



**The Corporation of the Township of Huron-Kinloss**  
**Committee of the Whole Meeting Minutes**

Date: April 4, 2022  
Time: 7:00 pm  
Location: Electronic Meeting

Members Present Mitch Twolan, Mayor  
Don Murray, Deputy Mayor  
Lillian Abbott, Councillor left at 9:22 p.m.  
Jeff Elliott, Councillor  
Ed McGugan, Councillor  
Carl Sloetjes, Councillor

Members Absent Jim Hanna, Councillor

Staff Present Mary Rose Walden, Chief Administrative Officer  
Emily Dance, Clerk  
Jodi MacArthur, Treasurer  
John Yungblut, Director of Public Works  
Mike Fair, Director of Community Services  
Matt Farrell, Building & Planning Manager/ CBO  
Chris Cleave, Fire Chief  
Grant Collins, Drainage Superintendent

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**1. Call to Order**

Mayor Twolan called the meeting to order at 7:00 p.m.

**2. Disclosure of Pecuniary Interest**

**2.1 Mitch Twolan - Bruce Beach Municipal Drain Phase I– Tribunal Hearing and Construction Update (5), Bruce Beach Municipal Drain – Phase II (2) DRAIN-2022-04-5**

Client

### **3. Delegations**

#### **3.1 South Bruce OPP Year End Report**

Detachment Commander Krista Miller presented the South Bruce OPP 2021 Year-End report which included the Crime Statistics Review, Traffic Statistics Review, Calls for Service, and Detachment Updates.

She explained that the South Bruce OPP Major Crime Unit executed a successful warrant in Lucknow at the end of September, gathering evidence to support earlier charges laid of Aggravated Assault and Assault with a Weapon. While conducting the warrant Methamphetamine was also seized and 7 outstanding arrest warrants were cleared.

The Committee questioned if any future public sessions related to Human Trafficking would be offered. Detachment Commander Miller indicated that the Municipality of Kincardine was awarded a 3-year grant and community sessions would be offered at a time to be determined.

#### **3.2 Township of Huron-Kinloss Bridge Needs Assessment**

Ken Logtenberg, P.Eng, BMRoss and Associates presented the 2021 Township of Huron-Kinloss Bridge Needs Assessment Study. Mr. Logtenberg explained that the scope of the assessment included assembling maps of structure locations and reviewing information from previous bridge inspection reports. As part of the study, they reviewed 99 structures, 54 culverts, and 45 bridges, then visually inspected all the structures, assembled notes on OSIM forms as per the guidelines, analyzed the data then developed a list of general observations, prioritize the lists of needs, assign timelines and calculate probable costs to complete repairs and prepared a report to present the results.

He explained they used the simplified priority scoring system to help prioritize the needs and develop a risk score and a level of service score that could be used for asset management and with other asset types. He noted the theoretical score should only be used as a guide, other factors including preventative maintenance, cost savings strategies, other infrastructure needs, and overwhelming safety needs should be considered when prioritizing.

Mr. Logtenberg went through a selection of bridges that they recommended replacement in the study and noted that some bridges could be replaced with a culvert depending on the result of a hydrology study.

He explained the Bridge Condition Index Ratings and a comparison of age distribution and bridge condition index ratings. He noted that to predict a long-term budget they reviewed the condition of each structure and calculated a probable cost for the next major repair or replacement in 2021 dollars. He noted that the estimated replacement cost of all the structures is \$54.5 million in 2021 dollars and average annual costs of \$700,000 or about 1.3% of the replacement costs.

Council noted the importance of funding bridges and having enough money in reserves. A comment was made regarding the water overflow at the Ludgard Bridge in Lucknow and if that was considered in the inspections. Mr. Logtenberg noted this information is helpful for rehabilitation but was not considered as part of the OSIM report.

A question was raised if the Township was to perform the maintenance work themselves, would it prolong the life of the bridges. Mr. Logtenberg noted that it is anticipated in the current report bridge maintenance should extend the life of the bridge.

The Director of Public Works explained that the information will be included in the 10-year capital plan for bridge maintenance, he noted that he felt the Township is in good shape for the scheduled maintenance.

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

##### **4.1 March 2022 Monthly Building Report BLDG-2022-04-9**

**Resolution No.:** 290

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2022-04-9 prepared by Matt Farrell, Building and Planning Manager/CBO

**Carried**

##### **4.2 March 2022 By-Law Enforcement Status Report BLE-2022-04-8**

**Resolution No.:** 291

**Moved by:** Jeff Elliott

**Seconded by:** Don Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE-2022-04-8 prepared by Heather Falconer, By-Law Enforcement Officer.

**Carried**

**4.3 Fire & Emergency Services Monthly Activity Report – March 2022  
FIRE 2022-04-11**

**Resolution No.:** 292

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2022-04-11 prepared by Chris Cleave, Fire Chief / CEMC.

**Carried**

**4.4 Pandemic Policies and Procedures Update FIRE-2022-04-12**

**Resolution No.:** 293

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2022-04-12 prepared by Chris Cleave, Fire Chief / CEMC.

**Carried**

**4.5 Proposed Lightweight Construction Identification Legislation update  
FIRE-2022-04-13**

**Resolution No.:** 294

**Moved by:** Jeff Elliott

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2022-04-13 prepared by Chris Cleave, Fire Chief / CEMC.

**Carried**

**4.6 Bruce Beach Municipal Drain Phase I– Tribunal Hearing and Construction Update (5), Bruce Beach Municipal Drain – Phase II (2) DRAIN-2022-04-5**

Mitch Twolan declared a conflict on this item. (Client)

Mayor Twolan recognized that this would be the last meeting for Grant Collins, Drainage Superintendent, and thanked him for his years of service to the Township and wished him the best in retirement. Mr. Collins thanked Council and noted he is looking forward to the change of pace.

Mayor Twolan left the meeting, Deputy Mayor Murray assumed the Chair.

**Resolution No.:** 295

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report DRAIN-2022-04-5 prepared by Grant Collins, Drainage Superintendent and Emily Dance, Clerk.

**Carried**

**4.7 April 2022 Status Report TR-2022-04-29**

Mayor Twolan returned to the meeting and resumed the Chair.

**Resolution No.:** 296

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number TR-2022-04-29 prepared by Jodi MacArthur, Treasurer.

**Carried**

**4.8 Statement of Development Charges and Interest Rate Policy TR-2022-04-30**

**Resolution No.:** 297

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number TR-2022-04-30 prepared by Jodi MacArthur, Treasurer AND receives the 2021 Statement of Development Charges AND FURTHER approves the Interest Rate Policy AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.9 Ripley Reunion Request to waive rental fee CS-2022-04-29**

**Resolution No.:** 298

**Moved by:** Jeff Elliott

**Seconded by:** Ed McGugan

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS-2022-04-29 prepared by Mike Fair, Director of Community Services and authorizes waiving the 2022 rental fees for the Ripley Reunion Committee when staff is already scheduled, and facility space requested not otherwise rented for year 2022.

**Carried**

**4.10 Snobelen Ag Services Agreement CS-2022-04-30**

**Resolution No.:** 299

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS-2022-04-30 prepared by Mike Fair, Director of Community Services and authorizes the appropriate By-law being brought forward.

**Carried**

**4.11 April 2022 Status Report CS-2022-04-31**

A question was raised regarding the new roofline and if there are any safety concerns regarding freezing rain. The Director of Community Services noted he would look into the issue with the Engineer.

**Resolution No.:** 300

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CS-2022-04-31 prepared by Mike Fair, Director of Community Services.

**Carried**

#### **4.12 Pickup Truck Tender PW-2022-04-26**

**Resolution No.:** 301

**Moved by:** Jeff Elliott

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2022-04-26 prepared by John Yungblut, Director of Public Works AND accepts the tender from Leslie Motors Ltd. in the amount of \$100,646 plus HST and license fee for the purchase of two pickup trucks AND accepts the revised tender price from Finch Chevrolet Cadillac Buick GMC Ltd. in the amount of \$43,050 plus HST and license fee for the purchase of one pickup truck AND FURTHER authorizes the appropriate by-laws coming forward.

**Carried**

#### **4.13 Asphalt Paving RFQ 2022 PW-2022-04-27**

**Resolution No.:** 302

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2022-04-27 prepared by John Yungblut, Director of Public Works AND accepts the quotation from Lavis Contracting Co. Ltd. in the amount of \$756,018.40 plus HST for the paving of hot mix asphalt AND grants an exemption to the Purchasing and

Procurement Policy AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.14 Huronville South Pumphouse Upgrades PW-2022-04-28**

**Resolution No.:** 303

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2022-04-28 prepared by John Yungblut, Director of Public Works AND accepts the quotation from Eramosa Engineering Inc. in the amount of \$301,992.87 plus HST for upgrades to the Huronville South Pumphouse AND FURTHER authorizes the appropriate by-laws coming forward.

**Carried**

**4.15 Water and Wastewater April 2022 PW-2022-04-29**

**Resolution No.:** 304

**Moved by:** Jeff Elliott

**Seconded by:** Don Murray

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information report number PW-2022-04-29, prepared by John Yungblut, Director of Public Works.

**Carried**

**4.16 Transportation April 2022 PW-2022-04-30**

A discussion was held on South Kinloss Ave and questioned if there are options available to warn the public of the soft road conditions in the future and also the proposed installation of a geotextile membrane below the road base at an elevation that won't be submerged in the spring as prescribed in the staff report.

The Committee was in support of the Directors recommendation to install the geotextile membrane on a 200m section of South Kinloss Ave this

summer as a trial and observe how it responds in the spring of 2023 which will help determine how it will respond for use as a suitable base for asphalt for the tentative paving in 2024.

**Resolution No.:** 305

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report Number PW-2022-04-30, prepared by John Yungblut, Director of Public Works.

**Carried**

**4.17 Waste Management April 2022 PW-2022-04-31**

**Resolution No.:** 306

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report No. PW-2022-04-31, prepared by John Yungblut, Director of Public Works.

**Carried**

**4.18 Dust Control RFQ 2022 PW-2022-04-32**

**Resolution No.:** 307

**Moved by:** Jeff Elliott

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2022-04-32 prepared by John Yungblut, Director of Public Works, AND accepts the quotation from Da-Lee Dust Control Ltd. in the amount of \$0.269 per litre to supply, haul and apply dust suppressants on Township gravel roads in 2022 AND grants an exemption to the Purchasing and Procurement Policy AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.19 March 2022, The Hub Status Report BED-2022-04-19**

**Resolution No.:** 308

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2022-04-19 prepared by Lauren Eby, Business Development Coordinator.

**Carried**

**4.20 April 2022 Status Report, Manager, Strategic Initiatives BED-2022-04-20**

**Resolution No.:** 309

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report number BED-2022-04-20, prepared by Michelle Goetz, Manager, Strategic Initiatives AND approves entering into an agreement with Bang the Table to host our community engagement website until July 31<sup>st</sup> 2026, for \$5,000+ HST annually AND FURTHER authorizes the appropriate by-law coming forward.

**Carried**

**4.21 Business and Economic Officer April Status Report BED-2022-04-21**

**Resolution No.:** 310

**Moved by:** Jeff Elliott

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BED-2022-04-21 prepared by Amy Irwin, Business and Economic Officer.

**Carried**

**4.22 Secrets of the Back 40 Branding RFP BED-2022-04-22**

**Resolution No.:** 311

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves report number BED-2022-04-22, prepared by Amy Irwin, Business and Economic Officer AND approves the proposal from Interkom for Secrets of the Back 40 branding, not exceeding \$15,000 + HST AND FURTHER authorizes the appropriate By-Law coming forward

**Carried**

**4.23 Health and Safety 1st Quarter Report 2022 CAO-2022-04-11**

**Resolution No.:** 312

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2022-04-11, prepared by Mel Moulton, Emergency Services/ Health & Safety Coordinator.

**Carried**

**4.24 NWMO Site Selection April 2022 Status Update CAO-2022-04-12**

**Resolution No.:** 313

**Moved by:** Jeff Elliott

**Seconded by:** Ed McGugan

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2022-04-12, prepared by Elyse Dewar, Project Coordinator.

**Carried**

**4.25 Council and Committee Meetings – Return to in Person CLK-2022-04-28**

A discussion was held on returning to in-person meetings. The Committee supported moving to in-person meetings beginning May 2, 2022. The Committee agreed to leave the provisions in the procedural

By-law to allow for electronic meetings, that they could switch back to virtual in the event of changes with the pandemic, inclement weather, or other emergency matters and that the notice is made at the latest by noon the day of the meeting.

A question was posed regarding the microphones and if delegations could attend virtually. The Clerk explained that without upgrades to the current electronics, Council Chambers do not allow for electronic participation by delegations; therefore, the only options are for either completely virtual or in-person at this time. She noted that staff is currently reviewing options for wireless microphones that would be able to be compatible with any future electronic meeting platform options.

**Resolution No.:** 314

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby authorizes returning to in-person Council and Committee Meetings commencing May 2, 2022 AND that the provisions in the procedural By-law to allow for electronic meetings remain AND FURTHER that if the meeting is to move to virtual that the notice be made no later than noon the day of the meeting AND FURTHER that the appropriate By-Laws be brought forward.

**Carried**

**4.26 Emergency Management Update (37) CLK-2022-04-29**

**Resolution No.:** 315

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2022-04-29 prepared by Emily Dance, Clerk.

**Carried**

**4.27 Resolutions for Consideration April 4, 2022 CLK-2022-04-30**

**Resolution No.:** 316

**Moved by:** Jeff Elliott

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports the City of Waterloo in their request to include energy performance tiers and timelines next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code AND further directs staff to distribute as they see fit.

**Defeated**

**Resolution No.:** 317

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports the Association of Ontario Municipalities correspondence dated February 25, 2022 concerning the draft regulations regarding firefighter certification AND further direct staff to distribute as they see fit.

**Carried**

**Resolution No.:** 318

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports the Canadian Union of Postal Workers and endorses 'Delivering Community Power Program' AND further directs staff to distribute as they see fit.

**Defeated**

**Resolution No.:** 319

**Moved by:** Jeff Elliott

**Seconded by:** Don Murray

THAT the Township of Huron-Kinloss Committee of the Whole hereby supports the Town of Mono flying the Ukrainian Flag and their call on the

Canadian Government to use all diplomatic means to end the war AND further directs staff to distribute as they see fit

**Carried**

**Resolution No.:** 320

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole Council hereby supports the Township of Woolwich in their request that the Government of Canada ensure appropriate and sustained funding is transferred to provinces for mental health purposes in their 2022 budget AND further direct staff to distribute as they see fit.

**Carried**

**Resolution No.:** 321

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

THAT the Township of Huron-Kinloss Committee of the Whole support The Town of Fort Erie in their actions against Climate Change urging the government to tighten their timelines for Climate Change Plans to be reflective of the urgency in action it demands AND further direct staff to distribute as they see fit.

**Defeated**

**4.28 Noise Exemption Request – 5 Queen Street, Ripley CLK-2022-04-32**

**Resolution No.:** 322

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report CLK2022-04-32 prepared by Kelly Lush, Deputy Clerk AND grants an exemption to the Noise By-Law for the Private Property owner at 5 Queen Street, Ripley from 11:00 p.m. on Saturday, July 30, 2022, to 1:00 a.m. on Sunday, July 31, 2022, subject to all provincial and health regulations being followed.

**Carried**

**4.29 Communications Report for First Quarter of 2022 CLK-2022-04-33**

**Resolution No.:** 323

**Moved by:** Jeff Elliott

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2022-04-33 prepared by Nicole Griffin, Communications Coordinator.

**Carried**

**4.30 Information on the Table April 4, 2022 CLK-2022-04-31**

**Resolution No.:** 324

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK-2022-04-31 prepared by Kelly Lush, Deputy Clerk

**Carried**

**5. Correspondence Requiring Direction**

**6. Information**

**6.1 Grey Bruce Public Health**

**6.2 Ministry of Municipal Affairs and Housing Correspondence**

**6.3 Bluewater District School Board Correspondence to Minister of Education**

**6.4 Motion to Receive**

**Resolution No.:** 325

**Moved by:** Ed McGugan

**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information all items listed in Section 6.

**Carried**

**7. New Business/Council Reports**

Councillor McGugan notified the Committee that the Saugeen Mobility And Regional Transit (SMART) General Manger has left the organization and a new general manager is currently being recruited.

**8. Closed Session**

Councillor Abbott left the meeting.

**Resolution No.:** 326

**Moved by:** Don Murray

**Seconded by:** Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby moves into a Closed Meeting pursuant to [s. 239(2)(h)] Information supplied in confidence to the municipality by another level of government – Trillium Grant AND pursuant to [s. 239(2)(b)] Personal matters about an identifiable individual, including municipal employees- Personnel AND FURTHER return to open session upon completion.

**Carried**

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

**Resolution No.:** 331

**Moved by:** Jeff Elliott

**Seconded by:** Ed McGugan

THAT Mayor Twolan reported a closed meeting was held and information was received regarding a Trillium Grant and direction given to staff AND information was received related to a personnel matter.

**Carried**

**10. Adjournment**

**Resolution No.:** 332

**Moved by:** Ed McGugan  
**Seconded by:** Carl Sloetjes

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourns  
at 9:29 p.m.

**Carried**

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Mayor

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Clerk