



**The Corporation of the Township of Huron-Kinloss**  
**Committee of the Whole Meeting Minutes**

Date: February 6, 2023  
Time: 10:00 am  
Location: Council Chambers

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

Staff Present            Jennifer White, Manager of Legislative Services/Clerk  
                                 Mary Rose Walden, Chief Administrative Officer  
                                 Michele Barr, Chief Building Official  
                                 Chris Cleave, Fire Chief  
                                 Mike Fair, Director of Community Services  
                                 Jodi MacArthur, Treasurer  
                                 John Yungblut, Director of Public Works

Others Present         Michelle Goetz, Manager of Strategic Initiatives

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**1. Call to Order**

Mayor Murray called the meeting to order at 10:00 a.m.

**2. Disclosure of Pecuniary Interest**

None disclosed.

**3. Delegations**

**3.1 Pine River Watershed Initiative - David Grant - 2023 Funding Support Request**

David Grant, Chairperson Pine River Watershed Initiative Network presented on the mandate, projects, programming and partnerships (such as with the 4H club) and outreach of the organization.

The investment in Huron-Kinloss was highlighted, as were the challenges and opportunities facing the organization for 2023.

A 2023 funding request was made to help cover administrative costs, similar to previous years. Administrative support is the most difficult funding to received from grants or sponsors.

Council inquired about the process for considering the request and will consider as part of the 2023 budget deliberations.

### **3.2 B.M Ross and Associates Limited - Surface Water Quality Monitoring Annual Report**

Matt Pearson, B.M. Ross and Associates Limited, provided the annual report on Surface Water Quality Monitoring Program. Mr. Pearson provided a background and history on the Monitoring Program. The 2022 trends and water quality overview was provided. The nitrate, phosphate and e-coli trends for stream and lakes were discussed. Overall the sample numbers were not of immediate concern.

Committee of the Whole inquired about cover crops and the impact on nitrates and about the number of municipalities that are collecting this type of information.

Committee of the Whole discussed the benefit of the availability of this type of data to support continued development on the shoreline.

Ministry of the Environment would enforce the regulations concerning any overages in the samples. The Council role is a monitoring role.

Committee of the Whole inquired about timeline to see results for changes in Tile Drainage and Pine River Watershed Initiatives Network programs .

### **3.3 B.M. Ross and Associates Limited - Huron-Kinloss Community Septic Inspections Annual Report**

Lisa Courtney, B.M. Ross and Associates Limited provided information regarding the Community Septic Inspections Program. Ms. Courtney discussed the timing and results of inspections for 2022 and 2023. Information was provided on inspections of Septic Tanks within the Source Water Protection area and requirements for Advanced Treatment Units.

Courtney discussed maintenance requirements for septic systems and the education provided to homeowners during inspections. The value of the program was discussed.

Staff and Committee asked for information on the tools available to maintain enforcement, where residents were not cooperative with the inspection requirements.

Committee inquired about the Tertiary Systems and requirements for those homeowners to be compliant.

Committee requested Staff to provide a report on septic inspection enforcement.

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

##### **4.1 Building and Planning**

###### **4.1.1 January 2023 Monthly Building Report, BLDG-2023-02-3**

**Resolution No.:** 02/06/23 - 01

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2023-02-03 prepared by Heather Falconer, Building Inspector

**Carried**

##### **4.2 By-law Enforcement**

###### **4.2.1 January 2023 Monthly By-Law Enforcement Status Report, BLE-2023-02-3**

Committee requested Staff to continue using the municipal website and social media to provide education on by-law requirements.

**Resolution No.:** 02/06/23 - 02

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2023-02-3 prepared by Heather Falconer, By-Law Enforcement Officer.

**Carried**

#### **4.2.2 Feral Cat Populations, BLE-2023-02-4**

Committee of the Whole inquired about what other municipalities are doing. Committee of the Whole inquired about the process to address issues received from residents. Staff requested that residents be directed to contact Staff directly with the information about concerns to assist in tracking outstanding issues. Staff provided information on the app available to residents. This app allows residents to submit and track their concerns, and the information would get directed to the correct party automatically.

Committee of the Whole discussed letting the process continue as it appears to be working in other areas of the Township to minimize complaints.

**Resolution No.:** 02/06/23 - 03

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number BLE-2023-02-04 prepared by Heather Falconer, By-Law Enforcement Officer.

**Carried**

#### **4.2.3 Short Term Rentals 2023 Status Report, BLE-2023-02-5**

Committee of the Whole inquired about the options available in the report and whether the behaviours by renters should be addressed, rather than regulating homeowners. The issues identified in the report were identified by Committee to be more about existing by-law infractions and how to enforce existing by-laws. Committee inquired about the possibility of set-fines for some of these nuisances.

Committee discussed the possibility of engaging with beach associations, homeowners, etc regarding possible regulations or enforcement tools.

Staff indicated that the noise complaints could be directed to the Police Services Board for discussion.

**Resolution No.:** 02/06/23 - 04

**Moved by:** Carl Sloetjes

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2023-02-5 prepared by Heather Falconer, By-Law Enforcement Officer;

AND FURTHER recommends that By-Law Enforcement monitor complaints and concerns surrounding Short Term Rentals to include this information in annual reporting;

AND FURTHER THAT the issue be directed to the police services board for discussion.

**Carried**

#### **4.3 Fire Department**

##### **4.3.1 Emergency Management and Health and Safety January 2023 Summary, FIRE-2023-02-4**

**Resolution No.:** 02/06/23 - 05

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE-2023-02-4, prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator.

**Carried**

##### **4.3.2 Fire & Emergency Services Monthly Activities Report – January 2023, FIRE-2023-02-5**

Committee inquired about Carbon monoxide issues, and how Fire would be contacted for these concerns and what their anticipated response would be.

**Resolution No.:** 02/06/23 - 06

**Moved by:** Jim Hanna

**Seconded by:** Ed McGugan

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2023-02-5 prepared by Chris Cleave, Fire Chief / CEMC.

**Carried**

#### **4.3.3 Tiered Medical Response Policy – Criteria Amendment, FIRE-2023-02-6**

Committee of the Whole inquired about the response time for fire versus emergency ambulance services and whether training or equipment would be diminished . Staff provided an overview of the report.

**Resolution No.:** 02/06/23 - 07

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for Report Number FIRE2023-02-6 prepared by Chris Cleave, Fire Chief;

AND FURTHER authorises the appropriate by-laws be brought forward to amend the Medical Tiered Response Policy Criteria as detailed in this report.

#### **4.3.4 Fleet Vehicles – Fire Chief Truck Replacement, FIRE-2023-02-7**

Committee inquired about replacement timeframe for vehicles, and how the vehicle was used while being a demonstrator vehicle.

**Resolution No.:** 02/06/23 - 08

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2023-02-7 prepared by Chris Cleave, Fire Chief

**Carried**

### **4.4 Treasury**

#### **4.4.1 Municipal Implementation Program – intake 3 Implementation Project, TR-2023-02-4**

Committee confirmed the ongoing costs associated with the software purchases.

**Resolution No.:** 02/06/23 - 09

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number TR-2023-02-4 prepared by Jodi MacArthur, Treasurer;

AND FURTHER approves the purchase of Laserfiche, Questica and Univerus Registration and G/L module;

AND FURTHER authorizes entering into an amended transfer payment agreement for the Municipal Modernization Program;

AND FURTHER authorizes the appropriate by-laws be brought forward.

**Carried**

#### **4.5 Community Services**

##### **4.5.1 2023 February Community Services Status Report, CS-2023-02-11**

Staff will be bringing a report regarding the green initiatives grant to the budget meeting. Committee discussed possible options to make buildings

**Resolution No.:** 02/06/23 - 10

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-02-11 prepared by Mike Fair, Director of Community Services

**Carried**

**4.5.2 2023 February Parks and Facilities Update, CS-2023-02-7**

**Resolution No.:** 02/06/23 - 11

**Moved by:** Jim Hanna

**Seconded by:** Ed McGugan

That the Township of Huron Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-02-7 prepared by Matt McClinchey, Parks and Facilities Supervisor.

**Carried**

**4.5.3 Community Service Program Update – February 2023, CS-2023-02-10**

**Resolution No.:** 02/06/23 - 12

**Moved by:** Carl Sloetjes

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-02-10 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator.

**Carried**

**4.5.4 2023 Ripley-Huron Community Centre Revitalization, CS-2023-02-8**

**Resolution No.:** 02/06/23 - 13

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS-2023-02-8 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes pre-budget approval for Domm Construction to proceed with the supply and installation of two-by-two ceiling tiles and lighting in the section of hallway not included in the original scope of work not to exceed \$8 964.00 plus HST.



**Carried**

#### **4.5.5 Whitechurch Park Grass Cutting, CS-2023-02-9**

Committee of the Whole inquired about whether the procurement policy would no longer require this type of decision. Staff provided information on the training roll out of the new policy.

**Resolution No.:** 02/06/23 - 14

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS-2023-02-9 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes a services agreement with Gord Dale to provide grass cutting services at Whitechurch Park for \$95.00 per cut.

**Carried**

#### **4.6 Public Works**

##### **4.6.1 Transportation February 2023, PW-2023-02-10**

**Resolution No.:** 02/06/23 -15

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report Number PW-2023-02-10, prepared by John Yungblut, Director of Public Works.

**Carried**

##### **4.6.2 Water Wastewater February 2023, PW-2023-02-9**

Committee of the Whole inquired about the switch at the standby generator and whether it was necessary to have it operate automatically.

**Resolution No.:** 02/06/23 - 16

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

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report Number PW-2023-02-9, prepared by John Yungblut, Director of Public Works.

**Carried**

#### **4.6.3 2023 Consolidated Fees, PW-2023-02-8**

Committee inquired about whether the proposed fees were sufficient. Staff indicated that this is not likely to ever be a self funded landfill. Committee requested higher fees than proposed in the report.

Committee inquired about the minimum load fee and how it is proposed to be implemented.

Committee proposed raising the sorted wastes by \$10 and the unsorted pricing being double the sorted price

**Resolution No.:** 02/06/23 - 17

**Moved by:** Carl Sloetjes  
**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2023-02-8, prepared by John Yungblut, Director of Public Works;

AND FURTHER approves the changes to the consolidated fees as amended;

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

**Carried**

#### **4.7 Business and Economic Development**

##### **4.7.1 February 2023, The Hub Status Report, BED-2023-02-7**

**Resolution No.:** 02/06/23 - 18

**Moved by:** Shari Flett  
**Seconded by:** Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2023-02-7 prepared by Lauren Eby, Business Development Coordinator.

**Carried**

**4.7.2 January 2023 Business and Economic Officer Status Report, BED-2023-02-9**

**Resolution No.:** 02/06/23 - 18

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2023-02-09 prepared by Amy Irwin, Business and Economic Officer.

**Carried**

**4.7.3 2023 February Status Update Manager of Strategic Initiatives, BED-2023-02-8**

Committee discussed Women in Trades, what barriers are preventing participation in the workforce.

**Resolution No.:** 02/06/23 - 19

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information report number BED-2023-02-8, prepared by Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**4.8 Chief Administrative Officer**

**4.8.1 Nuclear Waste Management Organization Near-Term Investment Funding Program, CAO-2023-02-5**

Committee of the Whole inquired about the impact if South Bruce is no longer involved in the selection process.

The agreement has gone to legal for review. The agreement is confidential and is not a public document.

The Agreement does not appear to have conditions on South Bruce participation.

Staff will provide a proposal for spending these funds at the Budget meeting.

**Resolution No.:** 02/06/23 - 20

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

THAT Huron-Kinloss Committee of the Whole hereby authorizes the execution of the Nuclear Waste Management Organization Near-Term Investment Funding Agreement;

AND FURTHER directs Staff to create a reserve fund; "Near-term Investment reserve fund" to facilitate receipt of the applicable NWMO funds, thereby meeting requirements of the Near-term Investment Funding Agreement;

AND FURTHER directs Staff to bring the appropriate by-laws forward.

**Carried**

#### **4.8.2 February 2023 Human Resources Status Report, CAO-2023-02-4**

**Resolution No.:** 02/06/23 - 21

**Moved by:** Carl Sloetjes

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO2023-02-04 prepared by Leanne Scott, Human Resources Generalist.

**Carried**

### **4.9 Legislative Services**

#### **4.9.1 Election Method Price Comparison, CLK-2023-02-9**

**Resolution No.:** 02/06/23 - 22

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

That Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK-2023-02-09 prepared by Jennifer White, Clerk.

**Carried**

#### **4.9.2 Hybrid Meeting Proposal, CLK-2023-02-10**

Committee of the Whole discussed the various proposals within the report. Committee discussed the requirement for transparency, and openness of livestreamed meetings.

There is a perceived benefit to Council members to meet electronically. Staff were directed to bring forward a report to the first meeting in March to outline the required changes to the Procedure By-law and a proposed Council hybrid meeting participation procedure for consideration. Committee directed Staff to include the following within the procedure; that Quorum should be within the chambers in person, and that the Chair must be in-person at the meeting. Staff were directed to explore an easy, inexpensive option for Council participation which does not include livestreaming or public participation electronically.

**Resolution No.:** 02/06/23 - 23

**Moved by:** Jim Hanna

**Seconded by:** Ed McGugan

That Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK-2023-02-10 prepared by Jennifer White, Clerk;

AND FURTHER direct Staff to bring forward a report to the first meeting in March to outline the required changes to the Procedure By-law and a proposed Council hybrid meeting participation procedure for consideration;

AND FURTHER THAT Committee direct Staff to include the following within the procedure; that Quorum should be within the

chambers in person, and that the Chair must be in-person at the meeting;

AND FURTHER THAT Staff were directed to explore an easy, inexpensive option for Council participation which does not include livestreaming or public participation electronically.

**4.9.3 Hydro One Easement Request PT LT 16 CON 3, CLK-2023-02-11**

**Resolution No.:** 02/06/23 - 24

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT Huron-Kinloss Committee of the Whole receive for information Report No. CLK-2023-02-11, prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER authorizes the appropriate by-law coming forward to enter into an easement agreement as per the Report.

**Carried**

**5. Correspondence Requiring Direction**

None noted.

**6. Information**

**Resolution No.:** 02/06/23 - 25

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

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

**Carried**

**6.1 Information on the Table**

**6.1.1 AMCTO**

**6.1.1.1 AMCTO Advocacy Update**

**6.1.2 AMO**

**6.1.2.1 AMO Watchfile - January 12, 2023**

**6.1.2.2 AMO Watchfile - January 19 2023**

**6.1.2.3 AMO Watchfile - January 26 2023**

**6.1.3 Bruce County**

**6.1.3.1 Bruce County Seeking Registered Nurses and Registered Practical Nurses - January 10 2023**

**6.1.3.2 Bruce County Committee and Council Updates - January 12 2023**

**6.1.3.3 Bruce County begins 2023 Budget Process - January 12 2023**

**6.1.3.4 Bruce County Council Reviews Draft 2023 Capital and Operating Budget - January 20 2023**

**6.1.3.5 Bruce County Seeks Public Input for Strategic Planning - January 20 2023**

**6.1.3.6 Bruce County Promotes Affordable Housing Toolkit at ROMA Conference - January 24 2023**

**6.1.4 General**

**6.1.4.1 Provincial ECE Campaign Fact Sheet - January 16 2023**

**6.1.4.2 Lake Huron Coastal Centre, Save the Date - January 16 2023**

**6.1.4.3 NWMO News - January 16 2023**

**6.1.4.4 Federation of Ontario Cottagers' Association - January 27 2023**

**6.1.4.5 Ontario Provincial Police: Tragic Event in Memphis, Tennessee - January 27 2023**

**6.1.4.6 RT-07 News Updates and Events - January 30 2023**

**7. New Business/Council Reports**

Mayor asked to include a line item on the next agenda for members of Council to provide an update on their experiences at the ROMA Convention.

**8. Closed Session**

**Resolution No.:** 02/06/23 - 26

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT Council move into closed meeting at 2:30 p.m. for the purpose of considering a proposed or pending acquisition or disposition of land by the Township or Local Board (Ripley Industrial Park), 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 (financial information supplied in confidence) and personal matters about an identifiable individual, including municipal or local board employees (salary grid), pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

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

**Carried**

**9. Matters Arising from Closed Session**

Council held a closed session to discuss three matters. Direction was provided to Staff on all three matters.

**Resolution No.:** 02/06/23 - 27

**Moved by:** Larry Allison

**Seconded by:** Ed McGugan

THAT Council authorizes a \$25,000 commitment to the Flood Hazard and Identification Mapping program by Saugeen Valley Conservation Authority as a pre-budget approval.

**Carried**

**10. Adjournment**

**Resolution No.:** 02/06/23 - 28

**Moved by:** Carl Sloetjes

**Seconded by:** Shari Flett



THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 2:58 p.m.

**Carried**

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Mayor

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Clerk