



The Corporation of the Township of Huron-Kinloss  
**Council Meeting Minutes**

Date: October 17, 2022  
Time: 7:00 pm  
Location: Council Chambers

Members Present Mitch Twolan, Mayor  
Don Murray, Deputy Mayor  
Jeff Elliott, Councillor  
Jim Hanna, Councillor  
Ed McGugan, Councillor  
Carl Sloetjes, Councillor

Members Absent Lillian Abbott, Councillor

Staff Present Mary Rose Walden, Chief Administrative Officer  
Emily Dance, Clerk  
Jodi MacArthur, Treasurer  
Michelle Goetz, Manager of Strategic Initiatives  
Chris Cleave, Fire Chief

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**1. Call to Order**

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

**2. Disclosure of Pecuniary Interest**

None noted.

**3. Adoption of the Minutes**

**Resolution No.:** 821

Moved by: Don Murray

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby approves the September 19, 2022 Council Meeting Minutes AND the October 3, 2022 Committee of the Whole Meeting Minutes as presented.

Carried

#### **4. Delegations**

##### **4.1 Redbrick Communications**

Andrea Montgomery, Redbrick Communications made a presentation regarding the proposed Township of Huron-Kinloss Engagement Strategy - Priorities and Action Plan. Ms. Montgomery explained that effective communication and engagement go hand and hand and helps to build stronger trust and a respectful relationship with the public.

She outlined the list of engagement principles that include having informed and empowered staff, the expectation of respect, transparency and trust, open access to information, inclusion, feedback loop, and continuous improvement. She reviewed the benefits of effective engagement, methodology, and the input process.

A question was posed regarding the current practices that include Have your Say HK, all meetings are public and online. She explained that Huron Kinloss is not doing a bad job this engagement strategy is a way to do better. She explained that people's lives are busy and they do not have the time to read everything, they prefer a short scan "headline or highlights".

Ms. Montgomery reviewed some best practices that include making engagement a priority, leadership to set the stage and expectations, humanizing staff in the community, making it easy for the community to have a voice, level of engagement adjusted based on the level of impact, include a mix of formal and informal touchpoints, consistently report back.

The Top priorities for Huron-Kinloss include:

1. Obtain Council buy-in for the Engagement Framework, Toolkit, and Recommendations
2. Communicate a clear vision and expectation for both internal and external community engagement
3. Ensure Council, leadership, and staff across the organization are aware of the engagement framework and toolkit

4. Increase competency in all departments
5. Set up a planning system to better anticipate engagement needs.

She outlined a proposed phased action and implementation plan:

Phase 1: Lay the Foundation

Phase 2: Build competency efficiency

Phase 3: Increase community touchpoints/visibility

Comments were made regarding the need for two-way communications and dealing with negative public comments, the need to do better, and the understanding that there are different groups that engage differently.

A question was posed regarding the timeline to roll out. Staff commented that the intent is over the next 2-3 years.

## **5. Staff Reports**

### **5.1 Engagement Framework and Toolkit BED-2022-10-49**

**Resolution No.:** 822

Moved by: Carl Sloetjes

Seconded by: Don Murray

THAT the Township of Huron-Kinloss Council hereby approves report number BED-2022-10-49, prepared by Michelle Goetz, Manager of Strategic Initiatives AND adopts the Engagement Framework, Toolkit and Roll-out Plan dated October 17<sup>th</sup> 2022 by Redbrick Communications in principle AND FURTHER approves the appropriate By-Law coming forward on tonight's agenda.

Carried

## **6. Financial Reports**

### **6.1 Previous Month Actual - September 2022 Accounts TR-2022-10-69**

**Resolution No.:** 823

Moved by: Don Murray

Seconded by: Carl Sloetjes

That Township of Huron-Kinloss Council hereby ratifies and confirms payment of the September 2022 accounts in the amount of \$3,926,277.24.

Carried

**6.2 Revenue and Expenditure Reports to September 30, 2022 TR-2022-10-70**

**Resolution No.:** 824

Moved by: Carl Sloetjes

Seconded by: Don Murray

That Township of Huron-Kinloss Council hereby reviews and receives the summary revenue and expenditure reports to September 30, 2022 prepared by Jodi MacArthur, Treasurer.

Carried

**6.3 October 2022 Accounts TR-2022-10-71**

**Resolution No.:** 825

Moved by: Carl Sloetjes

Seconded by: Don Murray

That the Township of Huron-Kinloss Council hereby authorizes payment of the October 2022 accounts in the amount of \$719,610.38

Carried

**7. Staff Reports (con't)**

**7.1 Medical Response – Letter of Concern follow-up FIRE-2022-10-35**

Council had a discussion on Huron County EMS remaining in the decreased tiered response mode under their COVID-19 protocols and the result for the residents of not having fire respond to medical calls. Chief Cleave explained that ambulance service is long and fire intervention can be a benefit.

It was suggested to put forward a motion to request Huron County EMS lift the decreased tiered response under the COVID-19 protocols in order to provide fire response to medical calls as outlined in the Township of Huron-Kinloss medical tiered response policy.

**Resolution No.:** 826

Moved by: Don Murray  
Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Council hereby requests that Huron County EMS lifts the “Decreased Tiered Response mode” under their COVID-19 response protocols to dispatch the Lucknow District Fire Department to respond to Motor Vehicle Collisions, Industrial/Farm Accidents, Vital Signs Absent calls AND any other medical response criteria as outlined in the Township of Huron-Kinloss medical tiered response policy.

Carried

**Resolution No.: 827**

Moved by: Don Murray  
Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Council hereby receives for information Report Number FIRE2022-10-35 prepared by Chris Cleave, Fire Chief.

Carried

**7.2 Tile Drain Loan Application – Martin – 965 Bruce Road 1 DRAIN-2022-10-20**

**Resolution No.: 828**

Moved by: Carl Sloetjes  
Seconded by: Don Murray

THAT the Township of Huron-Kinloss Council hereby approves Report DRAIN 2022-10-20 prepared by Emily Dance, Clerk AND approves the Application for Tile Loan from Abner and Irene Martin for approximately 10 acres of farm land to be drained at 965 Bruce Road 1 at a loan amount not exceeding \$25,000 AND FURTHER approves the appropriate By-law coming forward.

Carried

**7.3 Quarterly Tax Arrears to September 30, 2022 TR-2022-10-68**

**Resolution No.: 829**

Moved by: Don Murray  
Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Council hereby receives for information Report number TR-2022-10-68 as prepared by Phyllis Hunter, Taxation/Revenue Clerk

Carried

**7.4 Electronic Monitoring Policy and Technology Policy Consolidation  
CAO-2022-10-35**

**Resolution No.:** 830

Moved by: Carl Sloetjes  
Seconded by: Don Murray

That the Township of Huron-Kinloss Council hereby approves Report Number CAO-2022-10-35 prepared by Leanne Scott, Human Resources Generalist AND approves the Technology Policy AND FURTHER authorizes the appropriate by-law coming forward on tonight's agenda.

Carried

**7.5 Hiring Report October Council CAO-2022-10-36**

**Resolution No.:** 831

Moved by: Don Murray  
Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Council hereby receives for information Report Number CAO2022-10-36 prepared by Leanne Scott, Human Resources Generalist.

Carried

**7.6 Indigenous Relationship Building Workshop CAO-2022-10-37**

**Resolution No.:** 832

Moved by: Carl Sloetjes  
Seconded by: Don Murray

That the Township of Huron-Kinloss Council hereby approves Report Number CAO-2022-10-37 prepared by Mary Rose Walden, Chief Administrative Officer AND authorizes the municipal office to be closed on Thursday, November 3<sup>rd</sup>, 2022 from 1 – 4 pm.

Carried

**7.7 Information on the Table October 17, 2022 CLK-2022-10-92**

**Resolution No.:** 833

Moved by: Don Murray

Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Council hereby receives for information Report Number CLK-2022-10-92 prepared by Kelly Lush, Deputy Clerk.

Carried

**7.8 Community Safety and Policing Act, 2019: Ontario Provincial Police Detachment Board (3) CLK-2022-10-93**

**Resolution No.:** 834

Moved by: Jeff Elliott

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby receives for information Report No. CLK-2022-10-93 prepared by Kelly Lush, Deputy Clerk.

Carried

**7.9 South Bruce Grey Health Centre CLK-2022-10-94**

**Resolution No.:** 835

Moved by: Carl Sloetjes

Seconded by: Jeff Elliott

THAT the Township of Huron-Kinloss Council hereby approves report CLK-2022-10-94 prepared by Emily Dance, Clerk AND defers consideration of support for a Board of Governance for the Walkerton and

Chesley Hospital until a new Council is appointed and further information is received.

Carried

**8. Correspondence Requiring Direction**

**9. By-Laws and Agreements**

**9.1 By-Law No. 2022-164 being the Lucknow and District Fire Hall Lease Agreement By-Law**

**Resolution No.:** 836

Moved by: Jeff Elliott

Seconded by: Carl Sloetjes

THAT By-Law No. 2022-164 being the Lucknow and District Fire Hall Lease Agreement By-Law be read a first, second, third time and finally passed this 17th day of October , 2022.

Carried

**9.2 By-Law No. 2022-165 being the Reserve and Reserve Fund Policy By-Law**

**Resolution No.:** 837

Moved by: Carl Sloetjes

Seconded by: Jeff Elliott

THAT By-Law No. 2022-165 being the Reserve and Reserve Fund Policy By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.3 By-Law No. 2022-166 being the 2022-2023 / 2023-2024 Winter Sand Tender By-Law**

**Resolution No.:** 838

Moved by: Jeff Elliott

Seconded by: Carl Sloetjes



THAT By-Law No. 2022-166 being the 2022-2023 / 2023-2024 Winter Sand Tender By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.4 By-Law No. 2022-167 being the Accept Quote Snow Plow and a Tailgate Spreader By-Law**

**Resolution No.:** 839

Moved by: Carl Sloetjes

Seconded by: Jeff Elliott

THAT By-Law No. 2022-167 being the Accept Quote Snow Plow and Tailgate Spreader By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.5 By-Law No. 2022-168 being the Accept Quote for Project Management Phase of the Point Clark Lighthouse Museum Revitalization Project By-Law**

**Resolution No.:** 840

Moved by: Jeff Elliott

Seconded by: Don Murray

THAT By-Law No. 2022-168 being the Accept Quote for Project Management Phase of the Point Clark Lighthouse Museum Revitalization Project By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.6 By-Law No. 2022-169 being the Accept Quote to Fabricate the Exhibits for the Lighthouse Museum Revitalization Project**

**Resolution No.:** 841

Moved by: Don Murray

Seconded by: Jeff Elliott

THAT By-Law No. 2022-169 being the Accept Quote to Fabricate the Exhibits for the Lighthouse Museum Revitalization Project By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.7 By-Law No. 2022-170 being the Tourism Micro-Website Hosting Agreement By-Law**

**Resolution No.:** 842

Moved by: Jeff Elliott  
Seconded by: Don Murray

THAT By-Law No. 2022-170 being the Tourism Micro-Website Hosting Agreement By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.8 By-Law No. 2022-171 being the Consolidated Human Resources Policies Amendment (1) Policy By-Law**

**Resolution No.:** 843

Moved by: Don Murray  
Seconded by: Jeff Elliott

THAT By-Law No. 2022-171 being the Consolidated Human Resources Policies Amendment (1) By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.9 By-Law No. 2022-172 being the Technology Policy By-Law**

**Resolution No.:** 844

Moved by: Jeff Elliott  
Seconded by: Don Murray

THAT By-Law No. 2022-172 being the Technology Policy By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.10 By-Law No. 2022-173 being the Hiring Policy Amendment By-Law**

**Resolution No.:** 845

Moved by: Don Murray

Seconded by: Jeff Elliott

THAT By-Law No. 2022-173 being the Hiring Policy Amendment By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.11 By-Law No. 2022-174 being the Appoint White Manager of Legislative Services / Deputy Clerk By-Law**

**Resolution No.:** 846

Moved by: Ed McGugan

Seconded by: Jim Hanna

THAT By-Law No. 2022-174 being the Appoint White Manager of Legislative Services /Deputy Clerk By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.12 By-Law No. 2022-175 being the Adopt Engagement Strategy for the Township of Huron-Kinloss By-Law**

**Resolution No.:** 847

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT By-Law No. 2022-175 being the Adopt Engagement Strategy for the Township of Huron-Kinloss By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.13 By-Law No. 2022-176 being the Harris Municipal Drain Repair 1951 By-Law**

**Resolution No.:** 848

Moved by: Ed McGugan

Seconded by: Jim Hanna

THAT By-Law No. 2022-176 being the Harris Municipal Drain Repair 1951 By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**9.14 By-Law No. 2022-177 being the Kempton Extension Drain Repair By-Law**

**Resolution No.:** 849

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT By-Law No. 2022-177 being the Kempton Extension Drain Repair By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**10. Information**

**10.1 Municipal Innovation Council - Q3 2022**

**10.2 Ministry of Municipal Affairs and Housing Correspondence**

**10.3 Motion to Receive**

**Resolution No.:** 850

Moved by: Ed McGugan

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 10.

Carried

**11. Township Committee Minutes Received**

**11.1 Lucknow and District Joint Recreation Board**

**11.2 Lucknow and District Fire Board**

**11.3 Motion to Receive**

**Resolution No.:** 851

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 11.

Carried

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

**12.1 Multi Municipal Wind Turbine Working Group**

**12.2 Motion to Receive**

**Resolution No.:** 852

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 12.

Carried

**13. New Business/Council Reports**

Deputy Mayor Murray commented that he received a complaint that there is only one-speed limit sign on Huron Road in Point Clark and if they could install additional signs. Staff will look into the concern and report back to Council.

Mayor Twolan announced that it was Clerk Emily Dance's last meeting. Mayor Twolan and Council thanked her for her service and wished her good luck in her future endeavors.

**14. Closed Session**

**Resolution No.:** 853

Moved by: Ed McGugan  
Seconded by: Jim Hanna

That the Township of Huron-Kinloss Council hereby moves into a Closed Meeting pursuant to [s. 239(2)(c)]. A proposed or pending acquisition or disposition of land by the municipality – Walpole Trail AND FURTHER returns to open session upon completion.

Carried

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

**Resolution No.: 857**

Moved by: Jim Hanna  
Seconded by: Ed McGugan

That Mayor Twolan reported a Closed Meeting was held regarding a proposed disposition of land by the municipality – Walpole Trail AND direction was given to staff to move forward with notification to the property owner on Walpole Trail of the options available to legalize any dwellings or structures that are encroaching on municipal property.

Carried

**16. Confirming By-Law**

**Resolution No.: 858**

Moved by: Jim Hanna  
Seconded by: Ed McGugan

THAT By-Law No. 2022-178 being the October 2022 Confirmatory By-Law be read a first, second, third time and finally passed this 17th day of October, 2022.

Carried

**17. Adjournment**

**Resolution No.: 859**

Moved by: Jim Hanna  
Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Council hereby adjourn at 8:38 p.m.

Carried

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Mayor

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Clerk