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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 2, 2026  
Time: 10:00 am  
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 10:00 a.m.

Councillor Sloetjes attended virtually and all other members of Council and staff attend in person at the Council Chambers.

### 2. Disclosure of Pecuniary Interest

None disclosed.

### 3. Delegations

#### 3.1 B.M. Ross and Associates Annual Program Presentations

Lisa Courtney of B.M. Ross and Associates Limited provided a presentation on the annual Huron-Kinloss Septic Inspection Program and the Annual Pine River Water Quality Monitoring Program.

Courtney provided some highlights and statistic from the Septic Inspection program which is in the fourth year of the third 8-year cycle.

In 2025, Courtney reported that 430 septic inspections were completed across the Township with 92% of properties due in 2025 booked by October 31st and over 1027 attempts made to contact property owners. A range of tools (phone calls, emails, door knocking, letters) are used to contact a wide range of property owners including seniors, Amish and Mennonite populations, permanent and seasonal residents, and new owners.

Courtney clarified that the requirements of the Clean Water Act are built into the septic inspection program ensuring that properties in the Well Head Protection Areas are inspected more often ensuring those sensitive areas are receiving the protections required.

Courtney addressed the need for continued inspections as they are still identifying routine maintenance issues such as aging components and clogged filters, which can become more serious problems if left unaddressed. Findings of inspections support the value of the 8-year inspection cycle, which is designed to prevent failures before they occur.

The Township of Huron-Kinloss has 115 Advanced/ Tertiary Treatment Septic Units which are required to submit information annually. The required information has not been submitted for 11 of these properties.

Courtney noted that over the last three years, there have been more permits issued to replace systems rather than newly installed systems. Courtney attributed this to the septic inspection program identifying high risk systems.

Committee discussed advanced treatment units, and the cost of a tertiary systems versus wastewater services. Courtney suggested that costs to homeowners would be similar to full sewer service costs. Committee noted concerns with the number of outstanding inspections with these systems, and staff confirmed that new staff members would be working to have this resolved.

Committee asked for more information on properties within well head protection areas. Courtney clarified that all of the Lucknow area

properties in the well head protection area are within the Township of Huron-Kinloss. The municipality the property is within holds responsibility for inspecting them according to the regulations.

### Pine River Water Quality Monitoring Program

Lisa Courtney of B.M.Ross and Associates additionally presented results from the Pine River Water Quality Monitoring Program.

Courtney drew attention to the weather patterns associated with sampling which included many heavier rain events followed by dry periods. Elevated nutrient and bacteria levels are common following heavy rains.

Committee inquired about the impact of agricultural tiles on the movement of nutrients. Courtney suggested that the complex and interconnectedness of soil type, activity impacts, presence of vegetation, timing/duration and quantity of precipitation events made it difficult to determine specific impacts. It was noted that some agricultural practices, such as no-till and winter cover crops do help keep nutrients on the land and reduce levels in the inland streams.

Courtney reported that Nitrate peak levels corresponded generally with high precipitation events, with early spring levels recognized as the highest. Nitrate levels have been shown to lag behind improvements due to legacy nitrates in groundwater, soils and sediments. Changes to riparian areas, especially removal of vegetation may be increasing nitrate levels. Courtney suggested that the removal of dead ash trees has and will continue to impact nitrate levels.

Courtney noted that tracking across several sites assists in determining if the monitored levels decrease downstream which would indicate that there is environmental filtering taking place.

Committee inquired about the root causes of E. Coli in Jardine Creek. Courtney suggested that the environmental conditions which include an abundance of leaf litter, black muck and wildlife impacts encouraged E. Coli growth specifically in that area.

Committee inquired about data sharing and educational opportunities regarding both programs.

### **3.2 Paradigm: 2025 Traffic Study**

Josh de Boer of Paradigm Transportation will present to Council the results of their 2025 Traffic Study.

The Study included a speed limit analysis along Lake Range Drive and a stop-control analysis within two areas of the township include Wolf Drive and Lake Range Drive.

Paradigm presented background information with respect to the methodology of the analysis.

The Study made recommendations for changes to posted speed limits, and to create speed transition zones. Additionally, the study made recommendations for changes of stop signage at various intersections, and provided additional recommendations for road safety improvements such as pavement markings and changes to sightlines.

DeBoer indicated that the Ontario Transportation Manual emphasizes not using intersection stop signs as speed control or traffic calming measures, and reminded Council that increasing speed limits on roadways would require the roads to be designed and built for the desired speeds. Short-term and Long Term recommendations for implementation were provided.

Committee noted concerns with the recommendations regarding removal of stops signs at certain intersections. Regardless of intersection control, Paradigm noted that travelers should be able to stop at all intersections, and this is the criteria from which recommendations are made. There is no consideration given in the study for specific weather or other on-site specific impacts.

Committee discussed the practicality of reducing the speed from 80km/h to 60 km/h, and requested information on which aspect of the risk evaluation criteria was triggered to suggest 60km/h and not 70km/h where there were open areas without driveways. De Boer did not have the information available to pin point the reason for a recommendation of 60 rather than 70.

The design of the road including how shoulders are built, impacted the speed recommendation on Lake Range Drive. Paradigm suggested improving the street or applying traffic calming measures. Committee noted concerns that traffic may be diverted to boiler beach road if the speed limits were the same.

Paradigm was questioned on whether their analysis showed where traffic was moving to and whether most traffic trips ended in downtown Kincardine. DeBoer confirmed that destination did not form a part of the study.

Paradigm suggested that other small, rural municipalities have considered a strategy to divert higher volume, higher speed trips to County or Provincial roads, as throughways, and not to use township roads for this purpose. Paradigm confirmed for Committee that three-way-stops are used infrequently as they can be more confusing for motorists.

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

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

###### **a. 2025 Year End Building Report, BLD-2026-06**

Committee inquired about the difference between the number of septic permits. Staff reported that this could be the difference in timing for when permits are issued and the report completed.

**Resolution No.:** 02/02/2026-01

**Moved by:** Jim Hanna

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLD-2026-06 prepared by Brett Pollock, Manager of Building and Planning/CBO.

**Carried**

###### **b. Ripley Industrial Park – Official Plan and Zoning By-law Amendment, BLD-2026-07**

Committee discussed including a mechanism to control outdoor storage on the site to ensure it was compatible with neighboring non-industrial use.

**Resolution No.:** 02/02/2026-02

**Moved by:** Shari Flett

**Seconded by:** Scott Gibson

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLD-2026-07 prepared by Brett Pollock, Manager of Building and Planning/CBO.

**Carried**

##### **4.2 By-law Enforcement**

**a. Year End Municipal By-law Enforcement Report 2025, BLE-2026-02**

Committee of the Whole inquired about small businesses operating within residentially zoned areas. Staff reported that some home based businesses are permitted within zoning, but not all, and there are restrictions to this type of land use, Changes could be considered during the Official Plan and Zoning update scheduled for later this year.

**Resolution No.:** 02/02/2026-03

**Moved by:** Scott Gibson

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLE-2026-02, as prepared by Heather Falconer, Municipal Law Enforcement Officer.

**Carried**

**4.3 Fire Department**

**a. Fire and Emergency Services January Report 2026, FIR-2026-02**

**Resolution No.:** 02/02/2026-04

**Moved by:** Carl Sloetjes

**Seconded by:** Jim Hanna

THAT Township of Huron-Kinloss Committee of the Whole hereby receives for information Report FIR-2026-02 prepared by Jeff Bradley, Fire Chief.

**Carried**

**b. 2025 Summary Emergency Management and Health & Safety, FIR-2026-03**

**Resolution No.:** 02/02/2026-05

**Moved by:** Larry Allison

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for

information Report FIR-2026-03 prepared by Mel Moulton, Emergency Services/

Health & Safety Coordinator-CEMC

**Carried**

#### **4.4 Community Services**

**a. Ripley Medical Centre and Family Health Team Rental Agreement, CS-2026-06**

**Resolution No.:** 02/02/2026-06

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report CS-2026-06 prepared by Mike Fair, Director of Community Services;

AND FURTHER authorizes a by-law come forward to amend the agreement.

**Carried**

#### **4.5 Public Works**

**a. Waste Management – February 2026, PW-2026-05**

**Resolution No.:** 02/02/2026-07

**Moved by:** Scott Gibson

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2026-05 prepared by Geoff Aitken, Manager of Environmental Services.

**Carried**

**b. Water-Wastewater Report February 2026, PW-2026-06**

**Resolution No.:** 02/02/2026-08

**Moved by:** Carl Sloetjes

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2026-06 prepared by Geoff Aitken, Manager of Environmental Services.

**Carried**

**c. 2025 Traffic Study, PW-2026-07**

Staff presented changes to the recommendations provided by Paradigm within the Traffic Study, which are included within Report PW-2026-07. Staff are suggesting a phased approach to the changes, with communication to the public at each stage.

Committee discussed the recommendations from the study and recommended in the Staff report. Committee discussed the need to maintain sightlines and intersections, and other traffic improvement measures, such as signage.

Staff indicated that traffic collision data is not available from the Ontario Provincial Police to assist in decision making regarding the placement of additional signs or other traffic measures. Staff provided information on the reflectivity testing requirements of municipalities within the Minimum Maintenance Standards, and confirmed the Township is meeting those requirements.

Staff indicated that the proposed change in speed limit would result in a reduction from a Class 3 road to a Class 4 road classification within the Minimum Maintenance Standards. Committee discussed the speed limit reduction from 80km/h to 60km/h, with discussion about a reduction to 70km/hr instead along some portions of the road.

**Resolution No.:** 02/02/2026-09 a

**Moved by:** Scott Gibson

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2026-07 prepared by John Yungblut, Director of Public Works;

AND FURTHER accepts the 2025 Paradigm Traffic Study Report, and directs Staff to begin implementing the Paradigm report as amended by the recommendations and according to the timeline included in Report PW-2026-07, excepting that the speed limit from the 4th Concession to the 8th Concession be 70km/hr, not 60 km/hr as recommended in the study.

**Carried**

**Resolution No.:** 02/02/2026-09 b

**Moved by:** Scott Gibson

**Seconded by:** Larry Allison

THAT Staff be directed to bring forward a report regarding proposed costing and placement of enhanced/LED stop signage as a pilot program.

**Carried**

**d. Pothole Prevention and Repair Program, PW-2026-08**

**Resolution No.:** 02/02/2026-10

**Moved by:** Larry Allison

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report PW-2026-08 prepared by John Yungblut, Director of Public Works;

AND FURTHER agrees to enter into an agreement with the Ministry of Transportation (MTO) for the collection of transfer payments from the Pothole Prevention and Repair Program;

AND FURTHER authorizes the appropriate by-law come forward as matters arising, which authorizes Township staff to sign all applicable documents to execute the agreement.

**Carried**

**4.6 Business & Economic Development**

**a. Economic Development 2025 Year-End Report, BED-2026-01**

**Resolution No.:** 02/02/2026-11

**Moved by:** Shari Flett

**Seconded by:** Jim Hanna

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2026-01, as prepared by Amy Irwin, Economic Development Officer.

**Carried**

#### **4.7 Legislative Services**

**a. Resolutions for Consideration February 2026, CLK-2026-05**

**Resolution No.:** 02/02/2026-12

**Moved by:** Carl Sloetjes

**Seconded by:** Larry Allison

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive Report

CLK-2026-05 prepared by Kelly Lush, Deputy Clerk;

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

a,b,c,d

and direct Staff to distribute as they see fit.

**Carried**

**b. Noise Exemption Request 11 Washington St., Lucknow, CLK-2026-06**

**Resolution No.:** 02/02/2026-13

**Moved by:** Jim Hanna

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive Report CLK-2026-06 prepared by Kelly Lush, Deputy Clerk;

AND FURTHER grants an exemption to the Noise By-law No. 2005-101 to permit amplified music at a wedding reception until 1:00 a.m. on September 13, 2026.

**Carried**

**5. Correspondence Requiring Direction**

**Resolution No.:** 02/02/2026-14

**Moved by:** Ed McGugan

**Seconded by:** Shari Flett

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information the item listed in Section 5.0.

**Carried**

**5.1 Maitland Valley Conservation Authority: Draft 2026 Work Plan and Budget**

**6. Information**

**Resolution No.:** 02/02/2026-15

**Moved by:** Larry Allison

**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 Ontario Investing to Protect Rural Communities**

**6.2 Lighthouse to Lighthouse Half Marathon Launch**

**6.3 Canada and Ontario Investing to Protect Farmers and Agribusiness**

**6.4 Ministry of Transportation: Invitation to Review Southwestern Ontario Transportation Planning Study Discussion**

**6.5 AMCTO AMO Correspondence**

**6.6 General Correspondence**

**7. New Business/Council Reports**

**7.1 Rural Ontario Municipal Association (ROMA) Conference Updates**

This item will be considered with the February 2 Council meeting, given time constraints of the meeting.

**8. Adjournment**

**Resolution No.:** 02/02/2026-16

**Moved by:** Carl Sloetjes

**Seconded by:** Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 12:12 p.m.

**Carried**

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Mayor

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Clerk