



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

Date: February 5, 2024  
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  
Mike Fair, Director of Community Services  
Bill Klingenberg, Manager of Building & Planning Services  
Jodi MacArthur, Treasurer  
John Yungblut, Director of Public Works

Others Present Christine Heinisch, Deputy Treasurer

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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

### 3. Delegations

#### 3.1 Pine River Watershed Initiative Network

The Pine River Watershed Initiative Network (PRWIN) is a local non-profit organization with a mandate to improve and protect the Pine River Watershed.

David Grant, Chairperson of PRWIN, provided Committee of the Whole with an update on the 2023 activities of the organization which include tree planting program such as a "free" seedling program, Potted Tree Ash Replacement Program, and community planting activities. Additionally, PRWIN participated in a wetland restoration project, and provided educational and outreach opportunities such as; engaging with the Ripley 4-H club, Ripley Huron Public School - Green Team. The PRWIN manages the McLarty Environmental Study Area which is a wetland restoration project where community groups can enjoy an outdoor classroom experience.

Grant provided information to Committee of the Whole on the challenges and opportunities for 2024 with respect to the organization's activities.

The Pine River Watershed Initiative Network requested continued financial support from Huron-Kinloss Council in the amount of \$8000.00.

Committee thanked the organization for their continued contributions to the Community.

### **3.2 Westario Power Inc.**

Walter Malcolm, Interim Chief Administrative Officer, Westario Power Board of Directors and Luke Charbonneau, Chairman of the Westario Board provided a shareholder update to Council.

Malcolm provided information on the current position of the Board including an update on employment recruitment efforts, training and health and safety goals. The operations of the organization in 2023 included a decrease in system interruptions, making for a more reliable service. Infrastructure maintenance and updates have been completed as included in the presentation provided to Committee of the Whole.

Financial information was provided to Committee of the Whole which included; data on revenue and expenses, key accomplishments, cost of service applications, a review of the dividend policy, electricity rates and commodity charges.

A review of the Financial Assistance Programs available to Westario Power customers was provided to Committee of the Whole. Malcolm concluded by providing Committee of the Whole with a review of the Community Engagement which had taken place in 2023.

Committee of the Whole expressed appreciation with receiving timely information.

#### 4. Staff Reports

##### 4.1 Building & Planning

###### 4.1.a January 2024 Monthly Building Status Report, BLDG-2024-02-7

Committee of the Whole made inquiry about the 2024 information page and whether it would be provided to residents along with the compliance letter. Staff clarified that the letters are intended to educate residents. Committee suggested sending a copy of this type of letter to all real estate agents to ensure that they are aware.

Staff verbally updated that a request has been made for copies of the contract that is in place prior to issuing the occupancy permit.

**Resolution No.:** 02/05/2024COW - 01

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole receives for information, Report BLDG-2024-7, as prepared by Bill Klingenberg, Manager of Building and Planning, CBO.

**Carried**

##### 4.2 By-law Enforcement

###### 4.2.a January 2024 Monthly Municipal By-Law Enforcement Status Report, BLE-2024-02-3

Committee requested more information on the difference between complaint numbers and those complaints that are identified as closed. Staff indicated that this can be accounted for in a difference in the language used between complaints which required follow-up versus reported concerns, and that this can be clarified by modified reporting language in future reports.

Committee of the Whole inquired about the next steps in reviewing the Kennel licensing by-law. The Chief Building Official expressed concern that Staff do not have the capacity to do a comprehensive review on the Kennel licence at this time, but that the requested changes will be reviewed in the next update.

Staff confirmed that the Kennel licence will be enforced in a flexible way, and work with the non-utility power community to ensure that animals are safe and socialized.

**Resolution No.:** 02/05/2024COW - 02

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-02-3, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

**Carried**

#### **4.3 Fire Department**

##### **4.3.a Emergency Management and Health and Safety January 2024 Summary, FIRE-2024-02-3**

**Resolution No.:** 02/05/2024COW - 03

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-02-3 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

**Carried**

##### **4.3.b Fire and Emergency Services Annual Report 2023, FIRE-2024-02-4**

**Resolution No.:** 02/05/2024COW - 04

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIRE-2024-02-4 prepared by Shane Watson, Fire Chief.

**Carried**

**4.3.c Fire and Emergency Services Report – Jan 2024 Summary, FIRE-2024-02-6**

**Resolution No.:** 02/05/2024COW - 05

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE-2024-02-6 prepared by Shane Watson, Fire Chief.

**Carried**

**4.4 Treasury**

**4.4.a 2024 Maitland Valley Conservation Authority Work Plan and Budget, TR-2024-02-5**

Committee of the Whole discussed the proposed budget and provided direction to Councillor McGugan the Board representative to support the proposed budget.

The Board representative provided feedback on the proposed budget from Board discussions, and indicated that Staff turnover and recruitment factored heavily into the increased costs.

Councillor Allison, the Board representative for Saugeen Valley Conservation Authority indicated that the impact to Huron-Kinloss for SVCA budget requests were \$126,807 and for the Maitland Valley Conservation Authority \$121,738. The SVCA increase was a 10% increase and the MVCA increase is requesting a 9% increase.

**Resolution No.:** 02/05/2024COW - 06

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report TR-2024-02-5 prepared by Jodi MacArthur, Treasurer;

AND FURTHER provides direction to Councillor McGugan, the board representative to support the budget as proposed.

**Carried**

#### **4.5 Community Services**

##### **4.5.a Point Clark Request for Dredging 2024, CLK-2024-02-7**

**Resolution No.:** 02/05/2024COW - 07

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CLK-2024-02-07 prepared by Jennifer White, Clerk;

AND FURTHER confirms there are no concerns with the Point Clark Boat Club dredging the Point Clark Harbour entrance as outlined in the report;

AND FURTHER THAT the Clerk be directed to sign all necessary documentation.

**Carried**

##### **4.5.b Point Clark Boat Club Harbour Concerns, CS-2024-02-8**

Committee of the Whole clarified that the trucks and disposal are supplied as a donation in-kind. Public Works payloaders are not available, so a local contractor would need to be hired to perform this function. It had been provided in the past, but is no longer an in-kind donation and would incur expenses to the Township, if Township staff hired the contractor.

Staff and Engineers do not support the theory that the design of the harbour wall is creating the problem. Cement blocks are not supported by Staff, but this temporary solution may prove or disprove the theory. Staff indicated that the boat club would need to apply for and receive permits by DFO and SON but Staff will not object to the experiment, should the Boat Club proceed.

**Resolution No.:** 02/05/2024COW - 08

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CS-2024-02-08 prepared by Mike Fair, Director of Community Services; AND FURTHER that \$2 500 be included in the proposed 2024 Lakeshore Environmental budget for loading dredging material.

**Carried**

**4.5.c 2024 February Community Services Status Report, CS-2024-02-9**

Committee requested more information about the Mill Pond in Lucknow meeting. Staff confirmed that this is an issue on private property, and is not within Council's role, responsibilities or authority. The owner of the property where the dam is located has been engaging with the local community.

**Resolution No.:** 02/05/2024COW - 09

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CS-2024-02-09 prepared by Mike Fair, Director of Community Services.

**Carried**

**4.5.d 2024 February Community Services Programming, CS-2024-02-10**

**Resolution No.:** 02/05/2024COW - 10

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-02-10 prepared by Elyse Dewar, Administrative Assistant/Program Coordinator.

**Carried**

**4.6 Public Works**

#### **4.6.a McTavish Subdivision Servicing, PW-2024-02-4**

Committee of the Whole inquired as to the ownership status of the development when it is completed. Staff identified that currently it is within one corporation's ownership, and that it had been proposed as a life lease corporation. Proposed legislative changes to life lease communities may affect ownership status of the final development on completion.

Committee requested information on whether recoveries fully fund replacement costs respecting infrastructure. Staff noted that on water replacement costs, currently funds are close to replacement value. Sewer infrastructure is not yet fully funded for replacement costs, which is why Council will note that keeps increasing. The Township continues working towards closing that gap. The asset management plan does not currently capture the infrastructure required by this development, but by the time this infrastructure needs replacement, it is expected to be fully funded at that time.

**Resolution No.:** 02/05/2024COW - 11

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report PW-2024-02-4, prepared by John Yungblut, Director of Public Works.

**Carried**

#### **4.6.b Sunset PI Remediation, PW-2024-02-5**

Committee of the Whole discussed the proposed options.

Committee of the Whole inquired about who would be responsible for future maintenance. The Township will be responsible for any option once it is assumed by the Township. Staff confirmed maintenance would be required with any option. Committee inquired about whether there would be flooding concerns with any of the options. Staff confirmed that all options would support adequate drainage.

Committee supported that cost recovery be assessed to each owner of the lots and that the solution should be the same for all



landowners, not different options for different landowners. Staff confirmed that the Township has the authority to impose a solution on all the lots. Committee inquired about whether payment plans could be an option, and Staff confirmed that would be a Council decision.

Staff speculated that an enclosed design would be the preferred option of most landowners based on engagement to date. Staff have received requests from 5 landowners to enclose the ditches.

In option #3 the depth of the ditch would vary depending on the location.

Committee inquired about what approvals would be necessary to proceed with the options. Environmental Compliance has changed to support projects without needing ministry approvals to complete.

Inquired about creating policies for requests to transform rural cross-section into urban cross-section ditches. Staff indicated that a Ditch alteration policy is being developed for Council to consider.

**Resolution No.:** 02/05/2024COW - 12

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report PW-2024-02-5, prepared by John Yungblut, Director of Public Works.

AND FURTHER directs Staff to proceed with public engagement based on a preference of remedial option(s) three and four as outlined in the report;

With cost recovery assessed to each owner of the lots included in the option, which could include such payments options as 60 equal payments or a ten year debenture.

**Carried**

**4.6.c Water Wastewater February 2024, PW-2024-02-6**

**Resolution No.:** 02/05/2024COW - 13

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report PW-2024-02-06 as prepared by John Yungblut, Director of Public Works.

**Carried**

#### **4.7 Business & Economic Development**

##### **4.7.a 2024 February Status Update Manager of Strategic Initiatives, BED-2024-02-4**

**Resolution No.:** 02/05/2024COW - 14

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-02-4, prepared by Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

##### **4.7.b February 2024 Economic Development Officer Status Report, BED-2024-02-5**

**Resolution No.:** 02/05/2024COW - 15

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2024-02-05 as prepared by Amy Irwin, Economic Development Officer.

**Carried**

#### **4.8 Chief Administrative Officer**

##### **4.8.a Blueprint for our Future Integrated Master Plan, CAO-2024-02-4**

Committee of the Whole inquired about deferring the item for discussion until it could be further reviewed. The Committee questioned How the Township would measure success. Staff noted that training has been scheduled with respect to developing

and reporting on key performance indicators and how to use them to measure success.

Staff will be providing an annual update on the progress of the plan, and updates will be provided publicly through the Envisio software and integration on the website. Committee noted questions related to specific items such as the location study for a fire station, and how they were selected for addition to the plan.

Committee of the Whole requested a review of the 2025 IMP in September of 2024, prior to preparation of the 2025 budget to aid in priority setting.

Committee inquired about the excel sheet generated of all goals, and how this would be shared publicly. The spreadsheet was examined by Staff and duplicate items were combined, items already completed were removed and operational tasks were excluded. There are 90 actions in the final Integrated Master Plan. These final actions which appeared in the attachment to report CAO-2024-02-04, will be incorporated into Envisio and tracked and shared publicly in that way.

**Resolution No.:** 02/05/2024COW - 16

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-02-4, prepared by Michelle Goetz, Manager of Strategic Initiatives.

AND FURTHER THAT the Integrated Master Plan be adopted in principle.

**Carried**

**4.8.b 2023 Year in Review, CAO-2024-02-5**

**Resolution No.:** 02/05/2024COW - 17

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-02-5, prepared by Michelle Goetz, Manager of Strategic Initiatives.

**Carried**

**4.8.c Nuclear Waste Management Organization Primary Significant Neighbouring Community Working Group Feb 2024, CAO-2024-02-6**

**Resolution No.:** 02/05/2024COW - 18

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-02-06 prepared by Mary Rose Walden, Chief Administrative Office

**Carried**

**4.8.d NWMO 2024 Community Initiatives and Engagement Report, CAO-2024-02-9**

break for lunch. - reconvene at 1 pm

**Resolution No.:** 02/05/2024COW - 19

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2024-02-9, prepared by Mike Bartlett, Administrative Coordinator.

**Carried**

**4.8.e Ripley-Huron Pumper Replacement Costing, CAO-2024-02-8**

Committee of the whole resumed at 1:08 p.m.

Staff confirmed that these items were not included in the original specifications when requesting the original quote.

Committee of the Whole inquired about the purpose of the change in paint request and how it would impact services.

**Resolution No.:** 02/05/2024COW - 20

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report CAO-2024-02-08 prepared by Mary Rose Walden, Chief Administrative Officer;

AND FURTHER approves Change Order #1 dated January 9, 2024 issued by Dependable Emergency Vehicles for additions to the Range Model Pumper Truck for the Ripley-Huron Fire Department in principle;

AND FURTHER THAT item #1 (two-tone paint scheme black paint) of Change Order #1 be excluded from approval if Staff determine that it is has a cosmetic request only.

**Carried**

**4.8.f Fire Chief, CAO-2024-02-10**

**Resolution No.:** 02/05/2024COW - 21

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives report number CAO-2024-02-10, prepared by Mary Rose Walden, Chief Administrative Officer;

AND FURTHER authorizes a by-law to be brought forward on the February 5<sup>th</sup>, 2024 Council agenda to appoint South Bruce Fire Chief Guy Gallant as Acting Fire Chief

AND FURTHER authorizes a by-law to be brought forward on the February 5<sup>th</sup>, 2024 Council agenda to authorize the Memorandum of Agreement with the Municipality of South Bruce.

**Carried**

**4.9 Legislative Services**

**4.9.a Detachment Board Update February 2024, CLK-2024-02-5**

**Resolution No.:** 02/05/2024COW - 22

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2024-02-5 prepared by Kelly Lush, Deputy Clerk and Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER THAT the correspondence and Resolution from the Municipality of Brockton, proposing to convene a Transition Committee related to the South Bruce OPP Detachment Board be noted and filed;

AND FURTHER THAT Council authorizes Staff to continue working with the Working Group (Clerk's/Deputy Clerk's from Arran-Elderslie, Brockton, Kincardine and South Bruce) to prepare necessary drafts and proposals relating to the South Bruce OPP Detachment Board to comply with the Community Safety and Policing Act, 2019 coming into force April 1, 2024.

**Carried**

**4.9.b Resolutions for Consideration February 2024, CLK-2024-02-6**

**Resolution No.:** 02/05/2024COW - 23

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-02-06 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER THAT Committee of the Whole support resolution #\_\_\_\_\_, \_\_\_\_\_ as outlined in the report;

AND FURTHER THAT Staff be directed to distribute as they see fit.

**Carried**

**4.9.c Cannabis Retail Store Authorization Process, CLK-2024-02-8**

**Resolution No.:** 02/05/2024COW - 24

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report CLK-2024-02-08 as prepared by Jennifer White, Manager of Legislative Services/Clerk.

**Carried**

**5. Correspondence Requiring Direction**

**6. Information**

**Resolution No.:** 02/05/2024COW - 25

**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 6.0.

**Carried**

**6.1 AMO AMCTO Correspondence**

**6.2 County of Bruce Correspondence**

**6.3 Crime Stoppers of Grey Bruce**

**6.4 United Way Bruce Grey**

**6.5 Notice of Public Meeting - Municipality of Kincardine Community Improvement Plan**

**6.6 Ministry of Energy Correspondence**

**6.7 Municipality of South Bruce letter to Ministry of Natural Resources and Forestry**

**7. New Business/Council Reports**

Committee Members attended the Rural Ontario Association of Municipalities Ontario recently and provided feedback on that Conference. The Delegations

were received well by Staff and Ministers. Committee members noted that the sessions were of benefit to the Committee members who attended.

Committee discussed the room booking process, with concerns noted that members were not booked directly into the Conference hotel. Staff noted that attempts are made to book directly into the Conference Hotel, but that it is a very competitive process. Staff will provide information to registrants as to hotel arrangements before confirming registration at the conference.

Members noted that if possible Sunday programming of conferences should be included and requested Staff ensure that attendees are scheduled to arrive prior to these events.

Committee of the Whole requested that the policy which covers Meal Allowances at conferences be reviewed.

Councillor McGugan provided comments that at the Maitland Valley Conservation Authority Meeting it had been noted that the Radon mitigation measures are working at their staff location. Committee noted that Staff may consider radon testing as a health and safety measure.

Committee Members attended the Lucknow Agricultural meeting and noted that the organization is struggling to get volunteers to put the fair on in 2024. Members of the Community who may be available to assist were encouraged to reach out to the Lucknow Agricultural Society.

The Treasurer reminded members of Council about the Budget meeting on Feb 16, 2024. Committee of the Whole requested the budget start time be amended to 9:00 am, and that Staff communicate such as required. A digital budget book is being developed from the Township's budgeting software, marking a change from previous paper based budget books. The agenda for this meeting is to be posted on Friday 9, 2024.

## **8. Adjournment**

**Resolution No.:** 02/05/2024COW - 27

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 1:39 p.m.

**Carried**



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Mayor

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Clerk