

**Council Minutes**  
**The Corporation of Norfolk County**

**April 19, 2022**  
**1:00 p.m.**  
**Council Chambers**

Present: Mayor Kristal Chopp, Tom Masschaele, Linda Vandendriessche, Michael Columbus, Chris Van Paassen, Ian Rabbitts, Amy Martin, Kim Huffman

Absent with  
Regrets: Ryan Taylor

Also Present: Al Meneses, Brandon Sloan, Bill Cridland, Shelley Darlington, Heidi VanDyk, Erin Anderson, Teresa Olsen, Kevin Klingenberg, Kathy Laplante

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1. **Ceremonial Activities**
  2. **Approval of Agenda/Changes to the Agenda**

**Resolution No. 1**

**Moved By:** Councillor Rabbitts

**Seconded By:** Councillor Van Paassen

THAT the agenda be approved with the following amendments:

Item: 11.6.2 Staff Report CAO 22-052 Procedure By-law Review –draft proposed by-law replaced due to clerical and formatting errors

Item 10.3 regarding the Police Services Board meeting minutes be moved to item 7.3 under Communications

**Carried.**

3. **Disclosure of Pecuniary Interest**
4. **Early Closed Session**

**5. Consent Items**

**Resolution No. 2**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Rabbitts

THAT the following items be approved on consent:

**5.1 ZNPL2021364 – An application has been received to amend the existing Resort Residential Zone (RR) by adding a site-specific special provision to permit smaller lot area, larger lot coverage and building height for a proposed new vacation home**

THAT the zoning amendment application ZNPL2021364 by DALM CONSTRUCTION LIMITED on behalf of CHERYL RITCHIE and agent MHBC PLANNING affecting the lands described as 55 Ordnance Avenue, Turkey Point, Norfolk County to amend the Zoning By-Law 1-Z-2014 from Resort Residential Zone (RR) to Resort Residential Zone (RR) with a special provision, BE APPROVED as identified as Attachment C;

AND THAT the comments received for this application be considered as part of the decision, as outlined in staff report CD 22-011.

**5.2 Bid Award Report for RFP EIS-ENG-22-72 Geotechnical Services, CS-22-072**

THAT Staff Report CS 22-072, Additional Bid Ward for the Period Ending March 29, 2022 – R FP EIS-ENG-22-72 Geotechnical Services, be received as information;

AND THAT the Chief Administrative Officer be authorized to execute a contract with DS Consultants Ltd. for Request for Proposal **EIS-ENG-22-72 Geotechnical Services** in the amount of \$95,160.00 (excluding HST).

**Carried.**

**6. Presentations & Deputations**

**7. Communications**

Shelley Darlington, General Manager of Corporate Services responded to questions of Council in regards to item 7.1 Memo Accompanying By-Law 2022-33.

### **Resolution No. 3**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Van Paassen

THAT the Council receive as information the communication items inclusive of:

#### **7.1 Memo Accompanying By-Law 2022-33 - CS-22-069**

THAT the Information Memo regarding By-Law 2022-xx Being a By-Law to Amend By-Law 2021-125 to Establish User Fees and Service Charges be received as information.

#### **7.2 Bid Award EIS-ENG-22-52-Design-Build Norfolk County Road 45 Bridge Replacement and Road Construction**

THAT the Information Memo regarding Bid Award – EIS-ENG-22-53 Design/Build Norfolk County Road 45 Bridge Replacement and Road Construction be received as information.

#### **7.3 Police Services Board Minutes - March 23, 2022**

THAT the March 23, 2022 Police Services Board Minutes be received.

**Carried.**

### **8. Approval of Minutes**

#### **8.1 Council Minutes - March 22, 2022 (Open and Closed)**

#### **8.2 Special Council Minutes - April 12, 2022 (Open and Closed)**

### **Resolution No. 4**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Masschaele

THAT the April 12, 2022 Special Council Minutes (open and closed) and the March 22, 2022 Council minutes (open and closed) be approved, signed by the Mayor and Clerk, and affixed with the Corporate Seal.

**Carried.**

### **9. Reports of Committees of the Whole**

#### **9.1 Public Hearings Committee Minutes - April 5, 2022**

#### **9.2 Council-In-Committee Minutes - April 12, 2022 (Open and Closed)**

Resolution 8 affiliated with CS-22-051 regarding Salary Gapping Savings and Position Vacancies and Resolution 22 affiliated with OPS 22-009 regarding Forestry Farm Road Gas Well were pulled from the April 12, 2022 Council-in-Committee minutes.

Al Meneses, Chief Administrative Officer responded to questions of Council.

**Resolution No. 5**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Huffman

THAT the April 5, 2022 Public Hearings Committee Minutes and the balance of April 12, 2022 Council-In-Committee Open and Closed Minutes excluding Resolution 8 and 22 be approved.

**Carried.**

**Resolution No. 6**

**Moved By:** Councillor Martin

**Seconded By:** Councillor Vandendriessche

THAT Report CS-22-051 Salary Gapping Savings and Position Vacancies be received as information;

AND THAT staff develop a Salary Gapping Policy and Procedure as outlined within this report;

AND FURTHER THAT Council provide staff with the authority to recruit temporary resources after the budget has been passed that are 100% funded from various sources other than additional levy or rate funding.

**Carried.**

**Resolution No. 7**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Van Paassen

THAT Staff Report OPS 22-009 Forestry Farm Road Gas Well Update be received as information;

AND THAT Council authorizes staff to move forward with Option 1, plugging the Forestry Farm Road Gas Well;

AND THAT the Forestry Farm Gas Well Project (Project 2132002) be amended by \$175,000 to a total budget amount of \$890,000 to include the additional costs associated with plugging the gas well;

AND THAT the funding for the Forestry Farm Gas Well Project be amended to include \$140,000 from the Council Initiative Reserve Fund, and \$750,000 of Ministry Funding for the plugging of the gas well.

**Carried.**

## **10. Reports of Committees**

### **10.1 Agricultural Advisory Board Minutes - March 23, 2022**

Resolution 3 regarding Short Term Rental Study nomination and Resolution 9 regarding road entrances and permitting requirements were pulled from the March 23, 2022 Agricultural Advisory Committee meeting minutes for Council approval.

#### **Resolution No. 8**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Van Paassen

THAT the presentation by Brandon Sloan, General Manager of Community Development, regarding options for utilizing bunkhouses during offseason be received as information;

AND THAT the Board nominates Chair Zamecnik to join the Short Term Rental Study.

**Carried.**

#### **Resolution No. 9**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Vandendriessche

THAT the Director of Roads be requested to provide guidelines to the agricultural community on road entrances and permitting requirements for the next scheduled meeting.

**Carried.**

**10.2 Tourism and Economic Development Advisory Board Minutes -  
March 30, 2022**

Resolution 2 regarding Year of the Garden initiatives was pulled from the March 30, 2022 Tourism and Economic Development Advisory Board minutes for Council approval.

**Resolution No. 10**

**Moved By:** Councillor Martin

**Seconded By:** Councillor Columbus

THAT staff be requested to promote the Year of the Garden through the initiatives recommended by the Year of the Garden Sub-Committee and supported by staff as outlined in the Work Plan;

AND THAT applicable Norfolk County Boards and Committees be encouraged to promote the Year of the Garden;

AND FURTHER THAT Communication staff be requested to develop electronic messaging to promote the Year of the Garden.

**Carried.**

**10.3 Telecommunications Advisory Committee Minutes - March 31, 2022**

**Resolution No. 11**

**Moved By:** Councillor Rabbitts

**Seconded By:** Councillor Huffman

THAT the March 23, 2022 Agricultural Advisory Board, March 30, 2022 Tourism and Economic Development Advisory Board and March 31, 2022 Telecommunications Advisory Committee Meeting Minutes be received as information.

**Carried.**

**11. Staff Reports/Discussion Items**

**11.1 Health & Social Services**

**11.2 Community Development Division**

**11.2.1 Bill 109, CD-22-046**

Brandon Sloan, General Manager of Community Development, presented and responded to questions of Council.

## **Resolution No. 12**

**Moved By:** Councillor Martin

**Seconded By:** Councillor Huffman

THAT report CD-22-046 Bill 109, More Homes for Everyone Act, 2022 be received as information;

AND THAT the comments from report CD 22-046 Bill 109, along with any additional staff and Council comments, be submitted to the Ministry of Municipal Affairs and Housing and the Haldimand-Norfolk MPP as part of the provincial commenting period; including

1. concern regarding provincial legislation that would financially penalize municipalities (and potentially impact taxpayers to offset fees that should be paid by growth) should stringent provincial development timelines not be met;
2. the need for increased funding resources to assist with further staff capacity requirements to meet the timelines;
3. clarity on timelines for agency feedback, provincial review, applicant obligations and other details about implementation of the proposed refunds;
4. concerns surrounding reduced public input times;

AND FURTHER THAT the province continue to further consult and work with rural municipalities, their housing authorities and service managers, non-profits and industry stakeholders on funding plans for housing and for streamlined development approvals in rural municipalities.

**Carried.**

### **11.3 Environmental and Infrastructure Services Division**

### **11.4 Operations Division**

### **11.5 Corporate Services Division**

### **11.6 Office of the Chief Administrative Officer**

#### **11.6.1 Summer Student Wages – Budget Amendment CAO-22-050**

Erin Anderson, Director of Human Resources, presented and responded to questions of Council.

**Resolution No. 13**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Columbus

THAT Staff Report CAO-22-050, Summer Student Wages, be received as information;

AND THAT, Norfolk County Council authorize Staff to finalize recruitment for the 2022 Summer Student group utilizing the wage information as outlined in Option #1 and Option #2 of this report;

AND FURTHER THAT the 2022 operating budgets be amended to include minimum wage announcements and to accommodate Option #1 and Option #2 as outlined in this report with funding to be provided from federal student grants.

**Carried.**

**11.6.2 Procedure By-law Review, CAO-22-052**

Teresa Olsen, County Clerk, presented.

**Resolution No. 14**

**Moved By:** Councillor Rabbitts

**Seconded By:** Councillor Martin

THAT Staff Report CAO 22-052 Procedure By-law Review be received for information,

AND THAT Council authorize staff to proceed with a 30 day online public consultation process.

**Carried.**

**11.6.3 MS Awareness Month, CAO-22-057**

Teresa Olsen, County Clerk, presented.

**Resolution No. 15**

**Moved By:** Councillor Martin

**Seconded By:** Councillor Vandendriessche

THAT the staff report regarding MS Awareness Month be received as information;



AND THAT the month of May be proclaimed as MS Awareness Month in Norfolk County annually;

AND FURTHER THAT the MS Awareness Flag be flown at the Norfolk County Administration Building for the month of May.

**Carried.**

## **12. By-Laws**

### **12.1 By-law 2021-106 Being a by-law to provide for drainage works in the Corporation of Norfolk County for the Highway 6 Drain**

#### **Resolution No. 16**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Rabbitts

THAT By-law 2021-106 be given 3rd reading and signed by the Mayor and Clerk.

**Carried.**

### **12.2 By-law 2021-107 Being a by-law to provide for a drainage works in the Corporation of Norfolk County for the Paauw Drain**

#### **Resolution No. 17**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Masschaele

THAT By-law 2021-107 be given 3rd reading and signed by the Mayor and Clerk.

**Carried.**

### **12.3 By-law 2022-22 Being a By-law to Amend By-law 2011-189, as Amended, to Regulate Parking within Norfolk County**

### **12.4 By-law 2022-25 Being a By-Law to amend By-Law 2021-115 as amended, to authorize the appointment of additional Municipal Law Enforcement Officers in Norfolk County, CAO-22-049**

### **12.5 By-law 2022-26 Being a By-Law to Authorize the Execution of an Essential Ambulance Services Collective Agreement between The**

**Corporation of Norfolk County and the Ontario Public Service  
Employees' Union, Local 279**

- 12.6 By-law 2022-27 Being a By-Law to Designate Part of a Registered Plan of Subdivision not to be Deemed a Registered Plan of Subdivision for property Lot 2, Block 15, Plan 207, Norfolk County; being all of PIN 50246-0047 LT**
- 12.7 By-law 2022-28 Being a By-Law to Designate Part of a Registered Plan of Subdivision not to be Deemed a Registered Plan of Subdivision for property being Lots 22-23, Plan 133; Norfolk County; being all of PIN 50267-0562 LT**
- 12.8 By-law 2022-30 Being a By-law to regulate election signs in Norfolk County**
- 12.9 By-law 2022-31 Being a By-Law to amend the Former Township of Delhi By-Law 25-92, as amended, being a by-law to erect stop signs on highways under its jurisdiction.**
- 12.10 By-law 2022-33 Being a By-Law to Amend By-Law 2021-125 to Establish User Fees and Service Charges**
- 12.11 By-law 2022-34 Being a By-Law to Stop up, Close and Convey Part of the Lane, Block 76C, Registered Plan 182, Town of Simcoe, Norfolk County, being Part 1, 37R-11471, being Part of PIN 50228-0050 LT**
- 12.12 By-law 2022-36 Being a By-Law to Amend the Former City of Nanticoke By-Law 7-78, as amended, being a by-law to regulate traffic on City Roads/Street**
- 12.13 By-law 2022-37 Being a By-Law to Amend the Former Township of Delhi By-Law 26-74, as amended, being a by-law to authorize speed limits**
- 12.14 By-law 2022-38 Being a By-Law to Amend the Former Township of Norfolk By-Law 176-76, as amended, being a by-law to authorize speed limits**
- 12.15 By-law 2022-39 Being a By-Law to assume part of Jaylin Crescent, Plan 439 as a public highway.**
- 12.16 By-law 9-Z-2022 Being a By-Law to Amend Zoning By-law 1-Z-2014, as amended, for property described as Lots 22 to 23, Plan 133, Geographic Township of Charlotteville, Norfolk County in the name of Cheryl Elaine Ritchie**

**Resolution No. 18**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Columbus

THAT By-Laws 2022-22, 2022-25 to 2022-28 inclusive, 2022-30 to 2022,31 inclusive, 2022-33 to 2022-34 inclusive, 2022-36 to 2022-39 inclusive and By-law 9-Z-2022 be approved and that the by-laws be signed by the Mayor and Clerk and affixed with the Corporate Seal.

**Carried.**

**13. Motions**

**13.1 Councillor Huffman Re: Waterford Land Use Planning Framework**

**Resolution No. 19**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Martin

WHEREAS there is expected growth, development, and change anticipated in Waterford;

THEREFORE BE IT RESOLVED, THAT a project regarding a review of the land use planning framework – a Waterford Plan – be referred to the 2023 Budget and divisional business plan priorities for consideration.

**Carried.**

**14. Notices of Motion**

**15. General Announcements**

**16. Closed Session**

**Resolution No. 20**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Rabbitts

That council enter closed session at 2:05 PM to discuss Funding Update for the Port Rowan Water Treatment Facility pursuant to Section 239(2)(h) of the Municipal Act, 2001, as amended as the subject matters pertains to information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

**Carried.**

**16.1 Funding Update**

**Resolution No. 21**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Van Paassen

That council reconvene in open session at 2:14 p.m.

**Carried.**

Council was provided an update for information in closed session.

**17. Confirming By-Law**

**17.1 By-law 2022-35 Being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Regular Council Meeting Held on the 19th Day of April 2022**

**Resolution No. 22**

**Moved By:** Councillor Rabbitts

**Seconded By:** Councillor Masschaele

THAT By-law 2022-35 Being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Regular Council Meeting Held on the 19th Day of April 2022 be approved, signed by the Mayor and Clerk, and be affixed with the Corporate Seal.

**Carried.**

**18. Adjournment**

**Resolution No. 23**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

THAT Council be adjourned at 2:15 p.m.

**Carried.**

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Mayor

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Clerk