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that cultivates opportunities and  
embraces our rural lifestyle.

We deliver services that responsibly utilize  
resources, respect our environment, and  
foster a community ready to shape its future.

## Committee of the Whole Meeting Minutes

Date: December 2, 2024

Time: 7:00 pm

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  
Jodi MacArthur, Chief Administrative Officer  
Jeff Bradley, Fire Chief  
Mike Fair, Director of Community Services  
Christine Heinisch, Manager of Financial Services/Treasurer  
John Yungblut, Director of Public Works  
Brett Pollock, Manager of Building and Planning, CBO

### 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 County of Bruce - County Official Plan

Monica Morrison, presented an update on the Bruce County Official Plan. Updates were provided in the report included with the agenda.

Primarily Morrison discussed the impact on Settlement Area proposed changes for the Official Plan. Although residential areas in settlement areas were not identified as a required addition in Huron-Kinloss, commercial areas were identified as a need.

Due to recent changes in the Provincial Policy Statement, a boundary adjustment request is no longer required to only be done during a comprehensive review of the Official Plan. Morrison explained that this meant that requests can now be submitted as required when municipalities are best positioned to implement servicing and other requirements to support settlement expansion.

Morrison noted that the County had been advised that servicing issues and constraints around sewage need to be addressed prior to the previously proposed settlement area boundary adjustments to proceed. County staff will continue to work with municipal staff and developers to move these forward at the appropriate time.

An expansion to the lakeshore settlement area could be considered as a separate one off application when conditions were appropriate. The County reported that other local municipalities are also using a separate process to increase settlement boundary areas, outside of the official plan review.

Work continues on consultation with the Ministry of Municipal Affairs and Housing regarding the proposed policies relating to smaller lots not being serviced by sanitary sewers.

Morrison verbally updated on changes which had occurred since the published agenda:

The County is expected to present the Draft Official plan and updates from County staff at the December 19 County Council meeting. County staff will bring feedback from public comments and present the the draft plan and an information update. A statutory public meeting would then need to be held. County staff do not expect to get direction on the public meeting until a future report following the December 19 meeting.

Morrison advised Committee of the Whole that consideration of the finalized Official Plan is expected to take place in March or April of 2025. Comments are still being received at this time, until the final draft report is received by County Council. Those desiring to submit comments should contact the County Planning Department directly.

Council commented that consideration should be given to increasing the settlement area in Ripley in order to apply for grants to increase the infrastructure. Staff met with the County to discuss the lakeshore settlement area changes, and Staff are supportive of delaying this decision at this time.

Morrison confirmed that site specific changes can be considered outside of the County official plan process.

Urban boundary expansion requests can be found on the county website.

### **3.2 Pl.ural Parks and Trails Plan**

Sean Kelly presented the draft Parks and Trails Plan prepared by Pl.ural for the Township.

The Parks and Trails Plan began in May of 2024 with a focus on the 18 parks within the Township. Community Services identified 4 key projects to be incorporated into the plan as well.

The Community Engagement Process to prepare this plan included park visits, a series of 5 open-houses and an on-line survey.

The final draft plan is included with agenda item 4.6 (e).

The final plan includes a conceptual park design and recommendations for key improvements to the parks. Costing was included as part of the financial analysis. Those projects suitable for capital campaigns, for the purpose of budgeting, grant seeking, partnerships, community fundraising campaigns was also provided.

Huron-Kinloss rates significantly higher than the average comparator for municipalities when comparing the ratio of parkland and greenspace per resident.

Maintenance Standards have been included to establish the type of work required to maintain the standards. Lands that were underutilized within the existing parks were also identified for future redevelopment and repurpose considerations.

Committee of the Whole inquired about the trails and why it was excluded from the scope of the project. Kelly agreed that trails content is not robust within the document, but this project was used as an engagement opportunity to receive community feedback on trails. Township staff will utilize the feedback received when making decisions on future projects.

Committee inquired about the response rates, and Kelly noted these are standard response numbers for this type of engagement.

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

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

###### **a. Telecommunication Antenna Structure ON8439 Lower Langside, BLD-2024-12-24**

**Resolution No.:** 12/02/2024 - 01

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive for information Report BLD-2024-12-24 prepared by Michele Barr, Deputy Chief Building Official;

AND FURTHER provide a statement of concurrence to Xplore Inc. in support of the installation of a free standing 45metre tall lite duty self support type tower structure (ON8439) at CON 6 PT LOT 29 Township of Huron-Kinloss in accordance with the governing regulations set out by Innovation, Science and Economic Development Canada (ISCD)

AND FURTHER THAT Council is aware that the jurisdiction for approval of the noted facility rests strictly with ISED Canada, and that the Township's role is one of a commenting body to ISED Canada and the Applicant

**Carried**

###### **b. Building Statistics October, November 2024, BLD-2024-12-23**

Committee inquired about the decrease year over year, but Staff do not anticipate this to continue as a down-trend.

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

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole receives for information Report BLD-2024-12-23, prepared by Brett Pollock, Chief Building Official.

**Carried**

**c. 2025 Building Permit Fees Review, BLD-2024-12-25**

Committee of the Whole discussed the proposed increases to building fees, and inquired whether the department is currently underfunded, and what reasons might account for that.

Staff confirmed that the Township will not be in a surplus position due to less permits being issued, however a comparative of neighbors fees are part of driving the decisions. Staff additionally anticipate a modernization is required in the department, including increasing the number of inspections being done by Township staff, and changes in technology and software fees.

Staff suggested that the department has been underfunded for the levels of service required.

Committee noted that this increase will support building depth in the department and reduce reliance on a single employee.

**Resolution No.:** 12/02/2024 - 03

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLD-2024-12-25 prepared by Brett Pollock, Manager of Building and Planning/CBO;

AND FURTHER approves amending the building fees as outlined in the report;

AND FURTHER THAT a public meeting be held in accordance with the Building Code Act and notice of the public meeting be provided in accordance with the Act;

AND FURTHER authorizes a by-law be brought back amending the fees following the public meeting.

**Carried**

**4.2 By-law Enforcement**

- a. **Municipal By-Law Enforcement Status Report November 2024, BLE-2024-12-16**

**Resolution No.:** 12/02/2024 - 04

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2024-12-16, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

**Carried**

#### **4.3 Fire Department**

- a. **Fire and Emergency Services November 2024, FIR-2024-12-30**

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

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-12-30 prepared by Jeff Bradley, Fire Chief.

**Carried**

- b. **Emergency Management and Health and Safety November 2024 Summary, FIR-2024-12-32**

Staff confirmed that at this time, simulated fire extinguisher training was not available to the public, as the equipment used for the training was on loan from another municipality.

**Resolution No.:** 12/02/2024 - 06

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2024-12-32 prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator-CEMC.

**Carried**

#### **4.4 Drainage**

**a. Sutton Municipal Drain Improvement Request, DRA-2024-12-06**

**Resolution No.:** 12/02/2024 - 07

**Moved by:** Larry Allison

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number DRA-2024-12-06 prepared by Ken McCallum, Drainage Superintendent;

AND accepts the request made to Improve the Sutton Municipal Drain to provide sufficient depth for underdrainage in Lot 9, Concession 12, Kinloss Ward;

AND FURTHER that following the required notice period, that Headway Engineering Limited be appointed to undertake the project, if available.

**Carried**

**b. Municipal Drain Status Update December 2024, DRA-2024-12-07**

Staff provided a verbal update on works done in the Ackert Drain at Committee's request. Staff provided information on how drain costs are assessed when difficult landowners increase the costs associated with maintenance or construction.

**Resolution No.:** 12/02/2024 - 08

**Moved by:** Shari Flett

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report DRA-2024-12-07 prepared by Ken McCallum, Drainage Superintendent.

**Carried**

#### **4.5 Treasury**

a. **Community Support Policy, TRE-2024-12-68**

**Resolution No.:** 12/02/2024 - 09

**Moved by:** Scott Gibson

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole receives Report TRE-2024-12-68 prepared by Christine Heinisch, Treasurer;

AND FURTHER that the appropriate by-law be brought forward to adopt the Community Support Policy attached.

**Carried**

b. **2025 Saugeen Valley Conservation Authority Budget, TRE-2024-12-69**

Committee of the Whole discussed the proposed budget. The Council representative to the SVCA board noted that there have been policy changes relating to Human Resources that are intended to focus on employee retention, and assist in retaining organizational knowledge.

A study was done to ensure that the SVCA is self-sustaining, however the province has for three years frozen Conservation Authority fees, and they have not been permitted an increase.

Committee has the opportunity to encourage the minister to release the hold on fees which could help SVCA to self-sustain.

This increase represents a 0.25% increase on the tax rate. The SVCA staff are happy to delegate to Council if requested. SVCA staff have been tasked to pursue opportunities to reduce the overall budget requirements for presentation to the SVCA board prior to final consideration of the budget.

The Council representative for the Maitland Valley Conservation Authority responded to Committee's question about the anticipated budget request from MVCA, indicating that it was fixed amount 8% -9% over the last few years. It was noted that MVCA has benefited from having consistent, stable leadership for many decades, whereas SVCA has had significant turnover in key leadership roles over the last few years.



**Resolution No.:** 12/02/2024 - 10a

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report TRE-2024-12-69 prepared by Christine Heinisch, Treasurer.

**Carried**

**Resolution No.:** 12/02/2024 - 10b

**Moved by:** Jim Hanna

**Seconded by:** Carl Sloetjes

THAT the Board Representative be directed to not support the as presented draft.

**Carried**

#### **4.6 Community Services**

**a. Ripley Medical Centre Agreement with Dr. Shyu, CS-2024-12-48**

**Resolution No.:** 12/02/2024 - 11

**Moved by:** Carl Sloetjes

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report CS-2024-12-48 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes a by-law come forward.

**Carried**

**b. Community Services Status Report December 2024, CS-2024-12-49**

Committee inquired about the Ripley Dog Park which was in the 2024 budget. Staff did not have capacity to complete it this year. It is being considered for 2025 with the support of volunteers.

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

**Moved by:** Scott Gibson  
**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-12-49 prepared by Mike Fair, Director of Community Services.

**Carried**

**c. Parks and Facilities Update December 2024, CS-2024-12-52**

**Resolution No.:** 12/02/2024 - 13

**Moved by:** Shari Flett  
**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CS-2024-12-52 prepared by Matt McClinchey, Parks, and Facilities Supervisor.

**Carried**

**d. Summer Student Wages and Leader in Training Program, CS-2024-12-50**

Staff verbally reported that the proposed changes in wages will align more closely to similar local municipalities and aims to provide a competitive retention benefit.

**Resolution No.:** 12/02/2024 - 14

**Moved by:** Carl Sloetjes  
**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CS-2024-12-50 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes the appropriate By-law to come forward;

AND FURTHER THAT the Leader in Training program for summer camp program be exempt from the Volunteer Policy.

**Carried**

**e. Parks and Trails Plan, CS-2024-12-51**

Committee expressed concern whether adoption of the plan would commit Council to all the

recommendations. Staff noted that if adopted in principle, the plan would be used as a guideline for future Township staff to follow when planning capital projects, and budgets. Decisions on each project will be made by Council as resources permit. Some projects will advance only with community fundraising, or grants such as the proposed pickleball courts. Staff confirmed that the current plans do not include pickleball being played at night.

Engagement for this project provided valuable feedback on community wants and needs with respect to recreation spaces.

**Resolution No.:** 12/02/2024 - 15

**Moved by:** Larry Allison

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CS-2024-12-51 prepared by Mike Fair, Director of Community Services;

AND FURTHER adopts the Parks and Trails Plan prepared by Pl.ural in principle;

AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.7 Public Works**

**a. Transportation December 2024, PW-2024-12-51**

Committee of the Whole confirmed that any project to resolve noted issues with stormwater management, specifically around Sunset Place, would be a budget discussion in terms of how much council is able to commit to the project in funding.

Committee inquired about the requirements to bring the roadways in this area up to standards. Staff noted that the costs provided by Staff use current standards for construction and engineering of the project.

**Resolution No.:** 12/02/2024 - 16

**Moved by:** Jim Hanna

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2024-12-51 prepared by John Yungblut, Director of Public Works.

**Carried**

**b. Point Clark Drainage Master Plan, PW-2024-12-50**

**Resolution No.:** 12/02/2024 - 17

**Moved by:** Shari Flett

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2024-12-50 prepared by John Yungblut, Director of Public Works;

AND FURTHER supports implementing the following solutions to address the existing drainage issues in the northern Point Clark area as described in this report:

North Problem Area – Alternative 1 and Alternative 2; and  
South Problem Area – Alternative 1

AND FURTHER directs staff to bring forward a final report for the Point Clark Stormwater Servicing Master Plan for Council approval.

**Carried**

**c. Water-Wastewater December 2024, PW-2024-12-52**

**Resolution No.:** 12/02/2024 - 18

**Moved by:** Larry Allison

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW2024-12-52 prepared by John Yungblut, Director of Public Works.

Carried

#### 4.8 Chief Administrative Officer

a. **Employee Years of Service Recognition 2024, CAO-2024-12-38**

Committee of the Whole expressed their appreciation of and congratulations to staff who are celebrating milestone years of service to the Township.

**Resolution No.:** 12/02/2024 - 19

**Moved by:** Carl Sloetjes

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-12-38 prepared by Leanne Scott, Human Resources Generalist.

Carried

b. **Work From Home Policy Pilot Program, CAO-2024-12-39**

Committee inquired about whether informal arrangements had previously permitted this. Staff confirmed regular full time staff have been required to report to work since the pandemic requirements ended.

Data security requirements are currently being researched and will be implemented to limit the risks. Staff confirmed that personal computers will not be permitted to be used in Work from Home situations. Staff confirmed that an update would be provided to Committee of the Whole following the pilot project completion.

Committee noted concerns for the potential for the practice to be abused and supporting this as a pilot to determine how effective it will be.

**Resolution No.:** 12/02/2024 - 20

**Moved by:** Scott Gibson

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-12-39 as prepared by Leanne Scott, Human Resources Generalist;

AND THAT Committee of the Whole approves in principal the proposed Work from Home Policy and authorize Staff entering into a 6-month work from home pilot program .

**Carried**

#### **4.9 Legislative Services**

**a. Resolutions for Consideration December 2, 2024, CLK-2024-12-47**

**Resolution No.:** 12/02/2024 - 21

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-12-47 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER THAT the Committee of the Whole support the following resolutions;

a,b,c

AND FURTHER direct Staff to distribute as they see fit.

**Carried**

**b. Deeming - Part of Plan 20, Geographic Village Lucknow and Part of Plan 101 Geographic Township of Kinloss, CLK-2024-12-48**

Council inquired about the plans for the unopened road allowance, and Staff noted that Township practice has been to reserve Road allowances for future growth needs.

This deeming does not preclude new plans of subdivision from coming forward at a later date for the parcels, should the area no longer be used as an event grounds.

**Resolution No.:** 12/02/2024 - 22

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

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CLK-2024-12-48 prepared by Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER authorizes Part Lot 219, Lots 220 to 229 Plan 20, Geographic Village Lucknow to not be lots in a registered plan;

AND FURTHER authorizes Lots 21 to 30, 39 to 47, 66 to 101, Part Lots 102 to 104, 105, 106 Plan 101 Geographic Township of Kinloss to not be lots in a registered plan;

AND FURTHER that the appropriate by-law be brought forward.

**Carried**

**c. 25 -Year Amalgamation Anniversary Time Capsule Video, CLK-2024-12-49**

Staff presented the 25 year amalgamation anniversary time capsule video. It is available on the municipal website at <https://www.huronkinloss.com/explore-and-play/our-communities/>.

**Resolution No.:** 12/02/2024 - 23

**Moved by:** Larry Allison  
**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-12-49 prepared by Kristen Prentice, Communications Coordinator.

**Carried**

**5. Correspondence Requiring Direction**

None received.

**6. Information**

Committee discussed item 6.9 and commented on the successful outcome of advocacy efforts.

**Resolution No.:** 12/02/2024 - 24

**Moved by:** Carl Sloetjes  
**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 South Bruce - NWMO Site Selection Process**
  - 6.2 Pine River Water Monitoring Reports November 2024**
  - 6.3 Bruce C Nuclear Project: Summary of Issues now available on Registry**
  - 6.4 South Bruce Grey Health Centre Community Engagement: Summary and Findings**
  - 6.5 Saugeen Valley Conservation Authority Press Release: Durham Upper Dam**
  - 6.6 AMO AMCTO Correspondence**
  - 6.7 County of Bruce Correspondence**
  - 6.8 General Correspondence**
  - 6.9 Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities**
  - 6.10 Ministry of Municipal Affairs and Housing: Additional Residential Units**
- 7. New Business/Council Reports**
  - 8. Closed Session**

**Resolution No.:** 12/02/2024 - 25

**Moved by:** Jim Hanna  
**Seconded by:** Larry Allison

THAT Committee of the Whole move into closed meeting at 8:44 p.m. for the purpose of considering:

- 1) labour relations or employee negotiations; (non-union compensation),
- 2) labour relations or employee negotiations; (collective agreement negotiations),



3) personal matters about an identifiable individual, including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Ministry of Labour Order),

4) personal matters about an identifiable individual, including municipal or local board employees; (personnel);

5) personal matters about an identifiable individual, including municipal or local board employees; (Property Standards Committee Appointment),

pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

AND FURTHER THAT Committee of the Whole return to regular open meeting upon completion.

**Carried**

**9. Business Arising from the Closed Session**

Committee of the Whole arose from closed meeting at 9:44 p.m.

The Mayor reported that a closed meeting had been held and information was received on one item and direction provided to Staff on the remaining items.

**10. Adjournment**

**Resolution No.:** 12/02/2024 - 26

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

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

**Carried**

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Mayor

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Clerk