
**The Corporation of Norfolk County
Council-in-Committee Minutes**

May 14, 2024

1:00 p.m.

Council Chambers

**Norfolk County Administration Building
50 Colborne St. S., Simcoe ON**

Present: M. Columbus, Chair, A. Martin, Mayor, D. Brunton, A. Duthie, K. Huffman, T. Masschaele, L. Vandendriessche, C. Van Paassen, A. Veri,

Staff Present: M. Balaban, Project Director, Engineering, K. Brandt, Committee Coordinator, B. Cridland, General Manager of Operations, S. Davis, Director, Environmental Services, A. Fanning, Treasurer/Director, Financial Management and Planning, R. Fleming, Tax Collector/Manager, Revenue Services, A. Grice, General Manager of Environmental and Infrastructure Services Division, H. VanDyk, General Manager, Corporate Services, D. Lambert, Director, Engineering, A. Meneses, Chief Administrative Officer, S. Page, General Manager, Health and Social Services, T. Rodrigues, Deputy Clerk, B. Sloan, General Manager of Community Development Division, M. Van Laeken, Drainage Program Coordinator

1. Disclosure of Pecuniary Interest

None disclosed.

2. Approval of Agenda/Changes to the Agenda

Resolution No. CIC-125

Moved By: Councillor Brunton

Seconded By: Mayor Martin

That agenda item 6.5 and 6.5.1 be deferred to a future meeting date when the deputation can attend.

Carried.

Resolution No. CIC-126

Moved By: Councillor Masschaele

Seconded By: Councillor Veri

That the agenda be approved as amended.

Carried.

3. Early Closed Session

Resolution No. CIC-127

Moved By: Councillor Masschaele

Seconded By: Councillor Van Paassen

That Council-in-Committee enter closed session at 1:09 p.m., pursuant to the Municipal Act, 2001, as amended, section 239(2)(b)(d)(e) and (f) to discuss matters pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees; and
- labour relations or employee negotiations; and
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried.

Resolution No. CIC-128

Moved By: Councillor Van Paassen

Seconded By: Councillor Masschaele

That Council-in-Committee reconvene in open session at 2:33 p.m.

Carried.

The Deputy Clerk advised that in closed session that items 3.1 and 3.2 were received for information and that direction was provided to staff.

3.1 Legal Advice – Litigation Matter

3.2 Talent Management Strategy – Presentation by BDO Canada

Councillor Vandendriessche left the meeting at 2:33 p.m.

4. Report from Early Closed Session

4.1 Talent Management Strategy Presentation - BDO Canada

Stephanie Potter, Manager, Corporate Initiatives, introduced the presentation by BDO Canada.

Sara Hopkins and Robyn Ackerman, Managers at BDO Canada, presented with the aid of a slide deck.

4.1.1 Staff Report - Talent Management Strategy, CAO-24-043

Stephanie Potter, Manager, Corporate Initiatives, presented the report and responded to questions of Committee.

Al Meneses, CAO, responded to questions of Committee.

Amy Fanning, Treasurer/Director, Financial Management and Planning, responded to questions of Committee.

Resolution No. CIC-129

Moved By: Councillor Masschaele

Seconded By: Councillor Huffman

That Council receives Report CAO-24-043 - Talent Management Strategy; and

That Council hereby directs staff to proceed with the creation of a permanent full-time Organizational Specialist Human Resource position responsible for leading the implementation of the Talent Management Strategy; and

That Council hereby directs staff to adjust the Norfolk County's non-union salary bands to align each pay band to the 60th percentile of the market, within a pay-for-performance framework.

Carried.

5. Consent

Resolution No. CIC-130

Moved By: Councillor Brunton

Seconded By: Councillor Van Paassen

That Consent items 5.1 to 5.5 be approved as presented.

5.1 2023 Development Charge Obligatory Reserve Fund Annual Statement, CS-24-059

THAT Report CS 24-059, 2023 Development Charges Obligatory Reserve Fund Annual Statement be received as information;

AND FURTHER THAT the 2023 Development Charge Annual Reserve Fund Statement be made available on Norfolk County's website or upon request.

5.2 Special Event 2024-05 - Delhi BIA Ford Mustang Car Show - Temporary Road Closure - CS-24-032

THAT the Information Memo regarding the Special Event 2024-05 – Delhi BIA Ford Mustang Car Show be received as information.

5.3 Special Event 2024-06 - Port Dover Pinup Picnic - Temporary Road Closure - CS-24-052

THAT the Information Memo regarding the Special Event 2024-06 Port Dover Pinup Picnic Temporary Road Closure 2024 be received as information.

5.4 Special Event 2024-20 - Helpers in Heels - Temporary Road Closure - CS-24-074

THAT the Information Memo regarding the Special Event 2024-20 – Helpers in Heels be received as information.

5.5 Special Event 2024-08 - Pride Day 2024 - Temporary Road Closure CS-24-078

THAT the Information Memo regarding the Special Event 2024-08 Pride Day 2024 Temporary Road Closure 2024 be received as information.

Carried.

6. Deputations

6.1 Maryan Gemus re: Municipal Water Bill

Maryan Gemus provided a deputation and responded to questions of Committee.

Resolution No. CIC-131

Moved By: Mayor Martin

Seconded By: Councillor Huffman

That the Deputation by Maryan Gemus regarding the Municipal Water Bill be received as information.

Carried.

6.2 Perthida Andrews re: Municipal Water Bill

Perthida (Faith) Andrews provided a deputation and responded to questions of Committee.

Resolution No. CIC-132

Moved By: Mayor Martin

Seconded By: Councillor Masschaele

That the Deputation by Perthida Andrews regarding the Municipal Water Bill be received as information.

Carried.

6.3 Janice Davy re: Municipal Water Bill

Janice Davy provided a deputation to Committee.

Andrew Grice, General Manager, Environmental and Infrastructure Services, responded to questions of Committee.

Resolution No. CIC-133

Moved By: Councillor Veri

Seconded By: Councillor Brunton

That the Deputation by Janice Davy regarding the Municipal Water Bill be received as information.

Carried.

6.4 Amie Ferris re: Port Dover Kinsmen Splash Pad

Amie Ferris provided a deputation and responded to questions of Committee.

Brandon Sloan, General Manager, Community Development, responded to questions of Committee.

Al Meneses, CAO, responded to questions of Committee.

Resolution No. CIC-134

Moved By: Councillor Masschaele

Seconded By: Councillor Veri

That the Deputation by Amie Ferris regarding the Port Dover Kinsmen Splash Pad be received as information.

Carried.

6.5 Whitney Donaldson re: Day Care

The deputation by Whitney Donaldson re: Day Care was deferred by resolution with the approval of the agenda.

6.5.1 Staff Report, Fee Waiver Request, CD-24-068

Staff Report CD-24-068 was deferred by resolution with the approval of the agenda..

That the Information Memo regarding the submitted site plan application SPPL2024093 for the development of a daycare facility in St. Williams be received as information.

And that Council provide a direction in regard to the requested site plan fee waiver of the site plan application SPPL2024093, 67 Queen St. W., St. Williams.

Council-in-Committee recessed at 4:03 p.m.

Council-in-Committee reconvened at 4:18 p.m.

7. Presentations

7.1 Customer Experience Strategy

Sam McFarlane, Manager, Accessibility and Special Projects, introduced consultant, Shawn Ashley, from The Experience Advisors.

Shawn Ashley, Consultant, presented with the aid of a slide deck and responded to questions of Committee.

Al Meneses, CAO, responded to questions of Committee.

Resolution No. CIC-135

Moved By: Councillor Masschaele

Seconded By: Councillor Van Paassen

That the Customer Experience Strategy presentation be received as information.

Carried.

Councillor Vandendriessche joined the meeting at 4:39 p.m.

8. Communications

Mayor Martin pulled Communication item 8.5 for further discussion.

Resolution No. CIC-136

Moved By: Mayor Martin

Seconded By: Councillor Veri

That Communication items 8.1 to 8.7 be received as information.

- 8.1 Letter from Cindy Mitton-Wilkie, Fisheries and Oceans Canada, Ontario and Prairie Region Team Leader re: Lake Erie Watershed Engagement
- 8.2 Emergency Management and Civil Protection Act Compliance Results
- 8.3 Letter from the Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs re: EDCO Awards of Excellence
- 8.4 Grand River Conservation Authority re: Watershed-based Resource Management Strategy – Consultation Period
- 8.5 Letter from Dr. Leslyn Lewis, MPP, to the Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities re: Norfolk County Inter Urban Water System
- 8.6 Petition re: Multi Purpose Floor Use - Recreation Centre
- 8.7 Letter from the Hon. Todd McCarthy, Minister of Public and Business Service Delivery re: Online Marriage License Application Pilot Program

Carried.

9. Staff Reports/Discussion Items

9.1 Health and Social Services Division

No staff reports.

9.2 Community Development Division

9.2.1 Standardization of Archives High Density Storage System, CD-24-057

Brandon Sloan, General Manager, Community Development, presented the report.

Resolution No. CIC-137

Moved By: Councillor Veri

Seconded By: Councillor Vandendriessche

That Staff Report CD-24-057, Standardization of Archives High Density Storage System, be received as information; and

That Council permit a single source standardization of the Spacesaver Wheelhouse Mechanical Assisted High Density Storage System for a ten (10) year term; and

Further that Council approves Spacesaver Solutions Limited as the single source supplier of the Wheelhouse Mechanical Assisted High Density Storage System pursuant to section 4.8.4 of Norfolk County Purchasing Policy CS-02.

Carried.

9.3 Environmental and Infrastructure Services Division

9.3.1 Norfolk County Shoreline Assessment, EIS-24-035

Andrew Grice, General Manager, Environmental and Infrastructure Services, introduced the report and responded to questions of Committee.

Morgan Van Laeken, Drainage Program Coordinator, presented the report and responded to questions of Committee.

Al Meneses, CAO, responded to questions of Committee.

Resolution No. CIC-138

Moved By: Mayor Martin

Seconded By: Councillor Brunton

That Staff report EIS-24-035, Norfolk County Shoreline Assessment be received as information with all materials contained in the Attachments, prepared by W.F. Baird & Associates Coastal Engineers Limited; and,

Further that the financial impacts related to the implementation of shoreline

management projects and additional assessments be referred to the 2025-2034 Capital Plan deliberations for consideration and inclusion as appropriate.

Carried.

9.3.2 Stormwater Program Update, EIS-24-013

Andrew Grice, General Manager, Environmental and Infrastructure Services, introduced the report and responded to questions of Committee.

Stephanie Davis, Director, Environmental Services, presented the report and responded to questions of Committee.

Resolution No. CIC-139

Moved By: Councillor Brunton

Seconded By: Councillor Huffman

That Staff Report EIS-24-013 Stormwater Program Update be received as information.

Carried.

9.3.3 Norfolk Road Safety Committee - EIS-24-038

Andrew Grice, General Manager, Environmental and Infrastructure Services, presented the report and responded to questions of Committee.

Resolution No. CIC-140

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That the Information Memo regarding the Norfolk Road Safety Committee be received as information.

Carried.

9.3.4 Pre-Tender Budget Amendment Updates for the Port Dover Wastewater Treatment Plant Upgrades - Phase 1, EIS-24-033

Mariana Balaban, Project Director, Engineering, presented the report and responded to questions of Committee.

Amy Fanning, Treasurer/Director, Financial Management and Planning, responded to questions of Committee.

Andrew Grice, General Manager, Environmental and Infrastructure Services, responded to questions of Committee.

Resolution No. CIC-141

Moved By: Councillor Van Paassen

Seconded By: Councillor Brunton

That Staff Report EIS-24-033 Pre-Tender Budget Amendment Updates – Port Dover Wastewater Treatment Plant Upgrades - Phase 1 be received as information; and

That the Approved Capital Budget for Project 5831507 Port Dover WWTP Upgrades Phase 1 be amended (increased) by \$7,658,000 to a total allocation of \$37,037,000 (rounded, incl. net HST) with funding to be provided from the CCBF Reserve Fund, and the issuance of debentures; and

That Council delegate the tender award and execution of the Port Dover Wastewater Treatment Plant Upgrades construction contract to the Chief Administrative Officer should the tender close during Council recess, provided the tender values are within the approved budget; and

Further That Council authorizes a new consultant agreement be executed with the engineering consultant for the construction administration and inspection services required for the Port Dover Wastewater Treatment Plant Upgrades Phase 1 completion including retainage of statutory holdback of 10% as outlined in the Construction Act starting in 2024 after tender award and construction contract execution.

Carried.

9.4 Operations Division

9.4.1 Roadway Pavement Marking Budget Amendment, OPS-24-016

Bill Cridland, General Manager, Operations, presented the report and responded to questions of Committee.

Resolution No. CIC-142

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That staff report OPS-24-016 Roadway Pavement Marking Budget Amendment be received as information; and

That staff be authorized to execute a contract with Berkim Construction Inc. for Cooperative Bid for Transverse Line Painting in the amount of \$358,300 (rounded, incl. net HST); and

Further that the Final 2024 Levy Supported Operating Budget associated with Cooperative Bid for Transverse Line Painting be amended from \$154,800 to \$358,300 to accommodate the required increase of \$199,900.

Council-in-Committee recessed at 5:52 p.m.

Council-in-Committee reconvened at 6:15 p.m.

9.5 Corporate Services Division

9.5.1 Summary of Bid Awards for the Period Ending April 23, 2024, CS-24-063

Heidy VanDyk, General Manager, Corporate Services, presented the report.

Bill Cridland, General Manager, Operations, responded to questions of Committee.

John Regan, Director, Strategic Innovation and Economic Development, responded to questions of Committee.

Resolution No. CIC-143

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That Staff Report CS 24-063, Summary of Bid Awards for the period ending April 23, 2024, be received as information; and

That the Director, Roads be authorized to execute a contract with Dufferin Construction Company, Black Armour Asphalt Products Inc. and GIP Paving Inc. for Request for Tender OPS-RDS-24-70 Supply and Pick-Up of Hot Mix and Cold Patch Asphalt in the amount of \$1,553,600 (excluding HST); and

That the Director, Environmental Services be authorized to execute a contract with Civica Infrastructure Inc. for Request for Tender EIS-ES-24-05 County Wide Inflow and Infiltration Program 2024-2029 in the amount of \$625,000 (excluding HST); and

That the Director, Strategic Innovation and Economic Development be authorized to execute a contract with Workforce Planning Board of Grand Erie for Request for Proposal CD-ED-24-05 Quality of Life for Workers Study in the amount of \$36,100 (excluding HST); and

Further that the Levy Supported Operating Budget associated with Request for Proposal CD-ED-24-05 Quality of Life for Workers Study be amended from \$25,000 to \$37,000 (rounded, incl. net HST) to accommodate the required increase of \$12,000 with the variance to be funded by offsetting savings within the Economic Development department.

Carried.

9.5.2 Provincial Download – Provincial Offences Act Part III Prosecution Services, CS-24-061

Amy Fanning, Treasurer/Director, Financial Management and Planning, introduced the report.

Rob Fleming, Tax Collector/Manager, Revenue Services, presented the report.

Resolution No. CIC-144

Moved By: Councillor Veri

Seconded By: Councillor Huffman

That Report CS-24-061 Provincial Download – Provincial Offences Act Part III Prosecution Services be received for information; and

That Norfolk County accepts responsibility for the prosecution of Provincial Offences Act Part III matters as directed by the Province starting September 1, 2024; and

That Norfolk County enters into an agreement for prosecution services with Ross & McBride for Part III matters starting September 1, 2024; and

Further that the Treasurer/Director, Financial Management & Planning be authorized to execute any documents required to enact the transfer.

Carried.

9.6 Office of the Chief Administrative Officer

No staff reports.

10. Motions

None.

11. Notice of Motions

11.1 Mayor Martin's Notice of Motion

Mayor Martin introduced the following Notice of Motion:

That staff be directed to investigate options for Council's consideration on motorcycle parking configurations for Main Street in Port Dover on Friday the 13th; and

Further that consultation with Fire, EMS, OPP and other Emergency Management occur.

12. Other Business

None.

13. Announcements

None.

14. Late Closed Session

Resolution No. CIC-145

Moved By: Councillor Veri

Seconded By: Mayor Martin

That Council-in-Committee enter closed session at 6:32 p.m., pursuant to the Municipal Act, 2001, as amended, section 239(2)(c) to discuss matters pertaining to:

- a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried.

Resolution No. CIC-146

Moved By: Mayor Martin

Seconded By: Councillor Masschaele

That Council-in-Committee reconvene in open session at 6:54 p.m.

Carried.

15. Report from Late Closed Session

The Deputy Clerk advised that in closed session that items 14.1, 14.2, and 14.3 were received for information and that direction was provided to staff by Council.

14.1 Proposed Property Sale - Ward 6, CS-24-009

14.2 County Land Review – Proposed Property Sale – Ward 2, CS-24-071

14.3 County Land Review – Proposed Property Sale – Ward 7, CS-24-072

16. Adjournment

Resolution No. CIC-147

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That Council-in-Committee hereby adjourn at 6:55 p.m.

Carried.

Chair:

Clerk: