



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

Date: April 3, 2023  
Time: 7:00 pm  
Location: Council Chambers

Members Present      Don Murray, Mayor  
Larry Allison, Councillor  
Shari Flett, Councillor  
Scott Gibson, Councillor  
Ed McGugan, Councillor

Members Absent      Jim Hanna, Deputy Mayor  
Carl Sloetjes, Councillor

Staff Present      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  
Heather Falconer, By-Law Enforcement Officer  
Kelly Lush, Deputy Clerk

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**1. Call to Order**

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

**2. Disclosure of Pecuniary Interest**

None disclosed.

**3. Delegations**

**3.1 Nuclear Waste Management Organization (NWMO)**

Caitlin Burley - Manager, Transportation Engagement and Michael Pahor - Relationship Manager presented to Council the NWMO Transportation Framework and Preliminary Transportation Plan. The presentation covered the current location of the used fuel within Canada, the NWMO multi-layered safety program, as well as transportation packages, transportation modes and transportation frequency. The presentation provided an update on community engagement and the planning framework for the transportation of the used fuel.

Ms. Burley suggested that if Southern Ontario is chosen as the host site, the preferred mode of transportation would be road. Council inquired on the dangers of loading the used fuel with Caitlin responding that there is ongoing studies of the risk. Council inquired what location the fuel would be moved from first with Caitlin responding that the fuel would be moved from all locations, moving the oldest fuel first. Caitlin sent the link of the transportation demonstration that was missing from the presentation and the Preliminary Transportation Plan and Transportation Planning Framework.

- Youtube video of transportation demonstration package:  
<https://youtu.be/Soo2GBDZ8kk>
- Preliminary Transportation Plan:  
<https://www.nwmo.ca/~media/Site/Files/PDFs/2021/12/13/19/30/Preliminary-transportation-plan--December-2021--EN.ashx?la=en>
- Transportation Planning Framework:  
<https://www.nwmo.ca/~media/Site/Files/PDFs/2021/12/13/19/28/Planning-framework-for-the-transportation-of-used-nuclear-fuel--December-2021--EN.ashx?la=en>
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#### **4. Staff Reports**

##### **4.1 Building & Planning**

###### **4.1.1 Extension of Draft Approval for Plan of Subdivision, Hellyn Development Inc., Plan 36 Park Lot 46-50; Albert St. W/S (Geographic Village of Lucknow) Roll No 410712000215200, BLDG-2023-04-8**

**Resolution No.:** 04/03/23 - 01

**Moved by:** Shari Flett  
**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby recommends that Council pass a motion recommending to the County of Bruce Approval Authority that the Draft Plan of Subdivision request for an extension for a period of three (3) years be approved.

**Carried**

#### **4.1.2 March 2023 Monthly Building Report, BLDG-2023-04-9**

**Resolution No.:** 04/03/23 - 02

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

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2023-04-09 prepared by Michele Barr, Manager of Building and Planning.

**Carried**

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

#### **4.2.1 March 2023 Monthly By-Law Enforcement Status Report, BLE-2023-04-9**

**Resolution No.:** 04/03/23 - 03

**Moved by:** Ed McGugan  
**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2023-04-9 prepared by Heather Falconer, By-Law Enforcement Officer.

**Carried**

#### **4.2.2 Municipal By-Law Enforcement Service Report, BLE-2023-04-10**

**Resolution No.:** 04/03/23 - 04

**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-2023-04-10 prepared by Heather Falconer, By-Law Enforcement Officer;

AND FURTHER directs Staff to bring back a report on flexible by-law enforcement hours, including use of the Relief Officer, increasing visibility, and public education.

**Carried**

#### **4.2.3 Licensing Information for Cats, BLE-2023-04-11**

**Resolution No.:** 04/03/23 - 05

**Moved by:** Scott Gibson  
**Seconded by:** Ed McGugan

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number BLE-2023-04-11 prepared by Heather Falconer, By-Law Enforcement Officer;

AND FURTHER directs Staff not to implement a cat licensing or trap/neuter-spay/vaccinate/release (TNR) program.

**Carried**

#### **4.2.4 Overview of Administrative Monetary Penalty System, BLE-2023-04-12**

**Resolution No.:** 04/034/23 - 06

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2023-04-12,

AND FURTHER directs Staff to bring forward a draft By-Law to Establish a Process for Administrative Monetary Penalties.

**Carried**

### **4.3 Fire Department**

**4.3.1 Emergency Management and Health and Safety March 2023  
Summary, FIRE-2023-04-16**

**Resolution No.:** 04/03/23 - 07

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE-2023-04-16, prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

**Carried**

**4.3.2 Fire & Emergency Services Monthly Activities Report – March 2023, FIRE-2023-04-17**

**Resolution No.:** 04/03/23 - 08

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2023-04-17 prepared by Chris Cleave, Fire Chief.

**Carried**

**4.3.3 Fire Department Equipment Surplus, FIRE-2023-04-18**

**Resolution No.:** 04/03/23 - 09

**Moved by:** Ed McGugan

**Seconded by:** Scott Gibson

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2023-04-18 prepared by Chris Cleave, Fire Chief and declares surplus Fire Department SCBA and Lighting equipment and further authorizes the sale.

**Carried**

**4.4 Drainage**

**4.4.1 Clark Creek Municipal Drain update (3), DRAIN-2023-04-5**

**Resolution No.:** 04/03/23 - 10

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report DRAIN-2023-04-05 prepared by Ken McCallum, Drainage Superintendent.

**Carried**

**4.4.2 Municipal Drain Status Update April 2023, DRAIN-2023-04-6**

Staff was directed to bring back an update on the MacIntyre drain.

**Resolution No.:** 04/03/23 - 11

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. DRAIN-2023-04-06 prepared by Ken McCallum, Drainage Superintendent

**Carried**

**4.5 Community Services**

**4.5.1 2023 April Community Services Status Report, CS-2023-04-21**

**Resolution No.:** 04/03/23 - 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 CS-2023-04-21 prepared by Mike Fair, Director of Community Services

**Carried**

**4.5.2 2023 April Parks and Facilities Update, CS-2023-04-22**

**Resolution No.:** 04/03/23 - 13

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

That the Township of Huron Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-04-22 prepared by Matt McClinchey, Parks and Facilities Supervisor.

**Carried**

**4.5.3 Community Services Programming Update April 2023, CS-2023-04-24**

**Resolution No.:** 04/03/23 - 14

**Moved by:** Shari Flett

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2023-04-24 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator.

**Carried**

**4.5.4 Snobelen Ag Services Lakeshore Agreement, CS-2023-04-25**

**Resolution No.:** 04/03/23 - 15

**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-2023-04-25 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes the appropriate by-law coming forward for Snobelen Ag Services.

**Carried**

**4.5.5 2023 April Community Services Capital Projects Report, CS-2023-04-26**

**Moved by:** Scott Gibson

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS-2023-04-26 prepared by Mike Fair, Director of Community Services

**Carried**

#### **4.6 Public Works**

##### **4.6.1 Tanglewood, Jardine and Ridgewood Reconstruction, PW-2023-04-20**

**Resolution No.:** 04/03/23 - 16

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW-2023-04-20, prepared by John Yungblut, Director of Public Works AND accepts the tender from Omega Contractors Inc. in the amount of \$1,711,231.96 plus HST for the following work in the geographic area of Point Clark:

Part 1 - The reconstruction of Tanglewood Drive, Jardine Place and Ridgewood Road  
Part 2 - The replacement of a watermain on London Road

Part 3 - The topcoat paving of Woodhaven Road, Tanglewood Drive, Laidlaw Place, Jardine Place, and Ridgewood Road in 2024

Part 4 - The construction of a walking path from Menomini Road to Sunset Place

AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

##### **4.6.2 2023 Maintenance Gravel Tender, PW-2023-04-21**

**Resolution No.:** 04/03/23 - 17

**Moved by:** Shari Flett

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number PW2023-04-21 prepared by John Yungblut, Director of Public Works AND accepts the tender from



Johnston Bros. (Bothwell) Ltd. in the amount of \$14.50 plus HST per tonne of granular 'A' maintenance gravel AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.6.3 2023 Dust Control RFQ, PW-2023-04-22**

**Resolution No.:** 04/03/23 - 18

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2023-04-22 prepared by John Yungblut, Director of Public Works, and accepting the quotation from Da-Lee Dust Control Ltd. in the amount of \$0.33 per litre to supply, haul and apply dust suppressants on Township gravel roads in 2023

AND FURTHER that the appropriate by-law come forward.

**Carried**

**4.6.4 Transportation April 2023, PW-2023-04-23**

**Resolution No.:** 04/03/23 - 19

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report Number PW-2023-04-23, prepared by John Yungblut, Director of Public Works.

**Carried**

**4.6.5 Water Wastewater April 2023, PW-2023-04-24**

**Resolution No.:** 04/03/23 - 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 PW-2023-04-24, prepared by John Yungblut, Director of Public Works.

**Carried**

**4.6.6 Lakeshore Shed Lease Opportunity, PW-2023-04-25**

**Resolution No.:** 04/03/23 - 21

**Moved by:** Shari Flett

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW-2023-04-25, prepared by John Yungblut, Director of Public Works AND directs staff to proceed with Option 1 - Reject the contractor's offer and discontinue negotiations.

**Carried**

**4.7 Business & Economic Development**

**4.7.1 April 2023, The Hub Status Report, BED-2023-04-18**

**Resolution No.:** 04/03/23 - 22

**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-2023-04-18 prepared by Lauren Eby, Business Development Coordinator.

**Carried**

**4.7.2 April 2023 Business and Economic Officer Status Report, BED-2023-04-19**

**Resolution No.:** 04/03/23 - 23

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2023-04-19 prepared by Amy Irwin, Business and Economic Officer.

**Carried**

**4.7.3 April 2023 Manager of Strategic Initiatives Status Report, BED-2023-04-17**

**Resolution No.:** 04/03/23 - 24

**Moved by:** Larry Allison

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information report number BED-2023-04-17, prepared by Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**4.8 Chief Administrative Officer**

**4.8.1 2022-2023 Early Investment in Education and Skills Program, CAO-2023-04-8**

**Resolution No.:** 04/03/23 - 25

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CAO-2023-04-8 prepared by Mary Rose Walden, Chief Administrative Officer; AND FURTHER authorizes the Chief Administrative Officer to execute any agreements with respect to the Early Investment in Education and Skills Program AND FURTHER delegates the EIES Approval Committee the authority to develop and implement the Program and approve applications.

**Carried**

**4.8.2 Nuclear Waste Management Organization (NWMO) Finland Tour, CAO-2023-04-9**

**Resolution No.:** 04/03/23 - 26

**Moved by:** Ed McGugan

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report No. CAO-2023-04-09 and confirms that Mayor Don Murray and Jim Hanna will participate in the Finland Tour.

**Carried**

#### **4.9 Legislative Services**

##### **4.9.1 Resolutions for Consideration April 3, 2023, CLK-2023-04-23**

**Resolution No.:** 04/03/23 - 27

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Municipality of Chatham-Kent in their efforts to research for support improvements to municipal insurance in Ontario;

AND FURTHER directs Staff to distribute as they see fit.

**Carried**

**Resolution No.:** 04/03/23 - 28

**Moved by:** Shari Flett

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the City of Cambridge in promoting women in politics and gender equity in all areas of society.

AND FURTHER directs Staff to distribute as they see fit.

**Carried**

**Resolution No.:** 04/03/23 - 29

**Moved by:** Shari Flett  
**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Town of Cobourg in their request to the Province to develop, resource and implement a plan to prevent, reduce and end homelessness in Ontario;

AND FURTHER directs Staff to distribute as they see fit.

**Carried**

**Resolution No.:** 04/03/23 - 30

**Moved by:** Ed McGugan  
**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Township of Lucan Biddulph in their request to the Province to utilize any resources available to produce the highest quality Permanent List of Electors;

AND FURTHER directs Staff to distribute as they see fit.

**Carried**

**Resolution No.:** 04/03/23- 31

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

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the Municipality of North Perth in their request to the Province to require all school buses to have stop arm cameras for the start of the 2023-2024 school year, and underwrite the costs for implementation and on-going annual costs for administrative monetary penalties in small and rural municipalities;

AND FURTHER directs Staff to distribute as they see fit.

**Carried**

**5. Correspondence Requiring Direction**

**Resolution No.:** 04/03/23 - 32

**Moved by:** Shari Flett

**Seconded by:** Larry Allison

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

**Carried**

**5.1 Ontario Association of Road Supervisors Letter to Council**

**5.2 Crime Stoppers of Grey Bruce Funding Request**

Council turned down the request for funding as the 2023 budget has been passed.

**6. Information**

**Resolution No.:** 04/03/323 - 33

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

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

**Carried**

**6.1 Retirement - Krista Miller, Detachment Commander, South Bruce O.P.P**

**6.2 Bruce County - Development Charge Study**

**6.3 Invitation to Community Economic Development 101 Session**

**6.4 Ministry of Natural Resources and Forestry - Proposed Amendments to Public Lands Act**

**6.5 AMO, AMCTO**

**6.5.1 AMO Watchfile - March 16, 2023**

**6.5.2 AMCTO Advocacy Update - March 22, 2023**

**6.5.3 AMO Watchfile - March 23, 2023**

**6.5.4 AMCTO Advocacy Update - March 28, 2023**

**6.6 Bruce County**

- 6.6.1 Bruce County Library Releases 2022 Annual Report - March 22, 2023**
- 6.6.2 Bruce County Committee and Council Updates - March 23, 2023**
- 6.6.3 Bruce County Helping New Business Succeed - March 23, 2023**
- 6.6.4 Bruce County Appoints Christine MacDonald as Deputy CAO**
- 6.6.5 Bruce County Dorrell Young Christmas Program Success in 2022 - March 27, 2023**
- 6.6.6 Tax Clinics come to Bruce County Libraries - March 27, 2023**
- 6.6.7 Bruce County 2023 Household Hazardous Waste Collection - March 27, 2023**
- 6.6.8 Talk on Chinese and Metis Heritage in Bruce County - March 27, 2023**
- 6.6.9 Invitation to Networking Event aboard the M.S. Chi-Cheemaun - March 28, 2023**

**6.7 General**

- 6.7.1 Development of the 2024-2028 Lake Erie Lakewide Action and Management Plan - March 20, 2023**
- 6.7.2 RT-07 Launches 2023-2024 Funding Programs - March 21, 2023**
- 6.7.3 South Bruce Grey Health Centre Appoint New President and CEO - March 22, 2023**
- 6.7.4 Ausable Bayfield Maitland Valley Drinking Water Source Protection Newsletter - March 2023**

**7. New Business/Council Reports**

Staff was directed to bring back a report on road damage complaints and the process for handling the complaints.

**8. Closed Session**

**Resolution No.:** 04/03/23-34

**Moved by:** Larry Allison

**Seconded by:** Scott Gibson

THAT Council move into closed meeting at 9:12 p.m. for the purpose of considering litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (insurance claim) and considering personal matters about an identifiable individual, including municipal or local board employees; (HR Matter), 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. Business Arising from the Closed Session**

The Mayor reported that

**Resolution No.:** 04/03/2023 - 35

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT Mayor Murray reported a closed meeting had been held to discuss an insurance claim and a personnel matter. Direction was provided to staff on all matters.

**Carried**

**10. Adjournment**

**Resolution No.:** 04/03/23 - 36

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Council hereby adjourn at 9:45 p.m.

**Carried**

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Mayor

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Clerk