



The Corporation of the Township of Huron-Kinloss

Committee of the Whole Minutes

Council Chambers

January 14, 2019

9:30 am

Mitch Twolan, Mayor	Present
Don Murray, Deputy Mayor	Present
Lillian Abbott, Councillor	Present
Jeff Elliott, Councillor	Present
Jim Hanna, Councillor	Present
Ed McGugan, Councillor	Present
Carl Sloetjes, Councillor	Present
Mary Rose Walden, Chief Administrative Officer	Present
Emily Dance, Clerk	Present
Jodi MacArthur, Treasurer	Present
Kelly Lush, Deputy Clerk/Administrative Assistant	Present

Staff Present during their specific department reports

John Yungblut, Director Public Works	Present
Mike Fair, Director of Community Services	Present
Matt Farrell, Building & Planning Manager/CBO	Present
Taralyn Cronin, Business & Economic Officer	Present
Michelle Goetz, Community Development Officer	Present
Elyse Dewar, Project Coordinator	Present

Committee of the Whole Meeting

- 1 Call to Order
Mayor Mitch Twolan called the meeting to order at 9:30am
- 2 . Disclosure of Pecuniary Interest
None noted

3 . Delegations

3.1 10:30 am - Matt Pearson, B.M. Ross Annual reporting

Matt Pearson, MCIP, RPP, B.M. Ross and Associates Limited provided an update on Point Clark Surface Water Quality Monitoring, Pine River Surface Water Quality Monitoring and the Septic Re-inspection Program Part 8 of the Building Code Act
[2018 B.M. Ross Annual Report](#)
[2018 B.M. Ross Presentation](#)
[2018 B.M. Ross Presentation Surface Water Quality](#) *Received at the meeting and forms part of the minutes*

Lisa Courtney, MSc., MCIP, RPP, B.M. Ross and Associated Limited gave Council a brief update on the Archaeological Study for the Industrial Park. B.M. Ross has submitted the Stage 3 report and will be submitting Stage 4 in the near future.

4 . Staff Reports

4.1 [Report number: BLDG2019-01-1](#) prepared by Matt Farrell, Building & Planning Manager/CBO December Monthly Report

Motion No: 1

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2019-01-1 prepared by Matt Farrell, Building

Carried

4.2 [Report number: BLDG2019-01-2](#) prepared by Matt Farrell, Building & Planning Manager/CBO 2018 Year End Report

Motion No: 2

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2019-01-2 prepared by Matt Farrell, Building and Planning Manager/CBO

Carried

4.3 [Report number: BLDG2019-01-3](#) prepared by Matt Farrell, Building & Planning Manager/CBO Retail Cannabis Stores in Huron-Kinloss

Motion No: 3

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number BLDG2019-01-3 prepared by Matt Farrell, Building & Planning Manager/CBO AND Emily Dance, Clerk AND directs staff to notify the Alcohol and Gaming Commission of Ontario that the Township of Huron-Kinloss is willing to opt in to be a host for private retail cannabis stores; AND FURTHER brings forward a Municipal Cannabis Policy Statement to establish criteria for the Township of Huron-Kinloss' formal response to a Retail Store Authorization application for the AGCO.

Carried

- 4.4 [Report number: BLDG2019-01-4](#) prepared by Matt Farrell, Building & Planning Manager/CBO
Electronic Permitting

Motion No: 4

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLDG2019-01-4 prepared by Matt Farrell, Building and Planning Manager/CBO

Carried

- 4.5 [Report number: BLDG2019-01-5](#) prepared by Matt Farrell, Building & Planning Manager/CBO
Surveys for Accessory Buildings

Motion No: 5

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number BLDG2019-01-05 prepared by Matt Farrell, Building & Planning Manager and in so doing approves bringing forward an amendment to the Building By-law to request a survey for accessory buildings that are proposed to be within 150% of the required setbacks AND Further requests information be brought forward with options to post proposed building developments at the site prior to issuance of a building permit.

Carried

- 4.6 [Report number: FIRE2019-01-1](#) prepared by Chris Cleave, Fire Chief / CEMC
Fire Department Monthly Report -December 2018

Motion No: 6

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number 2019-01-1 prepared by Chris Cleave, Fire Chief / CEMC

Carried

- 4.7 [Report number: FIRE2019-01-2](#) prepared by Chris Cleave, Fire Chief / CEMC
Ripley-Huron Fire Department 2018 Annual Report

Motion No: 7

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number FIRE2019-01-2 prepared by Chris Cleave, Fire Chief

Carried

- 4.8 [Report number: BLE2019-01-1](#) prepared by Heather Falconer, By-Law Enforcement Officer
December Staff Report

Motion No: 8

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

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

information Report Number BLE2019-01-1 prepared by Heather Falconer, By-Law Enforcement Officer.

Carried

- 4.9 [Report number: BLE2019-01-2](#) prepared by Heather Falconer, By-Law Enforcement Officer
2018 Year End Report

Motion No: 9

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number BLE2019-01-2 prepared by Heather Falconer, By-Law Enforcement Officer.

Carried

- 4.10 [Report number: DRAIN2019-01-1](#) prepared by Grant Collins, Drainage Superintendent
Neidlinger Municipal Drain

Motion No: 10

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number DRAIN2019-01-1 prepared by Grant Collins, Drainage Superintendent AND accepts the withdrawal from the petition for the Neidlinger Drain AND Further directs staff to request Ed Delay of RJ Burnside and Associates Limited to finalize his report with assessments.

Carried

- 4.11 [Report number: TR2019-01-1](#) prepared by Jodi MacArthur, Treasurer
Lucknow Community Health Centre

Motion No: 11

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number TR2019-01-1 prepared by Jodi MacArthur, Treasurer and Emily Dance, Clerk and Further directs that Council receive a cost estimate prior to any additional works being performed.

Carried

- 4.12 [Report number: CS2019-01-1](#) prepared by Mike Fair, Director of Community Services
Columbarium Development

Motion No: 12

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CS2019-01-1 prepared by Mike Fair, Director of Community Services and authorizes the Columbarium project to be brought forward during budget deliberations.

Carried

- 4.13 [Report number: PW2019-01-1](#) prepared by John Yungblut, Director Public Works
Waste Management

Motion No: 13

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2019-01-1 prepared by John Yungblut, Director of Public Works

Carried

Motion No: 14

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole recess the Committee of the Whole Meeting at 12:00 noon for a lunchbreak and following moves into Committee of Adjustment then Council to consider Planning applications and upon completion return to Committee of the Whole.

Carried

Motion No: 23

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby resumes the Committee of the Whole meeting at 1:17 p.m.

Carried

- 4.14 [Report number: PW2019-01-2](#) prepared by John Yungblut, Director Public Works
Water/Wastewater

Motion No: 24

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2019-01-2 prepared by John Yungblut, Director of Public Works

Carried

- 4.15 [Report number: PW2019-01-3](#) prepared by John Yungblut, Director Public Works
Transportation

Motion No: 25

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2019-01-3 prepared by John Yungblut, Director of Public Works

Carried

- 4.16 [Report number: PW2019-01-4](#) prepared by John Yungblut, Director Public Works
Entrance Ways Policy

Motion No: 26

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW2019-01-4 prepared by John Yungblut, Director Public Works and in so doing approves the proposed amendments to the Entrance Policy By-law and further directs an amending by-law

be brought forward to Council.

Carried

The Committee recommended staff bring forward a fee be included for the entrance permit.

- 4.17 [Report number: BED2019-01-1](#) prepared by Taralyn Cronin, Business & Economic Officer
2018 Year-End Report

Motion No: 27

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information
Report Number BED2019-01-1 prepared by Taralyn Cronin, Business & Economic Officer.

Carried

- 4.18 [Report number: BED2019-01-2](#) prepared by Michelle Goetz, Community Development Officer
Community Development Officer Status Report

Motion No: 28

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information
Report Number BED2019-01-2 prepared by Michelle Goetz, Community Development Officer

Carried

- 4.19 [Report number: BED2019-01-3](#) prepared by Michelle Goetz, Community Development Officer
2018 Strategic Plan Report

Motion No: 29

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information
Report Number BED2019-01-3 prepared by Michelle Goetz, Community Development Officer

Carried

- 4.20 [Report number: CAO2019-01-1](#) prepared by Elyse Dewar, Project Coordinator Early
Investment in Education and Skills Program Update

Motion No: 30

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information
Report Number CAO2019-01-33 Early Investment in Education and Skills program update
prepared by Elyse Dewar, Project Coordinator.

Carried

- 4.21 [Report number: CAO2019-01-2](#) prepared by Elyse Dewar, Project Coordinator Nuclear
Waste Community Advisory Committee 2018 Timeline Report

Motion No: 31

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information
Report Number CAO2019-01-2 prepared by Elyse Dewar, Project Coordinator.

Carried

- 4.22 [Report number: CAO2019-01-4](#) prepared by Tracey Howe, Administrative Assistant Public

Works

Health & Safety Quarterly Report

Motion No: 32

Moved by: Jeff Elliott Seconded by: Carl Sloetjes

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO2019-01-4 prepared by Tracey Howe, Administrative Assistant Public Works

Carried

- 4.23 [Report number: CAO2019-01-5](#) prepared by Mary Rose Walden, Chief Administrative Officer Kincardine Recreation Agreement

Motion No: 33

Moved by: Carl Sloetjes Seconded by: Jeff Elliott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO2019-01-3 prepared by Mary Rose Walden, Chief Administrative Officer & Jodi MacArthur, Treasurer and recommends the next Joint Recreation Cost-Sharing Agreement be for 5 years (2020-2025)

Carried

- 4.24 [Report number: CAO2019-01-6](#) prepared by Elyse Dewar, Project Coordinator Correspondence from Resident

Motion No: 34

Moved by: Ed McGugan Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO2019-01-6 Correspondence from Resident prepared by Elyse Dewar, Project Coordinator and directs staff to proceed with sending a response.

Carried

- 4.25 [Report number: CAO2019-01-7](#) prepared by Elyse Dewar, Project Coordinator Regional Early Investment in Education and Skills Funding Update

Motion No: 35

Moved by: Ed McGugan Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO2019-01-7 Regional Early Investment in Education and Skills program update prepared by Elyse Dewar, Project Coordinator.

Carried

- 4.26 [Report number: CLK2019-01-1](#) prepared by Emily Dance, Clerk Accessible Election 2018

Motion No: 26

Moved by: Ed McGugan Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2019-01-1 prepared by Emily Dance, Clerk

Carried

The Committee directed staff to provide additional election results based on polls if possible.

4.27 [Report number: CLK2019-01-2](#) prepared by Kelly Lush, Deputy Clerk/Administrative Assistant
2018 Accessibility Annual Status Report

Motion No: 37

Moved by: Ed McGugan Seconded by: Jim Hanna

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2019-01-2 prepared by Kelly Lush, Deputy Clerk/Administrative Assistant

Carried

4.28 [Report number: CLK2019-01-3](#) prepared by Kelly Lush, Deputy Clerk/Administrative Assistant
2018 Marriage Commissioners Report

Motion No: 38

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2019-01-3 prepared by Kelly Lush, Deputy Clerk/Administrative Assistant

Carried

4.29 [Report number: CLK2019-01-4](#) prepared by Emily Dance, Clerk Fence Viewers

Motion No: 39

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2019-01-4 prepared by Emily Dance, Clerk and accepts with regrets the resignation as a Fence Viewer from Fred deBoer and Larry Carter AND Further directs staff to advertise for the fence viewer position.

Carried

Deputy Mayor Don Murray expressed his interest on sitting as a Fence Viewer.

4.30 [Report number: CLK2019-01-5](#) prepared by Emily Dance, Clerk
Legislative Update - January 2019

Motion No: 40

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CLK2019-01-05 prepared by Emily Dance, Clerk

Carried

4.31 [Report number: CLK2019-01-6](#) prepared by Emily Dance, Clerk
Encroachment Agreement - 197 Huron Road

Motion No: 41

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2019-01-6 prepared by Emily Dance, Clerk and authorizes entering into an encroachment

agreement with Doug and Anna Scott AND further authorizes the appropriate by-law coming forward.

Carried

4.32 [Report number: CLK2019-01-7](#) prepared by Emily Dance, Clerk
Boards and Committee Updates

Motion No: 42

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CLK2019-01-7 prepared by Emily Dance, Clerk AND Further request under New Business/Council Reports that members be given an opportunity to provide updates to Council on Boards and Committee meetings.

Carried

4.33 [Report number: CLK2019-01-8](#) prepared by Kelly Lush, Deputy Clerk/Administrative
Assistant
Information on the Table

Motion No: 43

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Council hereby receives for information Report Number CLK2019-01-08 prepared by Kelly Lush, Deputy Clerk/Administrative Assistant

Carried

5 . Correspondence

5.1 OPG in Bruce County Community Update

OPG has provided their Community Update for December 2018.

5.2 Bruce County Media Release

The Chesley Main Street Bridge, located on 1st Avenue (Bruce Road 30) in Chesley, opened in time for the holidays on December 21, 2018, with some limitations to vehicle, bicycle, and pedestrian traffic. Bruce County will continue to provide updates regarding the Chesley Bridge project as they become available.

- [Chesley Main Street Bridge Open](#)

Motion No: 44

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole hereby receives all information listed in Section 5.

Carried

6 . Information

6.1 MPAC 2018 Year-End Assessment Report

The MPAC report provides a high-level summary of 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique Huron-Kinloss.

- [MPAC Memo](#)
- [MPAC 2018 Assessment Report](#)
- [Huron-Kinloss Change Summary](#)

6.2 Ministry of Tourism, Culture and Sport Correspondence regarding Stage 1-2 Archaeological Assessment of the Ripley Industrial Park

The attached form email from the Ministry of Tourism, Culture and Sport regarding the Stage 1-2 archaeological study done for the Ripley Industrial Park is sent out following the Ministry review of an archaeological report. There is no action required on the Township's part. BM Ross has already completed all the archaeological fieldwork for this project and submitted the Stage 3 report and will be submitting a Stage 4 report.

- [Stage 1-2 Archaeological Assessment, Part of Lot 14, Concession 7, Township of Huron-Kinloss](#)

Motion No: 45

Moved by: Ed McGugan Seconded by: Lillian Abbott

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

Carried

7 . New Business/Council Reports

7.1 The Committee requested information be brought forward regarding recent consent applications

8. Closed Session

8.1 Motion to Move into Closed Motion

No: 46

Moved by: Lillian Abbott Seconded by: Ed McGugan

That pursuant to Section 239 of the Municipal Act, 2001 the Township of Huron-Kinloss Committee of the Whole hereby moves into Closed Session to consider: Personal matters about identifiable individuals (3); Litigation or potential litigation - By-Law enforcement matter; Drainage matter AND return to open session upon completion

Carried

9 . Business Arising from the Closed Session

Mayor Twolan reported that a closed session was held for the purpose of discussing Personal matters about identifiable individuals (3); Litigation or potential litigation - By-Law enforcement matter; and a Drainage matter. Direction was provided in the closed meeting for Staff regarding personal matters about identifiable individuals.

Motion No: 55

Moved by: Ed McGugan Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Committee of the Whole directs staff to bring forward the request under s. 78 to move the outlet of the MacIntyre Drain, 2018 to a point at Paradise Lake St conditional on receipt of Ryan Brindley's withdrawal from the MacIntyre Drain, 2018 appeal to the Tribunal to the January 21, 2019 Council meeting Carried

10 . Adjournment

Motion No: 56

Moved by: Lillian Abbott Seconded by: Ed McGugan

THAT the Township of Huron-Kinloss Committee of the Whole hereby adjourn at 3:32 p.m. Carried

Original Signed by Mitch Twolan

Mayor

Original Signed by Emily Dance

Clerk

Document Accessibility

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Huron-Kinloss. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call 519-395-3735 or email info@huronkinloss.com