



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

Date: January 16, 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

Members Absent 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 Other Staff in Attendance:
Heather Falconer, By-law Enforcement Officer; Lauren Eby,
Business Development Coordinator; Amy Irwin, Business and
Economic Officer; Michelle Goetz, Manager of Strategic
Initiatives; Matt McClinchey, Parks and Facilities
Supervisor; Elyse Dewar, Administrative Assistant/Program
Coordinator

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 Pat McKillop - Paving request for Paradise Lake Street consideration in Budget

Pat McKillop requested that Council consider the paving of Paradise Lake Street in the 2023 Budget.

Council requested information from Staff regarding the current condition of the roadway. Council referred this matter to Staff.

3.2 PRC Solutions - Parks and Recreation Master Plan (Item # 4.7.6)

This item was presented with the Parks and Recreation Master Plan Report, item #4.7.6.

4. Staff Reports

4.1 Building & Planning

4.1.1 December 2022 Monthly Building Report BLDG-2023-01-1, BLDG-2023-01-1

Resolution No.: 01/16/23 COW - 01

Moved by: Scott Gibson

Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2023-01-01 prepared by Heather Falconer, By-Law Enforcement Officer/Building Inspector.

Carried

4.1.2 2022 Building Year End Report, BLDG-2023-01-2

Council requested more information regarding pool permit types; the construction value of pools presented versus how much is charged for permits was questioned. Staff advised Council of current permit rates and indicated that the inspection required for a pool permit, does not take as much time as a home occupancy or other inspection would take and the fees reflect that.

Resolution No.: 01/16/23 COW - 02

Moved by: Ed McGugan
Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2023-01-2 prepared by Heather Falconer, By-Law Enforcement Officer/Building Inspector.

Carried

4.2 By-law Enforcement

4.2.1 Year End By-Law Enforcement Status Report 2022, BLE-2023-01-2

Council inquired about the number of incidents reported regarding feral animals and feeding of wildlife.

Staff provided information regarding the implementation of the Feral Cat By-law and noted that there have been a decrease in reported complaints since passing that By-law.

There is a report that will be coming forward in February to provide more information to Council on how complaints regarding feral cats are handled.

Resolution No.: 01/16/23 COW - 03

Moved by: Shari Flett
Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2023-01-02 prepared by Heather Falconer, By-Law Enforcement Officer.

Carried

4.3 Fire Department

4.3.1 Emergency Management and Health and Safety December 2022 Summary, FIRE-2023-01-1

Council inquired about the requirement for a generator during the recent storm, and whether a portable/automatic generator is required. Staff provided information on the number of portable

generators within the townships infrastructure and reported that the issue during this storm was the impassable roadways and getting the people to the equipment to operate it. There is existing capacity in the Township's portable generators.

Council requested information on an automatic generator/transfer switch pricing or other contingencies to consider for the budget meeting.

Resolution No.: 01/16/23 COW - 04

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE-2023-01-1, prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator.

Carried

4.3.2 Fleet Vehicle – Fire Chief – Pre Budget Approval, FIRE-2023-01-3

Council expressed concern about purchasing a used versus purchasing a new vehicle.

Staff discussed the tendering process and the significant discounts found through using fleet discounts available through that purchasing avenue. Staff provided information on the current fleet condition and reasons for the recommendation to purchase used versus waiting for new vehicle availability..

Resolution No.: 01/16/23 COW - 06

Moved by: Shari Flett

Seconded by: Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number FIRE-2023-01-3 prepared by Chris Cleave, Fire Chief AND authorizes pre-budget approval for the purchase of the 2019 Chevrolet Silverado Pick Up demo unit sold by Dependable Fire Apparatus;

AND FURTHER THAT that this approval is conditional on Staff confirming with a fleet specialist that the purchase of a new fleet vehicle would be time or cost prohibitive

Carried

Amendment:

Resolution No.: 01/16/23 COW - 05

Moved by: Ed McGugan

Seconded by: Scott Gibson

THAT Resolution 01/16/23 - 05 be amended to add "that this approval is conditional on Staff confirming with a fleet specialist that the purchase of a new fleet vehicle would be time or cost prohibitive".

Carried

4.3.3 Fire and Emergency Services Annual Report 2022, FIRE-2023-01-2

Council inquired about the tiered medical response. Staff reported that medical calls are down and that Lucknow calls have now stabilized with Ripley calls since implementation.

Resolution No.: 01/16/23 COW - 07

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2023-01-2 prepared by Chris Cleave, Fire Chief

4.4 Drainage

4.4.1 Municipal Drain Status Update January 2023, DRAIN-2023-01-1

Council inquired about the beaver situation at Black Creek Drain. Staff reported that this is a boundary area, and is currently being assessed and followed up on. The Township is moving forward with an on-site meeting with landowners and the drainage engineer for this municipal drain update. It is a large watershed area which affects many landowners.

Resolution No.: 01/16/23 COW - 08

Moved by: Shari Flett

Seconded by: Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. DRAIN-2023-01-1 prepared by Ken McCallum, Drainage Superintendent

Carried

4.5 Public Works

4.5.1 Transportation January 2023, PW-2023-01-6

Resolution No.: 01/16/23 COW - 09

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report Number PW-2023-01-6, prepared by John Yungblut, Director of Public Works.

Carried

4.5.2 Water Wastewater January 2023, PW-2023-01-7

Council inquired about the Groundwater Sample Station (GWSS) results and whether there are concerns about contamination. Staff provided an update on the adverse results received, and how samples are being collected.

Council inquired about the solutions which might be available. Staff reported that the situation is unique to that area and discussions between Staff and Veolia continue on what solutions would be available to mitigate adverse result concerns.

Resolution No.: 01/16/23 COW - 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 PW-2023-01-7, prepared by John Yungblut, Director of Public Works.

Carried

4.6 Business & Economic Development

4.6.1 2022 The Hub Year End Report, BED-2023-01-3

Resolution No.: 01/16/23 COW - 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 BED-2023-01-3 prepared by Lauren Eby, Business Development Coordinator.

Carried

4.6.2 Business and Economic Development 2022 Year End Report, BED-2023-01-4

Staff confirmed that the Lighthouse will be open this summer.

Resolution No.: 01/16/23 COW - 12

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-2023-01-4 prepared by Amy Irwin, Business and Economic Officer.

Carried

4.6.3 2022 Year in Review and Economic Development Action Plan Review, BED-2023-01-5

Council inquired about the Hub and Business and Economic Development Officer positions and any overlap. Staff reported that 100% of the wages for the Hub position are paid through other funding, therefore this employee can only work on Hub related projects. The Hub is a regional center, and can't remain dedicated to Huron-Kinloss economic and business development exclusively.

Resolution No.: 01/16/23 COW - 13

Moved by: Scott Gibson
Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information report number BED-2023-01-5, prepared by Michelle Goetz, Manager of Strategic Initiatives.

Carried

4.6.4 2022 Strategic Plan Review, BED-2023-01-2

Resolution No.: 01/16/23 COW - 14

Moved by: Ed McGugan
Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information report number BED-2023-01-2, prepared by Michelle Goetz, Manager of Strategic Initiatives.

Carried

4.6.5 Skills Development Fund, BED-2023-01-6

Council inquired about the possibility of placing participants from the Women in Construction program into work placement opportunities within the Nuclear Industry.

Staff reported that they continue to work with representatives from the Carpenter's Union respecting work placements. Recent graduates of the program initiated Security Clearance requests at an earlier stage of the program to enhance placement opportunities and Staff continue to investigate how to expand work placements to other contractors and suppliers at Bruce Power.

Resolution No.: 01/16/23 COW - 15

Moved by: Scott Gibson
Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives report number BED-2023-01-6, prepared by Michelle Goetz, Manager of Strategic Initiatives; AND FURTHER approves applying for the Skills Development Fund for the Women in Construction program.

Carried

4.6.6 January 2023, The Hub Status Report, BED-2023-01-1

Resolution No.: 01/16/23 COW - 16

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2023-01-1 prepared by Lauren Eby, Business Development Coordinator.

Carried

4.7 Community Services

4.7.1 2023 January Parks and Facilities Update, CS-2023-01-1

Council inquired about the tree event outlined in the report and what budget/resources are available to deal with these types of tree incidents. Staff reported this is covered in the operating budget.

Resolution No.: 01/16/23 COW - 17

Moved by: Scott Gibson

Seconded by: Jim Hanna

That the Township of Huron Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-01-1 prepared by Matt McClinchey, Parks and Facilities Supervisor.

Carried

4.7.2 2023 January Community Services Status Report, CS-2023-01-6

Council inquired about tree planting projects for residents or organizations. Staff reported that the public can participate in the Public Works tree sale every spring for local residents. The trees discussed in the Community services report are intended for public key areas of concerns, not for private residences. Council inquired about how the areas where Staff removed dead ash trees would be

replanted. Staff confirmed that they are working with the appropriate Conservation Authority.

Resolution No.: 01/16/23 COW - 18

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CS-2023-01-6 prepared by Mike Fair, Director of Community Services, AND FURTHER authorizes the appropriate by-law coming forward to raise summer camp fees from \$145 to \$155.00.

Carried

4.7.3 2022 Ripley Cemetery Year End Report, CS-2023-01-3

Resolution No.: 01/16/23 COW - 19

Moved by: Shari Flett

Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-01-3 prepared by Mike Fair, Director of Community Services.

Carried

4.7.4 Energy Reporting and Procurement, CS-2023-01-5

Resolution No.: 01/16/23 COW - 20

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-01-5 prepared by Mike Fair, Director of Community Services.

Carried

4.7.5 Community Services Programming Update – January 2023, CS-2023-01-4

Council inquired about the Ripley Wolf Cub Adventure Camp Program and would the current plan meet demand.

Resolution No.: 01/16/23 COW - 21

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-2023-01-4 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator

Carried

4.7.6 Parks and Recreation Master Plan, CS-2023-01-2

PRC Solutions presented the Parks and Recreation Master Plan.

Council inquired about what trends are within Ontario Communities regarding liability exposure. PRC Solutions provided information on the guidelines that CSA (Canadian safety Authority) require municipalities to follow to ensure best practices for mitigation measures. Additionally asset management becomes an important part of reducing liability.

Staff addressed next steps for implementation. Staff will bring forward a timeline of priorities to implement the recommendations over the next decade.

Council inquired about tracking the costs and whether infrastructure/procedure is currently in place to assess these costs.

Resolution No.: 01/16/23 COW - 22

Moved by: Ed McGugan

Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CS-2023-01-2 prepared by Mike Fair, Director of Community Services;

AND FURTHER adopts the Parks and Recreation Master Plan prepared by PRC Solutions dated January 16, 2023 in principle;

AND FURTHER authorizes the appropriate by-law coming forward.

Carried

4.8 Chief Administrative Officer

4.8.1 Organization Chart with Descriptions, CAO-2023-01-1

Council requested that they be provided with the names of each employee for all positions.

Resolution No.: 01/16/23 COW - 23

Moved by: Shari Flett

Seconded by: Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CAO2023-01-1 as prepared by Leanne Scott, Human Resources Generalist.

Carried

4.8.2 Lucknow Community Centre Easement, CAO-2023-01-2

Resolution No.: 01/16/23 COW - 24

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives report number CAO-2023-01-2, prepared by Mary Rose Walden, Chief Administrative Officer; AND further approves lifting the easement from 736 Campbell Street, being Part 4 3R-2807; AND further directs a by-law be brought forward authorizing the execution of any documents.

Carried

4.8.3 Nuclear Waste Management Organization (NWMO) Funding 2023, CAO-2023-01-3

Resolution No.: 01/16/23 COW - 25

Moved by: Shari Flett

Seconded by: Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CAO2023-01-03 prepared by Mary Rose Walden, Chief Administrative Officer and in so doing confirms that the Community Well Being Reserve Fund that was established by By-law 2015-09 is active and Further authorizes the Chief Administrative Officer to execute any agreements in relation to the Resources to Support Engagement of Interested Communities, Community Well Being & the Early Investment in Education Skills Program.

Carried

4.9 Legislative Services

4.9.1 Accessible Election 2022, CLK-2023-01-2

Resolution No.: 01/16/23 COW - 26

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK-2023-01-2 prepared by Kelly Lush, Deputy Clerk.

Carried

4.9.2 2022 Marriage Commissioners Annual Report, CLK-2023-01-3

Resolution No.: 01/16/23 COW - 27

Moved by: Larry Allison

Seconded by: Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2023-01-3 prepared by Kelly Lush, Deputy Clerk.

Carried

4.9.3 2022 Golf Car Pilot Project Annual Report, CLK-2023-01-4

Resolution No.: 01/16/23 COW - 28

Moved by: Scott Gibson
Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. CLK-2023-01-4 prepared by Kelly Lush, Deputy Clerk.

Carried

4.9.4 2022 Accessibility Compliance Report, CLK-2023-01-5

Council requested information on how accessibility concerns could be brought forward to Council's attention. Staff provided various options, although the process typically begins with areas of concern being reported to Staff. Council is updated on this information and possible ways to mitigate concerns via a staff report on the agenda for consideration.

Resolution No.: 01/16/23 COW - 29

Moved by: Ed McGugan
Seconded by: Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby approves the 2022 Accessibility Compliance Report, being Report Number CLK2023-01-5 prepared by Kelly Lush, Deputy Clerk.

Carried

4.9.5 Information on the Table January 2023, CLK-2023-01-1

Council requested more information on the AMO report of proposed Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022. Council inquired about whether this is incorporated in the Council Code of Conduct.

Resolution No.: 01/16/23 COW - 30

Moved by: Scott Gibson
Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK-2023-01-1 prepared by Kelly Lush, Deputy Clerk.

Carried

4.9.6 Resolutions for Consideration January 2023, CLK-2023-01-6

Council inquired about existing regulations for natural gas.

Resolution No.: 01/16/23 COW - 31

Moved by: Jim Hanna

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby support Lanark County in recognizing the issues of violence in rural communities and declaring Intimate Partner Violence and Violence Against Women as an epidemic AND further directs staff to distribute as they see fit.

Carried

Resolution No.: 01/16/23 COW - 32

Moved by: Scott Gibson

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Township of Malahide in their formal response to the Federal Government's review of the Cannabis Act AND further directs staff to distribute as they see fit.

Carried

Resolution No.: 01/16/23 COW - 33

Moved by: Ed McGugan

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Municipality of Tweed in their petition to the Ontario Energy Board to regulate natural gas bill costs AND further directs staff to distribute as they see fit.

Defeated

4.9.7 2023 January Legislative Update CLK-2023-01-07, CLK-2023-01-7

Councillor McGugan indicated an interest in attending the Bruce County Housing Forum.

Resolution No.: 01/16/23 COW - 34

Moved by: Ed McGugan

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2023-01-07, prepared by Jennifer White, Clerk;

AND FURTHER THAT Committee of the Whole support the County taking on the role of natural heritage review for planning applications in principle with a memorandum of understanding to be brought forward for Council consideration when developed.

Carried

5. Information

Resolution No.: 01/16/23 COW -

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information all items listed in Section 6.

5.1 Saugeen Valley Conservation Authority Flood Watch Program

Resolution No.: 01/16/23 COW - 35

Moved by: Shari Flett

Seconded by: Scott Gibson

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

Carried

6. New Business/Council Reports

Mayor and Deputy Mayor went to Kinloss Community Centre Hall Emergency Meeting. Staff have worked with this organization in the past regarding grant opportunities, etc. Residents supported the organization financially at the

meeting. The organization may be contacting Staff however regarding updating Charitable Status and tax receipts, and about water testing, as well as other supports which may be available.

Staff requested the addition of a closed meeting to the Public Council Meeting of January 16, 2023 to consider an update regarding a proposed disposition of land, which is time-sensitive.

Deputy Mayor Hanna has been appointed Chair of the Multi-Municipal Wind Turbine Working Group. Mayor Murray reported that a new Terms of Reference for this committee was being proposed and would be brought to Council at a future date.

The Fire Chief reported that the Office of the Fire Marshall has a 3 hour training seminar available to assist members of Council in understanding their obligations under various Fire related Acts. The information on how to self register will be forwarded to Council.

6.1 Addition to the Public Meeting of January 16, 2023.

Resolution No.: 01/16/23 COW - 36

Moved by: Ed McGugan

Seconded by: Larry Allison

THAT Committee of the Whole approve the following addition to the Public Meeting Agenda scheduled for 2 pm on January 16, 2023 :

i) ITEM 5.0 CLOSED MEETING -

THAT Council move into closed meeting at [time] for the purpose of considering a proposed or pending acquisition or disposition of land by the Township or Local Board (Ripley Industrial Park), pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

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

ii) ITEM 6.0 MATTERS ARISING FROM CLOSED MEETING

AND FURTHER THAT Staff be directed to amend the publicly posted agenda and other administrative actions as necessary to reflect this addition.

Carried

7. Adjournment

Resolution No.: 01/16/23 COW - 37

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 12:32 p.m.

Mayor

Clerk