



COUNCIL AGENDA

Monday, April 29, 2024

4:00 PM

	Pages
1. CALL TO ORDER	
2. LAND ACKNOWLEDGEMENT STATEMENT Presented by Councillor Carroll	
3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	
4. APPROVAL OF AGENDA AND ADOPTION OF MINUTES	
4.1 Approval of Agenda Moved by: _____ Seconded by: _____ That Goderich Town Council hereby accepts the April 29, 2024, regular Council Agenda, as presented.	
4.2 Adoption of Minutes Moved by: _____ Seconded by: _____ That Goderich Town Council hereby adopts the April 8, 2024, regular Council Minutes, as printed.	7
5. PUBLIC MEETING(S)	
6. DEPUTATIONS AND PRESENTATIONS	
6.1 James Scongack, Executive Vice President, Operational Services & Chief Development Officer, Bruce Power re: Bruce Power Update	18
6.2 Jessica Linthorne, Interim CEO, Nuclear Innovation Institute re: Southwestern Ontario Isotope Coalition	27
6.3 Reform Gravel Mining Coalition (RGMC) re: Management of Aggregate Resources in Ontario	35
6.4 Mayor's Remarks	
6.5 Councillors' Remarks	

7. STAFF REPORTS

Moved by: _____

Seconded by: _____

That the Staff Reports be received for information and the noted action be approved.

7.1	Deanna Hastie, Director of Corporate Services/Treasurer re: 2023 Year End Reserve Funds and Reserves Staff Recommendation: Concur and receive for information	65
7.2	Deanna Hastie, Director of Corporate Services/Treasurer and Sean Thomas, Director of Community Services, Infrastructure and Operations re: Rebuilding Downtown Infrastructure Project Financial Strategy Staff Recommendation: Concur and Council direction required regarding preferred project design	70
7.3	Sean Thomas, Director of Community Services, Infrastructure and Operations re: Dog Park Relocation Staff Recommendation: Concur	75
7.4	Jason Dykstra, Building Services Manager/Chief Building Official re: Heritage Permit No. 2024-002 - 33 East Street - Signage Staff Recommendation: Approve without conditions	77
7.5	Michaela Johnston, CEMC, Accessibility and Health and Safety Manager re: CCTV Program and Public Education Staff Recommendation: Receive for information	87
7.6	Michaela Johnston, CEMC, Accessibility and Health and Safety Manager re: Military Exercise - May 3-5, 2024 Staff Recommendation: Receive for information	95
7.7	Michaela Johnston, CEMC, Accessibility and Health and Safety Manager re: Public Education for Emergency Management Staff Recommendation: Receive for information	97
7.8	Jenna Ujiye, Tourism and Community Development Manager re: Festival Event Planner Request for Proposal (RFP) Update Staff Recommendation: Concur	103
7.9	Lisa Hood, Tourism Events and Marketing Coordinator re: Monthly Report Staff Recommendation: Concur	105

8. CORRESPONDENCE RECEIVED AND COPIED FOR WHICH THE DIRECTION OF COUNCIL IS REQUIRED

8.1	Megan Frayne, Executive Member, Goderich Ringette Association re: Addition of Ringette Mural to the Maitland Recreation Centre	129
8.2	Jijo Mathew re: Mobile Canteen Licence Application for a Hot Dog Cart at the Rotary Cove	134

9. CORRESPONDENCE RECEIVED FOR INFORMATION

Moved by: _____

Seconded by: _____

That the correspondence be received for information.

9.1	BIA Board of Management Minutes - March 12, 2024	137
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9.2	Goderich Regional Airport Task Force Special Minutes - March 25, 2024	140
9.3	Glen McNeil, Chair, Western Ontario Wardens' Caucus re: Resolution - Support for Small Business Enterprise Centre Funding	143
9.4	Maitland Valley Conservation Authority re: Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting	146
9.5	Jessica Linthorne, Interim CEO, Nuclear Innovation Institute re: Recent Changes and Growth	149
9.6	City of Peterborough re: Resolution - Jurisdiction of Ontario's Ombudsman	150
9.7	Heather Levecque, Assistant Deputy Minister and Chief Emergency Management re: Emergency Management and Civil Protection Act (EMCPA)	152
9.8	Bernie Derible, Deputy Minister and Commissioner of Emergency Management re: Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report	154
9.9	Township of Champlain re: Resolution - Combined ROMA and OGRA Conferences	157
9.10	County of Grey re: Resolution - Combined ROMA and OGRA Conferences	158
9.11	Township of Dubreuilville re: Resolution - Combined ROMA and OGRA Conferences	159
9.12	Municipality of Killarney re: Resolution - Combined ROMA and OGRA Conferences	163
9.13	Township of Addington Highlands re: Resolution - Combined ROMA and OGRA Conferences	167
9.14	Town of Grimsby re: Resolution - Ontario Works and Ontario Disability Support Program Financial Assistance Rates	168
9.15	Township of Addington Highlands re: Resolution - Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report	173
9.16	Township of Horton re: Resolution - Social and Economic Prosperity Review	174

10. CORRESPONDENCE RECEIVED AND RECOMMENDED ACTION NOTED

Moved by: _____

Seconded by: _____

That the correspondence items be received for information and the noted action be approved.

10.1	Victor Kloeze, Senior Planner, Huron County re: Part Lot Control Exemption Application GOD PLC01-23 Staff Recommendation: Concur and refer to Agenda item 12.1.	176
10.2	Planning Applications Fees Review Staff Recommendation: Concur and refer to updated Fee By-Law at a future Council meeting	181

10.3	Genelle Reid, Fund Development and Public Education Coordinator, Huron Women's Shelter Second Stage Housing and Counselling Services re: Request to Hang "We Stand With Survivors" Banner Staff Recommendation: Approve	188
10.4	Goderich Salt & Harvest Festival re: Social Media Policy Form Staff Recommendation: Approve	189

11. UNFINISHED BUSINESS

11.1	Menesetung Bridge Association re: Fed Dev Grant Request - Councillor Segeren - Pending	
11.2	Goderich Regional Airport Task Force re: Goderich Regional Airport Business and Marketing Manager Draft Job Description - Pending	

12. BY-LAWS AND AGREEMENTS

Moved by: _____
 Seconded by: _____
 That By-Laws 51, 52, 53, 54, 55, and 56 of 2024 be taken collectively.
 Moved by: _____
 Seconded by: _____
 That By-Laws 51, 52, 53, 54, 55, and 56 of 2024 be read a first and second
 time.
 Moved by: _____
 Seconded by: _____
 That By-Laws 51, 52, 53, 54, 55, and 56 of 2024 be read a third time and finally
 passed.

12.1	By-Law 51 of 2024 Being a By-Law to amend By-Law 96 of 2023, an Exemption from Part Lot Control By-Law, which applies to certain lands in the Town of Goderich (Block 76, Plan 22M-27, Municipality of Town of Goderich, County of Huron).	190
12.2	By-Law 52 of 2024 Being a By-Law to authorize the Corporation of the Town of Goderich to enter into a Data Sharing Agreement with His Majesty the King In Right of Ontario, operating as the Ontario Provincial Police regarding the Goderich CCTV Program	191
12.3	By-Law 53 of 2024 Being a By-Law to authorize the Corporation of the Town of Goderich to establish a Closed-Circuit Television (CCTV) Program Code of Practice	195
12.4	By-Law 54 of 2024 Being a By-Law to appoint Sara Cowman, Patrick O'Donnell, and Braydon Grandmaison, as Municipal Law Enforcement Officers for the Corporation of the Town of Goderich from May 15, 2024, through to September 6, 2024	237
12.5	By-Law 55 of 2024 Being a By-Law to authorize the Mayor and Clerk to execute and affix the Corporate Seal to a Host Compliance Renewal Contract between Granicus and the Corporation of the Town of Goderich for the purpose of providing monitoring services for short-term rentals for a 1 year term	238

- 12.6 By-Law 56 of 2024
Being a By-Law to authorize the execution of an Operating Agreement between the Corporation of the Town of Goderich and Maitland Valley Marina Ltd. for the two wharfs located in the Maitland River Channel and at Snug Harbour

13. **MOTIONS AND NOTICE OF MOTIONS**

- 13.1 Recommendation from the BIA Board of Management
Moved by: _____
Seconded by: _____
That Council approve the transfer of \$2000 from Reserves to Events Programming – BIA Concert Series (Thursday/Saturday).

14. **NEW AND GENERAL BUSINESS**

Upcoming Meetings:

- April 30, 2024, 8:30 AM BIA Beautification Committee
- May 6, 2024, 8:30 AM BIA Advertising and Events Committee
- May 7, 2024, 9:00 AM Committee of Adjustment
- May 7, 2024, 10:00 AM Rebuilding Downtown Infrastructure Task Force
- May 7, 2024, 1:30 PM Goderich Regional Airport Task Force
- May 8, 2024, 1:30 PM Mid-Huron Landfill Site Board
- May 8, 2024, 2:30 PM Mid-Huron Recycling Centre Board
- May 9, 2024, 11:00 AM Mayors Luncheon - Beach Street Station
- May 14, 2024, 10:00 AM Environment Committee
- May 14, 2024, 5:30 PM BIA Board of Management
- May 16, 2024, 11:00 AM BIA Farmers Market Committee
- May 21, 2024, 4:00 PM Council Meeting
- May 22, 2024, 7:00 PM Town Hall Community Information Sessions at Memorial Arena

15. **POSSIBLE CLOSED COUNCIL MEETING MATTERS**

In the event that Council enters into a possible Closed Session pursuant to Section 239 (2) of the Municipal Act, Council will reconvene following the Closed Session at which time the public and press may be present.

16. **REPORTING OUT OF CLOSED COMMITTEE OF THE WHOLE**

17. **PRESS REPORTERS AND CITIZENS QUESTION & ANSWER PERIOD**

18. **CONFIRMING BY-LAW**

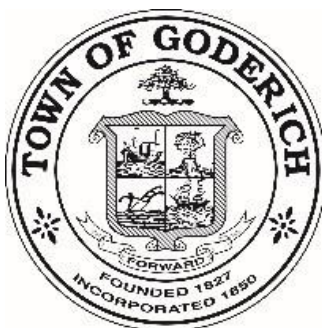
Moved by: _____
Seconded by: _____
That leave be given to introduce By-Law No. 57 of 2024 being a By-Law to confirm the proceedings of the Goderich Town Council meeting held on April 19, 2024, and that it now be read a first, second, and third time, and finally passed this April 29, 2024.

19. **ADJOURN**

Moved by: _____

Seconded by: _____

That Goderich Town Council does now adjourn at ____ PM to meet again at the regular meeting of Council scheduled for May 21, 2024.



Council Minutes

**Monday, April 8, 2024
4:00 PM**

Present	Trevor Bazinet, Mayor Leah Noel, Deputy Mayor Allison Segeren, Councillor John Thompson, Councillor Randy Carroll, Councillor Liz Petrie, Councillor Vanessa Kelly, Councillor
Staff Present	Janice Hallahan, Chief Administrative Officer Andrea Fisher, Director of Legislative Services/Clerk Deanna Hastie, Director of Corporate Services/Treasurer Sean Thomas, Director of Community Services, Infrastructure and Operations Andrea Rowntree, Administrative Assistant to the Chief Administrative Officer and Director of Legislative Services/Clerk
Others Present	Jenna Ujiye, Tourism and Community Development Manager Lisa Hood, Tourism, Events and Marketing Coordinator Barry Page Dennis Elliot, BM ROSS Dale Erb, BM ROSS John Marshall Taylor Lambert Glen Scheels Vicky Culbert Raj Mohabeer, GSP Group Brendan Te Brinke, GSP Group Barron Purser Steve Johnston, Veolia Water Jeff Bauer Chandraamouli Medavarapu Amy Boyce, Compass Minerals Colin Carmichael, Huron Chamber of Commerce

1. CALL TO ORDER

Goderich Town Council meets in regular session on Monday, April 8, 2024, at 4 PM.

2. LAND ACKNOWLEDGEMENT STATEMENT

Presented by Councillor Segeren

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- 3.1 Deputy Mayor Noel - Item 15.1 - Janice Hallahan, Chief Administrative Officer re: Economic Development Related Proposals

Deputy Mayor Noel declares a pecuniary interest on this matter as a family member has a professional relationship with one of the parties involved.

4. APPROVAL OF AGENDA AND ADOPTION OF MINUTES

- 4.1 Approval of Agenda

Moved By: Councillor Kelly

Seconded By: Councillor Petrie

That Goderich Town Council hereby accepts the April 8, 2024, Regular Council Agenda, as presented.

CARRIED

- 4.2 Adoption of Minutes

Moved By: Deputy Mayor Noel

Seconded By: Councillor Segeren

That Goderich Town Council hereby adopts the March 13, 2024, Special Council Minutes, the March 18, 2024, Regular Council Minutes, and the March 25, 2024, Budget Minutes, as printed.

CARRIED

5. PUBLIC MEETING(S)

6. DEPUTATIONS AND PRESENTATIONS

- 6.1 Jenna Ujiye and Lisa Hood, Tourism and Special Events re: Festival and Events Ontario Award Recognition

Mayor Bazinet recognizes Jenna Ujiye, Lisa Hood, Royal Heartland Lepage Realty, and Compass Minerals for winning the Best Event With Under \$100,000.00 Budget at the Festival and Events of Ontario Awards Gala.

- 6.2 Dennis Elliot and Dale Erb, BM ROSS, Raj Mohabeer and Brendan Te Brinke, GSP Group re: Rebuilding Downtown Infrastructure Downtown Streetscape Presentation

Following discussion;

Moved By: Councillor Carroll

Seconded By: Councillor Kelly

That Goderich Town Council receive the Downtown Streetscape Plan presented by BMROSS and GSP for information;

And That Council direct staff to bring back a financial strategy on how this capital infrastructure project will be funded to unify the work to achieve Council's Strategic Goal.

CARRIED

- 6.3 Steve Johnston, Assistant Project Manager, Veolia Water re: 2023 Water Treatment Plant Annual Report, 2023 Wastewater Treatment Plant Annual Report, and 2023 Compliance Summary

Referred to item 10.1.

- 6.4 Mayor's Remarks

Mayor Bazinet attended the St. Lawrence Great Lakes Initiative in Blue Mountain on Thursday, April 4, 2024, which covered lake erosion. He comments on attending the Ramadan Event with his spouse, Jill on Saturday, April 6, 2024, and it was a great event supporting inclusion and diversity, and praised how Goderich has become such a welcoming community. April 14, 2024, at 10:30 AM, Mayor Bazinet is attending the Lakeshore United Church to support it becoming an Affirming Ministry.

Mayor Bazinet comments on inviting youth to the Town Hall to sit in the Mayor's chair and enjoy candy for Easter Saturday last weekend. He mentions that the U15 Rep Goderich Sailors Hockey Team qualified for the All-Ontario Championship Hockey Tournament and won in the Semifinals in overtime, but lost in the finals. He notes that no Goderich team has won since 1982/1983 and commends the players, parents and coaches on a wonderful season.

Mayor Bazinet provides a shout out to the Goderich Sun on the excellent coverage of Council and local sports, etc. Mayor Bazinet congratulates the Goderich Ringette teams on their successful season this year.

- 6.5 Councillors' Remarks

Deputy Mayor Noel comments on attending the Huon County Federation of Agriculture Politicians Forum with Mayor Bazinet and how informative it was regarding the commodity producers (farmers) and their concerns they have and how they can be better supported.

Councillor Petrie comments on behalf of some concerned citizens regarding fire calls that the Fire Department receives and the lack of respect that the Fire Fighters have when they are responding to calls when they have their green lights on. Councillor Petrie reminds citizens that they are to pull over completely and to come to a complete stop when you see a green light flashing. She also comments on how nice the new Fire Chief's vehicle is.

7. STAFF REPORTS

Moved By: Councillor Segeren
Seconded By: Deputy Mayor Noel

That the Staff Reports be received for information and the noted action be approved.

CARRIED

- 7.1 Jason Dykstra, Building Services Manager/CBO re: Heritage Permit No. 2024-001 - 1 Courthouse Square - Security Cameras
Staff Recommendation: Approve without conditions
- 7.2 Jason Dykstra, Building Services Manager Chief Building Official re: Month-End Report
Staff Recommendation: Receive for information
- 7.3 Tracy Mero, Finance and Human Resource Services Manager re: 2024 Terms of Employment for Full and Part-Time Employees
Staff Recommendation: Concur
- 7.4 Michaela Johnston, CEMC, Accessibility, and Health and Safety Manager re: Victim Support Grant Videos
Staff Recommendation: Concur
- 7.5 Michaela Johnston, CEMC, Accessibility, and Health and Safety Manager re: Joint Health and Safety Committee - Terms of Reference
Staff Recommendation: Concur
- 7.6 Jeff Wormington, Fire Services Manager/Fire Chief re: First Quarter Report 2024
Staff Recommendation: Receive for information
- 7.7 Dave Duncan, Municipal Law Enforcement Manager re: Month-End Report
Staff Recommendation: Receive for information
- 7.8 Bonnie Hastings, Manager of Childcare Services re: Month-End Report
Staff Recommendation: Receive for information
- 7.9 Bonnie Hastings, Manager of Childcare Services re: Closure Day October 21,2024
Staff Recommendation: Concur
- 7.10 Jenna Ujiye, Tourism and Community Development Officer re: County of Huron SLED 2024
Staff Recommendation: Concur
- 7.11 Lisa Hood, Tourism Events and Marketing Coordinator re: Month-End Report
Staff Recommendation: Concur
- 7.12 Goderich Regional Airport re: Month-End Report
Staff Recommendation: Receive for information

8. CORRESPONDENCE RECEIVED AND COPIED FOR WHICH THE DIRECTION OF COUNCIL IS REQUIRED

- 8.1 Goderich Regional Airport Task Force re: Goderich Regional Airport Business and Marketing Manager Draft Job Description
Moved By: Deputy Mayor Noel
Seconded By: Councillor Thompson

That Council refer the Goderich Regional Airport Business and Marketing Manager Draft Job Description to staff, for a report back to Council with a recommendation on how to proceed.

CARRIED

9. CORRESPONDENCE RECEIVED FOR INFORMATION

Moved By: Councillor Thompson

Seconded By: Councillor Carroll

That the correspondence be received for information.

CARRIED

- 9.1 Environment Committee Minutes - March 12, 2024
- 9.2 Bluewater Recycling Association Meeting Notes - March 21, 2024
- 9.3 Leigh Knecht and Richard Blair, EXP Services Inc re: Goderich Regional Airport Pavement Conditions Evaluation
- 9.4 Airport Management Council of Ontario re: Press Release - Airport Management Council of Ontario Continues to Advocate for Ontario's Airports
- 9.5 Huron County Accessibility Committee Municipal Working Group Minutes - March 25, 2024
- 9.6 Deborah Logue, Executive Director, Victim Services Huron Perth re: Media Release - Victim Services Perth Joins Victims Services Huron, Strengthening Support for Local Communities
- 9.7 Susan Chan, John Hindmarsh Environmental Trust Fund re: Spring Hike, Plant and Compost Sale
- 9.8 Jim Rees Letter re: Waste Management Proposal
- 9.9 Yvonne Shragge Letter re: Partners for Climate Protection
- 9.10 Qatalyst Research Group re: Improving Assessment of Quality and Sufficiency of Emergency Management Programs in Ontario (IQEMPO) - Final Report
- 9.11 Municipality of Shuniah re: Resolution - Combined ROMA and OGRA Conferences
- 9.12 County of Huron re: Resolution - Combined ROMA and OGRA Conferences
- 9.13 Town of Marathon re: Resolution - Combined ROMA and OGRA Conferences
- 9.14 Township of Chatsworth re: Resolution - Combined ROMA and OGRA Conferences
- 9.15 City of Quinte West re: Resolution - Combined ROMA and OGRA Conferences
- 9.16 County of Perth re: Resolution - Combined ROMA and OGRA Conferences

- 9.17 Municipality of Central Huron re: Resolution - Combined ROMA and OGRA Conferences
- 9.18 Municipality of West Perth re: Resolution - Combined ROMA and OGRA Conferences
- 9.19 Township of Loyalist re: Resolution - Amend Blue Box Regulation
- 9.20 Township of Amaranth re: Resolution - Operational Budget Funding

Following discussion;

Moved By: Deputy Mayor Noel

Seconded By: Councillor Carroll

That Goderich Town Council support the Township of Amaranth resolution regarding equivalent operational budget funding amounts to all Ontario municipalities.

CARRIED

- 9.21 Township of Puslinch re: Resolution - Enbridge Gas

10. CORRESPONDENCE RECEIVED AND RECOMMENDED ACTION NOTED

Moved By: Councillor Segeren

Seconded By: Councillor Kelly

That the correspondence items be received for information and the noted action be approved.

CARRIED

- 10.1 Steve Johnston, Veolia Water re: 2023 Water Treatment Plant Annual Report, 2023 Wastewater Treatment Plant Annual Report, and 2023 Compliance Summary

Staff Recommendation: That Goderich Town Council approve the 2023 Water Treatment Plant Annual Report, the 2023 Wastewater Treatment Plant Annual Report, and the 2023 Compliance Summary

Following discussion;

Moved By: Councillor Petrie

Seconded By: Councillor Segeren

That Goderich Town Council approve the 2023 Water Treatment Plant Annual Report, the 2023 Wastewater Treatment Plant Annual Report, and the 2023 Compliance Summary.

CARRIED

- 10.2 Ryan DeVries, BM Ross re: Goderich Municipal Day Care Centre Generator

Staff Recommendation: Concur

Following discussion;

Moved By: Deputy Mayor Noel

Seconded By: Councillor Petrie

That Council direct staff to proceed with the installation parts of the work that can be done internally and re-tender the portions that Town Staff are unable to fulfill.

CARRIED

11. UNFINISHED BUSINESS

- 11.1 Menesetung Bridge Association re: Fed Dev Grant Request - Councillor Segeren - Pending
- 11.2 Curbside Garbage Collection Request For Proposal (RFP)

12. BY-LAWS AND AGREEMENTS

Moved By: Councillor Carroll
Seconded By: Councillor Kelly

That By-Laws 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49 of 2024 be taken collectively.

CARRIED

Moved By: Deputy Mayor Noel
Seconded By: Councillor Kelly

That By-Laws 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49 of 2024 be read a first and second time.

CARRIED

Moved By: Councillor Petrie
Seconded By: Councillor Kelly

That By-Laws 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49 of 2024 be read a third time and finally passed.

CARRIED

- 12.1 By-Law 39 of 2024
Being a By-Law to authorize a lease between the Corporation of the Town of Goderich and Local Rolla for the purpose of locating a canteen operation at the waterfront area
- 12.2 By-Law 40 of 2024
Being a By-Law to adopt the estimates of all sums required during the year of 2024 for general municipal, county and education purposes, to set and levy the general municipal tax rates, to levy the tax rates for county and education purposes and to set the BIA levy rate for 2024
- 12.3 By-Law 41 of 2024
Being a By-Law to adopt the estimates of all sums required during the year 2024
- 12.4 By-Law 42 of 2024
Being a By-Law respecting the Remuneration and Per Diems for Council Members and to repeal By-Law 27 of 2023

12.5 By-Law 43 of 2024

Being a By-Law to authorize the execution of Terms of Employment between the Corporation of the Town of Goderich and the Full-Time Employees of the Town of Goderich and to repeal By-Law 46 of 2023

12.6 By-Law 44 of 2024

Being a By-Law to authorize the execution of Terms of Employment between the Corporation of the Town of Goderich and the Part-Time Employees of the Town of Goderich and to repeal By-Law 47 of 2023

12.7 By-Law 45 of 2024

Being a By-Law to appoint a Finance and Taxation Manager for the Corporation of the Town of Goderich

12.8 By-Law 46 of 2024

Being a By-Law to temporarily stop up traffic on Thursday, May 30, 2024, on Bennett Street West, between South Street and Eldon Street, from 11:00 AM to 3:00 PM for the purpose of the Valhalla event at Goderich District Collegiate Institute

12.9 By-Law 47 of 2024

Being a By-Law to amend the Collective Agreement and to authorize the execution of a Memorandum of Understanding between the Corporation of the Town of Goderich and the Canadian Union of Public Employees and its Local No. 4907

12.10 By-Law 48 of 2024

Being a By-Law to authorize the Mayor and Clerk to execute and affix the Corporate Seal to an Agreement between Sunset SUP/Yoga Den and 360 Bikes and Boards and the Corporation of the Town of Goderich

12.11 By-Law 49 of 2024

Being a By-Law to authorize the Mayor and the Clerk to execute and affix the Corporate Seal to an Agreement between the Corporation of the Town of Goderich, West Coast Blues Inc, Royal Lepage Heartland Realty, and Goderich Salt and Harvest Festival

13. MOTIONS AND NOTICE OF MOTIONS

13.1 Memorial Arena Task Force Recommendation

Following discussion;

Moved By: Councillor Thompson

Seconded By: Councillor Petrie

That the Council direct staff to engage an architect and engineering firm to review the existing memorial arena studies and updated costs.

CARRIED

13.2 Climate Change Emergency Declaration - Referred from the March 18, 2024 Council Meeting

Following discussion;

Moved By: Deputy Mayor Noel
Seconded By: Councillor Carroll

WHEREAS climate change emergency poses a significant threat to the environment, economy, and well-being of communities, risking the extinction of millions of species and weakening the health and integrity of ecosystems worldwide; contributing to billions of dollars in property and infrastructure damage; and harming the health and security of all people;

AND WHEREAS urgent action is necessary to mitigate the effects of climate change emergency, reduce greenhouse gas emissions, and transition towards a sustainable and resilient future; and

AND WHEREAS collaboration and coordination among all levels of government, the private sector, and society are essential to achieve meaningful progress in combating climate change emergency.

BE IT RESOLVED THAT THE TOWN OF GODERICH:

1. Officially declares a climate change emergency crisis for the purposes of naming, framing, and deepening our commitment to protecting our local ecosystem, economy, and community from climate change emergency;
2. Expresses its full support for climate change emergency initiatives and urges the federal, provincial, and other municipal governments to prioritize and implement comprehensive climate change policies and programs that align with international commitments and targets;
3. Calls upon the federal and provincial governments to provide adequate funding and resources to municipalities to support climate change emergency mitigation efforts, and supports the development and implementation of climate change adaptation strategies to protect vulnerable communities, infrastructure, and natural resources;
4. Commits to continuing its work under the Climate Protection Program coordinated between the Town and the Federation of Canadian Municipalities and ICLEI-Local Governments for Sustainability, setting additional policy goals and mobilizing our community to implement these goals by raising awareness and promoting public education on climate change issues, emphasizing the importance of both individual actions and inter-departmental coordination in reducing greenhouse gas emissions and building climate resilience;
5. Commits to regularly reviewing and updating Town of Goderich policies to align with best practices in addressing climate change, and revisiting this resolution with each term of Council when developing the Corporate Strategic Plan.

AND THAT this resolution shall be provided to Prime Minister Justin Trudeau; all federal Opposition party leaders; MP Ben Lobb; Premier Doug Ford; all provincial opposition party leaders; MPP Lisa Thompson; Environment and Climate Change Canada, Ministry of Environment Conservation and Parks, County of Huron, Maitland Valley Conservation Authority; all Ontario Municipalities and the local media.

14. NEW AND GENERAL BUSINESS

Upcoming Meetings:

- April 9, 2024, 5:30 PM BIA Board of Management
- April 16, 2024, 1:30 PM Rebuilding Downtown Infrastructure Task Force
- April 17, 2024, 10:00 AM Special Municipal and Marine Heritage Committee
- April 17, 2024, 10:00 AM BIA Farmers Market Committee
- April 29, 2024, 4:00 PM Council Meeting
- May 9, 2024, 11:00 AM Mayors Luncheon - Beach Street Station

15. POSSIBLE CLOSED COUNCIL MEETING MATTERS

In the event that Council enters into a possible Closed Session pursuant to Section 239 (2) of the Municipal Act, Council will reconvene following the Closed Session at which time the public and press may be present.

Moved By: Councillor Carroll

Seconded By: Councillor Kelly

That Council rise at 5:30 PM and go into Closed Committee of the Whole Session pursuant to Section 239(2) (b), (c), (i), (j), and (k);

And Further That Chief Administrative Officer Janice Hallahan, Director of Legislative Services/Clerk Andrea Fisher, Director of Corporate Services/Treasurer Deanna Hastie, Director of Community Services, Infrastructure, and Operations Sean Thomas, and Administrative Assistant to the Chief Administrative Officer and Director of Legislative Services/Clerk Andrea Rowntree, remain in attendance.

CARRIED

15.1 Janice Hallahan, Chief Administrative Officer re: Economic Development Related Proposals

Section 239(2)(b) a personal matters about an identifiable individual, including municipal or local board employees;

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

Section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

Section 239(2)(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf

of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

15.2 Minutes of the Previous Closed Session

March 18, 2024, Closed Session Minutes

16. REPORTING OUT OF CLOSED COMMITTEE OF THE WHOLE

Deputy Mayor Noel declared a conflict on this item. (Deputy Mayor Noel declares a pecuniary interest on this matter as a family member has a professional relationship with one of the parties involved.)

CAO Hallahan reports out of closed session noting that staff were directed to proceed as indicated for item 15.1, and regarding item 15.2, Council passed a motion to approve the minutes from the previous closed session of March 18, 2024.

17. PRESS REPORTERS AND CITIZENS QUESTION & ANSWER PERIOD

18. CONFIRMING BY-LAW

Moved By: Councillor Thompson
Seconded By: Councillor Kelly

That leave be given to introduce By-Law No. 50 of 2024 being a By-Law to confirm the proceedings of the Goderich Town Council meeting held on April 8, 2024, and that it now be read a first, second, and third time, and finally passed this April 8, 2024.

CARRIED

19. ADJOURN

Moved By: Councillor Carroll
Seconded By: Councillor Kelly

That Goderich Town Council does now adjourn at 6:37 PM to meet again at the regular meeting of Council scheduled for April 29, 2024.

CARRIED

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

Bruce Power Update

Goderich Council

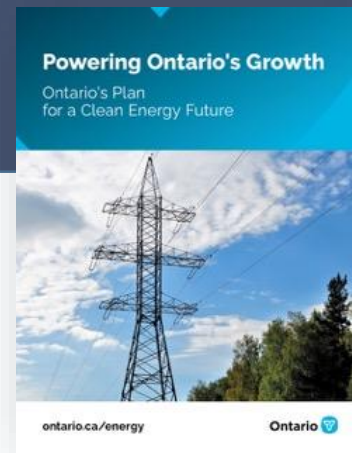
April 29, 2024

BrucePower™
Innovation at work




Our Five Guiding Principles

The company's approach to supporting the role of the Bruce Power site in *Powering Ontario's Growth* plan will be based on the following five guiding principles:




1. Extend the operation of the eight Bruce Power operating units to continue producing clean energy and cancer-fighting isotopes through 2064 and beyond.
2. Through Life-Extension Program and Project 2030 investments, increase net peak output of the existing units to 7,000 MW for the 2030s – equivalent to adding a large-scale reactor with current infrastructure.
3. Pursue an Impact Assessment (IA) as a planning tool to evaluate the potential for an additional 4,800 MW at the Bruce Power site and commit to open and transparent engagement with Indigenous communities, the tri-county region and the public prior to any decision-making.
4. Undertake a robust technology review process to provide sound guidance for potential future decisions and milestones.
5. Position economic development/ partnerships, localization, supply chain and workforce development as key priorities in development, especially in rural communities.



MAJOR COMPONENT REPLACEMENT

U6



- Commercially operational, September 14 - **on budget** and **ahead of schedule**
- **12 million** hours worked
- **0.26** All Injury Rate
- Approximately **\$50M** returned to the IESO, consumers through strong performance

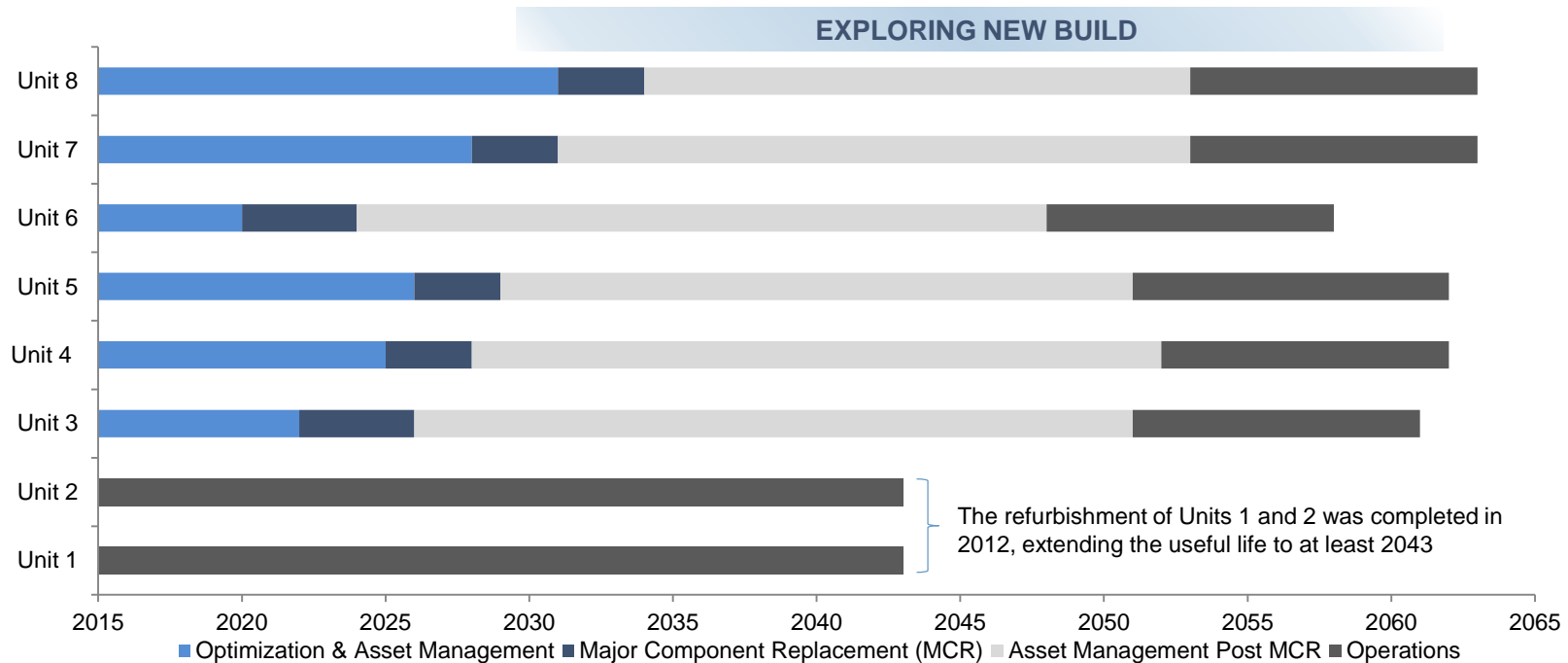


MAJOR COMPONENT REPLACEMENT

U3

- Breaker open: **March 1, 2023**
- Incorporating **lessons learned** from U6 – time and cost savings
- Innovations include tooling and inspection automation and robotics, and advanced modelling and training

Life-Extension Program & Potential Nuclear Expansion



More Power Output - Project 2030



Helping meet
future energy
demand

2016

6,300 MW
SITE NET PEAK

2018

6,430 MW
SITE NET PEAK
(Project 2030 start)

2022

6,550 MW
SITE NET PEAK

Early 2030s

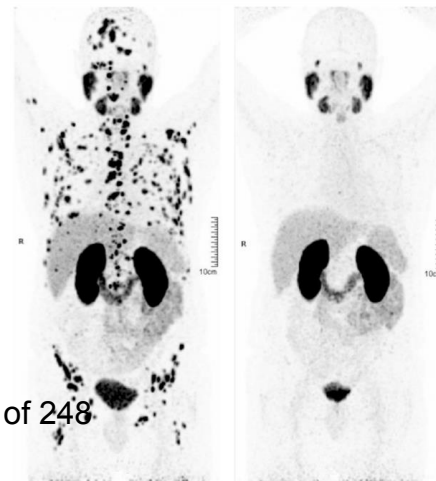
7,000 MW+
TARGET SITE NET PEAK



Agenda Page 23 of 248
About equivalent to **adding one large-scale reactor** with current infrastructure

Cancer-Fighting Medical Isotopes

- **Leading the way in nuclear medicine** – producing cobalt-60 and lutetium-177 through made-in-Ontario partnerships
- **Commercial production of lutetium-177 began in October 2022** – first company to produce this isotope in a commercial reactor; expanding to meet growing demand
- **Future isotope production** – evaluating opportunities to expand isotope production
- **Collaboration with Saugeen Ojibway Nation** – collaborate to market new isotopes and create economic opportunities



Bruce C Project

- Bruce C Impact Assessment (IA) to evaluate impacts of adding up to 4,800 MW of new nuclear capacity on the existing site.
- No decision has been made to advance a new build. IA process used as a planning tool – focus on dialogue and engagement.
- IA will be technology neutral – considers multiple technologies and forms bounding case for reactor parameters.





Check out the
2023 Annual Review
and Energy Report at
brucepower.com



Southwestern Ontario Isotope Coalition

Goderich Council

What is the Southwestern Ontario Isotope Coalition?

The Coalition:

- ▶ Recognizes isotopes are produced on the territory of Saugeen Ojibway Nation at the Bruce Power site
- ▶ Realizes the importance of Canada's broader isotope ecosystem
- ▶ Is in a region full of diverse companies producing goods to support the rapidly growing industry
- ▶ Is committed to uniting southwestern Ontario's isotope community to expand isotope production, medical research and a skilled local workforce



SOIC: Stronger together

A public-private partnership formed in June 2023 between:



Putting our region on the map

We can help build out the isotopes value chain because:

- ▶ Our region is home to a large isotopes production source (Bruce Power)
- ▶ The global demand for isotopes is only growing

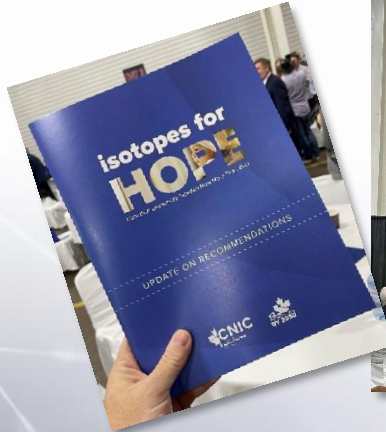
“Canada is among the most promising countries to fill the supply gap.”

–CNIC, *Isotopes for Hope* report



Taking a collaborative approach

- ▶ Rising above typical municipal boundaries
- ▶ Capitalizing on partnerships
- ▶ Raising awareness of future demand and our role in it



Southwestern Ontario: open for business

- ▶ The Coalition is prepared to support development and reduce barriers

Five barriers identified by CNIC's *Isotopes for Hope* report:



INFRASTRUCTURE



LOGISTICS



MARKET
ADOPTION



ECONOMICS



LABOUR AND
TRAINING

Next steps

- ▶ Quarterly meetings with Regional Collaborative Partners
- ▶ Developing a roadmap to advance the isotope industry in the region
- ▶ Scheduled delegations for government and industry events
- ▶ Seeking funding via applications to external sources to advance SOIC activities
- ▶ Online partnership applications:
southwesternontarioisotopecoalition.ca/soic-partnerships





**SOUTHWESTERN ONTARIO
ISOTOPE COALITION**

Questions?

Learn more: southwesternontarioisotopecoalition.ca



Reform Gravel Mining Coalition

www.reformgravelmining.ca

Gravel mining causes serious negative impacts for communities and the environment

Water



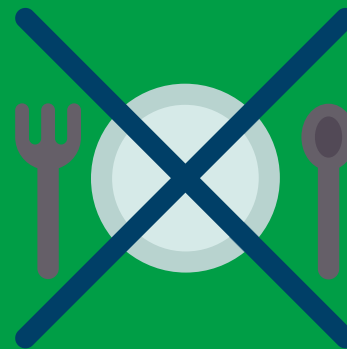
**Air
pollution**



**Loss of
species
habitat**



**Loss of
farmland**



**Noise
pollution**



**Road
safety**



RGMC is a coalition of Ontario residents' groups

- ▶ We help communities defend themselves against the impacts of gravel mining
- ▶ We raise public awareness about the impacts of gravel mining
- ▶ We advocate for legislative and regulatory reforms

A photograph of a large industrial facility, likely a refinery or chemical plant, with numerous tall distillation columns and storage tanks. Thick black smoke is being emitted from a stack on the left, rising into a hazy, orange-tinted sky. The foreground is partially obscured by dark, silhouetted trees and foliage.

Gravel mining contributes to climate chaos

The aggregate industry provides the raw materials for cement production, highway construction and urban sprawl—all significant contributors to greenhouse gas emissions in Ontario.

The cement industry produces 8% of global carbon emissions; as a country, it would be the third largest global emitter of CO₂.

Gravel and sand are non-renewable resources. A transition to alternative materials and lower consumption is necessary to meet climate goals.



Gravel mining causes serious negative impacts for communities and the environment:



"Aggregate operations can...**destroy woodlands, grasslands, wetlands or farmland**"



Gravel mining can "pose a **risk to local groundwater resources**"



"The ongoing operation of a pit or quarry, as well as the accompanying heavy-duty truck traffic, can also have a number of **negative impacts**—particularly when close to communities—including **noise, vibration** (from blasting) and **air pollution** (such as dust and particulate matter)."



Gravel mining violates First Nations jurisdiction and rights to consultation.

Government oversight of gravel mining is inadequate

In December 2023, the Auditor General of Ontario published the Value-for-Money Audit of the Management of Aggregate Resources. The report confirms:

- The management of aggregate resources is in crisis
- The province is failing to protect residents and municipalities from the negative impacts of gravel mining

Auditor General's Main findings:

- **Violations are widespread in the aggregate industry**
- **The MNRF is failing to adequately inspect aggregate operations & enforce aggregate regulations**
- **Industry self-reporting is failing**
- **There is no guarantee of rehabilitation of pits and quarries**

There is no need for new gravel mining approvals

The government already authorizes companies to extract at least 13 times more aggregate than the province uses every year on average.

In Huron County, the Maitland Valley Watershed is already suffering the cumulative, negative impacts of over 50 sand and gravel pits.

In Wilmot, residents are suffering negative health impacts due to 8 pits in close proximity. Companies only extract 10% of the licensed amount, yet the government is approving new pits.

David & Goliath struggles

- 70% of gravel mined in Ontario is by multinational companies
- Application process is skewed to favour proponents
- OSSGA industry lobbying group has deep pockets, resources and experience
- There is significant industry capture of experts

- In Burlington, residents are fighting an unjust zombie application for a massive mega-quarry that they already defeated in 2012.
- In Saugeen, residents are being forced to fight 3 new gravel pit applications at once in order to protect their precious river.

RGMC Structure

Steering Committee

An horizontal, supportive space comprised of community leaders representing local groups.

Supporters

- 4,000 contacts/subscribers
- 239 donors

Staff

- Mike Balkwill – Campaign Director (.5 FTE)
- Sam Demby – Communications (.5 FTE)
- Susan Lloyd Swail – Program and Outreach (.5 FTE)

RGMC Member Groups

Action Milton

**Stop Muskoka Pit
(Bracebridge)**

**Save the Burnt
Lands (Ottawa)
Alvar**

**Citizens for Safe
Groundwater
(Wilmot)**

CORE Burlington

**Forks of the Credit
Preservation Group
(Caledon)**

**Friends of Ball's Bridge
& Little Lakes (Huron)**

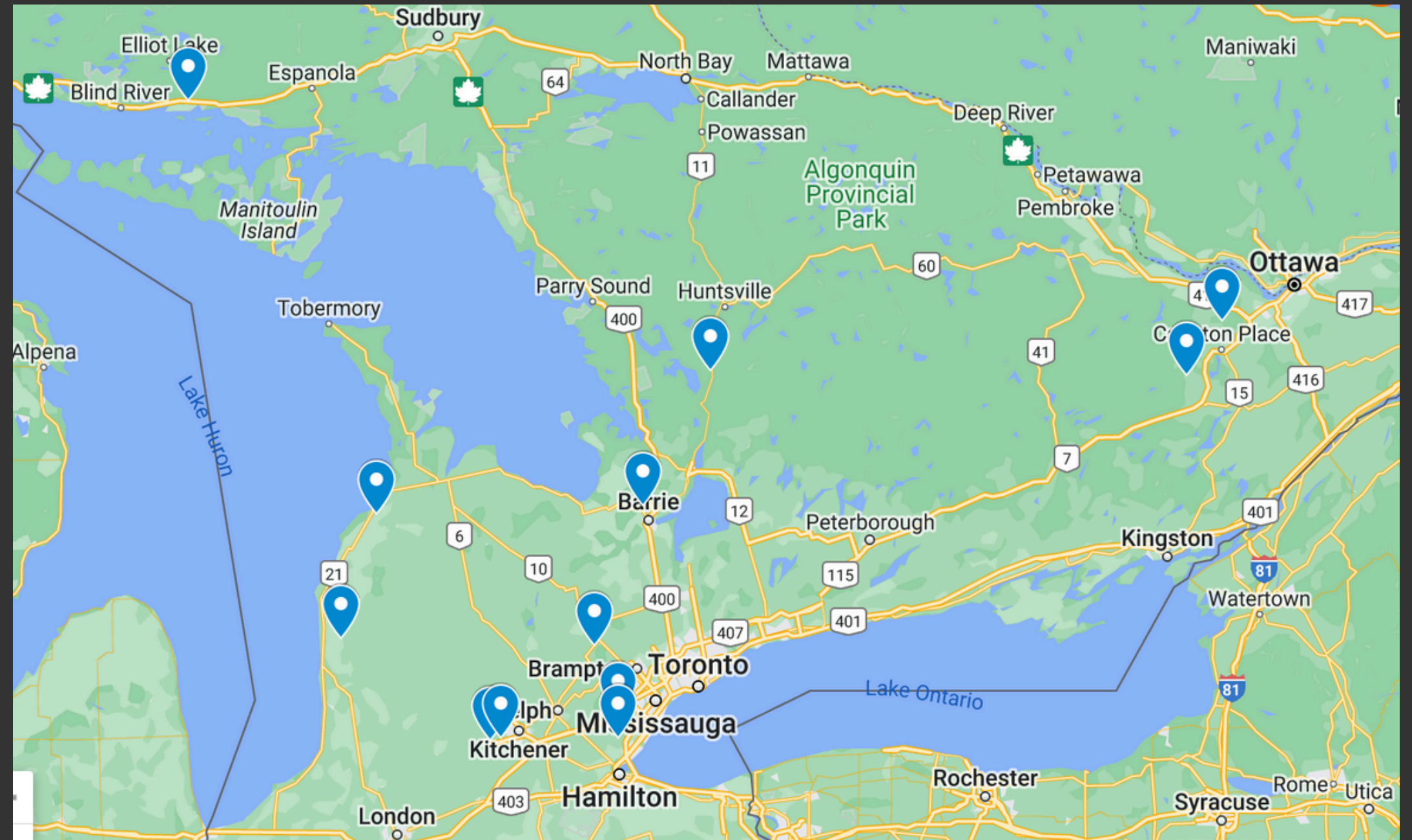
**Friends of Lanark
Highlands**

**North Shore
Environmental
Resource Advocates**

**Saugeen Preservation
Society**

Springwater

**Stop Petersburg Sand
Pit**



THE HIGH ROAD

A Municipal Action Plan to Win a New Standard for Gravel Mining in Ontario

Prepared by: Reform Gravel Mining Coalition




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Key

Throughout the handbook we use the following icons to indicate different types of documents:

 followed by *Appendix #__* indicates that hyperlinks to a printable, PDF version of this document can be found in the appendix on page 35 at the end of the handbook.

 *Worksheet* indicates a document with questions to be filled out with group members.



The Reform Gravel Mining Coalition (RGMC) is calling on the Ontario government to introduce an **immediate moratorium** on new aggregate application approvals, in order to implement the recommendations presented by the Auditor General.

TAPMO Municipalities that have already passed a resolution demanding the province impose a moratorium:

- Caledon
- Halton Hills
- Milton
- Brock
- Guelph/Eramosa
- Puslinch
- Springwater
- Woolwich
- Zorra
- Wilmot
- Oro Medonte

It is time for Ontario to pause new gravel mining approvals until the province can better protect residents and municipalities.

More information: https://www.reformgravelmining.ca/auditor_general_s_report

Thank you!

www.reformgravelmining.ca

campaign@reformgravelmining.ca

A MORATORIUM ON ALL NEW GRAVEL MINING APPROVALS TODAY

—a step towards a sustainable tomorrow

ISSUES

- 1 Gravel mining permanently changes the existing natural environment and causes numerous negative impacts to surrounding communities. It is not a benign activity.
- 2 The gravel mining industry provides the raw materials for cement production, highway construction and urban sprawl. These activities are significant contributors to greenhouse gas emissions in Ontario.
- 3 Ontario's current application process for gravel mining:
 - Allows uncontrolled proliferation of gravel sites across Ontario
 - Favours corporations and places an unfair burden on municipalities and local communities forced to advocate for the protection of the natural environment and built communities
 - Does not fulfill the requirements for free, prior and informed consent of Indigenous Nations as guaranteed in the Canadian constitution

POLICY PROPOSAL

- 1 Impose an immediate moratorium on all new gravel mining approvals (including interim orders and site plan amendments for mining below the water table or that increase licensed tonnages).
- 2 Create an independent panel to conduct broad consultations involving Indigenous Nations, municipalities, affected communities, industry, and independent experts and scientists.
- 3 Chart a new path forward for gravel mining which:
 - Prevents greater climate chaos
 - Protects groundwater and farmland
 - Increases the weight of local perspectives in land use planning
 - Ensures long term supplies of a finite resource
 - Honours treaties and obligations with Indigenous Nations as prescribed in the Canadian Constitution

IMPACT OF A MORATORIUM

A moratorium on new approvals of gravel mining sites in Ontario will:

- 1 Provide an opportunity to **update gravel mining industry policies** and regulations to reflect current societal expectations and meet the national and international requirements of addressing climate change.
- 2 **Respond to the urgent requests** from thousands of Ontario residents (predominantly rural) struggling with the threats to their families, homes and communities from gravel mining.
- 3 **NOT impact** the current supply of gravel required to meet Ontario's needs.
- 4 **NOT impact** the rights existing gravel mining operators have to continue their existing operations as they do today.
- 5 **NOT impact** current employment in the gravel mining industry.

FOUR FACTS ON GRAVEL MINING IN ONTARIO

FACT #1

The provincial government has authorized the gravel mining industry to extract thirteen times more gravel each year than is required to meet average annual consumption.

- On average 157.4 million tonnes of gravel was extracted annually over the past 10 years in Ontario.^{1,2}
- 2.05 billion tonnes of gravel extraction are allowed each year from the 5000-plus licensed gravel mining sites in Ontario. (Note: 800-plus sites, {approximately 15%} are permitted to extract unlimited tonnages each year. These amounts are in addition to the 2.05 billion tonnes mentioned above.)

FACT #2

Gravel mining consumes an average of 5,000 acres of land in Ontario each year.

- Licenses for gravel extraction have increased from 183,000 acres in 1992 to 333,000 acres in 2020³, an increase of almost 150,000 acres or 5,000 acres per year over the past three decades. That's a land area equivalent to two proposed Melancthon mega-quarries each year.⁴

FACT #3

The gravel mining industry doesn't pay its fair share, for example municipal property taxes.

- Municipalities challenge preferential property tax treatment given to gravel mining sites.
- Disputes continue between Ontario Municipalities and the gravel industry over property taxes.
- Examples:
 - Wellington County asserts that *"other sectors, mainly residential and small business, are subsidizing the aggregate industry's artificially low valuations"*.
 - In Puslinch Township *"single family homes in Puslinch pay more taxes than 100-acre active (gravel) sites"*.⁵

FACT #4

The gravel mining industry supplies sand, stone and gravel for cement production, highway construction and urban sprawl, which make significant contributions to greenhouse gas emissions in Ontario.

- The cement industry produces 8% of global carbon emissions, as a country it would be the third largest global emitter of CO₂.⁶
- Transportation has become the biggest source of GHG emissions in Ontario.⁷

RECOMMENDED AREAS OF CONSULTATION AND INQUIRY

- Determine the total amount of licensed supply in Ontario's 5000-plus pits and quarries.
- Propose criteria and processes for determining and demonstrating the need for new gravel mining sites.
- Define limits on 'virgin' aggregate extraction, and set targets for aggregate reprocessing in order to ensure sustainable management of the finite gravel resources in Ontario.
- Propose revisions to application procedures which fully honour Indigenous Nations' treaty rights.
- Recommend updated policies and restrictions for gravel mining below the water table to reflect current groundwater sciences.
- Propose methods which increase the weight given to municipal and community perspectives in gravel mining decisions.
- Recommend approaches to ensure that gravel mining sites are not allowed to transform themselves in significant ways after initial approval. This would include changes to progressive or final rehabilitation plans.
- Recommend a fair levy for gravel mining that includes compensation for the full social and environmental costs of its extraction.
- Recommend approaches to gravel mining oversight to ensure full compliance with all regulations and license conditions.

1. Aggregate Resources Statistics in Ontario, Production Statistics annual reports, The Ontario Aggregate Resources Corporation (TOARC)

2. Active aggregate sites and related maximum tonnage

3. Aggregate Resources Statistics in Ontario, Production Statistics annual reports, The Ontario Aggregate Resources Corporation (TOARC)

4. <https://www.inthehills.ca/2011/06/melancthon-mega-quarry-by-the-numbers>

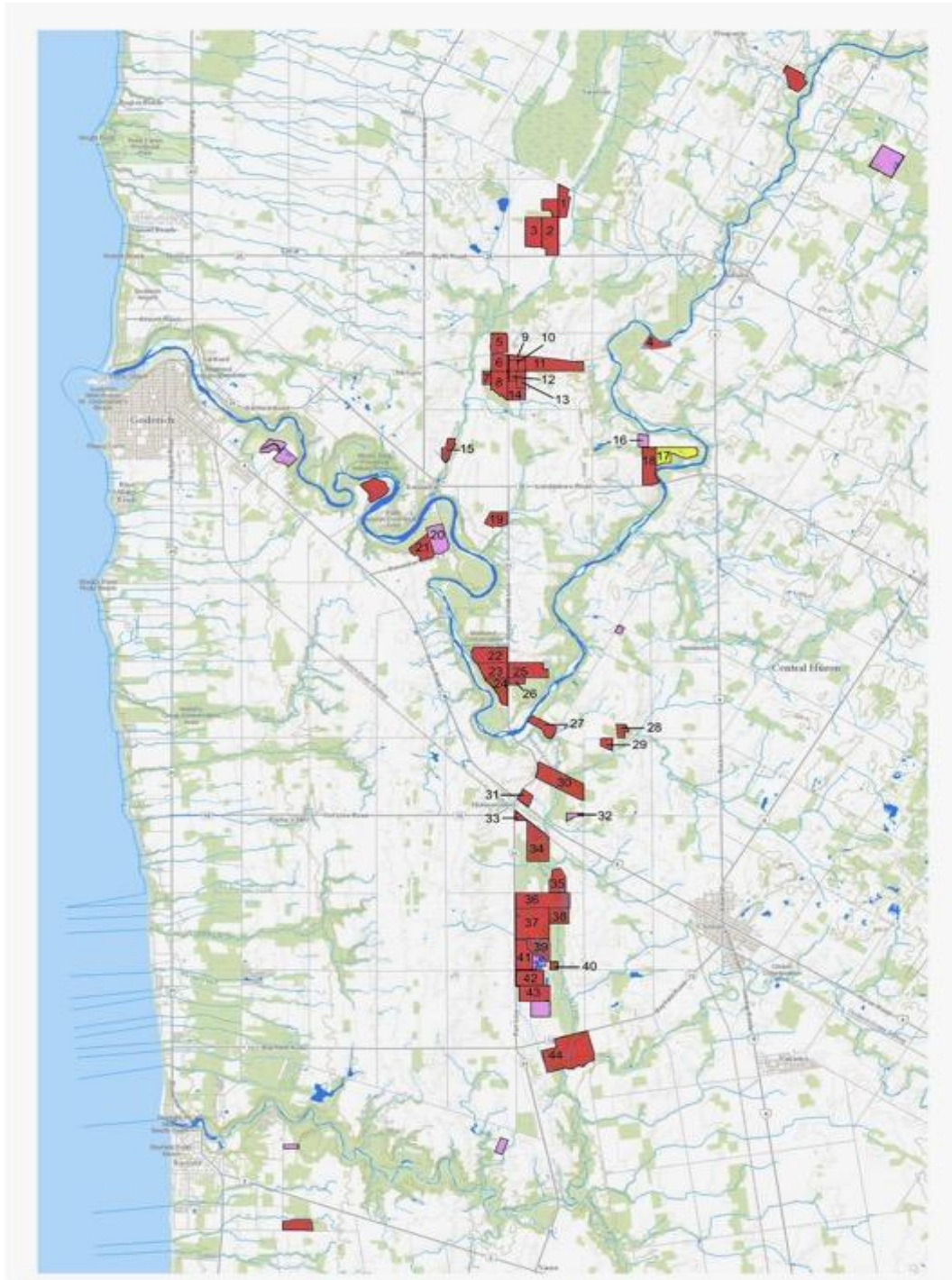
5. Presentation, Ken DeHart, Wellington County Treasurer May 30th 2021 Gravel Watch Ontario

6. <https://www.carbonbrief.org/qa-why-cement-emissions-matter-for-climate-change>

7. Why Are Ontario's GHG emissions going up instead of Down? Environmental Defence, April 21, 2020

No More Gravel Pits in the Maitland River Watershed!

This map shows 50 pits in a small section of the Maitland River watershed. Where are the studies that have measured the cumulative impact on the watershed? Production figures show a clear underproduction of licenced operations (see Appendix 1)



There is **no need for more pits**

DID YOU KNOW???

Auditor General's report on Gravel Mining in Ontario, 2023 - summary highlights:

"The most recent study of aggregate supply and demand indicates a significant oversupply"

"The MNRF (Ministry of Natural Resources and Forestry) is failing to adequately inspect aggregate operations"

"Violations are widespread in the aggregate industry"

"The MNRF is failing to enforce aggregate regulations"

"Industry self-reporting is failing"

"There is no guarantee of rehabilitation of pits and quarries"

"The MNRF's current program for managing aggregate resources is financially and environmentally unsustainable."

See Appendix 2 for the Reform Gravel Mining Coalition (RGMC) summary of the Auditor General's Report.

A local Story:

HISTORIC BALL'S BRIDGE AND THE LITTLE LAKES: A Big Treasure in Huron County

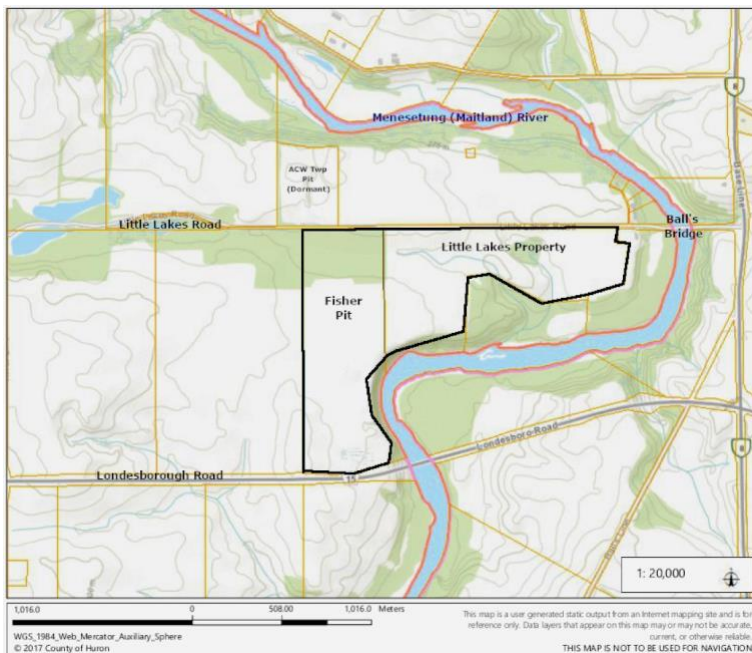
A Place for All:

The Ball's Bridge and Little Lakes Road area is an environmental treasure offering year round recreation for the public in a unique ecosystem. It is a place people come to hike, swim, skate, cross country ski, fish, canoe and kayak, picnic, spend time with family, take photos, have weddings, and generally get away and unwind from the hustle and bustle of daily life.

For over a century and a half, it has been a favourite coveted spot for families and children in Huron County and beyond. It is breathtakingly beautiful and accessible to all. At its centre is the historic Ball's Bridge, a heritage site saved from demolition by citizens in 2005. At its flank are the three Little Lakes, home to much wildlife. Encircling the entire area is the Maitland (Menesetung) River. Joining all of these rare places in this ecologically sensitive area, is the Little Lakes Road.

The Threat:

Although this area is ZONED AG1 and NE, it was long ago designated "secondary extractive", even though the entire area encircled by the river is an ecologically sensitive area within the loop of the River and directly beside a **Highly Vulnerable Area**.



Van Bree (Lobo) Sand and Gravel (1142059 Ontario Ltd) purchased a property (the Fisher Pit) as well as an adjoining property (the Little Lakes Property) on the south side of the Little Lakes Road. They are already mining the Fisher Pit. It is an area of about 100 acres. Extraction began in November 2020.

A Notice of Application was posted on April 27, 2021 to mine the Little Lakes property. V. B. Sand & Gravel referred to the combined properties in their publicity as “The Little Lakes Pit”. To enable V.B. Sand & Gravel to mine the Little Lakes Pit, the municipality (Ashfield-Colborne-Wawanash / ACW) would have to change the zoning on the Little Lakes property.



&

If the license is approved:

- V.B. Sand & Gravel will be extracting aggregates below the Maitland River water line. This will result in a large lake being left
- Machines and mills for processing the aggregate would produce significant noise and dust
- V.B. Sand & Gravel estimates that 100 trucks of gravel a day will be leaving the site for 30 years.
- The experience of the area and the historic Ball's Bridge will be irreplaceably altered by noise and dust that are dangerous and noxious to humans and wildlife

The Two Properties Combined to Create a Massive Gravel Pit:

The Fisher Pit:

This gravel pit is about 100 acres and it was licensed in 1993. The property is designated Aggregate in the ACW Township's Official Plan (Appendix 8) and is Zoned Extractive in the Township's Zoning By-Law.

The current site plan (from 1993) does not permit extraction below the water line.

A submission by the Friends of Ball's Bridge & Little Lakes citizens' group was made to the ACW Official Plan Review on March 9, 2021, questioning the designation and zoning of the woodlot on the north end of the property as Extractive, when the woodlot adjacent to it is designated Natural Heritage. V.B. Sand & Gravel proposes clearcutting and excavating the southern half of the woodlot.

The Little Lakes Property:

The Little Lakes property is about 80 acres. It has never been licensed for gravel extraction and would have to have the zoning changed to be licensed.

The zoning is a mix of Agricultural and Natural Heritage.

The property is currently designated Extractive in the ACW Official Plan. A submission by the Friends of Ball's Bridge & Little Lakes (FOBBLL) incorporated citizens group was made on March 9, 2001, requesting a review of the outdated designation and change from Extractive to Agriculture.

Current Zoning and Land Use Designation:

The area marked *extractive* is in an ecologically sensitive area within the loop of the River and directly beside a **Highly Vulnerable Area** on Little Lakes Road, west of the bridge on the north side of the River.

Zoning and designations for The River Loop are a confusing and often contradictory maze of Agriculture, Natural Heritage, Extractive, and Cultural Heritage, and including wetlands and a wildlife corridor.

The area falls under the jurisdiction of the Maitland Valley Conservation Authority

Irreparable Harm:

Environment and ecosystems:

V.B. Sand & Gravel is going to destroy irreplaceable old growth woodland (the north section of Fisher Pit and piece of wetland in Little Lakes property - see map) This complex ecosystem of trees, plants, animals, bugs, birds, frogs, worms, fungus, all work together to sustain this habitat and enable it to flourish.

The idea that 'reforestation' replaces old growth woodland and habitat is unsupportable scientifically. These gravel pits will destroy the interconnected ecosystem of wetlands, river valley, and woodlands with a number of rare and endangered species.

If V.B. Sand & Gravel mines below the water table, drinking water quality, and water quality in the River itself could be deleteriously affected including river creatures such as fish, turtles, beavers, muskrat, and snakes.

The noise, dust and vibration pollution will drive away all existing species and inter-connected life forms, human and non human. Opportunities for recreational fishing will be destroyed as fish do not like noise.

The enjoyment of the historic Ball's Bridge will be severely eroded and will severely impact recreational tourism. Citizens fought hard to save this historic treasure from demolition – it is now a heritage site and a popular canoeing, fishing, wedding and tourist destination. The Maitland Trail hiking trail currently crosses through the threatened woodlot at the north end of the Fisher Pit. Dust carried by the prevailing winds to the bridge and river constitutes a health and safety threat to all human and non human creatures

THE CONSEQUENCES:

The consequences are dire. Once destroyed, this rare and precious place will never recover. It cannot be restored. This is forever. We owe it to ourselves, our children and the future to save this green and generative place for generations of all living things.

TIMELINE OF NOTICES AND IMPORTANT DATES:

August 2020 – Community first heard of Lobo Sand & Gravel's plans through neighbours and sent numerous letters to ACW Mayor and council

March 9, 2021 – Submissions to ACW Official Plan Review

April 25, 2021 - Notice of Application posted on the site

May 25, 2021 – a virtual information session to provide details of proposal

June 30, 2021 – FOBBLL public information session ahead of deadline for letters of objection sent to ARA Approvals and Esher Planning

July 2021 – Objections to Lobo S&G re-zoning application sent to ACW Township

July 21, 2021 – FOBBLL submissions to ACW Township public meeting

May 2017, 2022 – ACW Council meeting deferral of vote on re-zoning application (with significant amendments and changes)

June 21, 2022 – date for revised Application to be brought to ACW Township meeting

June 9, 2022 – ACW Township receives a Notice of Appeal to the Ontario Land Tribunal (OLT) from V.B. Sand & Gravel Ltd

September 22, 2022 – OLT Case Management Conference

September 25, 2023 – OLT 10 day Hearing begins – Motion to adjourn accepted

January 17- March 2024 – OLT Case Management Conference-(Appendix 3- Press Release)

Appendix 1
List of pits currently in Maitland Watershed

There are over 50 active and inactive pits on the Maitland/Menesetung River. Available data reveals that 44 of them consume 966.5 hectares (2,388.2735 acres) of land and are licenced to extract 5.8 million tonnes of gravel each year.

	name	licence #	max annual tonnage	Authorized Area (ha)
1	Johnston, E.S. Farms Limited	4476	120,000	15.9
2	Johnston Bros. (Bothwell) Limited	4775	300,000	38
3	Johnston Bros. Pit (Bothwell)	604242	250,000	46.2
4	Municipality of Central Huron	4624	20,000	12.7
5	Merner Aggregates Ltd	12168	100,000	20.93
6	Teeswater Aggregates Limited	4687	150,000	18
7	Lavis Contracting Co. Limited	618361	150,000	10.1
8	Lavis Contracting Co. Limited	4750	25,000	5
9	McCann Redi-Mix	625912	350,000	43.9
10	McCann Redi-Mix Inc.	4635	20,000	5
11	Lavis Contracting Co. Limited	4770	150,000	5.26
12	Lavis Contracting Co. Limited	4675	20,000	6
13	Lavis Contracting Co. Limited	618341	150,000	7.48
14	Lavis Contracting Co. Limited	4762	150,000	23.8
15	Bradley Vanstone	4598	20,000	12.3
16	The Township of ACW	4691	50,000	8
17	Proposed Lobo S&G Little Lakes Pit			
18	V.B. Sand & Gravel Ltd.	12195	100,000	32.9
19	McCann Redi-Mix	626055	350,000	18.7
20	Donald Crich	4637		24
21	Annie Vanden Heuval	4594	20,000	24.4
22	Lavis Contracting Co. Limited	626088	300,000	34.1
23	Lavis Contracting Co. Limited	4718	175,000	25.8
24	Jennison Construction Ltd	625165	300,000	22.2
25	Lavis Contracting Co. Limited	4468	400,000	36.3
26	Proposed Maaskant Pit			
27	Reid, C.E. & Sons (Hensall) Limited	4613	150,000	17.6
28	Lavis Contracting Co. Limited	4733	20,000	8.1
29	Phillip Dykstra	4732	20,000	6.5
30	Lavis Contracting Co. Limited	4626	20,000	47.5
31	Lavis Contracting Co. Limited	5232	20,000	9.5
32	Lavis Asphalt Plant	3547		
33	Lavis Contracting Co. Limited	4703	20,000	3.7
34	The Municipality of Bluewater	4683	25,000	46.6
35	McCann Redi-Mix	4629	200,000	22
36	Merner Aggregates Ltd	4602	250,000	53.95
37	Lavis Contracting Co. Limited	4645	500,000	67
38	Steven C. Cooke	4591	100,000	18.9
39	The Municipality of Central Huron	4573	80,000	18
40	Simon and Yolanda VanDriel	4665	50,000	4.05
41	Teeswater Aggregate Ltd	75056	200,000	29.15
42	Jennison Construction Ltd	4743	250,000	27.48
43	Lavis Contracting Co. Limited	4706	150,000	29.5
44	W.T. TRICK	4580	50,000	60
		All:	5,800,000 tonnes	966.5 ha (2,388.2735 acres)

**Coalition demands Ontario halt new gravel mining approvals
to address crisis revealed by Auditor General**

(Toronto, Ontario) The Reform Gravel Mining Coalition (RGMC) is calling on the Ontario government to safeguard lives and the environment by introducing an immediate moratorium on new aggregate approvals, in order to implement the recommendations presented by the Auditor General in the Value-for-Money Audit of the Management of Aggregate Resources, published on December 6, 2023. In a statement, the coalition of impacted community groups said: “The Auditor General exposes an alarming truth: that the management of aggregate resources is in crisis, and the province is failing to protect the public from the negative impacts of gravel mining. The Ontario government must pull the emergency brake and halt new approvals until it can guarantee public safety by enforcing the Auditor General’s common sense proposals.”

The Auditor General concludes that the Ministry of Natural Resources and Forestry (MNRF) is “falling short” in its duty to “minimiz[e] the impacts of aggregate operations, particularly through its role in regulating the industry to ensure approval holders comply with all necessary requirements.” “Shockingly” low rates of inspection and enforcement demonstrate a pattern of regulatory failure that has enabled widespread violations in the aggregate industry to persist unchecked, said RGMC. For example, the Auditor found that three quarters of aggregate inspectors checked less than 5% of the operations in their district. Up to 64% of aggregate companies are violating regulations; however, inspectors referred less than 1% of non-compliant companies for an investigation that could lead to a charge.

In response to the audit’s findings, David Donnelly, the environmental lawyer who represents RGMC communities, said: “The aggregate industry has long claimed to be well-regulated; the Auditor General has disproved this long-standing claim—it simply isn’t true.” David Jeffery, President of Simcoe County Greenbelt Coalition and member of the RGMC Steering Committee, added: “The Auditor General reveals the true face of Ford’s open for business approach. The province has given the industry a free hand to operate as it pleases, leading to a ‘gravel rush’ that benefits big corporations at the expense of communities, municipalities and our quality of life in Ontario.”

The Auditor General confirms what many impacted communities report: that aggregate extraction can cause significant “negative impacts” to lives and the environment. The Auditor states that gravel mining can “alter or destroy woodlands, grasslands, wetlands or farmland”; “pose a risk to local groundwater resources”; and cause serious health impacts from air pollution and heavy truck traffic. Additionally, sand, stone and rock are non-renewable resources that provide important ecosystem services.

The Ontario government's failure to enforce aggregate regulations "jeopardizes the fundamental resources—water, food, and air—that sustain life in Ontario," said the Reform Gravel Mining Coalition. The Coalition characterized this risk as "entirely unnecessary," since existing aggregate reserves in the Greater Golden Horseshoe region are sufficient to meet demand for the foreseeable future, according to the Ministry's most recent supply and demand study cited by the Auditor General.

The Reform Gravel Mining Coalition called on municipalities to join the demand for reform by saying no to new gravel mining applications and passing resolutions demanding a provincial moratorium on new gravel mining approvals. "For too long, municipalities, First Nations, and taxpayers have borne the economic, social and environmental costs of gravel mining," the statement said. "The Auditor General's exposé of the crisis in aggregate management empowers local decision-makers and constituents across Ontario to say no to new pits and quarries in their communities."

For further information please contact:

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416-806-2401

Background:

The Gravel Mining Reform Coalition (RGMC) brings together resident groups that defend lives and the environment from the devastating impacts of gravel mining in Ontario. RGMC supports the long-term goal of winning regulatory and legislative reforms that safeguard health, water, and nature, ensure community participation, and honour treaties and obligations with First Nations.

In January 2022, RGMC launched the Demand A Moratorium Now (DAMN) campaign to demand the province impose a moratorium on all new gravel mining approvals, with the aim of charting a more sustainable path forward for aggregate extraction. Since the launch of the campaign, 20 municipalities in Ontario—including those with the highest volume of aggregate extraction in the province within their borders, such as Caledon, Halton Hills and Milton—have also expressed support for a moratorium through municipal resolutions.

For more information on the DAMN Campaign and to see the full list of municipalities that support a moratorium, please visit: <https://www.reformgravelmining.ca/damn-campaign>.

Appendix 3



**PRESS RELEASE
FOR IMMEDIATE RELEASE
March 18, 2024**

Historic OLT decision orders First Nations must be included in hearings on controversial gravel mine

Ruling challenges racist planning regulations and significantly delays Little Lakes pit

Township of Ashfield-Colborne-Wawanosh — Friends of Ball's Bridge & Little Lakes ("FOBBLL") is pleased to announce the Ontario Land Tribunal ("OLT") has issued a decision to include First Nations in the ongoing hearing regarding a below the water table gravel mine proposed by the company Lobo Sand & Gravel ("Lobo") in the environmentally and culturally significant Little Lakes area of Huron County. The decision, issued on March 8, 2024, orders that three First Nations—Walpole Island First Nation, Aamjiwnaang First Nation and Oneida Nation—must be given notice of future meetings related to the OLT hearing on the proposed gravel mine that would impact their Traditional Territories.

The OLT ruling follows on the heels of a report by the Auditor General which reveals that the management of aggregate resources in Ontario is in crisis, and the province is failing to protect the public from the negative impacts of gravel mining. The ruling significantly delays a decision on the mine by ordering that the two applications submitted by Lobo—one for a rezoning from the Township, and another for a license from the Ministry of Natural Resources and Forestry ("MNRF")—must be consolidated into one hearing, and that the matter is adjourned until the MNRF application has been resolved.

The Tribunal's decision challenges current regulations under the Ontario Planning Act, which stipulate that a First Nation must receive notice of a new development proposal only if it is located within one kilometre of their Reserve. This deprives First Nations of notice regarding any proposed development that is within their Traditional Territory but is located more than one kilometre outside of the boundaries of their Reserve. The lawyer for Van Bree/Lobo argued First Nations should receive no notice of future hearings.

David Donnelly, legal counsel for FOBBLL, said: "This is a historic decision because it tacitly acknowledges that current regulations depriving First Nations of proper notice are illegal. It is time to retire Ontario's racist regulations under the Planning Act which unjustly limit First Nations consultation concerning development projects in their Traditional Territories."

Rebecca Garrett, president of FOBBLL, a non-profit environmental protection organization, added: "The decision to require these First Nations be given notice is a welcome step in the right direction. Now the Ontario government must amend relevant Planning Act regulations to guarantee that this right is protected for all First Nations."

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Contact:

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Rebecca Garrett, President of FOBBLL
littlelakes.neighbours@gmail.com
416.538.0027

Staff Report

Report From: Deanna Hastie, Director of Corporate Services/Treasurer

Meeting Date: April 29, 2024.

Subject: 2023 Year End Reserve Funds and Reserves

Attachment(s): 1. Reserve and Reserve Fund Continuity Schedules
2. Reserve and Reserve Fund Transfers Summaries

Recommendation:

That Goderich Town Council approve the Reserve Fund and Reserve transfers as summarized and receive the Continuity Schedules for Reserve Funds and Reserves for information.

Report Summary:

Allocations to and from Reserves and Reserve Funds are approved as part of the annual budget process. Additional transfers are also approved during the year in response to new initiatives or items that come to light as the year proceeds. All transfers require Council approval.

Background/Analysis:

Transfers are finalized as part of the year-end process and a summary of transfers recorded is provided with budget comparison and/or Council approval dates.

The following attachments are provided for Council's review:

- Summary of Reserve Fund Transfers – approval requested
- Continuity Schedule of Reserve Funds
- Summary of Reserve Transfers - approval requested
- Continuity Schedule of Reserves

Linkages:

Corporate Strategic Plan Priority #4: Good Government

Financial Impacts/Source of Funding:

The financial impact associated with this report are the approved transfers to and from Reserves and Reserve Funds.

Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer

Andrea Fisher, Director of Legislative Services/Clerk

Reserve Transfers
2023

	Dept.		Budget	Actual	Budget	Actual	
Reserve			EXPENDITURE (Transfer Out)	EXPENDITURE (Transfer Out)	REVENUE (Transfer In)	REVENUE (Transfer In)	DESCRIPTION
Elections	1050	R			\$ 10,000.00	\$ 10,000.00	For future election costs
Childcare	5400	C	\$ 25,000.00				Irrigation System
	5400	C	\$ 75,000.00				Parking Lot
	5400	C	\$ 5,000.00	\$ 5,000.00			Hillside Slide
	5400	R		\$ 17,127.65			New Staff Washroom Approved May 15
	5400	R		\$ 8,666.11			Two New Water Fountains Approved May 15
	5400	C		\$ 8,327.08			New Tankless Water Heater Approved May 15
	5400	R				\$ 150,000.00	Yeaser end transfer approved March 18
Cultural/Livery Theatre	8050	R	\$ 15,000.00	\$ 15,000.00			Little Theatre grant
Cemetery Tank	4700	R			\$ 5,000.00	\$ 5,000.00	As per budget
Recreation	6002	C	\$ 9,200.00	\$ 9,168.58			Building automation system carryover from 2021
	6002	R	\$ 120,000.00	\$ 116,897.54			Renovations to free weight area
	6002	R			\$ 200,000.00	\$ 200,000.00	Future capital requirements
	6002	R	\$ 30,000.00				Heat pumps
	6002	R	\$ 20,000.00				Air exchangers
	6002	C	\$ 11,775.00	\$ 11,775.46			Boiler replacement carryover
	6002	C	\$ 9,000.00	\$ 12,398.27			Basketball nets
	6002	C	\$ 45,000.00	\$ 50,349.22			Arena dehumidifier carryover
	6002	C	\$ 20,000.00	\$ 35,530.80			Engineering assessment dehumidifier and roof
	6002	R		\$ 5,934.42			To fund soccer benches - approved June 26
	5400	C		\$ 7,218.99			Childcare Generator Approved Sep 5
	1020	R				\$ 200,000.00	Additional transfer approved Nov 27
Contingency	1020	R	\$ 5,000.00	\$ 1,526.42			To fund integrity commissioner costs
	1020	R	\$ 50,000.00	\$ 33,488.15			Compensation Review
	1020	R	\$ 40,000.00	\$ 36,545.97			Strategic Plan
	1020	R		\$ 20,000.00			ARO costs - approved
	1020	R		\$ 12,292.13			Additional Salaries - Admin Asst CAO and Clerk position - staff leave overlap
	4700	C	\$ 60,000.00				Columbariums
	1020	R				\$ 32,292.00	Additional transfer approved March 18
MacKay Centre for Seniors	5000	R	\$ 15,000.00	\$ 15,000.00			Annual withdrawal
Modernization	1020	R	\$ 44,529.64				Document management
Community Ec. Dev	8500	R	\$ 30,000.00				additional signage
	8720	R	\$ 28,000.00	\$ 16,273.59			salt festival
	8500	R	\$ 15,000.00				Wayfinding carryover
Special Events	8720	R			\$ 10,000.00	\$ 10,000.00	200 year anniversary
Community Improvement Plan Reserve	8490	R			\$ 10,000.00	\$ 10,000.00	To replenish reserve
	8500	R	\$ 14,500.00	\$ 14,489.75			CIP application - 18 Courthouse Square
Court Security Reserve	1500	R	\$ 50,000.00	\$ 50,000.00			2021 OPP contract reconciliation additional cost
Energy Efficiency	1020	R	\$ 5,200.00				LED conversion - Town Hall
	8000	R	\$ 2,760.00				LED conversion - Library
	5400	R	\$ 7,798.00				LED conversion - Childcare
Housing Initiatives	3800	R			\$ 150,000.00	\$ 150,000.00	Port Expansion Land lease
Squash Court	6002	R				\$ 1,181.00	2022 Squash Revenue
Victoria & Columbus Park	6002	R		\$ 305.27			1 Stihl Shredder Vac
Total Transfers			\$ 752,762.64	\$ 503,315.40	\$ 385,000.00	\$ 768,473.00	
			Transfer Out		Transfer In		
Revenue fund		R	492,787.64	363,547.00	385,000.00	768,473.00	
Capital		C	259,975.00	139,768.40	-		
			752,762.64	503,315.40	385,000.00	768,473.00	

TOWN OF GODERICH
Actual 2023

Reserve	Opening	Transfer From Revenue	Transfer From Capital	Transfer To Capital	Transfer To Revenue	Ending
Reserve - Capital						
Recreation capital	1,451,109.62	400,000.00		119,222.33	122,831.96	1,609,055.33
Landfill/Environmental	647,929.53					647,929.53
Arena	100,000.00					100,000.00
Childcare centre roof	359,284.57	150,000.00		20,546.07	25,793.76	462,944.74
Playground equipment	59,000.00					59,000.00
Squash Facility	36,559.09	1,181.00				37,740.09
Cemetery water tank	87,702.04	5,000.00				92,702.04
	2,741,584.85	556,181.00	-	139,768.40	148,625.72	3,009,371.73
Reserve - Other						
Contingency	1,298,838.42	32,292.00			103,852.67	1,227,277.75
Working Capital	550,000.00					550,000.00
Court Security	164,723.00				50,000.00	114,723.00
Maitland Recreation Centre	378,386.65					378,386.65
Modernization	44,529.64					44,529.64
Mackay Centre	75,260.45				15,000.00	60,260.45
Policing	100,000.00					100,000.00
Community Improvement Plan	49,363.83	10,000.00			14,489.75	44,874.08
Cultural Activities	112,751.89				15,000.00	97,751.89
Energy Efficiency Management	77,252.42					77,252.42
Future Special Events	74,894.89	10,000.00				84,894.89
Elections	-	10,000.00				10,000.00
Communities in Bloom	2,063.55					2,063.55
Tree Replacement	1,050.00					1,050.00
OCLIF	20,674.00					20,674.00
Community Econ. Dev	124,867.33				16,273.59	108,593.74
RBC Blue Note	913.22					913.22
Safe Restart	-					-
Environmental Projects	24,500.00					24,500.00
Housing initiatives	296,114.04	150,000.00				446,114.04
Affordable Housing CIP	50,000.00					50,000.00
Victoria & Columbus Park Minor Capital	3,500.00				305.27	3,194.73
	3,449,683.33	212,292.00	-	-	214,921.28	3,447,054.05
Hydro Investment	8,934,646.08					8,934,646.08
TOTAL	15,125,914.26	768,473.00	-	139,768.40	363,547.00	15,391,071.86

Reserve Fund Transfers 2023

			Budget Expenditure	Actual Expenditure	Budget Revenue	Actual Revenue	
Reserve Fund	Dept.		(Transfer Out)	(Transfer Out)	(Transfer In)	(Transfer In)	
						Description	
Water Expansion	1020	R	75,000.00	75,000.00			Administration fee
	1700	R	198,931.00	198,931.00			Funding of MVCA Levy
	1700	R	6,000.00	6,000.00			Lake Huron Centre Coast Conservation grant request
	1900	R	2,500.00	2,500.00			Enforcement of water by-law
	3250	C	1,068,955.00	410,040.61			Capital Expenditures - road construction
	3250	C	502,000.00	138,766.14			Capital expenditures - equipment and machinery
	3250	C	2,750,000.00	26,384.49			Capital expenditures - HVAC and Master Control Centre
	3250	R			1,900,600.00	1,773,780.16	Net Operating surplus
	3300	R	53,485.00	54,302.31			Contribution Asset Management/Environmental position
Water Tower	3250	R			180,000.00	179,484.00	Fee (\$4) toward Water Tower repair and future replacement
Infrastructure	1020	R	38,000.00	38,788.03			Window Replacement at Town Hall
	5700	R	10,000.00	7,011.37			Parks automatic door replacement
	1020	R			17,000.00	17,489.40	Veolia lease payment 240 Huckins
	1020	R	32,000.00				Glass wall repair - Town Hall
	3600	R			8,400.00	8,400.00	Ongoing repayment of 2018 Fuel System purchase
	3800	R			200,000.00	200,000.00	Waterfront sidewalk project
	1020	C	15,000.00	11,540.60			HVAC unit replacement
	1020	C	50,000.00	51,388.80			vehicle - custodian
	3000	C	40,000.00	43,797.33			gate - yard waste
	5000	R		24,000.00			Window replacement
	8000	C		13,948.24			Transfer from Infrastructure RF - HVAC unit approved May 15
Public Works Equipment	3000	R			100,000.00	100,000.00	Future Vehicle/Equipment
	3000	C	270,000.00	123,143.54			Salt truck - partial purchase
	3000	C		246,491.22			Bucket Truck - Approved June 26
	3000	C	40,000.00				Pickup truck
	3000	C	100,000.00	90,917.02			Trackless sidewalk plow
	3000	C	265,000.00	191,311.55			Snowplow truck
	5700	C	55,000.00	40,093.42			Tractor
	5700	C				9,958.56	Equipment sale proceeds
	3000	C				54,598.13	Proceeds from sale of equipment
	3150	R				65,000.00	Year end transfer from 3150 - Approved March 18/24
Fire	1400	C	14,000.00	13,775.50			Rooftop HVAC unit replacement
	1400	C	15,000.00	6,693.77			Storage container base - approved project change to hose tester
	1400	R			10,000.00	10,000.00	For Future Capital
	1400	C				22,015.00	Proceeds from sale of 1995 International Fire Tanker
Pollution Control Plant	1020	R	75,000.00	75,000.00			Sewer Administration Fee
	3200	R	107,908.00	98,110.37			Dept deficit - Sanitary Sewer Maintenance
	3200	C	1,296,216.00	748,023.14			Sanitary sewer portion of road construction
	3300	R	53,485.00	54,302.31			Contribution Asset Management/Environmental position
	3300	R	40,000.00	44,977.92			Sewer condition assessment
	4400	R			1,224,108.00	1,159,825.05	Net operating surplus Dept. 4400
	4400	C	105,300.00	83,866.34			Capital machinery and equipment - Dept 4400
	8490	C		222,943.14			Fund sewer oversize - Coast subdivision
Waterfront	3800	R			248,625.00	255,925.79	Operating surplus - Dept. 3800
	3800	R			16,245.00	16,245.00	Annual lease payments CPR Station
	3800	R			303,565.00	303,565.32	GPMC - Management fee
	1020	R	2,200.00	2,200.00			Great Lakes and St. Lawrence Cities Initiative membership
	1020	R	25,000.00	25,000.00			Admin fee for waterfront parking
	1900	R	65,955.00	59,495.72			To offset parking enforcement costs at waterfront
	1900	R	4,000.00				To offset clothing/safety apparel costs for parking enforcement at waterfront
	5700	R	5,000.00	5,000.00			Toward costs of increased lighting exp. on waterfront
	5700	R	27,500.00	13,902.96			Cost of beach cleaning
	5700	R	65,000.00	65,000.00			To offset beach maintenance
	3800	R	200,000.00	200,000.00			repay Infrastructure RF - boardwalk and shoreline protection
	3800	R	17,792.00	17,791.72			EMV unit installation into parking meters
	5700	R	40,000.00	21,180.77			Landscaping at waterfront
	3800	C	153,000.00	154,047.62			Bridge repair - end of Cove Road
	3800	C	32,500.00	19,678.37			Wheelhouse roof
Canada Community Building	2500	C			252,442.00	252,441.59	Annual grant allocation as per agreement
	6002	R	100,000.00	100,000.00			Annual debt repayment - Recreation Park project
	2500	C	343,000.00	255,000.00			2023 road construction
OCIF	2500	C	400,000.00	200,000.00			2023 Road construction
	2500	C			1,285,449.00	1,285,449.00	OCIF grant
	3250	C	250,000.00				Water Plant Project - HVAC and MCC
	2500	C	550,000.00	480,000.00			To fund North Harbour road construction section
MVMC Capital	8502	R			45,416.00	121,606.11	Operating surplus
	8502	C		10,173.97			Approved transfer for Ultraclave - June 2023
Festival of Light	8700	R			5,000.00	5,000.00	Per budget
	8700	R	5,000.00	5,000.00			To fund the purchase of Christmas lights
Airport	1020	R	25,000.00	25,000.00			To provide funding for AMGH Foundation donation
	1020	R			92,000.00	96,951.48	Erth Power lease payment 240 Huckins
	3600	C	25,000.00				Fuel tank
	3600	C	45,000.00	50,500.00			Pick up truck
	3600	C	35,000.00	35,107.20			Mower
	3600	C	25,000.00	22,200.00			Airport roof
	3600	C				5,365.00	Transfer proceeds from Mower Sale
BIA	8800	R	10,000.00	4,640.26			Sound system set up
	8830	R			10,000.00	20,362.74	Transfer of dept surplus
	8800	R	10,000.00	9,501.12			Self watering flower planters
	8800	R		5,762.77			From BIA RF to fund dept deficit
Road Construction	2500	C	7,400.00	12,426.31			Road construction carryover from 2022
	3300	R			135,000.00	135,000.00	Future asset replacement - roads and storm sewers
	2500	C		92,177.62			Downtown Square - Approved August 14
	2500	C				11,589.00	Road construction carryover
	1020	R				18,860.00	Unspent Storm Sewer Lining Cost - Approved Nov 27
	3300	R				139,299.20	Year end transfer from 3300 - Approved March 18/24
Building Rate Stabilization	1750	R	49,266.00				Contribution to net department
	1750	R				109,935.88	Dept Surplus to Building Rate Stabilization RF
Port Expansion	3800	R			15,000.00	37,454.72	Wharfage Port Expansion land Dock 8
	3800	R			22,100.00	21,334.72	Port Expansion land lease allocation
	3800	R		50,000.00			GPMC Contribution to Port Expansion Lobbying
Connecting Link	2100	C	25,000.00	21,507.37			Railcrossing - Huron Road
Bannister Park	6002	C				25,000.00	Donation
	6002	C				1,745.00	Donations in memory of Myles Murdock
Victoria & Columbus Park	6002	C		4,986.24			To fund shed
Industrial Park	8490	C		4,273.92			Fund gas main extension on Parsons Crt
Total Transfers			\$ 9,821,393.00	\$ 5,113,602.10	\$ 6,070,950.00	\$ 6,463,680.85	
			Transfer Out		Transfer In		
Revenue fund			\$ 1,344,022.00	\$ 1,288,398.63	\$ 4,533,059.00	\$ 4,795,519.57	
Capital fund			\$ 8,477,371.00	\$ 3,825,203.47	\$ 1,537,891.00	\$ 1,668,161.28	
			\$ 9,821,393.00	\$ 5,113,602.10	\$ 6,070,950.00	\$ 6,463,680.85	

TOWN OF GODERICH
Actual 2023

Final

	Opening	Interest	Other	Transfer From Reserve	Transfer From Revenue	Transfer From Capital	Transfer To Capital	Transfer To Revenue	Ending
Obligatory Reserve Funds									
Cash in Lieu Parkland	58,954.38	2,529.05	2,000.00						63,483.43
Development Charge	753,673.75	32,331.29	125,376.22						911,381.26
Canada Community Building Grant	1,075,970.77	46,157.26				252,441.59	255,000.00	100,000.00	1,019,569.62
OCIF	1,698,900.89	72,879.95				1,285,449.00	680,000.00		2,377,229.84
	3,587,499.79	153,897.55	127,376.22	-	-	1,537,890.59	935,000.00	100,000.00	4,371,664.15
Discretionary Reserve Funds - funded by user fees									
Water Expansion	6,988,544.60	356,258.77			1,773,780.16		575,191.24	336,733.31	8,206,658.98
PCP	3,747,645.85	160,604.76			1,159,825.05		1,054,832.62	272,390.60	3,740,852.44
Water Tower	819,972.45	35,175.40			179,484.00				1,034,631.85
	11,556,162.90	552,038.93	-	-	3,113,089.21	-	1,630,023.86	609,123.91	12,982,143.27
Discretionary Reserve Funds - Capital									
Infrastructure	1,514,909.94	62,139.09			225,889.40		120,674.97	69,799.40	1,612,464.06
M.V.M.C. Capital	1,068,678.49	45,818.26			121,606.11		10,173.97		1,225,928.89
Industrial Park	978,482.44	41,975.20					4,273.92		1,016,183.72
Fire	34,339.24	1,473.08			10,000.00	22,015.00	20,469.27		47,358.05
Airport	629,875.56	172,020.59			96,951.48	5,365.00	107,807.20	25,000.00	771,405.43
Public Works Equipment	1,072,235.81	45,997.05			165,000.00	64,556.69	691,956.75		655,832.80
Road Reconstruction	356,623.65	15,298.51			293,159.20	11,589.00	104,603.93		572,066.43
Waterfront	323,511.91	13,878.08			575,736.11		173,725.99	409,571.17	329,828.94
Victoria & Columbus Park Courts	15,252.75	654.31					4,986.24		10,920.82
Bannister Park	175,000.00	7,507.18				26,745.00			209,252.18
Boardwalk and Waterfront	350,000.00	15,014.37							365,014.37
	6,518,909.79	421,775.72	-	-	1,488,342.30	130,270.69	1,238,672.24	504,370.57	6,816,255.69
Discretionary Reserve Funds - Other									
Electricity Distribution	1,868,675.24	92,746.53							1,961,421.77
BIA	204,288.35	8,763.63			20,362.74			19,904.15	213,510.57
Cash in Lieu Parking	73,491.57	3,152.64							76,644.21
Self Insurance	43,275.89	1,856.48							45,132.37
Heritage enhancement	57,292.99	2,457.75							59,750.74
Building Fee Stabilization	430,913.61	18,485.45			109,935.88				559,334.94
Connecting Link	29,258.39	1,255.15					21,507.37		9,006.17
Festival of Lights	49,250.76	2,112.78			5,000.00			5,000.00	51,363.54
Fibre Optic Management Fee	10,773.85	462.16							11,236.01
Maitland Cemetery	3,302.20	141.63							3,443.83
Port Expansion	46,044.83	1,975.24			58,789.44			50,000.00	56,809.51
	2,816,567.68	133,409.44	-	-	194,088.06	-	21,507.37	74,904.15	3,047,653.66
TOTAL	24,479,140.16	1,261,121.64	127,376.22	-	4,795,519.57	1,668,161.28	3,825,203.47	1,288,398.63	27,217,716.77

Staff Report

Report From: Deanna Hastie, Director of Corporate Services/Treasurer
Sean Thomas, Director of Community Services, Infrastructure and Operations

Meeting Date: April 29, 2024

Subject: Rebuilding Downtown Infrastructure Project Financial Strategy

Attachment(s): N/A

Recommendation:

That Goderich Town Council receive this report for information;

And That Goderich Town Council provide direction on the preferred project design;

And Further That Staff be authorized to apply for any grant opportunities that may become available.

Report Summary:

The project options provided to Council involved the replacement of the current infrastructure as well as an enhanced option. The estimated total cost for each option is \$8,220,775 and \$10,323,615 respectively.

Funding of these project options involves transfers from the Water Expansion and Pollution Control Reserve Funds to support the linear underground infrastructure replacement and capital grants to support the roadway, streetlight, and sidewalk portions of the project. A relatively small amount of taxation support is proposed as well as a suggested contribution from the BIA. The suggested BIA contribution has not yet been discussed with the BIA, but the project would appear to provide a benefit to these properties and businesses which may support a contribution. The Enhanced Option will require a significant level of borrowings. Debt repayment and interest costs would be funded through taxation over the term of the loan.

The conceptual design introduces some maintenance challenges related to winter maintenance, drainage, and additional plantings that require an estimated increase in annual staffing costs of approximately \$131,124. Staff are confident that the detailed design can address the maintenance concerns while preserving the design's vision. In addition, alternatives such as reducing gardens and flower beds in other locations to balance additional maintenance requirements could be considered.

Potential grant funding sources should be actively investigated to assist with the project funding.

Background/Analysis:

Council received a presentation and conceptual drawing outlining two options for the Downtown Square project at the Council session on April 8. The options were the result of extensive community consultation involving a weeklong charette. The two options provided involved the "Replacement of What We Have" and a "Preferred Concept/Upgrade." As part of the next steps of the project consideration process, Council requested a finance strategy for the two options presented.

Based on the estimated infrastructure component costs provided in the presentation and adding an allowance for engineering and an adjustment for non-claimable HST, the current estimated total cost for each of the options is as follows:

Replacement of What We Have \$ 8,220,775

Enhanced Concept/Upgrade \$10,323,615

The following chart provides proposed financing for the two options:

	Replacement Option	Enhanced Option
Estimated Project Cost	\$8,220,775	\$10,323,615

PROPOSED FINANCING

Water Expansion Reserve Fund	\$3,021,326	\$2,920,349
Pollution Control Reserve Fund	\$2,367,780	\$2,288,650
OCIF/CCBF Grant Allocation	\$2,451,056	\$2,491,095
Taxation		
2025	\$131,000	\$131,000
2026	\$148,613	\$148,000
2027	\$45,000	\$35,000
Potential BIA contribution – still to be discussed	\$56,000	\$56,000

Borrowing from Reserve Funds	\$0	\$2,253,521
Total	\$8,220,775	\$10,323,615

Finance strategies involve the use of the Water Expansion and Pollution Control Plant Reserve Funds for the water and sanitary sewer underground portions of the project. This is consistent with normal road construction funding practices and the purpose of the two reserve funds. In addition, the Town receives annual capital grants from other levels of government that are to be used to financially assist specific types of infrastructure projects - Ontario Community Infrastructure Fund (OCIF) and Canada Community-Building Fund (CCBF). These grants have eligibility criteria that would allow the funds to be used to support roads, water, sewer, streetlights, and sidewalk elements of a road reconstruction project. The proposed funding strategy includes an annual allocation to be funded by taxation which would be slightly higher than recent allocations, but not outside of historic levels. A proposed contribution of \$56,000 by the BIA has been included in the strategy. This element requires input and discussion with the BIA.

The main difference between the two project options stems from the proposed additional investment in the following categories:

Infrastructure Cost Category (excludes engineering and HST adjustment)	Replacement Option	Enhanced Option	Increased Investment
Planters and Seat Walls	\$120,000	\$980,000	\$860,000
Planting Media	\$80,000	\$710,000	\$630,000
Plantings, Trees, Irrigation, Streetscape	\$90,000	\$460,000	\$370,000
Total	\$290,000	\$2,150,000	\$1,860,000

These types of project costs are not eligible under the OCIF and CCBF grants and would therefore, require an alternate funding source. Reserve Fund borrowing is proposed to support the increased investment of the Enhanced Option. Any reserve fund borrowings would have an impact on annual tax levy via repayment over a determined period.

Two scenarios are provided for Council's consideration regarding the current level of borrowing needed.

	20 Year Term	14 Year Term
--	---------------------	---------------------

Amount Borrowed	\$2,253,521	\$2,253,521
Annual Payment – Principal and Interest	\$150,000	\$200,000
Interest Paid Over Term of Loan	\$787,219	\$537,867

The interest rate assumed over the term of the loan = 3% which is set to be the same rate earned on the reserve fund bank accounts.

Staff have identified some concerns regarding operations and maintenance related to the Enhanced Option. The conceptual plan presents some winter maintenance concerns, particularly in terms of the location and quantity of planters and how they may impede snow removal. The design also introduces challenges related to the drainage of surface water on the storefront sidewalks, which will need to be addressed during the detailed design phase.

Moreover, the plan proposes the addition of 80 trees and 1,200 m² of planters, equivalent to approximately 25% of the flower beds currently maintained by Town staff. To accommodate the maintenance required for the proposed additions, additional staffing may be necessary. An estimated budget of approximately \$131,124 annually would be required to hire a horticulturist and seasonal staff to ensure the plantings are maintained properly.

Staff are confident that a detailed design can be created to address the maintenance concerns while preserving the spirit of the conceptual design.

Additional options could be considered surrounding the number and location of the proposed planters, streetscape, and seat walls to mitigate the initial capital cost and the additional ongoing maintenance costs. These options could be developed during the detailed design process.

Active pursuit of available grant funding should be a priority to mitigate internal funding requirements to support the project costs.

Additionally, Council may consider reducing the Town's gardens and flower beds in other locations to balance the additional maintenance requirements in the downtown core.

Linkages:

Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure

Financial Impacts/Source of Funding:

The financial impacts of the report have been outlined above.

Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

Staff Report

Report From: Sean Thomas, Directory of Community Services, Infrastructure and Operations

Meeting Date: April 29, 2024

Subject: Dog Park Relocation

Attachment(s): 1. 438 Parsons Court Map

Recommendation:

That Goderich Town Council receive this report for information;

And That Council approve in principle the relocation of the existing dog park from its current location adjacent to the wastewater treatment plant to a new, permanent location at 438 Parsons Court, and direct staff to bring forward a Temporary Use By-Law to a future Council meeting for this purpose.

Report Summary:

This report proposes the relocation of the current temporary dog park to 438 Parsons Court. This relocation will provide a larger, more environmentally sustainable area for the dog park, integrating it into the existing trail network of the Maitland Woods, while preserving the wooded area of the property.

Background/Analysis:

The existing dog park is unfavourably situated next to the wastewater treatment plant. The proposed new location at 438 Parsons Court, currently zoned for industrial use, encompasses a partially wooded area adjacent to Maitland Woods, providing an ideal setting for a permanent dog park. This move aligns with recent discussions surrounding the extension of Warren Street and the necessity of finding a permanent location for the dog park. The new park would be approximately double the size of the existing one on Sunset Drive, offering access to the trail network for dog walkers.

The Estate of Doris Stanworth bequeathed \$10,000 in 2020, specifically for use at the dog park, which can be utilized towards the development of this new site.

Implementation and Budget Considerations:

Staff will be looking at the dog park relocation to be considered as part of the 2025 budget, and if approved, subsequently implemented in 2025. Approval in principle at this stage will allow for detailed planning and budgeting to proceed.

Linkages:

- Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure
- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #5: Environmental Stewardship

Financial Impacts/Source of Funding:

Funding for the dog park relocation can be partially offset by the \$10,000 Bequest from the Estate of Doris Stanworth. If applicable, additional costs will be evaluated and proposed under separate report to Council.

Reviewed By: Deanna Hastie, Director of Corporate Services/Treasurer
Victor Kloeze, Senior Planner Huron County

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

Staff Report

Report From: Jason Dykstra, Building Services Manager/CBO

Meeting Date: April 29, 2024

Subject: Heritage Permit Application No, 2024-002 – 33 East Street – Sandwich Board
Signs

Attachment(s): 1. Heritage Permit Application No. 2024-002

Recommendation:

That Goderich Town Council receive this report for information;

And That Council recommend approval of a request for two sandwich board signs for 33 East Street.

Report Summary:

33 East Street Gallery is located within the Heritage District. The application is to request permission to utilize two sandwich board signs on municipal sidewalks. The first sign will be in front of their business (33 East Street), and the second sign will be placed at the corner of East Street and Courthouse Square. The signs shall not impede pedestrian or vehicular traffic.

The opinion of the Chief Building Official is that they meet the guidelines for the area.

Background/Analysis:

All sandwich board signs are reviewed to ensure they meet the intent of the Sign By-law and Heritage Guidelines. The application for 33 East Street meets the objectives of the Sign By-law as well as the Heritage Guidelines.

Linkages:

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community

Financial Impacts/Source of Funding:

There is no financial impact associated with this report.

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

A. – Property and Applicant InformationProperty Address: 33 East Street Goderich**Owner Contact Information:**Name: Mark Heinitz / Gerri CatherwoodAddress & Postal Code: 33 East Street N7A 1N2Phone No.: 226 927 4838 Email: entropy@live.ca**Agent Contact Information (if applicable)**

Name: _____

Address & Postal Code: _____

Phone No. _____ Email: _____

B – Heritage Permit Application Summary**Heritage Designation:**Part IV (Individual Property) _____ Part V (Heritage Conservation District) ✓☐ Alterations to Building☐ New Construction☐ Landscaping☐ Demolition☒ Signage/Lighting

Explain the reasons for undertaking the proposed work

We are on East Street beside the Post Office, and nobody walking the Square can see us. Tourists especially are unlikely to walk down East St.

Clearly describe the changes you are undertaking to alter the property-attach pictures showing pre and post appearance of the building. Attached samples of building material and/or colour

TWO SANDWICH BOARDS PUT OUT DURING OPEN HOURS ONLY.

SIGN A CHALKBOARD → IN FRONT OF GALLERY

SIGN B – NORTHEAST CORNER WHERE EAST ST. JOINS THE SQUARE.

4

C – Product and Manufacturer Details

Item(s) to be changes	Is work new or restoration	Type of Material	Colour	Other product details
Cladding (siding, brick, stucco etc.)				
Roof				
Foundation Walls				
Trim				
Doors				
Windows				
Porch/Verandah				
Fencing				
Landscaping				
Signage/Lighting	New	wood metal frame	Black & white	TWO SANDWICH BOARDS

D – Declaration and Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

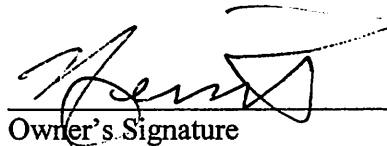
I have reviewed the submission requirements and understand that incomplete applications may be defined pending additional information.

I understand that the proposal must comply with all other applicable legislation and By-Laws and other approvals.

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to the Municipal & Marine Heritage Committee may result in a work stoppage.

I acknowledge that the Town of Goderich staff and members of the Municipal & Marine Heritage Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act and will be used to process Heritage Permit Applications and the information will become public.


Owner's Signature

April 3/24
Date

Agent's Signature

Date

INSURANCE: Please call
Scott MacEwan to
Confirm Insurance
519-524-8376
(MacEwan & Feagan)

E – Municipal & Marine Heritage Committee Recommendation to Council:

The application is:

☐ Recommended for approval without conditions

☐ Recommended for approval with conditions as listed below

a) _____

b) _____

c) _____

☐ Recommended for refusal

Reason:

Municipal & Marine Heritage Committee Chair

Date

F. – Council Decision

The application is:

☐ Approved without conditions

☐ Approved with conditions as listed below

a) _____

b) _____

c) _____

☐ Refused

Reason:

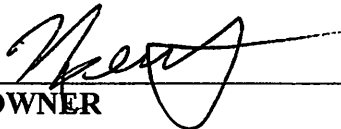
Clerk

Date

Note: Recommendations/approvals are granted on the express condition that the work to be carried out shall conform to the provisions of all building codes and By-Laws passed by the Town of Goderich. The heritage application process does not replace building permits under the Ontario Building code Act, or other required permits for signage, demolition, etc. It is also noted that Council can pursue legal action if the required permits and permissions have not been granted or guidelines have not been followed.

Affidavit and Sworn Declaration of Owner or Applicant

I agree that all work submitted in support of this application may be made available for public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act. I agree to reimburse the Town of Goderich for any costs associated with the preparation of studies required to evaluate the application by qualified consultants, and any costs which may be incurred before the courts and tribunals arising from the disposition of this application. I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property.


OWNER

APPLICANT

April 5/24
DATE

RESOURCES

General Information:

General Information and Heritage Resources Materials:

<http://www.goderich.ca/en/Heritage/municipalandmarineheritagehomepage.asp>

Funding Sources:

Community Improvement Plan

<http://www.goderich.ca/en/townhall/resources/goderichcip.pdf>

Goderich Heritage Enhancement Fund

<http://www.goderich.ca/en/Heritage/PropertyDocumentsforDownload.asp>

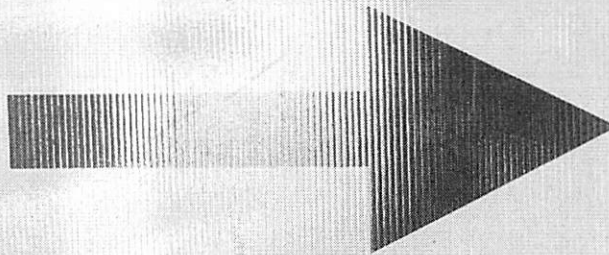
Tax Refund Program for Designated Heritage Properties By-Law

<http://www.goderich.ca/en/townhall/resources/104-2016-heritage-tax-break.pdf>

Tax Refund Program for Designated Heritage Properties Application Form

<http://www.goderich.ca/en/townhall/resources/heritage-tax-refund-program-application---final.pdf>

ART GALLERY OPEN



33eaststreetgallery

33 East St. Goderich On., N7A 1N2

CONTEMPORARY PAINTING, SCULPTURE, & PHOTOGRAPHY

42"

22"

516N (B) N.E. Corner of East and
Courthouse Square



13

13

Staff Report

Report From: Michaela Johnston, CEMC, Accessibility and Health & Safety Manager

Meeting Date: April 29, 2024

Subject: CCTV Program Update and Public Education Information

Attachment(s): N/A – See By-Laws

Recommendation:

That Goderich Town Council receive this report for information.

Report Summary:

The Town of Goderich received grant funding for 2023 – 2025 to establish a Closed Captioned Television (CCTV) Program in the community.

A CCTV Program Code of Practice has been drafted with respect to the installation, monitoring, and usage of CCTV cameras in Goderich. This Code of Practice may be found under the By-Laws in Council's agenda for your review and approval. Included in the Code of Practice is a Data Sharing Agreement with the Ontario Provincial Police which grants the OPP access to the CCTV data for the purpose of viewing, using, operating, and retaining data from the CCTV cameras installed by the Town. Additionally, the Information and Privacy Commissioner of Ontario's Guidelines for the Use of Video Surveillance is attached as an Appendix to the Agreement.

This Code of Practice sets out the ways in which the CCTV system can be used and by whom. Unlike the Town's Sunset camera at the waterfront that currently provides livestreaming for public viewing, the CCTV cameras will not be livestreamed for public viewing. Instead, the cameras will be recording footage at Rotary Cove and the Main Beach, specifically the road and parking lot areas. This footage can be used by the Town or law enforcement personnel to investigate crimes and anti-social behaviour. The cameras also allow for certain Town staff and the OPP to view "live" should an incident be occurring or reported to be occurring. Some of the cameras which will be installed also have analytics that provides licence plate recognition.

As part of the CCTV Program, a public education campaign has been prepared to bring awareness to the community and visitors surrounding the presence of CCTV cameras. Social media posts have been created as well as a poster for distribution in the community and advertising in both the Goderich Sun and Goderich Signal Star. The public education campaign to inform residents about the installation of CCTV cameras at Rotary Cove and Main Beach will

commence no later than May 13, 2024, following Emergency Preparedness Week. These social media posts can be found in Appendix A of this report.

Signage has also been prepared and will be posted in areas where the CCTV cameras provide coverage. This is a requirement for any CCTV camera system, as per the Information and Privacy Commissioner's Report.

Background/Analysis:

The Town of Goderich received a grant for the installation of CCTV cameras in the fall of 2023. Cameras and the associated hardware have been purchased and is expected to be installed and operational in late May 2024. As part of the Information and Privacy Commissioner's Report, certain policies and procedures must be established with respect to any CCTV program.

Linkages:

- Corporate Strategic Plan Priority #1: Safe and Reliable Infrastructure
- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #4: Good Government

Financial Impacts/Source of Funding:

The Town received a grant in the sum of \$47,000 for 50% of the costs of the CCTV Program. The remainder of the costs for the program were previously allocated from the Police Services Reserve.

Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

SOCIAL MEDIA POSTS



CCTV Program Info

- Cameras do not live-stream for public viewing
- Cameras don't monitor private property
- Signs indicate where cameras are located
- All recordings are destroyed if not required for an investigation



For more info, visit "CCTV Program" at
www.goderich.ca.



Why a CCTV Program?

- To deter crime and anti-social behaviour
- To enhance safety and security
- To investigate security and property damage
- To aid law enforcement



For more info, visit "CCTV Program" at
www.goderich.ca.



Why a CCTV Program?

A Closed Circuit Television (CCTV) Program has been established to contribute to the safe environment of the Town, including the waterfront.



For more info, visit "CCTV Program" at
www.goderich.ca.

WEBPAGE INFORMATION

The Town of Goderich has established a Closed-Circuit Television (CCTV) Program, which records images from areas to which the public has access from certain fixed locations.

The goals of the Goderich CCTV Program are:

- To contribute to the safe environment of the Town;
- To assist as one of the components of downtown revitalization; and,
- To improve the ability of the Ontario Provincial Police and community to respond to crime and anti-social behaviour occurring in the Town.

The objectives of the Goderich CCTV Program are:

- To deter crime and anti-social behaviour;
- To improve police reaction to crime through enhanced monitoring and detection of crimes;
- To increase the perception of safety; and,
- To use camera recording as evidence to identify suspects involved in criminal activities.

For more information about the Goderich CCTV Program, please contact the CEMC, Accessibility and Health & Safety Manager at 519-524-8344 x212 or mjohnston@goderich.ca.

Monitoring

The monitoring procedures shall be conducted in a professional, ethical, and legal manner. The cameras will not live-stream to the public. Video footage will be available to be viewed and monitored by only a select few individuals at Town Hall as well as the OPP.

Information obtained through video monitoring may be used for the following purposes:

- Enhancing the safety and security of persons or property;
- Preventing unauthorized entry or activities on Town property;
- To investigate an incident involving suspected health and safety violations/concerns, security and property damage, illegal activity, a violation of the Workplace Harassment and Discrimination Policy, or the Workplace Violence Prevention Policy, or involving a potential or actual insurance-related claim;
- To manage corporate risk;
- To preserve evidence as required to protect the Town's legal rights;
- To respond to a request for information under MFIPPA;
- To aid law enforcement agencies with a matter under investigation;
- To assess the effectiveness of any of the above-noted uses;
- As required by Court Order;
- In anticipation of one of the above-noted uses;
- For a purpose consistent with the above-noted uses, including data analytics and service enhancements.

Camera Location

Cameras shall be located to monitor only areas to which the public have access. The view of the cameras is restricted to prohibit the viewing of private dwelling spaces. All operators have been made aware of the purpose(s) for which the cameras have been established and are prohibited from using the cameras for any other purpose. If cameras are adjustable by the operators, these adjustments are restricted so that operators cannot adjust or manipulate them to overlook spaces to which the public do not have access (e.g. private residences).

Currently, cameras are located at the Rotary Cove beach and Main beach. (INSERT MAP)

Signs

Signs shall be placed in the field of view of the cameras so that the public are aware that they are entering a zone which is covered by CCTV surveillance equipment. The signs shall be clearly visible to members of the public.

Use and Storage of Information

Recorded material is only used for the purposes defined by this Code of Practice and in accordance with MFIPPA. The viewing of live information on a CCTV monitor is not considered use of recorded information. However, if this information is accessed by downloading it onto a compact disk or accessed at the end of the retention time period, then the recorded information is considered used and must be retained for 1 year as per the Town's Retention By-Law.

The use of recorded information is allowed only in accordance with law.

Access to Recorded Information

Access to recorded information is only permitted in accordance with this Code of Practice and MFIPPA. Material may not under any circumstances be sold or used for commercial purposes or for the provision of entertainment.

Access to recorded information should be restricted to those responsible for the administration of the Goderich CCTV Program and to:

- a) Law enforcement agencies where the images recorded would assist in a specific investigation; and,
- b) The people whose images have been recorded and retained who make a request under MFIPPA.
- c) Town employees, Town insurers, or those hired to work on the Town's behalf if it is necessary for one or more of the uses outlined within this policy.
- d) The Town Solicitor or their designate if, in the Town's discretion, it is in the interest of justice to do so, and disclosure is compliant with MFIPPA.

Where a request is granted pursuant to MFIPPA, the images of individuals may be disguised or blurred. If the Town does not have the facilities to carry out that type of editing, an editing company may be hired to carry out that editing.

Individuals who make a request under MFIPPA for images from the Goderich CCTV Program are provided with information which describes the types of images which are recorded and retained, the purposes for which those images are recorded and retained, and information about the disclosure policy in relation to those images. This should be provided at the time that the standard freedom of information request form is provided to an individual. All requests will be dealt with by the Director of Legislative Services/Clerk or their designate.

Live Viewing

Live viewing is restricted to locations where there is a high likelihood of safety and security concerns, as determined by the Chief Administrative Officer, Director of Community Services, Infrastructure & Operations, and the CEMC, Accessibility and Health & Safety Manager. Live feed monitors will be turned off when not in use.

Live feed monitors must not be viewable by the public.

How to Request Access to Recorded Information

All requests for disclosure must be made in writing/email to the Director of Legislative Services/Clerk or their designate. The Director of Legislative Services/Clerk must be satisfied that access is permissible pursuant to this policy before granting this disclosure.

Documents

Video Surveillance Policy

CCTV Program Code of Practice

Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance

Staff Report

Report From: Michaela Johnston, CEMC, Accessibility and Health & Safety Manager

Meeting Date: April 29, 2024

Subject: Military Exercise, May 3 – 5, 2024

Attachment(s): N/A

Recommendation:

That Goderich Town Council receive this report for information.

Report Summary:

A military exercise is planned for Huron and Bruce Counties on May 3 – 5, 2024. As part of this exercise, there will be approximately 120 military personnel in Goderich during that weekend. They will be performing wellness checks as part of the emergency exercise. This will entail soldiers going door-to-door throughout the community and speaking with residents to simulate what would happen if they were asked to check on the well-being of residents during an actual emergency.

It is important to note that residents should not be alarmed by the presence of military personnel in the area. This exercise is a routine training operation and is not indicative of any emergency or threat to public safety.

All measures are being taken to ensure minimum inconvenience to those in the area. Members of the public are being asked to take extra caution if approaching military vehicles and troops.

Background/Analysis:

The Town's CEMC and the CEMC for Huron County have been involved in the planning of this military exercise. The Town has provided information to residents through social media and a webpage and will continue to advise residents of the upcoming military presence through various means.

Linkages:

- Corporate Strategic Plan Priority #4: Good Government

Financial Impacts/Source of Funding:

There are no financial impact associated with this report.

Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

Staff Report

Report From: Michaela Johnston, CEMC, Accessibility and Health & Safety Manager

Meeting Date: April 29, 2024

Subject: Emergency Management Public Education Strategy for 2024

Attachment(s): N/A

Recommendation:

That Goderich Town Council receive this report for information.

Report Summary:

Typically, public education has been focused on Emergency Preparedness Week each May. However, for the last two years, the Town has promoted Emergency Preparedness during other events and information sessions throughout the year which will be continued this year.

Proposed public education events and campaigns are as follows:

March and April 2024

- Eclipse – Information will be shared by the Town on social media posts and through a Council report regarding the April 8, 2024, eclipse.

May 2024

- Emergency Preparedness Week runs from May 5 to 11
- Ontario's theme is "Plan for Every Season"
- EMO is preparing materials with new children's hazard activity pages, severe weather flyers, power outage posters, heat illness flyers and various social media items which will be shared with organizations throughout the Town
- The Town will focus on Extreme Heat and Power Outages to carry on the theme of the Military exercise. An outline of this campaign is attached as Appendix A.
- Military Exercise – as part of the wellness checks being conducted by the military on Saturday, May 4, they will be distributing Emergency Preparedness booklets to households in Goderich

June 2024

- Emergency Preparedness for Seniors – a one-hour presentation and discussion will be held at the MacKay Centre for Seniors at a date to be determined
- Emergency Preparedness in schools – M. Johnston to coordinate with Chief Wormington about holding fire safety and emergency preparedness information sessions at local schools. This was very well received in 2023.
- Goderich Children's Festival – crayons and emergency safety information/colouring sheets will be provided to attendees

August 2024

- Emergency Preparedness Session – a one-hour presentation and discussion to be held at the Goderich Town Hall in conjunction with the CSWB campaign "Community Security and Safety"
- Firemen's Breakfast – crayons and emergency safety information/colouring sheets will be provided to attendees

October 2024

- Emergency Preparedness – information to go to local schools and Childcare Centre re Halloween Safety and Evacuation Plans

Linkages:

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #4: Good Government

Financial Impacts/Source of Funding:

The cost associated with the radio advertisements, newspaper ads and printing were budgeted and approved in the 2024 budget. Crayons were purchased in bulk in 2023.

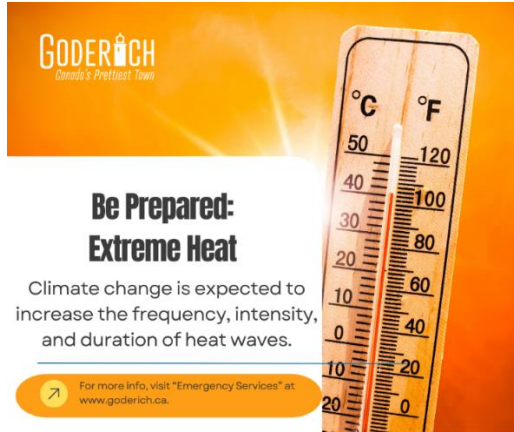
Reviewed By: Janice Hallahan, Chief Administrative Officer

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

APPENDIX A

	Monday, May 6, 2024	Tuesday, May 7, 2024	Wednesday, May 8, 2024	Thursday, May 9, 2024	Friday, May 10, 2024
Corporate Website	<p>Emergency Preparedness Banner – to receive from EMO</p> <p>Emergency Services webpage to be updated to include information on Extreme Heat Wave and Emergency Preparedness Week</p>				
Facebook Posts	Emergency Preparedness Week – to receive from EMO	Heat Wave 1 (see below)	Emergency Preparedness Week – to receive from EMO	Power Outage (see below)	Heat Wave 2 (see below)
Goderich Signal Star and Goderich Sun			½ page ad – see below		
Radio Station – Country 104.9	Twice daily advertisements for 7 days (May 5 to and including May 11). Focus is on Extreme Heat.				
Town Employees and Council	<p>Monday - Email to Town employees and posted on intranet</p> <p>Monday – Emergency Preparedness Posters placed in all Town worksites</p>				

Facebook Posts



Radio Ad Information

Bayshore Broadcasting

CLIENT: TOWN OF GODERICH			TITLE: Emergency Preparedness Week		DATE: MAY 2024
LENGTH:	CART:	START:	END:	WRITER:	
30		05/05/24	05/11/24	SUP/SH	

CHWC # 423-00037

Climate change increases the frequency, intensity, and duration of heat waves. Extreme heat can make you sick! Stay hydrated. Drink lots of water and make sure children and pets do too. Stay cool. Limit sun exposure and stay indoors; dress in light-coloured, loose-fitting clothing; take cool showers or baths. Plan activities during cooler parts of the day. Stay informed. Check the temperature, humidex and air quality on hot days. Check on older family, neighbours and friends. Find out more. See “Emergency Services” at goderich dot ca.

Draft Newspaper Ad (1/2 page vertical)

Emergency Preparedness Week
May 5 - 11, 2024
Be Prepared: Extreme Heat

Climate change is expected to increase the frequency, intensity, and duration of heat waves.

Stay Hydrated!

- Drink water every 15 to 20 minutes.
- Monitor children and pets to make sure they are doing the same.

Stay Cool!

- Stay indoors to limit sun exposure.
- Dress in light-coloured, loose-fitting clothing and wear a hat.
- Take cool showers or baths.
- Plan outdoor activities during cooler parts of the day.
- Never leave a person or animal in a parked car or in direct sunlight.
- Cover windows that receive morning or afternoon sun.
- Plant and maintain shade trees.
- Open windows at night and create a cross-breeze.

Check on Vulnerable People!

- Check on older family members, friends and neighbours.

Stay informed!

- Check weather reports before going outdoors for the temperature, humidex and air quality.

For more info, visit
"Emergency Services" at
www.goderich.ca.

GODERICH
Canada's Prettiest Town

Staff Report

Report From: Jenna Ujiye, Tourism and Community Development Manager

Meeting Date: April 29, 2024

Subject: Children's Festival, and Salt, Harvest, and Blues Festival Event Planner Request
for Proposal (RFP) Update

Attachment(s): N/A

Recommendation:

That Goderich Town Council concur with staff's recommendation to enter into a formal agreement with JT Creative Works to fulfill the event management duties for the Goderich Children's Festival and the Goderich Salt & Harvest Festival in the amount of \$11,000.00.

AND FURTHER THAT a Services Contract be brought forward, in a By-Law, at a future Council meeting.

Report Summary:

An RFP to hire an event planner for the Goderich Children's Festival and the Goderich Salt and Harvest Festival was approved by Council at their February 26, 2024 meeting. The job specifics of the event planner(s) include: project and budget planning, vendor and entertainment booking and relationships, invoice management, event set-up and teardown, event attendance and management on event days, and general project management support to the Tourism Events & Marketing Coordinator and the Tourism and Community Development Manager. The RFP was posted on March 4, 2024, and a submission date of March 15, 2024.

The Town received one (1) submission from JT Creative Works Event Planner. The submission was extremely thorough and fulfilled all requirements of the RFP. JT Creative works were hired as the event support staff for the 2023 Goderich Salt and Harvest Festival. In 2023, JT staff proved to be an excellent fit with Town staff and volunteers, and they went over and above all the Town's expectations.

JT Creative Works will commence the work once the agreement has been signed by both parties.

Linkages:

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
- Corporate Strategic Plan Priority #3: Strong Local Economy

- Corporate Strategic Plan Priority #5: Environmental Stewardship

Financial Impacts/Source of Funding:

This expenditure was approved in the 2024 budget.

Approved By: Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk

Staff Report

Report From: Lisa Hood, Tourism Events and Marketing Coordinator

Meeting Date: April 29, 2024

Subject: Staff Report

Attachment(s):

1. 2024 04 21 Events – Bookings – Military Concert Band Ltr 2 Council.pdf
2. 2024 04 04 Bookings – JHETF – Compost Sale – Ltr 2 Council.pdf
3. 2024 04 09 Bookings – GDCI – Ltr 2 Council – Amend ByLaw.pdf
4. 2024 03 30 Events – Airport – Lancaster – Ltr 2 Council.pdf
5. 2024 04 09 Bookings – Bizarre Markets Beta – Ltr 2 Council – Cancellation.pdf
6. 2024 04 10 Events – Bookings – Huron County Pride – Ltr 2 Council.pdf
7. 2024 04 11 Bookings - Celtic Blue - Piping Down the Sun - Piping Down the Sun.pdf
8. 2024 04 12 Bookings – GLB – Ltr 2 Council.pdf
9. 2024 04 22 Events - Bookings - Calvary Baptist - Ltr 2 Council.pdf
10. 2024 04 12 Bookings - Pavilion - N. Brown - Ltr 2 Council.pdf
11. 2024 04 22 Events - Bookings - Fit Body Boot Camp - Ltr 2 Council.pdf

Recommendation:

THAT Goderich Town Council receive this report for information,

AND FURTHER THAT Goderich Town Council approve the use of amplified sound for the Huron County Pride Festival, Goderich Laketown Band Concert Series, Calvary Baptist Church's Outdoor Service, private booking at Pavilion #4, and the Turkey Burner Workout;

AND FURTHER THAT Goderich Town Council approve an amendment to By-Law No. 46 of 2024 to change the GDCI Valhalla Event date to May 27, 2024;

AND FURTHER THAT Goderich Town Council approve the temporary stop-up of traffic on Saturday, June 8, 2024, (Rain Date: Saturday, June 22, 2024) for the Huron County Pride Festival.

Report Summary:

Military Concert Band Performance, Courthouse Square Performance Stage, Sunday, May 5, 2024

In conjunction with the Military exercise taking place in Huron County, Andrew Shaw has coordinated a concert band performance which will be free for all to enjoy on Sunday, May 5, 2024, starting at 10 AM. There will be approximately 25-30 musicians from two bands from the 31 Canadian Brigade Group.

Spring Hike, Plant and Compost Sale, Columbus Centre Parking Lot, Saturday, May 11, 2024

A clear indicator that Spring is in the air, the green thumbs at the John Hindmarsh Environmental Trust Fund are planning for their annual Spring Hike, Plant and Compost Sale on May 11, 2024, between the hours of 10 AM and 2 PM.

Request to Amend By-Law No. 46 of 2024, GDCI Valhalla Road Closure moving to May 27, 2024

GDCI Principal, Jenalyn Ignor has followed up with staff to report the change of date for their Valhalla event. This means the road closure of Bennett Street West between South and Eldon Streets will take place on May 27, 2024. This event requests;

An amendment of By-Law No. 46 of 2024, to reflect the new date.

Return of the Lancaster Bomber Aircraft, Friday, June 14, and Saturday, June 15, 2024, hosted by the Goderich Legion Branch 109 at the Goderich Regional Airport

The Lancaster is coming back to Goderich on Friday, June 14, 2024, and the Goderich Legion is working with various community groups to make this an event to remember. Upon the Lancasater arrival, there will be a ceremonial welcome, exhibits, and scheduled tours of the aircraft. Council is invited to join in the celebration of history and aviation mastery.

Punk Rock Market – Cancellation

Event Coordinators of the Punk Rock Market, to be held July 27, 2024, have contacted staff to report the cancellation of this event.

Huron County Pride Festival, Courthouse Square Park and Performance Stage, Saturday, June 8, 2024 (Rain Date: Saturday, June 22, 2024)

Once again, Huron County Pride have coordinated to bring the Huron County Pride Festival back the Courthouse Square Park on Saturday, June 8, 2024. This year's event is an expansion of the success of last year's Festival. A day of entertainment, vendors, food, fun, and most of all, PRIDE.

This event requests permission to make use of amplified sound.

This event requests permission to temporarily stop up traffic on Saturday, June 8, 2024 (Rain Date: Saturday, June 22, 2024) on Courthouse Square, between Montreal and South Streets.

Piping Down the Sun, Pavilion #4, Goderich Waterfront, Friday, July 5, 12, 19, and 26 of 2024

The Celtic Blue Highlanders will be continuing what has become a staple of our Goderich summers. Piping Down the Sun will return to the Goderich Waterfront at Pavilion #4 in the adjacent green space. Look to join the Celtic Blue Highlanders on Friday, July 5, 12, 19, and 26, 2024. These nights are, of course, weather permitting.

Goderich Laketown Band Concert Series, Lions Bandshell Stage, Lions Harbour Park

Louise Dockstader of the Goderich Laketown Band has contacted staff with the dates for the 2024 Goderich Laketown Band Concert series. This event is a free evening concert series hosted in the beautiful Lions Harbour Park, Bandshell. This series welcomes a number of performers, including the Goderich Laketown Band. Look for the concerts on Sunday evenings, June 30, July 7, 14, 21, 28, August 4, 18, and 25, 2024, from 7 – 9 PM, weather dependent.

This event requests permission to make use of amplified sound.

Calvary Baptist Church, Outdoor Service, Courthouse Square Performance Stage, Sunday, June 21, 2024

Sam Katchikian and Nicole Siertsema of the Calvary Baptist Church in Goderich will be hosting a public, outdoor service on the Courthouse Square Performance Stage on Sunday, June 21, 2024 from 10 AM to 12 Noon. All are welcome to attend.

This event requests permission to make use of amplified sound.

Private Booking – Natalie Brown, Pavilion #4, Saturday, August 4, 2024

A private booking, Brown will be adhering to all Town of Goderich By-Laws in hosting a larger gathering at Pavilion #4. Brown intends to host a barbeque for her family gathering.

This event requests permission to make use of amplified sound.

Annual Turkey Burner Workout, Courthouse Square Plaza, Saturday, October 12, 2024

Once again, the excellent folks at Goderich Fit Body Bootcamp will host their free half-hour workout on Saturday, October 12 at 9 AM at the Courthouse Square Plaza.

This event requests permission to make use of amplified sound.

Linkages:

- Corporate Strategic Plan Priority #2: Welcoming and Caring Community
 - Corporate Strategic Plan Priority #3: Strong Local Economy
-

Reviewed By: Jenna Ujiye, Tourism and Community Development Manager

Approved By: Janice Hallahan, Chief Administrative Officer

Andrea Fisher, Director of Legislative Services/Clerk

31 Canadian Brigade Group
31 Territorial Battalion Group
Maj F.A. Tilston VC Armoury
4007 Sandwich St,
Windsor, ON, N9C 1C3



19 April 2024

Town of Goderich
57 West St.
Goderich, ON, N7A 2K5

Dear Lisa Hood,

In anticipation of members of the Canadian Armed Forces, specifically members of the bands of the 31 Canadian Brigade Group, of their wishes to do performances in your town in the near future, we understand that you ordinarily require proof of insurance, with the Town of Goderich as named insured parties.

I can advise you that the Canadian Armed Forces and Department of National Defence are integral parts of the Federal Crown and, pursuant to the Crown Liability and Proceedings Act, RSC 1985, c. C-50, are liable in law in the same respect in which a private corporate entity or individual person would be liable in law. The CAF is also liable in respect of the actions or omissions of its officers, non-commissioned members or civilian employees in connection with the proper conduct of their duties. Although the Crown does not carry an insurance policy per se, the Crown "self-insures" and, as such, has no monetary limit in respect of its liability. Consequently, if liability against the Crown were to be determined against it, the judgment would be satisfied out of the Federal general revenues.

I hope this satisfies your requirements with respect to proof of adequate insurance coverage. Please do not hesitate to contact me directly should you have any further questions. Alternately, you may contact the Unit's Legal Advisor, Commander Sean Raleigh, at (519) 275-1001 or via email at sean.raleigh@forces.gc.ca, to discuss any concerns you may have.

Yours sincerely,



Deanne K. Shaw, CD
Captain
Adjutant
31 Territorial Battalion Group



C/O Susan Chan
132 ESSEX STREET
GODERICH ON N7A 2H7
Phone: 519-524-2804

March 27th, 2024

Trevor Bazinet, Mayor
Goderich Town Council
47 West Street, Goderich, ON N7A 2K5

Dear Mayor Bazinet and Members of Goderich Town Council,

The JHETF, in association with the Maitland Conservation Foundation and the Maitland Trail Association, will be holding our 17th:

SPRING HIKE, PLANT and COMPOST SALE
SATURDAY, MAY 11th, 2024 10 AM to 2PM.
COLUMBUS CENTRE Parking Lot, 390 Parson's Court
MAITLAND WOODS

We will set up in the Columbus Centre parking lot near the entrance to the Maitland Woods again this year. We hope to encourage lots of people to enjoy a hike through the beautiful Maitland Woods, before or after they collect new plants and compost for their gardens. We are focusing more on pollinators and Native plants this year so hope that there will be lots of happy customers / gardeners sharing plants, ideas and stories.

A guided hike will take place at 1PM and will last about one hour.

If you would like more information about the event or the John Hindmarsh Environmental Trust Fund, please call me at (519)524-2804 or cell (519) 525-9742.

We are looking forward to some healthy exercise, learning more about the Maitland Woods, taking home some new plants and compost, as well as raising awareness about the JHETF and MTA.

We are very grateful for your cooperation with this event and for your help with spreading the news.

Sincerely,

Susan



Goderich District Collegiate Institute

260 South Street, Goderich, ON, N7A 3M5

Tel: (519) 524-7353 Fax: (519) 524-1710

Web: gdcivikings.ca

Twitter: @GDCI_Vikings



J. Ignor – Principal

H. Finch, Vice-Principal

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

Wednesday, March 20th, 2024
Jenalyn Ignor
Goderich District Collegiate Institute
260 South Street
(519) 524-7353
jenalyn.ignor@ed.amdsb.ca

RE: Request to Council

To the Members of Goderich Town Council,
I am writing you today on behalf of Goderich District Collegiate Institute's Valhalla Day taking place on Monday, May 27th of 2024. I would like to make the following request regarding our upcoming event. The temporary closure of Bennett Street West, between South Street and Eldon Street from 11:00 am to 3:00 pm.

[Reasoning - optional]

Thank you very much for your time and consideration. We hope to see you there!

Sincerely,



Jenalyn Ignor



The Royal Canadian Legion

— • —

Goderich (Ont. No. 109) Branch

56 Kingston Street, Goderich, Ontario N7A 3K4

519-524-9282

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

March 22, 2024

Michelle Millar (on behalf of the Goderich Legion Branch 109)
56 Kingston St. Goderich, ON
Mlf020770@gmail.com
519-440-6137

RE: Request to Council

To the Members of Goderich Town Council,

I am writing you today on behalf of the "Return of the Lancaster Bomber Aircraft" taking place on June 14th and 15th at the Goderich Municipal Airport. The aircraft is scheduled to land at 10:00AM on Friday, June 14th and depart from the airport on Saturday June 15th at 2:00PM. Upon arrival there will be a ceremonial welcome, with remarks from local and provincial dignitaries as well as exhibits from the Royal Canadian Armed Forces (RCAF) in celebration of their 100-year anniversary, as well as other aircraft exhibitors, and scheduled tours of the historical aircraft.

On behalf of the Goderich Legion Branch 109 who is hosting the event I would like to make the following request regarding our upcoming event.

- The waiving of all fees associated with this celebratory historical event,
- Permission to make use of amplified sound,
- Use of barricades, and picnic tables, tents and:
- Any available parking

Thank you very much for your time and consideration. Also attached is our completed Event and Permit Application for the proposed event. To follow still is:

- Proof of Insurance
- Emergency Plan and Hold Harmless

We look forward to sharing this very important anniversary, while celebrating the return of the Lancaster Bomber aircraft and the 100th anniversary of the RCAF.

Sincerely,



M. Millar

Michelle Millar on behalf of,
Goderich Legion Branch 109

From: [Tribute Studios](#)
To: [Lisa Hood](#)
Subject: Re: Tribute Studios
Date: Thursday, April 4, 2024 11:53:12 AM

Lisa,

Hope this finds you well.

It is with heavy heart that I must ask you to remove the submission for the event on 27 July from Council agenda on 08 April.

We won't be going ahead with it. It's simply about the economics of the situation. Everyone has been great to deal with.

Stay well, and we'll see you around.

Mark D Woodward

Pronouns: He/Him

Tribute Studios Inc.

519-612-2666

tributestudiosgoderich@gmail.com

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On Thu, Mar 21, 2024 at 2:09 PM Tribute Studios <tributestudiosgoderich@gmail.com> wrote:

THX.

Mark D Woodward

Pronouns: He/Him

Tribute Studios Inc.

519-612-2666

tributestudiosgoderich@gmail.com

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On Thu, Mar 21, 2024 at 2:05 PM Lisa Hood <specialevents@goderich.ca> wrote:

Amazing, Mark!

I will have this submitted for the next council date (April 8) and then we will charge ahead!

Lisa Hood

Tourism Events & Marketing Coordinator
TOWN OF GODERICH
57 West Street, Goderich Ontario Canada N7A 2K5
519-524-6600 Toll Free - 1-800-280-7637



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From: Tribute Studios <tributestudiosgoderich@gmail.com>

Sent: Tuesday, March 19, 2024 10:41 AM

To: Lisa Hood <specialevents@goderich.ca>

Subject: Re: Tribute Studios

So I finally got around to writing the letter to Council.

Got so focused on the second, third, etc steps I missed step one!

Attached

Mark D Woodward

Pronouns: He/Him

Tribute Studios Inc.

519-612-2666

tributestudiosgoderich@gmail.com

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Follow us on [Instagram](#)

On Fri, Jan 5, 2024 at 11:56 AM Lisa Hood <specialevents@goderich.ca> wrote:

Hiya Mark,

I had heard that you might taking on this project and I'm so glad – it couldn't be in better hands!

There's a few things that need to be completed and submitted to me. I've attached the blank docs & templates for you on this email.

1. Letter to Council
2. Event Form
3. Proof of Insurance
4. Hold Harmless
5. Detailed Event Site Plan
6. Emergency Plan

Letter to Council: This is priority at this time. We need to submit to council to approve the event. If you need to request any specific requests, this is where we would do it. Will you serve alcohol? Will the music play past midnight? (If yes, till when?) Is this a fundraising event?

Event Form: This is to inform me of all the necessary details of the event.

Proof Of Insurance: You can complete the attached document or have your provider send me proof directly.

Hold Harmless: Should be signed and returned to me.

Site Plan: This should include all important information such as, location of washrooms, performer parking (fyi, parking around the cenotaph requires special permission so please connect with me should you have any questions), location of food trucks, etc.

Emergency Plan: I've attached the template I send to all events. You only need to complete the sections that apply to your event. You don't need to use it at all if you want. We just want you thinking about emergency strategy and mitigation.

I am also attaching a copy of our special events policy and procedure doc. If you have *any* questions, please do not hesitate to contact me. It might seem like a lot of paperwork but I am here to help you through it all.

As for the 27th, consider it booked! Looking forward to hearing from you,

Lisa Hood

Tourism Events & Marketing Coordinator

TOWN OF GODERICH

57 West Street, Goderich Ontario Canada N7A 2K5

519-524-6600 Toll Free - 1-800-280-7637



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From: Tribute Studios <tributestudiosgoderich@gmail.com>
Sent: Friday, January 5, 2024 11:20 AM
To: Lisa Hood <specialevents@goderich.ca>
Subject: Tribute Studios

Lisa,

Hope your holidays were wonderful.

I know you're only just getting back to the office, but the idea that we would organize a music night on the square this summer has kind of taken on a life of its own over the holidays.

As a little background, since the BIA will be dropping the Punk Show, from their summer line up, we (Tribute Studios) would like to explore taking it on as an event. we have already been building partnerships with at least one other BIA business and a small artists collective.

For initial planning purposes we would like to target Saturday the 27th of July.

Is there anything like a planning checklist of requirements for organising an event on town property?

Regards

Mark D Woodward

Pronouns: He/Him

Tribute Studios Inc.

519-612-2666

tributestudiosgoderich@gmail.com

Find us on [Facebook](#)

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Autocorrected to local

Conversation opened. 1 read message

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

Date April 10 2024

Name: Huron County Pride
Address: 181 Newgate Street (lower), Goderich, Ontario, N7A 1P5
Email pridehuron@gmail.com
Phone 902 448 4915

RE: Request to Council

To the Members of Goderich Town Council,

I am writing you today on behalf of the Huron County Pride taking place on June 8, 2024 between the hours of 9 am and 5 pm on the Courthouse Square. I would like to make the following request regarding our upcoming event.

- Permission to temporarily close a road on the Courthouse Square from Montreal to South Street, and;
- Permission to make use of amplified sound.

Thank you very much for your time and consideration. We hope to see you there!

Sincerely,

Matt Hoy
Per: Huron County Pride

From: [Matt Hoy](#)
To: [Lisa Hood](#)
Subject: RE: Piping Down the Sun
Date: Thursday, April 11, 2024 1:47:42 PM

Dates would be:

July 5, 12 19 and 26. This is weather permitting, but we make every effort to play if we are able.

Hope that helps!

Matt

Matthew A. Hoy
(he/him/his)

Executive Director
Maitland Valley Family Health Team
180 Cambria Road North
Goderich, ON N7A 4N8
(519) 524-6060 x 240
mhoy@mvmc.ca

Maitland Valley

Family Health Team



MVFHT Mission: To optimize the health of our community through collaboration and patient-centered care



Like the [Maitland Valley Family Health Team](#) page on Facebook www.facebook.com/MVFHT

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From: Lisa Hood <specialevents@goderich.ca>
Sent: Thursday, April 11, 2024 1:20 PM
To: Matt Hoy <MHOY@MVMC.CA>
Subject: RE: Piping Down the Sun

Hey Matt,

Would you be able to confirm the dates for me? I know last year there were some weeks that it didn't happen.

Thanks!

Lisa Hood

Tourism Events & Marketing Coordinator

TOWN OF GODERICH

57 West Street, Goderich Ontario Canada N7A 2K5

519-524-6600 Toll Free - 1-800-280-7637



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From: Jenna Ujiye <jujiye@goderich.ca>

Sent: Thursday, April 4, 2024 10:44 AM

To: Matt Hoy <mhoy@mvmc.ca>; Lisa Hood <specialevents@goderich.ca>

Subject: RE: Piping Down the Sun

Hey Matt,

That is great to hear!

We can get the dates on to our calendar and we can also prepare a poster. Would you be ok to wait a couple weeks for the poster as were just finishing up a few big design projects first!

Thanks,

Jenna

[Jenna Ujiye](#)

[Tourism and Community Development Manager](#)

[TOWN OF GODERICH](#)

[519-524-6600 Ext. 320 - Office](#)

[226-963-1134– Cell](#)

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From: Matt Hoy <MHOY@MVMC.CA>
Sent: Monday, April 1, 2024 3:10 PM
To: lhoo@goderich.ca; Jenna Ujiye <jujiye@goderich.ca>
Subject: Piping Down the Sun

Hey pretty gurls!

The Celtic Blue are piping down the sun again in July.

Can we update the “whats happening” and can I get one of you to help posters this year?

Matt

Matthew A. Hoy
(he/him/his)

Executive Director
Maitland Valley Family Health Team
180 Cambria Road North
Goderich, ON N7A 4N8
(519) 524-6060 x 240
mhoy@mvmc.ca

Maitland Valley

Family Health Team



MVFHT Mission: To optimize the health of our community through collaboration and patient-centered care



Like the [Maitland Valley Family Health Team](https://www.facebook.com/MVFHT) page on Facebook www.facebook.com/MVFHT

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Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

January 24, 2023

Louise Dockstader
Goderich Laketown Band
244 Elgin Ave. W.
Goderich, ON
N7A 2E9
(519) 524-2247
pldock@hurontel.on.ca

RE: Request to Council

To the Members of Goderich Town Council,

I am writing you today on behalf of Goderich Laketown Band Sunday Evening Concert Series taking place on Sunday June 30, July 7, 14, 21, 28 August 4, 11, 18, Sept. 25. I would like to make the following request regarding our upcoming event.

- The placement of a temporary sign

Thank you very much for your time and consideration. We hope to see you there!

Sincerely,

Louise Dockstader
Concert Coordinator

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

Monday, April 22, 2024

Calvary Baptist Church
231 Bayfield Road
Goderich ON N7A 2K5
goderichcalvary@gmail.com
519-524-6445

RE: Request to Council

To the Members of Goderich Town Council,

We are writing you on behalf of the Calvary Baptist Church. We are hoping to have an outdoor church service on Sunday, July 21, 2024 between the hours of 9:30 am – 12:30 pm at the Courthouse Square Park Performance Stage.

If possible, we would like to make the following request regarding our upcoming event;

- Permission to make use of amplified sound.

Thank you very much for your time and consideration. We hope to see you there!

Sincerely,

Sam Katchikian and Nicole Siertsema
Calvary Baptist Church Goderich

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

April 12, 2024

Natalie Brown
11 Roderick CRT Seaforth On N0K 1W0
nataliebrown@rogers.com
(416)518-2503

RE: Request to Council

To the Members of Goderich Town Council,

I am writing you today on behalf of a family gather I am organizing taking place on Sunday, August 4 of 2024 at Pavilion #4 or Pavilion #1 and the Bandshell. My family have been gathering at the Goderich Waterfront for many years and this year, to adapt to a growing event, have connected with Town staff to ensure the safety of all involved.

I would like to make the following request regarding our upcoming event.

- Permission to make use of amplified sound.

I have reserved and paid the booking fee and have been in communication with the Special Events & Marketing Coordinator regarding this private event.

Thank you very much for your time and consideration.

Sincerely,

Natalie Brown

Goderich Town Council
Town of Goderich
57 West Street
Goderich ON N7A 2K5

APRIL 18, 2024

Mona Ammoun & Nadine VandenHeuvel
Goderich Fit Body Boot Camp
390 MacEwan Street
Goderich ON N7A 4M4
(519) 955-2464
info@nvfitnessfbbc.com

RE: Request to Council

To the Members of Goderich Town Council,

Goderich lives up to its slogan of "The Prettiest Town in Canada" not only for its natural beauty, but also, the kindness and friendly nature of its people. We are immensely grateful to be a small business in this town - to give the incredible citizens of Goderich and surrounding area, a place for fitness and family.

One tradition that we aim to uphold is our annual Turkey Burner, a 30 minute outdoor workout offered on Thanksgiving weekend. We love to give families another reason to celebrate being together and making great sweaty memories.

We would like to host the 2024 Turkey Burner - FREE Outdoor Workout on Saturday, October 12th, 2024 at the Courthouse Square Plaza.

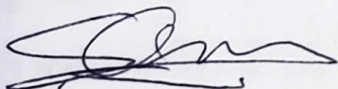
This will be a free 30 minute community event - available to our members, their families, and every person in our vicinity looking to "burn some calories" before Thanksgiving.

We will be collecting donations for the Salvation Army food bank, either non-perishable food donations or cash. We are asking for the rental fee to be waived, in lieu of the charitable nature of this event.

If your schedules allow, we hope to see some Town Council Turkeys stop by for a fun morning.

Thank you for your consideration.

In Fitness and Health,



Coach Mona, Facility Coordinator



Goderich Ringette Association
P.O. Box 11
Goderich, ON N7A 3Y5

April 16, 2024

Kyle Williams, Community Services and Operations Manager
Town of Goderich
57 West Street
Goderich, ON N7A 2K5

Dear Kyle,

The Goderich Ringette Association will be celebrating their 40th season next year. In honor of this achievement, we are hoping the town of Goderich would allow us to add a ringette mural to the Maitland Recreation Centre.

I have attached images of two locations we are interested in using. One is right under the ringette banners and would be visible from the ice. The other is in the front lobby and would be visible upon entry. It is a large space, and we would only want to utilize one corner. There would be room if minor hockey or the skating club wanted to add something as well.

I have also attached a rough sketch from our artist Veronica Mabon that she has created for this project. She would like to do something similar but in full colour on a large canvas. The canvas is a way to avoid the risk of her being on a ladder or scaffolding.

We are only asking for the wall space as our association will cover the cost. We are proud to represent the town of Goderich and we would be honored to be recognized by the town by allowing us to leave our mark on our home arena.

Thank you for your consideration,

A handwritten signature in black ink that reads "Megan Frayne". The signature is written in a cursive, flowing style.

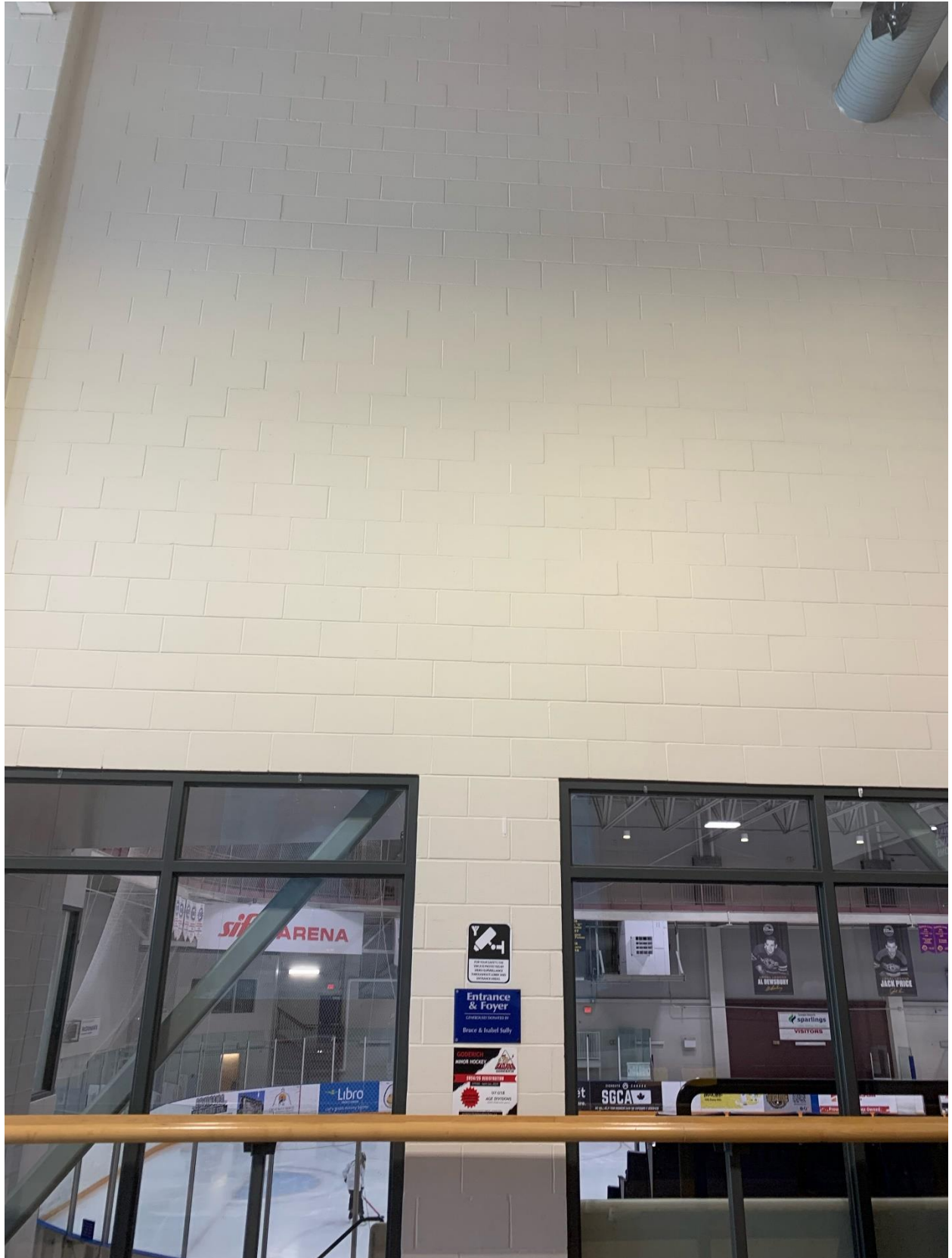
Megan Frayne
Executive Member
Goderich Ringette Association

From: Megan Frayne <m_frayne@hotmail.com>
Sent: Tuesday, April 16, 2024 2:30 PM
To: Kyle Williams <kwilliams@goderich.ca>
Subject: Re: Ringette Mural

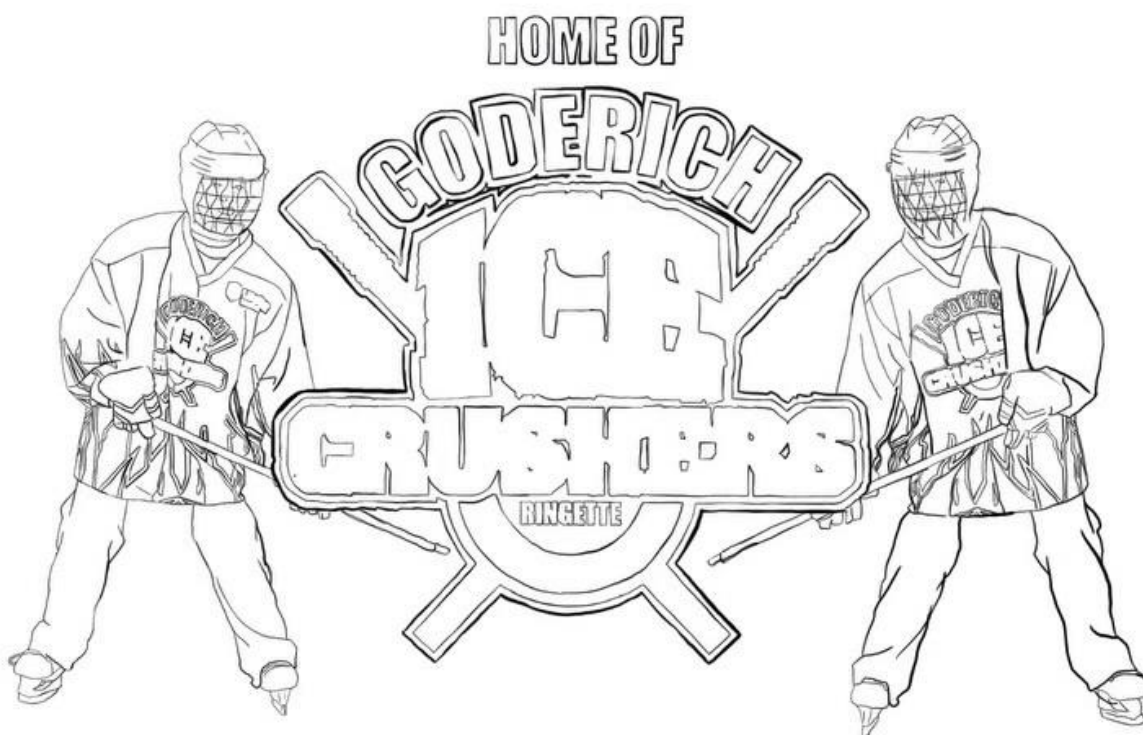
Hi Kyle,

I have attached my letter requesting the space to add a Ringette mural to the Maitland Recreation Centre. I have also added photos of the proposed spaces and the proposed image.

Thanks,
Megan







From: Jijo Mathew <jmkochu@gmail.com>
Sent: Tuesday, April 16, 2024 1:21 PM
To: Andrea Fisher <afisher@goderich.ca>
Subject: Re: mobile canteen licence application

Good Afternoon Andrea

It was pleasure talking to you and thank you for your time.

I am writing to formally apply for getting an approval from council members for hot dog cart operation in Goderich municipal area in the last beech area close to the park as per municipality discretion. As a passionate entrepreneur with a keen interest in the food industry, I am excited about the opportunity to operate a hot dog cart business with refreshment drinks in our vibrant community.

I am committed to providing high-quality, delicious hot dogs to the residents and visitors of Goderich. I am confident that my dedication to customer service and my passion for delivering exceptional food experiences will make my hot dog cart a popular destination in our city.

I understand the responsibility that comes with operating a food service business and am fully prepared to adhere to all relevant laws and regulations. I have also secured all the necessary equipment and supplies to ensure that my hot dog cart meets the highest standards of cleanliness and food safety.

I would be grateful for the opportunity to discuss my application further and address any questions or concerns you may have. I am confident that my hot dog cart business will be a valuable addition to the culinary landscape of Goderich, Ontario, and I am eager to contribute to the local economy and community.

Thank you Andrea for considering my request as well as council members for all your time for providing me an apt location as per municipality's discretion and law. I look forward to the possibility of receiving your approval and beginning this exciting new chapter in my entrepreneurial journey. I will certainly be adhering to the rules and will be maintaining a fair distance from other vendors as well.

Thank You
Jijo Mathew
647 633 4970





**Downtown Goderich Business Improvement Area
BIA BOARD OF MANAGEMENT**

Minutes # 248 – March 12th 2024

Tuesday, March 12th, 2024 @ 5:30 p.m.

Goderich, Ontario

Present: Dawn Allen (Co-Chair), Shelley Peet, Steve Bruce, Mary Coultis-Bruce
Vicky Culbert, John Thompson (Town of Goderich Councillor), Randy Carroll (Town of Goderich
Councillor), Lynn Beatty (Manager Goderich BIA) and Tracey Bedard (new board member)

Regrets: Anne Ferguson (Co-Chair), Clare Day, Joan Tigert

Guest: Lorraine Fiset (BIA Volunteer)

1.0 WELCOME, Co-Chair Dawn Allen welcomes everyone to the meeting.

2.0 DISCLOSURE OF PECUNIARY INTEREST None declared.

3.0 ADOPTION OF MINUTES AND APPROVAL OF AGENDA,

3.1 Adoption of the Minutes,

Moved by: Steve Bruce

Seconded by: Randy Carroll

That the BIA Board hereby adopt the February 13th, 2024 BIA Board Minutes, as presented.

CARRIED

3.2 BUSINESS ARISING FROM THE MINUTES

none

3.3 Approval of the Agenda,

Moved by: Vicky Culbert

Seconded by: Shelley Peet

The BIA Board hereby accepts the March 12th 2024, agenda as amended.

CARRIED

Introduction of Tracey Bedard, owner of The Mystic Willow on 79 Hamilton St. who is joining as a new board member and Lorraine Fiset (BIA Volunteer).

4.0 FINANCIAL REPORTS

Moved by: Vicky Culbert

Seconded by: Steve Bruce

That the BIA Board of Management approve the financial statements for the period ending February 29th, 2024.

CARRIED

5.0 NEW & GENERAL BUSINESS

5.1 Lynn, the BIA Manager noted she will look into gift cards from local businesses for promotional campaigns.

5.2 The BIA Manager also requested \$100 petty cash for the office.

Moved by: Vicky Culbert

Seconded by: Randy Carrol

That the BIA Board of Management agreed to a \$200 petty cash amount and Lynn, BIA Manager will follow-up with Deanna.

CARRIED

5.3 Randy Carroll will follow-up on a facilitator for the Strategic Plan 2025. Also to contacting Huron County Economic Development for a possible facilitator. It was suggested two half day sessions.

6.0 COMMITTEE REPORTS

6.1 Beautification

Shelly reported on the committee looking into butterfly 3d metal art project around the square like the Walkerton Fish Art project. Looking at short-term goals like chalk art murals on the sidewalks, small butterfly metal sculptures to attach to poles, benches – possible sponsorship with individuals, service groups, businesses.

6.2 Advertising, Events and Programming

Dawn reported on the BIA having a table at the Easter Egg hunt March 30th at South Plaza from 9am to 11am. As well, The Launch and that the band and Academy has been booked along with Inflatables, carnival games and finalizing all activities around the square. The theme of this year's The Launch is Meet me at the Pav, 1920's to 1970's retrospect with dancing, music and storytelling. Working with other groups and organizations. There is a need for volunteers at 6-10 would be ideal. Discussion followed.

Moved by: Vicky Culbert

Seconded by: Steve Bruce

Motion to request Downtown Goderich BIA become a member of Festivals & Events Ontario and look into what that consists of.

CARRIED

6.3 Farmers' Market

Vicky reported on receiving the Terms of Reference for the committee and the next Farmers' Market meeting is March 21st at 11am and Lynn noted still receiving vendor applications.

7.0 Reports

7.1 BIA Manager

It was noted that the Team Building workshop had 17 businesses attend and well received by the participants and asked if there will be another workshop. Looking into having another on in the fall.

Lynn mentioned Ben from Exar Studios is asking to partner for The My Main Street Grant AR(Augmented Reality) and the project will focus on the Historic Downtown Goderich, the deadline to submit an application is March 31st. The BIA Board agreed to proceed.

7.2 Downtown Revitalization Committee Report

Vicky noted next meeting February 20th talking about the presentation and information on the Streetscape report in on the Town of Goderich website under Downtown Revitalization.

8.0 CORRESPONDENCE

none

9.0 UNFINISHED BUSINESS

9.1 Additional signage has been discussed at the Beach that may be placed to help promote Downtown Business. On-going. It was suggested that the BIA have a table down at the beach one day a week for the summer season for promotion of events and businesses downtown.

10.0 POSSIBLE CLOSED BIA BOARD MEETING MATTERS

No closed meeting was held.

11.0 NEXT MEETING

The next meeting will be on Tuesday April 9th, 2024 at 5:30pm in the Town of Goderich Town Hall, Menesetung Room both in person and via zoom.

12.0 ADJOURNMENT

MOTION to adjourn meeting

Moved by: Vicky Culbert

Seconded by: Steve Bruce

That the Goderich Business Improvement Area Board of Management hereby adjourn at 6:48pm.

CARRIED

CHAIR, Anne Ferguson

SECRETARY, Lynn Beatty



Goderich Regional Airport Task Force Minutes

Monday, March 25, 2024

10:00 AM

Present	Taylor Lambert, Community Representative Jim Ginn, Mayor and Central Huron Representative Trevor Bazinet, Mayor and Goderich Representative John Marshall, Community Representative Martin VanderLoo, Community Representative Glen McNeil, Mayor and Ashfield-Colborne-Wawanosh Representative Bryan Vincent, County of Huron Economic Development Board Chair Representative
Absent	Brian Ferguson, Community Representative
Staff Present	Janice Hallahan, Chief Administrative Officer Sean Thomas, Director of Community Services, Infrastructure and Operations Andrea Rowntree, Secretary and Administrative Assistant to the Chief Administrative Officer and Clerk/Planning Coordinator
Others Present	Deputy Mayor Leah Noel Councillor John Thompson Dan Stringer Marilyn Bruinsma Papple Aviation Representatives

-
- 1. CALL TO ORDER**
 - 2. DISCLOSURE OF PECUNIARY INTEREST**
 - 3. UNANIMOUS MOTION**

Moved By: Member Ginn

Seconded By: Member VanderLoo

That Goderich Regional Airport Task Force hereby unanimously consents to discussing and considering the following at the March 25, 2024, Special Meeting at 10 AM;

1. To review the Goderich Airport Strategic Plan and prioritize items within the working document to bring to Council.

CARRIED

4. APPROVAL OF THE AGENDA AND ADOPTION OF MINUTES

4.1 Approval of Agenda

Moved By: Member McNeil

Seconded By: Member Vincent

That the Goderich Regional Airport Task Force accepts the Special March 25, 2024, agenda, as presented.

CARRIED

5. CORRESPONDENCE RECEIVED FOR INFORMATION

6. NEW AND GENERAL BUSINESS

7. WORKPLAN

7.1 Brian Ferguson, Goderich Regional Airport Committee Task Force re: Business Plan

Chair Lambert reviews Member Ferguson's business plan for the Goderich Regional Airport, as he is not in attendance today.

Following discussion;

Moved By: Member McNeil

Seconded By: Member Ginn

That Goderich Regional Airport Task Force request that staff monitor flight school fuel sales, and bring a report back at a later date.

CARRIED

Moved By: Member VanderLoo

Seconded By: Member McNeil

That Goderich Regional Airport Task Force request that staff pursue meeting with individuals and solicit firm commitments from interested parties with regards to hangar lease agreements.

CARRIED

Moved By: Member Marshall

Seconded By: Member VanderLoo

That the Task Force create a job description to explore the opportunity of an Airport Business Manager and bring this matter forward to Council at their April 8, 2024 Council Meeting.

CARRIED

7.2 Taylor Lambert, Goderich Regional Airport Task Force Member re: Business Plan

7.3 Glen McNeil, Goderich Regional Airport Task Force Member re: Business Plan

7.4 Bryan Vincent, Goderich Regional Airport Task Force Member re:
Business Plan

7.5 Airport Operating and Capital Revenue and Expenses - 2019-2023

8. UNFINISHED BUSINESS

9. POSSIBLE CLOSED COMMITTEE MEETING MATTERS

In the event that the Committee enters into a possible Closed Session pursuant to Section 239 (2) of the Municipal Act, the Task Force will reconvene following the Closed Session at which time the public and press may be present.

10. REPORTING OUT OF CLOSED SESSION

11. PRESS REPORTERS AND CITIZENS QUESTION AND ANSWER PERIOD

12. ADJOURNMENT

Moved By: Member Marshall

Seconded By: Member Ginn

That the Goderich Regional Airport Task Force does now adjourn at 12:05 PM to meet again at the next Regular Meeting scheduled for May 7, 2024, at 1 PM.

CARRIED

CHAIR, Taylor Lambert

SECRETARY, Janice Hallahan



Monday, April 15, 2024

Sent via email
MEDJCT.Minister@ontario.ca

Hon. Vic Fedeli
Minister of Economic Development, Job Creation and Trade
College Park 18th Flr,
777 Bay St
Toronto, ON M7A 1S5

Dear Honourable Minister Fedeli,

Re: Western Ontario Warden's Caucus Support for Small Business Enterprise Centre Funding

As you are aware, Small Business Enterprise Centres play an invaluable role in supporting entrepreneurs and small businesses across Ontario. For over 25 years, these centres have been instrumental in providing essential resources, tools, and guidance to individuals embarking on their entrepreneurial journeys.

There are 12 SBEC's located within the WOWC Counties, they are Collingwood, Orangeville, Niagara Falls, Stratford, Woodstock, Huron County, Sarnia-Lambton, St Thomas, Essex, Port Elgin, Owen Sound, Bruce County.

These centres serve as crucial hubs for budding entrepreneurs and existing small businesses alike. From assisting with business plans to aiding in recovery during challenging times, SBECs are pivotal in fostering economic growth and resilience within our communities. Small businesses are the backbone of the economy, making up 98% of all employer businesses in Ontario and Western Ontario is no different.

At the regular meeting of the Western Ontario Wardens' Caucus on Friday, April 5, 2024 the Caucus supported Small Business Enterprise Centres with the following resolution:

Moved by H. MacDonald, seconded by D. Bailey:

Whereas for more than 25 years, the 47 Small Business Enterprise Centres (SBEC's) across Ontario have supported entrepreneurs and small businesses by providing the essential fundamentals, tools, and contacts they need to start and grow their businesses; and

Whereas 12 SBEC locations offer services in WOWC member municipalities; and Whereas the Small Business Enterprise Centres, or SBEC's, are often the first stop on an entrepreneur's journey; and

Whereas In addition to working with entrepreneurs at the start of their journey, SBEC's are called upon to support existing businesses, typically with 10 or less employees; and

Whereas this support comes in the form of supporting them with growth plans, succession planning, and with recovery during difficult times; and

Whereas, operating funding has stagnated, impacting the ability to maintain services, diminishing the time spent with clients, time spent in the community, and involvement in local events and programming; and

Whereas the short-term duration of the Transfer Payment Agreements, makes budgeting and long-term planning difficult; and

Whereas SBEC's Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade, expires on March 31, 2024

Therefore be it resolved that Western Ontario Wardens' Caucus requests that the Province continue to fund SBECs and increase annual amounts in line with inflation and population growth.

And further that a copy of this resolution be sent to:

- Honourable Vic Fedeli, Minister of Economic Development, Job Creation & Trade
- MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Nina Tangri, Associate Minister of Small Business
- Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade
- Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnerships
- Division, Ministry of Economic Development, Job Creation and Trade
- Western Ontario MPPs
- Municipalities in Western Ontario.

- **CARRIED**

We were encouraged to see in the budget that Ontario is investing an additional \$6.8 million over the next two years to enhance the Starter Company Plus program, allowing more eligible entrepreneurs to receive a Starter Company Plus Grant of \$5,000, that will provide grants to an additional 500 entrepreneurs over two years. As well as supporting the Summer Company Program, providing student between the ages of students between the ages of 15 and 29 with at least 12 hours of business training, one-on-one mentoring and grants up to \$3,000.

The budget failed to address operating funding for the SBEC's that has stagnated over the years, leading to challenges in maintaining services and adequately supporting clients. Core funding from the province has remained unchanged since 2014 and municipalities have increased their contributions by 68% over that period. Additionally, the short-term nature of Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade further complicates long-term planning and sustainability for these centres.

We look forward to collaborating with you on ensuring the prosperity of our small business community.

Sincerely,



Glen McNeil,
Chair, Western Ontario Wardens' Caucus

cc:

MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
MPP Nina Tangri, Associate Minister of Small Business
Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade
Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnership, Division, Ministry of Economic Development, Job Creation and Trade
Western Ontario MPPs
Municipalities in Western Ontario

April 10th, 2024

VIA EMAIL

To: Planning Departments & Chief Building Officials of:

Bruce County

Municipality of South Bruce

Township of Huron-Kinloss

Huron County

Municipality of Central Huron

Municipality of Huron East

Municipality of Morris-Turnberry

Town of Goderich

Township of Ashfield-Colborne-Wawanosh

Township of Howick

Township of North Huron

Perth County

Municipality of North Perth

Municipality of West Perth

Township of Perth East

Wellington County

Town of Minto

Township of Mapleton

Township of Wellington North

**Re: Legislative and Regulatory Changes Affecting CA Development Permitting
(Effective April 1, 2024)**

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation will replace the existing individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation (Ontario Regulation 164/06) held by the Maitland Valley Conservation Authority (MVCA) and moving forward, O. Reg. 41/24 will be used by all CAs. The regulation's effective date is April 1, 2024. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the *Conservation Authorities Act*.

While O. Reg. 41/24 represents a single regulation for all CAs, much of the CA regulatory process remains unchanged. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in O. Reg. 686/21: *Mandatory Programs and Services*. Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

CAs will continue to require applications for a permit to undertake otherwise prohibited development, interference and alteration activities in regulated areas as defined under the *Conservation Authorities Act* and in O. Reg. 41/24.

For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 1, 2024 will follow the processes outlined in the updated Section 28 of the *Conservation Authorities Act* and O. Reg. 41/24. MVCA will keep you informed as we work to develop and update our implementation support materials.

Key Changes

MVCA and Conservation Ontario are still actively seeking guidance and clarification from the Province of Ontario to accurately assess the changes that will occur as a result of:

- Updated definitions for activities and regulated features
- Updated tests against which permit applications are considered
- Pre-consultation requirements as per the amended CA Act
- List of exempted activities

These changes will require CAs to review and update their regulatory mapping (as appropriate) to reflect the new regulated limits. Municipalities are advised that CA regulatory mapping which has been shared for screening purposes may require updates.

Additionally, section 5 of O. Reg. 41/24 provides a list of activities or works where a CA permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work. CAs will work to provide implementation support materials to municipalities, particularly around Drainage Act procedures, as they are available.

Additionally, it is MVCA's expectation that significant updates will be seen in the near future around the Ministry of Natural Resources and Forestry guidelines for Natural Hazards (Great Lakes as well as Riverine).

Plan Review Services

There are no changes to CA planning services at this time. Conservation Authorities **continue to provide mandatory or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts** referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services. Municipalities must continue to circulate planning applications and other matters, including technical reports to CAs so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

Fee Schedule

The attached fee schedule for 2024 meets the requirements of the "Minister's List of classes of programs and services in respect of which conservation authorities may charge a fee". The Minister has issued a direction to freeze Conservation Authority fees for planning and permitting for the year of

2024 so no increase to existing fees will be made to our fee schedule for planning and permitting fees during this time.

MVCA will continue to work closely with all of our member municipalities and provide updates as we receive additional information from the Ministry of Natural Resources and Forestry. Please reach out to MVCA staff if you have any questions or concerns.

Members of Council, Town of Goderich

April 15, 2024

Dear Members of Council,

On behalf of the Nuclear Innovation Institute (NII), I am pleased to provide you with an update on recent changes and growth at our organization.

In March, NII underwent a change in leadership, and I am pleased to be in the role of Interim CEO. Over the past weeks, I have begun to advance and expand NII's work, including economic development programs and partnerships, policy and advocacy, STEM education, and nuclear industry innovation.

As I continue shaping NII's next chapter, our talented team has the breadth and depth of experience to drive change, supporting the clean energy transition and the technological innovation required to get there: from advancing clean energy policy and partnerships to driving STEM education and trades training to sparking the region's economic development.

The NII Board of Directors and I recognize the opportunity and leadership role our organization will play as the nuclear sector continues its growth here in the Clean Energy Frontier, across the country and internationally. NII deeply values and relies upon the diverse support of our partners, whose collaboration is vital in advancing our strategic objectives and realizing our shared vision.

I am committed to active collaboration and open lines of communication with your municipality's leaders and staff as we drive progress together, creating meaningful change for our communities in our collective pursuit of a net-zero future.

Thank you for being a champion of this unique organization—we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Linthorne", with a stylized flourish at the end.

Jessica Linthorne

Interim CEO, Nuclear Innovation Institute

jessica.linthorne@nii.ca



April 11, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing
via Email:
minister.mah@ontario.ca

Re: Jurisdiction of Ontario's Ombudsman

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in [Report LSOCS24-005](#), dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
 - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
 - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
 - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

J. Kennedy

John Kennedy, City Clerk

cc: David Smith, MPP
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Treasury Board Secretariat
Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor
de la gestion des situations d'urgence
Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200



April 15, 2024

Town of Goderich

Dear Michaela Johnston - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 412 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2023, of which 405 were advised they appeared to satisfy their EMCPA requirements.
- Of the 7 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not designating an Emergency Information Officer;
 - CEMC did not complete training;
 - Not completing the annual MCEG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Brendan MacMullin

Email: brendan.macmullin@ontario.ca

Phone: 437-424-1214

Sincerely,

Heather Levecque
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Mayor Myles Murdoch

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200



DATE : April 9, 2024

MEMORANDUM TO: Community Emergency Management Coordinators (CEMCs)

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Ontario's Provincial Emergency Management Strategy
and Action Plan: 2023 Annual Report**

I am pleased to share with you Ontario's [Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report](#).

The Provincial Emergency Management Strategy and Action Plan, which was released last year, is the province's roadmap for a whole-of-Ontario approach to emergency management to keep the people of Ontario safe, practiced and prepared.

The annual report shows the progress made in the last year to keep communities ready and prepared as well as continued actions moving forward. Key actions highlighted in the annual report include:

- Strengthened collaboration through coordinated responses to emergencies across the province, including during challenging flood and wildland fire seasons.
- Enhanced public education and support for emergency management partners, including the delivery of 336 emergency management courses for 13,847 participants and launch of the "Exercise in a Box" program.
- Launched the Community Emergency Preparedness Grant to help communities and organizations across Ontario purchase critical supplies, equipment and deliver training and services towards local emergency preparation and response as part of \$110 million over the next three years announced in the 2023 Ontario Budget.

Best practice initiatives led by emergency management partners across Ontario are also profiled in the annual report which exemplify collective work towards safer and more prepared communities across the province.

This progress is made possible because of the collaboration, coordination, and commitment of municipal partners across Ontario. Thank you for your valued partnership through engagements and discussions to move emergency management goals forward.

If you have any questions regarding the annual report, please contact your local Field Officer. A copy of this memorandum has also been shared with your municipality's Chief Administrative Officer.

I appreciate your continued support and partnership as we work together towards a safe, practiced and prepared Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernie Derible', with a stylized, cursive script.

Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

TOWNSHIP OF CHAMPLAIN

RESOLUTION
REGULAR MEETING

Agenda Number: 15.3.
Resolution Number 2024-145
Title: Town of Goderich - Return to Combined ROMA and OGRA Conferences
Date: March 28, 2024

Moved By: Paul Emile Duval
Seconded By: Ginette Clément

BE IT RESOLVED THAT the Town of Goderich resolution dated February 26, 2024, requesting the return of a combined ROMA and OGRA conference, be endorsed.

CARRIED

Certified True Copy of Resolution

Karla Barton, Deputy Clerk for



Alison Collard, Clerk

April 9, 2024

Date:

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 / 1-800-567-GREY / Fax: 519-376-8998

April 15, 2024

Andrea Fisher
Director of Legislative Services/Clerk
The Town of Goderich
57 West Street
Goderich, Ontario N7A 2K5
afisher@goderich.ca

SENT VIA EMAIL

Dear Mrs. Fisher,

Please be advised that at the meeting held on April 11, 2024, the Council of the County of Grey ratified the following resolution:

CW32-24
Moved by: Councillor Boddy
Seconded by: Councillor Dobreen

That the correspondence and resolution from the Town of Goderich regarding the return to combined ROMA and OGRA Conferences be supported by the Council of the County of Grey; and

That a letter be sent to ROMA, OGRA and the Town of Goderich indicating that support.

Carried

Please feel free to forward this resolution in support of this endeavour.

Yours sincerely,



Sarah Goldrup

Deputy Clerk/Legislative Coordinator
Phone: +1 519-370-0978
Sarah.Goldrup@grey.ca
Www.grey.ca
CC: ROMA; OGRA

April 5, 2024

Town of Goderich
57 West Street
Goderich, ON N7A 2K5

RE: Return to Combined ROMA and OGRA Conferences

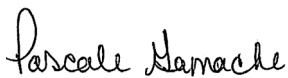
At its regular meeting of March 17, 2024, our Municipal Council passed the following resolution:

24-066 Moved by: Councillor H. Perth
Seconded by: Councillor K. Lévesque

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated March 8, 2024, from the Town of Goderich with regards to a request for support concerning the return to the combined ROMA and OGRA conferences, as presented.

Carried

Sincerely,



Pascale Gamache
Administrative Assistant

Enclosures Resolution No. 24-066

COUNCIL RESOLUTION



Moved By: Helene
Seconded By: Krystel

DATE: March 27, 2024
Resolution No. 24-066

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached letter dated March 8, 2024 from the Town of Goderich with regards to a request for support concerning the return to the combined ROMA and OGRA conferences, as presented.

✓		
<u>Carried</u>	<u>Defeated</u>	<u>Deferred</u>
<hr/>		
RECORDED VOTE:	YES	NO
Councillor Hélène Perth	<u> </u>	<u> </u>
Councillor Luc Lévesque	<u> </u>	<u> </u>
Councillor Julila Hemphill	<u> </u>	<u> </u>
Councillor Krystel Lévesque	<u> </u>	<u> </u>
Mayor Beverly Nantel	<u> </u>	<u> </u>

Declaration of Pecuniary Interest and General Nature Thereof:

Friday, March 8, 2024

Rural Ontario Municipal Association
ATTN: Board of Directors

SENT VIA EMAIL: roma@roma.on.ca

Ontario Good Roads Association
ATTN: Board of Directors

SENT VIA EMAIL: info@goodroads.ca

RE: Return to Combined ROMA and OGRA Conferences

Dear ROMA & OGRA Board of Directors,

Please be advised of the following motion passed at the Monday, February 26, 2024, Goderich Town Council Meeting:

Moved By: Councillor Kelly
Seconded By: Councillor Petrie

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

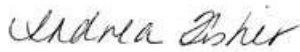
NOW THEREFORE BE IT RESOLVED that the Council of the Town of Goderich call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Ben Lobb and be circulated to Municipalities of Ontario; as amended.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,



Andrea Fisher
Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
Mandi Pearson, Clerk/Operations Clerk mpearson@petrolia.ca
Ontario Municipalities



Municipality of Killarney

April 21, 2024

Rural Ontario Municipal Association
ATTN: Board of Directors

Email Only: roma@roma.on.ca

Ontario Good Roads Association
ATTN: Board of Directors

Email Only: info@goodroads.ca

Main Office:

32 Commissioner Street
Killarney, Ontario
P0M 2A0

Tel: 705-287-2424

Fax: 705-287-2660

E-mail:

inquiries@municipalityofkillarney.ca

Public Works Department:

1096 Hwy 637
Killarney, Ontario
P0M 2A0

Tel: 705-287-1040

Fax: 705-287-1141

website:

www.municipalityofkillarney.ca

Re: Return to Combined ROMA and OGRA Conferences

Attached hereto is Resolution #24-104 that was passed by the Council of the Municipality of Killarney at their Regular Meeting held April 10th, 2024 which supports Resolution No. 2024-104 passed by the Town of Goderich on February 26th, 2024 requesting that the Rural Ontario Municipal Association (ROMA) & the Ontario Good Road Association (OGRA) re-establish a combined annual conference.

We look forward to your favorable reply regarding this request.

Sincerely,

THE MUNICIPALITY OF KILLARNEY

(Mrs.) Angie Nuziale
Administrative Assistant

cc: Town of Goderich
Premier Doug Ford
Honourable Paul Calandra
MPP Lisa Thompson
Mandi Pearson, Clerk/Operations Clerk

Word: LettersGoderich-ROMA-OGRA-21-04-2024



*The Corporation of the Municipality of Killarney
32 Commissioner Street
Killarney, Ontario
P0M 2A0*

MOVED BY: Peggy Roque
SECONDED BY: Dave Froats

RESOLUTION NO. 24-104

BE IT RESOLVED THAT the Municipality of Killarney support the resolution passed by the Town of Goderich on February 26th, 2024 requesting that the Rural Ontario Municipal Association (ROMA) & the Ontario Good Road Association (OGRA) re-establish a combined annual conference;

FURTHER THAT this resolution be forwarded to all those noted in the resolution passed by the Town of Goderich.

Resolution Result	Recorded Vote		
	Council Members	YES	NO
<input checked="" type="checkbox"/> CARRIED	Mary Bradbury		
<input type="checkbox"/> DEFEATED	Robert Campbell		
<input type="checkbox"/> TABLED	Dave Froats		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Nikola Grubic		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Michael Reider		
<input type="checkbox"/> WITHDRAWN	Peggy Roque		

I, Candy K. Beauvais, Clerk-Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #24-104 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 10th day of April 2024.


Candy K. Beauvais
Clerk Treasurer

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



Friday, March 8, 2024

Rural Ontario Municipal Association
ATTN: Board of Directors

SENT VIA EMAIL: roma@roma.on.ca

Ontario Good Roads Association
ATTN: Board of Directors

SENT VIA EMAIL: info@goodroads.ca

RE: Return to Combined ROMA and OGRA Conferences

Dear ROMA & OGRA Board of Directors,

Please be advised of the following motion passed at the Monday, February 26, 2024, Goderich Town Council Meeting:

Moved By: Councillor Kelly
Seconded By: Councillor Petrie

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Goderich call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Ben Lobb and be circulated to Municipalities of Ontario; as amended.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Andrea Fisher".

Andrea Fisher
Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron-Bruce lisa.thompsonco@pc.ola.org
Mandi Pearson, Clerk/Operations Clerk mpearson@petrolia.ca
Ontario Municipalities



Township of Addington Highlands

March 26, 2024

Town of Goderich
57 West Street
Goderich ON N7A 2K5
Email: afisher@goderich.ca

Re: Letter of Support – Return to Combined ROMA and OGRA Conferences

To Whom It May Concern,

Please be advised that at their March 19th, 2024, meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support your resolution requesting that both ROMA and OGRA re-establish a combined OGRA and ROMA annual conference.

I trust you will find this letter of support satisfactory.

Sincerely,

Christine Reed

Christine Reed
CAO/Clerk-Treasurer

cc. Hon. Doug Ford, Premier of Ontario - premier@ontario.ca
Hon Paul Calandra, Minister of Municipal Affairs & Housing – minister.mah@ontario.ca
Ric Bresee – MPP Hastings & Lennox and Addington – ric.bresee@pc.ola.org
The Rural Ontario Municipal Association – roma@roma.on.ca
Ontario Good Roads Association – info@goodroads.ca



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: vs Steele@grimsby.ca

April 23, 2024

SENT VIA E-MAIL

Andrea Fisher, Clerk
The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5

Dear: Clerk Fisher,

**RE: Town of Goderich Resolution – Review of the Ontario Works and Ontario
Disability Support Program Financial Assistance Rates**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on April 15, 2024, passed, and endorsed the following resolution:

Moved: Councillor Korstanje

Seconded: Councillor DiFlavio

Resolved that the Town of Goderich's resolution regarding a review of the Ontario Works and Ontario Disability Support Program financial assistance rates be received and endorsed.

If you require any additional information, please let me know.

Regards,

Victoria Steele
Town Clerk

CC: Premier Doug Ford
Hon. Paul Calandra
MPP Lisa Thompson, Huron–Bruce
Hon. Sylvia Jones
Association of Municipalities of Ontario
Ontario Municipal Social Services Association
Ontario Municipalities

Wednesday, April 10, 2024

Catalina Blumenberg
Clerk
Prince Edward County
332 Picton Main Street
Picton, Ontario
K0K 2T0

SENT VIA EMAIL: clerks@pecounty.on.ca

RE: Town of Goderich Resolution – Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates

Dear C. Blumenberg,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren

Seconded By: Councillor Kelly

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 (\$1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line (\$3,091 per month);

WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health-related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

THEREFORE BE IT RESOLVED THAT the Town of Goderich requests the Provincial Government to urgently:

1. At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
3. Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Huron County Social and Property Services, the Western Ontario Wardens Caucus, and all Ontario Municipalities.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,



Andrea Fisher

Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
Hon. Sylvia Jones Sylvia.Jones@pc.ola.org
Association of Municipalities of Ontario resolutions@amo.on.ca
Ontario Municipal Social Services Association dball@omssa.com
Huron County Social and Property Services
Western Ontario Wardens Caucus
Ontario Municipalities

Township of Addington Highlands

April 18, 2024

Town of Goderich
57 West Street
Goderich ON N7A 2K5
Email: afisher@goderich.ca

Re: Letter of Support – Recommended Phase-Out of Free Well Water Testing in the
2023 Auditor General's

To Whom It May Concern,

Please be advised that at their April 16th, 2024, meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support your resolution requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario.

I trust you will find this letter of support satisfactory.

Sincerely,

Christine Reed

Christine Reed
CAO/Clerk-Treasurer

cc. Hon. Doug Ford, Premier of Ontario - premier@ontario.ca
Hon Paul Calandra, Minister of Municipal Affairs & Housing – minister.mah@ontario.ca
Ric Bresee – MPP Hastings & Lennox and Addington – ric.bresee@pc.ola.org
Hon Andrea Khanjin – Minister of Environment, Conservation and Parks – minister.mecp@ontario.ca
Hon. Stan Cho, Minister of Long Term Care - lrcminister@ontario.ca



Township of Horton
2253 Johnston Rd. Renfrew, ON K7V 3Z8
(o) 613-432-6272
(f) 613-432-7298
reception@hortontownship.ca

CERTIFIED TRUE COPY

Moved by: Councillor Campbell

Resolution No.: 2024-40

Seconded by: Councillor Humphries

April 2, 2024

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income redistribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

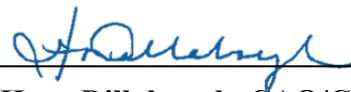


Township of Horton
2253 Johnston Rd. Renfrew, ON K7V 3Z8
(o) 613-432-6272
(f) 613-432-7298
reception@hortontownship.ca

NOW THEREFORE, BE IT RESOLVED THAT the Township of Horton requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, John Yakabuski; and all municipalities in Ontario.

X CARRIED



Hope Dillabough, CAO/Clerk

April 15, 2024

Town of Goderich
Planning Department
57 West Street
Goderich, ON N7A 2K5

Attn: Andrea Fisher
Director of Legislative Services/Clerk

**Re: Application to extend the expiration of Part Lot Control Exemption By-law (PLCEB)
Coastal Subdivision 40T-13002, Block 76**

On behalf of 2116873 Ontario Ltd (the “Applicant”), Polocorp Inc. is submitting the enclosed application extend the expiration of Part Lot Control Exemption By-law (PLCEB) for Block 76 within Phase II of Draft Plan of Subdivision 40T-13002.

Block 76 is located on the south side of Severn Drive and is comprised of six (6) townhouse residential dwelling lots, together with proposed rear yard access easements (Parts 1, 10 and 8) and existing storm easements (Parts 9 -13). These lots have varying frontages ranging from 9.42 m to 12.41 m and areas ranging from 379 sq m to 501 sq m.

The PLCEB was granted approval by Council in 2023 at the August 14 meeting and it remained in effect until March 1, 2024. The Applicant required additional time to complete the transfer of these lots, and a 2-month extension to the PLCEB was approved by Council at their February 26, 2024 meeting. The transfer of lots could, however, not be completed during this extension period due to complications in closing of one of the units. Given that the unsold adjacent lots remain in the ownership of the Applicant, they will merge upon expiry of the PLCEB on May 1, 2024. As such, given the market conditions, the Applicant is requesting a 1 year extension of the PLCEB, until May 1, 2025, to provide sufficient time for the sale of these lots.

It is our understanding that there are no fees applicable to this request. We trust that the enclosed information is sufficient for review of the extension and that the application will be

brought to Council for consideration at the April 29, 2024 Council meeting. Should you require any additional information, or wish to discuss this submission further, please feel free to contact the undersigned.

Sincerely,
Polocorp Inc.

Prepared by:



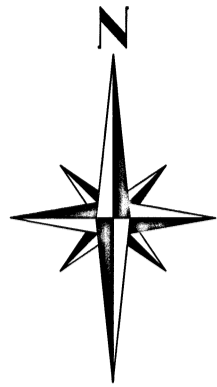
Gursimran K. Saini, MCIP RPP
Planner

Reviewed by:

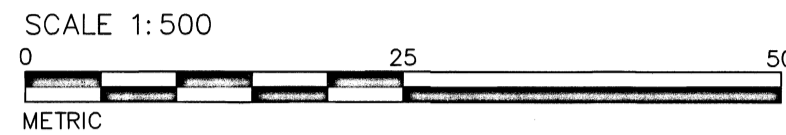


Matthew Warzecha, MCIP RPP
Director of Planning and Development

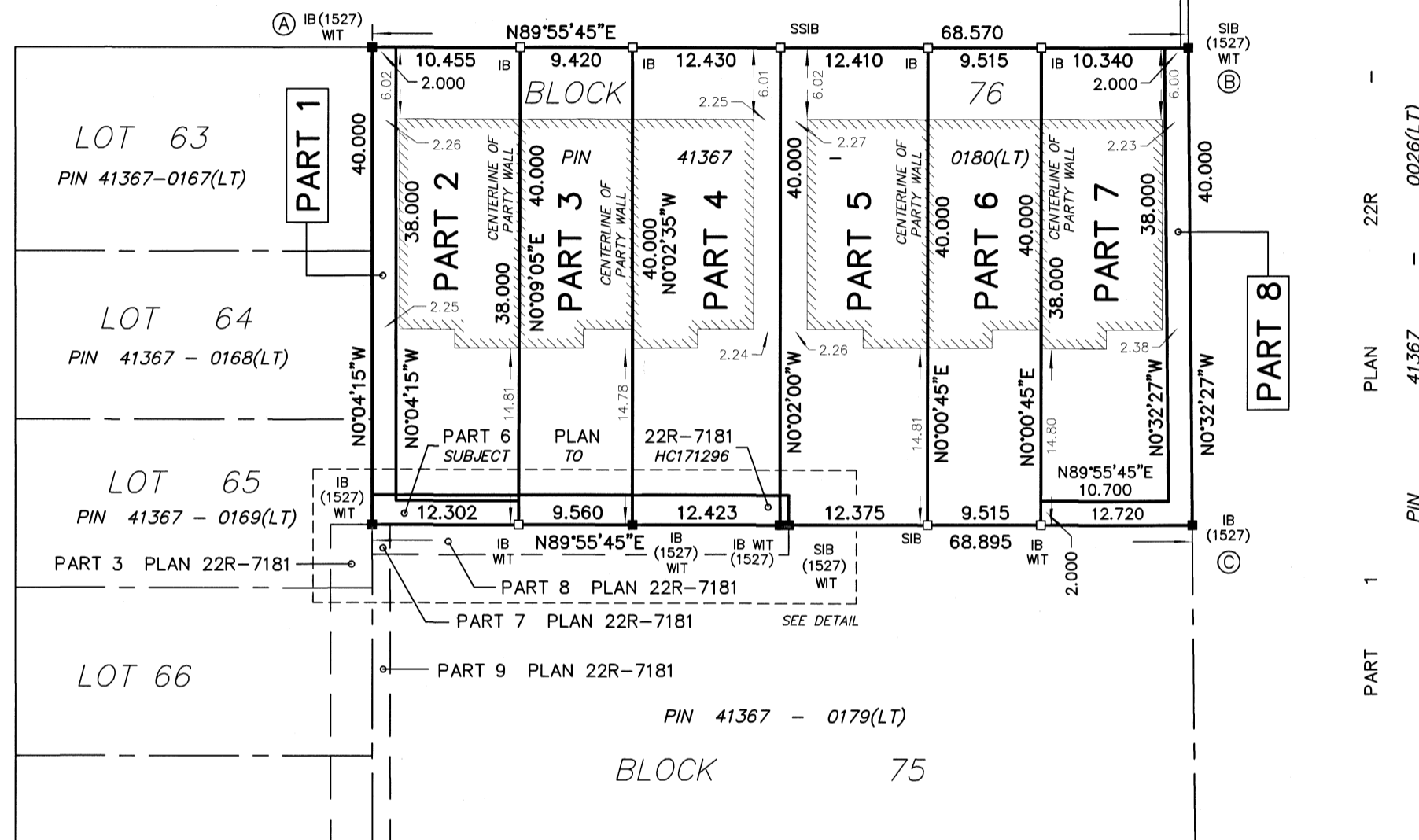
Cc: Rob Wood



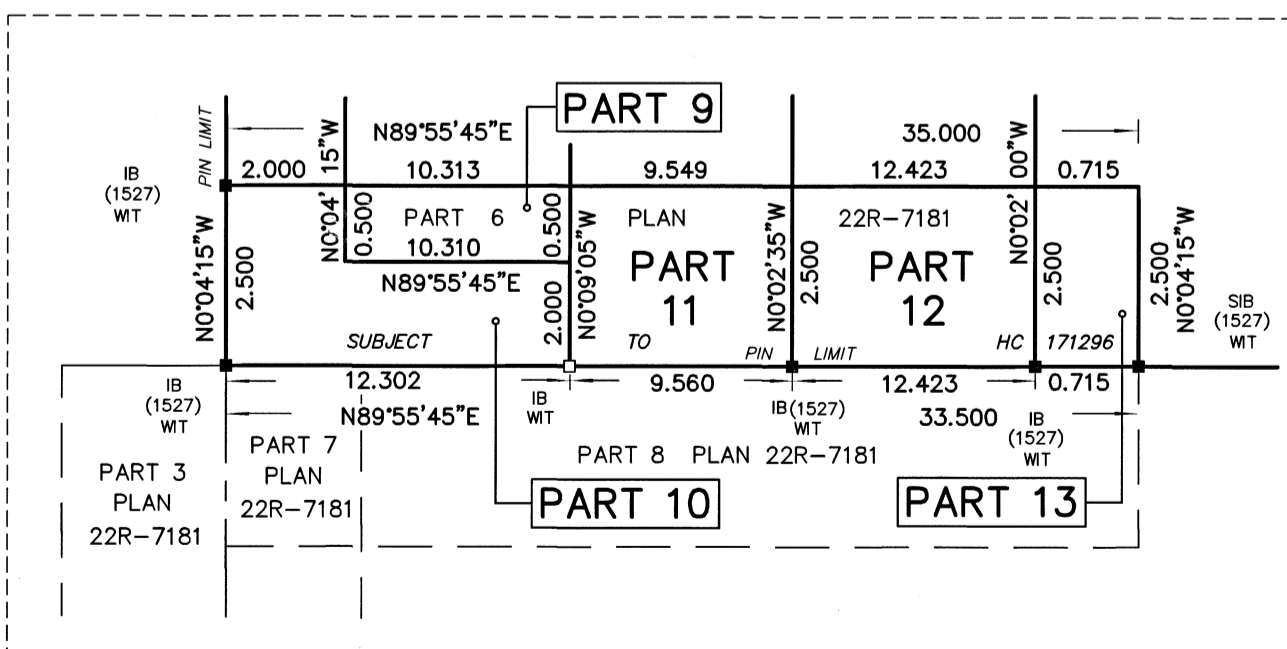
PLAN OF SURVEY
OF ALL OF
BLOCK 76
PLAN 22M-27
TOWN OF GODERICH
COUNTY OF HURON



(ESTABLISHED BY PLAN 22M-27) **SEVERN DRIVE** PIN 41367 - 0191(LT)



DETAIL
Not to Scale



INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING SMARTNET NETWORK AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) EPOCH 2010 COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O.REG.216/10		
POINT ID	NORTHING	EASTING
A	4841757.47	442123.55
B	4841757.55	442192.09
C	4841717.57	442192.47
CAUTION: COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

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

DATE: MAY 30, 2023

D.A. CULBERT
ONTARIO LAND SURVEYOR

PLAN 22R-7267

RECEIVED AND DEPOSITED

DATE: 2023/06/05

Todd Barty

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

PARTS SCHEDULE

PART	LOT	PLAN	PIN
1	BLOCK 76	22M-27	PART OF PIN 41367-0180(LT)
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

PARTS 1 TO 13 COMPRISE ALL OF PIN 41367-0180(LT)
PARTS 9 TO 13 ARE SUBJECT TO HC171296

NOTES:

- BEARINGS ARE UTM GRID, DERIVED FROM POINTS A, B AND C, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) EPOCH 2010
- DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999612.

LEGEND:

- DENOTES MONUMENTATION FOUND
- DENOTES MONUMENTATION PLANTED
- SIB DENOTES 2.5cm sq. STANDARD IRON BAR
- SSIB DENOTES 2.5cm sq. SHORT STANDARD IRON BAR
- IB DENOTES 1.6cm sq. IRON BAR
- WIT DENOTES WITNESS
- CL DENOTES CENTER LINE OF PARTY WALL
- P1 DENOTES PLAN 22M-27
- 1527 DENOTES D. CULBERT LTD., O.L.S.

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 24TH DAY OF APRIL, 2023.

MAY 19, 2023
DATE

D.A. Culbert
D.A. CULBERT
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-50928

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

ONTARIO
OCL
LAND SURVEYOR

DRAWN BY: MA
CHECKED BY: DAC

DIGITAL FILE: BLOCK76
FILE: GO-027-0-5

PLAN No:
1GZ-0143

Rv.
0

Plan:GO-027-0-5_RefPlan_Block 76_500_May 7 2023 Plotted: May 19 2023



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3
www.huroncounty.ca

To: Mayor and Members of Council
Andrea Fisher, Director of Legislative Services / Clerk
From: Victor Kloeze, Senior Planner
Date: April 16th, 2024

Re: Part Lot Control Exemption extension request GOD PLC01-23

Block 76, Registered Plan 22M-27; being Parts 1 to 13, Reference Plan 22R-7267 in the Town of Goderich

Municipal Address: 135 to 149 Severn Drive

RECOMMENDATION

It is recommended that the request to extend the exemption from Part Lot Control until May 1st 2025 be approved, and the corresponding by-law be passed.

And further that the By-law be passed on to the County for approval after being signed.

PURPOSE

The subject lands are within the Coast Plan of Subdivision 40T13002. The subject lands are designated Residential in the Town of Goderich Official Plan and zoned Medium Density Residential - Special Provisions (R2-28). The previously approved Part Lot Control exemption (original report and By-law attached) had an expiry of on March 1st, 2024, approximately six months after the original approval. At the applicant's request and with staff support on February 26, 2024, Town Council approved an extension to May 1st, 2024. The applicants have requested a further extension, citing market conditions, to May 1st, 2025. This is consistent with the new standard two-year expiry periods for Part Lot Control exemptions.

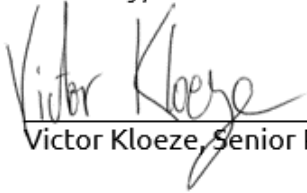
When the Part Lot Control exemption By-law (By-law 96-2023) expires, any lands within that area which are adjacent to each other and are still owned by the numbered company will merge back into a single parcel. This would prevent remaining rowhouse units being separately sold. As the applicants have not completed transferring parcels to prevent a merger occurring when the By-law expires, they have requested a second extension. The extension request was received April 15th, 2024.

As the original exemption was considered appropriate, the new standard expiry period for part lot control exemptions is two years, and as there is no negative impact from the proposed extension to May 1st, 2025, staff are supportive of the proposal and there is a proposed By-law included as an attachment to this memo.

Others Consulted:

- Andrea Fisher, Director of Legislative Services / Clerk
- Jason Dykstra, Chief Building Official

Sincerely,

A handwritten signature in black ink, appearing to read "Victor Kloeze". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Victor Kloeze, Senior Planner, RPP MCIP

CORPORATION OF THE COUNTY OF HURON

Planning and Development Department

To: Mayor/Reeve and Members of Council, All Municipalities in Huron County
From: Planning Fees Working Group (Report prepared by Sandra Weber, Director and Denise Van Amersfoort, Planning Manager)
Date: April 18, 2024
Subject: **Planning Application Fees Review**

The following report outlines the process used to review the current Planning Application Fees and provides recommendations from the Planning Fees Review Working Group for consideration by local municipalities. Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on July 1st, 2024.

BACKGROUND

Planning application fees have historically been reviewed every 5 years. The fees were last reviewed in 2021 and a coordinated fee schedule was passed which set the standardized fees across the County for 2022 to 2026. At that time, all Councils across the County approved the fees with a 2% increase each year over this 5-year period with the increase occurring on January 1st each year. Since planning is a shared service, there is a cost sharing that is built into the fee schedule and the fees are reconciled twice a year with the local municipalities. There is an average of 250 planning applications processed per year (average over past 5 years).

Section 69 of the Planning Act allows municipalities to establish a tariff of fees to cover the anticipated costs of processing planning applications. The review is based on the guiding principles that planning fees should continue to be user-pay and cover costs incurred by the local municipality and the County for staff time and disbursements, while keeping within a reasonable range in comparison to neighbouring Counties. The review looked at current staff time and is not a review of future staffing needs. Costs are not charged for overhead (office space, computer hardware, training, etc.). Additional costs are reimbursed by the applicant for the municipality's peer review of consultants' reports (e.g., engineering studies, environmental impact studies, traffic impact studies, etc.).

Although the fees were approved by the County and local municipalities until the end of 2026, several changes occurred since that time that warranted a need for a further review to determine if the costs of the County and the local municipalities are being covered. These changes include legislative amendments to the Planning Act that have added work to the process, increased costs of staff time and disbursements being greater than the estimated 2% increase to fees, complexity of applications, and the implementation costs of Cloudpermit to modernize and streamline the application process.

In December 2023, County Council approved a Terms of Reference which set out the process for reviewing the fees that included forming a Planning Fees Working Group in consultation with the Huron County Clerks and Treasurers Association. The Working Group includes Jessica Rudy (Huron East), Trevor Hallam (Morris-Turnberry), Olivia Kempel (North Huron), Florence Witherspoon (ACW), Mike Rolph (South Huron), Rachel Anstett (Central Huron), Lindsay Whalen (Bluewater), and Planning and Development staff including Sandra Weber, Denise Van Amersfoort, and Lisa Finch, Land Division Administrator.

COMMENTS

The Working Group reviewed fees from comparator municipalities across the Province, reviewed the current fee for each type of planning application to determine recommended changes to cover staff time and disbursements, and discussed the need for additional fees for services that are not currently included in the Fee Schedule.

The justification for the proposed fee increases and new fees is as follows:

- To help cover the cost of the County-wide planning application processing and tracking system that is being implemented in collaboration with the County and all 9 local municipalities to modernize and streamline the application process.
- A review of comparator municipalities indicated that the current fees are low. The fee schedules were reviewed for Perth, Lambton, Bruce, Grey, Wellington, Norfolk (recently reviewed), and the Cities of Stratford, Sarnia, and London. Depending on the application type, the current fees are approximately \$1,000 to \$2,000 lower than the average fee, and in municipalities where full cost recovery is being charged, the fees are in the range of \$10,000 lower (Wellington, Norfolk). For example, in Norfolk County where the fees were recently reviewed, the fee for a Zoning By-law Amendment -Regular is \$12,178 and Major is \$18,904 and an Official Plan Amendment Regular is \$12,605 and Major is \$18,994. The recommended changes will bring the fees more in line with the average range being charged in neighbouring municipalities.
- Over the past 2.5 years, the County and local municipalities undertook substantial work to permit more as-of-right housing development through the implementation of changes to planning documents; as a result, the less complex applications are no longer needed. Staff are finding that where applications are required, they are more complex in nature and the amount of time being spent by staff (Planners, Planning Co-ordinators, Land Division Administrator, Building Officials, Drainage Superintendents, Public Works staff, etc.) and Councils has increased. This additional time is reflected in the recommended fees.
- The 2% annual increase has not kept up with the Consumer Price Index for staff time and disbursements and has resulted in true costs not being recovered.
- Legislative amendments to the Planning Act have resulted in additional work for processing applications such as finalizing deeds for both the severed and retained parcels and the issuance of cancellation certificates. New fees have been added to cover the cost of this additional staff time.
- With the substantial increase in value of properties as a result of planning applications such as amendments or the creation of new lots, it is the opinion of the Working Group that the proposed fee increases will not deter applicants from proceeding with developments.
- This is a balance between cost recovery and having the cost of planning approvals being subsidized by the levy.

Based on the above review and justification, the following is a summary of the key changes recommended by the Working Group to the 2024 Planning Fees Schedule (full Draft Fee Schedule with proposed changes highlighted in red is attached for review):

- Rather than the current 2% annual increase, it is recommended that on January 1st each year (starting January 1st, 2025), the fees will be increased on a percentage basis rounded up or down to the nearest ten-dollar increment consistent with the Statistics Canada Consumer Price Index for Ontario for the previous calendar year (October to October), if the Index shows an increase.

- Plans of Subdivision/Condominium – proposed increase in base fee from \$9364 to \$10,000 for 1-10 lots/blocks/units and an increase from \$176 to \$200 for each additional lot/block/unit over 10. Draft Plan approval extensions are proposed to increase from \$2081 to \$2500 for the first extension and to \$5000 for any subsequent extension. The higher fee is due to the fact that 6 years would have passed and there is a substantial amount of work for County and local staff to go back through the file to review conditions and follow up with applicant and agencies. An increase is also proposed for phasing and final approval, and changes to draft plan conditions.
- Official Plan Amendments – Proposed increase in fee from \$4100 to \$6000 for reasons outlined in justification above. A new fee has been added for Official Plan Amendments for new or expanding aggregate operations of \$12,000. This reflects the complexity of these files and the additional coordination required with multiple technical studies. Both Bruce and Wellington Counties use a similar approach where there is a separate fee specific to planning applications for aggregate operations.
- Consents (Severances) are split into 2 categories:
 1. Technical Consents- such as Easements, Right of Ways, Correction of Title, Well Block, Validation Certificate, minor lot enlargement, re-creation of original farm lots are proposed to increase from \$2341 to \$3000.
 2. Consents for New Lot Creation – such as Surplus and the creation of a new lots would be increased from \$3381 to \$4500. This reflects the increase in the amount of time spent by staff responding to concerns of neighbours, reviewing studies, drafting conditions, etc. The Fee Schedule is also proposed to be clarified that an application includes once severed and one retained parcel. There is proposed to be an additional fee of \$2500 for each additional lot created over and above one severed and retained. Previously, one fee has been charged which allowed a severed and multiple retained lots to be created. This is not the practice in many other Counties across the Province who charge an additional fee for each new lot created.
- A new fee of \$500 is proposed for the issuance of Retained Land Certificates and Cancellation Certificates which the County is required to issue as a result of amendments to the Planning Act.
- Similar to a Technical Consent, Part Lot Control applications are proposed to increase from \$2341 to \$3000 with an additional fee of \$200 per additional conveyable Part over 2.
- Zoning By-law Amendments are proposed to increase from \$2108 to \$4000. As discussed above, the less complex amendments have been eliminated through the updates to planning documents and the applications being submitted are more complex and take additional staff time. For Zoning By-law Amendments for expanding or new aggregate operations that do not have a corresponding Official Plan Amendment, a fee of \$10,000 is proposed. This reflects the complexity of these files and the additional coordination required with multiple technical studies.
- Minor Variances are proposed on a sliding scale with one variance at \$2500, two variances at \$3250 and three or more variances proposed at \$4000. The higher fee is set at the same rate as a Zoning By-law Amendment.
- A reduced rate for combined fees for Official Plan Amendments and Zoning By-law Amendments has been removed. As 2 different documents are being amended, there is not a significant reduction in staff time required to process both applications to warrant a reduced fee.
- Part Lot Control By-law - remove discount if following a related planning application. New fee proposed to be \$2250 plus \$170/additional conveyable Part over 2;

- Natural Environment review by County Biologist is proposed to increase from \$228 to \$500 to cover staff time. An hourly rate is charged to review Terms of Reference and Environmental Impact Studies.
- Site Plan Applications – currently the local municipalities are charging a fee or billing for time and the County is tracking and billing for Planner review time (over 2 hours). It is proposed that a base fee of \$750 be set for County staff time which would include up to 4 hours of review. Any review time above that would be billed by the hour.

NEXT STEPS

Once all municipalities have had the opportunity to review and provide comments and a final report is taken to County Council, the finalized Fee Schedule will be provided to municipalities to be adopted by by-law to come into effect on July 1st, 2024.

'original signed by'

Sandra Weber, Director

'original signed by'

Denise Van Amersfoort, Planning Manager

DRAFT 2024 FEES (Note: Changes Highlighted in Red)	Municipal	County	TOTAL
Official Plan Amendment (OPA), Local OPA, County OPA	1189 (\$1800)	2911 (\$4200)	4100 (\$6000)
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	\$3,600	\$8,400	\$12,000
Zoning By-law Amendment (ZBLA)	696 (\$1320)	1412 (\$2680)	2108 (\$4000)
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	\$3,300	\$6,700	\$10,000
Minor Variance (1 variance or more)	705 (\$1075)	934 (\$1425)	1639 (\$2500)
Minor Variance (2 variances)	\$1,400	\$1,850	\$3,250
Minor Variance (3-3 or more variances)	924 (\$1720)	1176 (\$2280)	2100 (\$4000)
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, etc.)	585 (\$750)	1756 (\$2250)	2341 (\$3000)
Consent-New Lot Creation (e.g. new lots, surplus farm severances)- Base fee includes one severed and one retained - add \$2500 for each additional lot created	845 (\$1125)	2536 (\$3375)	3381 (\$4500)
Retained Land Certificate		\$500	\$500
Cancellation Certificate		\$500	\$500
Change of Consent Conditions or Draft Deed		\$500	\$500
Plan of Subdivision/Condominium	2341 (\$2500)	7023 (\$7500)	9364 (\$10000)
Lots/Blocks/Units over 10	add \$60 (\$68) per lot/unit/ block	add \$116 (\$132) per lot/unit/ block	add \$176 (\$200) per lot/unit/ block
Draft approval extension - first extension	520 (\$625)	1561 (\$1875)	2081 (\$2500)
Any subsequent extension	\$1,250	\$3,750	\$5,000
Phasing, Final Approval*	293 (\$750)	878 (\$2250)	\$1171 (\$3000) per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	146 (\$500)	438 (\$1500)	\$584* (\$2000)
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$176 (\$200)/lot/block/unit shall apply.			
Combined Local OPA & ZBL	\$1,443.00	\$3,711.00	\$6,154.00
Combined County & Local OPA	\$1,369.00	\$6,436.00	\$6,795.00
Combined County OPA, Local OPA & ZBL	\$1,819.00	\$6,089.00	\$7,908.00
Removal of Holding (H) Symbol	286 (\$500)	286 (\$500)	583 (\$1000)
If combined with a planning application and when H is imposed by the Municipality	\$0	\$0	\$0
Renewal of Temporary Use Zoning By-law	522 (\$990)	1059 (\$2010)	1581 (\$3000)
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such B	234 (\$500)	233 (\$500)	467 (\$1000)
Where combined with any other planning application	\$116.00	\$117.00	\$233.00
Part Lot Control *	1171 (\$1500)	1170 (\$1500)	2341 (\$3000)
	add \$60 (\$100) per additional conveyable Part over 2	add \$116 (\$100) per additional conveyable Part over 2	plus \$176 (\$200) per additional conveyable Part over 2
*in both cases, For Deeming and Part Lot Control, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	312 (\$500)
Site Plan Control	Fee to be set by local Municipality	750 base fee (additional cost recovery for more than 4 hours of review)	Variable
Agreements: subdivision, condominium, development, lot grading & drainage (Costs to be reimbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS		\$228 (\$500) comments on planning application (\$46.50 (\$60)/hour) billed hourly for review of Terms of Reference and EIS	228 (\$500)for comments on planning application/variable - billed hourly for review of Terms of Reference and EIS

From: Sandra Weber <sweber@huroncounty.ca>

Sent: Friday, April 19, 2024 3:15 PM

To: Janice Hallahan <jhallahan@goderich.ca>; Andrea Fisher <afisher@goderich.ca>

Cc: Victor Kloeze <vkloeze@huroncounty.ca>

Subject: FW: Planning Application Fees Review - Report and Chart for Council Meeting Agenda

Hi Janice and Andrea,

I have now heard back from all of the CAO's and/or Clerks across the County and they are all fine with the planning application fees as proposed, so we are good to proceed to take this to local Council.

Attached please find the finalized report and chart for your next available Council meeting agenda.

This is outlined in the report, but if it is helpful for speaking notes, here are the key messages:

1. The approach to planning fees in Huron County has been to achieve a balance: fees do not represent full cost recovery but also do not place the burden of development fees entirely on the tax base.
2. Changes to Planning legislation and local policies, staff time required to process increasingly complex applications, the implementation costs of the County-wide co-ordinated planning application processing and tracking system (Cloud Permit), and increased inflation costs all contribute to the need for increased fees.
3. Overall, the proposed fees remain in line with the average fees between comparator, neighbouring municipalities.

I have copied Victor so that he is in the loop and can be in attendance for this item to help answer any questions.

Please let me know how things go at the meeting.

Thanks for your help with this process.

Sandra

Sandra Weber

Director | Planning & Development Department

County of Huron | www.HuronCounty.ca

(519) 524-8394 ext. 3

Have Your Say at HuronCountyConnects.ca!

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From: Genelle Reid <genelle@huronwomensshelter.com>

Sent: Monday, March 4, 2024 3:07 PM

To: Andrea Fisher <afisher@goderich.ca>

Subject: Request for Goderich Town Council

Dear Goderich Town Council,

The Huron Women's Shelter has recently been invited to join/partner with the Women's Sexual Assault Centre Renfrew Counties (WSAC), We Stand with Survivors Campaign (WSWS). This campaign is the foundational component of a model that was created by WSAC for women who are survivors of sexual violence in rural communities. It is the direct result of hundreds of interviews with survivors who stated that they wanted an awareness campaign that focused on them, as they stated they didn't feel seen, heard or believed in their rural communities. WSAC Renfrew Counties response included the creation of a professionally designed street banner, stating "We Stand with Survivors" that would hang annually during the month of May (Sexual Assault Awareness month) in local communities in Renfrew County. 2023 is the 5th year for this campaign and there will be 5 banners hanging across Renfrew County in the communities of Eganville, Pembroke, Arnprior, Chalk River and Petawawa this May. Due to the tremendous success of this campaign, WSAC is now partnering with other Violence against Women agencies in communities across the province in 2023 and across Canada in 2024. The Huron Women's Shelter has agreed to join the Renfrew County We Stand with Survivors Campaign this year.

We are at this time requesting that the Goderich Town Council agree to hang our banner in the Town for the month of May 2023. We will also be asking some local businesses to hang a We Stand with Survivors poster in their store front window for a part or all of May, and informing local media of this campaign.

I want to thank Goderich Town Council for considering our request.

Sincerely,

Genelle Reid (she/her)
Fund Development and Public Education Coordinator
519-524-5333 ext: 302



Appendix 'B'

SOCIAL MEDIA CONTROL FORM

DATE: April 22, 2024 NAME: Jenna Ujiye

Social Network:	Goderich Salted Instagram & Facebook
URL:	
Owner:	The Town of Goderich, Tourism and Community Development Manager
Additional Users: (Users other than the owner that may be posting to the account or who can access the account)	Tourism Staff, Event Planners
Purpose or Mission of Account: (General information, special projects, goals, type of content to be posted, etc.)	As we move to promote the salted experience as a trip motivator and promote the Goderich Salt and Harvest Festival, we need to be able to do this separately from the general Goderich Tourism social media. Specifically last year with the festival it was hard to get through to festival specific information to our followers and the festival ended up taking over the Goderich Tourism social media accounts. Having separate accounts for separate for the Salted projects, experiences and events will help with any confusion, help to properly target our posts and ads, and This will not add any workload as we post all information from Hootsuite, which is a social media management tool.
Proper Brand Use: Yes/No (Does the account properly represent the Town's image, that selected profile images are suitable, the names and descriptions are correct, etc.)	Godericch Salted Logo
Target Audience:	Primary: Tourists and event goers Secondary: Locals
Temporary or Permanent Account: (if temporary, include end date)	Permanent
Additional Information: (optional)	

Signature: Jenna Ujiye

Digitally signed by Jenna Ujiye
Date: 2024.04.22 16:49:08 -04'00'

Social Media Control form reviewed by Andrea Fisher, Clerk

**EXEMPTION FROM PART LOT CONTROL BY-LAW
THE CORPORATION OF THE TOWN OF GODERICH**

BY-LAW NO. ____ - 2024

"Being a By-law to amend By-law 96 of 2023, an Exemption from Part Lot Control By-law, which applies to certain lands in the Town of Goderich (Block 76, Plan 22M-27, Municipality of Town of Goderich, County of Huron).

WHEREAS pursuant to subsection 50(7) of the Planning Act and the written request from 1695538 Ontario Inc., it was deemed appropriate to exempt from Part Lot Control the lands described in Schedule A attached to By-law 96 of 2023,

AND WHEREAS the Town of Goderich previously approved an amendment to the original expiry date of March 1st, 2024,

AND WHEREAS the applicants have requested an amendment to the current expiry date of May 1st, 2024,

AND WHEREAS the Town of Goderich has the authority to amend a Part Lot Control By-law to extend the time period specified for the expiration of the exemption from part lot control without approval from the County of Huron,

AND WHEREAS this extension to the applicability of the By-law is deemed appropriate.

NOW THEREFORE, COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF TOWN OF GODERICH ENACTS AS FOLLOWS:

1. By-law 96 of 2023 is hereby amended by the deletion of the second clause and its replacement with the following:
 - “2. This By-law comes into force and effect when it is approved by the County of Huron and will remain in effect until May 1st, 2025; upon which date the By-law is hereby repealed.”
2. All other provisions of By-law 96 of 2023 shall continue to apply.

Read a first and second time this _____ day of _____, 2024.

Read a third time and finally passed this _____ day of _____, 2024.

Trevor Bazinet, Mayor

Andrea Fisher, Clerk



**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW NO. 52 OF 2024**

**BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE TOWN OF
GODERICH TO ENTER INTO A DATA SHARING AGREEMENT WITH HIS
MAJESTY THE KING IN RIGHT OF ONTARIO, OPERATING AS THE
ONTARIO PROVINCIAL POLICE REGARDING THE GODERICH CCTV
PROGRAM**

WHEREAS the Council of the Corporation of the Town of Goderich deems it necessary and desirable to execute a Data Sharing Agreement with His Majesty the King in Right of Ontario, operating as the Ontario Provincial Police, regarding the use and administration of Closed Circuit Television (CCTV) cameras being installed by the Town;

AND WHEREAS the Data Sharing Agreement is attached hereto and forms part of this By-Law;

AND WHEREAS the Corporation of the Town of Goderich is agreeable to the terms of the Data Sharing Agreement;

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF
THE TOWN OF GODERICH ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk are hereby authorized to execute and affix the Corporate Seal to a Data Sharing Agreement with His Majesty the King in Right of Ontario, operating as the Ontario Provincial Police.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29TH
DAY OF APRIL, 2024.**

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

DATA SHARING AGREEMENT

THIS AGREEMENT made effective as of the 29th day of April, 2024 (the "Effective Date")

BETWEEN:

THE CORPORATION OF THE TOWN OF GODERICH

(the "Town")

and

HIS MAJESTY THE KING IN RIGHT OF ONTARIO, as represented by the SOLICITOR
GENERAL, operating as the HURON COUNTY ONTARIO PROVINCIAL POLICE

(the "OPP")

(each a "Party", and collectively, the "Parties")

WHEREAS the Town is installing closed circuit television (CCTV) cameras in accordance with a grant funding application approved and received through the Ontario CCTV Grant 2023-24;

AND WHEREAS objectives of the Goderich CCTV program include improving police reaction to crime through enhanced monitoring and detection of crimes and to use camera recording as evidence to identify suspects involved in criminal activities;

AND WHEREAS the OPP is being granted access by the Town to view, use, operate and retain data from the CCTV cameras installed by the Town;

AND WHEREAS the collection, storage, use, exchange, disclosure and disposition of data obtained, used and retained by the Parties in relation to the Goderich CCTV program must be in accordance with all relevant privacy legislation including MFIPPA;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. The following terms shall have the meanings herein specified unless the context otherwise specifies or requires:

"Data" means all the information, images and data created, obtained and retained by the closed circuit television system installed by the Town of Goderich (the "**Goderich CCTV Program**"). Data includes "personal information" defined in s.2 of MFIPPA.

"MFIPPA" – *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c. M.56

2. The Parties agree that this Agreement establishes the Parties requirements with respect to "Data-Sharing" which means the collection, retention, exchanging and disclosing of Data collected by the Town and provided to the OPP, or obtained by the OPP through its operation of the Goderich CCTV Program.

3. The Parties are entering into this Agreement and the Town is granting the OPP access to the Data for the purpose of implementing, operating, monitoring and maintaining the Goderich CCTV Project.
4. The OPP will use or disclose the Data only in furtherance of the Goderich CCTV Program or as required by Law.
5. The OPP shall exercise at least the same degree of care as they use with their own data and confidential information, but in no event less than reasonable care, to protect the Data from misuse and unauthorized access or disclosure.
6. The OPP shall ensure that any agents, including subcontractors, to whom it provides the Data agree to the same restrictions and conditions listed in this agreement.
7. In the event that any Party becomes aware of any breach or compromise of its security that has or may lead to disclosure of any Data to unauthorized sources, it will advise the other Party, in writing, immediately.
8. This Agreement will commence on the Effective Date and continue as long as the Goderich CCTV Project remains operational, unless terminated earlier.
9. Either Party may withdraw from this Agreement for any reason on thirty (30) Business Days' notice to the other party.
10. In the event that the *Municipal Act*, MFIPPA, FIPPA, PIPEDA, or any other relevant legislation is amended and, as a result, provisions of this Agreement must be amended in order to ensure compliance with any of the legislative requirements applicable to the parties, the Town shall notify the OPP of the terms of the Agreement that must be amended. Any amendments subsequently agreed upon shall be in writing and executed by the Parties. If the Parties cannot agree upon whether or how the Agreement shall be amended, the Agreement shall be terminated.
11. No Party may assign this Agreement or any of their rights or obligations under this Agreement without each other Party's written consent.
12. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and such counterparts together shall constitute one and the same Agreement and notwithstanding their date of execution shall be deemed to be executed on the date first written above. The delivery of an executed counterpart copy of this Agreement by facsimile or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

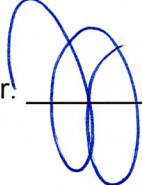
IN WITNESS WHEREOF the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

**THE CORPORATION OF THE
TOWN OF GODERICH**

Per: _____
Trevor Bazinet, Mayor

Per: _____
Andrea Fisher, Clerk
We have authority to bind the municipal corporation.

**HIS MAJESTY THE KING IN
RIGHT OF ONTARIO, as
represented by the SOLICITOR
GENERAL, operating as the
HURON COUNTY ONTARIO
PROVINCIAL POLICE**

Per:  _____
I / NSP. J. Yovanovitch

Per: _____
I/We have authority to bind the corporation.



**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW NO. 53 OF 2024**

**BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE TOWN OF
GODERICH TO ESTABLISH A CLOSED-CIRCUIT TELEVISION (CCTV)
PROGRAM CODE OF PRACTICE**

WHEREAS the Town of Goderich is committed to the improvement of community safety, crime prevention, and the desirability of the Town as a place for shopping, business and leisure. A closed-circuit television (CCTV) system has been implemented to help promote a safer environment in the Town of Goderich;

AND WHEREAS the Town of Goderich has prepared a CCTV Program Code of Practice to establish procedures for users of the Goderich CCTV Program, which records images from areas to which the public has access from certain locations in accordance with the Information and Privacy Commissioner of Ontario's Guidelines for the Use of Video Surveillance. A copy of this Code of Practice is attached as Schedule A to this By-Law;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF GODERICH ENACTS AS FOLLOWS:

1. That the CCTV Program Code of Practice attached hereto as Schedule A to this By-Law, be adopted.
2. This this By-Law shall come into force and effect upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29TH
DAY OF APRIL, 2024.**

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher



Risk Management Policy No. 53-2024

**CLOSED CIRCUIT TELEVISION (CCTV) PROGRAM
CODE OF PRACTICE**

Area: Community Safety

Effective Date: April 29, 2024

Subject: CCTV Video Surveillance

Revision Date:

1. Introduction

The Town of Goderich (the “Town”) is committed to the improvement of community safety, crime prevention, and the desirability of the Town as a place for shopping, business and leisure. A closed-circuit television system has been implemented to help promote a safer environment in the Town of Goderich.

The Code of Practice establishes procedures for users of the Goderich Closed Circuit Television (CCTV) Program, which records images from areas to which the public has access from certain fixed locations.

Copies of the Code of Practice are available at various locations including Town Hall and on the Town of Goderich internet site.

2. Defining the Responsible Persons

The Director of Legislative Services/Clerk for the Town of Goderich is the Head under the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”) and is legally responsible for the disclosure of information from the Goderich CCTV Program. The Advisory Team as described in Section 6, oversees and monitors the ongoing management of the Program. The CEMC, Accessibility and Health & Safety Manager is responsible for conducting audits of the Program.

3. Definitions

Closed Circuit Television System (“CCTV”) means Town-owned and placed audio/visual recording equipment that enables the observing, monitoring, or recording of images and sound within public spaces in a digital format, but does not include audio/visual recording equipment that has a dominant purpose of observing, monitoring, or recording traffic, weather, airspace, water, navigation, or environmental conditions. Notwithstanding the foregoing, a CCTV System does not include Digital Recordings of public or private meetings of Council or Town administration.

Digital Recording means the audio/visual data created and stored by the CCTV System.

Privacy Breach means an incident involving the unauthorized disclosure of personal information.

MFIPPA means the *Municipal Freedom of Information and Protection of Privacy Act*, as amended from time to time.

4. Purpose and Principles of Monitoring

The key purpose of the Goderich CCTV Program is to promote public safety in the Town of Goderich.

The goals of the Goderich CCTV Program are:

- To contribute to the safe environment of the Town;
- To assist as one of the components of downtown revitalization; and,
- To improve the ability of the Ontario Provincial Police and community to respond to crime and anti-social behaviour occurring in the Town.

The objectives of the Goderich CCTV Program are:

- To deter crime and anti-social behaviour;
- To improve police reaction to crime through enhanced monitoring and detection of crimes;
- To increase the perception of safety; and,
- To use camera recording as evidence to identify suspects involved in criminal activities.

The monitoring procedures are performed according to the following principles:

- a) Goderich CCTV monitoring shall be conducted in a manner consistent with all applicable statutes.
- b) Goderich CCTV monitoring shall be conducted in a professional, ethical, and legal manner.
- c) Monitoring operators shall be appropriately trained and supervised in the responsible use of the cameras and recording equipment.
- d) Information obtained through video monitoring may be used for the following purposes:
 - Enhancing the safety and security of persons or property;
 - Preventing unauthorized entry or activities on Town property;
 - To investigate an incident involving suspected health and safety violations/concerns, security and property damage, illegal activity, a violation of the Workplace Harassment and Discrimination Policy, or the Workplace Violence Prevention Policy, or involving a potential or actual insurance-related claim;
 - To manage corporate risk;
 - To preserve evidence as required to protect the Town's legal rights;
 - To respond to a request for information under MFIPPA;
 - To aid law enforcement agencies with a matter under investigation;

- To assess the effectiveness of any of the above-noted uses;
 - As required by Court Order;
 - In anticipation of one of the above-noted uses;
 - For a purpose consistent with the above-noted uses, including data analytics and service enhancements.
- e) All information is retained for a period of one (1) year unless a record has been requisitioned for use.
 - f) Camera locations and operation shall not provide visual access, not available to the general public, of residential areas.
 - g) The monitored areas shall have signs advising the public of the monitoring and recording.
 - h) The use of Goderich CCTV cameras shall not reduce the Ontario Provincial Police presence in monitored locations.
 - i) Monitoring operators shall not monitor individuals in any manner which would constitute a violation of the *Human Rights Code*.

5. The Municipal Freedom of Information and Protection of Privacy Act

This Code of Practice has been drafted to conform with practices outlined by the Information and Privacy Commissioner of Ontario (“IPC”) in a document entitled “Guidelines for the Use of Video Surveillance”, attached hereto as “**Appendix A**”. The IPC has indicated that after careful consideration, an institution may decide to use video surveillance for purposes in accordance with MFIPPA. Section 2 of MFIPPA defines “videotapes” in the term “record” and also provides a definition of “personal information” which describes it as recorded information about an identifiable individual.

6. Changes to this Code of Practice

Changes to the Code of Practice will be necessary from time to time as the Town of Goderich obtains experience with respect to the Goderich CCTV Program. The Code of Practice will be revised with the approval of the Municipal Council on a regular basis in order to take account of developments in the interpretation of the provisions of the data protection legislation, developments in the technology involved in the recording of images and developments in the use of such technologies.

7. Advisory Team

The Advisory Team shall consist of the following individuals:

- a) The Chief Administrative Officer,
- b) The Director of Legislative Services/Clerk to advise the committee regarding compliance with MFIPPA;
- c) The Director of Community Services, Infrastructure & Operations;
- d) The CEMC, Accessibility and Health & Safety Manager who manages the operation of the Goderich CCTV Program;

- e) The Municipal Law Enforcement Manager;
- f) At least one representative from the Huron County Ontario Provincial Police – represents law enforcement in the community and assists the Committee in measuring the success of this Program; and
- g) Other staff as required – providing technical, legal, communication and administrative assistance to the Committee.

Members of the Goderich CCTV Program Advisory Team are required to sign an oath of confidentiality.

The role of the Advisory Team is to provide recommendations, advice and information to Council on those specialized matters which relate to the Goderich CCTV Program.

The objective of the Advisory Team is to establish, implement and continually monitor and improve a CCTV Program in the Town of Goderich. This will include:

- Identifying areas in the Town of Goderich that would benefit from the installation of CCTV cameras
- Monitoring legislation regarding the installation and use of CCTV cameras and to recommend to Council any necessary changes regarding the Town's policies and procedures regarding the CCTV Program
- Providing information to Council and residents regarding the CCTV Program
- Reporting to Council on performance indicators such as the number of reported incidents in CCTV monitored areas
- Reviewing the annual audit and providing information and best practices on how to continually improve the Goderich CCTV Program

The use and location of CCTV cameras will be determined on the basis of reasonable and justifiable grounds for the provision of safety and security and in accordance with MFIPPA and any other governing legislation, giving consideration to the following:

- Whether there is a real, substantial, and pressing problem to be addressed;
- Whether other less intrusive means of achieving the same goals have been considered and are substantially less effective than video surveillance or are not feasible;
- Whether the benefits of video surveillance substantially outweigh the reduction of privacy inherent in its use;

Camera placement will be assessed on a case-by-case basis to determine the effects the CCTV cameras may have on personal privacy and the sensitivity of personal information collected. Where possible, cameras will be positioned so that they only capture locations intended to be monitored and will not be directed to look through the windows of adjacent buildings or onto

adjacent property. Where this is not possible, stakeholder consultation will take place prior to VSS placement.

8. Management of the System

The CEMC, Accessibility and Health & Safety Manager of the Town of Goderich oversees the management of the operation of the Goderich CCTV Program and ensures the day-to-day compliance with the requirements of the Code of Practice.

The responsibilities of the Director of Legislative Services/Clerk's representative include responsibilities under MFIPPA concerning:

- a) Maintaining the security of information collected by the system;
- b) Controlling the storage and release of information recorded by the system;
- c) Ensuring that those involved in operating the system do so in accordance with MFIPPA and the Code of Practice; and,
- d) Liaising with the Ontario Provincial Policy and other agencies and persons concerning the proper maintenance of information under MFIPPA.

9. Public Information and Input

The Town of Goderich is committed to operating the Goderich CCTV Program in accordance with the principles in MFIPPA.

Camera Location

Cameras shall be located to monitor only areas to which the public have access. The view of the cameras is restricted to prohibit the viewing of private dwelling spaces. All operators have been made aware of the purpose(s) for which the cameras have been established and are prohibited from using the cameras for any other purpose. If cameras are adjustable by the operators, these adjustments are restricted so that operators cannot adjust or manipulate them to overlook spaces to which the public do not have access (e.g. private residences).

Signs

Signs shall be placed in the field of view of the cameras so that the public are aware that they are entering a zone which is covered by CCTV surveillance equipment. The signs shall be clearly visible to members of the public.

The signs shall contain the following information:

“You have entered an area that may be monitored by Closed Circuit Video Cameras. This program is a community-led initiative to reduce crime within the Town of Goderich.

Legal Authority for collection of information is pursuant to Section 29(1)(g) of the Ontario Municipal Freedom of Information and Protection of Privacy Act.

If you have any questions or concerns about this program, please contact the CEMC, Accessibility and Health & Safety Manager at townhall@goderich.ca or 519-524-8344.”

Website Information

Information about the Town’s CCTV Program is available on the Town’s website and through regular media releases issued by the Town. Police services may also release information from the Goderich CCTV Program through its media relations officer, and depending on the urgency of the release, may inform the Chief Administrative Officer and the Director of Legislative Services/Clerk after the release.

Public Input Process

Any individual who wishes to speak to the Town about the Goderich CCTV Program, either to provide comment or to make a complaint, should contact the CEMC, Accessibility and Health & Safety Manager at Town Hall.

Complaints may include, but are not limited to the following:

- a) The operation of the program;
- b) The treatment of an individual;
- c) The interpretation of this Code of Practice; and,
- d) The administration of the CCTV Program.

A record of the number and types of complaints or enquiries shall be maintained by the CEMC, Accessibility and Health & Safety Manager. A report on the number and types shall be submitted to the Advisory Team in order to assess the use of the system. The Advisory Team is responsible for undertaking regular reviews of the documented procedures to ensure compliance with the provisions of the Code. A report on the reviews will be submitted to Goderich Council.

10. Areas Covered by the Goderich CCTV Program

A map showing the areas covered by the Goderich CCTV Program is attached hereto as “**Appendix B**”.

The system has not been designed to cover residential areas however cameras may have residential accommodation in close proximity. Measures are required to ensure that cameras do not view into private dwellings, by way of operational procedures or technical methods.

11. Evaluation and Monitoring of the Goderich CCTV Program

Annual Evaluation Report

An annual report shall be produced, which evaluates the effectiveness of the Goderich CCTV Program. The annual report will be assessed for compliance with the stated purpose of the program. The annual report shall be submitted to the Goderich Town Council.

The annual evaluation report shall include:

- a) An assessment of the impact on crime reduction;
- b) An assessment of future areas that could benefit from the Goderich CCTV Program;
- c) Requests for opinions and views from the public; and,
- d) The administration of the system and its policies and procedures.

The evaluation report is prepared by the CEMC, Accessibility and Health & Safety Manager. A copy of the report shall be reviewed by the Advisory Team to ensure all matters/issues have been identified.

The CEMC, Accessibility and Health & Safety Manager, in conjunction with the Advisory Team, continuously monitors the operation of the Program and the adherence to the Code of Practice.

Audits

The auditing of the Goderich CCTV Program is the responsibility of the CEMC, Accessibility and Health & Safety Manager. Audits will be performed annually.

The audit consists of:

- A review of a random selection of recorded information at various locations to ensure the camera monitors have complied with the Code of Practice for camera use and have not monitored individuals in any manner that would constitute a violation of the Human Rights Code:
- A review of the Camera Monitoring Logbook to ensure the reported incidents were properly recorded and that only authorized staff had access to the recordings and to ensure the recorded information had been released according to the Code of Practice requirements for release of information.

At the conclusion of the audit, the CEMC, Accessibility and Health & Safety Manager shall complete and sign an audit report within 30 days of the date of the review and provide it to the Chief Administrative Officer for review. The audit report will be included in the annual report for the program.

The audits constitute a record under MFIPPA and therefore are retained by the Corporation for a two year retention period as noted in the Town's Retention Bylaw.

12. Operators

The successful operation of the Goderich CCTV Program relies on operators being well disciplined, having integrity and dedication and maintaining the confidentiality that is required for the operation of the CCTV cameras in accordance with MFIPPA.

Those persons involved in the management, supervision, and audit of the Goderich CCTV Program are required to pay particular attention to privacy issues in managing and operating the program.

The Goderich CCTV Program is operated in a manner which is sensitive to the privacy of those people living and working in the area.

The CEMC, Accessibility and Health & Safety Manager is responsible for establishing an appropriate training program for the CCTV Program operation and will ensure all operators are trained appropriately. A list of qualified operators will be maintained by the CEMC, Accessibility and Health & Safety Manager.

13. Control and Operation of the Cameras

The server is located on the main floor at Town Hall. The camera locations may be monitored. Operators of the cameras act with the utmost integrity and only authorized operators are permitted to use the equipment.

The camera operator is not permitted to use the pan, tilt, and zoom features to view residential areas or to monitor individuals in any manner that would constitute a violation of the Prohibited Grounds of the Human Rights Code (e.g., ability (physical, mental, developmental, sensory), age, sex, sexual orientation, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, family or marital status).

Camera operators are aware that recordings are subject to audit procedures and they may be required to justify their actions. Camera operators may notify the Ontario Provincial Police upon observing an incident that requires the dispatch of patrol officers or police investigation. In such case, the camera operator will make a manual entry in the Camera Monitoring Logbook indicating weather conditions, date, time, incident type, start time and end time of the incident.

The Ontario Provincial Police may notify the camera monitor upon becoming aware of an incident in a monitored area to assist in response and subsequent investigation.

It should be noted that the Ontario Provincial Police may also monitor and operate the cameras. The Ontario Provincial Police may, at their discretion, assume control of monitoring an incident at any time.

The media may also be notified by the Ontario Provincial Police where it is assessed by them that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment, the wishes of the victim of an incident should be taken into account.

14. Use and Storage of Information

Ownership of the recorded material, in whatever medium, remains with the Corporation of the Town of Goderich. The transfer of the custody of the information from the Ontario Provincial Police to the Town is outlined in the Data Sharing Agreement with the Ontario Provincial Police attached hereto as "**Appendix C**".

Agreements with service providers or other parties shall explicitly state that records dealt with or created during the working relationship and under the institutions control are subject to the Act.

Recorded material is only used for the purposes defined by this Code of Practice and in accordance with MFIPPA. The viewing of live information on a CCTV monitor is not considered use of recorded information. However, if this information is accessed by downloading it onto a compact disk or accessed at the end of the one (1) year retention time period, then the recorded information is considered used and must be retained for an additional year as per the Town's Retention By-Law.

Any CD's that have been retained within the Town and the retention period expires; the Town will destroy the CD by cutting it in half.

The use of recorded information is allowed only in accordance with law.

Any records and copies for audit or otherwise will remain on Town Hall premises at all times. This is in keeping with IPC's best practices.

15. Access to Recorded Information

Access to recorded information is only permitted in accordance with this Code of Practice and MFIPPA. Material may not under any circumstances be sold or used for commercial purposes or for the provision of entertainment.

Access to recorded information should be restricted to those responsible for the administration of the Goderich CCTV Program and to:

- a) Law enforcement agencies where the images recorded would assist in a specific investigation; and,
- b) The people whose images have been recorded and retained who make a request under MFIPPA.
- c) Town employees, Town insurers, or those hired to work on the Town's behalf if it is necessary for one or more of the uses outlined within this policy.
- d) The Town Solicitor or their designate if, in the Town's discretion, it is in the interest of justice to do so, and disclosure is compliant with MFIPPA.

Where a request is granted pursuant to MFIPPA, the images of individuals may be disguised or blurred. If the Town does not have the facilities to carry out that type of editing, an editing company may be hired to carry out that editing.

Individuals who make a request under MFIPPA for images from the Goderich CCTV Program are provided with information which describes the types of images which are recorded and retained, the purposes for which those images are recorded and retained, and information about the disclosure policy in relation to those images. This should be provided at the time that

the standard freedom of information request form is provided to an individual. All requests will be dealt with by the Director of Legislative Services/Clerk or their designate. Any uncertainty whether a use is consistent with the uses outlined above, shall be determined by the Director of Legislative Services/Clerk or their designate.

When access to a Digital Recording is given, the following information will be logged:

- The date and time disclosure was made;
- The identify of the party to whom the disclosure was made;
- The reason for the disclosure;
- The details of what was disclosed (ex. Time period, camera location, etc.); and
- Where applicable, a case file number.

If there has been an inadvertent disclosure of personal information, the Director of Legislative Services/Clerk will take any required steps under MFIPPA. If the identity of the individual is known, every effort will be made to contact the individual to advise him/her of the inadvertent disclosure.

Any uncertainty whether a use is consistent with the uses outlined within this Policy shall be determined by the Director of Legislative Services/Clerk or their designate.

16. Dealing with Incidents

Police Officers comply with this Code of Practice when requesting stored information in any other matter under the jurisdiction of this Code of Practice.

The Town is notified by a police officer(s) of any reports of incidents that may require the digital recording.

When a digital recording is developed and seized, the Town makes an entry in the Camera Monitoring Log Book indicating that:

- a) The tape has been created, sealed and presented to the requesting officer;
- b) The name of the officer requesting the seizure; and
- c) The camera location, date and time.

Violations of the Code/MFIPPA

Any violations of this Code are also considered a violation under MFIPPA and will be subject to the consequences found under the Act.

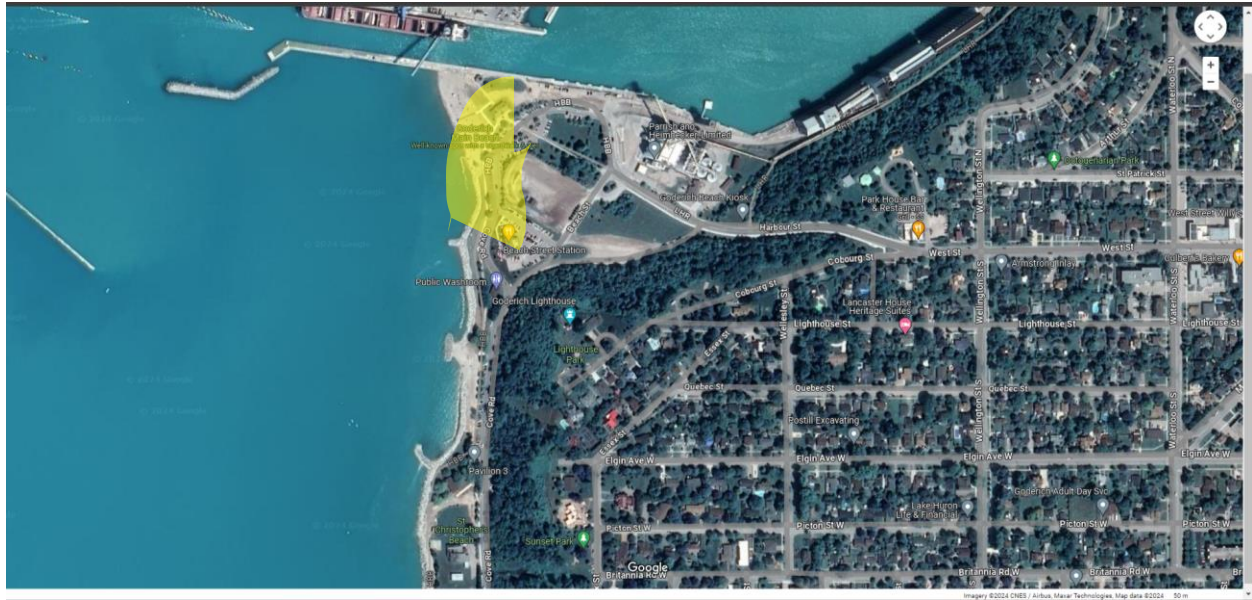
APPENDIX A

Information and Privacy Commissioner of Ontario's Guidelines for the Use of Video Surveillance

APPENDIX B

Map Showing Location of Surveilled Areas

Goderich Main Beach



Rotary Cove



APPENDIX C

Data Sharing Agreement with the Ontario Provincial Police



Guidelines for the Use of Video Surveillance

October 2015



Information and Privacy
Commissioner of Ontario

Commissaire à l'information et à la
protection de la vie privée de l'Ontario

GUIDELINES FOR THE USE OF VIDEO SURVEILLANCE

“If all that has to be done to win legal and social approval for surveillance is to point to a social problem and show that surveillance would help to cope with it, then there is no balancing at all, but only a qualifying procedure for a license to invade privacy.

Alan Westin, *Privacy and Freedom*

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FORWARD

The Office of the Information and Privacy Commissioner of Ontario (IPC) first published guidelines for the use of video surveillance in public places in 2001 and then for the use of video surveillance in schools in 2003. The purpose of the guidelines was to assist provincial and municipal public sector institutions (institutions) in determining whether video surveillance programs were lawful and justifiable. These guidelines were subsequently updated in 2007 and 2009, respectively.

Since that time, new circumstances and uses of video surveillance have revealed additional issues and factors to consider. For example, certain circumstances may warrant that you provide individuals with a notice of collection of their personal information in a form other than visual signage. In addition, depending on operational circumstances, the period within which unused video surveillance footage should be erased may vary. Accordingly, we have updated the guidelines to reflect these and other such considerations. We have also restructured the guidelines and provided key messages and examples for clarity.

As noted above, the IPC originally published separate sets of guidelines for the use of video surveillance in public places and in schools. The present guidelines consolidate these documents into a single publication.

INTRODUCTION

Institutions are responsible for ensuring the safety of individuals and the security of equipment and property within the scope of the services they provide. One tool used by institutions to help them fulfill this obligation is video surveillance.

Video surveillance captures sensory information about activities and events in a given area over time. Although primarily used as a means of detecting and assisting in the investigation of criminal activity, video surveillance may also act as a deterrent when used in an appropriate manner.

While video surveillance may help to increase the safety of individuals and the security of assets, it also introduces risks to the privacy of individuals whose personal information may be collected, used and disclosed as a result of the technology. The risk to privacy is particularly acute because video surveillance may, and often does, capture the personal information of law-abiding individuals going about their everyday activities. In view of the broad scope of personal information collected, special care must be taken when considering whether and how to use this technology.

The IPC oversees compliance with the privacy protection provisions of Ontario's *Freedom of Information and Protection of Privacy Act (FIPPA)* and *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and conducts investigations into privacy complaints. As part of its mandate, the IPC provides guidance, such as that found in this document, regarding Ontario's access and privacy legislation.

The purpose of these guidelines is to inform institutions of their key obligations under *FIPPA* and *MFIPPA* with respect to the use of video surveillance. In addition, they provide a list of best practices which, if implemented, will assist institutions in fulfilling their obligations under *FIPPA* and *MFIPPA* and in protecting the privacy of individuals.

These guidelines are not a comprehensive assessment of every authority or circumstance involving video surveillance in which personal information may be collected, used or disclosed under *FIPPA* and *MFIPPA*. When dealing with issues that may arise in the context of video surveillance, it is important that you consult the acts themselves, including their regulations, and seek advice from your freedom of information and privacy coordinator or legal counsel, where appropriate.

SCOPE OF GUIDELINES

Video surveillance is available in a variety of forms and can be combined with other technologies to augment its capabilities. For example, video surveillance is either covert or overt depending on whether its use is concealed or made known to the individuals affected by it. It is fixed or mobile depending on the range of movement available to it through the technology used. Some examples of mobile video surveillance include body-worn cameras and drones.¹ In addition, video surveillance can be combined with video analytics to increase the identifiability of individuals, patterns of behaviour and objects recorded by it. Some examples of video analytics that may be combined with video surveillance include facial recognition and automated license-plate recognition (ALPR).

While video surveillance is available in different forms and capabilities, these guidelines apply to the use of video surveillance deployed in an *overt* and *fixed* (non-mobile) manner *without* the use of video analytics.

These guidelines do not apply to covert surveillance, or surveillance when used as a case-specific investigation tool for law enforcement purposes where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.

These guidelines are also not intended to apply to workplace surveillance systems installed by an institution to conduct surveillance of employees.

VIDEO SURVEILLANCE REQUIREMENTS

In Ontario, *FIPPA* and *MFIPPA* set out rules for the collection, use and disclosure of personal information by institutions. The application of these rules to video surveillance programs raises specific issues. Institutions will need to consider the following issues and the requirements that stem from them when deciding whether and how to use video surveillance.

PERSONAL INFORMATION

The first issue to address when considering the use of video surveillance is whether the system will involve the collection, use or disclosure of personal information. Institutions are required to comply with the rules set out in *FIPPA* and *MFIPPA* with respect to information that falls under the definition of personal information. Section 2(1) of *FIPPA* and *MFIPPA* defines “personal information”

¹ For guidance on body-worn cameras, please see the Federal, Provincial and Territorial Privacy Commissioners’ “Guidance for the Use of Body-worn Cameras by Law Enforcement Authorities,” available on the IPC website.

as “recorded information about an identifiable individual,” which includes, but is not limited to, “information relating to the race, national or ethnic origin, colour, religion, age [or] sex” of the individual.

Therefore, if you use video surveillance to collect, use or disclose personal information, you must comply with the rules set out in *FIPPA* and *MFIPPA*. This will likely be the case, given that video surveillance is typically set up to collect images of individuals from which they may be identified.

EXAMPLE

Use of a video camera in a public school, community college or university that captures identifiable images of students would fall under the purview of *FIPPA* and *MFIPPA*.

LAWFUL COLLECTION

Once you have determined that your video surveillance system will involve the collection of personal information, the next step is to determine whether you have the legal authority to do so. Section 38(2) of *FIPPA* and 28(2) of *MFIPPA* set out the conditions under which personal information may be collected. These sections provide that no person shall collect personal information on behalf of an institution, unless the collection is:

1. expressly authorized by statute,
2. used for the purposes of law enforcement or
3. necessary to the proper administration of a lawfully authorized activity.

At least one of these three conditions must be met in order for you to have the legal authority to collect personal information. You may notice that consent is absent from this list. Unlike under the *Personal Information Protection and*

Electronic Documents Act (PIPEDA), which governs most private-sector companies in Canada and federal works and undertakings, consent is not available as a source of authority for the collection of personal information under *FIPPA* or *MFIPPA*. How each of these three conditions for obtaining authority to collect personal information may be met in the case of video surveillance is discussed below.

If you use video surveillance to collect, use or disclose personal information, you must comply with the privacy protections set out in *FIPPA* and *MFIPPA*.

EXPRESSLY AUTHORIZED BY STATUTE

The meaning of this first condition is fairly straightforward. You are authorized to collect personal information if there is a statute or regulation that provides you with such authority and the collection is done in accordance with that statute or regulation and for the specified purpose.

In applying this condition, the qualifier *expressly* must be given additional consideration. The IPC's position is that an authority to collect personal information stated only in broad or non-specific terms would not be enough to be considered "expressly authorized by statute." Instead the phrase:

requires either that specific types of personal information collected be expressly described in the statute, or a general reference to the activity be set out in the statute, together with a specific reference to the personal information to be collected in a regulation under the statute; i.e., in a form or in the text of the regulation.²

Therefore, it is important that you ensure that any statutory authorization to collect personal information by means of video surveillance is grounded in sufficiently specific terms in the applicable statute or regulation.

If a statute or regulation provides you with the express authority to collect personal information by means of video surveillance, then you are authorized to do so.

EXAMPLE

A statutory duty to "take every step reasonable in the circumstances to protect the safety of individuals" would not, on its own, be considered an express authority to collect personal information.

USED FOR THE PURPOSES OF LAW ENFORCEMENT

The wording of this second condition can give rise to some confusion. Does it mean that *any* institution can be authorized to collect personal information so long as it is "used for the purposes of law enforcement?" Or, is it restricted in its application to those institutions with a law enforcement mandate?

The IPC's position is the latter: the institution must have a clear law enforcement mandate, ideally in the form of a statutory duty. As per the definition of "law enforcement" in section 2(1) of *FIPPA* and *MFIPPA*, this could be either with respect

² See Investigation Report I95-030P, available on the IPC website.

to “policing” or “investigations or inspections that lead or could lead to proceedings in a court or tribunal if a penalty or sanction could be imposed in those proceedings.” Therefore, to justify the collection of personal information under this condition, it is not enough to claim a mere *interest* in policing or law enforcement investigations.³

At the same time, those institutions that do in fact have a clear law enforcement mandate—for example, police services, certain kinds of regulators, transit authorities with special constable services⁴—are not granted *carte blanche* under this law enforcement condition. In Privacy Complaint Report MC-040012-1, the IPC held that the phrase “used for the purposes of law enforcement” is not an unconditional authority and only applies in cases where the collection of personal information furthers actual law enforcement purposes.⁵ Accordingly, the considerations set out in the next section, especially in regard to the “necessity” of the collection of personal information, will, in general, also apply to the use of video surveillance by law enforcement agencies.

If your institution has a clear law enforcement mandate, then you are authorized to collect personal information by means of video surveillance, so long as that collection furthers actual law enforcement purposes.

NECESSARY TO THE PROPER ADMINISTRATION OF A LAWFULLY AUTHORIZED ACTIVITY

This condition may authorize a collection of personal information in a wide range of circumstances. To satisfy this condition, you must be able to demonstrate two things: (1) that the activity for which personal information is collected is “lawfully authorized,” and (2) that the collection of personal information is “necessary” to that activity.

LAWFULLY AUTHORIZED

In understanding what is meant by “lawfully authorized activity,” it is important to note that the activity at issue, while related to the activity of collecting personal information, is not identical to it. The lawfully authorized activity forms the context within which the collection would occur. In the case of video surveillance, the activity will typically relate to the safe and secure operation of a building, facility or public space.

With respect to the phrase “lawfully authorized,” the authorization may come in different forms—for example, in a statute or regulation, but also in a bylaw, policy or

³ See Investigation Report I95-030P available on the IPC website.

⁴ See Privacy Investigation Report MC07-68 “Privacy and Video Surveillance in Mass Transit Systems: A Special Investigation Report” available on the IPC website.

⁵ Privacy Complaint Report MC-040012-1 available on the IPC website.

order formally approved by a governing body with the lawful authority to enact such a bylaw, policy or order.

EXAMPLE

A school board is lawfully authorized to operate a school under the *Education Act* and, in doing so, it must take reasonable steps to ensure the safety and security of students and property. Similarly, municipalities are lawfully authorized to operate municipal community centres and, in doing so, they are required to take steps to ensure the safety of the individuals who visit such centres.

NECESSARY

In addition to being part of a lawfully authorized activity, the third condition for legal authority to collect personal information under section 38(2) of *FIPPA* and section 28(2) of *MFIPPA* requires that the collection of personal information be “necessary” to the proper administration of that activity. “Necessary” here means *more* than merely helpful. Accordingly, a collection of personal information that was only merely helpful to the proper administration of a lawfully authorized activity would not meet the “necessary” standard.⁶

In determining whether the collection of personal information is “necessary,” it is important to consider the necessity of the collection from the following aspects:

1. the means used to collect the personal information,
2. the sensitivity of the personal information and
3. the amount of personal information.

The Means Used to Collect Personal Information

As noted in the Introduction, a particularly privacy-invasive aspect of video surveillance is that it frequently collects the personal information of law-abiding individuals going about their everyday activities. Because of this, when determining the necessity of video surveillance as a means to collect personal information, it is important that you consider whether the following circumstances hold:

The authority for the lawfully authorized activity may come in the form of a statute or regulation, but also in a bylaw, policy or order formally approved by a governing body with the lawful authority to do so.

⁶ See *Cash Converters Canada Inc v Oshawa (City)*, 2007 ONCA 502 at para 40.

- The problem to be addressed by video surveillance is real, substantial and pressing. Note that this may be shown on the basis of verifiable, specific incidents of crime or significant safety concerns.

EXAMPLE

A minor offence such as littering would, in general, not be considered a substantial or pressing problem. It would, therefore, not meet the required criteria to justify the use of video surveillance.

- Other less intrusive means of achieving the same goals have been considered and are substantially less effective than video surveillance or are not feasible.

EXAMPLE

A dimly lit area of a public school has been the site of ongoing vandalism and violence. Before considering video surveillance, the school should evaluate the effectiveness of less intrusive alternatives such as increased lighting and foot patrols.

- The benefits of video surveillance substantially outweigh the reduction of privacy inherent in its use. Note that an overall reduction in costs will not, in and of itself, be considered sufficient to outweigh the reduction in privacy.

The feeling of being watched or monitored by the continuous “gaze” of video surveillance may have a “chilling effect” on law-abiding individuals, causing them to alter their behaviour and limit the expression of their rights. When weighing the benefits of video surveillance against the costs to privacy, institutions should keep these kinds of potential effects of video surveillance in mind.

The Sensitivity of Personal Information

In the case of video surveillance, the sensitivity of the personal information collected will inform whether the benefits of video surveillance, discussed above, will substantially outweigh the reduction of privacy inherent in its use. The loss of privacy is directly related to the sensitivity of the personal information involved. Therefore, the greater the sensitivity of the personal information collected, the greater the benefits of video surveillance must be in order to substantially outweigh the reduction in privacy.

When determining the sensitivity of personal information collected by means of video surveillance, it is important that you consider the following two factors: (1) the nature of the space under observation, and (2) the “closeness” of the surveillance.

Determining the sensitivity of personal information collected by means of video surveillance requires consideration of the nature of the space under observation and the “closeness” of the surveillance.

Some spaces are considered to be more sensitive than others. For example, individuals generally have a higher expectation of privacy in areas such as change rooms and public washrooms. Accordingly, the sensitivity of these semi-private spaces would be considered to be higher than that of “open air” public spaces such as public roads, parks and squares, where individuals generally have a lower expectation of privacy. Although generally lower, individuals’ expectation of privacy in public space is not entirely eliminated.⁷

At the same time, a space in which individuals generally have a lower expectation of privacy can be made more sensitive as a result of the means used

to collect personal information. For example, if the video surveillance technology in use can zoom in on individuals sitting in a public park such that it is able to read the words they are reading or writing, then the sensitivity of that space and the personal information collected in it would increase. In addition, the sensitivity of the information may rise when the recording is continuous, particularly where the information is not subject to a short retention period.

The Amount of Personal Information

This factor involves applying the principle of data minimization to the collection and storage of personal information. In the case of video surveillance, data minimization entails limiting the amount of personal information collected and retained to that which is necessary to fulfill the purposes of the lawfully authorized activity. With respect to limiting the amount of personal information collected, it is important that you consider making the following adjustments when installing and operating the surveillance equipment:

- Recording equipment, such as video cameras, audio recorders or other devices, is installed only in areas directly related to the problem to be addressed by video surveillance.
- Additional sensory information, such as sound, is not recorded or made available to operators unless it is directly related to the problem to be addressed by video surveillance.

⁷ See *Alberta (Information and Privacy Commissioner) v United Food and Commercial Workers, Local 401*, 2013 SCC 62 at para 27; and see Privacy Investigation Report MC07-68 “Privacy and Video Surveillance in Mass Transit Systems: A Special Investigation Report” at page 2, available on the IPC website.

- Reception equipment is installed and set up such that it monitors only those spaces that have been identified as requiring video surveillance. For example, cameras should not be directed to look through the windows of adjacent buildings or onto adjacent property, or else those areas should be blocked from view or blacked out.
- If the capabilities of the reception equipment are adjustable by operators, these capabilities have been restricted, to the extent possible, so that operators cannot adjust, zoom or otherwise manipulate the equipment to collect information about spaces that are not intended to be covered by the video surveillance program.

Ensure that the amount of personal information collected by means of video surveillance is limited to that which is necessary by adjusting the number of cameras and the installation and operation of the surveillance equipment accordingly.

In addition, you may wish to consider restricting video surveillance to time periods when there is a demonstrably higher likelihood of the presence of the underlying problem in the area under surveillance.

EXAMPLE

A video camera that monitors a parking lot indirectly captures information about adjacent properties. To limit the amount of personal information collected by it, the camera is set up to automatically avoid or black out any area or property adjacent to the parking lot.⁸

With respect to limiting the amount of personal information retained, because video surveillance frequently collects the personal information of law-abiding individuals going about their everyday activities, a large portion of the footage collected will not be used. In order to protect this unused footage from misuse, it is important that you limit its retention period in the following way:

- Recorded information that has not been used is routinely erased according to a standard schedule. Under the standard schedule, the retention period for unused information is limited to the amount of time reasonably necessary to discover or report an incident that occurred in the space under surveillance.

⁸ For additional information involving a similar case, see Privacy Complaint Report MC13-60, available on the IPC website.

When erasing or deleting recorded information, whether used or unused, it is critical that the information and old storage devices are disposed of in such a way that the personal information cannot be reconstructed or retrieved. Disposal methods could include overwriting electronic records, shredding, burning or magnetically erasing the personal information.⁹

EXAMPLE

In Privacy Complaint MC13-46, the IPC reviewed the video surveillance practices of a public school which included routinely erasing unused personal information collected by its video surveillance system according to a standard schedule of 20 days, at most. Because the school is not operational year round and is often closed for extended periods over the holidays and summer, the IPC upheld this retention period, as there may be a delay between when an incident occurs and its discovery.¹⁰

NOTICE OF COLLECTION

FIPPA and *MFIPPA* require that individuals be notified of the collection of their personal information, subject to specific and narrow exceptions.¹¹ Specifically, section 39(2) of *FIPPA* and section 29(2) of *MFIPPA* provide that an individual must be informed of:

- (a) the legal authority for the collection;
- (b) the principal purpose or purposes for which the personal information is intended to be used; and
- (c) the title, business address and business telephone number of a public official who can answer the individual's questions about the collection.

Providing effective notice in the context of video surveillance may be challenging because the collection occurs automatically—simply by virtue of individuals moving or finding themselves within a particular space monitored by video surveillance. Accordingly, it is important that you consider implementing the following conditions:

Ensure that the retention period for unused information is limited to the amount of time reasonably necessary to discover or report an incident that occurred in the space under surveillance.

⁹ For guidance on the secure destruction of personal information, see "Secure Destruction of Personal Information," available on the IPC website.

¹⁰ See Privacy Complaint MC13-46, available on the IPC website.

¹¹ See section 39(3) of *FIPPA* and section 29(3) of *MFIPPA*.

- Signs with a clear, language-neutral graphical depiction of the use of video surveillance are prominently displayed at the perimeter of the monitored areas and at key locations within the areas. The signs should include basic information to clarify that video surveillance is being used in the area.
- The information required by paragraphs (a)–(c) of section 39(2) of *FIPPA* and section 29(2) of *MFIPPA* is available and easily accessible on your institution's website.

The above guidance for signs assumes that a high percentage of the individuals whose personal information is being collected are able to read them—in other words, that they are not visually disabled. However, this may not be the case in certain spaces, such as services dedicated to persons with physical disabilities. In such cases, it is important that you consider providing notice in alternative forms

EXAMPLE

A public transportation service for individuals with physical disabilities should provide an alternative notice of collection to blind or visually impaired customers.

LAWFUL USE

Because video surveillance collects a broad scope of personal information, much of the information collected is not likely to be relevant to the purpose of the surveillance program. For example, a security camera set up to monitor the entrance to a school will typically collect more information about the movements and activities of law-abiding individuals going about their everyday activities than information relating to security incidents. An important aspect of managing a video surveillance program involves protecting this additional personal information from misuse.

Section 41(1) of *FIPPA* and section 31(1) of *MFIPPA* restrict how personal information may be used once it has been lawfully collected. As a general rule, the acts prohibit the use of personal information unless the institution obtains consent from the individual to whom

Ensure that notice of collection is provided to individuals on the institution's website and the use of signs with the required information and a clear, language-neutral, graphical depiction of the use of video surveillance is prominently displayed at the perimeter of the monitored areas and at key locations within these areas. It may also be necessary for you to provide notice in alternative forms for persons with visual disabilities.

the information relates or the personal information is used for the purpose for which it was obtained or compiled or for a consistent purpose. A “consistent purpose” is defined in section 43 of *FIPPA* and section 33 of *MFIPPA* as a use of personal information that the individual to whom the information relates might reasonably have expected at the time of collection.

In the context of video surveillance, this means that as a general rule, institutions may only use personal information collected by means of video surveillance for the purpose of the video surveillance program or for a consistent purpose. Use of the information for other, unrelated purposes would not generally be permitted. When information collected for one purpose is used for another, unrelated purpose this is often called “function creep.”

EXAMPLE

In the school context referred to above, the personal information collected by the security camera may not be used to monitor student attendance or evaluate school uniform infractions, but it may be used in relation to a security incident.

LAWFUL DISCLOSURE

FIPPA and *MFIPPA* prohibit the disclosure of personal information, except in the circumstances identified in section 42(1) of *FIPPA* and 32 of *MFIPPA*. You should develop policies and procedures in consultation with your freedom of information and privacy coordinator or legal counsel to ensure that any disclosures of video surveillance footage are consistent with these sections.

While personal information may be lawfully disclosed in these limited circumstances, an increasingly important issue in the context of video surveillance is the disclosure of personal information to appropriate authorities, above all, law enforcement agencies.

The existence of video surveillance in spaces managed by institutions has not gone unnoticed by law enforcement agencies, who increasingly rely upon it as an additional evidentiary tool in investigations, including into incidents that did not directly occur in those spaces. If your institution uses video surveillance, you may receive requests from law enforcement agencies for footage relating to incidents of which you have no

As a general rule, an institution is prohibited from using personal information collected by means of video surveillance, unless it is used for the purpose of the video surveillance program or for a consistent purpose.

prior knowledge. At other times, you may consider disclosing footage to a law enforcement agency on your own initiative, for example, in response to illegal activity that occurs on the premises of your institution.

While there may be other situations where the disclosure of video surveillance footage is permitted, video surveillance may be disclosed to a law enforcement agency when:

- the law enforcement agency approaches your institution with a warrant requiring the disclosure of the footage, as per section 42(1)(e) of *FIPPA* and section 32(e) of *MFIPPA*,
- the law enforcement agency approaches your institution, without a warrant, and asks that you disclose the footage to aid an investigation from which a proceeding is likely to result, as per section 42(1)(g) of *FIPPA* and section 32(g) of *MFIPPA* or
- you observe an illegal activity on your premises and disclose the footage to a law enforcement agency to aid an investigation from which a proceeding is likely to result, as per section 42(1)(g) of *FIPPA* and section 32(g) of *MFIPPA*.

EXAMPLE

An institution learns of an alleged assault in an area monitored by video surveillance. Upon reviewing the relevant footage, the institution may report the incident and disclose the footage to the police.

When permitted under *FIPPA* or *MFIPPA*, it is important that disclosures be done in a manner that protects the privacy and security of the personal information. Section 4 of Regulation 460 of *FIPPA* and section 3 of Regulation 823 of *MFIPPA* require institutions to define, document and put in place reasonable measures to prevent unauthorized access as well as inadvertent destruction or damage of records. Accordingly, when disclosing personal information, it is important that you:

- Maintain an auditable log of each disclosure.
- Ensure the log includes the date, time and location of the footage and, where applicable, the case file number of the law enforcement agency's investigation.

- Ensure the log also includes a description of the circumstances justifying the disclosure, the amount of footage involved, the name, title and agency to whom the footage is being disclosed, the legal authority for the disclosure, the means used to disclose the footage and whether the footage will be returned or securely destroyed after use.
- Ensure that if digitized, the footage is securely encrypted.

Ensure that reasonable measures to prevent unauthorized access and inadvertent destruction or damage of records are defined, documented and put in place as part of your institution's process for disclosing video surveillance footage.

ACCESS

Individuals have a general right of access to records in the custody or under the control of institutions, under section 10 of *FIPPA* and section 4 of *MFIPPA*. Additionally, individuals whose personal information is in the custody or under the control of institutions have a right of access to that personal information under section 47(1) of *FIPPA* and section 36(1) of *MFIPPA*.

Ensure that your video surveillance program includes a process for responding to access to information requests and the means to redact exempt information from the video footage.

Your institution may receive a request from an individual for access to surveillance footage capturing his or her image for specified periods of time. That individual may have a right to access the relevant footage. Accordingly, you should ensure that your institution has a process in place to facilitate responses to access to information requests. Note that all or portions of the video surveillance footage requested may be exempt from disclosure for a number of reasons under *FIPPA* and *MFIPPA*, including the fact that disclosure may result in an unjustified invasion of someone else's privacy.¹²

In addition, your video surveillance system should include the ability to remove or redact information from the video footage to protect exempted information—for example, by using tools and techniques such as:

- digitizing analogue footage to enable the use of more powerful editing tools,
- blacking out or blurring images of individuals and
- removing the sound of voices.

¹² The video surveillance footage may also be exempt from disclosure for other reasons. You will need to consult with your freedom of information and privacy coordinator or legal counsel regarding the request and the information that should be redacted.

EXAMPLE

An individual slips and falls on a staircase in a subway station in front of several bystanders, and the accident is recorded by the transit authority's video surveillance system. If the individual makes an access request for information relating to that incident, fulfilling the request may involve a record that contains the personal information of the bystanders as well as the individual. To protect the privacy of the bystanders, it may be necessary to obscure their personal information before the record is disclosed to the requester.

RETENTION

To ensure that individuals have a reasonable opportunity to access the personal information about them held by institutions, *FIPPA*, *MFIPPA* and their regulations set out rules regarding the minimum length of time institutions must retain personal information once they have used it. Specifically, section 5(1) of Regulation 460 of *FIPPA* and section 5 of Regulation 823 of *MFIPPA* require institutions in general to retain personal information for at least one year after use, although Regulation 823 permits municipal institutions to reduce this time period through a resolution or bylaw.

It is important to note that this retention requirement applies only to personal information that has been “used” by institutions. It does not apply to personal information that has been collected but not used, which in the case of video surveillance may have much shorter retention requirements.¹³ In the context of video surveillance, personal information is used whenever footage that contains images of individuals or other identifiable information is accessed or disclosed. Therefore, if you access or disclose video surveillance footage, as a general rule it is important that you retain it for at least one year.¹⁴ However, simply viewing a live feed does not represent a “use” of personal information.

If your institution accesses or discloses video surveillance footage, as a general rule, retain the footage for at least one year to provide the individuals to whom it relates with an opportunity to access it.

SECURITY

Section 4 of Regulation 460 of *FIPPA* and section 3 of Regulation 823 of *MFIPPA* require institutions to protect personal information in their custody or under their control from unauthorized access and inadvertent destruction or damage.

¹³ See the retention requirement in the discussion of “The Amount of Personal Information” above.

¹⁴ Note that your institution may have records retention requirements and policies that require the retention of used, accessed or disclosed video surveillance footage beyond the one year retention period set out in *FIPPA* and *MFIPPA*.

In the context of video surveillance, security involves ensuring the confidentiality, integrity and availability of the footage captured by the system. Accordingly, it is important that you define, document and put in place reasonable measures to safeguard the video surveillance footage in your custody or under your control. These measures may include:

- strongly encrypting video surveillance footage at rest and when transmitted across open, public networks,
- storing physical records of footage, such as discs, memory cards or servers, in a locked facility,
- limiting staff and other individuals' access to footage on a need-to-know basis,
- storing monitors in a secure location where they are not visible to the public,
- granting accounts, systems, applications and devices only the degree and kind of access necessary to fulfill defined duties and functions,
- whitelisting applications to help prevent malware and other non-approved programs from running,
- regularly patching systems and applications to protect against vulnerabilities,
- using standard, secure system configurations and not using default or factory settings and
- keeping auditable logs of all accesses, uses and disclosures of footage that are generated automatically where records are maintained electronically.

Define, document and put in place reasonable measures to safeguard the video surveillance footage in the custody or under the control of your institution.

You may need to consult with the system provider and/or technical staff to implement some of these measures.

If you are considering storing video surveillance footage outside of Canada—for example, if you use a third-party service provider with data centres located outside of Canada—you should perform a risk-based analysis to determine whether the risks posed by the extraterritorial storage of personal information can be sufficiently mitigated by applicable safeguards, such as contractual provisions. This analysis will take into consideration the sensitivity of the footage and the laws of the jurisdiction in which the personal information is to be stored.¹⁵

¹⁵ For additional guidance on U.S.-based service providers, please see Privacy Investigation Report PC12-39 “Reviewing the Licensing Automation System of the Ministry of Natural Resources”, available on the IPC website.

VIDEO SURVEILLANCE BEST PRACTICES

Knowing your institution's obligations under *FIPPA* and *MFIPPA* is one thing; fulfilling them, however, is another. While the above section seeks to inform institutions of their obligations under *FIPPA* and *MFIPPA* with respect to the use of video surveillance, it does not discuss organizational procedures that institutions may implement towards achieving and maintaining compliance. In what follows, we will discuss five best practices to assist institutions in fulfilling their obligations under *FIPPA* and *MFIPPA* and in protecting the privacy of individuals.

PRIVACY IMPACT ASSESSMENT

A privacy impact assessment (PIA) is a risk management tool that helps to identify the effects of a given program or other activity on an individual's privacy, and the safeguards or strategies that may be employed to eliminate the adverse outcomes of those effects or reduce them to an acceptable level. These safeguards and strategies can then be incorporated into the institution's video surveillance program, policies and procedures. PIAs also serve to identify risks to organizations.

Many of the issues raised in the previous section of these guidelines will be addressed in the course of conducting a PIA, if done properly. A PIA should, for example, identify and help resolve issues relating to your institution's use of video surveillance, including:

- the lawfulness of the collection, use, disclosure and retention of personal information,
- requirements for notice and individual access and
- appropriate measures to safeguard personal information.

Therefore, it is important that you conduct a PIA prior to your institution's use of video surveillance and whenever significant changes are made to the program. Institutions may wish to refer to the IPC's *Planning for Success: Privacy Impact Assessment Guide*¹⁶ or to the Ministry of Government and Consumer Services' PIA guidelines and tools¹⁷ for guidance on completing a PIA, or other guidance that may be directly applicable to your institution.

Conduct a PIA to identify and address the issues raised by your institution's use of video surveillance.

¹⁶ Available on the IPC website.

¹⁷ Available by contacting the Information, Privacy and Archives Division by email at web.foi.MGCS@ontario.ca or by telephone at 416-212-7061.

PUBLIC CONSULTATION

Demonstrating that you have considered all the issues raised by the use of video surveillance and have made informed decisions regarding them promotes accountability on the part of your institution and increases public trust in the program. The use of video surveillance affects all the individuals who end up moving within the space under observation. Therefore, prior to using video surveillance, and where feasible to do so, you should identify those who reasonably may be affected

Consult with the public as to the necessity and impact of the proposed use of video surveillance.

by the video surveillance and consult with them as to the program's necessity and impact. This consultation provides stakeholders with an opportunity to comment on the specifics of the program—for example, the location of cameras—in addition to the use of video surveillance itself. You should also develop a process for evaluating the necessity of the program on an ongoing basis and stakeholder consultations should be part of that process. Additionally, it is important

that you consider consulting with stakeholders prior to updating your institution's surveillance equipment or practices.

POLICIES AND PROCEDURES

Institutions should develop and implement policies and procedures to assist in complying with the requirements set out in section 4 of Regulation 460 of *FIPPA* and section 3 of Regulation 823 of *MFIPPA*. These provisions require institutions to define, document and put in place reasonable measures to safeguard the video surveillance footage in your custody or under your control.¹⁸ While security is necessary, implementing policies and procedures for all aspects of your video surveillance program will help you to fulfill your obligations under *FIPPA* and *MFIPPA*. Accordingly, it is important that comprehensive policies and procedures for your institution's use of video surveillance be developed and implemented. These policies and procedures may include information about the issues raised above in these guidelines, such as:

- A description of the status of your institution under *FIPPA* or *MFIPPA* and the duties and responsibilities that arise as a result of this status. This may include your institution's obligations with respect to notice, access, use, disclosure, retention and disposal of records in accordance with *FIPPA* and *MFIPPA*.
- The rationale, objectives and justification for implementing the video surveillance program.

¹⁸ See the 'Security' section of these guidelines.

- A description of the nature of the personal information collected.
- Limitations placed on access to and use of personal information by employees, including the individuals that can view the information and under what circumstances it may be viewed.
- A description of the procedure that must be followed in the event that an employee is requested to disclose personal information.
- The potential consequences to employees if they breach policies or procedures.
- The designation of a senior staff member to be responsible for the organization's privacy obligations under *FIPPA* or *MFIPPA* and its policy.
- The administrative, technical and physical safeguards implemented by the organization to prevent unauthorized access to personal information and to protect personal information from inadvertent destruction or damage.
- The duties and responsibilities of employees in implementing the administrative, technical and physical safeguards put in place. This includes the signing of a written agreement to adhere to these duties, including an undertaking of confidentiality, and to undergo initial and ongoing privacy training.
- An explanation of the process for responding to privacy breaches and the duties and responsibilities imposed on employees in identifying, reporting, containing and participating in the investigation and remediation of privacy breaches.¹⁹
- The retention periods of the surveillance footage.
- The frequency and circumstances in which the video surveillance program will be audited.

In addition, it is important that you consider reviewing and updating your institution's policies and procedures regularly or whenever there is a change or upgrade to the video surveillance program. You may also consider making these policies and procedures available to the public.

Develop and implement comprehensive policies and procedures for your institution's use of video surveillance, and update the policies and procedures when changes are made to the program, for example, when equipment is upgraded.

¹⁹ See *Privacy Breach Protocol & Guidelines for Government Organizations*, available on the IPC website.

TRAINING

Educating your employees on their roles and responsibilities, as defined in the policies and procedures you have developed, is an essential step to achieving an effective and compliant video surveillance program. How are employees to know what their individual duties and responsibilities are if they are not adequately trained on them? If employees are not aware of their roles and responsibilities, your institution may be at a greater risk of having a privacy breach. Accordingly, it is important that employees be trained to ensure that they understand their duties and responsibilities under *FIPPA* and *MFIPPA* with respect to your institution's video surveillance program. Specifically, it is recommended that employees attend an initial privacy orientation as well as regular training, and that these training programs contain detailed information about the policies and procedures that have been implemented by the organization and the obligations arising from them.

Train employees to ensure that they understand their duties and responsibilities under *FIPPA* and *MFIPPA* with respect to your institution's video surveillance program.

AUDITS

While developing policies and procedures and training employees are important steps to achieving an effective and compliant project or program, doing this does not necessarily mean that the roles, responsibilities and practices set out in the policies and procedures are, in fact, being followed or have been realized within an institution. To achieve this next level of assurance, verification of your institution's compliance with its policies and procedures is needed. Accordingly, it is important that you audit the roles, responsibilities and practices of your institution's video surveillance program regularly to ensure that they comply with your policies and procedures²⁰. You may wish to consider retaining an independent third party to perform the audit.

In addition, the circumstances under which the use of video surveillance was originally justified may change. An area that was once prone to high rates of criminal activity may, through development or other external factors, transform into a low-crime area. Further, new, less intrusive means of achieving the same goals may become available. Accordingly, it is important that the necessity of your institution's video surveillance program regularly be considered to determine whether it is still justified in accordance with the requirements under *FIPPA* and *MFIPPA*.

²⁰ There may be circumstances where it would be appropriate to conduct audits more frequently, including where a previous inappropriate access or disclosure or other privacy breach has occurred.

When performing an audit, it is important that you address any deficiencies or concerns identified by the audit in a timely fashion, in some cases immediately. It is also important that you inform employees of the fact that their job activities may be subject to auditing and that they may be called upon to justify particular instances where they accessed footage. Further, in the interest of openness and transparency, you may wish to make the findings of your audit publicly available.

CONCLUSION

Institutions are increasingly looking to video surveillance to assist in maintaining the safety of individuals and the security of property within their institutions. By its very nature, video surveillance introduces risks to the privacy of individuals whose personal information may be collected, used and disclosed. However, if the program associated with the use of video surveillance is implemented in a privacy-protective manner, as described in these guidelines, the risks may be sufficiently mitigated to fulfill institutions' obligations under *FIPPA* and *MFIPPA*. These guidelines present various issues, requirements and best practices for institutions to consider before as well as after implementing a video surveillance program.

Audit the roles, responsibilities and practices of your institution's video surveillance program regularly to ensure that they comply with your policies and procedures. Review and evaluate the necessity of your institution's video surveillance program regularly to determine whether it is still justified in accordance with the requirements under *FIPPA* and *MFIPPA*.

ADDITIONAL RESOURCES

IPC Privacy Complaint Reports involving video surveillance on the IPC website:

- Privacy Complaint MC13-60
- Privacy Complaint MC13-46
- Privacy Complaint MC10-2
- Privacy Investigation Report MC07-68, Privacy and Video Surveillance in Mass Transit Systems: A Special Investigation Report

ABOUT THE INFORMATION AND PRIVACY COMMISSIONER OF ONTARIO

The role of the Information and Privacy Commissioner of Ontario is set out in three statutes: the *Freedom of Information and Protection of Privacy Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*. The Commissioner acts independently of government to uphold and promote open government and the protection of personal privacy.

Under the three *Acts*, the Commissioner:

- Resolves access to information appeals and complaints when government or health care practitioners and organizations refuse to grant requests for access or correction.
- Investigates complaints with respect to personal information held by government or health care practitioners and organizations.
- Conducts research into access and privacy issues.
- Comments on proposed government legislation and programs.
- Educates the public about Ontario's access and privacy laws.



**Information and Privacy
Commissioner of Ontario**

**Commissaire à l'information et à la
protection de la vie privée de l'Ontario**

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October 2015



**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW NO. 54 OF 2024**

**BEING A BY-LAW TO APPOINT SARA COWMAN, PATRICK O'DONNELL,
AND BRAYDON GRANDMAISON, AS MUNICIPAL LAW ENFORCEMENT
OFFICERS FOR THE CORPORATION OF THE TOWN OF GODERICH
FROM MAY 15, 2024, THROUGH TO SEPTEMBER 6, 2024**

WHEREAS it is desirable to appoint Law Enforcement Officers pursuant to the Municipal Act R.S.O. 2001, as amended, Section 23.1;

AND WHEREAS Section 15 of the Police Services Act, R.S.O., 1990, Chapter P.15, provides that Council of a municipality may appoint persons to enforce the by-laws of the municipality and such municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS pursuant to Section 1 of the Provincial Offences Act, R.S.O., 1990, Chapter P.33 the Attorney General of Ontario has designated municipal law enforcement officers as provincial offences officers to enforce the by-laws of the municipality under the Provincial Offences Act;

AND WHEREAS the Council of the Corporation of the Town of Goderich deems it desirable and expedient to appoint Municipal Law Enforcement Officers to enforce the Waterfront Paid Parking By-Laws of the Town;

AND WHEREAS the Municipal Law Enforcement Officers for the Town of Goderich will be responsible for administering and enforcing the Waterfront Paid Parking By-Laws as required;

AND WHEREAS Council may appoint such officers and employees as may be necessary for the purpose of the Corporation, or for carrying into effect any Act of the Legislature of by-law of Council.

**NOW, THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION
OF THE TOWN OF GODERICH ENACTS AS FOLLOWS:**

1. That Sara Cowman, Patrick O'Donnell, and Braydon Grandmaison be appointed as Municipal Law Enforcement Officers for the Corporation of the Town of Goderich.
2. That this By-Law shall be in force from May 15, 2024, through to September 6, 2024.

**READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS
29TH DAY OF APRIL, 2024.**

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

Granicus Proposal for Goderich ON

ORDER DETAILS

Prepared By: Marilyn Fletcher
Phone:
Email: marilyn.fletcher@granicus.com
Order #: Q-333729
Prepared On: 06 Mar 2024
Expires On: 26 Jun 2024

ORDER TERMS

Currency: CAD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date: 26 Jun 2024
Period of Performance: 27 Jun 2024 - 26 Jun 2025

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	1 Each	\$2,862.25
24/7 Hotline	Annual	1 Each	\$686.94
Rental Activity Monitoring	Annual	1 Each	\$1,717.35
SUBTOTAL:			\$5,266.54

PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> - Updating listing activity and details every 3-5 days - Screenshot activity of every listing - Deduplication of listings into unique Rental Units - Activity dashboard and map to monitor trends and breakdown of compliance
24/7 Hotline	<p>24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos)</p> <ul style="list-style-type: none"> - 24/7 call center for citizens to contact and report complaints verbally - Recordings for all call center complaints - Email notifications to your team when complaints are logged - Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint - SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes - Hotline Dashboard for tracking complaint volumes, trends, and categories - Ability to upload Notes/Comments to each complaint
Rental Activity Monitoring	<p>Ongoing monitoring of Short Term Rental listings for signs of rental activity including historical revenue estimates & occupancy. Coupled with our Tax Collection product, users can also compare historical revenue estimates to actual reported revenue to identify those that may be underreporting and underpaying sales tax (i.e. TOT).</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-333729 dated 06 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Goderich ON to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-333729 dated 06 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Goderich ON	
Signature:	
Name:	
Title:	
Date:	



**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW NO. 56 OF 2024**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN OPERATING
AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF
GODERICH AND MAITLAND VALLEY MARINA LTD. FOR THE TWO
WHARFS LOCATED IN THE MAITLAND RIVER CHANNEL AND AT SNUG
HARBOUR**

WHEREAS The Town of Goderich is the registered owner of a wharf in the Maitland River channel known as Fisherman's Wharf, which is located in the Maitland River, and Snug Harbour Wharf, located at Snug Harbour;

AND WHEREAS Maitland Valley Marina Limited has expressed an interest in assisting in servicing Fisherman's Wharf, and Snug Harbour Wharf, located at Snug Harbour, under certain terms and conditions in the servicing agreement appended hereto;

AND WHEREAS the rates for the year 2024 will remain the same as for the previous year.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF GODERICH ENACTS AS FOLLOWS:

1. That the Mayor and the Clerk be authorized and are hereby instructed to sign the agreement hereto attached and place the corporate seal thereunto.

READ A FIRST AND SECOND TIME THIS 29TH DAY OF APRIL 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 29TH DAY OF APRIL 2024.

MAYOR, Trevor Bazinet

CLERK, Andrea Fisher

FISHERMAN’S AND SNUG HARBOUR WHARF

SERVICING AGREEMENT

THIS AGREEMENT made in triplicate this 29th day of April, 2024.

B E T W E E N:

THE CORPORATION OF THE TOWN OF GODERICH
(hereinafter called the “TOWN”)

OF THE FIRST PART

- A N D -

MAITLAND VALLEY MARINA LIMITED
(hereinafter called the “M.V.”)

OF THE SECOND PART

WHEREAS the Town of Goderich is the owner of the property known as Fisherman’s Wharf and Snug Harbour Wharf for the use of a small boat launching ramps;

AND WHEREAS the Town and M.V. wish to enter into an agreement for the servicing of Fisherman’s Wharf and Snug Harbour Wharf on behalf of the Town with M.V.

NOW THEREFORE, THE PARTIES MUTUALLY COVENANT AND AGREE AS FOLLOWS:

PART I DUTIES OF M.V.

1. M.V. agrees to perform the following duties and pay all costs with regard to the servicing of Fisherman’s Wharf and Snug Harbour Wharf to the full satisfaction of the Town.
 - (a) Seasonal installation and removal of docks;
 - (b) Greeting customers and the general public, as needed;
 - (c) Supplying information to and serving the customers and the general public, as needed;
 - (d) Supplying the Town with verbal and written reports, as required;
 - (e) Provide staff who are knowledgeable, courteous and neat in appearance. M.V. shall make staff available at short notice for emergencies, site control, and disputes;
 - (f) Minor repairs to the wharfs including the supply of necessary material and equipment; and
 - (g) To prepare the wharfs each spring for operation, and to prepare the wharfs for winter each fall.

PART II DUTIES OF THE TOWN

1. The Town of Goderich agrees to provide the following:
 - (a) Property & Liability Insurance for the wharfs;

- (b) All capital works and repairs;
- (c) The Town shall pay all costs associated for any capital works on the launch ramps will be performed by the Town;
- (d) Soliciting and collection of seasonal wharf fees and launch ramp fees;
- (e) Daily management at the wharfs during the operating season;
- (f) Collection of daily and other wharfage fees, daily launch ramp fees;
- (g) Record keeping/administration;
- (h) Policing of the wharfs with regard to vandalism, behaviour of customers and the public, etc.
- (i) The hiring of necessary trades people, as required;
- (j) Minor capital works, as required;
- (k) Advertising;
- (l) Supply utilities; and
- (m) The cleaning of the ramp area of debris and floating objects.

PART III FINANCES

- (a) All fees collected by the Town for use of the facility, shall become the property of the Town.
- (b) The Town shall pay M.V. a flat payment amount of \$2,000 + applicable taxes per year upon dock installation, plus 20% of gross income derived from seasonal, weekly and daily wharfage rates upon dock removal.

The wharfage rates to the public for the use of the marina/ramps on behalf of the Town of Goderich, shall be set by the Town annually as per the Town of Goderich Fee By-Law
- (c) There shall be no fee payable to M.V. for non-powered personal watercraft using the launch ramp.

PART IV TERM

The term of this Agreement shall be from February 1, 2024, to December 31, 2024. The Agreement will be reviewed at the end of the boating season. The Town reserves the right to extend this agreement for further terms of one year each.

Both parties agree that in the event that the agreement with the Goderich Port Management Corporation should affect this agreement, that the Agreement with GMPC takes precedence over and above this agreement. In the event that M.V. does not perform their duties, as required by this agreement, to the satisfaction of the Town, the Town may terminate the agreement on two (2) weeks written notice to M.V. Either party can terminate the agreement without cause, by providing written notice to the other. Such termination shall take effect at the end of the calendar year in which the notice was given.

PART V GENERAL

(a) M.V. Employees

All of M.V.'s employees shall remain the employees of M.V. and shall be covered under M.V.'s Workplace Safety Insurance Board account.

(b) Assignments, Transfers, Sub-leases and Licences

M.V. shall not make any assignment of this agreement nor any transfer in whole or any portion of the premises, nor grant any licence to use any part of the premises without obtaining the prior consent, in writing, of the Town, to such assignment, transfer, sub-lease or licence. The Town reserves the right to withhold the consent.

(c) **Access by Town**

The Town, it's officers, servants or agents shall have full and free access in order to view, inspect the state of repair during normal business hours in the presence of M.V. or representative of M.V. to any and every part of the premises, it being expressly understood and agreed, however, that in case of emergency the Town, it's officers, servants or agents shall at all times and for the purpose have full and free access to the leased premises.

(d) **Insurance**

M.V. shall, at its own expense, secure and maintain in effect, during the term of this agreement, the following insurance:

(i) Marine Operators Legal Liability insurance of at least \$5,000,000.00 that provides coverage for the risks associated with Marina operations including the exposure related to the watercraft in M.V.'s care, custody, and control.

(ii) a Pollution Liability Policy, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than \$5,000,000.00. Coverage shall include bodily injury, property damage, clean-up, and remediation costs.

(iii) Commercial General Liability insurance, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit not less than \$5,000,000.00 per occurrence and an aggregate limited of not less than \$5,000,000.00, within a policy year with respect to completed operations and a deductible of not more than \$1,000.00. This policy shall include but not be limited to:

- a) Town of Goderich as an Additional Insured
- b) Cross-liability and severability of interest
- c) Blanket Contractual
- d) Products and Completed Operations
- e) Premises and Operations Liability
- f) Personal Injury Liability
- g) Contingent Employers Liability
- h) Owners and Contractors Protective
- i) The policy shall include 30 days' notice of cancellation

The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy.

(iv) WSIB coverage for all employees, agents, subcontractors and/or licensees.

(v) Standard Form Automobile Liability insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000.00 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Proponent.

M.V. shall defend, indemnify and save harmless Town of Goderich, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions,

misfeasance, nonfeasance, fraud or willful misconduct of M.V., its directors, officers, agents, contractors and subcontractors, or any of them in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by M.V.in accordance with this Agreement sand shall survive this Agreement.

M.V. agrees to defend, indemnify and save harmless the Town of Goderich from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, and costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the M.V.'s status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by M.V. in accordance with this Contract and shall survive this Agreement.

(e) **Fees**

Fees shall be set by the Town annually and a copy of the most up to date fees will be provided to M.V. Further, the fees are subject to an annual adjustment equivalent to the change in the Consumer Price Index in effect as at January 1st of each year.

(f) **Reserved Rights**

The Town reserves the right to use the facilities and the launch wharfs, at no cost, for special events such as Tall Ship Festivals, visiting vessels, etc. Such use of the facilities will be negotiated with M.V. such as to cause the least amount of disturbance to the operation of the wharfs as possible.

(g) **Public Access**

M.V. agrees to allow public access, at all times, to the ramp areas.

(h) M.V. shall have no claim of ownership on Town owned lands.

PART VI PREMISES

The area to be covered by this agreement shall be the area as shown on the map as attached as Schedule “A” to this agreement.

IN WITNESS WHEREOF the said Corporations have affixed their Corporate seals and the hands of their proper officers.

THE CORPORATION OF THE TOWN OF
GODERICH

Per:_____
MAYOR, Trevor Bazinet

Per:_____
CLERK, Andrea Fisher

I/We have the authority to bind the Corporation

—

MAITLAND VALLEY MARINA LTD

Per:_____
Jim Peever, President

I/We have the authority to bind the Corporation

**SCHEDULE ‘A’
PREMISES**

Fisherman’s Wharf



Snug Harbour Wharf

