conc. _____ TO Lot _____ Conc. _____** **_____metres**	
Work Zone = part of the drain where the work is actually occurring* * Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone*		
Signature of Conservation Authority Official:	_____ *Name*	_____ *Signature*
Date:		

STANDARD BEST PRACTICES
Maintenance and Repair of Municipal Drains Constructed under the Drainage Act

P. Pipe, Junction Box or Catch Basin Maintenance and Repair

Description of Typical Works

Drainage Infrastructure	Definition	Repair Activity
Pipe	A buried conduit used to convey water beneath the land surface	• Replacing a section of collapsed or broken pipe • Removing roots or other blockages
Junction Box	A structure buried in the ground that allows the connection of various pipes entering at different elevations.	• Periodic removal of sediment from the junction box bottom; • Repair or replacement of the junction box structure.
Catchbasin	An inlet structure that allows surface water to drain into a pipe *municipal drain*	• Periodic removal of sediment from the catchbasin bottom; • Repair or replacement of the catchbasin structure.

There are no regulatory impacts typically associated with Pipe, Junction Box or Catch Basin repairs and no Standard Compliance Requirement statement is required. *Drainage superintendents* should still follow best practices set out below as a matter of good practice while doing these repairs.

Best Practices

Below are standards that should be maintained as a matter of good practice during these repairs.

- Choose conditions and equipment appropriate to minimize site disturbance by equipment.
- Place brush and debris in such a location as to limit entry into the pipe.
- Perform work in appropriate conditions to minimize debris movement and *erosion*.
- Limit soil movement and *erosion*; use control measures if necessary before work begins.

Typically *Conservation Authorities Act* S. 28 Regulation permissions are not required for pipe, junction box or catch basin repairs.

4. Glossary of Terms

For the purposes of this protocol, it is important to note that where definitions are provided in the *Conservation Authorities Act* or its regulations, these definitions (e.g. "development") prevail for the implementation of *Conservation Authorities Act* Section 28 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulations, even if other legislation or relevant policy documents define these terms differently. Where a term has not been defined under the *Conservation Authorities Act* (e.g. erosion hazard, flood hazard) definitions have been provided from other Acts or policy or developed as part of this Protocol. These definitions are intended to give the reader an interpretation of the term and do not prejudice or represent what may at a later date be defined under the *Conservation Authorities Act.* Definitions of terms specific to the *Drainage Act* and defined under the *Drainage Act* are also provided.

Development[1]:

a) the construction, reconstruction, erection or placing of a building or structure of any kind,
b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
c) site grading, or
d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

Drainage Superintendent[2]: A municipal position appointed by municipal council under the authority of the *Drainage Act.* The superintendent is responsible for the inspection, maintenance, repair and overall management of municipal drains on behalf of municipal council.

Dynamic Beach Hazard[3], dynamic beach: dynamic beaches are areas of inherently unstable accumulations of shoreline sediments along the Great Lakes – St. Lawrence River System and large inland lakes, as identified by provincial standards, as amended from time to time. The dynamic beach hazard limit consists of the flooding hazard limit plus a dynamic beach allowance.

Erosion Hazard[4], erosion: the loss of land, due to human or natural processes, that poses a threat to life and property. The erosion hazard limit is determined

[1] Conservation Authorities Act (1990).
[2] Definition written by Drainage Act and (S. 28) Regulation Team.
[3] Provincial Policy Statement, 2005.
[4] Technical Guide: River and Stream Systems Erosion Hazard Limit (Understanding Natural Hazards, 2001).

using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), and an allowance for slope stability.

Flooding Hazard[5], flooding: the inundation of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water.[6] In Ontario, either storm-centred events, flood frequency based events, or an observed event may be used to determine the extent of the flooding hazard. These events are:

a. A **storm-centred event**, either Hurricane Hazel storm (1954) or Timmins storm (1961). A storm-centred event refers to a major storm of record which is used for land use planning purposes. The rainfall actually experienced during a major storm event can be transposed over another watershed and when combined with the local conditions, flooding hazard limit can be determined. This centring concept is considered acceptable where the evidence suggests that the storm event could have potentially occurred over other watershed in the general area.

b. **100 year flood** event is a frequency based flood event that is determined through analysis of precipitation, snow melt, or a combination thereof, having a return period (or a probability of occurrence) of once every 100 years on average (or having a 1% chance of occurring or being exceeded in any given year). The 100 year flood event is the minimum acceptable standard for defining the flooding hazard limit.

c. An **observed event**, which is a flood that is greater that the storm-centred events or greater that the 100 year flood and which was actually experienced in a particular watershed, or portion thereof, for example as a result of ice jams, and which has been approved as the standard for that specific area by the Minister of Natural Resources.

Hazardous Land[7]: land that could be unsafe for *development* because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock.

Hydrologic Function[8]: the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

[5] Technical Guide: River and Stream Systems Flooding Hazard Limit (Understanding Natural Hazards, 2001).
[6] Provincial Policy Statement, 2005.
[7] Conservation Authorities Act (1990).
[8] Provincial Policy Statement, 2005.

Maintenance[9]**:** the preservation of a drainage works.

Municipal Drain[10]: A "drainage works" as defined under the *Drainage Act*. Under the *Act*, a drainage works is defined as a drain constructed by any means, including the improving of a natural *watercourse*, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the level of the waters of a drain, reservoir, lake or pond, and includes a dam, embankment, wall, protective works or any combination thereof. To be a municipal drain, there must be a municipal by-law that adopts an engineer's report that defines the drainage system and states how the cost of the system is to be shared among property owners.

Pollution[11]**:** any deleterious physical substance or other contaminant that has the potential to be generated by *development* in an area to which a regulation made under clause 28 (1) (c) in the *CA Act* applies.

Provincially Significant Wetland[12]**:** an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time.

Repair[13]**:** the restoration of a drainage works to its original condition.

Regulated wetland limit[14]**:** The regulated wetland limit comprises wetlands and 'other areas' regulated by conservation authorities, as approved by the Minister of Natural Resources under Section 28(5)(e) of the *CA Act*. Though Section 28 regulations for each CA vary, for most CAs, these 'other areas' are areas where *development* could interfere with the *hydrologic function* of a wetland, including areas within 120 metres of all provincially significant wetlands and wetlands greater than 2 hectares in size, and areas within 30 metres of wetlands less than 2 hectares in size. The individual CA regulation should be consulted to determine the extent of the "other areas".

Staged cleanout: cleanout of a drain conducted in stages by dividing it into sections along its length, and maintaining one section at a time. The temporal scale of staging may vary depending on the sensitivity of the watercourse.

Two stage/low-flow channel: a channel cross-section, created either by design or as an alternative drain maintenance technique, consisting of a central low-flow channel with low-level vegetated benches on either side. The two-stage drain has the capacity to convey low or normal flows in the central channel at higher

[9] Drainage Act (1990)
[10] Definition written by Drainage Act and (S. 28) Regulation Team.
[11] Conservation Authorities Act (1990)
[12] Provincial Policy Statement, 2005.
[13] Drainage Act (1990)
[14] Definition written by Drainage Act and (S. 28) Regulation Team.

velocity to minimize sediment deposition, and can also accommodate higher flows. This design reduces maintenance requirements through a reduction in erosion, turbidity, and sediment export, and by allowing excess sediment and nutrients to settle out onto the vegetated benches. (See Appendix III, Figure 6.)

Watercourse[15]**:** an identifiable depression in the ground in which a flow of water regularly or continuously occurs.

Watershed[16]**:** an area that is drained by a river and its tributaries.

Wetland[17]**:** means land that

a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface,
b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse,
c) has hydric soils, the formation of which has been caused by the presence of abundant water, and
d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water

but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause c) or d).

[15] Conservation Authorities Act (1990).
[16] Conservation Authorities Act (1990)
[17] Conservation Authorities Act (1990)

Appendix I: Drainage Issues Resolution Team Terms of Reference

The Drainage Act and Conservation Authorities Act Protocol outlines provisions for a Drainage Issues Resolution Team in the event that the guidelines are not sufficient to resolve concerns.

Municipalities and conservation authorities from time to time may have difficulty in resolving drainage and permitting issues surrounding *maintenance* or *repair* works within *municipal drains*. The Protocol is intended to provide a framework to resolve many issues that may arise between these two parties. When a situation between the two parties cannot be resolved, to the point where mediation is necessary, then either party may request assistance from the Ministries of Natural Resources and of Agriculture, Food and Rural Affairs to establish a Drainage Issues Resolution Team.

Common Goal:

Members of a Drainage Issues Resolution Team will recognize and respect the need and responsibility for drainage in Ontario, as provided through the *Drainage Act,* and the protection of *watersheds* and public safety as provided for under the *Conservation Authorities Act*.

It is the goal of a Drainage Issues Resolution Team to focus on practical solutions that facilitate good working relationships while meeting *Drainage Act* and *Conservation Authorities Act* legislative requirements. A Drainage Issues Resolution Team will mediate discussions among the parties to ensure a consistent approach and provide technical direction on resolving the issues, while considering all interests in order to achieve a balance of societal values.

Purpose of the Drainage Issues Resolution Team:

A Drainage Issues Resolution Team shall:

- Listen to the concerns presented by both parties
- Discuss alternatives and opportunities
- Provide solutions which can balance the goals of all parties

Representation:

A Drainage Issues Resolution Team will include representatives from the Drainage Superintendents Association of Ontario and/or Drainage Engineers and from conservation authorities. A list of volunteers from these groups will be created and maintained by the Ministries of Agriculture, Food and Rural Affairs and of Natural Resources. Representatives will be appointed from this list by the Ministries as needed.

Suggested representatives will include:

- Two representatives from the drainage sector
- Two representatives from conservation authorities

Process:

Where the parties have been unable to come to a solution using the Protocol and need assistance to resolve conflict:

- One or both parties may contact a designated representative from the Integration Branch, Regional Operations Division at the Ministry of Natural Resources or the Environmental Management Branch, Food Safety and Environment Division at the Ministry of Agriculture, Food and Rural Affairs. Each party must submit their concerns in writing to their respective Ministry representative.
- The Ministry representatives will then appoint representatives from a list of volunteers from each group to assist in resolving the issues. Appointed representatives should be regional but without bias.
- The group of four representatives will constitute a Drainage Issues Resolution Team. The Team will try to mediate, and may suggest or present new ideas to resolve the issues at hand.
- A brief written report outlining the details of the issue and proposed solution(s), drafted by a Drainage Issues Resolution Team, will be presented to the parties involved.
- The Team will meet within a reasonable time frame acceptable to all parties, and if a date cannot be set within a reasonable time, the initiating parties may request alternative representatives.

Meetings:

- The Ministries of Natural Resources and Agriculture, Food and Rural Affairs will develop a list of volunteers across the province for Drainage Issues Resolution Teams. The volunteers appointed to resolve a given issue will determine meeting dates and locations as necessary for the situation. Volunteers will be responsible for any costs incurred from participation on a team (e.g., travel costs).

Decision-Making*:*

- After all information has been collected by the two parties, and after any field investigation completed by the Drainage Issues Resolution Team, a decision from the team should be rendered within thirty days.
- Decision-making will be conducted on a consensus basis. If consensus cannot be achieved, multiple solutions may be offered.
- If no acceptable resolution can be found, standard statutory procedures remain available.

- Mediation by the Drainage Issues Resolution Team will be undertaken without prejudice. Recommendations of the team do not set legal precedent.

Appendix II: Notification of Drain Maintenance or Repair

The Drain Maintenance or Repair Notification Form is available from the Drainage Superintendents Association of Ontario. It is designed to be usable by multiple agencies so that the applicant need only fill out one form. The form must still be submitted separately to each relevant agency: to the conservation authority where permission is required under the *Conservation Authorities Act, Fisheries Act* or *Species at Risk Act*, and to the Ministry of Natural Resources where permission is required under the *Endangered Species Act*.

For each drain *maintenance* or *repair* project, the municipality completes a Drain Maintenance or Repair Notification form and submits it separately to each relevant agency. The agency acknowledges receipt of the form to the municipality, and screens the work proposed. If necessary, the agency will contact the municipality for additional information about the work proposed.

For projects requiring permission from the conservation authority, where a proposed *maintenance* or *repair* activity is able to meet the Standard Compliance Requirements (SCR) outlined in this document, and if the conservation authority agrees that the work proposed meets the SCR, the authority will send a signed copy of the accompanying SCR statement to the municipality. The signed copy of the SCR statement will constitute written permission to proceed with the activity. The conservation authority and *drainage superintendent* will then monitor the project at their discretion for adherence to the SCR.

The conservation authority is not responsible for notifying or providing information to the Ministry of Natural Resources or vice versa. The applicant must submit the form to each relevant agency.

Appendix III: Diagrams of Drain Maintenance or Repair Activities

Figure 1: Brushing bank slope (Standard Compliance Requirements Statement A)

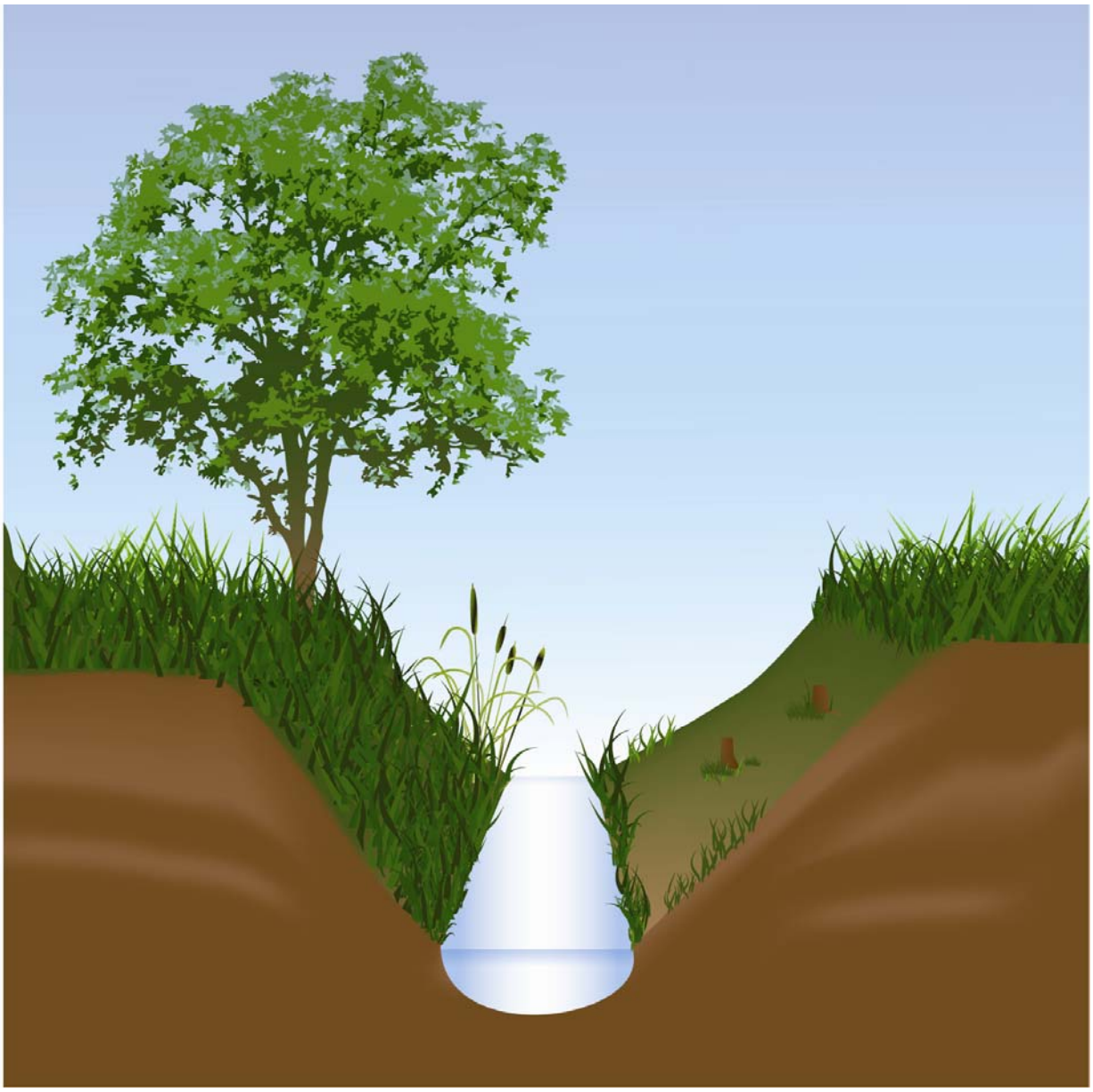


Figure 2: Brushing top of bank (Standard Compliance Requirements Statement B)

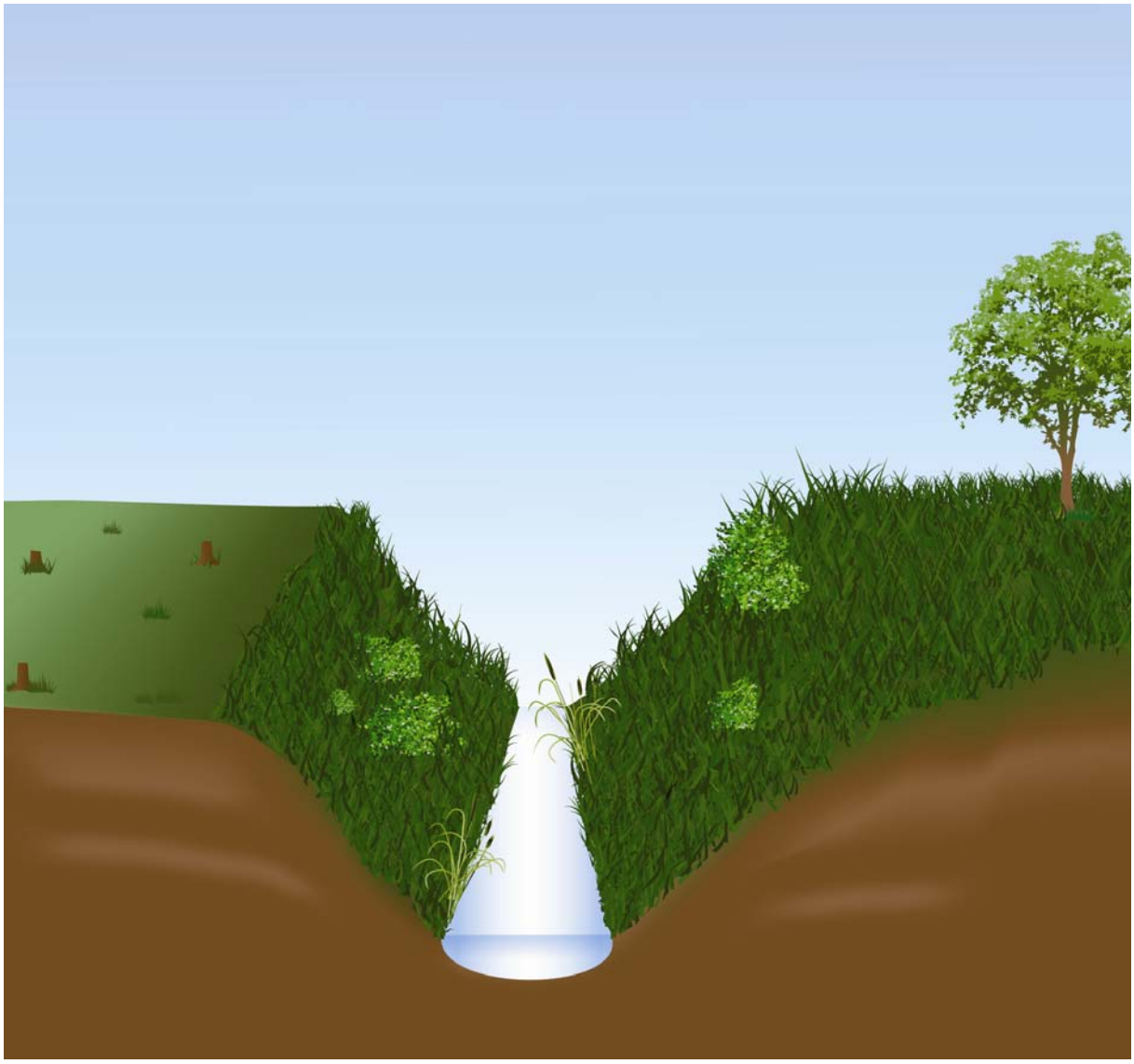


Figure 3: Bottom only cleanout (Standard Compliance Requirements Statements J, M)

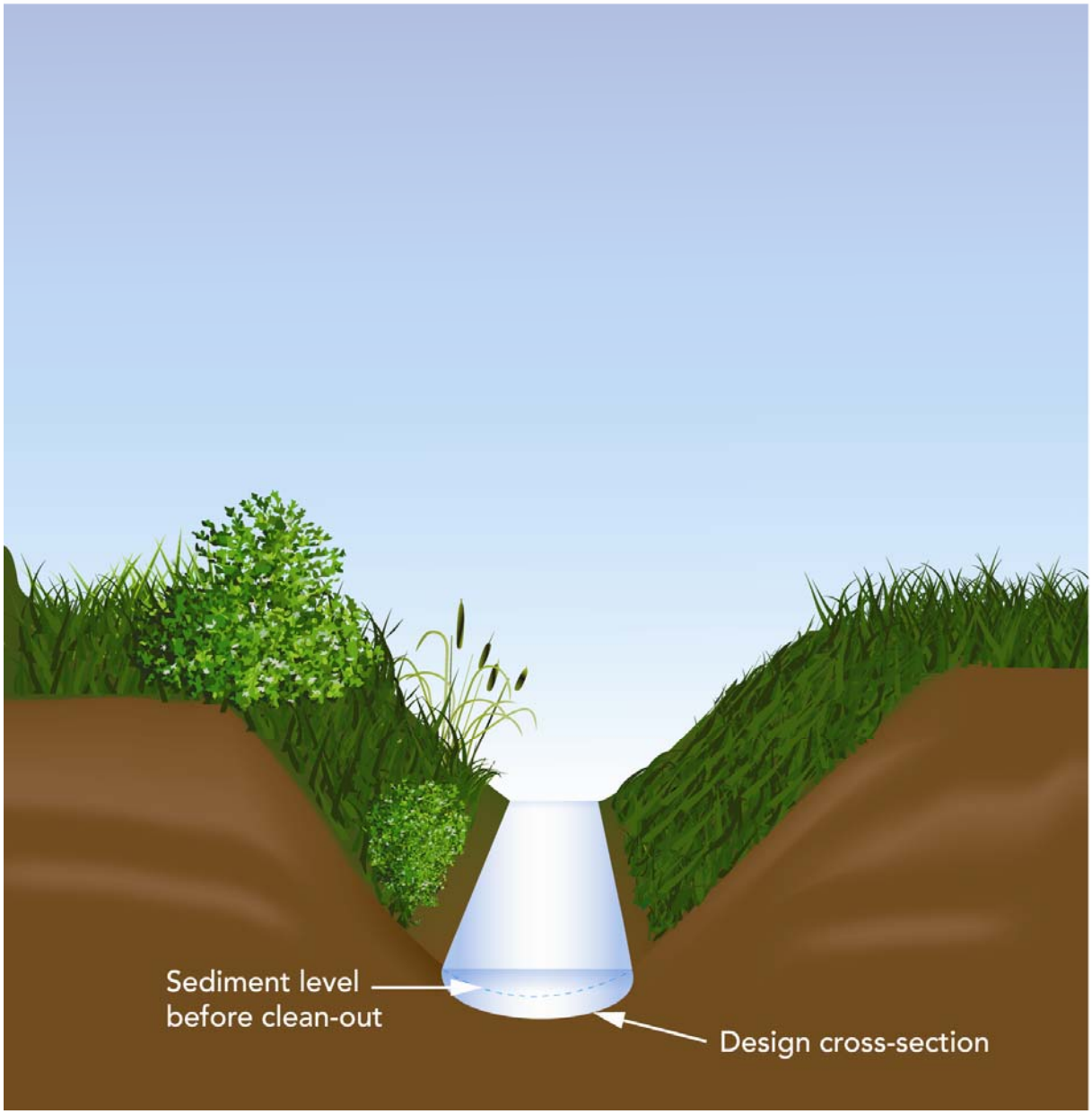


Figure 4: Bottom cleanout plus one bank slope (Standard Compliance Requirements Statements K, N)

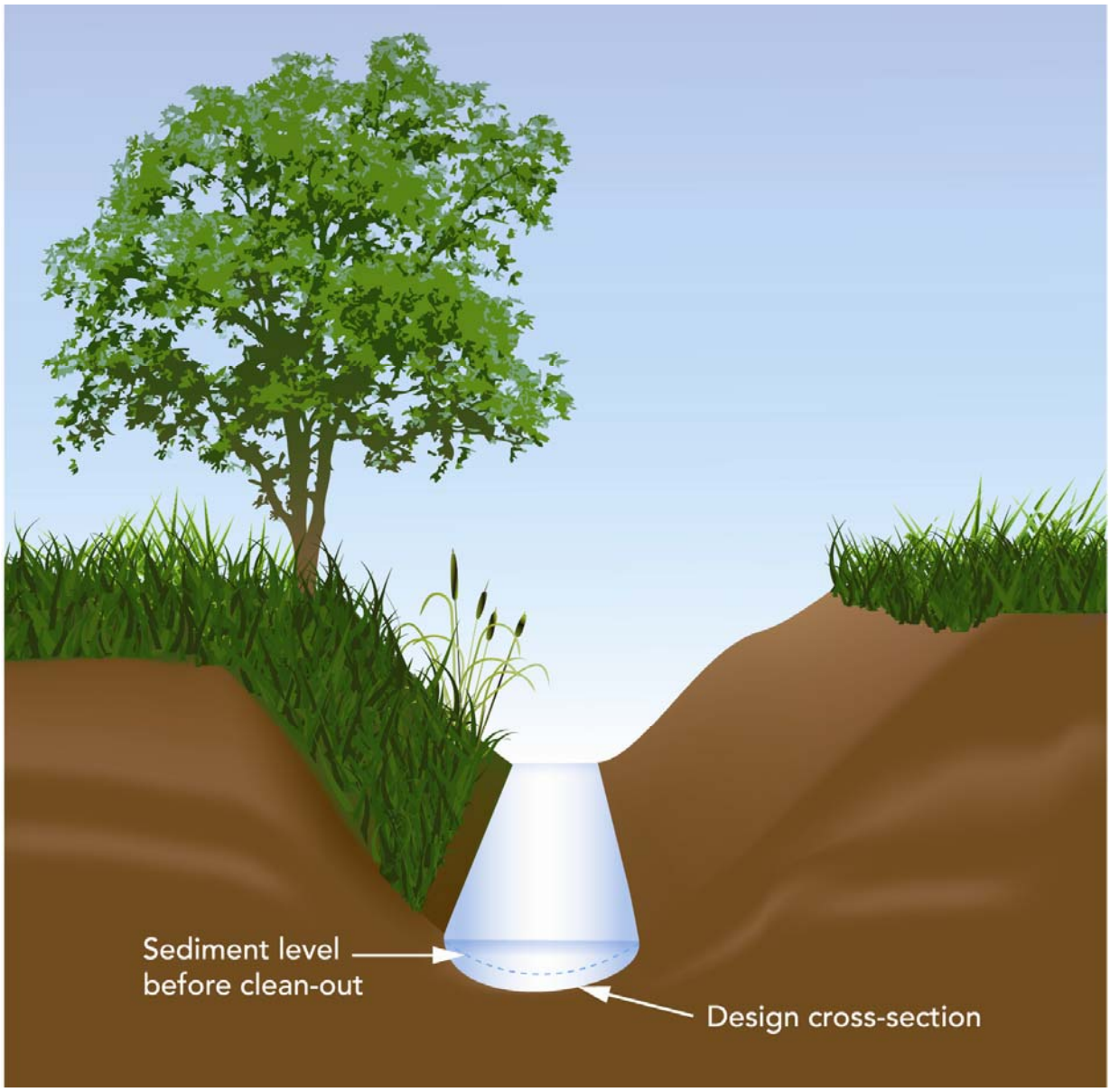


Figure 5: Full cleanout (Standard Compliance Requirements Statements L, O)

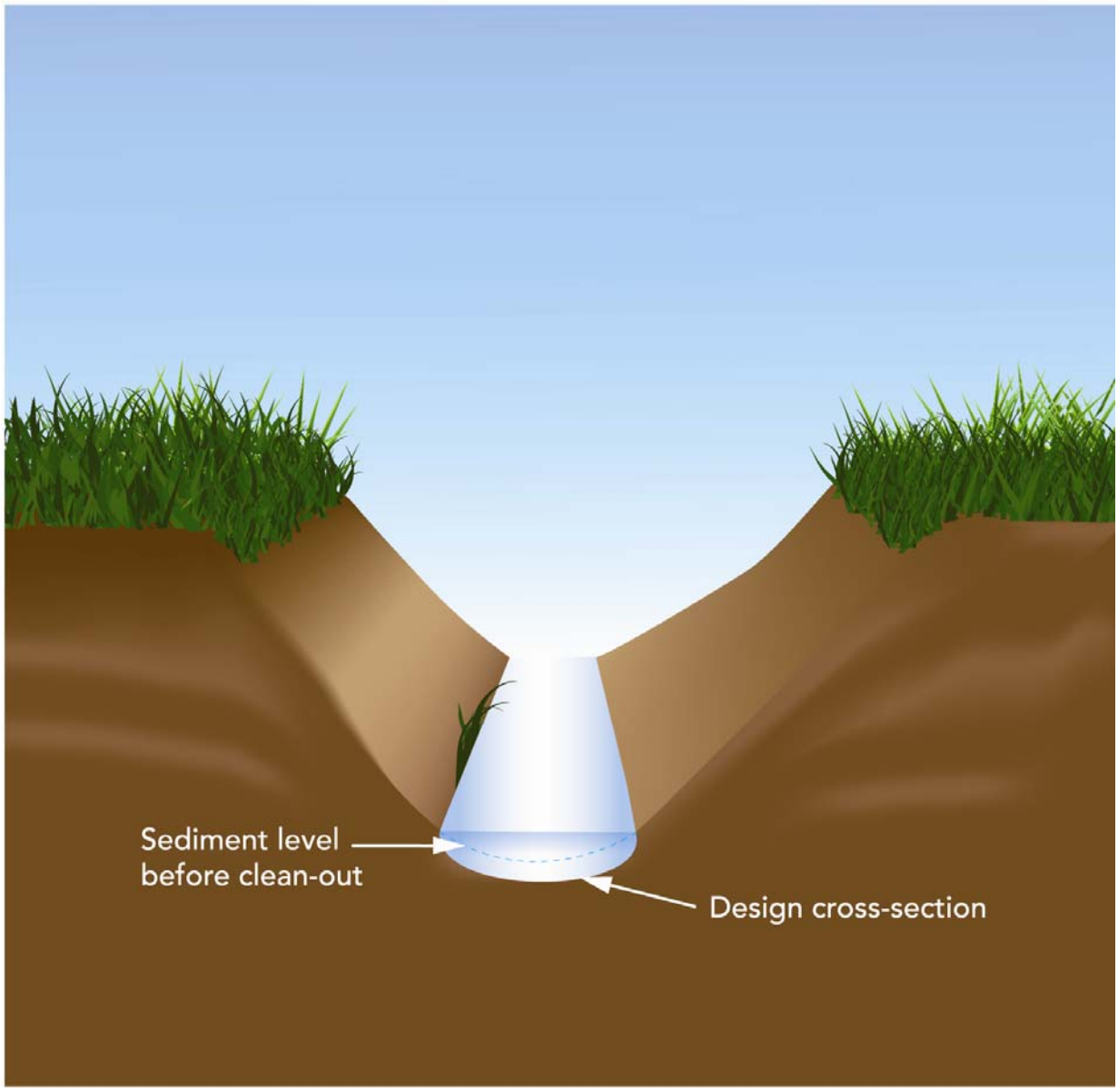
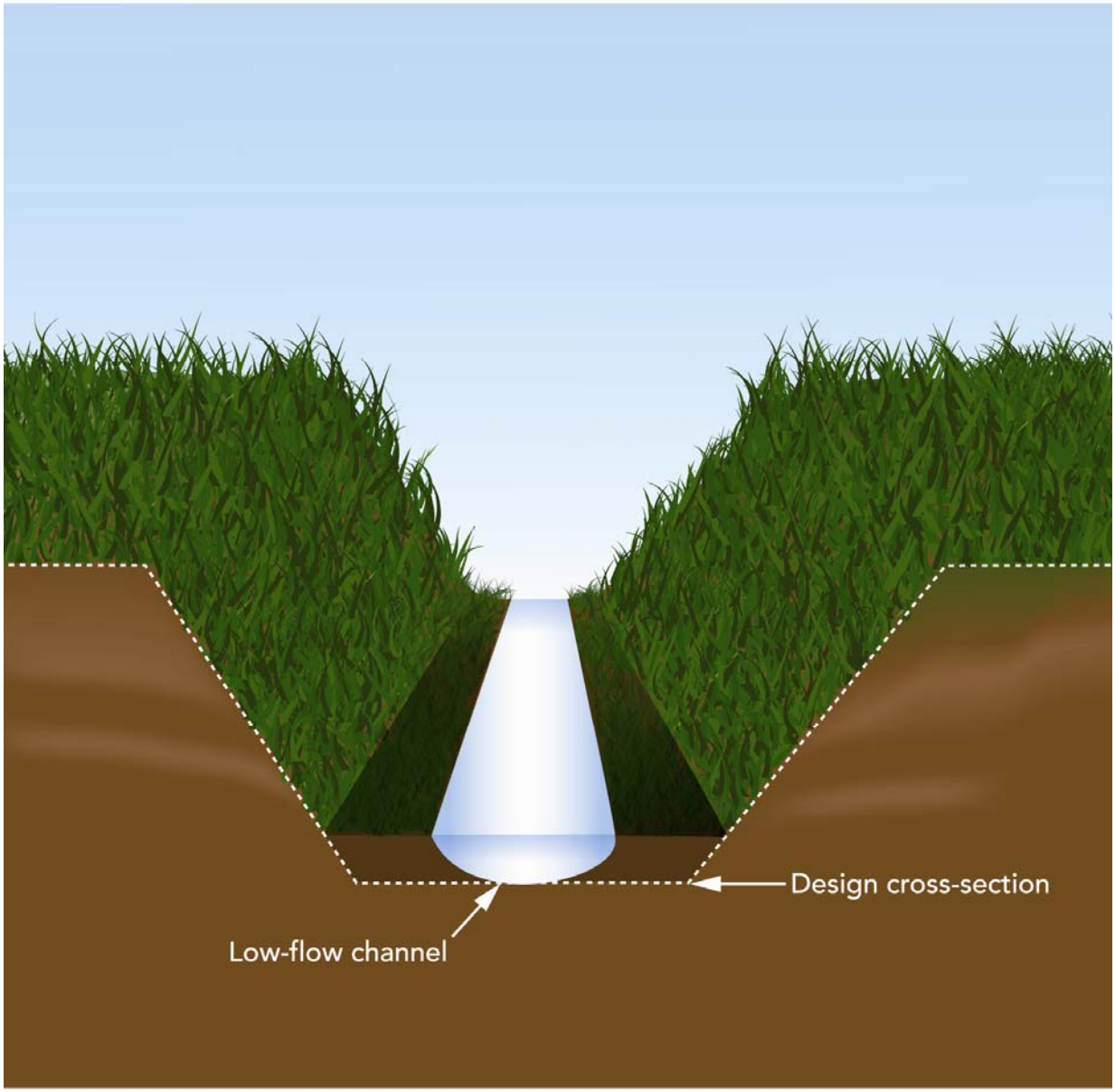


Figure 6: Two-stage/low-flow channel (Sediment and Erosion Control Measures)



Appendix IV: Agency Roles and Responsibilities

Ministry of Natural Resources (MNR)

The Ministry of Natural Resources is responsible for natural hazard prevention and management in Ontario. The *Conservation Authorities Act* is administered by MNR through its Conservation Authorities Program in the Integration Branch and Biodiversity Branch at MNR.

Where CAs exist, they have been delegated responsibility for delivering natural hazard management programs on behalf of their participating municipalities and the province, including *flooding* and *erosion* control, flood forecasting and warning, ice management, and natural hazard prevention through municipal plan input and regulating *development* in natural hazard areas. MNR provides the overall direction, guidance and technical standards with respect to natural hazard management.

Ministry of Agriculture, Foods and Rural Affairs (OMAFRA)

The Environmental Management Branch of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) is responsible for the administration of the *Drainage Act*, the *Tile Drainage Act* and the *Agricultural Tile Drainage Installation Act*. OMAFRA staff provide guidance, direction and training in the use of these statutes.

Municipalities

Municipalities have the legislative responsibility, under Section 74 of the *Drainage Act*, to repair and maintain *municipal drains* which are a critical part of the municipal infrastructure in Ontario. Municipal Councils, by by-law, may appoint a *drainage superintendent* to initiate, supervise and assist in the *maintenance, repair* and improvements of *municipal drains*.

Under the *Conservation Authorities Act*, conservation authorities are created as corporate bodies with boards of directors; the boards are comprised of representatives appointed by participating municipalities. The number of representatives each municipality may appoint is proportional to the population of the municipality within the authority's jurisdiction, and is determined by the CA Act. Most of these appointees are elected municipal councilors. The programs undertaken by conservation authorities in natural hazard prevention and management under the *CA Act* are jointly funded by the province and participating municipalities. The participating municipalities may also direct and fund conservation authorities in additional programs of local resource management interest such as stewardship.

Municipalities therefore have responsibilities connected with both the *Drainage Act* and the *Conservation Authorities Act*.

Conservation Authorities

Through the *Conservation Authorities Act*, 36 conservation authorities have been established in Ontario. Conservation authorities are local resource management agencies organized on a *watershed* basis that deliver programs for municipalities and the province.

Under Section 28 of the *Conservation Authorities Act*, conservation authorities regulate *development* in or adjacent to *watercourses, wetlands*, the shoreline of the Great Lakes-St. Lawrence River System or inland lakes, river or stream valleys, *hazardous lands* and other areas where, in the opinion of the Minister, *development* should be prohibited or regulated or should require the permission of the authority. A conservation authority may grant permission for development if, in the opinion of the authority, the control of *flooding, erosion, dynamic beaches, pollution* or the conservation of land is not affected. CAs also regulate activities that change, divert, or interfere in any way with the existing channel of a river, creek, stream or *watercourse*, or that change or interfere in any way with a *wetland.* Permission may be denied, granted, or granted with conditions.

Appendix V: Relevant Legislation

1. The *Drainage Act*

2. The *Conservation Authorities Act*

Drainage Act

The *Drainage Act* defines a process whereby property owners can petition their local municipality to develop communal solutions to solve drainage problems. On several occasions, the *Act* has been reviewed and refined to the point that the procedure now provides affected property owners with numerous opportunities to express their needs, desires, concerns and opinions in the development of a proposed drainage project.

The *Drainage Act* is primarily used in rural Ontario but is occasionally used to resolve drainage issues in urban areas. It has also been used to develop a legal outlet for storm and surface water generated from urban areas. Regardless of where the *Drainage Act* is used, the end result of using the procedures in the *Act* is the construction of a “municipal drain”. *Municipal drains* are communal drainage systems that are designed to accommodate water flowing from the properties located within the *watershed*. They are as vital to rural Ontario as storm sewers are to urban areas.

<u>New Drain Construction (Section 4)</u>

The *Drainage Act* provides a procedure that allows landowners to petition their local municipality to construct a "drainage works" to resolve their drainage problems. The *Act* defines “drainage works” as:

> *a drain constructed by any means, including the improving of a natural watercourse, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the level of the waters of a drain, reservoir, lake or pond, and includes a dam, embankment, wall, protective works or any combination thereof*

Physically, a municipal drain is simply a drainage system. Most *municipal drains* are either ditches or closed systems such as pipes or tiles buried in the ground. They can also include structures such as dykes or berms, pumping stations, buffer strips, grassed waterways, storm water management ponds, water control structures, culverts and bridges. Even some creeks and small rivers are now considered to be *municipal drains*. To minimize negative impacts, sometimes a right of way along a *watercourse* or through a *wetland* is identified as a municipal drain strictly for the purpose of removing beaver dams and other obstructions without the need for channelization work.

When a petition for drainage is filed at the municipal office, the municipality must notify the conservation authority or, where there is no conservation authority, the District office of the Ministry of Natural Resources, who have an opportunity to comment on the proposed project and to request an environmental appraisal. Thirty days after the notice has been sent out, the municipality retains an engineer. The engineer holds an "on-site meeting" with the affected landowners, agencies and other interested parties invited. One of the purposes of this meeting is to determine what the landowners want to achieve with this drainage system and to also determine the various factors that could influence the design of the system. Some examples of the factors that influence drain design is the presence of buried public utilities, poor soil conditions, the need for an outlet for tile drainage, current land use, possible future land use changes, the presence of fish habitat, or compliance with other applicable laws.

The municipal council can instruct the appointed engineer to prepare a preliminary report. This process allows the engineer to explore different options (e.g. form of drain or drain routes) that could be used to address the problem and the associated costs. After a meeting to consider this preliminary report, a preferred alternative is selected and the engineer is instructed to prepare the final report.

The engineer will then perform the detailed survey and site examination of the area and develop plans, profiles and specifications for the proposed drain design. Since most drains are located primarily on private land, the engineer also develops recommended "allowances" to be paid to affected landowners for land lost or damages that will occur during the construction of the drainage system and this becomes part of the cost of the drain. Since a key element of every *Drainage Act* project is cost recovery, the engineer will also include "assessment schedules" in the report that assesses a share of the cost to all the landowners in the *watershed* of the drain. Finally, the engineer must also ensure that the proposed project complies with all applicable law.

Once the report is prepared, the engineer sends it to the municipal council who invites all the landowners, agencies and other affected parties to a "meeting to consider the report" where they can express concerns about the proposed project. After this meeting, council can either refer the report back to the engineer for modifications or they can proceed to the next step in the process by adopting the engineer's report by provisional by-law.

At this stage, landowners, agencies and other affected parties have the right to appeal the engineer's report to three different appeal bodies:

1) The Court of Revision is a municipally appointed appeal body. Property owners who feel they are assessed unfairly for the cost of the project can appeal their assessment to this appeal body. Hearings are held locally.
2) The Agriculture, Food and Rural Affairs Appeal Tribunal is a provincially

3) The Drainage Referee is a provincially appointed appeal body that hears appeals on the legality of a project or the procedural application of the *Drainage Act*. Hearings are held in the local courthouse.

After all appeals have been dealt with, the council gives final passage of the by-law adopting the engineer's report, thereby authorizing construction of the drainage system. After the drain is constructed, the total cost of the project is determined and the costs are prorated to the property owners in the *watershed* of the drain in proportion with the amounts in the assessment schedule in the engineer's report.

In summary, a municipal drain:

1) Is a community project — through the public process with numerous meetings and various appeal rights, landowners, agencies and other affected parties have the right to question, comment on and challenge virtually every aspect of the proposed project.
2) Has legal status — the communally accepted standards for the project are contained in the engineer's report and are adopted by municipal by-law. This by-law gives the municipality the authority to enter onto land to construct the drain and levy the cost of the project to the landowners.
3) Is municipal infrastructure — once a municipal drain has been constructed under the authority of a by-law, it becomes part of that municipality's infrastructure. The local municipality is responsible for repairing and maintaining the municipal drain in accordance with the engineer's report. In certain circumstances, the municipality can be held liable for damages for not maintaining these drains.

<u>Improvement of Existing Drains (Section 78)</u>

A municipality can only manage a drain to the standard of the current engineer's report. Sometimes, because of changes in agricultural practices, land use, or the need for environmental enhancements, the existing drain standard is no longer suitable. When this occurs, new communally accepted standards need to be developed for the drain. Therefore, the local municipality appoints an engineer to prepare a new report for the improvement of the drain. No petition is required, but many municipalities ask a landowner to submit a written request for the work. Once an engineer has been appointed, similar procedures are followed as for a new drain.

This ability to make improvements to a drain is essential, not only from a water-carrying perspective, but also to allow environmental enhancements to be included in the drain that were never considered when the drain was initially

constructed. For example, “Wetland Drain Restoration Projects” would be authorized through the improvement section of the *Drainage Act*.

Maintenance and *Repair* of Existing Drains (Section 74)

The *Drainage Act* clearly assigns the responsibility for the *maintenance* and *repair* of *municipal drains* to the **local municipality**. The cost of performing this work is levied to the upstream landowners in the *watershed* of the drain. If the municipality does not perform these responsibilities, it can be held liable for damages that occur to landowners along the drain. A municipal council therefore maintains drains as part of its regular infrastructure maintenance, but also has a responsibility to act when it receives a request for *maintenance* or *repair* from a landowner affected by the condition of a municipal drain.

The activities of *maintenance* and *repair* are both performed on behalf of council by their appointed *drainage superintendent*. Once appointed by by-law, the *drainage superintendent* has the authority to enter onto land to perform these duties. The cost of *maintenance* and *repair* work is assessed to the upstream landowners in the *watershed* of the drain in accordance with the current accepted assessment schedule. For these reasons, it is common to combine both activities into the single term of ‘maintenance’.

The terms “*maintenance*” and “*repair*” are often used interchangeably, but the difference is notable. Section 1 of the *Drainage Act* states that:

- *Maintenance* means the preservation of a drainage works;
- *Repair* means the restoration of a drainage works to its original condition.

This means that repairs must be done in accordance with the communally accepted standards for that drain as detailed in the plans, profiles and specifications in the engineer’s report. Since *repair* involves the restoration of a drainage works to its original condition, the superintendent should have the plans, profiles and specifications of that drain in order to ascertain what the original condition actually was. Therefore, sediment removal from an open ditch municipal drain, repair or replacement of a tile municipal drain, repair or replacement of a culvert or bridge and many more activities are all considered as *repairs*. However, deepening or widening a drain beyond its original design or relocating a drain are not *repair* activities. If a municipality undertook these types of activities without developing new communal standards (new engineer’s report), the assessed landowners would be able to legally challenge the municipality’s actions.

However, *maintenance* is not bound by the plans, profiles, and specifications in the engineer’s report, provided the work is for the “preservation” or “well-being” of that drain. Therefore, *maintenance* quite clearly includes activities such as the removal of brush, controlling vegetation growth and seeding disturbed bank slopes. *Maintenance* would also include the video inspection of a tile municipal

drain. The removal of beavers from a municipal drain, performed in compliance with the *Fish and Wildlife Conservation Act*, would also be considered *maintenance*. Finally, *maintenance* would also include the installation of silt fences and sediment traps to avoid sediment being deposited in lower reaches of a municipal drain.

In summary, a municipality has no authority to undertake *repair* work on a municipal drain that deviates from the communally accepted standards for the drain as defined in the engineer's report. *Maintenance* activities that reduce the need for future *repair* work can be undertaken.

Enforcement

Once a drainage system has been constructed under the *Drainage Act*, the municipality has a responsibility to manage the system on behalf of the community of landowners in the *watershed* of the drain. If someone has blocked a municipal drain, the *Drainage Act* provides the municipality the authority to order the removal of that blockage and, if the work is not completed within the time allowed, to remove the blockage and place the costs on the tax roll of the property owner. The *Act* also provides the municipality with the right to take legal action against anyone who damages a municipal drain.

There are also broad enforcement powers granted to the Drainage Referee, the legal appeal body under the *Drainage Act*. The Referee has the authority to determine claims and disputes, including claims for damages. The Referee also has the authority to hear applications for orders to do or to restrain activities under the *Drainage Act.*

The Drainage Superintendent (Section 93)

The *drainage superintendent*, employed by the municipality, has a central function in *Drainage Act* activities. The superintendent is essentially the local "municipal drain manager" whose responsibilities include inspecting drains, maintaining drains, and liaising with landowners, council, contractors, environmental approval agencies, etc. The cost of employing the *drainage superintendent* is charged to the general funds of the municipality.

Conservation Authorities Act

The *Conservation Authorities Act* is administered by the MNR and provides for municipalities within a common *watershed* to enter into partnership with the Province to establish a conservation authority (CA) for local resource management work. There are currently 36 CAs in Ontario. The objects of a CA under the *Conservation Authorities Act* are to establish and undertake, in the

area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

The *Conservation Authorities Act* was created in 1946 in response to erosion and drought concerns, recognizing that these and other natural resource initiatives may be best managed on a *watershed* basis. In 1956, in response to the severe economic and human losses associated with Hurricane Hazel (1954), amendments to the *Conservation Authorities Act* first enabled conservation authorities to make regulations to prohibit filling in floodplains. These regulations were broadened in 1960 to prohibit or regulate the placing or dumping of fill in defined areas where, in the opinion of the conservation authority, the control of *flooding*, *pollution* or the conservation of land may be affected. In 1968, amendments to the *Conservation Authorities Act* further extended the regulations to prohibit or control construction and alteration to waterways, in addition to filling.

In 1998, the *Conservation Authorities Act* was amended to ensure that regulations under the *Act* were consistent across the province and complementary to provincial policies. Significant revisions were made to Section 28, which led to the replacement of the previous "Fill, Construction and Alteration to Waterways" Regulation with the current individual *Conservation Authorities Act* S. 28 "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" Regulations. These individual *Conservation Authorities Act* S. 28 regulations were approved by the Minister of Natural Resources in 2006, and are consistent with Ontario Regulation 97/04, which outlines the form and content that the individual regulations must have.

Through these regulations conservation authorities regulate *development* in or adjacent to river or stream valleys, the shoreline of the Great Lakes-St. Lawrence River System or inland lakes, *hazardous lands* and other areas where, in the opinion of the Minister, *development* should be prohibited or regulated or should require the permission of the authority. These 'other areas' are areas where *development* could interfere with the hydrologic function of a *wetland*, generally including areas within 120 metres of all *provincially significant wetlands* and *wetlands* greater than 2 hectares in size, and areas within 30 metres of *wetlands* less than 2 hectares in size. CAs also regulate activities that change or interfere with *wetlands* or with the existing channel of a *watercourse*.[18]

It should be noted that it is not necessary to map a feature before it can be regulated. While individual *Conservation Authorities Act* S. 28 regulations refer to maps, which approximate regulation limits (and may be subject to revision), the text of the regulation prevails. The provincially approved *Guidelines for Developing Schedules of Regulated Areas* (2005) identify the requirements for

[18] For the *CA Act* see http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90c27_e.htm; for O.Reg 97/04 see http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_040097_e.htm

the preparation of maps and/or revisions to existing maps. Detailed studies requested at the time of an application may further refine or delineate the regulated features based on these guidelines (e.g. *hazardous lands*).

To receive permission for *development* under the *Conservation Authorities Act*, it must be demonstrated in an application to the satisfaction of the authority that the control of *flooding, erosion, pollution, dynamic beaches* or the conservation of land will not be affected. The control of *dynamic beaches* is generally applicable to the Great Lakes shorelines and large inland lakes regulated areas.

To support permit applications, the submission of technical studies may be necessary. These technical studies must be carried out by a qualified professional with recognized expertise in the appropriate discipline and must be prepared using established procedures and recognized methodologies to the satisfaction of the conservation authority. These established procedures should be in keeping with MNR's Technical Guides for Natural Hazards (MNR, 2002a; MNR, 2002b; MNR, 1996a; MNR, 1996b; and MNR 1996c), other Provincial guidelines and/or guidelines approved by the conservation authority Board that are within the intent of the Act and regulation. Expertise for reviewing technical studies varies among conservation authorities. Where expertise within the conservation authorities is not available, the authority may request that the study be peer-reviewed by a qualified professional at the expense of the applicant. Under Section 21 of the Conservation Authorities Act, CAs may charge fees to process applications for permission under S.28 regulations.

In conjunction with MNR-approved policy and guidelines such as the Natural Hazard Technical Guides, CA board-approved policies provide a decision-making framework for the review of applications under the *Conservation Authorities Act* S. 28 individual regulations. Under MNR's Policies and Procedures for Conservation Authority Plan Review and Permitting Activities, CA Board-approved policies are to ensure a consistent, timely and fair approach to the review of applications, staff recommendations and Board decisions.

CAs must issue permissions in writing. A CA may issue a permit, issue a permit with conditions, or refuse a permit. Should a proponent violate a permission, including conditions on a permit, or undertake works without a permission, the CA may issue a notice of violation and if necessary enter into legal proceedings.

For an application to be refused or where the applicant objects to the conditions of approval, the *Conservation Authorities Act* requires that the applicant be given the opportunity to a hearing by the conservation authority Board or Executive Committee (sitting as a Hearing Board). The provincially approved Section 28 (3) Hearing Guidelines (2005) provides a step-by-step process for conducting hearings required under Section 28 (12), (13), (14) of the *Conservation Authorities Act.* Conservation authorities should conduct a hearing under their individual Regulation in a manner consistent with these guidelines. The Hearing

Board is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*. It is the purpose of the Hearing Board to evaluate the information presented at the hearing by both the authority staff and the applicant and to decide whether the application will be approved with or without conditions or refused.

An applicant who has been refused permission or objects to conditions imposed on a permission may, within 30 days of receiving the written notice of the hearing decision, appeal to the Minister of Natural Resources, who may refuse the permission or grant permission, with or without conditions. The Mining and Lands Commissioner has been assigned the authority, duties and powers of the Minister of Natural Resources by regulation under the *Ministry of Natural Resources Act* to hear appeals from the permit decisions of conservation authorities made under the *Conservation Authorities Act.* The Commissioner's decision is final and binding. There are no further appeal procedures with the exception of a "judicial review" based on a decision where there is a perceived "error in law."

Enforcement

An authority may appoint officers to enforce the regulation. Under S.28 (16) of the *Conservation Authorities Act*, if a person violates a permission, including conditions on a permit, or undertakes works without a permission, the CA may issue a notice of violation and if necessary enter into legal proceedings. A person convicted of contravening the regulation may be fined and/or ordered to remove *development* or rehabilitate a *watercourse* or *wetland*, as per S.28 (17) of the *CA Act*.

Staff Report

Report Title: 2024 Community Services Status Report
Date: Apr. 1, 2024 **Report Number: CS-2024-04-16**
Department: Community Services **File Number:** C11 CS 24
Prepared By: Mike Fair, Director of Community Services
Attachments: N/A

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report CS-2024-04-16 prepared by Mike Fair, Director of Community Services.

Background:

Annual Tree Planting projects

Staff have been soliciting volunteers from the community to assist with tree planting projects for several years.

Zero Turn Equipment Purchase

Staff solicited quotes for the replacement of the 2012 Zero Turn mower included in the 2024 equipment capital budget. The budget is $30,000.00.

Flag Poles for Ripley-Huron Community Centre and Point Clark Community Centre

Replacement flag poles to be supplied and installed and included in the 2024 capital budget. The budget is $10,000.00.

Discussion/Analysis/Overview:

Tree Planting project

Staff have ordered 450 trees to continue with the forestation of the west side of Boiler Beach Road to prevent sand drifting off the shoreline. Staff once again will be soliciting volunteers from the community to assist with the planting project. The project is included in the 2024 budget.

Zero Turn Equipment Purchase: The lowest quote received was Roberts Farm Equipment for $22,800.00 plus HST. The trade in allowance for mower was minimal and staff will surplus the 2012 Zero turn as per the surplus policy on Gov Deals in May upon the arrival of new mower.

Two Flag Poles supplied and installed: The lowest quote received was A1 Flags $8,498.00 plus HST

We bring this forward for information purposes.

Financial Impacts:

There are no unexpected financial impacts; projects are included in the 2024 budget.

Performance Measurement:

450 Trees planted

Strategic Area:

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

Strategic Goal: Protect, promote and restore our natural environment

Respectfully Submitted By:
Mike Fair, Director of Community Services

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: 2024 April Community Services Programming Update
Date: Apr. 3, 2024 **Report Number: CS-2024-04-17**
Department: Community Services **File Number:** C11 CS 24
Prepared By: Elyse Dewar, Administrative Assistant, Program Coordinator
Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-04-17 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator.

Background:

The Community Services Department organizes and coordinates programming for youth and adults such as fitness classes, Ripley Wolf Cub Adventure Camp, Home Alone/Babysitting Courses, indoor ball hockey, public skating and minor baseball and soccer leagues as well as annual community events such as the Ripley Winter Carnival.

Discussion/Analysis/Overview:

Youth Programs

Indoor Ball Hockey will run for 4 weeks on Tuesdays, starting April 16 with three divisions – U7, U9 and U11. Each division will have 4 teams with a minimum of 6 players and a goalie, playing three 12-minutes each night. Registration is $140/team.

Ripley Summer Sports early bird registration ended March 31 and registration closes April 1. To date, 116 youth have registered for baseball and 80 have registered for soccer. Indoor Baseball Practices will begin Wednesday, April 10.

St. John Ambulance Babysitting Course is April 27 at the Ripley-Huron Community Centre. Registration fee is $75/participant and currently there are 9 enrolled.

Ripley Wolf Cub Adventure Camp is full, and we have a wait list for all 5 weeks.

Adult Programs

Staff has created an Adult and Senior Programs page on the Township's website to help support and promote activities, fitness programs or events throughout the municipality.

Huff n Puff wrapped up a successful first season, with 31 players registered to the weekly hockey program. Community Services will host this program again next fall,

with the potential of adding a second weekly morning game to Huff n Puff in addition to the Friday morning game.

Barb Abell from Barbells Fitness has booked the Ripley-Huron Community Centre to offer three new fitness programs to the community, including a 30-day weight loss challenge, spin/cardio, and body sculpting. Weekly programs begin April 16.

Outdoor Pickleball season begins mid-May at the Point Clark Community Centre. Community Service staff is meeting with last year's pickleball participants to gather feedback and comments on how the season ran in 2023 and any improvements we can make to the program this summer.

Community Events

Community Living, Kincardine and District Family Support Team and Grety Bruce Inclusive Playgroup are hosting an All Kids Can Play Event at the Ripley-Huron Community Centre on May 14 from 6:00-8:00pm. This training is suitable for all recreation leaders that work with children and youth including coaches, instructors, volunteers, municipal staff, parents and has been shared with our community partners. More details or to register can be found at All Kids Can Play

Financial Impacts:

Included in the current 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:
Elyse Dewar, Administrative Assistant/Program Coordinator

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: 2024 April Parks and Facilities Update
Date: Apr. 3, 2024 **Report Number: CS-2024-04-18**
Department: Community Services **File Number:** C11 CS 24
Prepared By: Matt McClinchey, Parks and Facilities Supervisor
Attachments: None

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-04-18 prepared by Matt McClinchey, Parks, and Facilities Supervisor.

Background:

The Community Services Department operates and maintains various facilities, parks, and trails in the Township throughout the calendar year.

Discussion/Analysis/Overview:

Ripley Huron Community Center

The ice at the Ripley Huron Community Center will be removed starting March 31st. Turning off the refrigeration plant before April 1st ensures a larger energy draw will not factor into the April hydro costs. The estimated hydro savings are $2500. User groups cancelled all ice rentals March 31st prompting staff to remove ice a day earlier than originally anticipated.

Staff prepare to welcome the Ripley YMCA Daycare as renovations at the Ripley Medical Center and Daycare begin in April. The daycare will have full use of the social room and kitchen starting April 3rd. Staff have provided fencing west of the social room for the children to use as an outdoor play area. The daycare will use a designated washroom space. Additional safety measures will be conducted at the facility to create a smooth transition for the children and daycare staff.

Gatewway Signs

The solar lighting found on the gateway signs that welcome visitors to Ripley and Lucknow will be replaced in the month of April. The battery enclosures were filled with water causing them to fail. A new style of battery enclosures will be installed to solve this problem. The total cost to fix all eight signs are estimated to cost $10,000 and were included in the 2024 capital budget. The Lucknow Business Chamber is providing $2,200 to help cover some of the cost to the Lucknow signs.

Parks

Staff prepare to open and clean up our 23 parks and greens spaces during the month of April. Seasonal washrooms will be opened by May 1st. Portable washrooms will be placed at sports-fields by May 1st, and beach access washrooms place by June 21st. All garbage receptables will be placed at the beach accesses and parks by May 1st.

Community Service's seasonal staff will consist of five students working May 6th to August 30th. A seasonal operator will also join our staff from April 22nd to October 15th.

Financial Impacts:

All costs were included in the 2024 capital and operating budgets.

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:
Matt McClinchey, Parks and Facility Supervisor

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: HSATV Agreement Amendment
Date: Apr. 3, 2024 **Report Number: PW-2024-04-13**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: Off-Road Vehicle By-Law, HSATV Agreement, Kinloss Tracts Map, Camping Area Photo 1, Camping Area Photo 2

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-13 prepared by John Yungblut, Director of Public Works;

AND FURTHER approves the request by the Huron Shores ATV Club to construct off-road vehicle trails on Con. 5 Part Lot 20 Kinloss on the north side of Dickies Creek;

AND FURTHER that the appropriate by-laws come forward.

Background:

In September 2020, the Township entered into an agreement with the Huron Shores ATV Club to use the unopened road allowance known as Walker's Line between Bruce Road 6 and Kairshea Ave as part of their ATV trail network. The existing agreement is attached to this report.

In the summer of 2023, Township staff were approached by the Huron Shores ATV Club asking if the Township would allow them to develop new off-road trails that connect to the Kinloss Tracts, which is owned by the County of Bruce, which would be restricted to the north side of Dickie's Creek on the Kinloss Gravel Pit property. A map showing the existing trail in red and the proposed new trail in blue is attached to this report.

Discussion/Analysis/Overview:

Township staff have viewed the property with the Huron Shores ATV Club and Bruce County staff and do not have any concerns with the trails proposed. They are going to be using existing logging trails so any trees that have to be removed will be relatively small in size. There will also be some earth moving required, which will be at the expense of the club. ATV trail permits issued by the Huron Shores ATV Club will be required to access these off-road trails with a motorized vehicle under this agreement.

The County of Bruce has by-law enforcement that patrols the county trails on a regular basis, which will not extend to the Township property. Township staff

discussed the possibility of the County patrolling the Township property as well, but it was eventually decided that this was not necessary. The way the trails will be constructed, it should be impossible to access the trail on Township property without first entering the County property, so any motorized trail users that don't have permits or are causing mischief should be identified by County by-law enforcement. The Huron Shores ATV Club will be patrolling the entire trail network and reporting any issues they identify to the landowners as well.

Since entering into the agreement in 2020, Township staff have been impressed with the professionalism and integrity that the Huron Shores ATV Club has demonstrated, and there are no concerns with this proposal. In fact, this project will address some issues the Township is having with unauthorized use of this property. During our walk though last summer, Township staff observed evidence of unauthorized camping activity on Township property near Dickie's Creek, including a fire pit and a homemade barbeque, which are both a fire hazard and liability concern (see attached photos). This area will be cleaned up by the club and monitored for future authorized use of the property.

Township staff are not concerned about off-road vehicles accessing the gravel pit area because of Dickie's Creek. If the club does see any attempts to cross the creek, they have agreed to install fencing where necessary. There is also fencing around the perimeter of the licenced gravel pit area.

In addition to amending the existing agreement with the club to allow for the use of this property, the Township will also need to amend the Off-Road Vehicle By-Law to include this new off-road trail, and permit requirements.

Financial Impacts:

There are no financial impacts associated 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: Encourage strong communication and community engagement

Respectfully Submitted By:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

The Corporation of the Township of Huron-Kinloss

BY-LAW

2015-89

Being a by-law to permit and control the operation of off-road vehicles on highways under the jurisdiction of The Corporation of the Township of Huron-Kinloss

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WHEREAS Section 191.8(3) of the *Highway Traffic Act,* R.S.O. 1990, Chapter H.8, as amended (the "HTA"), authorizes the Council of a municipality to pass by-laws permitting the operation of off-road vehicles with three or more wheels on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway;

AND WHEREAS Ontario Regulation 316/03 entitled "Operation of Off-Road Vehicles on Highways" under the HTA (the "Regulation") regulates the operation of off-road vehicles on highways;

AND WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "*Municipal Act, 2001*"), assigns spheres of jurisdiction and authorizes municipalities to pass by-laws respecting matters pertaining to highways within their jurisdiction;

AND WHEREAS the Council of The Corporation of the Township of Huron-Kinloss deems it advisable to regulate the operation of off-road vehicles on highways within its jurisdiction, or on any part or parts of such highways;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

1.0 **Definitions**:

1.1 "Core Services" means accessing food, lodging, or fuel within the urban areas of the Township;

1.2 "Highway" shall have the same meaning as defined in section 1 of the HTA and shall include any part or parts thereof but shall expressly exclude any sidewalks, paths or other parts of the Highway used exclusively by pedestrians or cyclists;

1.3 "Off Road Vehicle" means:

1.3.1 an all-terrain vehicle that:

a) has four wheels, the tires of which are all in contact with the ground,
b) has steering handlebars,
c) has a seat that is designed to be straddled by the driver; and
d) is designed to carry:
(i) a driver and no passengers, or
(ii) a driver and only one passenger, if the vehicle,

A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and

B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver;

1.3.2 a multi-purpose off-highway utility vehicle that:

a) has four or more wheels, the tires of which are all in contact with the ground,
b) has a steering wheel for steering control,
c) has seats that are not designed to be straddled, and
d) has a minimum cargo capacity of 159 kilograms;

1.3.3 a recreational off-highway vehicle that:

a) has four or more wheels, the tires of which are all in contact with the ground,
b) has a steering wheel for steering control,
c) has seats that are not designed to be straddled, and
d) has an engine displacement equal to or less than 1,000 cubic centimetres.

1.4 "Township" shall mean The Corporation of the Township of Huron-Kinloss.

2.0 **General Provisions**:

2.1 Off-Road Vehicles shall be permitted on Highways under the jurisdiction of the Township, provided the Off-Road Vehicle, as well as the person operating it, complies with the provisions of:

a) this by-law;
b) the HTA;
c) the Regulation; and
d) the *Off-Road Vehicles Act*, R.S.O. 1990, c. O.4, as amended (the "ORV Act").

2.2 Pursuant to section 22 of the Regulation, no person shall operate an Off-Road Vehicle on any Highway under the jurisdiction of the Township at a rate of speed greater than:

2.2.1 20 kilometers per hour, if the speed limit established for that part of the Highway is not greater than 50 kilometers per hour; or,

2.2.2 50 kilometers per hour, if the speed limit established for that part of the Highway is greater than 50 kilometers per hour.

2.3 Pursuant to section 19.3 of the Regulation, no person shall drive an Off-Road Vehicle on a Highway under the jurisdiction of the Township with a passenger on the vehicle who is under the age of eight.

2.4 Pursuant to section 19(1) of the Regulation, the driver of every Off-Road Vehicle and every passenger on an Off-Road Vehicle shall wear helmets that comply with section 19 of the ORV Act.

2.5 Pursuant to section 19.4 of the Regulation, no person shall drive an Off-Road Vehicle on a Highway under the jurisdiction of the Township while it is towing a trailer or any other attachment if there is a passenger on the trailer or other attachment.

2.6 The operator of an Off-Road Vehicle on a Highway under the jurisdiction of the Township shall ensure that:

2.6.1 when towing a trailing device, that the said trailing device shall be equipped with a rigid hitch which shall be securely fastened to the Off-Road Vehicle; and,

2.6.2 that the trailing device shall meet all the requirements of this by-law, the HTA, the Regulation and the ORV Act.

2.7 The exemptions as set out in sections 26 to 28 in the Regulation, regarding the operation of Off-Road Vehicles on Highways shall apply to this by-law and the permissions granted hereunder.

2.8 All employees for the Township, while in the performance of their duties, shall be exempt from the provisions in this by-law.

2.9 No person shall operate an Off-Road Vehicle on any property owned by the Township, except for a Highway or a trail approved by the Township for such use, without the permission of the Township.

2.10 No person shall operate an Off-Road Vehicle:

2.10.1 in such a way so as to disturb or distort the natural environment including, fish habitats, property, and any flora or fauna;

2.10.2 in any urban area of the Township including, but not limited to, Ripley and Lucknow, except as a means of direct access to Township-approved Off-Road Vehicle trails or to obtain Core Services; and

2.10.3 in the area west of Lake Range Drive to Lake Huron in the Township (not to include Lake Range Drive itself) except as a direct access to Township-approved Off-Road Vehicle trails or to obtain Core Services.

3.0 This by-law may be enforced by police officers or municipal law enforcement officers appointed or authorized by the Township.

4.0 No person shall hinder or obstruct, or attempt to hinder or obstruct, a police officer or a municipal law enforcement officer exercising a power or performing a duty under this by-law.

5.0 Every person(s) who violates a provision of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Provincial Offences Act,* R.S.O 1990, Chapter 33, as amended.

6.0 If a Court of competent jurisdiction should declare any section or part of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in full force and effect.

7.0 That By-Law 2008-44 passed on the 21st day of April, 2008 is hereby repealed.

8.0 This by-law shall come into full force and effect upon final passage.

9.0 This by-law may be cited as the "Off-Road Vehicle By-Law".

Read, Enacted, Signed and Sealed this 16th day of November, 2015.

Deputy Mayor

Clerk

15796133.2

PROVINCIAL OFFENCES ACT

Part I

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 2015-89 of the Township of Huron-Kinloss, attached hereto are the set fines for those offences. This Order is to take effect March 9, 2016.

Dated at London this 9th day of March 2016.



Stephen J. Fuerth
Regional Senior Justice
West Region

THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS BY-LAW No. 2015-89

BEING A BY-LAW TO PERMIT AND CONTROL THE OPERATION OF OFF-ROAD VEHICLES ON HIGHWAYS UNDER THE JURISDICTION OF THE CORPORATION FO THE TOWNSHIP OF HURON-KINLOSS

PART I - PROVINCIAL OFFENCES ACT

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence (Section(s))	COLUMN 3 Set Fine
1.	Operate ORV with non-compliant trailing device	s. 2.6.1	$250.00
2.	Operate ORV on Township property without permission	s. 2.9	$250.00
3.	Operate ORV disturbing or distorting the natural environment	s. 2.10.1	$250.00
4.	Operate ORV in urban area of Township	s.2.10.2	$250.00
5.	Operate ORV in area west of Lake Rage Drive to Lake Huron in the Township	s.2.10.3	$250.00

NOTE: Penalty provision for the offences indicated above is Section 5.0 of By-Law 2015-89, a certified copy of which has been filed.

The Corporation of the Township of Huron-Kinloss

BY-LAW

2020-94

Being a By-Law to Authorize the Signing of a Land Use Agreement with the Huron Shores ATV Club in the Township of Huron-Kinloss

WHEREAS the *Municipal Act S.O. 2001*, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act S.O. 2001*, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9; shall be exercised by by-law;

AND WHEREAS the Council for the Corporation of the Township of Huron-Kinloss deems it expedient to enter into a land use agreement with the Huron Shores ATV Club in the Township of Huron-Kinloss.

NOW THEREFORE the Council of the Corporation of the Township of Huron-Kinloss enacts as follows:

1.0 That the Corporation of the Township of Huron-Kinloss enter into a land use agreement with the Huron-Shores ATV Club which is attached as Schedule "A" and forms part of this by-law.

2.0 That the Deputy Mayor and Clerk are hereby authorized and directed to fully execute the agreement and to affix the corporate seal of the Township of Huron-Kinloss.

3.0 This by-law shall come into full force and effect upon final passage.

4.0 This by-law may be cited as the "Huron Shores ATV Club Land Use Agreement By-Law".

READ a FIRST and SECOND TIME this 21st day of September 2020.

READ a THIRD TIME and FINALLY PASSED this 21st day of September, 2020.

Mitch Twolan, Mayor

Emily Dance, Clerk

OFF-ROAD VEHICLE AGREEMENT

THIS AGREEMENT dated the 21st day of September, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS

(hereinafter the "**Township**")

- and -

HURON SHORES ATV CLUB INC.

(hereinafter the "**Club**")

WHEREAS the Township finds it desirable to permit the members of the Club to use Off-Road Vehicles on the highways or trails outlined in **Schedule "A"** (the "**Subject Lands**"), subject to the provisions of this Agreement;

AND WHEREAS the Township owns the Subject Lands;

AND WHEREAS the Club acknowledges and agrees that the operation of Off-Road Vehicles is an inherently dangerous activity and that its members bear their own risk if they choose to utilize the Subject Lands;

AND WHEREAS Council authorized the execution of this Agreement by by-law;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of other good and valuable consideration and the sum of TWO DOLLARS ($2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

1. DEFINITIONS

1.1 In this Agreement, the following terms shall have the meanings set out below, unless otherwise internally redefined or where the subject matter or context requires under meaning to be ascribed:

(a) "**Agreement**" means this Off-Road Vehicle Agreement and includes the schedules attached hereto and as amended from time to time;

(b) "**By-law**" means the Township's Off-Road Vehicle By-law, being By-law 2015-89, as amended;

(c) "**Council**" means the council of the Township;

(d) "**Off-Road Vehicle**" has the same meaning as found in the By-law;

(e) **"Subject Lands"** means the lands and premises described in **Schedule "A"**; and,

(f) **"Township"** means The Corporation of the Township of Huron-Kinloss.

2. SCHEDULES

2.1 The following schedules are attached hereto and form part of this Agreement:

(a) **Schedule "A"** — The Subject Lands

3. GENERAL PROVISIONS

Term

3.1 The term of this Agreement shall be from the date of its execution until January 1, 2031 (the "**Term**").

Termination

3.2 The Township or the Club may terminate this Agreement upon seven (7) days written notice provided to the other.

3.3 Upon the expiration or earlier termination of this Agreement, the Club shall be required to restrict or prohibit access to the Subject Lands, if so desired and in a manner acceptable to the Township, and shall remove all buildings, structures or signage from the Subject Lands, as required by the Township, at the Club's sole cost.

4. TOWNSHIP RESPONSIBILITIES

4.1 The Township agrees to permit the Club and its members the non-exclusive right to use and maintain the Subject Lands between April 1st and November 30th each year, between the hours of 7:00 a.m. and 11:00 p.m. each day (the "**Season**"). If the Club and its members wish to use and maintain the Subject Lands beyond the Season, they must obtain written permission to do so from the Township and such usage shall be on the same terms and conditions as outlined in this Agreement.

4.2 The Club agrees and understands that there may be other, non-motored users of the Subject Lands and that this Agreement does not grant exclusive use of the Subject Lands to the Club. The range of uses permitted on the Subject Lands is at the sole discretion of the Township.

4.3 Notwithstanding any other provision in this Agreement, the Township may temporarily suspend the Club's usage of the Subject Lands, for any reason, upon providing seven (7) days written notice to the Club, and the Club shall ensure proper notices are posted on the Subject Lands, in a form and in locations satisfactory to the Township, at the Club's sole cost.

5. CLUB RESPONSIBILITIES

5.1 The Club agrees to:

Compliance with Laws

(a) ensure that it, and its members, comply, at all times, with the By-law, the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, Ontario Regulation 316/03 and the *Off-Road Vehicles Act*, R.S.O., c. O.4, as amended;

Maintenance

(b) maintain the Subject Lands on an "as needed", or at least weekly, basis, at the Club's sole cost, and to the Township's satisfaction, which includes:

(i) clearing brush to ensure reasonable sightlines;

(ii) clearing all hazards, such as protruding sticks or stumps;

(iii) cutting and removing any downed trees or branches;

(iv) inspecting and repairing any bridges or other wood structures; and,

(v) having the Township, or an agent thereof, at least once per year, on the portion of the Subject Lands that are an open, public highway, apply a dust control product to limit adverse dust impacts;

(vi) provide the Township with a cheque to cover the cost for dust control yearly.

(c) be completely responsible for maintaining the portion of the Subject Lands that are an unopened road allowance, as indicated on the attached **Schedule "A"**, to the Township's satisfaction, and at the Club's sole cost;

Signage

(d) provide, install and maintain signage for the Subject Lands, at the Club's sole cost, in the manner and form approved by the Township and, at a minimum, shall install signage at the entrance points of the Subject Lands to indicate:

(i) that one must be a member of the Club to use Off-Road Vehicles on the Subject Lands and that non-Club members using Off-Road Vehicles on the Subject Lands are trespassing;

(ii) that the Subject Lands are shared use, that one should expect and respect other users of the Subject Lands;

(iii) the applicable speed limit for Off-Road Vehicles on the Subject Lands;

(iv) the Club's contact information;

(v) a general assumption of risk / warning / assumption of liability clause(s); and,

(vi) any other information requested or required by the Township.

Abutting Landowners

(e) develop contacts with the owners of the lands abutting the Subject Lands and act as the first point of contact to resolve any issues, complains or disputes related to, or arising from, this Agreement;

Risk Management

(f) develop and implement a risk management policy, to the satisfaction of the Township, which shall include, at a minimum, a zero tolerance alcohol policy, a trail etiquette policy and a list of all user obligations, as required by this Agreement or any applicable law, and shall provide the Township with a copy of its risk management policy;

Notifying the Township

(g) notify the Township of any major concerns with the Subject Lands, including any potholes, obstructions or washouts;

Inspection Reports

(h) provide bi-weekly inspection reports on the Subject Lands to the Township, specifically the Township's Director of Public Works, in a form and with content satisfactory to the Township; and,

Unauthorized Trials

(i) work with the Township to close and rehabilitate any unauthorized trails that may be located on the Subject Lands.

6. INSURANCE

6.1 The Club agrees to acquire and maintain its own third party liability insurance coverage in the amount of 15 million dollars in relation to its usage and maintenance of the Subject Lands, in a form satisfactory to the Township (the "**Policy**"). The Township shall be named as an "additional insured" by the Club's insurance policy holder.

6.2 The Club shall provide the Township with a copy of the Policy immediately upon request.

6.3 The Club agrees to maintain the Policy at all times during the Term but, should the Policy ever lapse, the Club shall notify the Township immediately. Upon such notification, this Agreement shall be immediately terminated.

7. INDEMNITY

7.1 The Club agrees to indemnify the Township, its Councillors, employees, servants, agents, successors or assigns from and against all actions, suits, claims or demands and from all loss, liability, judgements, costs, damages, charges and expenses that may arise or result from this Agreement including, but not limited to, the Club's fulfillment of its obligations under this Agreement or the use of the Subject Lands by the Club and/or any of its members.

8. FURTHER ASSURANCES

8.1 The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement.

9. NOTICE

9.1 The Parties agree that if any notice is required to be given by any party to the other with respect to this Agreement, such notice shall be mailed, delivered or sent by facsimile transmission:

(a) To the Club:

Huron Shores ATV Club Inc.
P.O. Box 1264
Walkerton ON N0G 2V0

E-mail pres@hsatv.ca

Attention: Tyler Johnston, President

(b) To the Township:

The Corporation of the Township of Huron-Kinloss
21 Queen Street, P.O. Box 130
Ripley, ON N0G 2R0

Fax: 519-395-4107

Attention: Township Clerk

or such other address or contact of which the Parties have notified the other parties, in writing, and any such notice mailed, delivered or faxed shall be deemed good and sufficient notice under the terms of this Agreement.

9.2 The Parties agree to notify each other immediately, in writing, of any changes of address or of facsimile number from those set out above.

10. DEFAULT

10.1 If the Township, in its sole discretion, is of the opinion that the Club has neglected or refused to perform any of its obligations as set out in this Agreement, the Township may, in addition to any of its other legal or equitable remedies, serve on the Club a notice setting out the particulars of the breach and the Township's estimated maximum costs of remedying the breach. The Club shall have thirty (30) days from receipt of such notice to remedy the breach or make arrangements satisfactory to the Township for remedying the breach. If the Club has not remedied the breach or made arrangements satisfactory to the Township for remedying the breach, or if the Club does not carry out the said arrangements within a reasonable period of time, of which the Township shall be the sole and final judge, the Township may enter upon the Subject Lands and carry out the

Club's obligations and the Club shall reimburse the Township for all expenses incurred thereby. Such expenses incurred by the Township shall, until paid to it by the Club, be a debt owed by the Club and recoverable by the Township by action in a court of law.

10.2 In the event that the Club fails to make any payments specified hereunto or fails to pay any invoice or statement issued pursuant to this Agreement within thirty (30) days, the Club shall be declared to be in default under this Agreement, and the said amount payable thereunder shall bear interest at the rate of one and one-half percent (1.5%) per month, calculated monthly and payable monthly (effective interest 19.56% per annum).

11. REMEDIES AND WAIVER

11.1 It is expressly understood and agreed that the remedies of the Township under this Agreement are cumulative and the exercise by the Township of any right or remedy for the default or breach of any term, condition, covenant or Agreement herein contained, shall not be deemed to be a waiver of or alter, affect or prejudice any other right or remedy or other rights or remedies to which the Township may be lawfully entitled for the same default or breach; and any waiver by the Township of the strict observance, performance or compliance by the Club with any term, condition, covenant or Agreement herein contained, or any indulgence granted by the Township to the Club, shall not be deemed to be a waiver of any subsequent default or breach by the Club or to entitle the Club to any similar indulgence heretofore granted.

12. INSPECTIONS

12.1 The Township or its representatives and agents shall be permitted at all reasonable times to enter upon and inspect the Subject Lands to ensure proper compliance with any of the terms of this Agreement.

13. FORCE MAJEURE

13.1 Notwithstanding anything in this Agreement to the contrary, if the Club or the Township is *bona fide* delayed in or prevented from performing any obligation arising under this Agreement by reason of strikes or other labour disturbances, civil disturbance, restrictive government laws, regulations or directives, acts of public enemy, war, riots, sabotage, crime, lightning, earthquake, hurricane, tornado, flood, explosion or other act of God, and not caused by its default and not avoidable by exercise of reasonable effort or foresight, then performance of such obligation is excused for so long as such cause exists, and the party so delayed shall and is entitled, without being in breach of this Agreement, to carry out such obligation within the appropriate time period after the cessation of such cause.

14. INTERPRETATION OF AGREEMENT

14.1 The Parties agree that:

(a) the part numbers and headings, subheadings and section, subsection, clause and paragraph numbers are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement;

(b) all changes in number and gender shall be construed as may be required by the context;

(c) every provision of this Agreement by which the Club is obligated in any way shall be deemed to include the words "at the expense of the Club" unless the context otherwise requires, including the payment of any applicable taxes (including HST);

(d) references herein to any statute or any provision thereof include such statute or provision thereof as amended, revised, re-enacted and/or consolidated from to time to time and any successor statute thereto;

(e) all obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants;

(f) whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as "without limiting the generality of the foregoing" do not precede such list or reference;

(g) all covenants and conditions contained in this Agreement shall be severable, and that should any covenant or condition in this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining covenants and conditions and the remainder of the Agreement shall remain valid and not terminate thereby; and

(h) time shall be of the essence in this Agreement.

15. ENTIRE AGREEMENT

This Agreement embodies the entire agreement of the Parties with regard to the matters dealt with herein, and no understandings or agreements, verbal or otherwise, exist between the parties except as herein set out. No amendment, supplement, waiver or consent provided for by the provisions of this Agreement shall be effective unless in writing and signed by the party against whom enforcement of the amendment, supplement, waiver or consent is sought.

16. GOVERNING LAW'

16.1 This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf.

Tyler Johnston

HURON SHORES ATV CLUB INC.

Name: Tyler Johnston
Title: HSATV President

48252292.1

Name:
Title:

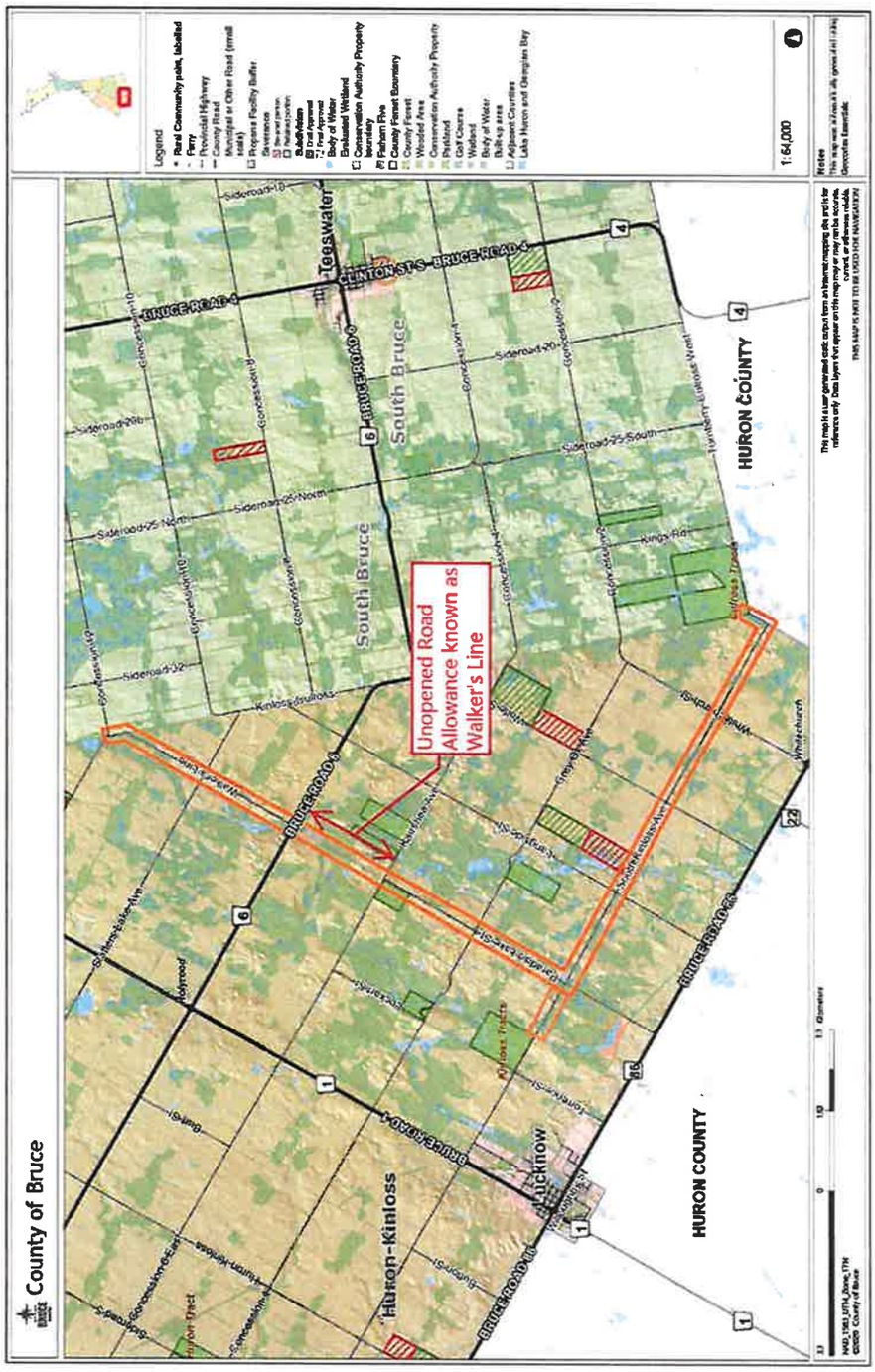
THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS

Mayor Mitch Twolan

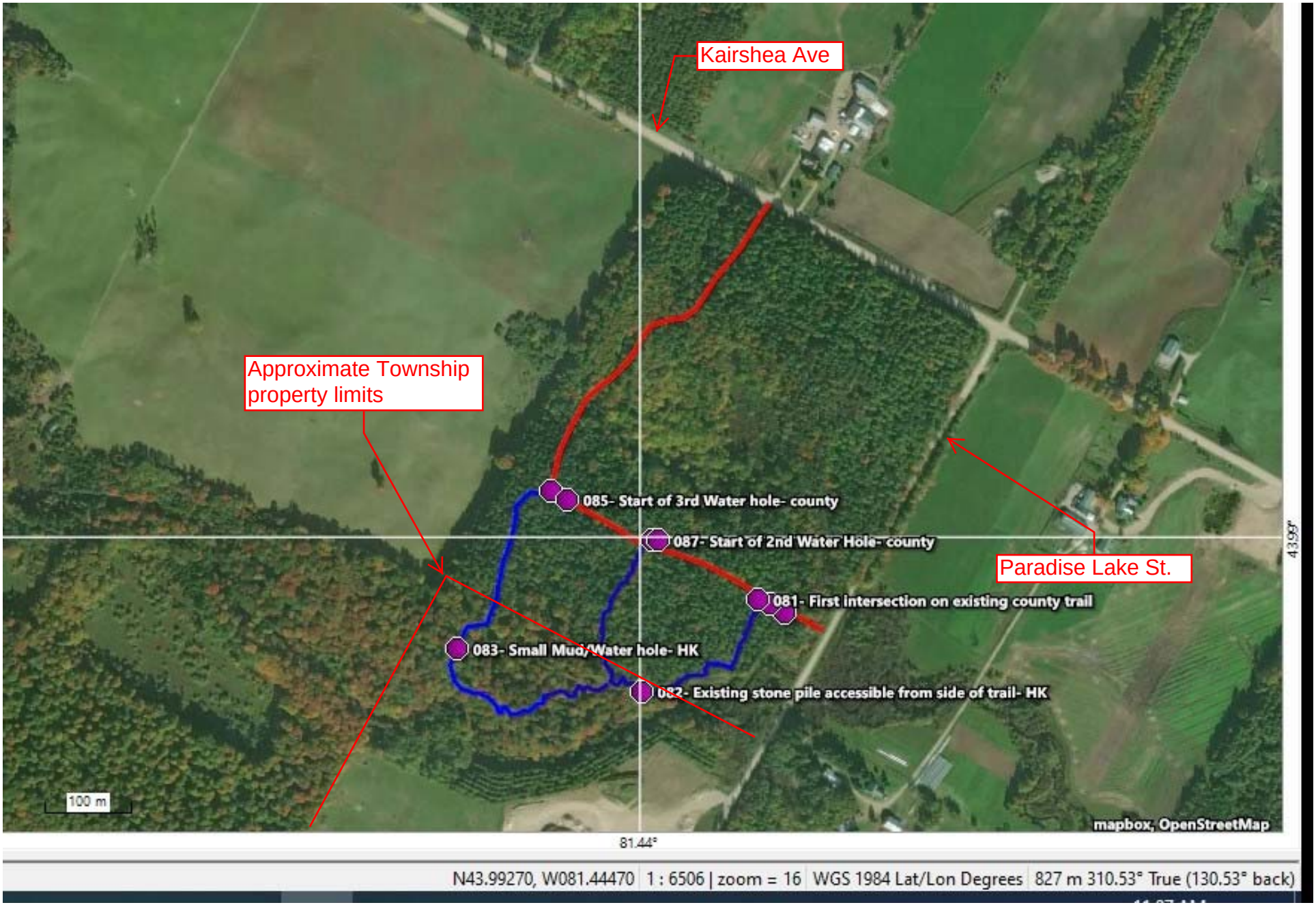
Emily Dance, Township Clerk

SCHEDULE "A"

THE SUBJECT LANDS



48252292.1


Kairshea Ave
Approximate Township property limits
Paradise Lake St.
085- Start of 3rd Water hole- county
087- Start of 2nd Water Hole- county
081- First intersection on existing county trail
083- Small Mud/Water hole- HK
082- Existing stone pile accessible from side of trail- HK
100 m
mapbox, OpenStreetMap
81.44°
N43.99270, W081.44470
1 : 6506 | zoom = 16
WGS 1984 Lat/Lon Degrees
827 m 310.53° True (130.53° back)





Staff Report

Report Title: Lucknow Super Pull Request 2024
Date: Apr. 3, 2024 **Report Number: PW-2024-04-15**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: Lucknow Kinsmen Request Letter

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-15 prepared by John Yungblut, Director of Public Works;

AND FURTHER approves supporting the 2024 Lucknow Super Pull event as described in this report.

Background:

In 2023, the Dungannon Super Pull was relocated to the property known as Graceland, which is owned and operated by the Lucknow Kinsmen, except for several unopened road allowance that are owned by the Township.

This year's event is to take place at the same property from June 14th until June 16th. The Lucknow Kinsmen have sent the attached letter to Township staff requesting support. The requests are summarized below:

1. Permission to park vehicles at the Lucknow Soccer field
2. Waive municipal and permit fees
3. Two dump trucks and four truck drivers to haul garbage throughout the weekend
4. Rescue fire truck to lead parade and firefighters with a pumper truck
5. New streetlights on Walter St. and Washington St.
6. The use of the Township's portable generator
7. Grading and dust control on Washington St., the extension of Walter St. and the entrance to Graceland
8. Washington St. bend road alterations
9. Four sets of road barricades and four "Road Closed Local Traffic Only" signs

Discussion/Analysis/Overview:

Township staff have reviewed the requests and have the following responses:

1. The Township does not have the ability to permit the use of the Lucknow Soccer Fields for parking. Although we don't having objections with this proposal, this approval must come from the Lucknow Recreation Department. Organizers have been redirected.

2. The Township can waive fees that we assess such as landfill tipping fees and building permit fees, but we cannot waive other fees such as environmental permit fees and fees from other regulatory agencies.

3. This request is consistent with the request from last year and the Township was able to provide two dump trucks and three truck drivers, which appeared to be sufficient. We are able provide this same level of support this year.

4. The Lucknow & District Fire Department is able to provide the requested firefighters, rescue truck and pumper truck, however, in the event of an emergency that requires a full force response, the Fire Chief may have to redeploy these resources.

5. Township staff reviewed both areas and we agree that additional streetlighting on Walter St. is warranted. Unfortunately, there is not currently a hydro pole in the area that has adequate light coverage. Township staff are currently reviewing street lighting priorities to determine which projects can be included in the 2024 Capital Budget. It is possible that the new street light could be installed prior to the Super Pull, however, we currently do not have a timeline for this project.

   Washington St. is located 200 metres beyond the limits of the urban streetlighting coverage area for the community of Lucknow. At this time, Township staff do not see a need for permanent streetlighting in this area.

6. We can provide our 100kW portable generator for this event. The Kinsmen will be required to provide the fuel and if this generator is required to maintain essential services, such was drinking water, the generator will be removed from the event.

7. We don't see any issues with this grading and dust control request. It is the same service we provided in 2023.

8. A new house was constructed on the bend on Washington St., which included some landscaping up to the road, although we do not believe the road is now narrower than it was before. In fact, it appears that the slope along the side of the road is not as steep now as it was before, which should make navigating this curve safer than before. Furthermore, based on the mapping we have, it appears that the lot corner of the private property is within 1.5m (5 feet) of the edge of the road, so there is very little room for road widening.

   Grading is required on this curve as the shoulder slope is fairly steep, so Township staff will try to widen the road as much as possible.

9. We can provide four barricades that say either "Road Closed" or "Local Traffic Only". We also have two large road construction signs that say "Road Closed Local Traffic Only" that we can provide if necessary.

Financial Impacts:

The cost of equipment, labour and waived tipping fees provided by Public Works amounted to $6,300 in 2023. We expect this year's costs to be similar.

Performance Measurement:

N/A

Strategic Area:

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

Strategic Goal: Encourage strong communication and community engagement

Respectfully Submitted By:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Kin Canada
Lucknow & District
Kinsmen Club

Lucknow & District Kinsmen Club

February 15, 2024

Re: Township request list for 2024 Dungannon Super Pull

Dear Huron Kinloss Councilors

I am writing on behalf of the Lucknow Kinsmen club regarding our township request list for the 2024 demolition derby & tractor pull at Graceland. Our 2023 event was a huge success with over 6000 people attending each day. With our initial year at Graceland behind us, we have increased our planning to ensure we make the necessary changes to improve the overall management of the event.

With the addition of permanent power at Graceland we have reorganized our 2024 layout to take full advantage of the hydro and help us become more efficient. Our new layout will also allow for smooth crowd flow, streamlined admission, more efficient parking and most importantly increase spectator safety.

Below is a list of items that we are seeking Council's support that would help our 2024 event be an even bigger success.

- Parking:
  - In anticipation of selling more campsites and to limit traffic disturbance in town we ask to park cars at the Lucknow Soccer fields parking lot and, on the soccer playing fields. Adding offsite parking should reduce the lineups on Highway 86 and minimize the impact on regular traffic. We feel the level of damage to the playing field will be relatively minor, like the original MITF concert. Any damage will be repaired immediately after the event.

- Municipal & Permit Fees
  - We ask to have any municipal fees waved, including building permit fees, tipping fees at the landfill and any other permit fees required to run our event.

- Waste removal Trucks
  - We ask to have 2 dump trucks for waste removal. We would require the trucks to be parked at Graceland on Friday June 14, 2024, at a time that was convenient for your operators. We would need 1-2 trucks emptied and returned on Saturday June 15, 2024. We also ask to have 4 drivers on Sunday June 16, 2024, to drive the trucks to the landfill empty the truck & drive back to Graceland during clean up, possibly for multiple trips until all the waste is cleaned up. Clean up starts at 9:00 am, trucks would need emptied starting at 10:00 am.
  - **We have also asked ACW for 2 trucks on the same schedule.**

- Fire Protection
    - We ask to have fire protection for our event similar to 2023.
    - On Friday June 14th we would like the use of the rescue truck to lead our parade. We would like 4 firefighters with a pumper truck on standby for the demolition derby form 7:00 pm to Finish (approx. 9:30 pm)
    - On Saturday June 15th we would like 2 firefighters & 1 pumper truck on site in the rare event we have a fire which is larger that can be extinguished with our 10 plus track side extinguishers. The firefighters are welcomed to watch the show and respond if necessary.

- Improved Lighting at Washington & Water St. and Highway 86 intersections
    - We would like to increase safety for vehicles turning on and off Highway 86. We ask to have 1 streetlight added to each corner to existing poles or look at other alternitives. This would increase safety for both events and residents who live on both roads.

- Town Generator
    - Although we now have permanent power at Graceland we still require some generation. We ask to use the town generator for the event starting on Wednesday June 12, 2024 to allow time for electricians to connect it to our track side lights.

- Road & trail maintenance
    - In the interest of dust control for neighbors and event goers we ask that all the gravel roads be graded and have calcium applied before June 13, 2024. Gravel roads including Washington St, Walter St gravel extension into Graceland between the pull tacks continuing to Washington St gate and the small gravel staging areas at both end of the pull tracks.
    - While the grader is on site we ask if the walking trail around north camping could be graded. This track is made of stone dust and should be easy to smooth up.
    - We ask to have any potholes cold patched on Walter St before June 13, 2024
    - **We have asked ACW for 2 graders for track preparation in April and again at the event.**

- Washington Street bend
    - After some recent landscaping the Washington Stret corner is very narrow and hard to navigate while pulling a trailer. We ask if the corner could be returned to its original width before the landscaping.

- 4 sets of road block barricades
    - We ask to have 4 sets of road block barricades and if possible 4 signs that say “Road Closed Local Traffic Only” if the signs are available from Public Works inventory.

The entire Kinsmen club and I appreciate Council’s continuing support this year and past years. Huron Kinloss Council, working together with local service clubs is what makes our community stand out among others in the region. I’m glad we can work together and have successful events that help our community and make Huron Kinloss and surrounding are a better place to live. Please feel free to contact me directly with any questions. Thank you.

Shaun Scott, Co-Chair Dungannon Super Pull
Cell: [redacted]
Email: [redacted]

Staff Report

Report Title: Water-Wastewater April 2024
Date: Apr. 3, 2024 **Report Number: PW-2024-04-16**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: Monthly Water/Wastewater Summary, Redacted O'Hare Letter

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-16 prepared by John Yungblut, Director of Public Works.

Background:

Monthly Summary

Our Operating Authority, Veolia Water Canada, has prepared a summary of the water and wastewater operations over the past month and is attached to this report.

Lawn Watering By-Law Amendment Request

The attached letter was received by Township staff, requesting that the Township consider reducing the permitted duration of lawn watering. The current Lawn Watering By-Law allows for the use of lawn sprinklers from 6am-9am and 6pm-9pm, however, automatic irrigation systems are limited to 4am-7am. In either case, lawn watering is restricted to every other day.

Discussion/Analysis/Overview:

Lawn Watering By-Law Amendment Request

The intent of the Lawn Watering By-Law is to limit the use of water for irrigation purposes to ensure our water system capacity is maintained through the summer. It is not intended to address other issues such as noise pollution. The two permitted timing windows of three hours is intended to provide some flexibility on how and when residents water their lawns. We do not have concerns with water supply capacity during the summer months, except for in situations where components of the system have to be taken offline. In these instances, we will put a temporary lawn watering ban in place to preserve our water supply.

Township staff have reviewed our by-law in comparison with other lawn watering by-laws in neighbouring municipalities to determine if we are in alignment:

Municipality	Effective Dates	Morning Duration	Evening Duration	Automatic System Watering Duration
Huron-Kinloss	June 1-Sept. 15	6am-9am	6pm-9pm	4am-7am
Kincardine	May 15-Sept 30	6am-9am	6pm-9pm	Not specified
Goderich	May 15-Aug. 31	7am-9am	7pm-9pm	2:30am-6am
Saugeen Shores	May 15-Aug. 31	7am-9am	7pm-9pm	2:30am-6am
ACW	June 1-Sept 15	6am-9am	6pm-9pm	4am-7am
Brockton	Not specified	7am-9am	6pm-9pm	2:30am-6am
South Bruce	Not specified	6am-8am	6pm-8pm	Not specified

Based on the information collected, we are generally in alignment, although some municipalities have two hour durations instead of three hours. Council could consider reducing the permitted duration from 3 hours to 2 hours in the morning and evening, however, this would take us out of alignment with two key neighbouring municipalities which may result in unnecessary confusion for some residents and by-law enforcement staff.

The Township currently supplies water to customers in ACW from both the Lakeshore and Lucknow drinking water systems. Conversely, Kincardine supplies water to Huron-Kinloss residents in the Huronville subdivision.

The Township lawn watering by-law does not apply to customers that are connected to the Kincardine system even though they are residents of Huron-Kinloss. Those properties would be subject to the Municipality of Kincardine's Lawn Watering By-Law. Staff believe our by-law would apply to customers connected to the Huron-Kinloss water system in the south end of Lucknow and Amberley Beach, but are located in the Township of ACW. This opinion would have to be confirmed with both neighbouring municipalities, however.

Regardless, if our Lawn Watering By-Law deviates from ACW and Kincardine, both residents and by-law enforcement staff would have to confirm which system a property is connected to before they can enforce the appropriate timing window. While this information could be made available to everyone involved, it will create an unnecessary level of confusion in the opinion of Township staff.

Instead of a by-law amendment, we would encourage residents to inform neighbours that the lawn watering is bothering them and ask if they could reduce the duration of lawn watering or use a different sprinkler, as suggested in the attached letter. If that approach is not effective, a noise complaint may be filed with the Township to address concerns.

Financial Impacts:

Water and wastewater operations are included in the 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: Manage assets and infrastructure

Respectfully Submitted By:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Veolia Water Summary for the Township of Huron-Kinloss

Date: March, 2024

Prepared by: Sarah Telford/Ryan MacKay

Capital Meeting was held December 20, 2023

Alarms noted at each site are from the previous month

WATER

Lakeshore

blow offs to be completed-issue with mapping, blow offs completed

Adverse Samples: No adverse bacteriological sample results

Non-Compliances: None.

Equipment Issues:

- **Blairs Grove(BG)**:
  - Analyzers was replaced
  - high reservoir alarm
- **Huronville(HV):**
  - High POE pressure
- **Murdoch Glen(MG):**
  - Pump to be repacked by Caldecott and train operators how to do at same time
- **Point Clark (PC):**
  - Analyzers was replaced

General Information:

All required samples were taken

- Flushing to begin the first week of April
- BMRoss to investigate a solution for the air release valve chambers as they are submerged most of the year
- Meter in Elliot Construction pit needs to have reader installed so can read number outside of pit
- New meters needed at 86690 Bruce St and 1 Pinecrest Manor

Alarms:

- PC, low chlorine

Main Breaks and Leaks:

- None to report

Power Outages:

-None reported

Inquiries and Complaints : (see Township master list)

Locates: (see Township master list)

Lucknow

Valve turning will be complete by month end

Adverse Samples: None

Non-Compliances: None

General Information:

All required samples were taken

Equipment Issues:

- **L4 -** No leaks in roof
- **L5**
    - Roof was repaired
    - New controller was installed

Water Tower:

- Nothing to report

General Information:

Routine monthly maintenance was completed

Alarms:

- L5 low pre chlorine
- L4 Low flow

Main breaks and Leaks:

- 389 Havelock-water pooling - curbstop was repaired

Power Outages: None reported

Inquiries and Complaints: (see Township master list)

-attended a sewage back-up

Locates: (see Township master list) - onsite for borehole digs (10 in total)

Ripley

Routine monthly maintenance was completed

Adverse Samples: None.

Non-Compliances: None.

Equipment Issues: None reported at this time .

Alarms:

- **Ripley Well:**
- **Elevated Tower:**
    - Replaced Cl2 and POE analyzers

General Information:

- All required samples were taken
- March samples are still showing Total Coliforms in the raw water on Well #3 and #4
- Low pressure alarm

Alarms: None

Main breaks and Leaks: None

Power Outages: None reported

Inquiries and Complaints: (see Township master list).

Locates: (see Township master list)

Whitechurch

Adverse Samples: No adverse bacteriological sample results

Non-Compliances: None.

Equipment Issues: None reported at this time.

General Information:

All required samples were taken

- Analyzer was replaced

Routine monthly maintenance was completed

Alarms:

- Building temperature alarm
- pump uncommanded stop

Main breaks and Leaks: None reported.

Power Outages: None reported

Inquiries and Complaints: (see Township master list)

Locates: (see Township master list).

WASTEWATER

Lucknow WW

Certificate of Approval = 750m3/day

Exceedances:

Flows:

February flows: 1138 m^3 max daily flow; 794.34 m^3 avg daily flow (105.91% capacity).

Please note that the system is over capacity for most days in December-January

Non-Compliances: None

Equipment Issues:

- Burns Pump is to be replaced with a 4700 flight pump
- RIB #4 side wall needs to be repaired (a gopher has made several holes)

- Caldecott n is to pinstall Weir when the weather allows for the cell to be drained
- New toilet installed
- Alum pump was cleaned and leak was repaired

Sewer Main Breaks and Leaks: None reported.
Power Outages: None reported.
Complaints: (see Township master list)
Total Locates: (see Township master list)

RIPLEY WW
Certificate of Approval = 600m3/day
Exceedances: None
Flows:
December flows: 769m^3 max daily flow; 413.59 m^3 avg daily flow (68.93% capacity).
Non-Compliances: None
Equipment Issues: None reported
General information:

- SDS's for Septic Haulers - Jane created a trial form that is currently being used
- Looking at options for dumping at SPS - Steve Burns has sent drawings
- several sewage hauls received
- Dale Pump onsite to clean (2) filled manholes
- Wetwell, bar screen and basket were cleaned

Alarms:

- low final effluent pressure

Sewer Main Breaks and Leaks: None reported
Power Outages: None reported
Complaints: (see Township master list)
Total Locates: (see Township master list)

Ongoing Issues/Recommendations:

WATER:

Valve turning booked to start in April/May time frame.
- Manhole Inspections are scheduled to start soon

Hydrant markers will be changed out with each seasons' flushing (on for winter, off for summer)

WASTEWATER:
Lucknow: Nothing new to report.
Ripley: Nothing new to report.

From: Jennifer White
To: Mary Rose Walden; Jodi MacArthur
Subject: FW: By-Law 2010-46 revision request.
Date: February 2, 2024 3:59:00 PM

Jennifer White
Manager of Legislative Services/Clerk

From: Ed O [redacted]
Sent: Friday, February 2, 2024 3:57 PM
To: info@huronkinloss.com
Cc: Jane Eybergen <jeybergen@huronkinloss.com>; Jennifer White <jwhite@huronkinloss.com>
Subject: By-Law 2010-46 revision request.

Edward O'Hare
[redacted]

Property Owner: 88 Boiler Beach Rd.

February 2, 2024

Township of Huron-Kinloss Council
21 Queen Street
P.O. Box 130
Ripely ON, N0G 2R0

Attn: Township of Huron-Kinloss Council

RE: Law Watering BY-LAW 2010-46

This email is a request for the Township of Huron-Kinloss to review By-Law 2010-46. The By-Law regulates the usage of water for watering of lawns. Item three in By-law 2010-46 states: lawns may be watered between the hours of 6:00 a.m. and 9:00 a.m. and 6:00 p.m. and 9:00 p.m.

This allows for six hours on each day for lawn watering. Three hours two times a day is excessive usage of water for lawn watering. I request the Council provide a specific time limit more appropriate with-in the current time frames allowed.

In addition, to usage of water, the amount of noise a sprinkler can make is extremely disturbing to the peace and quiet. The constant noise of a sprinkler running for three hours

twice daily, every other day, all summer is noise pollution.

Note, most sprinklers available do not make a sound and effectively water the lawn.

Please, address this noise pollution and allow us to enjoy the peace and quiet.

Thank you for your time and consideration.

Sincerely,

Edward O'Hare
[redacted]

Cc: Jane Eybergen
Jennifer White

Staff Report

Report Title: Wheeler and Outram Reconstruction

Date: Apr. 3, 2024 **Report Number: PW-2024-04-17**

Department: Public Works **File Number:** C11 PW 24

Prepared By: John Yungblut, Director of Public Works

Attachments:

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-17 prepared by John Yungblut, Director of Public Works;

AND accepts the tender from Lavis Contracting Co. Limited in the amount of $1,900,000 plus HST for the reconstruction of Wheeler St. and Outram St. and the rehabilitation of structures L1 and L3 in Lucknow;

AND FURTHER that the appropriate by-law come forward.

Background:

Township staff, with the assistance of our consulting engineers, B.M. Ross and Associates Ltd., issued a tender for the reconstruction of Wheeler St. from Stauffer St. to Havelock St. and Outram St. from Wheeler St. to Hamilton St. in Lucknow. The project also includes the rehabilitation of structure L3, which is located on Wheeler St. between Stauffer St. and Inglis St. and structure L1, which is located on Ludgard St. between Stauffer St. and North Delhi St.

The street reconstruction scope will include full reconstruction of Wheeler St. from structure L3 to Havelock St., including new storm sewers, watermains, curb and gutter and sidewalks. The new sidewalk will extend to Stauffer St. to connect to the existing sidewalks. Outram St. will include new storm sewers, curb and gutter and a new sidewalk.

The rehabilitation of structure L1 will include repairs to the concrete bridge deck, which is currently exposed and will be covered with waterproofing and hot mix asphalt, repairs to the existing sidewalk, new deck drains and recoating of the steel railings.

The rehabilitation of structure L3 will include repairs to the concrete bridge deck, sidewalk and curb repairs, new decks drains and recoating of the steel railings.

Three tenders were received:

Bidder	Tender Amount (not incl. HST)
Omega Contractors Inc.	$1,876,952.03
Lavis Contracting Co. Limited	$1,872,340.45
Kurtis Smith Excavating Limited	$2,148,800.00

Discussion/Analysis/Overview:

Township staff have worked with Lavis Contracting in road reconstruction projects in recent years and have no concerns with their ability to perform the work competently.

Financial Impacts:

This project is funded from several budget categories. A breakdown of the lowest bid in comparison to 2024 Capital Budget are included below:

Budget Item	Tender Amount (incl. non-recoverable HST)	Budgeted Amount
Wheeler/Outram Road and Storm	$1,187.709.41	$1,700,000
Wheeler St. Watermain	$202,401.54	$240,000
L1 and L3 Rehabilitation	$515,182.69	$700,000
Total	**$1,905,293.64**	**$2,640,000**

The tender amount also includes $130,000 in contingency allowance and the cost of topcoat paving in 2025.

The bridge rehabilitation work is funded through the Canada Community Building Fund (formerly Federal Gas Tax program).

Performance Measurement:

N/A

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

Staff Report

Report Title: 2024 Gravel Resurfacing Tender
Date: Apr. 3, 2024 **Report Number: PW-2024-04-18**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: 2024 Gravel Plan

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-18 prepared by John Yungblut, Director of Public Works;

AND accepts the tender from Johnston Bros. (Bothwell) Ltd. in the amount of $210,800 plus HST for the supplying, hauling and placing of Granular 'A' road maintenance gravel on Township roads;

AND FURTHER that the appropriate by-law come forward.

Background:

Township staff issued a tender for 13,600 tonnes for resurfacing our gravel roads. A map of the road sections that are planned for gravel resurfacing is attached to this report.

One bid was received:

Bidder	Tender Amount (not incl. HST)
Johnston Bros. (Bothwell)	$210,800.00

Discussion/Analysis/Overview:

Township staff have contracted gravel supply services from Johnston Bros. for several years and we have been satisfied with their product and their service.

For comparison, the 2023 awarded amount for gravel resurfacing was $14.50/tonne and this year's bid amount is $15.50/tonne.

Financial Impacts:

The 2024 Operating Budget allocated $220,000 for the procurement of maintenance gravel. With the addition of non-recoverable HST, the total expected cost will be $214,510.08.

Performance Measurement:

N/A

Strategic Area:

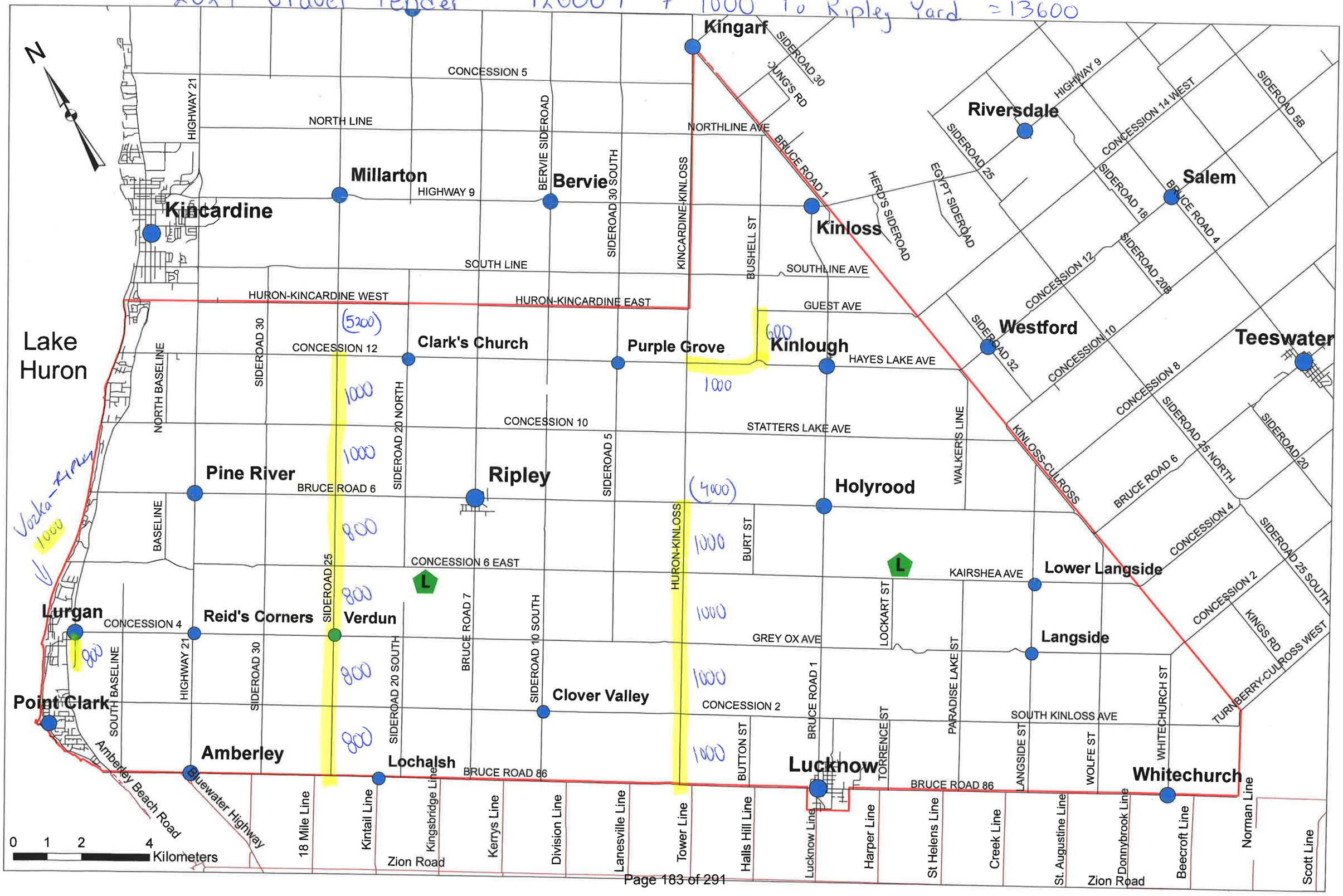
☒Embrace a thriving rural lifestyle ☐ Enhance Municipal Service Delivery
☐Prepare for Inclusive Growth ☒ Ensure Financial Stability

Strategic Goal: Manage assets and infrastructure

Respectfully Submitted By:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

2024 Gravel Tender 12600T + 1000 To Ripley Yard = 13600



Staff Report

Report Title: Transportation April 2024
Date: Apr. 3, 2024 **Report Number: PW-2024-04-19**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: 2024 Draft Road Tour Itinerary, 2024 Draft Road Tour Map

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-19 prepared by John Yungblut, Director of Public Works.

Background:

Spring Road Tour

The Public Works Department has traditionally hosted an annual road tour in the spring to provide members of Council with an opportunity to review previous and upcoming projects in various locations throughout the Township.

This year's tour is scheduled for April 19, 2024, from 9am-3pm. A draft itinerary of the 2024 Spring Road Tour is attached to this report, which is subject to change.

2023 Good Road Conference

The Ontario Good Roads Association hosts the Good Road Conference annually in Toronto. The Director of Public Works and the Public Works Lead Hand will be in attendance at this year's event which will be held from April 21st until April 23rd at the Royal York Hotel.

Discussion/Analysis/Overview:

Spring Road Tour

If any members of Council would like to see any additional stops on the tour, please let staff know as soon as possible so we can see if it can fit into our plan.

2023 Good Road Conference

The Good Roads Conference is a valuable event to learn about emerging issues that affect municipalities and new innovations related to road design and maintenance.

Financial Impacts:

Spring road tour and conference expenses are included in the Operating Budget

Performance Measurement:

N/A

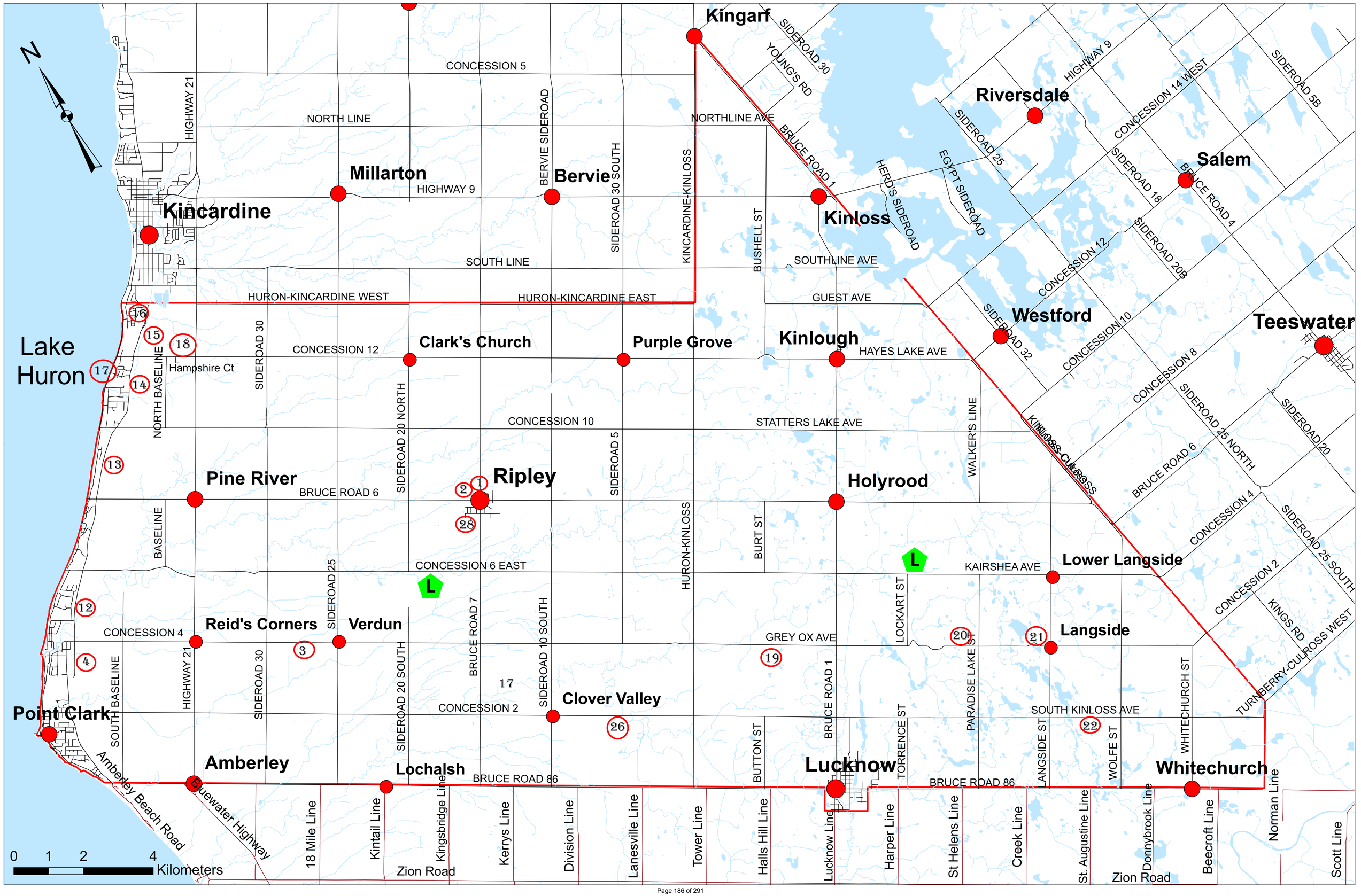
Strategic Area:

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

Strategic Goal: Manage assets and infrastructure

Respectfully Submitted By:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer


N
Lake Huron
Kingarf
Riversdale
Salem
Millarton
Bervie
Kincardine
Kinloss
Westford
Teeswater
Clark's Church
Purple Grove
Kinlough
Pine River
Ripley
Holyrood
Lower Langside
Reid's Corners
Verdun
Langside
Point Clark
Clover Valley
Amberley
Lochalsh
Lucknow
Whitechurch
CONCESSION 5
NORTH LINE
HIGHWAY 21
BERVIE SIDEROAD
SIDEROAD 30 SOUTH
KINCARDINE-KINLOSS
NORTHLINE AVE
BRUCE ROAD 1
SIDEROAD 30
YOUNG'S RD
HIGHWAY 9
SIDEROAD 25
CONCESSION 14 WEST
SIDEROAD 5B
HERD'S SIDEROAD
EGYPT SIDEROAD
SIDEROAD 18
BRUCE ROAD 4
BUSHELL ST
SOUTH LINE
SOUTHLINE AVE
CONCESSION 12
SIDEROAD 20B
HURON-KINCARDINE WEST
HURON-KINCARDINE EAST
GUEST AVE
SIDEROAD 32
CONCESSION 10
HAYES LAKE AVE
CONCESSION 8
SIDEROAD 30
SIDEROAD 20 NORTH
CONCESSION 12
CONCESSION 10
STATTERS LAKE AVE
WALKER'S LINE
KINLOSS-CULROSS
BRUCE ROAD 6
SIDEROAD 25 NORTH
SIDEROAD 20
CONCESSION 4
SIDEROAD 5
HURON-KINLOSS
BURT ST
CONCESSION 6 EAST
KAIRSHEA AVE
CONCESSION 2
SIDEROAD 25 SOUTH
KINGS RD
TURNBERRY-CULROSS WEST
LOCKART ST
GREY OX AVE
BRUCE ROAD 7
SIDEROAD 10 SOUTH
PARADISE LAKE ST
SOUTH KINLOSS AVE
WHITECHURCH ST
CONCESSION 2
BUTTON ST
BRUCE ROAD 1
TORRENCE ST
LANGSIDE ST
WOLFE ST
BRUCE ROAD 86
SOUTH BASELINE
BASELINE
NORTH BASELINE
HIGHWAY 21
SIDEROAD 30
SIDEROAD 25
SIDEROAD 20 SOUTH
BRUCE ROAD 6
Hampshire Ct
Amberley Beach Road
Bluewater Highway
18 Mile Line
Kintail Line
Kingsbridge Line
Kerrys Line
Division Line
Lanesville Line
Tower Line
Halls Hill Line
Lucknow Line
Harper Line
St Helens Line
Creek Line
St. Augustine Line
Donnybrook Line
Beecroft Line
Norman Line
Scott Line
Zion Road
Zion Road
1
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13
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0 1 2 4
Kilometers

2024 Council Road Tour Itinerary (DRAFT)

Start	Time	End	Time	Distance (km)
1- Municipal Office	9:00:00 AM	2- Ripley-Huron Community Centre Tour (15 MIN)	9:05:00 AM	0.3
2- Ripley-Huron Community Centre Tour (15 MIN)	9:20:00 AM	3- BWC Issues (2 MIN)	9:27:00 AM	9.0
3- BWC Issues (2 MIN)	9:29:00 AM	4-Arthur St via Con. 4 (10 MIN)	9:37:00 AM	8.0
4-Arthur St via Con. 4 (10 MIN)	9:47:00 AM	5-St. Arnaud Drainage (5 MIN)	9:52:00 AM	2.0
5-St. Arnaud Drainage (5 MIN)	9:57:00 AM	6-Victoria Road Drainage (5 MIN)	10:02:00 AM	1.0
6-Victoria Road Drainage (5 MIN)	10:07:00 AM	7-Cedar Trail (5 MIN)	10:12:00 AM	2.2
7-Cedar Trail (5 MIN)	10:17:00 AM	8-Tanglewood/Ridgewood (5 MIN)	10:22:00 AM	1.6
8-Tanglewood/Ridgewood (5 MIN)	10:27:00 AM	9-Attawandaron Park (5 MIN)	10:29:00 AM	0.5
9-Attawandaron Park (5 MIN)	10:34:00 AM	10-Sunset Pl via Ojibwa Trail (5 MIN)	10:36:00 AM	1.0
10-Sunset Pl via Ojibwa Trail (5 MIN)	10:41:00 AM	11-Point Clark Community Centre - Break (30 MIN)	10:48:00 AM	4.0
11-Point Clark Community Centre - Break (30 MIN)	11:18:00 AM	12-Bell Bridge (2 MIN)	11:20:00 AM	1.5
12-Bell Bridge (2 MIN)	11:22:00 AM	13-Bruce Beach Drain - Lake Range (2 MIN)	11:27:00 AM	5.0
13-Bruce Beach Drain - Lake Range (2 MIN)	11:29:00 AM	14-Heritage Heights (5 MIN)	11:31:00 AM	2.5
14-Heritage Heights (5 MIN)	11:36:00 AM	15-Stewart Drain (2 MIN)	11:39:00 AM	1.0
15-Stewart Drain (2 MIN)	11:41:00 AM	16-Huronville Park (5 MIN)	11:44:00 AM	1.5
16-Huronville Park (5 MIN)	11:49:00 AM	17-Boiler Beach Road (5 MIN)	11:51:00 AM	1.5
17-Boiler Beach Road (5 MIN)	11:56:00 AM	18-Ainsdale Golf Course - Lunch (60 MIN)	12:06:00 PM	8.0
18-Ainsdale Golf Course - Lunch (60 MIN)	1:06:00 PM	19-Grey Ox Ave Road Repairs (5 MIN)	1:23:00 PM	24.0
19-Grey Ox Ave Road Repairs (5 MIN)	1:25:00 PM	20-Kinloss Gravel Pit (2 MIN)	1:33:00 PM	7.0
20-Kinloss Gravel Pit (2 MIN)	1:35:00 PM	21-Grey Ox Guiderails (2 MIN)	1:38:00 PM	2.0
21-Grey Ox Guiderails (2 MIN)	1:40:00 PM	22-South Kinloss Ave Culverts (5 MIN)	1:50:00 PM	8.0
22-South Kinloss Ave Culverts (5 MIN)	1:55:00 PM	23-Mill Pond Dam (2 MIN)	2:02:00 PM	8.5
23-Mill Pond Dam (2 MIN)	2:04:00 PM	24-Wheeler St. Reconstruction (5 MIN)	2:06:00 PM	0.5
24-Wheeler St. Reconstruction (5 MIN)	2:11:00 PM	25-Lucknow Water Tower (15 MIN)	2:13:00 PM	0.5
25-Lucknow Water Tower (15 MIN)	2:28:00 PM	26-Con. 2 Paving (2 MIN)	2:33:00 PM	6.0
26-Con. 2 Paving (2 MIN)	2:35:00 PM	27-Park St. Drain (2 MIN)	2:45:00 PM	12.0
27-Park St. Drain (2 MIN)	2:47:00 PM	28-Park St. Reconstruction (5 MIN)	2:49:00 PM	0.5
28-Park St. Reconstruction (5 MIN)	2:54:00 PM	1-Municipal Office via McGill St.	2:56:00 PM	0.5
			Total Distance	120.1

Staff Report

Report Title: Boiler Beach Road Reconstruction Update April 2024
Date: Apr. 3, 2024 **Report Number: PW-2024-04-20**
Department: Public Works **File Number:** C11 PW 24
Prepared By: John Yungblut, Director of Public Works
Attachments: Boiler Beach Road Presentation

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW2024-04-20 prepared by John Yungblut, Director of Public Works;

AND FURTHER directs Staff to proceed with the design of Boiler Beach Road with designated on-street parking areas and without a separate multi-use path.

Background:

The attached presentation will cover the background of this project and what information has been collected by Township staff.

Discussion/Analysis/Overview:

The presentation includes an analysis of the information collected and some potential options.

Financial Impacts:

Design and planning costs of this project are included in the 2024 Capital Budget. Any construction projects will be brought forward for budget consideration at the appropriate time.

Performance Measurement:

Determine path forward for Boiler Beach Road Project (Boiler Beach Road Traffic Study) - complete

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:
John Yungblut, Director of Public Works

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

BOILER BEACH ROAD RECONSTRUCTION PROJECT UPDATE

APRIL 3, 2024



OVERVIEW OF BOILER BEACH ROAD

- Boiler Beach Road is a two lane, two-way road that extends from Con. 10 to the boundary with the Municipality of Kincardine (3.6 km)
- No on street parking is permitted on the east side of the street
- During the summer months it is one of the highest volume Township roads with an average of 1,200-1,800 vehicles per day
- Currently six beach access points are available along Boiler Beach Road with limited on street parking available



ISSUES WITH BOILER BEACH ROAD

- The road allowance is 20m wide, but due to its proximity to Lake Huron, the road favours the east side of the road allowance
- In some areas a portion of the existing road surface is currently situated on private property
- Limited parking areas on the west side of the street that do not impede traffic flow
- There is concern for pedestrian and cyclist safety due to parked vehicles and high traffic volume in the summer months
- Existing drainage is a mix of private and Township drains, with many in poor condition



ISSUES WITH BOILER BEACH ROAD

- The existing rear yard watermain north of Huronville Street is at the end of its life and has to be repaired on a regular basis
- Access is limited, so excavation sometimes has to be done by hand
- The existing 50mm diameter watermain does not provide any fire protection
- The proposed 150mm diameter will provide fire protection and will be “looped” to improve water quality
- Property owners will be required to disconnect from the existing watermain at the rear of their property and connect to the new watermain at the front of their property at their expense



PROGRESS TO DATE

- In 2019, the planning process began for the replacement of an existing watermain that services properties along Boiler Beach Road and Penetangore Row South
- The scope of work expanded south to Con. 10 due to safety concerns for pedestrians and cyclists as a result of high summer vehicular traffic volume and on street parking
- In late 2019, a legal survey was completed to confirm the limits of the existing road allowance
- After reviewing various design concepts in 2020, it became apparent that the existing road allowance would not allow space for two-way traffic, on street parking and a multi-use path
- In 2021, Council directed staff to investigate the potential of converting Boiler Beach Road to a one-way street

PROGRESS TO DATE - CONTINUED

- In the spring of 2022, a contract for the investigating the conversion of Boiler Beach Road to a one-way street was awarded to BT Engineering
- Through the summer of 2022, several engagement strategies were implemented to determine the impact of a one-way street conversion would have on residents
- In June 2023, BT Engineering presented the final report, which deemed a one-way road conversion as feasible
- In June 2023, Council support a staff recommendation to explore other options to construct a multi-use path, such as constructing alternate parking areas that could eliminate on street parking

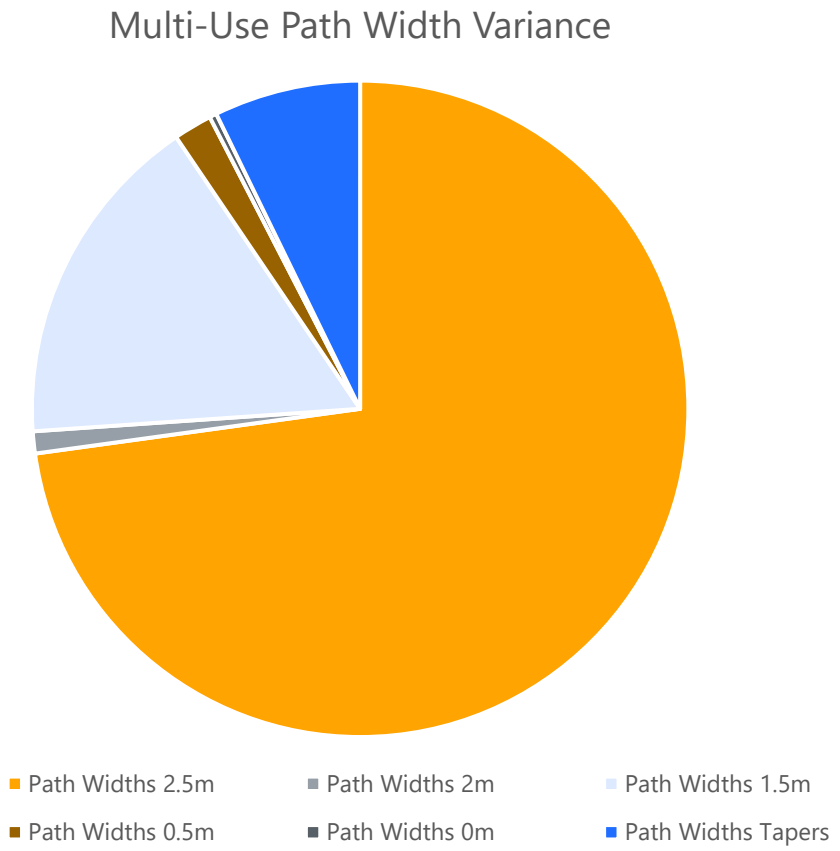
NO ON-STREET PARKING DESIGN

- This option will remove all on-street parking areas, except for a small area at Con. 10
- All available land along the west side of Boiler Beach Road will be converted to two-way multi-use path that will be separate from the roadway as much as possible



NO ON-STREET PARKING DESIGN

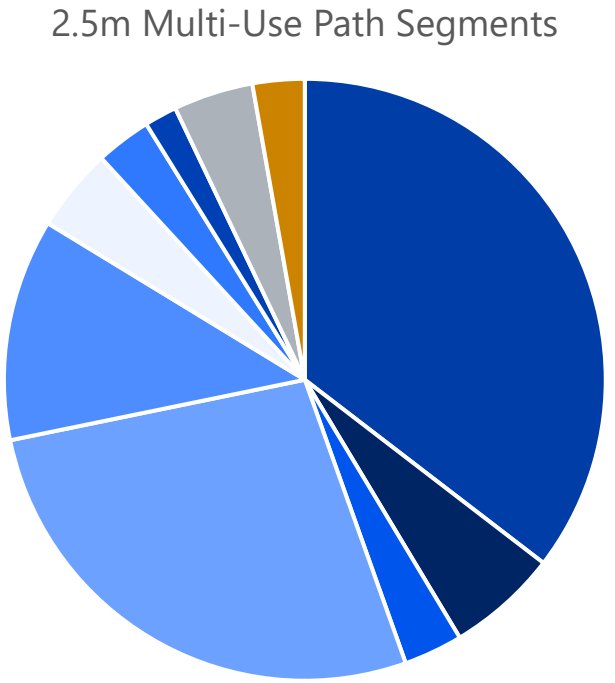
Multi-Use Path Width	Total Length
2.5m	2,682m
2.0m	40m
1.5m	612m
0.5m	70m
0m	13m
Tapers	266m
Total	**3,683m**



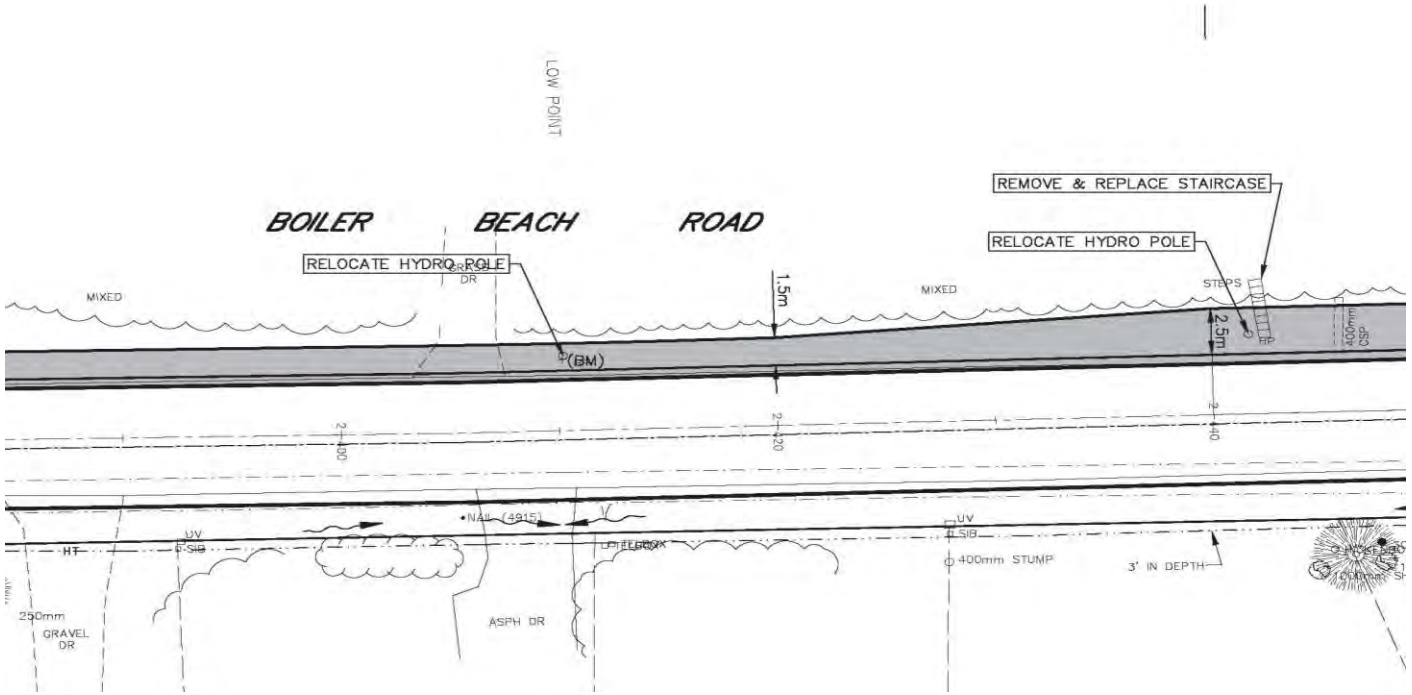
Note: OTM Book 18 recommends a minimum of 1.2m for operating a bicycle and 1.5m is ideal

NO ON-STREET PARKING DESIGN

- Although the full width two-way multi-use path totals 2.7km, it is broken up into 10 segments of lengths that vary from 950m to 75m
- When the path narrows, active traffic in one direction will need to merge with vehicular traffic

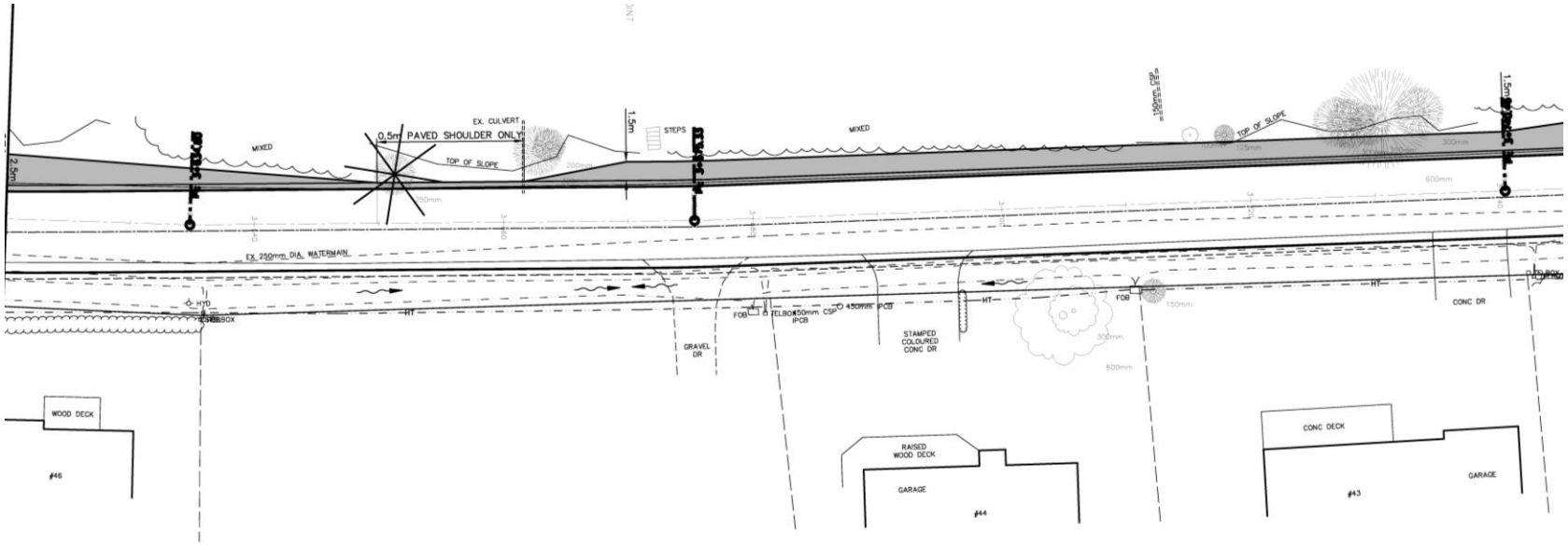


NO ON-STREET PARKING DESIGN



- At some taper locations, northbound active traffic would merge with motorized vehicles and southbound active traffic will remain on the separate path where possible

NO ON-STREET PARKING DESIGN



- At other taper locations, the multi-use path would be eliminated entirely unless a retaining wall is constructed

NO ON-STREET PARKING DESIGN

Off-Street Parking Locations	Proposed Maximum Parking Spaces	Current Peak Parking Demand
Con. 10	3	10
105A Boiler Beach	15	5
Heritage Dr.	36	28
Kennedy Road	0	12
McCormick Dr.	0	11
Con. 12	0	19
Huronville Street	68	28
Huronville St. – Goderich St.	0	20
Total	**122**	**133**

NO ON-STREET PARKING DESIGN

- A continuous path would require the relocation of **22 hydro poles** between Con. 10 and Con. 12 or converting to underground hydro, both options will have a high cost
- Some areas may need stone reinforcement or retaining walls to provide a continuous path and maximum off-street parking spaces
- Lack of off-street parking options at three beach access points between Heritage Dr. and Huronville St.
- We are expecting that at least 10-20 vehicles will need to parking to park on side streets



NO MULTI-USE PATH DESIGN

- This option will provide adequate parking without vehicles encroaching onto the travelled road
- This will increase the level of safety for pedestrians and cyclists, however, not as much as many residents and visitors are expecting



NO MULTI-USE PATH DESIGN

On-Street Parking Locations	Proposed Maximum Parking Spaces	Current Peak Parking Demand
Con. 10	60	10
105A Boiler Beach	0	5
Heritage Dr.	10	28
Kennedy Road	15	12
McCormick Dr.	15	11
Con. 12	90	19
Huronville Street	7	28
Huronville St. – Goderich St.	14	20
Deborah Drive	0	Unknown
Total	**211**	**136**

DESIGN OPTIONS TO MOVE FORWARD

Option Description	Advantages	Disadvantages
Leave the road design as is	• Lowest cost	• On-street parking that interferes with all types of traffic will continue
Convert to one lane one-way traffic with continuous multi use path and on-street parking	• Addresses the lack of active transportation without widening the road allowance	• Will require an EA • One of the highest cost options • Traffic volume is not high enough to deter drivers from “cheating” • Public support is mixed
Remove on-street parking, create as wide of multi-use path as possible and create off-street parking areas	• Provides separate space for active transportation for 75% of the road	• Relatively high cost • Lack of parking options between Heritage Dr. and Huronville St. where three beach access points are located
Leave road design as is, but create defined on-street parking areas on west side	• Eliminates parked vehicles from interfering with traffic • One of the lowest cost options	• Active traffic will need to share the road with motorized vehicles • Traffic speed is expected to increase

CONCLUSIONS

- The only way to construct a continuous multi-use path while maintaining two-way traffic is to widen the road allowance along the east side, which will be an extremely expensive and difficult process
- At this time, the cost of relocating overhead hydro from Con. 10 to Con. 12 and constructing the various off-street parking areas does not appear to be worth the benefit if the road allowance remains in place and two-way traffic is maintained
- Creating defined on-street parking areas along the west side of Boiler Beach Road would improve the current situation, although implementing traffic calming measures will need to be considered as well

NEXT STEPS

- If Council supports proceed with the design option without a multi-use path, Township staff will finalize the construction drawings and determine which budget year would be most appropriate
- If Council elects to delay this project further, staff recommend proceeding with the watermain portion of the project and drainage repairs at priority locations
- Construction would like to completed over several phases depending on the scope of work, starting at the north end and working south

Staff Report

Report Title: 2024 April Manager of Strategic Initiatives Status Update
Date: Apr. 3, 2024 **Report Number: BED-2024-04-8**
Department: BED **File Number:** C11 BED 24
Prepared By: Michelle Goetz
Attachments: None

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-04-8, prepared by Michelle Goetz, Manager of Strategic Initiatives.

Background:

This report provides an update from the Manager of Strategic Initiatives.

Discussion/Analysis/Overview:

Community Improvement Plan

Notice has been given for the public meeting regarding the updated Community Improvement Plan on April 8th, 2024 in Council Chambers at 7PM. The draft Community Improvement Plan and the four Community Improvement Plan Area maps have been uploaded to the website, accessible here:

https://www.huronkinloss.com/build-invest-and-grow/community-improvement-plan/

Staff will review any feedback received on or before April 8th and make any necessary changes to the by-law before bringing it forward to Council on April 15th, 2024.

25th Anniversary of Huron-Kinloss

Staff have discussed options to commemorate the 25th anniversary of Huron-Kinloss in a meaningful and lasting way. We are recommending creating a virtual time capsule that can be posted to our corporate website and shared widely with the community. The virtual time capsule will be a video that includes short clips of current and former Council members, staff, community members, events, programs, and points of interest that represent the last 25 years of Huron-Kinloss.

Our Team will spend the next few months collecting video footage with a goal to launch the video at the December COW meeting.

Downtown Revitalization

The Economic Development Team is excited to get started on the preliminary work for the downtown revitalization project for Ripley while we wait to hear if we are approved for Rural Economic Development (RED) Funding.

The preliminary work includes a background review and analysis of all the documents, plans, designs and strategies we've had created for Ripley over the past few years. This step is important because a lot of great work has been done in the past, but due to many different barriers we haven't moved that work forward. This review and analysis will pull out the items that are still relevant and worth taking into consideration. A walk through of Ripley will also be conducted to map out areas of opportunities and challenges in the downtown area. For this project we are considering the downtown area as 21 Queen St. to 50 Queen St. and 62 Huron St. to 99 Huron St.

We have engaged Pl.ural (formerly SKA) a rural design and planning company that specializes in community economic development; recreation, leisure and sport; and wayfinding and engagement for rural municipalities to support us with this preliminary work. The cost to work with them is: $4907 +HST. Pl.ural is very familiar with Huron-Kinloss and most Bruce County municipalities as they completed the research and development of many community toolkits, community improvement plans and downtown design work. The Township has worked with them in the past to develop the original design for the Ripley Outdoor Plaza, the Ripley Gateway signs and the Lewis Park redevelopment project.

The deliverable at the end of this preliminary work is a current state analysis and the beginning of an action plan for the revitalization of Ripley.

The project will continue to the next phase once a decision regarding RED funding has been received.

Ripley Food Art and Craft Festival

Vendor registration is ongoing, to date we have 32 vendors registered. The date of the event is Saturday August 17th from 9-2PM at the Ripley-Huron Community Centre. More information about the event can be found on our website:

https://www.huronkinloss.com/explore-and-play/ripley-food-art-and-craft-festival/

Bruce County Age-Friendly Committee

Bruce County is working towards becoming an age-friendly community, recognized by the World Health Organization (WHO) Global Network for Age-Friendly Cities and Communities. Huron-Kinloss was invited to attend a meeting to learn more about this initiative and determine if we would like to be a part of their steering committee.

I will be attending the meeting on behalf of Huron-Kinloss on March 26th, 2024 to determine if it's something we would like to be a part of. We have identified the

development of an age-friendly plan in our 2023-2033 Blueprint for our Future Integrated Master Plan.

Performance Measurement Training

Staff who create Council reports were provided with performance measurement training at the end of February. The facilitator was very knowledgeable and took the time to break down the steps to create a quality performance measurement program that isn't too cumbersome for staff. Over the next few months, we will be working with staff to assist in identifying the data they are already collecting and what measures will bring them the most value to support their work.

Financial Impacts:

All projects and initiatives in this report have been approved in the 2024 Township of Huron-Kinloss budget.

Performance Measurement:

The success of the 25th anniversary virtual time capsule will be measured in the number of video clips we are able to collect and the response we get from the video.

We will measure the success of the Ripley Food Art and Craft festival by the number of vendors, the number of attendees and through vendor survey responses after the event.

The Downtown Revitalization project has a number of performance measures but for this step in the project success will be the completion of the current state analysis.

Strategic Area:

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

Strategic Goal:

- **Encourage economic vitality**
- **Facilitate Community Well Being**

Respectfully Submitted By:
Michelle Goetz, Manager of Strategic Initiatives

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: April 2024 Economic Development Officer Status Report
Date: Apr. 3, 2024 **Report Number: BED-2024-04-9**
Department: BED **File Number:** C11 BED 24
Prepared By: Amy Irwin
Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-04-9 as prepared by Amy Irwin, Economic Development Officer.

Background:

This report provides the Committee with an update from the Economic Development Officer.

Discussion/Analysis/Overview:

Economic Development

The Economic Development team continues to support local businesses by:

- Regular check-ins and communication with local businesses.
- Sponsor and support of the Town of Minto's 'Homegrown, a gathering for rural female business owners' event on June 13 at Grassroots Farm. Huron-Kinloss businesses are represented as panelists and local experts, as well as the event is hosted in Huron-Kinloss. More information on the event: https://www.homegrowngathering.ca/
- Downtown Ripley Revitalization community engagement session was hosted on March 26 at the Ripley-Huron Community Centre. This is the first step to assess the community's vision and ideas for downtown Ripley and start working on an action and implementation plan.
- Met with one new business regarding agricultural grants.
- Assisted Ripley Business Community with grant applications for downtown Ripley Mural and new seasonal lighting.
- Finalized Huron-Kinloss Discovery Guide and sent to press. Expected delivery is mid-April with wide-spread distribution planned for May.
- Entrepreneur workshop tentatively planned for April 26, hosted by Futrepreneur organization. Geared towards young entrepreneurs, it's the hope that we can include a tour of available Huron-Kinloss storefronts, with the workshop. More details to be confirmed.

Tourism

- Seasonal staff recruitment is underway.
- Promotion of the Back Forty Bazaar is ongoing, planned for Thursdays from 3-7 pm, starting June 20 in Lewis Park in Ripley and alternating with Caledonia Park in Lucknow.
- Marketing and promotion of the Point Clark Lighthouse and Secrets of the Back Forty in Escape to Grey-Bruce, a regional tourism publication.

Financial Impacts:

Included in current budget

Performance Measurement:

- Number of Huron-Kinloss businesses attending Homegrown
- Number of attendees at Ripley Downtown Revitalization session
- Amount of grant funding received for projects and completion of projects
- Seasonal staff hired
- Number of vendors registered for Back Forty Bazaar

Strategic Area:

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

Strategic Goal: Encourage economic vitality

Respectfully Submitted By:
Amy Irwin, Economic Development Officer

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: NWMO - April 2024 Community Initiatives and Project Updates

Date: Apr. 3, 2024 **Report Number: CAO-2024-04-15**

Department: CAO **File Number:** C11 CAO 24

Prepared By: Mike Bartlett, Administrative Coordinator

Attachments: none

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2023-11-38, prepared by Mike Bartlett, Administrative Coordinator.

Background:

CWBP

The Community Well-Being Program was developed in 2018 through programs offered by the Nuclear Waste Management Organization (NWMO) when Huron-Kinloss was in the site-selection process and learning more about Canada's Long-Term Plan for Used Nuclear Fuel. To date, the Township of Huron-Kinloss has invested $400,000 into the community through this grant. In March 2023, Council approved the program for 2023 & 2024.

Deep Geological Repository and Potential Host Sites

In 2002, Parliament passed the Nuclear Fuel Waste Act (Canada) ("NFWA"), requiring the owners of used nuclear fuel in Canada to establish a waste management organization as a separate legal entity to propose and implement an approach for the management of used nuclear fuel. In accordance with the NFWA, The Nuclear Waste Management Organization (NWMO) was established by Canada's nuclear electricity producers and assumed responsibility for designing and implementing Canada's plan for the safe, long-term management of used nuclear fuel. In 2007, the Government of Canada selected Adaptive Phased Management as Canada's plan for the long-term management of used nuclear fuel. APM calls for the centralized containment and isolation of Canada's used nuclear fuel in a deep geological repository with an informed and willing host. In 2010, NWMO initiated a process to select a site for the Project, and 22 communities proactively expressed an interest by the end of 2012. Since then, NWMO has been engaged in a multi-year, community-driven process to identify a site where Canada's used nuclear fuel can be safely contained. In 2020, NWMO announced that it had narrowed down the potential host site to two, the WLON-Ignace area, and the Saugeen Ojibway Nation-South Bruce area.

Discussion/Analysis/Overview:

CWBP

The 2024 Community Wellbeing Program application deadline has passed. The Administrative Coordinator is now working with applicants in preparation for the CWBP committee review meeting on April 5th. Results of that meeting will be featured in the May COW report.

Ignace Hosting agreement

In March of 2024, the Corporation of the Township of Ignace released their Hosting Agreement with the Nuclear Waste Management Organization. This agreement sets out the benefits to, and obligations and rights of, each Party in respect of the Project in the event that the Project Area (Ignace) is or is not selected as the site for the Project; to ensure that adequate provision is made for the inherent adaptability of the APM process and the long-term nature of the Project; and to set out the respective roles and responsibilities of the Parties with respect to the Regulatory Processes applicable to the Project. A summary of the Hosting agreement is attached to this report, but it should be noted that the purpose of this summary is for information purposes only and does not constitute part of the actual Hosting Agreement. The summary is not legal advice. Any reader(s) of the summary are strongly encouraged to read the Hosting Agreement in its totality to understand the context of the representations listed in the summary. To view the hosting agreement in its totality please visit:

https://www.ignace.ca/images/Ignace_Hosting_Agreement_Execution_Copy88.pdf

South Bruce

The Administrative Coordinator has been in contact with The Municipality of South Bruce regarding their Hosting Agreement. As of writing this report, the hosting agreement has not been released to the public, but the Administrative Coordinator will continue to monitor the South Bruce website and is in process of setting up recurring meetings with representatives from South Bruce to discuss the project and other project related events, such as the upcoming Nuclear Exploration Forum which will be happening in May, and encourages members of Council to watch the April CLC meeting for updates on that event. Information regarding this event and any Project specific updates will be featured in future COW reports.

The Municipality of South Bruce released the Summary Report on Safety and the Natural Environment. This report is a plain language summary of the Nuclear Waste Management Organization's (NWMO) safety and natural environment studies to date, how they address the Municipality of South Bruce's Guiding Principles, and the Peer Review Team's findings. It provides a summary of the natural environment's baseline conditions within the study area and potential impacts of the Project on community safety and is a companion to last year's Summary of Socio-Economic Community Studies. The Digital version of this report can be viewed here: https://www.southbruce.ca/Final---South-Bruce-Nuclear-Exploration-Project---Summary-Report-on-Safety-and-the-Natural-Environment_Digital.pdf

The Full-colour 24-page booklet is available at the Township of Huron-Kinloss Municipal Office.

Financial Impacts: $100,000 dispersed to Huron-Kinloss organizations through the Community Wellbeing Program.

Performance Measurement:

n/a

Strategic Area:

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

Strategic Goal: Build Community Capacity

Respectfully Submitted By:
Mike Bartlett, Administrative Coordinator

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Hosting Agreement Summary

Prepared by the Corporation of the Township of Ignace

The purpose of this summary is for information purposes only and does not constitute part of the actual Hosting Agreement. This summary is not legal advice. The reader is strongly encouraged to read the Hosting Agreement in its totality to understand the context of the representations listed in this summary. Furthermore, if there is any information in this summary that is inconsistent with the wording of the Hosting Agreement, the wording of the Hosting Agreement shall prevail.

A. Parties

Nuclear Waste Management Organization ("NWMO"), and The Corporation of the Township of Ignace (the "Municipality"), collectively (the "Parties")

B. Purpose of the Agreement

In 2007, the Government of Canada selected Adaptive Phased Management as Canada's plan for the long-term management of used nuclear fuel. APM calls for the centralized containment and isolation of Canada's used nuclear fuel in a deep geological repository "DGR" (the "Project") with an informed and willing host.

In 2010, NWMO initiated a process to select a site for the Project, and 22 communities (including the Municipality) proactively expressed an interest by the end of 2012. Since then, NWMO has been engaged in a multi-year, community-driven process to identify a site where Canada's used nuclear fuel can be safely contained.

In 2020, NWMO announced that it had narrowed down the potential host site to two, including: (i) the WLON-Ignace area, which includes the Project Area; and (ii) the Saugeen Ojibway Nation-South Bruce area.

The Parties of this Agreement agree that the purposes of this Agreement include;

1. A path forward if the Municipality is selected as the host community and a path forward if the Municipality is not selected as the host community.
2. Facilitate effective communication between the Parties through either process through the sharing of relevant information, on a regular and ongoing basis, during the Term;
3. Develop and maintain a strong working relationship between the Parties throughout the Term;
4. Align the interests of the Parties in respect of the Project;

5. Setting out the process and manner by which willingness and support for the Project by the Municipality shall be evidenced prior to the Commencement Date;
6. Evidence the Municipality's Agreement to be a Willing Host, if that is the outcome of the Municipality's Willingness Process and the Project Area is selected as the site for the Project;
7. Describe the Project, including NWMO's process for advancing the Project design in accordance with Applicable Laws and the Regulatory Approvals; and
8. Establish a framework for the Municipality's participation in the Regulatory Approvals processes for the Project, as if the Municipality is selected as the site for the Project.

C. Project

If the Municipality is selected as the host community for the Project, the DGR will be located in the general area known as the Revell Site.

NWMO may emplace used nuclear fuel sourced from refurbished CANDU reactors in Canda, all previous and current operations of Atomic Energy Canada Limited, small modular nuclear that have filed a license to construct application with the CNSC, and any low and intermediate level nuclear waste produced by operation of the Project that is not reused, received or sent to another disposal facility.

The following will NOT be emplaced in the DGR;

1. liquid nuclear fuel waste
2. nuclear waste originating from any country other than Canada

D. Anticipated Project Timeline

Phase	**Anticipated Schedule**	**Anticipated Duration**
Licensing Phase	2025-2031	7 Years
Site Preparation Phase	2032-2035	4 Years
Construction Phase	2036-2042	7 Years
Operations Phase	2043-2104	62 Years
Extended Monitoring Phase	2105-2174	70 Years

E. Willingness

The Municipality will make best efforts to complete the willingness process by July 30 2024. If the it is determined that the Municipality is a willing host the Municipality will confirm with NWMO that it is a willing host and consents to the hosting the Project. Which includes participation in any applicable regulatory process.

F. Financial Benefits

If the Municipality is selected as a host community, the Financial Benefits payable by NMWO to the Municipality are comprised of: (a) Milestone Payments; (b) Annual Payments; and (c) an Emplacement Fee (d) Discretionary Benefits. All financial benefits are subject to CPI adjustments based on 2025 dollars.

If the Municipality is not selected as the host community, exit benefits will be payable to the Municipality from NWMO.

G. Centre of Expertise

Following the commencement date, NWMO agrees to establish a Centre of Expertise for the Project located in the Municipality.

H. Duration

The Agreement will last approximately 172 years, bringing the Project to a close at the end of the extended monitoring phase. The Project's duration could be longer depending on any delays during the regulatory process.

South Bruce Nuclear Exploration Project

Nuclear Exploration Forum:
Safety & Opportunities

May 15th, 2024 from 3-9pm

Join us for a free community event for all ages to learn about the NWMO Project

WHERE:
Mildmay Carrick Complex
24 Vincent St, Mildmay
Ontario

FOR MORE INFORMATION:
Call: 519-392-6623 ext. 239
Or visit the website:
www.southbruce.ca/Forum

The Forum will feature panel presentations and an exhibition area where residents can talk to subject matter experts about topics related to the Nuclear Waste Management Organization (NWMO) Project, with a focus on deep geological repository safety and potential opportunities.

All are welcome to attend! Registration is strongly encouraged and can be completed by phone or online.

South Bruce Nuclear Exploration Project

Nuclear Exploration Forum:
Safety & Opportunities

May 15th, 2024 from 3-9pm

Kids Program

In an effort to make the event accessible, there will be a kids program provided for youth aged 4-12. This program will help parents and guardians fully participate in the Forum. Registration is **required** for the kids program as spaces are limited

Youth Zone

Interactive activities for young adults aged 12 and up will also take place in the exhibitor area, including the popular OYAP Skills Opportunities Showcase Trailer, VR Headsets and other STEM based activities.

Exhibitors

- Nuclear Waste Management Organization (NWMO)
- Ontario Power Generation (OPG)
- GHD Limited
- Canadian Nuclear Safety Commission (CNSC)
- Impact Assessment Agency (IAAC)

and more!

A variety of refreshments will be provided throughout the event at food stations. Additional information will continue to be shared on www.southbruce.ca/Forum, by mail, on social media and more.

Staff Report

Report Title: NWMO - 2024 EIES – Program addition

Date: Apr. 3, 2024 **Report Number: CAO-2024-04-16**

Department: CAO **File Number:** C11 CAO 24

Prepared By: Mike Bartlett, Administrative Coordinator

Attachments: EIES_Guidelines_2024_SiS

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-04-16 prepared by Mike Bartlett, Administrative Coordinator;

AND FURTHER approves funding the Family Science Night as part of the amended EIES Program Guidelines.

Background:

The Township of Huron-Kinloss partnered with the Nuclear Waste Management Organization (NWMO) to provide the Early Investment in Education and Skills program, to help build capacity to support education and skills training for Huron-Kinloss residents and provide funding for youth with an emphasis on learning initiatives that focus on science, technology, engineering, and math (STEM). This program includes investments in training and education to equip community members, including youth to work in STEM related careers in the future. These investments are intended to include transferable skills that could be applied to other projects or workplaces. The 2024 EIES program parameters are attached.

Discussion/Analysis/Overview:

The EIES budget for 2024 is $30,000 and of that, we committed $2,500 each to Lucknow Central Public School and Ripley Huron Community School to support environmental, science, math, or technology initiatives. Funding is committed to support youth employment at the Bruce Botanical Food Gardens and offer a reduced registration fee for each Huron-Kinloss youth who participates in the Discovery Western Science Camp. Huron-Kinloss businesses and residents submit applications to receive funding for workplace training and continuing education.

Staff is recommending that the Council support using available funds from the EIES program to offer a Family Science Night within Huron-Kinloss and bring in "Scientists in School". This organization provides young people an opportunity to discover the fun and fascinating side of science, technology, engineering, and math (STEM) through exciting hands-on workshops. Scientists in School will bring four workshops to Family Science Night and offer a variety of STEM related activities. The cost to offer Family Science Night to our community is estimated at $1,500 and can support up to 200 adults and youth.

Financial Impacts: $30,000 in funding provided by the NWMO dispersed to Huron-Kinloss residents and businesses through the Early Investment in Education and Skills Program

Performance Measurement:

N/A

Strategic Area:

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

Strategic Goal: Build Community Capacity

Respectfully Submitted By:
Mike Bartlett, Administrative Coordinator

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Support for a Family Science Night

- Marketplace Style Family Science Night.
- Event will alternate between communities in the Township of Huron-Kinloss.
- Limited funds are available.
- Event will have a focus on STEM and provide activities for all ages.
- Event will be run by an approved organization such as “Scientists in School”.
- Portion of funding may be used to offset facility rental if needed.

Staff Report

Report Title: April 2024 Hiring
Date: Apr. 3, 2024 **Report Number: CAO-2024-04-17**
Department: CAO **File Number:** C11-CAO24
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-2024-04-17 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of the Summer Students for 2024.

Background:

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states Senior Managers have discretion to hire casual and student employees, Contract employees require the approval of 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.

Discussion/Analysis/Overview:

The Summer Student positions were advertised during the months of January to March, using multiple media sources, the Township website, Facebook, newspapers, Indeed, college websites and HK-Connect newsletter. Interviews were conducted throughout February and March. There have been 47 applications received for 16 positions, looking for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. There are 6 returning students this year, suggesting a rewarding experience from the Township Summer Employment Program.

Below is the current list of positions and summer students hired:

Emily McClinchey	Parks Operator
Sadie Pollock	Parks Maintenance
Nikki Marion-McMahon	Parks Maintenance
Kate Leppington	Parks Maintenance/Day Camp Coordinator
Tegan VanderHoek	Parks Maintenance/Day Camp Leader
Olivia Lowry	Day Camp Leader
Sinead Greenwood	Day Camp Leader

Layne Irwin	Day Camp Leader
Jennifer Johnson	Public Works GIS Student
Jasneet Kaur	Admin. Assistant-Student
Savannah Newell	Lighthouse Coordinator
Jack Morais	Lighthouse Tour Guide
Maeve Puri	Lighthouse Tour Guide

Interviews are currently happening for two more Lighthouse Tour Guides and the Tourism & Events student for the Lucknow tourism office. It is anticipated these positions will be filled in May.

Financial Impacts:

Included in the proposed 2024 budget as part of normal operating expenses.

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: Council Calendar Conference Impacts
Date: Apr. 3, 2024 **Report Number: CLK-2024-04-15**
Department: Legislative Services **File Number:** C11 CLK 24
Prepared By: Jennifer White, Manager of Legislative Services/Clerk
Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2024-04-15 as prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER THAT the 2024 regular meeting schedule be amended to remove the Council meeting of August 19, 2024.

Background:

Members of Council are attending the Association of Municipalities of Ontario (AMO) conference in Ottawa, August 18 through 21. As six members of Council are now scheduled to attend the conference, enough members will not be available to form quorum for the August 19th meeting of Council.

Discussion/Analysis/Overview:

The Township's Professional Development and Expense Policy was passed as By-law No. 2019-166 and amended by By-law No. 2022-137. The policy supports the training and development of members of Council as necessary and valuable. Each member of Council is entitled to attend two conventions in the Province in any year.

This year, the Association of Municipalities of Ontario (AMO) conference is being held in Ottawa between August 18 and 21. This timing overlaps the regularly scheduled Council meeting of August 19, 2021. As six members of Council are now registered according to the Policy for the AMO conference, and insufficient number remain to form quorum for the meeting of Council.

Staff have concerns with the logistics of having most members of Council attend electronically for this meeting. Therefore, Staff are recommending that the regular meeting of August 19, 2021 be removed from the schedule of meetings, and notice provided per the Procedural By-law.

Staff will schedule matters to be considered by Council at the August 12th regularly scheduled meeting, instead. Should an urgent matter require attention prior to the September 4th Committee of the Whole meeting, or the September 9th meeting of

Council, the Mayor may according to the Procedure By-law call a special meeting if required.

Financial Impacts:

Council conferences and remuneration are included in the operating budget.

Performance Measurement:

Not applicable.

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:
Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:
Jodi MacArthur, Chief Administrative Officer

Staff Report

Report Title: Noise Exemption Requests – April 2024

Date: Apr. 3, 2024 **Report Number: CLK-2024-04-16**

Department: Legislative Services **File Number:** C11 CLK 24

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-2024-04-16 prepared by Kelly Lush, Deputy Clerk;

AND grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on Saturday June 15, 2024 from 9:00 p.m. until 1:00 a.m. on Sunday, June 16, 2024 located at 796 Lake Range Drive, Kincardine

AND grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on Friday, May 10, 2024 from 9:00 p.m. until 12:00 a.m. located at 780 Lake Range Drive, Kincardine.

AND FURTHER grants an exemption to the Noise By-law No. 2005-101 to permit music at a wedding reception on September 28, 2024 from 9:00 p.m. until 1:00 a.m. on September 29, 2024 located at 61P Paradise Lake Street, Lucknow.

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 electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound between the hours of 2300 one day to 07 00 next day (09 00 Sundays).

Council may by resolution grant an exemption to the Noise By-Law.

Discussion/Analysis/Overview:

The Township received a noise exemption request from Loren Fisher to have music played at a wedding reception on Saturday June 15, 2024 from 9:00 p.m. until 1:00 a.m. on Sunday, June 16, 2024 located at 796 Lake Range Drive, Kincardine.

A request was received from Kristopher Newman to have music played at a wedding reception on Friday, May 10, 2024 from 9:00 p.m. until 12:00 a.m. located at 780 Lake Range Drive, Kincardine.

A request was also received from Jessica Snowden was received to have music played at a wedding reception on September 28, 2024 from 9:00 p.m. until 1:00 a.m. on September 29, 2024 located at 61P Paradise Lake Street, Lucknow.

The requests were circulated to Township staff. No concerns were noted. Staff recommends approval of the exemption requests and will encourage the applicants to notify their neighbours. If approved, the Township By-Law Officer and South Bruce O.P.P. will be notified.

Financial Impacts:

There are no financial impacts 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

Comprehensive Review of the Zoning By-law

Notice of Public Meeting

A **Public Meeting** will be held in person and online on **April 9, 2024 at 6-7pm** to present the final draft of the updated Zoning By-law for Council review and adoption.

Tuesday, April 9, 2024
6-7pm
Council Chambers
21 Gordon Street East, Teeswater

Can't Attend in Person?
See the virtual meeting link on the next page or email cbo@southbruce.ca or call 519-392-6623 x 228 with questions and comments.

Take Notice that Council for the Municipality of South Bruce will be holding a Public Meeting to repeal and replace the Zoning By-law in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, as amended. The purpose of the public meeting is to provide the public with an opportunity to understand and comment on the proposed Zoning By-law which will be applicable to all lands within the Municipality.

Purpose & Effect of the New Comprehensive Zoning By-law

A Zoning By-law is prepared under the requirements of Section 34 of the *Planning Act* and regulates the types of land uses and the character, height, location, size and massing of buildings for all lands within the Municipality. A Zoning By-law is the Municipality's primary tool to regulate the use of all land in the Municipality. The effect of the proposed Comprehensive Zoning By-law is to replace the in-effect Municipality of South Bruce Zoning By-law No. 2011-63. The proposed Comprehensive Zoning By-law contains updated zoning and development standards and would implement the policies of the Municipality and County's Official Plans and reflect policy and regulatory initiatives at the provincial level.

Written Submissions

Input on the proposed Zoning By-law is welcome and encouraged. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released. To provide input in writing, or to request personal notice if the proposed Zoning By-law is approved, please send all correspondence by **12:00 PM on April 1, 2024** for inclusion in the public meeting agenda package c/o Clerk, Vivian Kennedy, PO Box 540, 21 Gordon St. E Teeswater ON, N0G 2S0, or by email at vkennedy@southbruce.ca.

Comments and requests received after this date will still be received by Council, however they may not be published as part of the public meeting agenda.

Visit our website for more information – https://www.southbruce.ca/en/build-and-invest/zoning.aspx

How to Participate

You may attend the meeting in person as directed above or virtually using this meeting link:
https://us06web.zoom.us/j/96893199106?pwd=SHdrbkNtdVM1aENCNm90RGJKQTdnZz09
Passcode: 474963

One Tap mobile and telephone connection to the virtual meeting are also available. Please contact the Municipality at vkennedy@southbruce.ca or 519-392-6623 ext. 229 if you have any questions regarding how to participate in the meeting.

How to Submit Comments

Public input on applications is invited. During this time, written comments are encouraged as the preferred method of receiving public input. Written comments may be sent by mail or e-mail to the attention of the Clerk. You may also drop written comments off at the Municipal Office or Mac's in Mildmay. You may also provide oral input by joining the electronic meeting.

Know Your Rights

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of South Bruce to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to Municipality of South Bruce before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make written submissions to the Municipality of South Bruce or make oral submissions at a public meeting before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information please visit the Ontario Land Tribunal website at https://olt.gov.on.ca/appeals-process/

More Information & Contact

We encourage you to provide comments or questions. For more information about this matter, including information about appeal rights, please contact us by email at cbo@southbruce.ca

Alternatively, you can send a letter to:
Phil VanHardeveld
Chief Building Official
Tel: 519-392-6623 ext. 228
PO Box 540, 21 Gordon St. E
Teeswater ON, N0G 2S0

https://www.southbruce.ca/en/build-and-invest/zoning.aspx

Municipality of South Bruce

From: AMO Communications
To: info@huronkinloss.com
Subject: AMO Watchfile - March 14, 2024
Date: March 14, 2024 10:03:13 AM

Alternate text

March, 14 2024

In This Issue
- Application for the PJ Marshall Awards is open.
- Information to assist Municipalities in flood preparedness.
- Consultation on *Ontario Energy Board Act* changes
- Consultation on *Northern Services Boards Act*.
- Consultation on *Seniors Active Living Centres Act.*
- Nominations open for Lieutenant Governor's Award.
- Consultation: Rural Economic Development Strategy.
- Land use planning framework for energy project siting.
- Applications open: My Main Street Fund.
- Applications open: Rural Transit Solutions Fund.

- Consultation: 2025 National Construction Codes.
- AMO Conference - Early Bird Rate closes March 18.
- OSUM 2024 Conference - Program release.
- Cyber Security Education for Municipal Councilors - NEW registration rate.
- What is digital accessibility and why does it matter?
- Advanced Councillor Training Series to Revitalize Your Leadership.
- Managing Communications through Uncomfortable Times - Limited space.
- AntiSemitism and Anti-Islamophobia: Spring workshops.
- Indigenous Community Awareness training.
- Land Use Planning - Foundations and Deeper Dive workshops.
- Strategies for Navigating Conflict Relationships for Strong Council Outcomes.
- LAS webinar: LiDAR, Imagery, and AI for a High-Tech Future.
- LAS consulting service for municipal energy reporting.
- City of Elliot Lake named finalist in Top 4 Community Kraft Hockeyville!
- Invasive Species Action Fund.
- Ontario Age-Friendly Communities 2024 Conference.
- Future of Aging Summit: May 15-17.
- Careers: City of Vaughan and Peel Regional Police.

AMO Matters
The Peter J. Marshall Municipal Innovation Award celebrates municipal governments in Ontario that implement new and innovative ways to make public services, facilities, and infrastructure better for Ontarians. View full details here.

Provincial Matters
As Ontario flood season arrives, MNRF has circulated a fact sheet with roles and responsibilities to assist municipalities in flood preparedness (French versions 1 & 2). Information is also available online.

The Minstry of Energy is consideration changes to the *Ontario Energy Board Act* that would require broader consultation by the OEB (including with municipalities) and increase the leave to consult threshold. Submissions due by April 7.

MNDM is exploring changes to the *Northern Services Boards Act* (NSBA) to modernize provisions across various governance areas of Local Service Boards. The deadline for comments is March 19, 2024.

MSAA is proposing a new regulation that would prescribe entities that could contribute towards a Seniors Active Living Centre program's operational cost. The deadline for comments is March 22, 2024.

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. Nominate someone from your municipality by April 30.

The province is conducting a survey to inform the creation of a Rural Economic Development Strategy. Share your ideas on how the province can support rural communities plan for economic success.

On February 22, the IESO hosted a webinar with MMAH and OMAFRA providing an overview of the current land use planning policies in place to guide the siting of energy projects in prime agricultural areas. A recording of the session is available.

Federal Matters
The Federal Economic Development Agency for Southern Ontario and the Canadian Urban Institute are offering two streams of funding for initiatives to support main streets in southern Ontario. Apply by March 31.

Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the Rural Transit Solutions Fund (up to $50,000). Visit their website for more information.

The Canadian Board for Harmonized Construction Codes is consulting on proposed changes for the 2025 national codes. Feedback collected will also serve as consultation for Ontario's 2026/27 Building Code. Submissions due April 14.

Education Opportunities
Register for the AMO 2024 Conference by March 18 to access the early bird registration rates.

Join your small urban colleagues in Orillia May 1 - 3 in discussion, examination and advocacy on matters unique to your communities and to hear provincial leaders. View the full program and register today.

Designed for elected officials, this workshop will provide insight and information to better understand the landscape and critical decisions to preventing, preparing for, and responding to cybersecurity incidents. Register for the March 20 workshop.

Join our Barrier-free Website Builder service partner for a 3-part webinar series that will introduce digital accessibility, the principles and standards governing accessibility, and more.

As an elected municipal official we know the pressure you deal with is real and we are here to support you. AMO has developed Advanced Councillor Training in 3 sessions focused on core elements of leadership. Register for the March 22 Session 1 workshop, May 29 Session 2 workshop, and the October 2 Session 3 workshop.

The Managing Communications through Uncomfortable Times interactive, one-day course will teach participants how to manage all aspects of crisis communications during an emergency or large-scale event. Claim your space for the March 27 workshop.

The goal of achieving your council's priorities and strategic objectives require understanding, good communication and finding ways to compromise. AMO's Navigating Conflict for Elected Officials is an invaluable resource for AMO members and your councils. This series of two workshops are open for registration: NCR 1.0 June 26 - 27 and for those who have completed NCR 1.0 April 9 - 10 NCR 2.0 register today.

These informative workshops provide you invaluable insight on the historical and contemporary roots of anti-semitism and anti-islamophobia, how to address these and how to build relationships and allyships. Register for the April 24 antisemitism and May 15 anti-islamophobia workshop today.

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. Register today for the April 2 workshop.

AMO's planning training supports its members in two important ways: April 17 Foundations in Planning builds foundational knowledge and insight into planning legislation and municipal requirements and roles and the April 18 Advanced Land Use Planning - A Deeper Dive training works through case studies and lessons learned to build your strategic management and decision making on local planning issues.

LAS
Discover the potential of LiDAR, imagery, and AI in supercharging your asset management initiatives, regardless of community size. Join Streetscan on March 20 at 10am to learn new developments in the LAS Road & Sidewalk Assessment Service. Register here.

With the July 1, 2024 energy reporting deadline less than 5 months away, it's time to update your 5-year Conservation Plan. LAS is here to help with a limited time energy consulting service. Get started today - contact us for more information.

Municipal Wire*
Elliot Lake was named as a Top 4 Finalist for Kraft Hockeyville, the only Ontario community to be in this year's contest and they are looking for all of Ontario's support for votes! On March 29 and 30, please visit Kraft Hockeyville and vote for Elliot Lake. There is no limit to how many votes you can cast so don't miss your chance to vote!

The Invasive Species Centre with support from Ontario's Ministry of Natural Resources and Forestry opens the Invasive Species Action Fund intake. The fund assists municipalities in combating priority species. Apply by April 11.

Register for the "Building Healthy Communities: Uniting Experience, Research, and Practice for Ontario's Age-Friendly Future" virtual conference. The free conference is organized into three themed morning sessions on March 20-22.

The Future of Aging Summit in Toronto from May 15-17 will bring together policymakers and others focused on building age-friendly societies. See the speaker lineup and register at agingsummit.ca.

Careers
Specialist, Enterprise Data and Information Governance - City of Vaughan. Closing date: March 22.

Executive Assistant - Peel Regional Police. Closing date: March 24.

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!

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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

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This email was sent to info@huronkinloss.com.
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From: AMO Communications
To: Kelly Lush
Subject: AMO Watchfile - March 21, 2024
Date: March 21, 2024 10:02:29 AM

Alternate text



March, 21 2024

In This Issue
- Conservation Authority regulations.
- Information to assist Municipalities in flood preparedness.
- Consultation on *Ontario Energy Board Act* changes
- Consultation on *Seniors Active Living Centres Act.*
- Consultation on Rural Economic Development Strategy.
- Nominations open for Lieutenant Governor's Award.
- Canada Mortgage and Housing Corporation (CMHC) data.
- Applications open: My Main Street Fund.
- Applications open: Rural Transit Solutions Fund.
- Consultation: 2025 National Construction Codes.

- Disability inclusion workshop and discussion: Beyond AODA compliance.
- Managing Communications through Uncomfortable Times - Limited space.
- Strategies for Navigating Conflict Relationships for Strong Council Outcomes.
- Land Use Planning - Foundations and Deeper Dive workshops.
- AntiSemitism and Anti-Islamophobia: Spring workshops.
- Advanced Councillor Training Series to Revitalize Your Leadership.
- Municipal Codes of Conduct Workshop: Essential to Good Governance.
- OSUM 2024 Conference - Register today.
- Blog: How AI is changing cybersecurity and impacting accessibility.
- Using the Energy Planning Tool to its fullest.
- Book your 2024 road and sidewalk inspections now.
- Invasive Species Action Fund.
- Energy procurements webinar for elected officials
- Future of Aging Summit: May 15-17.
- Careers.

Provincial Matters
Regulatory changes under the Conservation Authorities Act to support streamlined, timely and consistent conservation authority permitting decisions and ensure permit decisions are focused on natural hazard considerations will come into effect April 1.

As Ontario flood season arrives, MNRF has circulated a fact sheet with roles and responsibilities to assist municipalities in flood preparedness (French versions 1 & 2). Information is also available online.

The Minstry of Energy is consideration changes to the *Ontario Energy Board Act* that would require broader consultation by the OEB (including with municipalities) and increase the leave to consult threshold. Submissions due by April 7.

MSAA is proposing a new regulation that would prescribe entities that could contribute towards a Seniors Active Living Centre program's operational cost. The deadline for comments is March 22, 2024.

The province is conducting a survey to inform the creation of a Rural Economic Development Strategy. Share your ideas on how the province can support rural communities plan for economic success.

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. Nominate someone from your municipality by April 30.

Federal Matters
CMHC developed housing data Qs and As for Ontario municipalities, to address questions following their recent webinar. The webinar deck is here, which the Qs and As reference.

The Federal Economic Development Agency for Southern Ontario and the Canadian Urban Institute are offering two streams of funding for initiatives to support main streets in southern Ontario. Apply by March 31.

Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the Rural Transit Solutions Fund (up to $50,000). Visit their website for more information.

The Canadian Board for Harmonized Construction Codes is consulting on proposed changes for the 2025 national codes. Feedback collected will also serve as consultation for Ontario's 2026/27 Building Code. Submissions due April 14.

Education Opportunities
Participants will leave this workshop with a greater depth of knowledge and understanding of building accessible and inclusive communities as an elected official. Register for the March 25 Disability Inclusion Workshop.

The Managing Communications through Uncomfortable Times interactive will teach participants how to manage all aspects of crisis communications during an emergency or large-scale event. Book your seat today for this interactive and exclusive workshop. Space is limited (only 8 spots remain).

AMO's Navigating Conflict for Elected Officials is an invaluable resource for AMO members and your

councils. Hone your skills at the June 26 - 27 Navigating Conflict workshop. If you have completed this training already, take your skills to the next level at the April 9 - 10 Advanced Strategies to Navigating Conflict workshop.

AMO's is offering two education opportunities focused on planning issues and strategies: April 17 Foundations in Planning workshop builds foundational knowledge and insight into planning legislation and municipal requirements and roles and the April 18 Advanced Land Use Planning workshop works through case studies and lessons learned to build your strategic management and decision making on local planning issues.

Register for the April 24 antisemitism workshop and the May 15 anti-islamophobia workshop and don't miss this limited opportunity. These informative workshops provide you invaluable insight on the historical and contemporary roots of antisemitism and anti-islamophobia, how to address these and how to build relationships and allyships.

As an elected municipal official we know the pressure you deal with is real and we are here to support you. AMO has developed Advanced Councillor Training in 3 sessions focused on core elements of leadership. Register for the May 8 Session 1 workshop, May 29 Session 2 workshop, and the October 2 Session 3 workshop.

As AMO and municipalities await provincial direction, your Association has developed a course that helps and guides municipal leaders in the development, communication, adherence, and issues management of codes of conducts. Register for the April 25 Code of Conduct workshop today

Join your small urban colleagues in Orillia May 1 - 3 in discussion, examination and advocacy on matters unique to your communities and to hear provincial leaders. View the full program and register today.

LAS
The effect of Artificial Intelligence is being felt across industries and sectors. Our latest blog focuses on its impact on cybersecurity - especially as it pertains to government.

The LAS Energy Planning Tool is your 3-in-1 resource for all your energy reporting needs: 1) commodity database, 2) project tracking, and 3) CDM plan generation. Watch this video to see how it works, then contact ept@las.on.ca to get started.

Beat the summer rush and get your road and sidewalk inspections in the queue. The LAS Road & Sidewalk Assessment Service provides accurate data resulting in better management decisions for your community. Contact Tanner for a free quote

Municipal Wire*
The Invasive Species Centre with support from Ontario's Ministry of Natural Resources and Forestry opens the Invasive Species Action Fund intake. The fund assists municipalities in combating priority species. Apply by April 11.

The Independent Energy Systems Operator (IESO) is hosting an information session with multiple provincial ministries on March 26 at 1:00 PM. The session will address project siting, land use planning approvals, and environmental assessments.

The Future of Aging Summit in Toronto from May 15-17 will bring together policymakers and others focused on building age-friendly societies. See the speaker lineup and register at agingsummit.ca.

Careers
Tenant Services Coordinator - County of Simcoe. Closing date: March 28.

Senior Economic Development Officer - County of Simcoe. Closing date: March 29.

Chief Administrative Officer - Township of Muskoka Lakes. Closing date: April 12.

Manager - Diversity and Inclusion - Peel Regional Police. Closing date: April 1.

Manager of Tenant Services - City of Greater Sudbury. Closing date: April 4.

Director of Ontario Works - County of Wellington. Closing date: April 5.

About AMO
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This email was sent to klush@huronkinloss.com.
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March Break Family Fun Days are coming to the Bruce County Museum & Cultural Centre!

The Bruce County Museum & Cultural Centre invites families to embark on a week-long adventure filled with magic, science, reptiles, and a journey back to Medieval times during March Break, from March 9 to March 16.



March 04, 2024

The Bruce County Museum & Cultural Centre invites families to embark on a week-long adventure filled with magic, science, reptiles, and a journey back to Medieval times during March Break, from March 9 to March 16.

From movies and story time to interactive magic shows and fascinating science and historical demonstrations, there's something for every member of the family to enjoy each day of the week.

The March Break Family Fun show schedule includes:

March Break Movie Screening (March 9) Begin March Break with a special screening of Dead Poets Society, celebrating the power of literature and individuality.

Steve Baker Magic "Teach a Trick" Show (March 11) Magician Steve Baker returns to share easy magic tricks for kids to learn and perform.

Light is Blue (and Red and Green) Science Show (March 12) Experience the magic of light and colors with exciting experiments and demonstrations.

How to Catch a Mouse: Simple Machines at Work Show (March 13) An interactive learning experience aimed at teaching the basic principles of science.

Sciensational Sssnakes Reptile Show (March 14) Get up close with Ontario's snake species and learn about their habitats and behaviors.

Medieval Knights Performance with Northgeatham (March 15) Witness armored combat, fencing, and historical activities that offer a glimpse into medieval life.

March Break Museum Tour and Deep Dive (March 16) Take a journey through Bruce County history with guided tours and explore hidden gems within the museum's collections.

In addition to these exciting activities, families are invited to join us for story time with Indigenous author Dorothy Ladd on March 16. Dorothy will give a special reading of her illustrated children's book Memengwaa, the Monarch Butterfly and introduce her new companion activity book which will be available for purchase.

There will also be a special guided button sewing activity from artists included in the current Thread of the Story exhibit, happening March 12 to March 14.

All events are free for members, with general admission applying for non-members. Pre-registration for shows is required and includes general entry to the museum.

For the full March Break schedule and to register, visit brucemuseum.ca or contact Visitor Services at 519-797-2080.

March Break Family Fun Days are proudly presented by Judy Rich, Law Office.

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

Economic Development

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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 Conditions

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]

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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

Adopt-A-Highway Program Keeping Bruce County Clean and Beautiful

Bruce County looks forward to another year of the Adopt-A-Highway Program. This public service program harnesses the power and passion of community volunteers to pick up litter along County road right-of-ways and provides an opportunity for environmentally conscious citizens to make a personal contribution to a cleaner, healthier environment.

March 04, 2024

Bruce County looks forward to another year of the Adopt-A-Highway Program. This public service program harnesses the power and passion of community volunteers to pick up litter along County road right-of-ways and provides an opportunity for environmentally conscious citizens to make a personal contribution to a cleaner, healthier environment.

Groups or individuals register to adopt a section of highway right-of-way and keep it clean. There is no cost to participate in the program and supplies are provided. Acknowledgement Signs are installed at each end of an adopted section to highlight the individual or group's participation and amazing effort.

"Through strategic environmental programs and key partnerships, Bruce County is protecting and enhancing our public green spaces, and driving community well-being," said Andrew Beumer, Bruce County's Environmental Services Manager.

"Over 300 kilometres of the County road-network has been adopted so far. Thank you to the amazing groups and volunteers that are helping keep Bruce County clean and beautiful."

Interested in adopting a highway in your area? Join Bruce County's Adopt-A-Highway Program by contacting the Transportation & Environmental Services Department at transportationinfo@brucecounty.on.ca or 519-881-1291.

Discover more about Bruce County's Adopt-A-Highway Program.

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

Economic Development

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DEPARTMENTS

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Bruce County Warden Receives Community Leadership Award at the Canadian Nuclear Association Conference

At the 2024 Canadian Nuclear Association conference, Bruce County Warden Chris Peabody was presented with the Community Leadership Award from Bruce Power on Thursday, February 29.

March 05, 2024

At the 2024 Canadian Nuclear Association conference, Bruce County Warden Chris Peabody was presented with the Community Leadership Award from Bruce Power on Thursday, February 29.

The Community Leadership Award is in recognition for exceptional service to communities in the Grey, Bruce, and Huron Region. This award recognizes leaders who exemplify the qualities of collaboration, communication, and clear vision and have made a significant and positive impact to the region.

Warden Peabody was presented this award along with award recipients Glen McNeil (Huron County Warden) and Brian Milne (Grey County Warden).

“I am proud to accept Bruce Power's Community Leadership Award to recognize the role Bruce County plays in supporting

the creation of clean and reliable energy. The energy produced in Bruce County is critical to fuel economic growth locally, and across Ontario," said Warden Chris Peabody. "Through the Clean Energy Frontier, we appreciate the partnership and collaboration of Huron and Grey County, Bruce Power, and the Nuclear Innovation Institute to promote and realize opportunities to create clean energy in our region".

Discover more about Economic Development in Bruce County.

CONTACT US

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Community Volunteer Income Tax Program Assisting County Residents

Bruce County's Human Services Department reminds the public that Community Volunteer Income Tax Program (CVITP) clinics and assistance are available by calling 211.

March 04, 2024

Bruce County's Human Services Department reminds the public that Community Volunteer Income Tax Program (CVITP) clinics and assistance are available by calling 211.

It is very important for individuals and families to complete their 2023 income taxes to qualify for many federal, provincial, and municipal programs and services such as the Canada-Ontario Housing Benefit, Child Care Fee Subsidy, and a variety of other programs delivered by the Human Services Department.

Filing income taxes also provides access to many needed benefits and credits, such as the Canada Child Benefit. Tax benefits provide money to people based on their life circumstances and, for some people, benefits can help to increase their income, lower expenses, and assist with food security and housing stability.

Through the Community Volunteer Income Tax Program (CVITP), community organizations host free tax clinics where volunteers complete tax returns for people with a modest income and a simple tax situation.

For an up-to-date list of free tax services in Grey Bruce:

Call 211

Visit https://brucegrey.cioc.ca/record/GRE0364

Additional Information on free tax clinics and eligibility can be found at: https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program/lend-a-hand-individuals/about.html

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Emergency Plans Help Families and Households Get Prepared

Are you prepared in the event of an emergency in Bruce County? Do you have a plan?

March 04, 2024

Are you prepared in the event of an emergency in Bruce County? Do you have a plan?

Hazards such as severe winter weather, tornadoes, or floods could quickly become an emergency. What would you do if you were unable to return to your home? Do you have a plan for your family and pets if you had to evacuate your home? What if you had to shelter in place for a significant period of time?

Bruce County Emergency Management encourages everyone to create an Emergency Plan that covers these possibilities. Having a plan for your family also helps First Responders prioritize those in need of emergency assistance, decreasing the strain on emergency resources. Being prepared helps you be a responsible community member.

Emergency Plans should include information such as:

- Emergency contact numbers and information
- School contact information

- Household emergency exits and meeting places
- Location of your emergency kit
- Home utility directions
- Medication and special health needs
- Care for pets
- Neighbourhood plan

Keep your emergency plan in a safe location and make sure all members of your family know how to locate it.

For more information on how to keep your family safe during an emergency, watch this video to learn how to make an Emergency Plan >> https://www.getprepared.gc.ca/cnt/rsrcs/vds/mk-pln/index-en.aspx.

"Looking for something to do with your kids this March Break? Why not download our Children's Emergency Activity Brochure and create an Emergency Plan with them? Engage your children on how to keep your family safe in the event of an emergency or disaster that causes you to shelter in place or even evacuate your home!" says Ray Lux, Bruce County's Emergency Management Coordinator.

Discover more about Emergency Preparedness at www.brucecounty.on.ca/getprepared

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Office of the Executive Director
1525 Cornwall Road
Oakville ON
L6J 0B2
dan.cozzi@municipalengineers.on,ca

March 6, 2024

Attention: Municipal Clerk

Subject: Municipal Engineers Association 2024 Bursary Awards Program

The Municipal Engineers Association (MEA) is pleased to advise that it will be offering its 2024 Bursary Program to assist students enrolling in the first year of an engineering program at the University level for the upcoming 2024/2025 academic year. This is the 17th consecutive year the MEA will be awarding bursaries to prospective engineering students. Since the inception of the program, the MEA has awarded over $180,000 to children/dependents of municipal employees and elected councillors. Up to ten (10) awards will be provided this year; the two (2) highest scoring applications will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at $2,000 each; the balance valued at $1,500 each.

The MEA is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, is sensitive to serving the community and the need for effective communication skills.

Please find attached the following items:

1. Eligibility and Selection Criteria
2. 2024 MEA Bursary Application form (applications can also be done online).
3. Bursary Notice Flyer (1 page) that can be used to assist you in publicizing this year's bursary at your municipality.

The above items are also available for download at www.municipalengineers.on.ca/bursary.

We respectfully request that the Clerk's office make reasonable efforts to notify your municipal employees about the availability of the MEA's 2024 Bursary Program including the selection criteria, application process and this year's deadline (midnight May 17, 2024).

We appreciate the opportunity to work with the children/dependents of municipal employees to contribute to their academic studies to become engineers. If you require any additional information or have any questions, please feel free to contact the undersigned.

Yours sincerely,

D.M. (Dan) Cozzi, P. Eng.
Executive Director
Municipal Engineers Association

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22
Oakville, ON L6J 0B2
Tel: (289) 291-6472
info@municipalengineers.on.ca

2024 MEA BURSARY APPLICATION FORM

1. Contact Information

Student Name	
Home Address/Telephone/E-mail	
Parent/Guardian Name	
Parent/Guardian' Municipal Employer & Job Title	
Parent/Guardian's Municipal Business Address/Telephone/E-mail	

2. Education

Please provide us with a copy of secondary school transcript and volunteer hours form.

Letters of reference are welcome.

Post-Secondary Schools applied for	
Engineering Program applied for	

3. Why have you selected an Engineering Program?

Tell us about your interest in the selected education program and why you would like to be an engineer (300-words)

4. Special Interests

Summarize any special interests you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

5. Why should you receive this Bursary?

Summarize your interest in this bursary. Demonstrate financial need.

6. Essay Submission

Please indicate your essay topic and attach a copy of your essay to this Application (500-words).

7. Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted for this bursary, any false statements, omissions, or other misrepresentations made by me on this application may result in withdrawal of the bursary.

Student Name (printed)	
Applicant Signature / Date	
Parent/Guardian Signature / Date	

NOTE: If you have any questions, please contact: admin@municipalengineers.on.ca

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22
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info@municipalengineers.on.ca

2024 MEA Bursary Awards Program

A. Purpose

B. Eligibility

C. Application Requirements

D. Selection Committee and Awards Criteria

E. Photos and Communications

A. Purpose

The MEA Bursary Program provides financial assistance to encourage secondary school students to pursue a career in engineering. Up to ten (10) bursaries will be awarded to students enrolling into an Engineering Program at the University level. The two (s) highest scoring applications will receive the:

- *John Hammer Memorial Bursary* valued at $2,000; and,
- *William Robinson Memorial Bursary* valued at $2,000.

The balance of the bursaries are valued at $1,500 each.

B. Eligibility

- The MEA Bursary Program is open to all children and/or dependents of current, full-time, municipal employees and elected municipal Councillors in Ontario. Full-time "part-time" employees who work at least 24 hours per week are also eligible if they qualify for OMERS pension and benefits.
- Must be an Ontario resident and Canadian citizen.
- Student must be in the process of completing a secondary school program in Ontario and be eligible for graduation in the year of application.
- Student must have been accepted and commit to entering an undergraduate engineering program (1st year) at a Canadian University as a full-time student for the 2024/2025 academic year.
- Interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in civic organizations.
- The awards are non-renewable and non-transferable.

C. Application Requirements

- Each application (attached) will include the following:
  - Name and signature of applicant
  - name(s) and signature(s) of parent/guardian and the name of the municipality where employed;
  - Applicant's secondary school transcript;
  - Applicant's resume that includes details of extracurricular activities and contributions to their community;
  - Demonstration of financial need;
  - 300-word explanation of why the applicant aspires to be an engineer;
  - 500-word essay on a topic of the applicant's choice relating to municipal engineering or public works
- Each application must include a copy of the University Admission Offer Letters and/or any other supporting documents confirming enrolment/acceptance at an Ontario University (or equivalent) and their response to enter into an undergraduate engineering program as a full-time student ***(if this is not available at the time of submission, the application can proceed, but it must be provided prior to actual award of the MEA bursary cheque).***
- Applicants are encouraged to submit their application online at www.municipalengineers.on.ca. Alternatively, applications may be submitted in PDF format and emailed to admin@municipalengineers.on.ca.
- Submission deadlines for all applications will be midnight on **May 17, 2024.**

D. Selection Committee and Awards Criteria

- All bursary applications will be reviewed/judged by the Municipal Engineers Association through its Bursary Committee and will be assessed/scored/ranked as follows:
  - Complete Application: 15 Points
  - Demonstrated Financial Need: 10 Points
  - Extra-curricular activities (sports/volunteerism, helping others): 15 Points
  - Why They Aspire to be an Engineer: 25 Points
  - Essay Component (creativity, logical, grammar/spelling): 20 Points
  - Overall Quality of Application: 15 Points
- As many as 10 applications will be awarded bursaries.
- The 2 highest ranked applications will be awarded the ***John Hammer Memorial Bursary*** **and** ***William Robinson Memorial Bursary*** valued at $2,000 each
- the balance of awards will be for $1,500 each.
- All decisions of the Bursary Committee are final - only those receiving a bursary award will be notified.
- The monetary awards (cheques) will be forwarded to successful applicants upon the completion of the judging and only after the receipt of university confirmation of acceptance and evidence of student commitment to enter a university engineering program.

E. Consent for Photo & Communications:

- Each Bursary winner will be required to provide the MEA with a photo holding the cheque.
- Each Bursary winner consents to:
  - their photo being posted on the MEA's website and used in other communications by the MEA.
  - MEA contacting the municipal council where the parent/guardian is employed notifying them of the award.

MUNICIPAL ENGINEERS ASSOCIATION

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2024 MEA BURSARY PROGRAM

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, the need for effective communication skills and is sensitive to serving communities. This is the 17th consecutive year the MEA is offering bursaries to engineering students.

Up to ten (10) bursaries will be awarded to children/dependents of municipal employees and elected councillors entering the 1st year of a university engineering program for the 2024/2025 academic year. The two (2) highest scoring application will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at $2,000 each; the balance of the bursaries are valued at $1,500 each.

Candidates must complete an application to the MEA. Please visit www.municipalengineers.on.ca/bursary for further details. The application deadline is midnight, May 17, 2024.

Eligibility

- Candidates must be in their final year of a secondary school program.
- Candidates must have been granted conditional acceptance at a Canadian University in an engineering program (1st year) and will be required to show proof of entering that program.
- Interest in, and contribution to, their community through active participation in extra-curricular activities on campus and/or in civic organizations.
- As part of the application, the Municipal Engineers Association requires the student to submit a 300-word explanation on why they wish to become and engineer and a 500-word essay on an engineering-related topic.
- All applicants must be children and/or dependents of current, full-time municipal employees or elected municipal councillors in Ontario. Full time “part time” employees, who work at least 24 hours per week, are also eligible if they qualify for OMERS pension and benefits.

BCPL Seeks feedback for Community Programming Survey

Bruce County Public Library is excited to announce that it will be undertaking a comprehensive review of its programming offerings and is reaching out to the community for input. As part of this initiative, BCPL has launched online and in-pers surveys to gather feedback from residents and patrons. Survey responses will be collected until the end of March.

The programming review aims to enhance BCPL services and ensure they align wit the interests and needs of the community. By gathering input directly from those who currently wish to use or are already utilizing the Library's resources, they hope to shape future programming to serve their diverse communities.

The online survey will be available through the Library website, while the in-person survey can be picked up at any of their 17 Branches, and on the Bookmobile. You can also access the survey directly at www.surveymonkey.com/r/JZ99QN9. Participants will have the opportunity to share their preferences, suggestions, and ideas. Together, we can create a vibrant and inclusive library experience for everyone.

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.

Show Me How



Show Me How

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

So what is there to discover?

Bruce County Public Library is a vibrant hub and pillar of the community. From eBooks to fishing rods, video games to educational workshops, Bruce County Public Library offers something for everyone.

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Show Me How

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International Women's Day Event Inspires Inclusion and Celebrates Women Leaders in Bruce County

On March 7, local business owners, entrepreneurs, leading women, and youth change makers in Bruce County celebrated International Women's Day at the Klages Mill & Garden, in Chesley.

March 12, 2024

On March 7, local business owners, entrepreneurs, leading women, and youth change makers in Bruce County celebrated International Women's Day at the Klages Mill & Garden, in Chesley. Bruce County's Business to Bruce program and Women's House Serving Bruce and Grey partnered for *Count Her In: Accelerating Gender Equality Through Economic Empowerment*

Proceeds from tickets sales and additional donations raised a total of $4,150 for the Women's House Serving Bruce and Grey.

102 attendees heard from keynote speaker Sarah Baldeo, who educated and inspired attendees to use Artificial Intelligence (AI) to support the growth and development of their businesses.

Local Diversity, Equity, and Inclusion Advocate, Lawyer, and Deputy Mayor of Kincardine Andrea Clarke empowered and

energized the attendees by sharing personal and professional experiences relating to partiality, and the barriers women face, specifically those who are marginalized. Andrea highlighted the need to consider intersectionality when creating equitable policies.

Local entrepreneur Catherine Thomas of Catherine's Painting in Port Elgin opened the evening by talking about being a female in a traditionally male-dominated industry and her journey through the Women in Construction program. This program is in partnership between the Municipality of Huron-Kinloss, Bruce County, UBC local 2222 Carpenter's Union, Adult Learning Centre, VPI, Fanshawe College, and the Government of Ontario.

The evening was moderated by Spicy Jan, from Tasty Road Trips Inc. and was filled with memorable takeaways to inspire and empower everyone looking to inspire inclusion. The event helps build capacity within Bruce County's entrepreneurship ecosystem while highlighting success among women entrepreneurs in our communities.

"Empowered women help lead empowered communities, says Bruce County CAO Christine MacDonald, "By celebrating the strength, unity, and progress through storytelling, events like this lift women leaders in our community."

"We are stronger together," says Claire Dodds, Commissioner of the Community Development Office at Bruce County. "This event highlighted women's experiences as leaders in our communities, motivating us all to empower women to be proud of their accomplishments."

Maureen Oyaide-Ofenor received the 2024 winner of the Women's House Serving Bruce & Grey Women of Distinction Award for going above and beyond to help her community and youth strive for success while recognizing their voices and identities.

Chelby Morris received the Young Women of Distinction award for her outstanding leadership and active involvement in the community. Playing a significant role in her local Rotary Club and through her dedication and efforts on her student council.

Additional community members who are making a difference and received nominations for this year's Women of Distinction Award are Patt Lowry, Shawna Small, Sadie Al and Andrea Clarke.

In addition to the event, an online auction, hosted by Nuclear Promise X (NPX), is offering local items up for bid, graciously donated by Women's House sponsors. The silent auction runs from March 8 until March 15.

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 eight lower-tier municipalities and 73,396 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.*

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CSWBP Crime Prevention Action Table Identifies Four Priority Areas to Tackle in Grey and Bruce

The Crime Prevention Action Table, along with the other action tables of Community Safety and Well-Being Planning is designed to not only identify and work on issues we are experiencing as a community but to look forward to how we can prevent these concerns from occurring in the future.

Grey Bruce CSWBP
Community Safety & Well-Being Planning

March 20, 2024

The Community Safety and Well-Being Planning's Crime Prevention Action Table has hit the ground running since forming in December 2023. The action table is comprised of West Grey Police, Hanover Police, Owen Sound Police, Saugeen Shores Police, Neyaashiinigmiing Police, South Bruce O.P.P, Grey Bruce O.P.P, Crime Stoppers Grey Bruce, and Victim Services Bruce Grey Perth.

The action table developed four priority areas to address crime across Grey and Bruce using community feedback, local data and stakeholder engagement. The four priority areas are: Human Trafficking, Drug Trafficking, Intimate Partner and Gender-Based Violence, and Road Safety. The action table in collaboration with key community partners have begun to develop and deliver initiatives to Grey and Bruce communities.

The community can look forward to seeing the work of the action table in various ways such as community education, resource development, trainings, and collaboration with citizens. The Crime Prevention Action Table, along with the other action tables of Community Safety and Well-Being Planning is designed to not only identify and work on issues we are experiencing as a community but to look forward to how we can prevent these concerns from occurring in the future.

“This table is a clear testament to the strong collaboration we have across Grey and Bruce and the dedication of our services and organizations to creating a safer and inclusive community for Grey and Bruce residents and visitors,” says Chief Robert Martin of West Grey Police and the chair of the Crime Prevention Action Table.

Make sure to keep your eye out for education events in the community, social media campaigns, and trainings which have begun to roll-out and will continue throughout 2024.

To learn more about the Crime Prevention Action Table please visit:
https://cswbp.brucecounty.on.ca/priority-areas-of-action/

What is the Community Safety and Well-Being Plan (CSWBP) Grey-Bruce?
Community Safety and Well Being Planning helps organizations improve the things that keep us healthy, happy, and safe. Together, we use research to create solutions focused on education, health care, food, housing, income, crime, and belonging. It is important that we create a welcoming community where problems are solved before they happen and where different professionals and community members come together to help people now and in the future.

The ongoing work of CSWBP is supported by an advisory committee representing over 74 partners from across Bruce and Grey who are working together to address crime prevention by investing in social development, prevention, and risk interventions. This upstream preventative model focuses on creating protective factors that make individuals less vulnerable to crime and victimization.

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Diaries bring rural history to life in upcoming talk at Bruce County Museum & Cultural Centre

On April 6, the Bruce County Museum & Cultural Centre is proud to host its annual Archives Awareness Week (April 2-6, 2024) event, this year highlighting the importance of rural diaries and what they can tell us about Bruce County's past.



March 18, 2024

On April 6, the Bruce County Museum & Cultural Centre is proud to host its annual Archives Awareness Week (April 2-6, 2024) event, this year highlighting the importance of rural diaries and what they can tell us about Bruce County's past.

Guest speaker and founder of University of Guelph's Rural Diary Archive, Catherine A. Wilson, will join the BCM&CC to discuss the importance of nineteenth and twentieth century rural diaries as a window to the past, allowing a peek into the daily social and work life of rural families and their neighbourhoods. The presentation will highlight a selection of Bruce County diarists and their interesting stories, as well as other diaries included in the University of Guelph's online Rural Diary Archive and demonstrate how you can use the Rural Diary Archive from home.

"Diaries bring the concept of archival materials to life and remind us that these are not just records but living pieces of the past which help us understand the human experience," says BCM&CC Archivist Deb Sturdevant. "The BCM&CC Archives

holds more than 100 diaries, and thanks to the recent work of six volunteers, over 2,000 diary pages have been digitized, with more digitization work planned throughout 2024."

Following the presentation and intermission, Catharine will provide more information for those interested in becoming a volunteer transcriber with the Rural Diary Archive. Attendees who bring their own laptop are invited to begin transcribing a Bruce County Diary with Catharine.

Archives staff will also lead a behind-the-scenes tour of the archival storage area and an opportunity to view a selection of archival items not often on display.

This event is free to attend but pre-registration is recommended. Visit brucemuseum.ca to register or call 519-797-2080. Admission to the Museum Archives will also be free throughout Archives Awareness Week from April 2-6.

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.

About Archives Awareness Week
Celebrated each year during the first week of April, Archives Awareness Week provides the opportunity to highlight the importance of preserving the documentary heritage of Ontario's communities.

About Rural Diaries Archive
University of Guelph's Rural Diary Archive was launched by Dr. Catharine A. Wilson in September 2015. The online database brings together more than 200 diarists who wrote from 1800 to 1960, including diaries from a variety of individuals, historical organizations, and museums, including Bruce County Museum & Cultural Centre. With the help of volunteer transcribers, thousands of handwritten pages are being turned into typescript.

CONTACT US

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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

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SIGNIFICANT WEATHER EVENT: Bruce County has declared a significant weather event has started due to forecasted or observed weather conditions. For more infomation click here

County Declares a Significant Weather Event - March 20, 2024

Bruce County has declared a significant weather event due to forecasted or observed weather conditions.

March 20, 2024

Bruce County has declared a significant weather event on Wednesday, March 20, 2024 due to forecasted or observed weather conditions.

Bruce County wishes to note that the declaration of a significant weather event is not notice of a reduced level of service or a road closure. The declaration is to notify the public that due to the current or forecasted conditions, caution is to be observed when travelling on Bruce County roads and that it may take longer than usual to bring the condition of the roads back to a state of repair.

Discover more about Significant Weather Events in Bruce County.
Discover more about Winter Road Conditions.

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Council Meeting Highlights - Thursday, March 21, 2024

Bruce County Council met on March 21, 2024 beginning at 9:30 AM virtually through Teams. Video recordings of the meeting can be reviewed at www.brucecounty.on.ca/government/agendas-and-minutes

March 21, 2024

Bruce County Council Meeting

Council received a report from Corporate Services on 2024 Insurance and Risk. Report

Council received a report from Corporate Services on the 2023 Audit Plan. Report

Council received a report from Planning & Development on the Redside Dace Recovery Strategy Action Plan. Report

Council approved the reallocation of $26,500 from the Business Sustainability Loan, left unspent on the Transit Demand & Feasibility Study, to fund 50% of Grey Transit Route 5 from Wiarton to Owen Sound for the remainder of 2024. Report

Council approved that a by-law be introduced to appoint the Bruce County Environmental Services Supervisor and Environmental Services Technician as the Area Weed Inspectors for Bruce County. Report

Council approved the Town of South Bruce Peninsula Official Plan Amendment Application L-2022-018 for Barry's Construction and Insulation Ltd., for lands described as Part Lots 18 &19, Concession 2 (Amabel) in the Township of South Bruce Peninsula. Council approved that the Director of Planning and Development be authorized to sign the decision sheet. Report

Council approved that a by-law be introduced authorizing the Warden and Clerk to execute a five-year agreement with the Ontario Federation of Trail Riders. Report

Council approved By-law 2024-019, a by-law to authorize a Lease Agreement between Bruce County and the Central Peninsula Sno-Drifters Snowmobile Club to lease the Lindsay Tract building at the 4025 Highway 6. By-law

This publication identifies highlights from the recent Bruce County Council meeting. 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

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Office of the Executive Director
1525 Cornwall Road
Oakville ON
L6J 0B2
dan.cozzi@municipalengineers.on,ca

March 6, 2024

Attention: Municipal Clerk

Subject: Municipal Engineers Association 2024 Bursary Awards Program

The Municipal Engineers Association (MEA) is pleased to advise that it will be offering its 2024 Bursary Program to assist students enrolling in the first year of an engineering program at the University level for the upcoming 2024/2025 academic year. This is the 17th consecutive year the MEA will be awarding bursaries to prospective engineering students. Since the inception of the program, the MEA has awarded over $180,000 to children/dependents of municipal employees and elected councillors. Up to ten (10) awards will be provided this year; the two (2) highest scoring applications will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at $2,000 each; the balance valued at $1,500 each.

The MEA is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, is sensitive to serving the community and the need for effective communication skills.

Please find attached the following items:

1. Eligibility and Selection Criteria
2. 2024 MEA Bursary Application form (applications can also be done online).
3. Bursary Notice Flyer (1 page) that can be used to assist you in publicizing this year's bursary at your municipality.

The above items are also available for download at www.municipalengineers.on.ca/bursary.

We respectfully request that the Clerk's office make reasonable efforts to notify your municipal employees about the availability of the MEA's 2024 Bursary Program including the selection criteria, application process and this year's deadline (midnight May 17, 2024).

We appreciate the opportunity to work with the children/dependents of municipal employees to contribute to their academic studies to become engineers. If you require any additional information or have any questions, please feel free to contact the undersigned.

Yours sincerely,

D.M. (Dan) Cozzi, P. Eng.
Executive Director
Municipal Engineers Association

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22
Oakville, ON L6J 0B2
Tel: (289) 291-6472
info@municipalengineers.on.ca

2024 MEA BURSARY APPLICATION FORM

1. Contact Information

Student Name	
Home Address/Telephone/E-mail	
Parent/Guardian Name	
Parent/Guardian' Municipal Employer & Job Title	
Parent/Guardian's Municipal Business Address/Telephone/E-mail	

2. Education

Please provide us with a copy of secondary school transcript and volunteer hours form.

Letters of reference are welcome.

Post-Secondary Schools applied for	
Engineering Program applied for	

3. Why have you selected an Engineering Program?

Tell us about your interest in the selected education program and why you would like to be an engineer (300-words)

4. Special Interests

Summarize any special interests you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

5. Why should you receive this Bursary?

Summarize your interest in this bursary. Demonstrate financial need.

6. Essay Submission

Please indicate your essay topic and attach a copy of your essay to this Application (500-words).

7. Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted for this bursary, any false statements, omissions, or other misrepresentations made by me on this application may result in withdrawal of the bursary.

Student Name (printed)	
Applicant Signature / Date	
Parent/Guardian Signature / Date	

NOTE: If you have any questions, please contact: admin@municipalengineers.on.ca

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22
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2024 MEA Bursary Awards Program

A. Purpose

B. Eligibility

C. Application Requirements

D. Selection Committee and Awards Criteria

E. Photos and Communications

A. Purpose

The MEA Bursary Program provides financial assistance to encourage secondary school students to pursue a career in engineering. Up to ten (10) bursaries will be awarded to students enrolling into an Engineering Program at the University level. The two (s) highest scoring applications will receive the:

- *John Hammer Memorial Bursary* valued at $2,000; and,
- *William Robinson Memorial Bursary* valued at $2,000.

The balance of the bursaries are valued at $1,500 each.

B. Eligibility

- The MEA Bursary Program is open to all children and/or dependents of current, full-time, municipal employees and elected municipal Councillors in Ontario. Full-time "part-time" employees who work at least 24 hours per week are also eligible if they qualify for OMERS pension and benefits.
- Must be an Ontario resident and Canadian citizen.
- Student must be in the process of completing a secondary school program in Ontario and be eligible for graduation in the year of application.
- Student must have been accepted and commit to entering an undergraduate engineering program (1st year) at a Canadian University as a full-time student for the 2024/2025 academic year.
- Interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in civic organizations.
- The awards are non-renewable and non-transferable.

C. Application Requirements

- Each application (attached) will include the following:
  - Name and signature of applicant
  - name(s) and signature(s) of parent/guardian and the name of the municipality where employed;
  - Applicant's secondary school transcript;
  - Applicant's resume that includes details of extracurricular activities and contributions to their community;
  - Demonstration of financial need;
  - 300-word explanation of why the applicant aspires to be an engineer;
  - 500-word essay on a topic of the applicant's choice relating to municipal engineering or public works
- Each application must include a copy of the University Admission Offer Letters and/or any other supporting documents confirming enrolment/acceptance at an Ontario University (or equivalent) and their response to enter into an undergraduate engineering program as a full-time student ***(if this is not available at the time of submission, the application can proceed, but it must be provided prior to actual award of the MEA bursary cheque).***
- Applicants are encouraged to submit their application online at www.municipalengineers.on.ca. Alternatively, applications may be submitted in PDF format and emailed to admin@municipalengineers.on.ca.
- Submission deadlines for all applications will be midnight on **May 17, 2024.**

D. Selection Committee and Awards Criteria

- All bursary applications will be reviewed/judged by the Municipal Engineers Association through its Bursary Committee and will be assessed/scored/ranked as follows:
  - Complete Application: 15 Points
  - Demonstrated Financial Need: 10 Points
  - Extra-curricular activities (sports/volunteerism, helping others): 15 Points
  - Why They Aspire to be an Engineer: 25 Points
  - Essay Component (creativity, logical, grammar/spelling): 20 Points
  - Overall Quality of Application: 15 Points
- As many as 10 applications will be awarded bursaries.
- The 2 highest ranked applications will be awarded the ***John Hammer Memorial Bursary*** **and** ***William Robinson Memorial Bursary*** valued at $2,000 each
- the balance of awards will be for $1,500 each.
- All decisions of the Bursary Committee are final - only those receiving a bursary award will be notified.
- The monetary awards (cheques) will be forwarded to successful applicants upon the completion of the judging and only after the receipt of university confirmation of acceptance and evidence of student commitment to enter a university engineering program.

E. Consent for Photo & Communications:

- Each Bursary winner will be required to provide the MEA with a photo holding the cheque.
- Each Bursary winner consents to:
  - their photo being posted on the MEA's website and used in other communications by the MEA.
  - MEA contacting the municipal council where the parent/guardian is employed notifying them of the award.

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2024 MEA BURSARY PROGRAM

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, the need for effective communication skills and is sensitive to serving communities. This is the 17th consecutive year the MEA is offering bursaries to engineering students.

Up to ten (10) bursaries will be awarded to children/dependents of municipal employees and elected councillors entering the 1st year of a university engineering program for the 2024/2025 academic year. The two (2) highest scoring application will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at $2,000 each; the balance of the bursaries are valued at $1,500 each.

Candidates must complete an application to the MEA. Please visit www.municipalengineers.on.ca/bursary for further details. The application deadline is midnight, May 17, 2024.

Eligibility

- Candidates must be in their final year of a secondary school program.
- Candidates must have been granted conditional acceptance at a Canadian University in an engineering program (1st year) and will be required to show proof of entering that program.
- Interest in, and contribution to, their community through active participation in extra-curricular activities on campus and/or in civic organizations.
- As part of the application, the Municipal Engineers Association requires the student to submit a 300-word explanation on why they wish to become and engineer and a 500-word essay on an engineering-related topic.
- All applicants must be children and/or dependents of current, full-time municipal employees or elected municipal councillors in Ontario. Full time “part time” employees, who work at least 24 hours per week, are also eligible if they qualify for OMERS pension and benefits.