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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.

## Council Meeting Minutes

Date: January 13, 2025  
Time: 1:00 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, Clerk  
Jodi MacArthur, Chief Administrative Officer  
Christine Heinisch, Manager of Financial Services/Treasurer  
Brett Pollock, Manager of Building and Planning, CBO

Staff Absent Jeff Bradley, Fire Chief  
Mike Fair, Director of Community Services  
John Yungblut, Director of Public Works

### 1. Call to Order

Mayor Murray called the meeting to order at 1:00 p.m.

Councillor Gibson and Councillor Sloetjes attended the meeting electronically.  
All other members of Council and Staff attended in person at the Council  
Chambers.

### 2. Disclosure of Pecuniary Interest

The Mayor declared a pecuniary interest on agenda items #5.2 and #9.4(d) as a  
neighboring property owner. The Mayor left the room and did not participate in  
the discussion for the consideration of, or the vote for these items.

**2.1 Z-2024-019 Brubacher Planning Application**

neighboring property owner

**2.2 By-law Brubacher Planning Z-2024-019**

neighboring property owner

**3. Adoption of Minutes**

**Resolution No.:** 01/13/2025 - 01

**Moved By** Jim Hanna

**Seconded By** Larry Allison

THAT the minutes of the Council meeting of December 16, 2024 be adopted as presented.

**Carried**

**4. Delegations**

None.

**5. Public Meetings Required Under the Planning Act**

**5.1 Z-2023-039, L-2024-011 Lucknow Kinsmen**

The purpose of these applications is for a local Official Plan Amendment and Zoning By-law Amendment.

If approved, the applications would expand and clarify the current permitted uses for the existing special policy area an special zones. This will also allow for a permanent building(s) to be located in a different location on the site than currently permitted.

The Planner, Benito Russo explained the report and recommendation.

**Presentations from the Applicant**

Ron Davidson, planning consultant spoke on behalf of the applicant. Davidson spoke to the proposed new building and noted that a planning justification had been prepared for the application. Davidson confirmed that the temporary structures will be removed when the new building is constructed. Davidson spoke to the benefits to the community and the Kinsmen organization respecting a proposed child care centre on the property.

**Presentations from the Public**

No person from the public provided comments on the application.

### **Questions and Clarifications from Council**

Members of Council inquired about the exception for no setback requirements for storage, and setbacks from building to other lots. The Planner noted that the combined property areas are separated by unopened road allowances. The outdoor storage component will be located near the lot line of an unopened road allowance, within the overall area. The setbacks would be calculated from the lot line of the unopened road allowance as well. The wording provides more flexibility to locate storage within the overall area. Russo clarified that there are reduced setbacks for tour buses, generators and parking during events only.

The County Planner confirmed that the proposed by-law does not permit permanent equipment, buildings or storage to be kept on the unopened road allowances outside of what is permitted by agreements signed with the Township for use of these lands during special events.

**Resolution No.:** 01/13/2025 - 02

**Moved By** Shari Flett

**Seconded By** Scott Gibson

THAT the Township of Huron-Kinloss Council approve the planning application Z-2023 - 039, L-2024-011 Lucknow Kinsmen;

AND FURTHER THAT the Staff bring forward the appropriate By-laws under Matters Arising.

**Carried**

### **5.2 Z-2024-019 Brubacher**

Don Murray declared a conflict on this item. (neighboring property owner)

The Mayor was not present in the Council Chambers and did not participate in discussions or the vote for this item.

Deputy Mayor Hanna assumed the Chair for considering this application.

The purpose of the application is to is for a Zoning By-law Amendment. It is proposed that an agricultural lot be permitted a minimum lot area of +/10 -hectares, and a Holding Provision (-H1) be applied in areas of high

archaeological potential. If approved, the application would facilitate the creation of a new specialized farm lot. The Planner, Benito Russo explained the report and recommendation.

The planner acknowledged receipt of a letter received prior to the meeting and read the letter in full.

The letter generally cited the following concerns:

- location of proposed lot within the property,
- potential to set a precedent,
- access would be better off Statters Lake Road instead of County Road One,
- concerns that this would impact a development being proposed on a neighboring lot.

The County Planner, Benito Russo addressed these concerns. The location of the proposed lot occurred due to discussions between the applicant and neighboring lot owners. Additionally Russo noted that the north end of the property has environmental features which would limit full range of agricultural uses if the lot was severed in this area.

Russo acknowledged that approving this application does not setup an obligation with Council. Any future proposed severances must meet the County of Bruce requirements and have sufficient justification for the planners to recommend approval.

Respecting access to the property, the Planner indicated that the MDS requirements and Archeological study were based off an access on Bruce County Road One. These would likely need to be re-completed if a new area were to be used for access.

Russo commented that there does not appear to be any Minimum Distance Separation (MDS) issues, noting that as it is existing today, the proposal discussed in the submitted letter would still comply if the severance were approved.

### **Presentations from the Applicant**

The applicant indicated that the choice to sever the property at one end versus the other was influenced by discussions with the owners of adjoining property, who requested that it be done as proposed.

### **Presentations from the Public**

None.

### **Questions and Clarifications from Council**

Members of Council confirmed that this decision is not precedent setting. Council inquired about how the application may impact other farms per the submitted comments. The Planner indicated that the use suggested in the received comments does not require MDS setbacks, but would rather be subject to industrial setbacks which on preliminary review would be sufficient within the property on which it's proposed.

**Resolution No.:** 01/13/2025 - 03

**Moved By** Ed McGugan

**Seconded By** Carl Sloetjes

THAT the Township of Huron-Kinloss Council approve the planning application Z-2023 - 019 Brubacher;  
AND FURTHER THAT the Staff bring forward the appropriate By-law under Matters Arising.

**Carried**

## **6. Public Meeting Required Under the Building Code Act**

**Mayor Murray resumed the chair.**

### **Presentations from the Manager of Building and Planning/CBO**

The Chief Building Official noted that fees needed to be increased per the previous report.

### **Presentations from the Public**

Resident Jean Montgomery inquired what the funds raised from building fees were used for. Staff explained that the building department is intended to be self-funded. Fees collected are used to offset costs from that department only. They may be used to cover the costs of inspections, software, and other administrative needs.

### **Questions and Clarifications from Council**

Council inquired about the fees related to neighboring municipalities. There is a shortfall for 2024 and reserves are needed to cover these expenses. Council noted the need for increased inspections and that the building fees are considered as self-funding.

**Resolution No.:** 01/13/2025 - 04

**Moved By** Carl Sloetjes

**Seconded By** Ed McGugan

THAT the Township of Huron-Kinloss Council approve the building fees Schedule B;

AND FURTHER THAT the Staff bring forward the appropriate By-law under Matters Arising.

**Carried**

**7. Financial Reports**

**7.1 Previous Month Actual Accounts – December 2024, TRE-2025-02**

**Resolution No.:** 01/13/2025 - 05

**Moved By** Scott Gibson

**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council hereby ratifies and confirms payment of the December 2024 accounts in the amount of \$7,278,690.41.

**Carried**

**7.2 January 2025 Accounts, TRE-2025-05**

**Resolution No.:** 01/13/2025 - 06

**Moved By** Larry Allison

**Seconded By** Jim Hanna

THAT the Township of Huron-Kinloss Council hereby authorizes payment of the January accounts in the amount of \$277,845.93

**Carried**

**8. Staff Report**

**8.1 Minutes of Settlement December 2024, TRE-2025-03**

**Resolution No.:** 01/13/2025 - 07

**Moved By** Jim Hanna  
**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council hereby receives Report TRE-2025-03 as prepared by Phyllis Hunter, Taxation/Revenue Clerk.

**Carried**

**8.2 Quarterly Tax Arrears Report December 31, 2024, TRE-2025-04**

**Resolution No.:** 01/13/2025 - 08

**Moved By** Larry Allison  
**Seconded By** Scott Gibson

THAT the Township of Huron-Kinloss Council hereby receives for information Report TRE-2025-04 as prepared by Phyllis Hunter, Taxation/Revenue Clerk.

**Carried**

**9. By-Laws and Agreements**

**9.1 2025 Borrowing By-law**

**Resolution No.:** 01/13/2025 - 09

**Moved By** Carl Sloetjes  
**Seconded By** Shari Flett

THAT the "2025 Borrowing By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 01.

**Carried**

**9.2 2025 Interim Taxation By-law**

**Resolution No.:** 01/13/2025 - 10

**Moved By** Ed McGugan  
**Seconded By** Jim Hanna

THAT the "2025 Interim Taxation By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 02.

**9.3 Appoint Engineer ( Headway Engineering) Sutton Municipal Drain Improvement 2025 By-law**

**Resolution No.:** 01/13/2025 - 11

**Moved By** Scott Gibson

**Seconded By** Larry Allison

THAT the "Appoint Engineer (Headway Engineering) Sutton Municipal Drain Improvement 2025 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 03.

**Carried**

**9.4 Matters Arising**

**a. Consolidated Rates and Fees Amendment (1) By-law**

**Resolution No.:** 01/13/2025 - 12

**Moved By** Shari Flett

**Seconded By** Carl Sloetjes

THAT the "Consolidated Rates and Fees Amendment (1) By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 04.

**Carried**

**b. Zoning Amendment By-law Z-2023-039 Kinsmen By-law**

**Resolution No.:** 01/13/2025 - 13

**Moved By** Larry Allison

**Seconded By** Carl Sloetjes

THAT the "Zoning Amendment By-law Z-2023-039 Lucknow Kinsmen By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 05.

**Carried**

**c. Lucknow Kinsmen Official Plan Amendment No. 5 (L-2024-011) By-law**

**Resolution No.:** 01/13/2025 - 14



**Moved By** Carl Sloetjes  
**Seconded By** Jim Hanna

THAT the "Lucknow Kinsmen Official Plan Amendment No. 5 (L-2024-011) By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 06.

**Carried**

**d. Zoning Amendment By-law Z-2024-019 Brubacher By-law**

Don Murray declared a conflict on this item. (neighboring property owner)

Deputy Mayor Hanna assumed the chair for this item.

**Resolution No.:** 01/13/2025 - 15

**Moved By** Larry Allison  
**Seconded By** Shari Flett

THAT the "Zoning Amendment By-law Z-2024-019 Brubacher By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 07.

**Carried**

**e. Fire Protection Grant Agreement By-law**

Mayor Murray resumed the chair.

**Resolution No.:** 01/13/2025 - 16

**Moved By** Scott Gibson  
**Seconded By** Carl Sloetjes

THAT the "Fire Protection Grant Agreement By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 08.

**Carried**

**f. Delegation of Authority (Conditional Building Permits)**

Council inquired about timing to ensure construction was not taking place through the upcoming Ripley Reunion celebrations this summer.

**Resolution No.:** 01/13/2025 - 17

**Moved By** Jim Hanna

**Seconded By** Carl Sloetjes

THAT the "Delegation Authority (Conditional Building Permits) By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025 - 09.

**Carried**

**10. Township Committee Minutes Received**

**Resolution No.:** 01/13/2025 - 18

**Moved By** Carl Sloetjes

**Seconded By** Larry Allison

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 10.

**Carried**

**10.1 Lucknow and District Fire Board**

**11. Other Agency Minutes and Reports Received**

**Resolution No.:** 01/13/2025 - 19

**Moved By** Shari Flett

**Seconded By** Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 11.

**Carried**

**11.1 Maitland Conservation Membership**

**11.2 O.P.P South Bruce Detachment Board**

**12. New Business/ Council Reports**

**13. Closed Session**

**Resolution No.:** 01/13/2025 - 20

**Moved By** Scott Gibson

**Seconded By** Jim Hanna

THAT the Township of Huron-Kinloss Council move into closed meeting at 1:47 p.m. for the purpose of considering

1) Labour relations or employee negotiations (union negotiations)

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

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

**Carried**

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

Council arose from closed session at 1:54 p.m.

The Chair reported that a closed session had been held and information was received.

**15. Confirming By-Law**

**Resolution No.:** 01/13/2025 - 21

**Moved By** Ed McGugan

**Seconded By** Scott Gibson

THAT the "Confirmatory January 2025" By-law be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2025-10.

**Carried**

**16. Adjournment**

**Resolution No.:** 01/13/2025 - 22

**Moved By** Larry Allison

**Seconded By** Shari Flett

THAT this meeting adjourn at 1:55 p.m.

**Carried**

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Mayor

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Clerk