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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:	February 3, 2025
Time:	10:00 am
Location:	Council Chambers
Members Present	Don Murray, Mayor Jim Hanna, Deputy Mayor Larry Allison, Councillor Shari Flett, Councillor Ed McGugan, Councillor Carl Sloetjes, Councillor
Members Absent	Scott Gibson, Councillor
Staff Present	Jennifer White, Manager of Legislative Services/Clerk Jodi MacArthur, Chief Administrative Officer Jeff Bradley, Fire Chief Christine Heinisch, Manager of Financial Services/Treasurer John Yungblut, Director of Public Works Brett Pollock, Manager of Building and Planning, CBO
Others Present	Heather Falconer, By-law Enforcement Officer

### 1. Call to Order

Mayor Murray called the meeting to order at 10:00 p.m.

### 2. Disclosure of Pecuniary Interest

None disclosed.

### 3. Delegations

#### 3.1 B.M. Ross and Associates Limited - 2024 Huron-Kinloss Septic Inspection Annual Report and Baseline Surface Water Quality Monitoring Program

BM Ross presented an overview of the 2024 Huron-Kinloss Community Septic Inspection Program, outlining Year 2 of Cycle 3. The program helps ensure proper septic system function to protect groundwater and surface water quality. BM Ross also presented the Baseline Surface Water Quality Monitoring Program, which tracks long-term trends in nutrient levels and identifies potential sources of contamination. Both programs contribute to protecting local water resources by monitoring and addressing factors affecting water quality, including aging septic systems and legacy nutrients in soils and groundwater.

Committee of the Whole confirmed that the review under Part 8 of the Ontario Building Code is required when a new septic system is installed.

Committee discussed the Septic Inspection Program and inquired about the implementation of similar programs by neighboring municipalities. Staff reported that smaller municipalities who have implemented the program using existing staff have identified constraints including staff capacity issues.

Committee inquired about whether progress is being made with Past Due Inspections. Courtney reported that when a property with an outstanding inspection transfers ownership, there is an opportunity to bring the property into compliance. This has helped to trend a decline in overdue inspections.

Committee encouraged staff to pursue with vigor the one's who aren't being inspected and the advanced treatment systems which aren't being reported. Committee spoke to the value of the program, and the resources not required for inground sewers and affluent treatment plants along the lakeshore.

The Water Quality Monitoring Program tracks long-term trends and identifies spatial variations in water quality. In 2024, the region experienced the second-lowest annual precipitation in 22 years, influencing water quality outcomes.

E.coli levels generally declined downstream, though elevated levels were noted in Jardine Creek and Royal Oak Creek. Nitrate and phosphorus levels showed some exceedances, particularly upstream, with improvements seen downstream. Historical data suggest a lag in response to best management practices, such as cover crops, with legacy nutrients in soils and groundwater continuing to influence results. The

study highlights the importance of ongoing monitoring to track improvements and inform water management decisions.

Committee inquired about whether nitrogen fertilizer could contribute to nitrates. Courtney confirmed that it can be if over-applied. Courtney spoke to the lessening of livestock in the area and speculated that this would contribute to lessening nitrates over time.

Committee inquired about tile drainage and whether it would impact these levels. Courtney confirmed that results can be seen when fertilizers are applied right before a rain storm.

**4. Staff Reports**

**4.1 Building & Planning**

**a. 2024 Year End Building Report, BLD-2025-04**

**Resolution No.:** 02/03/2025 - 01

**Moved by:** Jim Hanna  
**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLD-2025-04 as prepared by Brett Pollock, Manager of Building and Planning/CBO.

**Carried**

**b. Holding Removal- 412 Winnebago Rd, BLD-2025-03**

**Resolution No.:** 02/03/2025 - 02

**Moved by:** Shari Flett  
**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report BLD-2025-03 prepared by Michele Barr, Deputy CBO;

AND FURTHER authorizes a by-law be brought forward on the February 3, 2025 Council agenda to remove the holding zone from the property described as HURON CON A PT LOT 7 RP 3R10132 PART 2.

**Carried**

## 4.2 By-law Enforcement

### a. **Municipal By-Law Enforcement Status Report January 2025, BLE-2025-03**

Committee inquired about the location of the Pound for dogs, and inquired why the Ripley Vet Clinic was not able to provide this service. Falconer noted that the clinic is not able to provide this service, as the facility is not setup or equipped for the safety of staff and animals to house dangerous dogs per the legislative requirements for a Pound facility.

**Resolution No.:** 02/03/2025 - 03

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2025-03, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

**Carried**

## 4.3 Fire Department

### a. **Fire Department Equipment Surplus, FIR-2025-03**

Committee inquired about support to defer the consideration of this for 6 months, suggesting consideration of this motion should take place after the budget meeting to determine if there was a need for additional fire protection services. The motion did not receive a seconder.

Staff suggested that the value of the equipment may not hold for an additional 6 months, and the value would continue to decrease over that time.

Calls, response times and mutual aid coverage have been reviewed in a previous report to Council, which indicated that service is being provided adequately to the lakeshore area. The Infrastructure Needs Assessment indicated for 2025 in the Township's Integrated Master Plan was considered complete. Response times, and call volumes will continue to be monitored to determine the need and timing for completion of a future feasibility

study for a lakeshore area fire hall. This is expected to be reviewed at five years intervals or sooner as required.

Committee discussed whether a smaller vehicle would be more suitable for the lakeshore area, and whether the proposed surplus truck could still be used once a hall were built and staffed. Staff noted that the fire pumper apparatus should be no more than 15 years old. Should the pumper be kept it would not qualify as a front-line apparatus due to it's age.

The Fire Chief recognized the ongoing commitment to monitor the area, and to implementing alternative mitigation measures in the Lakeshore area. Staff noted that this is more complex than choosing a place and building a building. There are many risk reductions for fire prevention which can be done now and should be communicated to the community.

Committee inquired about whether information from the Lakeshore response times report and suggested mitigating measures could be provided to Lakeshore individuals. The report is available publicly on the Township's website, but Committee suggested that this information be provided to the Beach Associations to share with their members.

**Resolution No.:** 02/03/2025 - 04

**Moved by:** Jim Hanna

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for Report Number FIR-2025-03 prepared by Jeff Bradley, Fire Chief;

AND declares surplus Fire Department 2008 E one Typhoon Fire Pumper;

AND FURTHER authorizes the sale of the Pumper.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>
Don Murray	X		
Jim Hanna	X		

Larry Allison		X	
Shari Flett	X		
Ed McGugan	X		
Carl Sloetjes	X		
<b>Results</b>	<b>5</b>	<b>1</b>	<b>0</b>

**Carried (5 to 1)**

**b. Fire and Emergency Services January 2025, FIR-2025-04**

**Resolution No.:** 02/03/2025 - 05

**Moved by:** Shari Flett

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-04 prepared by Jeff Bradley, Fire Chief.

**Carried**

**4.4 Treasury**

**a. 2025 Maitland Valley Conservation Authority Work Plan and Budget, TRE-2025-07**

The MVCA Board Representative provided a verbal update on the budget request. McGugan noted challenges to attracting and retaining staff, aging flood warning equipment, and frozen conservation authority fees.

The MVCA had increased fees shortly before the province froze increases on Conservation Fees. Committee discussed that while the percentage increase from MVCA looked large, the dollar value increase was less significant.

**Resolution No.:** 02/03/2025 - 06

**Moved by:** Shari Flett

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report TRE-2025-07 prepared by Christine Heinisch, Treasurer;

AND FURTHER provides any direction to Councillor McGugan, the board representative and Chairperson.

**Carried**

#### **4.5 Public Works**

##### **a. Transportation Jan. 2025, PW-2025-04**

Staff reported that a firm had not been selected at this time to act as a third party expert for the review of the North Problem Area design concept.

Staff explained the process for the review and the next steps in the Class Environmental Assessment (EA) for the creation of a stormwater servicing master plan.

Committee received confirmation that this is not a municipal drainage project under the Drainage Act.

**Resolution No.:** 02/03/2025 - 07

**Moved by:** Shari Flett

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-04 prepared by John Yungblut, Director of Public Works.

**Carried**

##### **b. Water-Wastewater Report February 2025, PW-2025-05**

Staff verified a good working relationship with the current Water and Wastewater service provider. Staff confirmed maintenance plans are being developed. Committee inquired about whether the service is provided 24/7 as with the previous provider. Staff provided a verbal update on the timing of service provision, including that well houses are checked 3 times per week, 2 days per week are allocated to system maintenance and provider staff are reviewing on the weekend to identify concerns which may arise.

Staff are confident this will result in more time for maintenance activities, without impacting levels of service.

Staff provided an update on the low pressure issue along the lakeshore. Staff noted that air had accumulated in the system, and has since been purged. The problem appears to be resolved, but impacted residents were encouraged to report any continuing issues they may experience.

**Resolution No.:** 02/03/2025 - 08

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-05 prepared by Cory Dulong, Manager of Environmental Services.

**Carried**

#### **4.6 Business & Economic Development**

##### **a. Downtown Ripley Revitalization, BED-2025-02**

Committee discussed accessibility options within the report. The "Stop Gap" program of deployable ramps was discussed as a possible temporary measure until a more permanent solution can address this gap in accessibility with downtown entryways.

**Resolution No.:** 02/03/2025 - 09

**Moved by:** Jim Hanna

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BED-2025-02, prepared by Amy Irwin, Economic Development Officer.

**Carried**

#### **4.7 Chief Administrative Officer**

##### **a. NWMO - Jan 2025 Community Initiatives Final Report, CAO-2025-02**



Committee inquired whether this finalizes the Nuclear Waste Management Organization (NWMO) project. Report CAO 2025-02 provides the annual reporting information for 2024, but Township staff have been advised there will be no further funding agreements or community initiatives resulting from the NWMO project for the Township.

**Resolution No.:** 02/03/2025 - 10

**Moved by:** Shari Flett

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-02, prepared by Mike Bartlett, Administrative Coordinator.

**Carried**

**b. February 2025 Hiring Report, CAO-2025-03**

**Resolution No.:** 02/03/2025 - 11

**Moved by:** Jim Hanna

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-03 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate By-law to come forward on the February 3, 2025 Council meeting confirming the hiring of Jake Vanderkolk, Landfill Worker.

**Carried**

**4.8 Legislative Services**

**a. Noise Exemption Request - 672 Lake Range Drive, CLK-2025-05**

**Resolution No.:** 02/03/2025 - 12

**Moved by:** Carl Sloetjes

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-05, prepared by Kelly Lush, Deputy Clerk,

AND FURTHER grants an exemption to Noise By-law No. 2005-101 for the Bruce Beach Cottage Association family BBQ at 672 Lake Range Drive on Saturday, August 2, 2025 until midnight.

**Carried**

**b. Resolutions for Consideration February 2025, CLK-2025-06**

**Resolution No.:** 02/03/2025 - 13

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-06 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER that the Committee of the Whole support the following resolutions; b) Peterborough Bill 242,

AND FURTHER direct Staff to distribute as they see fit.

**Carried**

**5. Correspondence Requiring Direction**

**6. Information**

Staff noted that the correspondence received in 6.1 will be addressed in an upcoming Staff report.

Council has directed Staff to investigate and provide impacts on the proposed Sports Dome, and Committee requested an update on the timelines. Staff are working with the proponent on the finalized project plan to be considered. Discussions are ongoing, but timeline would depend on the proponent providing information. This correspondence will be considered with the Report from Staff. Committee noted that this had been misreported in the public as being an approved project, when the presented proposal is in the investigation stage.

**Resolution No.:** 02/03/2025 - 14

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

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

**Carried**

- 6.1 Resident Correspondence - Indoor Sports Dome**
- 6.2 Canadian Union of Postal Workers - Industrial Inquiry Commission Reviewing Canada Post**
- 6.3 AMO AMCTO Correspondence**
- 6.4 Bruce County Correspondence**
- 6.5 General Correspondence**
- 6.6 Municipal Property Assessment Corporation: Municipal Partnerships Report 2024**

**7. New Business/Council Reports**

Councillor McGugan provided a verbal report on attendance at the Rural Ontario Municipal Association Conference recently attended. McGugan commented on an Asset Management Plan Seminar, which emphasized the importance of maintaining municipal assets. The seminar encouraged Councils to look at all the assets of a municipality not just hard assets, such as physical buildings and infrastructure, but to also include the organizational knowledge caretaken by Staff as an important asset requiring management.

McGugan provided information received at the conference to staff for consideration, respecting technology for maintaining sewage lagoons.

Committee commented on receiving multiple requests for and comments regarding snow removal, specifically about snow blowing on the sidewalk.

Staff confirmed that there is no obligation or expectation for municipal staff to blow snow away from laneways. Staff attempt to direct snow to the least impacted place, however the priority is to clear the sidewalks in a safe and efficient manner.

Committee discussed the ways that the public can provide input at meetings of Committee and Council. Staff confirmed that including a public forum will not be

a recommendation in the upcoming procedural by-law review report, as there are many other engagement opportunities for the public to provide feedback.

**8. Adjournment**

**Resolution No.:** 02/03/2025 - 15

**Moved by:** Jim Hanna

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 11:34 a.m.

**Carried**

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Mayor

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Clerk