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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:	March 3, 2025
Time:	7:00 pm
Location:	Council Chambers
Members Present	Don Murray, Mayor Jim Hanna, Deputy Mayor Larry Allison, Councillor Shari Flett, Councillor Ed McGugan, Councillor
Members Absent	Scott Gibson, 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 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. Deputy Mayor Hanna attended the meeting electronically and all other members of Council and Staff attend in person at the Council Chambers.

2. Disclosure of Pecuniary Interest

No conflicts were disclosed at this time. Mayor Murray declared a conflict during the consideration of item 4.6(c).

2.1 Don Murray - 2025 Kinloss Gravel Pit Farm Lease Agreement, PW-2025-09

family member

3. Delegations

Lisa Courtney with B.M. Ross and Associates provided an update to Council on Reserve Capacity & Vacant Lot Inventory for the Township.

3.1 B.M. Ross and Associates - Reserve Capacity & Vacant Lot Inventory Update

Lisa Courtney with B.M. Ross and Associates provided an update to Committee of the Whole on the Township's drinking water and wastewater systems, including Whitechurch capacity and vacant lot inventory. These numbers were originally presented to Council with the Growth, Water and Wastewater Servicing Master Plan

<https://www.huronkinloss.com/media/rkofmjpn/growth-and-servicing-master-plan.pdf>. The presentation included updated customer counts for water and/or wastewater services, the number of in-fill lots and development commitments.

Courtney provided some key explanations for use when reviewing the information.

An ERU is equivalent to one unit of housing within the report, to make the data easier to review. Uncommitted numbers represent those available for future development which is not planned or known at this time. Firm capacity is calculated based on the biggest well being out of service within an area, and is mainly used for emergency planning purposes. The North and south pressure zones are split roughly at the 6th concession along the lakeshore. No firm capacity calculations were included for Whitechurch as there is only one well servicing that system.

Courtney verified that the need for increased wastewater capacity in Ripley and Lucknow will depend on the timing of proposed developments. The Township is pursuing an allocation policy as recommended in the Master Plan. The Allocation policy will allow the Township to reallocate capacity to ensure it is not held by developments that are not proceeding in a timely manner. This will allow the Township to better judge the need and timing for the eventual wastewater treatment capacity expansions in Ripley and Lucknow.

Lot inventories along the Lakeshore were updated to include changes required by the latest version of the Provincial Planning Statement, which

is a consolidated statement of the provincial government's policies on land use planning.

Questions from Committee of the Whole

Members asked for Clarification on Firm Capacity. Courtney explained it is used as a Risk assessment tool, and provided information on the number of wells located in each area.

Members inquired about whether the Lakeshore Storage Capacity is an issue for fire protection. Courtney noted that fire demand in the area is offset by pumping capacity.

Members questioned the effective storage volume of the Point Clark standpipe, noted in the presentation as approximately 138 m³, significantly less than the recommended storage volume of 3,792 m³ for the existing customers.

Courtney clarified that there is difference in the calculations made between what can be stored, and what can be provided if there was no electrification possible (effective storage). Effective storage calculations include only what can be supplied by gravity feed, if there is no electrification at the site. Staff confirmed there are contingencies in place for backup power to be supplied if required.

Members suggested that the Township's emergency exercise could include a simulated fire situation along the lakeshore. Other members noted this had been done several years ago, during a simulated natural gas explosion exercise.

Committee inquired when the wastewater capacity would become an issue, with Courtney suggested that 85% of capacity is typically when it starts to become concerning and Councils should look at planning for more capacity.

4. Staff Reports

4.1 Chief Administrative Officer

a. Update to Growth and Servicing Master Plan – Reserve Capacity Calculations, CAO-2025-07

A Policy related to Servicing Allocation is being finalized and comments from stakeholders are being incorporated. This will be presented to Council at a future meeting.

Resolution No.: 03/03/2024 - 01

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-07 prepared by Jodi MacArthur, Chief Administrative Officer.

Carried

4.2 Building & Planning

a. 2025 January Building Statistics, BLD-2025-05

Resolution No.: 03/03/2024 - 02

Moved by: Shari Flett

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole receives for information Report BLD-2025-05 prepared by Brett Pollock, Manager of Building and Planning/CBO.

Carried

4.3 By-law Enforcement

a. Municipal By-Law Enforcement Status Report February 2025, BLE-2025-04

Resolution No.: 03/03/2024 - 03

Moved by: Ed McGugan

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2025-04, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

Carried

4.4 Fire Department

a. Fire and Emergency Services February 2025, FIR-2025-05

The Fire Chief provided a verbal update on staffing at the stations, reporting that there is a new training officer and acting training officer. During recent recruitments, the Fire Chief reported that 9 applicants applied in Lucknow and 12 applicants applied in Ripley during the recent recruitment drive.

Committee inquired about the process or requirements are to determine which station applicants would apply to. Staff noted that the Stations typically recruit within a 5 km radius of the station, but this area can be adjusted. The current criteria looks at firefighters residing within 5 km, however the Fire Chief discussed consideration being given to those working within that radius on a regular basis, as they would have similar response times. Staff confirmed that the recruiting radius does vary by Fire Department and is not a provincial standard.

The current capacity is 26 positions, however the Fire Chief is investigating whether to recommend that staffing be up to 30 members to ensure sufficient responders.

Committee inquired about how many firefighters should be responding at any one time. The National Fire Protection Association (NFPA) standard says there should be 17 firefighters on scene at a structure fire. The Township meets this standard using our mutual aid partners, which includes when both Lucknow and Ripley stations respond together, but Staff reported that each station could not sustain these numbers on its own.

Resolution No.: 03/03/2024 - 04

Moved by: Larry Allison

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-05 prepared by Jeff Bradley, Fire Chief.

Carried

4.5 Community Services

a. 2025 March Community Services Status Report, CS-2025-09

Committee of the Whole inquired about the proposed budget for the pickleball courts. Staff reported that a soil analysis would need to be done and a significant retaining wall would need to be constructed. The fundraising budget was developed using maximum cost estimates for the grant applications.

Staff confirmed that the number and location of portable toilets is expected to be the same as previous years, noting that priority is given to those beach accesses used by visitors.

Resolution No.: 03/03/2024 - 05

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-09 prepared by Mike Fair, Director of Community Services.

Carried

b. Lucknow Library and Theatre Damage, CS-2025-10

Council inquired about the installation of snow and ice guards to prevent future damage. Staff noted that they are over the entrance areas currently, but are being proposed for the full roof now.

Resolution No.: 03/03/2024 - 06

Moved by: Shari Flett

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-10 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes the necessary repairs to the Lucknow Library and Town Hall Theatre.

Carried

4.6 Public Works

a. Transportation March 2025, PW-2025-07

Spring Road Tour Date is expected to take place on April 25th 2025. The date will be confirmed and noticed to the public by the Clerk.

Resolution No.: 03/03/2024 - 07

Moved by: Ed McGugan

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-07 prepared by John Yungblut, Director of Public Works.

Carried

b. 2025 Ripley Sidewalk Replacement Tender, PW-2025-08

Committee of the Whole inquired about whether a "buy local" approach had been taken for this procurement. Staff noted that there has been no justification to not award this to the recommended contractor.

Resolution No.: 03/03/2024 - 08

Moved by: Larry Allison

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-08 prepared by John Yungblut, Director of Public Works;

AND FURTHER accepts the tender from Amazing Construction Ltd. in the amount of \$252,855 plus HST for the replacement of existing sidewalks on Queen St. and Huron St. in Ripley;

AND FURTHER authorizes the appropriate by-law to come forward.

Carried

c. 2025 Kinloss Gravel Pit Farm Lease Agreement, PW-2025-09

Don Murray declared a conflict on this item. (family member)

Committee inquired about the deposit requirement. Staff confirmed that it is \$10,000 per contract term, the Leaser would get this deposit back as the lands are revitalized.

Mayor Murray declared a conflict on this item and the Deputy Mayor was attending the meeting virtually; a Chair was appointed from those members present in the Council Chamber.

The Mayor did not participate in the discussion or vote on item 4.6 (c).

Resolution No.: 03/03/2024 - 09a

Moved by: Larry Allison

Seconded by: Shari Flett

THAT Councillor Ed McGugan be appointed as temporary Chair to review agenda item #4.6 (c);

AND FURTHER THAT Mayor Murray resume the Chair following consideration of this item.

Carried

Resolution No.: 03/03/2024 - 09b

Moved by: Jim Hanna

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-09 prepared by John Yungblut, Director of Public Works;

AND FURTHER authorizes the renewal of a farm lease agreement with Gerald Murray for the rental of pasture lands within the Kinloss Gravel Pit for a five year term;

AND FURTHER authorizes the appropriate by-law coming forward.

Carried

d. Landfill Management Report March 2025, PW-2025-10

Mayor Murray resumed the Chair.

Committee inquired if Staff would be operating the equipment for cover. Staff confirmed that is the intention to keep costs down.

Committee inquired about whether there are areas where permanent cover can now be used. The member for the Mid-Huron Landfill Site Board discussed a technique used at the Huron Landfill using Willows as permanent ground cover.

Staff noted that the Ministry has given very specific instructions on what groundcover is permitted now. Staff will investigate if this type of permanent groundcover could be used in the future.

Committee inquired about the timeline for conversion to the Switch Energy program noted in the report. Staff are waiting for more information regarding the collection and disposal process from Switch Energy. Staff are investigating to ensure that it can be kept as a free disposal program within the Township. There is no final collection date set from Cleanfarms.

Resolution No.: 03/03/2024 - 10

Moved by: Jim Hanna

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-10 prepared By Cory Dulong, Manager of Environmental Services.

Carried

e. Water-Wastewater Report March 2025, PW-2025-11

Committee inquired about the quality of the report, and Staff noted that this is being addressed with the provider. The provider anticipates quarterly reports to Council in person.

Resolution No.: 03/03/2024 - 11

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-11 prepared by Cory Dulong, Manager of Environmental Services;

AND FURTHER approves the Huronville Operational Plan provided by the Municipality of Kincardine.

Carried

4.7 Chief Administrative Officer - continued

a. Bruce County Land Acquisition, CAO-2025-04

Resolution No.: 03/03/2024 - 12

Moved by: Shari Flett

Seconded by: Ed McGugan

THAT Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2025-04 prepared by Jodi MacArthur, Chief Administrative Officer and accepts the transfer of Part 1 of the draft reference plan from the County of Bruce as requested by the Lucknow & District Joint Recreation Board;

AND FURTHER THAT the appropriate by-law be brought forward authorizing the Mayor and Chief Administrative Officer to execute the agreement of purchase and sale and any other necessary documents to complete the transfer.

Carried

b. Workplace Violence and Harassment Policy Update, CAO-2025-05

Resolution No.: 03/03/2024 - 13

Moved by: Larry Allison

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO-2025-05 prepared by Leanne Scott, HR Generalist;

AND FURTHER authorizes the appropriate by-law coming forward.

Carried

c. March 2025 Hiring Report, CAO-2025-06

Resolution No.: 03/03/2024 - 14

Moved by: Ed McGugan

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-06 prepared by Leanne Scott, Human Resources Generalist

Carried

4.8 Legislative Services

a. Noise Exemption Requests – Ripley Reunion and 911 Parkplace, CLK-2025-07

Resolution No.: 03/03/2024 - 15

Moved by: Shari Flett

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-07, prepared by Kelly Lush, Deputy Clerk,

AND grants an exemption to Noise By-law No. 2005-101 for the Ripley Reunion Committee to host their reunion events with live music at 17 Queen St, Ripley on August 1st, 2nd and 3rd from 9:00 p.m. to 1:00 a.m. the following day and on August 4th for fireworks at 9:30 p.m. (dusk);

AND FURTHER grants an exemption on June 21st from 11:00 p.m. to 1:00 a.m. the next day for a wedding reception with music that will take place at 911 Parkplace, Kincardine.

Carried

b. Resolutions for Consideration March 2025, CLK-2025-08

Committee of the Whole discussed the various resolutions.

Comments from Saugeen Shores regarding the SVCA policy manual were added at the request of Saugeen Shores. Staff noted that Council had previously provided comments on the SVCA requesting simplification of the policies.

Committee discussed that wherever possible Staff were encouraged to support local and Canadian suppliers and contractors.

Resolution No.: 03/03/2024 - 16

Moved by: Shari Flett

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-08 prepared by Kelly Lush, Deputy Clerk;

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

a, d, e, f, h

AND FURTHER direct Staff to distribute as they see fit.

Carried

5. Correspondence Requiring Direction

Resolution No.: 03/03/2024 - 17

Moved by: Ed McGugan

Seconded by: Scott Gibson

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

AND FURTHER directs Staff to send the response to the Point Clarke Beach Association as drafted in agenda item 5.1.

Carried

5.1 Point Clark Beach Association

Committee of the Whole discussed the value of tourism to the Township of Huron-Kinloss.

6. Information

Committee inquired about information included in 6.3 regarding Health Care funding defeated at Bruce County.

The Mayor provided an update from Bruce County, noting that current Health Care commitments would be completed, and further support of provincial responsibility would not be considered.

Staff were encouraged to support the advocacy in item #6.2 regarding drainage assessments where possible.

Resolution No.: 03/03/2024 - 18

Moved by: Ed McGugan

Seconded by: Jim Hanna

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

Carried

6.1 Maitland Valley Conservation Authority - Comments on the Conservation Areas Strategy

6.2 ROMA Trains and Drains Advocacy Moves Forward

Staff provided information on the drainage tribunal underway impacting this issue. Committee of the Whole requested staff monitor for opportunities to provide a letter of support of these advocacy efforts.

6.3 Bruce County Correspondence

6.4 AMO AMCTO Correspondence

6.5 General Correspondence

7. New Business/Council Reports

Committee members have the opportunity to provide an update on Board and Committee meetings.

Committee discussed receiving letters regarding the Kin-Bruce Park. Staff encouraged members of Council to send these letters onto Staff who have been responding to other residents. These emails are being collected and included for future updates on the proposal.

At this stage, the proposal has been presented to the Council, but no decisions have yet been made to proceed. Township staff have been directed to investigate what may be needed to move the proposal forward and gather more details regarding the specifics of and any constraints to the proposal. This project

is in the preliminary stages of investigation, and additional information will be presented to Council for review and further consideration as it is available.

The proponent has not provided enough details on the proposal to come to Council with a comprehensive report at this stage, but Staff continue to work with the proponent to obtain the required information. Staff noted that the proponent is not against revising proposal but has not committed.

Committee members requested Staff to provide more information on the Township's relationship with the Global Covenant of Mayors. Staff present did not have the information, but will follow-up.

Discussion was had on participating in the Ripley Reunion parade.

Staff were encouraged to use Canadian products and services when possible.

8. Adjournment

Resolution No.: 03/03/2024 - 19

Moved by: Larry Allison

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 8:34 p.m.

Carried

Mayor

Clerk