



A unified, engaged and caring community
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.

Date: June 2, 2025
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
John Yungblut, Director of Public Works
Brett Pollock, Manager of Building and Planning, CBO
Cory Dulong, Manager of Environmental Services

Others Present Ken McCallum, Drainage Superintendent

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 Ontario Clean Water Agency (OCWA)

On June 2nd, the Ontario Clean Water Agency (OCWA) presented an update to Huron-Kinloss Council on the transition of water and wastewater operations. OCWA, Canada's largest water and wastewater operator,

highlighted the successful implementation of a Computerized Maintenance Management System (CMMS), tagging of all assets, and completion of a system-wide condition assessment.

Susan Buddon, Business Development Manager; Sam Smith, Regional Hub Manager and Meagan Garber, Safety Compliance Officer and Paul Sherbin were present on behalf of OCWA.

Recommendations for capital and major maintenance improvements will be provided by the team at OCWA as part of asset management and capital budget planning. Staff training and bi-weekly transition meetings are ongoing. The Township will also receive read-only access to the system to support transparency and collaboration.

In addition to operational updates, OCWA emphasized its community engagement efforts, including a roadside cleanup event near the landfill on May 9th and educational outreach through its On-Tap and One Water Education programs. These initiatives are part of OCWA's broader mission to support municipalities with reliable service while fostering public awareness about water stewardship.

Emergency Response Trailers may be deployed for flooding, fire, etc. and are available to the Township as a municipal partner if required.

Paul Sherbin, an OCWA staff member dedicated to providing service within the Township of Huron-Kinloss provided a verbal operations report.

Committee of the Whole inquired about some of the reported differences, and OCWA noted that they are tracking raw water data for trending purposes. This is an internal database through OCWA, sampled and uploaded on a weekly basis. Microbiological samples are received back within 42-72 hours.

Committee of the Whole discussed Private wells and inquired whether OCWA had or were aware of a program or support for private well testing. OCWA suggested that Community Outreach to remind residents of Regulation 903 which regulates private wells. Education can provide roles and responsibilities and required standards of care. Awareness of testing availability could be helpful.

4. Staff Reports

4.1 Building & Planning

a. **Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17), BLD-2025-11**

Staff have provided feedback and comments to the County during consultations on the proposed Bills.

Committee of the Whole provided additional comments.

eliminate fee is positive, but hope that there is no circumvention to that process.

Committee of the Whole inquired if the County member municipalities had taken a position on the as of right variance proposal. Staff suggested that comments were varied, with concerns noted that this may cause confusion and may impact other constraints such as fire setbacks. Staff recommend that these types of applications for minor variance be circulated and if no comments than the existing process be modified to make it faster approval.

Staff reported that proposed changes are expected to reduce redundancy in approvals, and would like to see the inclusion of a provision that if a variance is applied for, the applicant would lose the as of right, so that a minor variance couldn't then be increased again.

Development Charges changes were noted as a concern, with Committee stating that growth should pay for growth.

Development Agreements may become harder to negotiate, as the pricing for some of these items would have been included in the Development Charges. Deferral of these charges until occupancy was not contested, and may be a valuable tool.

Committee member suggested that streamlining approval of schools should also include private schools.

Committee inquired about the proposed standardization of Road Building Standards. Staff noted there are current Road Building Standards that are recommended for municipalities to be following, but this Bill is seeking a mandating or legislating of these standards. This may impact northern and remote communities substantially. Increasing standards may also be detrimental to small and rural municipalities. Feedback should be sought from these stakeholders from the province.

Staff would like clarification in the Bill regarding studies, as to what Certified Professional would mean and the scope of what would be included, to whom it applies, etc.

Timelines for submitting comments range from June 11 - 26, 2025. Staff were directed to submit any comments which were due before the next meeting on the 16th of June, and to report on any comments that were submitted. Staff were directed to propose comments for consideration at the June 16 meeting for the remaining commenting periods.

Resolution No.: 06/02/2025 - 01

Moved by: Jim Hanna

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLD-2025-11 prepared by Brett Pollock Manager of Building and Planning/CBO;

AND FURTHER direct comments to submit comments as discussed.

Carried

4.2 By-law Enforcement

a. Municipal By-Law Enforcement Status Report May 2025, BLE-2025-07

Committee of the Whole inquired about how the by-law enforcement stats were being reported and are seeking Year over year results and clarity on how the items progress through the process.

Committee discussed a letter which had been sent to members of Council regarding feral animals. Staff will follow-up on information that is brought forward to them. Committee was reminded that detailed information is required to investigate concerns brought forward.

Staff to circulate reports previously done on the topic of feral animals to members of Council. Staff reported that licensing animals is intended to reunite them with their owners, and that is

not the issue that has been reported, and is unlikely to solve the issue.

Resolution No.: 06/02/2025 - 02

Moved by: Shari Flett

Seconded by: Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2025-07, as prepared by Heather Falconer, Municipal By-Law Enforcement Officer.

Carried

4.3 Fire Department

a. Fire and Emergency Services Report May 2025, FIR-2025-12

Resolution No.: 06/02/2025 - 03

Moved by: Ed McGugan

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2025-12 prepared by Jeff Bradley, Fire Chief.

Carried

4.4 Drainage

a. Black Creek Municipal Drain Report, DRA-2025-08

Staff reported that it is anticipated that following the adoption of a drainage report providing jurisdiction, plans and profiles, that annual maintenance will be scheduled within the Black Creek watershed.

Staff noted that this report is not seeking a redesign of the route, but has been requested to obtain fair assessments, and to provide jurisdiction and governance over the drain.

Committee discussed the options provided in the report. Committee inquired about whether incentivization could be provided to produce the report in a timely manner. Staff reported that no mechanism existed within the Drainage Act to do so.

Committee discussed deferring considering the options to September, and suggested a 30-day time frame to produce the report. Staff cautioned that 30 days may not provide sufficient opportunity to engage with residents, and that without engagement, this is likely to result in an increase in appeals to resolve resident concerns.

Committee inquired if Staff were aware of any farmland which has been made unworkable due to the delay. Staff reported that they are now aware of a farm to the south of Kinlough with unworkable agricultural lands, cautioning that this part of the drain (Southwest section) hasn't been maintained. Maintenance work is being scheduled during 2025 in parallel to work being completed in downstream municipalities, to reduce impacts to the watershed, which should provide relief to this resident.

Committee inquired about whether an interim report could be provided to Council. Staff clarified that they expected to see little difference in this case, between the contents of an interim or final report. The final report is what is required to provide the governance and to bill out any costs incurred.

Committee inquired about agency approvals and what may be required to obtain them. Information is not available on this at this time. Staff are working with the required agencies to obtain maintenance permits. While approvals may see an impact if there are major design changes, this is not anticipated.

Resolution No.: 06/02/2025 - 04

Moved by: Larry Allison

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report DRA-2025-08 prepared by Ken McCallum, Drainage Superintendent, and Jennifer White, Manager of Legislative Services/Clerk;

AND FURTHER as the one-year period following the appointment of the Drainage Engineer to produce a report under the Drainage Act has expired;

THAT Committee of the Whole provide direction to Staff to bring forward a motion at the next meeting of Council per section 39(1) of

the Drainage Act, to extend the time required for the engineer to produce a report to an additional 30 days.

Carried

4.5 Community Services

a. Funding Opportunity for Heritage Park Stormwater Adaptation, CS-2025-19

Deputy Mayor left the meeting at 8:27 p.m.

Resolution No.: 06/02/2025 - 05

Moved by: Scott Gibson

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2025-19 prepared by Mike Fair, Director of Community Services;

AND FURTHER THAT Staff be authorized to submit funding application to the Federation of Canadian Municipalities Implementation projects: Adaptation in Action;

AND FURTHER THAT Staff be authorized to submit funding application to The Federation of Canadian Municipalities funding for ambitious and equitable tree planting projects.

Carried

4.6 Public Works

a. Parkplace Drainage Easement Remediation RFQ, PW-2025-28

Resolution No.: 06/02/2025 - 06

Moved by: Carl Sloetjes

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report PW-2025-28 prepared by John Yungblut, Director of Public Works;

AND FURTHER grants an exemption to the Purchasing and Procurement Policy as per Section 6.3.3 to permit non-competitive procurement;

AND FURTHER accepts the quote from Bill & Tom Kempton Construction Ltd. in the amount of \$105,277.01 plus HST for the remediation of a drainage corridor located at 924A Parkplace;

AND FURTHER that the appropriate by-law come forward.

Carried

b. Water-Wastewater Report June 2025, PW-2025-29

Deputy Mayor Hanna returned to the meeting at 8:29.

Staff reported that flushing takes place two times a year, to remove sediments within the pipes typically caused by hard water.

Committee suggested staff consider adding information on why the hydrants are flushed to communications to residents.

Resolution No.: 06/02/2025 - 07

Moved by: Carl Sloetjes

Seconded by: Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-29 prepared by Cory Dulong, Manager of Environmental Services.

Carried

c. Transportation June 2025, PW-2025-30

Committee of the Whole inquired about the timing of street sweeping. Staff reported that it was nearly complete along the lakeshore. Committee inquired if staff were working overtime, to compensate for the delay while the equipment was out of service. Staff confirmed that no overtime had been authorized for this purpose, as the service was not determined to be an urgent requirement.

Staff reported that a sample set of horse shoes were being ordered for demonstration purposes, to determine if they would be a fit to

reduce wear and tear created by the current horseshoes in use for most horse-drawn carriages using Township roads.

Resolution No.: 06/02/2025 - 08

Moved by: Ed McGugan

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2025-30 prepared by John Yungblut, Director of Public Works.

Carried

4.7 Chief Administrative Officer

a. Water and Wastewater Capacity Allocation Policy, CAO-2025-12

Resolution No.: 06/02/2025 - 09

Moved by: Larry Allison

Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-12 prepared by Jodi MacArthur, Chief Administrative Officer;

AND FURTHER approves the water and wastewater capacity allocation policy;

AND FURTHER authorizes the appropriate by-law come forward.

Carried

b. Staffing Plan Development Project, CAO-2025-13

The Chief Administrative Officer provided a presentation on the development of the Staffing Plan Development.

The Staffing Plan Development Project aims to align human resources with the organization's strategic goals by addressing immediate staffing needs, improving operational efficiency, and preparing for future workforce demands. Immediate priorities include rehiring a Manager of Strategic Initiatives to oversee digital modernization and key projects, creating a Building & Planning

Assistant role to reduce administrative load, adding a full-time Facility & Parks Maintainer to enhance year-round operations, and evaluating support options for the Drainage Superintendent. These roles are critical to maintaining service levels, managing workloads, and supporting strategic initiatives.

To support long-term growth, the plan introduces four action areas: improving efficiency through better software and tools, strengthening interdepartmental collaboration, optimizing workflows, and executing a phased strategic workforce plan. These actions build on the organization's Lean management foundations and focus on reducing manual effort, streamlining communication, automating processes, and realigning tasks for better clarity and value. Implementation will be guided by ongoing performance reviews, quarterly progress tracking, and regular employee feedback to sustain a culture of continuous improvement and innovation.

Committee of the Whole discussed the report and the proposed positions. Committee discussed the Deputy CBO position, and staff reported that this is a contract position currently, and there is continuity in the position for when this is replaced.

Committee inquired about whether the administrative time proposed to assist with the drains, could be allocated toward the Ontario Ministry of Food, Agriculture and Agribusiness (OMAFRA) grants. Staff confirmed it was only the drainage engineer's time which was eligible for this grant.

Committee inquired whether consideration had been given to providing support to Public Works for capital projects. Staff considered various options, and while not recommended at this time, a case be considered in a few years.

Committee inquired about the current Full time staff level, and how this proposal would impact numbers. Staff reported that this would be an increase of 2 full time positions but also replaces 2 part time positions. One of the recommended positions is already included within the current staff levels.

Committee commented on the recommendation to upgrade the Townships phone system, citing feedback received from residents appreciating the personal touch of staff.

Staff noted that while it can be hard to directly compare the organization to neighboring municipalities, due to differences in sizes, structures and services; a comparison was conducted. Most larger municipalities have middle managers which this Township does not have.

Resolution No.: 06/02/2025 - 10

Moved by: Scott Gibson

Seconded by: Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-13 prepared by Jodi MacArthur, Chief Administrative Officer;

AND FURTHER that Committee of the Whole support the Staffing Plan Development Final Report and proposed organizational chart, and direct Staff to begin implementing actions within the report; AND FURTHER recommends that the Mayor exercise Mayoral Powers granted through Section 284.6 of the Municipal Act, to authorize the changes to the Township's organizational structure as outlined in the Staffing Development Plan.

Carried

4.8 Legislative Services

a. Noise Exemption Request – Lucknow Summerfest June 27-28, 2025, CLK-2025-19

Resolution No.: 06/02/2025 - 11

Moved by: Shari Flett

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-19;

AND FURTHER grants an exemption to Noise By-law No. 2005-101 for the Lucknow Summerfest hosted by the Lucknow Kinsmen on the evening of Friday, June 27th from 11:00 p.m. to 1:00 a.m. on Saturday, June 28th, and Saturday, June 28th from 11:00 p.m. to 1:00 a.m. Sunday, June 29th.

Carried

b. Resolutions for Consideration June 2025, CLK-2025-20

Resolution No.: 06/02/2025 - 12

Moved by: Ed McGugan

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-20 prepared by Kelly Lush, Deputy Clerk; AND

FURTHER THAT the Committee of the Whole support the following resolutions: item B, and direct Staff to distribute as they see fit.

Carried

5. Correspondence Requiring Direction

Carried

5.1 Saugeen Valley Conservation Authority 75th Anniversary Celebration Invitation

Resolution No.: 06/02/2025 - 13

Moved by: Jim Hanna

Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive the SVCA invitation to their 75th Anniversary Celebration.

Carried

5.2 Ripley Reunion Committee - Invitation and Request for Support

Resolution No.: 06/02/2025 - 14

Moved by: Shari Flett

Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole receive correspondence from the Ripley Reunion Committee;

AND FURTHER direct staff to confirm Council's attendance at the Opening Ceremony for the Ripley Reunion;

AND FURTHER direct staff to respond to the request for support during the event.

Carried

6. Information

Committee discussed changes to the Archeological Study process proposed in Bill 5 and expressed disappointment in reported changes to the post office hours.

Resolution No.: 06/02/2025 - 15

Moved by: Carl Sloetjes

Seconded by: Scott Gibson

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

Carried

6.1 Pine River Water Monitoring Report - April 2025

6.2 Canada Post - Adjustment to Ripley Post Office Hours

6.3 Ministry of the Solicitor General - Ontario Provincial Policing Cost Recovery Model Review and Webinars

6.4 Crime Prevention and Community Support Bureau - Municipal Policing Bureau has been dissolved

6.5 AMO/AMCTO Correspondence

6.6 Bruce County Correspondence

6.7 General Correspondence

7. New Business/Council Reports

The June 9, 2025 meeting of Council has been cancelled, as no planning applications have been received for consideration. The next regularly scheduled Council meeting is June 16, 2025.

8. Closed Session

Resolution No.: 06/02/2025 - 16

Moved by: Larry Allison

Seconded by: Carl Sloetjes

THAT Committee of the Whole move into closed meeting at [time] for the purpose of considering:

1) personal matters about an identifiable individual, including municipal or local board employees (Order to Remedy - Building Code)

2) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (legal and insurance claims update);

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 9:50 p.m.

The Mayor reported that a closed meeting had been held and direction provided to Staff.

10. Adjournment

Resolution No.: 06/02/2025 - 17

Moved by: Scott Gibson

Seconded by: Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 9:51 p.m.

Carried

Mayor

Clerk

