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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.

## Council Meeting Minutes

Date: September 16, 2024

Time: 7:00 pm

Location: Council Chambers

Members Present Don Murray, Mayor  
Larry Allison, Councillor  
Shari Flett, Councillor  
Scott Gibson, Councillor  
Ed McGugan, Councillor  
Carl Sloetjes, Councillor

Members Absent Jim Hanna, Deputy Mayor

Staff Present Jennifer White, Clerk  
Jodi MacArthur, Chief Administrative Officer  
Christine Heinisch, Manager of Financial Services/Treasurer  
John Yungblut, Director of Public Works

### 1. Call to Order

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

### 2. Disclosure of Pecuniary Interest

None disclosed.

### 3. Adoption of Minutes

**Resolution No.:** 09/16/2024 - 01

**Moved By** Carl Sloetjes

**Seconded By** Larry Allison

THAT the minutes of the Committee of the Whole meeting held September 4, 2024 and Council meeting held September 9, 2024 be adopted as presented.

## 4. Delegations

### 4.1 County of Bruce Draft Official Plan

Monica Morrison, Land Use Planning Manager and Jack Van Dorp, Director Planning and Development at the County of Bruce presented to Council regarding the Draft County of Bruce Official Plan. Additional related documents including maps and schedules are available on the Bruce County website: <https://www.planthebruce.ca/official-plan>.

An official plan open house has been scheduled for October 3, 2024 from 3:30 - 6pm at the Bruce County Administration Centre, 30 Park Street Walkerton. Another agriculture focused open house will be held on October 4, 2024 from 5pm-7pm at the Royal Canadian Legion, 86 River Street Tara. Official Plan draft and maps are also available in local libraries.

Morrison outlined the process involved in developing the plan, and the structure of the current plan. Previous recent amendments to the Official Plan were included in the new draft official plan. The New Provincial Planning statement was reviewed, and information was provided on how these would be incorporated into the County of Bruce's new Official Plan. Settlement boundary area expansion criteria have been developed to help municipalities and the county to evaluate proposed expansions.

Morrison identified changes proposed to each of the schedules.

Council inquired about temporary garden suite wording and the County confirmed that the wording would allow a total of 3 Additional Residential Unit (ARU) where servicing permitted. Council noted that planning documents should address where, within the housing cluster, homes could be built. County staff confirmed the Township's zoning by-law would be the mechanism to set the distance from existing housing that would be appropriate and that farm worker accommodation are excluded from the ARU count.

Hazard land mapping includes the most up to date information from the conservation authorities, and may be updated outside of an official plan review. Natural Environment Map, schedule "E" is new and the identification of areas has been in development for a decade, although it is illustrated in a new way within the plan. Morrison explained the difference

between natural mapping in the north versus the south of the County. The County emphasis protecting deer and black bear habitats within the north where large forested areas exist while balancing development in those communities. The southern areas focus on established areas (which are smaller) and the linkages between these disbursed natural features. Existing uses can continue, but the linkage function policy indicates that it must maintain the linkage. Known wetlands and provincial significant wetlands are provided the same protection criteria.

Council inquired about whether residents are notified if there are changes proposed for their properties. Morrison noted that all properties in the County will be impacted, and the process the County will be using is a comprehensive public consultation model including media campaigns, social media campaigns, and open houses to permit residents to learn more. The County noted that these are higher level policies and that significant changes that may affect building permits are more likely to occur when zoning by-law changes occur.

Schedule F of the proposed County Official Plan shows Significant Groundwater Recharge areas which are intended to be regulated. The development criteria is to maintain recharge areas, and would be apply to intensive development or large impervious areas and is not intended to change existing uses. There would be a requirement to redress through good management and planning to ensure that groundwater recharge is maintained.

There are two current boundary expansion requests for settlement areas changes as outlined in the report. They are collecting these requests and will make a recommendation to County Council late in October.

The text of the proposed new Bruce County Official Plan: highlights that Bruce County is located in the broader Saugeen Ojibway Nation Territory; has a strong housing focus which maintains minimum densities and supports a range and mix of housing; supports Agriculture, Tourism, and Energy as economic drivers and permits diversification; envisions complete communities in a thriving region with easy access to housing, jobs, recreation, and services; and streamlines focus including opportunities for local decisions and plans.

Groundwater Protection and Development has been identified as an area of tension due to a regulatory gap between planning function and building code function. The Official Plan Policies have been developed to provide flexibility for reconfiguring existing developments, and developments

without requiring additional studies. The County noted a new proposed policy for properties where there would be a reliance on advanced technology (tertiary) where there is requirement for a mechanism to monitor the system, and a justification that intensification is required.

The County is seeking feedback from Council on boundary adjustment request and engagement on themes that are important to the Municipality.

Council inquired about the impact to landowners and if tax incentive changes were anticipated. Property ownership was the search criteria when developing the environmental schedules and county staff are not expecting the class to change on properties. County staff indicated they are open to hearing from landowners to make adjustments to mapping criteria if changes have impacted them in this way.

Council inquired about what Policies were included respecting active transportation on County Roads. County staff indicated that the Official Plan points to the Transportation Master Plan adopted by the County to provide details on active transportation policies.

Council inquired about impacts to the local Official Plan, and verified that the County Official Plan did not preclude local control of commercial areas in the local Official Plan. County staff verified that the lakeshore is considered a secondary settlement area as it is not fully serviced, and capacity in water and wastewater is the factor which may affect commercial activity in these areas.

Council inquired about the growth management amendment and County staff confirmed that it would not include the Township's calculations but was prepared in 2021, and adopted in 2023 and approved by the province in August. Council inquired about how to ensure that the rapid growth in the Township is incorporated into the final plan. The County will update local official plans and monitor growth and assess land budgets and do an update at that time.

Council noted that additional land needs would be based on old numbers and requested more information on how this will impact the boundary expansion requests. County staff noted that when the County reviews the request for expansion, the updated numbers could be reviewed then. County staff have not taken a position on any of the proposed expansions at this time.

## **5. Financial Reports**

**5.1 Previous Month Actual Accounts – August 2024, TRE-2024-09-52**

**Resolution No.:** 09/16/2024 - 02

**Moved By** Shari Flett

**Seconded By** Scott Gibson

THAT the Township of Huron-Kinloss Council hereby ratifies and confirms payment of the July 2024 accounts in the amount of \$ 2,049,504.78

**Carried**

**5.2 Revenue and Expenditure Reports to August 31, 2024, TRE-2024-09-53**

**Resolution No.:** 09/16/2024 - 03

**Moved By** Ed McGugan

**Seconded By** Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby reviews and receives the summary revenue and expenditure reports to August 31, 2024 prepared by Christine Heinisch, Treasurer.

**Carried**

**5.3 Accounts September 2024, TRE-2024-09-54**

**Resolution No.:** 09/16/2024 - 04

**Moved By** Larry Allison

**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council hereby authorizes payment of the September accounts in the amount of \$484,211.87.

**Carried**

**6. Staff Report**

**6.1 Public Works**

**a. Road Patrol Software RFQ, PW-2024-09-39**

Council inquired about the process for processing the data collected. Staff noted that they had spoken to other users for best

practices on data collection and processing. Parameters can be set to target what data is collected. Staff noted this is a cloud based platform with data stored in Canada, and no additional hardware costs are required.

Council requested more information on the timing of completing work once an issue had been identified. Staff provided information on various timing requirements for completing different types of work.

Council requested more information on how staff would implement the work order process. Staff spoke to possible integrations with other software, but at this time a manual system of work orders will be developed. Staff spoke to the importance of documenting inspections and minimum maintenance standards. The process of collecting this data and completing repairs will assist staff in assessing what resources are required to meet minimum maintenance standards.

Council discussed metrics and how these would be reported, and concerns regarding future ongoing costs for the software.

Staff noted that future developments of the technology look promising for alternate uses as well, and may be provided at no additional costs to existing clients.

**Resolution No.:** 09/16/2024 - 05

**Moved By** Scott Gibson

**Seconded By** Ed McGugan

THAT the Township of Huron-Kinloss Council hereby receives for information Report PW-2024-09-39 prepared by John Yungblut, Director of Public Works;

AND FURTHER agrees to enter into a three-year contract with IRIS R&D Group Inc. in the amount of \$115,526.60 plus HST for the provision of automated road patrol software and one pavement condition survey;

AND FURTHER authorizes the appropriate by-law to come forward as a matters arising at tonight's meeting.

**Carried**

**7. By-Laws and Agreements**

**7.1 L.W. Eadie Municipal Drain 2024 By-law**

Council inquired about a listing of infrastructure and costs associated with it. Staff will investigate presenting this material.

**Resolution No.:** 09/16/2024 - 06

**Moved By** Carl Sloetjes

**Seconded By** Scott Gibson

THAT the " L.W. Eadie Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-81.

**Carried**

**7.2 McEwan Municipal Drain 2024 By-law**

**Resolution No.:** 09/16/2024 - 07

**Moved By** Ed McGugan

**Seconded By** Scott Gibson

THAT the "McEwan Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-82.

**Carried**

**7.3 Sutton Municipal Drain, Branch B 2024 By-law**

**Resolution No.:** 09/16/2024 - 08

**Moved By** Shari Flett

**Seconded By** Larry Allison

THAT the " Sutton Municipal Drain, Branch B 2024 By-Law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-83.

**Carried**

**7.4 Sutton Municipal Drain, Branch E 2024 By-law**

**Resolution No.:** 09/16/2024 - 09

**Moved By** Larry Allison

**Seconded By** Carl Sloetjes

THAT the " Sutton Municipal Drain, Branch E 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-84.

**Carried**

**7.5 Kincardine-Kinloss Municipal Drain 2024 By-law**

**Resolution No.:** 09/16/2024 - 10

**Moved By** Shari Flett

**Seconded By** Scott Gibson

THAT the "Kincardine-Kinloss Municipal Drain 2024 By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-85.

**Carried**

**7.6 Alternative Voting Methods By-law**

Confirmed no paper ballots

**Resolution No.:** 09/16/2024 - 11

**Moved By** Ed McGugan

**Seconded By** Scott Gibson

THAT the "Alternate Voting Methods By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-86.

**Carried**

**7.7 Electric Vehicle Charging Station Memorandum of Understanding By-law**

**Resolution No.:** 09/16/2024 - 12

**Moved By** Ed McGugan

**Seconded By** Carl Sloetjes



THAT the " Electric Vehicle Charging Station Memorandum of Understanding By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-87.

**Carried**

**7.8 Development Charges Amendment By-law**

**Resolution No.:** 09/16/2024 - 13

**Moved By** Ed McGugan

**Seconded By** Larry Allison

THAT the " Development Charges Amendment By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-88.

**Carried**

**7.9 Designate Emergency Information Officer By-law**

**Resolution No.:** 09/16/2024 - 14

**Moved By** Larry Allison

**Seconded By** Shari Flett

THAT the " Designate Emergency Information Officer By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-89.

**Carried**

**7.10 Z-2024-035 Martin Zoning Amendment By-law**

tertiary inspections - what happens to them if there is no power associated  
- some do not require power. forward to staff for

**Resolution No.:** 09/16/2024 - 15

**Moved By** Scott Gibson

**Seconded By** Ed McGugan

THAT the "Z-2024-035 Martin Zoning Amendment By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-90.

**Carried**

**7.11 Repeal and Replace Consolidated Human Resources Policies By-law**

**Resolution No.:** 09/16/2024 - 16

**Moved By** Larry Allison

**Seconded By** Carl Sloetjes

THAT the " Repeal and Replace Consolidated Human Resources Policies By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-91.

**Carried**

**7.12 Consolidated Council and Committee Appointment By-law**

**Resolution No.:** 09/16/2024 - 17

**Moved By** Scott Gibson

**Seconded By** Larry Allison

THAT the " Consolidated Council and Committee Appointment By-law" be deemed to be read a first, second, third time and finally passed and numbered By-law No. 2024-92.

**Carried**

**7.13 Repeal Technology Policy By-law**

**Resolution No.:** 09/16/2024 - 18

**Moved By** Carl Sloetjes

**Seconded By** Scott Gibson

THAT the " Repeal Technology Policy By-law" be read a first, second, third time and finally passed and numbered as By-law No. 2024-93.

**Carried**

**7.14 Repeal Hiring Policy By-law**

**Resolution No.:** 09/16/2024 - 19

**Moved By** Shari Flett  
**Seconded By** Ed McGugan

THAT the "Repeal Hiring Policy By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-94.

**Carried**

#### **7.15 Provision of Road Patrol Software Agreement By-law**

This item was included as a matters arising from Report PW-2024-09-39.

**Resolution No.:** 09/16/2024 - 20

**Moved By** Larry Allison  
**Seconded By** Scott Gibson

THAT the "Provision of Road Patrol Software Agreement By-law" be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-95.

**Carried**

### **8. Information**

**Resolution No.:** 09/16/2024 - 21

**Moved By** Carl Sloetjes  
**Seconded By** Larry Allison

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 8.

**Carried**

**8.1 Bruce County Federation of Agriculture - AGM**

**8.2 Segal Construction - Municipal Housing Initiative Resolution**

**8.3 Ministry of Natural Resources - Flood Hazard Identification and Mapping Program**

### **9. Other Agency Minutes and Reports Received**

**Resolution No.:** 09/16/2024 - 22

**Moved By** Scott Gibson  
**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council hereby receives for information all items listed in Section 9.

**Carried**

**9.1 Mid-Huron Landfill Site Board**

**10. New Business/ Council Reports**

**11. Closed Session**

**Resolution No.:** 09/16/2024 - 23

**Moved By** Larry Allison  
**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council move into closed meeting at 8:51 p.m. for the purpose of considering

1) personal matters about an identifiable individual, including municipal or local board employees (personnel),

pursuant to Section 239(2) of the *Municipal Act, 2001*, as amended;

AND FURTHER THAT Council return to regular open meeting upon completion.

**Carried**

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

Council arose from closed session at 9:11 p.m.

The Chair reported that a closed session had been held regarding personnel matters and direction was provided to staff.

**Resolution No.:** 09/16/2024 - 24

**Moved By** Carl Sloetjes  
**Seconded By** Shari Flett

THAT the Township of Huron-Kinloss Council approves an update to the Employee Organization Chart to reflect the addition of a Manager of Environmental Services as per Confidential Report CAO2024-15;

AND FURTHER THAT Staff be directed to proceed with the recruitment for this position.

**Carried**

**13. Confirming By-Law**

**Resolution No.:** 09/16/2024 - 25

**Moved By** Carl Sloetjes

**Seconded By** Scott Gibson

THAT the "Confirmatory September 2024 (2)" By-law be deemed to be read a first, second, third time and finally passed and numbered as By-law No. 2024-96.

**Carried**

**14. Adjournment**

**Resolution No.:** 09/16/2024 - 26

**Moved By** Carl Sloetjes

**Seconded By** Shari Flett

THAT this meeting adjourn at 9:13 p.m.

**Carried**

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Mayor

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Clerk