



The Corporation of the Township of Huron-Kinloss

Council Meeting Minutes

Date: February 16, 2024
Time: 9:00 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, 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
Christine Heinisch, Deputy Treasurer

1. Call to Order

Mayor Murray called the meeting to order at 9:00 a.m.

2. Disclosure of Pecuniary Interest

None disclosed.

3. Financial Reports

3.1 2023 Year End Projection, TR-2024-02-11

Council inquired as to the timing of identifying the surplus as no significant variances had been identified in earlier reports to Council. Staff confirmed that the current generous surplus is not an over-inflation of the municipal

budget, but due to a series of circumstances. Staff clarified that the 2023 capital budget included contingencies that were not used, but could not be identified until payment certificates had been issued on the projects. Payment Certificates are typically processed at the end of the year, and several projects included surpluses.

The surplus also included an approximate \$200,000 within the public works operating budgeting, which can be attributed to the mild weather creating savings in the winter weather budget. Additionally, amounts which had been budgeted for the Ripley Huron Community Centre renovations were covered due through an insurance claim, which was finalized in the last part of the year.

Staff noted that \$116,000 of the surplus which had been included in the 2024 budget is the 2022 surplus. This amounts to around a 1% decrease off the tax rate. Bringing forward a surplus to reduce the tax rate has been a Huron-Kinloss practice for many years. Council discussed the practice of carrying surpluses and deficits into the next year, both benefits and constraints.

Resolution No.: 02/16/24 - 01

Moved by: Larry Allison

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Council hereby receives Report TR-2024-02-11 prepared by Jodi MacArthur, Treasurer;

AND FURTHER authorizes that the 2023 surplus be transferred into a Capital Asset Renewal and Replacement Reserve.

Carried

3.2 2024 Budget Community Engagement, TR-2024-02-9

Resolution No.: 02/16/24 - 02

Moved by: Scott Gibson

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives for information Report TR-2024-02-9 prepared by Jodi MacArthur, Treasurer.

Carried

3.3 2024 Budget Excluded Expenses, TR-2024-02-10

The liability of post employment benefits for sick leave was clarified by Staff.

Resolution No.: 02/16/24 - 03

Moved by: Carl Sloetjes

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council hereby receives Report TR-2024-02-10 prepared by Jodi MacArthur, Treasurer;

AND FURTHER approves the exclusion of certain expenses from the 2024 budget as per Ontario Regulation 284/09.

Carried

4. Staff Reports

4.1 Ripley Medical Centre and Family Y Update, CAO-2024-02-7

Council questioned the furnishing allotment, and why these were being included. Staff clarified that it is to incentivize/recruit childcare and healthcare to relocate to the Township. The Township would replace new cubbies for Family Y. Staff provided a verbal update to the report that the Family Health Team did not receive the funding for additional resources as previously reported to Council. The medical centre is currently furnished and what can be re-used, will be. If it can't be reused, than it would be replaced.

The Lucknow Medical Centre was furnished and some equipment was supplied as well when that past project was implemented. Staff clarified that the numbers in the report are the maximum amount associated with the project. It is not expected that the furniture allowance would be used to it's full extent.

Council inquired about the service level agreement and what revenues are being generated by the tenants. The Family Y is mainly subsidized for rent, and that organization is paying hydro and other utilities. The Doctor has committed to each Friday and possibly a second day each week. The commitment from the Family Health Team is being negotiated, but they have committed to a part time service. In the past rent was not charged, but it Staff have an expectation that some rent would be included within the agreement.

Staff noted that healthcare and childcare opportunities were determined to be of importance to residents during the Strategic Planning Exercise.

Resolution No.: 02/16/24 - 04

Moved by: Shari Flett

Seconded by: Scott Gibson

THAT the Township of Huron-Kinloss Council hereby receives for information Report CAO-2024-02-7, prepared by Michelle Goetz, Manager of Strategic Initiatives; Mike Fair, Director of Community Services; and Mary Rose Walden, Chief Administrative Officer:

AND FURTHER, that Council approves the Staff recommendation to retain Domm Construction to complete the renovation of the Ripley Medical Centre and Family Y Childcare Centre for \$392,780;

AND FURTHER approves the appropriate By-Law to come forward.

Carried

4.2 Kincardine and Community Health Care Foundation Capital Campaign 2024 Support, TR-2024-02-13

Resolution No.: 02/16/24 - 05

Moved by: Ed McGugan

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council received for information Report TR-2024-02-13 prepared by Jodi MacArthur, Treasurer;

AND FURTHER provides direction to Staff to include a \$100,000 contribution to the Kincardine & Community Health Care Foundation Capital Campaign in the 2024 budget.

Carried

Resolution No.: 02/16/24 -

Moved by: Jim Hanna

Seconded by: Shari Flett

THAT Staff be directed to create a reserve fund for the Health Care Contributions.

4.3 2024 Draft Budget Presentation

The Treasurer provided an overview of the 2024 budget proposed. The budget was prepared based on direction provided by Council, which mainly preserves municipal services at current levels. Changes to service levels have been outlined in the highlights and budgets included with each department in the budget book.

The Treasurer outlined some key terms:

General expenses included office supplies, insurance, conference/training, overhead costs.

Services include contracts and service agreements with organization such as audit, conservation authorities, water services,

Maintenance expenses include the maintenance of capital facilities.

The budget as presented includes a 4.6% tax rate increase. A 1% increase to the tax rate would generate approximately \$108,000.

Resolution No.: 02/16/24 - 06

Moved by: Jim Hanna

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby reviews and receives the 2024 Draft Budget as prepared by Jodi MacArthur, Treasurer;

AND FURTHER THAT \$25,000 be added to the proposed 2024 budget to investigate Urban Boundary Expansion opportunities;

AND FURTHER directs Staff to bring forward the 2024 Township of Huron-Kinloss budget at an estimated 4.6% increase to the municipal tax rate.

Carried

a. Blueprint for Success - Overview of the Strategic Plan

b. Huron Kinloss at a Glance

On the Tax rate slide within the table, it was noted that the operating expense 5 year average is incorrect.

c. Council Overview

Council inquired about the previous direction to review the meal allowance. Staff will be coming back with a recommendation in March, but Staff believe that the current budget should allow for an update to these rates.

Council inquired whether the Health Care expenses includes Doctor recruitment only. Staff confirmed that this does not show the entire healthcare spending of the Township, as it does not include the costs of facilities, or in-kind donations.

Council discussed the doctor recruitment budget, and what value it had. Staff will invite physician recruiters to present to Council for an update on their current activities.

d. Corporate Services Overview

Chief Administrative Officer

Council inquired about the value of the Ripley Industrial Park marketing plan development. There was an inquiry about a building permit, however it had not yet been issued. The site has not yet been electrified as the Township is waiting for the required easements to permit hydro.

Staff clarified that there is a grant directed towards the marketing expense, making it a net zero cost within the proposed budget. The Township has not advertised to date, as the site has not been electrified.

Finance

No comments

Legislative Services

Council inquired about the costs for Drainage Superintendent. Staff provided the breakdown.

Strategic Initiatives Highlights

Council inquired as to why Lucknow was not included in Downtown Revitalization. Staff indicated that there are very few vacancies in downtown commercial locations in Lucknow, so it was not included.

Council questioned whether accessibility initiatives had been included in the Downtown Revitalization. Staff provided information on the Bruce County programs that would support these types of

initiatives. Council discussed opportunities to support downtown businesses in becoming more accessible.

Council requested more transparency in the three areas of Corporate Services, so that budgets in the various departments could be evaluated independently. Staff noted that Staff have been working towards this through updates in accounting practices.

e. Building & Planning Overview

Council inquired about the timing of the Septic Inspection Program, and whether there could be a delay between cycles. Staff clarified that this could be negotiated when the agreement expired. Additional information was provided to the value of the program, including supporting development along the lakeshore, supporting building permit applications and the benefit of contracting the service versus having the program done by existing staff.

Staff will invite B.M. Ross to address Council regarding the history of the program. Staff are actively pursuing enforcement on properties that have not completed the necessary inspections.

Planning

Staff clarified at Council's request that for the Flood Hazard mapping project, the Township's portion of costs are budgeted to come from reserves. The MVCA is applying for funding for the project. The current entire cost of the project has been included in the budget, so that the project can proceed if grant funding is not approved. Council requested that more details be provided on the next budget agenda, as to how projects are funded.

Council discussed the Urban Boundary Expansion. At this time a minimal amount was included in the Chief Administrative Officer budget. Preliminary findings of the project indicate that further research is required before proceeding and there is not an action in the 2024 budget. Council requested an additional 25,000 in funding be included in the 2024 budget to resource the project if actions are identified for 2024, to permit the project to advance in a timely manner. Staff noted that this would affect the tax rate, unless an off-setting cut was made to the budget.

Conservation Authority

The Council representative for the the Maitland Valley Conservation Authority provided information regarding a speaker presentation that the Authority had received. The presenter from the Ministry of the Environment had presented on collaboration opportunities with Conservation Authorities. Staff to invite the speaker to a meeting of Council.

Council inquired about whether municipalities could perform required duties of the Conservation authorities.

The Mayor called a five minute recess at this point in the meeting.

f. Fire & Emergency Services Overview

The Chief Administrative Officer provided a verbal update on the Ripley Huron Fire Truck. The CAO reported that the Fire Services department strongly desired the two tone colors for the truck and have suggested this could be done with a wrap at a cost of \$6500.

Council noted that these funds could be more effectively spent on equipment for emergency services.

Council inquired about the services provided to the Lucknow & District Fire station by the Community Emergency Management Coordinator, and how these costs were recovered. Staff noted that currently it is only the Fire Chief Services costs which are being split between the partner municipalities. The CEMC is currently tracking the hours of support provided to determine if this should be included in an updated agreement.

Council discussed Epi-pens and inquired if there was a reason they are not included as a medical tool on fire trucks. Staff did not have that information available. Council requested the reasons be provided for discussion.

g. Public Works Overview

Transportation

\$40,000 in additional funds have been allocated in the proposed budget due to a change in service providers for the catch-basin cleaning program, and a desire for increased/improved services. Previously less catch basins were being done that expected.

Mapping is improving, and as catch basins are being cleaned, they become easier to clean in the future. Staff are working towards a

three year cycle for cleaning of all catch-basins throughout the Township. Staff indicated that it is hard to quantify the impacts of cleaning catch basins, but benefits do include improved drainage, less liability to the Township, and improved environmental impacts. The budgeted amount is intended to complete inspections and cleaning in the Lakeshore area, and may include Ripley in 2024 if fund permit.

Council inquired about guard rails on Lake Range Drive, and whether they have sufficient funding to replace. Staff confirmed that this maintenance budget is sufficient. Staff confirmed that costs for the Kinloss/ Culross boundary road are shared with each municipality attributed half the costs. Staff noted that it is not included in this year's budget as the Township are waiting on South Bruce funding to complete the reconstruction. Maintenance on this road has been identified and budgeted for this year.

South Kinloss Ave reconstruction is currently scheduled for 2025, but there is an issue with culverts that may require a bridge due to soil conditions. Alternatives are being investigated prior to paving commencing.

Council inquired about the consequences of not moving forward with the rest of the pavement preservation project, and whether there is value to waiting to see how the product performs. Staff confirmed that the contract has been signed and the terms of the contract would need to be completed to avoid legal complications. Council expressed concerns about the product and how it was applied, and inquired about warranty on the contract. Staff expressed confidence in the contractors commitment to the project. Council requested that Staff address concerns by way of requesting a holdback and/or a written guarantee from the contractor, prior to further work commencing.

Council inquired about horse and buggy traffic and what mitigation measures could be put in place to protect the roads. Staff have been working with the community to determine best practices, and how best to regulate and enforce these measures.

In the Transportation Highlights section of the digital budget book the Wheeler Street and Outram Street reconstruction was incorrectly noted, and should be \$1,700,000.

Council took a recess at 12:07 and returned to session at 1:15

Councillor Gibson left the meeting at 12:07 and did not return.

Equipment

Council inquired about whether the By-law Enforcement Officer had a dedicated vehicle for use. Staff confirmed that the By-law Enforcement Officer shares a vehicle with the Building department. Staff noted that no concerns had previously been raised, and it seems to work well for the departments currently.

Council discussed joint tendering opportunities with other County municipalities.

Staff discussed the benefits of the recommendation to purchase a used Compact Wheel Loader.

Council discussed the radar speed signs and what can be done to reduce speeds in some areas. Staff indicated that data is being collected to help make data driven decisions. The signage review project will also assist in developing a methodical approach to signage and other traffic calming measures.

Council inquired about whether the emergency road closed trailer could be used for multiple purposes. Staff confirmed that it is intended to only be for the one use.

Street Lighting

No comments

Waste Management

Council expressed concerns regarding the cost of leachate. Staff noted that this was the first full year of costs, and Staff are working to reduce those costs through the year while maintaining all regulatory requirements. Staff confirmed that weather impacted costs as well, and dry periods reduced those costs. It was noted that the Mid-Huron Landfill has a higher leachate budget.

Water and Wastewater

Council inquired about the storm drain connections. Staff indicated they are still investigating.

Council identified that a Blair's Grove Well Environmental Assessment (EA) was noted in the Strategic Plan for 2024. Staff noted that a test well had to be drilled before the EA could be done. This year is intended to explore possible locations and costs of test well drilling. An EA is not expected until after the new well has been established. Staff confirmed that the 2024 budget did not need additional funds to accomplish this.

Council inquired about the Ross Street Pumping Station renovations which include the remove of a diesel generator and the costs to prepare plans and specifications. Staff noted that the equipment in the building would be declared surplus according to Township policies. Council inquired about the old Lucknow firehall and Staff said that building is not included in this renovation, but would be discussed further at a future meeting.

Discussion was had relating to whether the property could be declared surplus and disposed of. Staff noted that the Ross Street Pumping Station would be complicated to sell, as there are complications with the parking area, and an artesian well was capped within the building and it would be difficult to remove the building from the property.

Staff clarified that the Ripley Lift Station would be utilized for companies that haul sewage and service portable toilets, etc and is not currently intended to be used for trailers and other recreational vehicles. Staff can investigate this opportunity, but it is not the focus at this time.

Council inquired about whether the Township has the authority to accept waste from outside of our municipality. Staff noted this is being investigated.

h. Community Services Overview

Facilities

Staff noted that the Ripley and Lucknow Entrance Sign lighting is listed under the economic and development/ tourism budget.

Staff noted that the Kitchen enhancements proposed budget costs are for the main kitchen (downstairs) which was built in 1993 and includes flooring, painting, replacing existing cabinets with stainless

and replacing coolers. This renovation is expected to increase rental potential for the area.

Council discussed dog parks and whether any new dog parks are proposed for 2024. Staff noted that dog park locations would be investigated during 2024, but development was not expected this year.

Programming

No comments

Parks

The proposed Pickleball facility has been incorporated in the Parks Strategy for budget purposes.

General Recreation

Council inquired about the budgeted number for the Kincardine Recreation Agreement. 2024 budget is based on the current agreement which expires in 2024.

The Council representative provided an update on the Lucknow Community Centre expansion proposal. The County has agreed to transfer the land at the legal cost to transfer from County. There are no approved renovations at this point. Staff noted that the property is registered on title to the Village of Lucknow name and the Township would need to accept the deed, not the recreation board who don't have legal authority to do that.

Council discussed the Lucknow Community Centre support of \$8000.

Lakeshore Services

Council inquired about the algae control budget, and whether this is lower than historically required. Staff noted that Lake Huron water levels have changed, and the issue has significantly improved, but some remediation is still necessary.

Council discussed the value of Water quality monitoring. Staff noted that within the last five years, sample sites were decreased. Staff are working with Saugeen Valley Conservation Authority to determine if there is duplication in testing sites, to permit more sites to be decreased.

Staff are being directed to see if this could be cut in half before the budget is approved, and to determine what SVCA testing includes. Staff noted that Water testing programs are partially funded by the Water Budget.

5. By-laws and Agreements

5.1 Accept Quote for Renovations of the Ripley Medical Centre and Family Y Childcare Centre

Resolution No.: 02/16/24 - 07

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT "Accept Quote for Renovations of the Ripley Medical Centre and Family Y Childcare Centre By-Law" be deemed to be read a first, second, third time and finally passed and numbered as By-Law No. 2024-13.

Carried

6. Confirming By-Law

Resolution No.: 02/16/24 - 08

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the "Confirmatory February (2) 2024" By-law be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-14.

Carried

7. Adjournment

Resolution No.: 02/16/24 - 09

Moved by: Carl Sloetjes

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council hereby adjourn at 3:20 p.m.

Mayor

Clerk