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

**October 9, 2024  
9:30 a.m.  
Council Chambers  
Norfolk County Administration Building  
50 Colborne St. S., Simcoe ON**

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

Staff Present: A. Meneses, Chief Administrative Officer, A. Grice, General  
Manager of Environmental and Infrastructure Services Division,  
B. Cridland, General Manager of Operations, B. Sloan, General  
Manager of Community Development Division, A. Fanning,  
Treasurer/Director, Financial Management and Planning,  
T. Rodrigues, Deputy Clerk, H. VanDyk, General Manager,  
Corporate Services, L. Castles, Committee Coordinator,  
W. Tigert, County Clerk, S. Page, General Manager of Health  
and Social Services, S. Potter, Manager, Corporate Initiatives,  
K. Lambrecht, Realty Services Specialist,  
D. Lambert, Director of Engineering, J. Horton, Program  
Manager, Housing Services, S. Rice, Director of Social Services  
and Housing, J. Blackburn, Marina Manager, D. Hunter, Director  
of Roads, J. Gallant, Fleet Services Supervisor, R. Fleming,  
Manager/Tax Collector, Revenue Services, J. Snell, Program  
Manager, Children's Services, N. Slote, Director of Recreation,  
M. Bokla, Supervisor, Waste Management

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**1. Disclosure of Pecuniary Interest**

Councillor Columbus declared a conflict of interest with agenda item 4.7. - "Drain Construction Billing - October 2024" as he has family members that own property in the drain catchment area.

## **2. Approval of Agenda/Changes to the Agenda**

Amended to move the following:

- Move agenda item 6.1 before the deputations at agenda item 5.
- Move agenda item 8.3.3 up to directly after the presentation at agenda item 6.1.
- Move agenda item 8.6.1 up to directly after the deputations at agenda item 5.

### **Resolution No. CIC-251**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Huffman

That the agenda be approved as amended.

**Carried Unanimously**

## **3. Early Closed Session**

### **Resolution No. CIC-252**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Brunton

That Council-In-Committee enter closed session at 9:33 a.m. pursuant to Section 239 (2) (c),(e) and (k) of the Municipal Act, 2001 as amended as the subject matters pertains:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

**Carried.**

### **Resolution No. CIC-253**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Huffman

That Council-in-Committee reconvene in open session at 10:38 a.m.

**Carried.**

**Resolution No. CIC-254**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Duthie

That the following closed session items be received as information and that committee provided direction to staff.

- 3.1 Ontario Land Tribunal – Update
- 3.2 Request for Municipal Responsibility Agreement - Ward 2
- 3.3 Municipal Property Update - Ward 6

**Carried.**

**4. Consent**

**Resolution No. CIC-255**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Brunton

That Consent items 4.1 to 4.6 be approved as presented.

**4.1 Provincial Offences Act Fine Collection Policy, CS-24-067**

That Report CS-24-067 Provincial Offences Act Fine Collection Policy be received as information; and

That Policy GP-020 Provincial Offences Act Fine Collection as included as Attachment, be approved effective immediately; and

Further that Council approve the striking of references to the Provincial Offences Act from Policy FS-30 Accounts Receivable Collection Policy and approve all other Policy amendments as outlined in Attachment 2, effective immediately.

**4.2 Special Event 2024-37 - Waterford Lions Pumpkinfest - Temporary Road Closure - CS-24-138**

THAT the Information Memo regarding Special Event 2024-37 – Waterford Lions Pumpkinfest be received as information:

**4.3 Connecting Link Program – 2025 Project Selection, EIS-24-079**

That EIS-24-079 be received as information; and

That an application for funding through the Connecting Link Program be

prepared and submitted for the Reconstruction of James St, Crosier Street to Wilson Avenue, Delhi; and

That the Council of Norfolk County declares:

1. The submitted Applications meet the requirements of Ministry of Transportation (MTO) Connecting Links Program as described in the Program Guide;
2. A comprehensive Asset Management Plan including connecting links has been completed and publicly posted;
3. The municipality will comply with the conditions that apply to designated connecting links under the Highway Traffic Act to ensure the safe and efficient movement of provincial traffic;
4. The project(s) put forward in the application will be completed and the milestones met as stated in the Application;
5. The Application is complete and factually accurate; and

Further That Norfolk County's funding be determined based on the proposed submission under the Connecting Links Program.

#### **4.4 Vacation Balances - CAO-24-102**

That the Information Memo regarding the updated Administrative Policy covering Norfolk's Non-Union Vacation Policy and vacation balances be received as information.

#### **4.5 CSRIF Stream 1 Project Selection, OPS-24-027**

That OPS-24-027 CSRIF Stream 1 Project Selection be received as information; and

Further That Staff be directed to apply for Stream 1 of the Community Sport and Recreation Infrastructure Fund as identified within this report.

#### **4.6 Sale of Lands for Tax Arrears - November 20, 2024 - CS-24-143**

That the Information Memo regarding the Sale of Lands for Tax Arrears – November 20, 2024, be received as information.

**Carried.**

Councillor Columbus declared a conflict of interest with agenda item 4.7. He abstained from the discussion and the vote and left the room for both the discussion and vote.

**Resolution No. CIC-256**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Duthie

That Consent item 4.7 be approved as presented.

**4.7 Drain Construction Billing – October 2024, CS-24-144**

THAT Staff report CS-24-144 Drain Construction Billing – October 2024 be received as information;

AND THAT the levying By-Law, as provided in Attachment A, be brought forward at the next Council meeting to levy and collect drainage assessments to all properties affected;

AND THAT \$208,384.49 of the County's assessment be funded by the Drainage Construction Reserve;

AND THAT \$196,825.49 of the County's assessment be applied against the Drain Allowance.

**Carried.**

Council-in-Committee recessed at 10:44 a.m.

Council-in-Committee resumed at 10:48 a.m.

**6. Presentations**

**6.1 Dr. Alina Turner, Helpseeker Technologies**

Dr. Alina Turner, Helpseeker Technologies presented and responded to questions.

Jessica Horton, Program Manager, Housing Services responded to questions.

Sarah Page, General Manager of Health and Social Services responded to questions.

**Resolution No. CIC-257**

**Moved By:** Councillor Masschaele

**Seconded By:** Mayor Martin

That the presentation be received as information.

**Carried.**

**Staff Report**

**8.3.3 Housing Services Review, HSS-24-043**

Jessica Horton, Program Manager, Housing Services presented the report and responded to questions.

Dr. Alina Turner, Helpseeker Technologies, responded to questions.

**Resolution No. CIC-258**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Vandendriessche

That Report HSS-24-043, Housing Services Review be received as information.

**Carried.**

**5. Deputations**

**Resolution No. CIC-259**

**Moved By:** Councillor Masschaele

**Seconded By:** Mayor Martin

That committee accept the six additional deputations.

**Carried.**

**5.1 Arlene Lach**

Arlene Lach, provided a deputation regarding agenda item 8.1.2 Service Level for Portable Toilets Throughout Norfolk County and responded to questions.

Bill Cridland, General Manager of Operations responded to questions.

**Resolution No. CIC-260**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Veri

That the deputation be received as information.

**Carried.**

**5.2 Warren Cummings**

Warren Cummings provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update.

Al Meneses, Chief Administrative Officer responded to questions.

Bill Cridland General Manager of Operations responded to questions.

**Resolution No. CIC-261**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Vandendriessche

That the deputation be received as information.

**Carried.**

**5.3 L. Keith Martin**

Did not attend.

**5.4 Janice Martin**

Janice Martin provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update.

**Resolution No. CIC-262**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Huffman

That the deputation be received as information.

**Carried.**

**5.5 Dianne Austin**

Dianne Austin provides a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update and responded to questions.

**Resolution No. CIC-263**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Mayor Martin

That the deputation be received as information.

**Carried.**

**5.6 Ron Bankes**

Ron Bankes provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update.

**Resolution No. CIC-264**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Columbus

That the deputation be received as information.

**Carried.**

**5.7 Paul Lipsit**

Paul Lipsit, Long Point Bay Yacht Club, provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update.

**Resolution No. CIC-265**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Veri

That the deputation be received as information.

**Carried.**

**5.8 Marion Gadsby**

Marion Gadsby provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update and responded to questions.

**Resolution No. CIC-266**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Masschaele

That the deputation be received as information.

**Carried.**



## **5.9 Keith Milner**

Keith Milner provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update responded to questions.

**Resolution No. CIC-267**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

That the deputation be received as information.

**Carried.**

## **5.10 Jennifer Dundas**

Jennifer Dundas provided a deputation regarding agenda item 8.6.1 Marina Ownership and Governance Options – Update and responded to questions.

**Resolution No. CIC-268**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Brunton

That the deputation be received as information.

**Carried.**

## **Staff Report**

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

#### **8.6.1 Marina Ownership and Governance Options - Update - CAO-24-099**

Stephanie Potter, Manager, Corporate Initiatives presented the report.

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

Bill Cridland, General Manager of Operations responded to questions.

Al Meneses, Chief Administrative Officer responded to questions.

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

Janet Blackburn, Marina Manager responded to questions.

**Resolution No. CIC-269**

**Moved By:** Councillor Veri

**Seconded By:** Councillor Masschaele

That the Information Memo regarding Marina Ownership and Governance Updates be received as information;

That Council retain public ownership of BOTH municipal marinas;

And further that staff be directed to reprioritize the capital budget for council's consideration, and;

Further that user fee increases be brought forward for Councils consideration at the upcoming budget;

And further that Council be presented with information for consideration to remove the levy contribution from the marina.

**Carried.**

Council-in-Committee recessed at 2:06 p.m.

Council-in-Committee resumed at 2:45 p.m.

**8.6.1.1 Communications Received**

**8.6.1.1.1 Letter from Macdonald Turkey Point Marina**

**Resolution No. CIC-270**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Vandendriessche

That the letter be received as information.

**Carried.**

**7. Communications**

Mayor Martin pulled item 7.2 for discussion.

**Resolution No. CIC-271**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Huffman

That communication items 7.1, 7.3 and 7.4 be received as information:

7.1 Letter from Assistant Deputy Minister Tara Shannon CWS

- 7.3 Email from Ministry of Labour, Immigration, Training and Skills Development
- 7.4 Letter from the Honourable Robert J. Flack, Minister of Agriculture, Food and Agribusiness

**Carried.**

**Resolution No. CIC-272**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Huffman

That communication items 7.2 be received as information.

- 7.2 SCOR EDC - Resolution

**Carried.**

**8. Staff Reports/Discussion Items**

**8.1 Operations Division**

**8.1.1 Budget Amendment for AVL/GPS System, OPS-24-026**

Bill Cridland, General Manager of Operations, Devin Hunter, Director, Roads, and Jordan Gallant, Fleet Services Supervisor presented the report and responded to questions.

**Resolution No. CIC-273**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Columbus

That staff report OPS-24-026, Budget Amendment for AVL/GPS System be received as information; and

That Council approves staff entering into a service contract with DiCan to supply an AVL/GPS system for Norfolk County fleet;

And That the Approved 2024 Capital Budget for the replacement of the County's automatic vehicle locating system, be amended from \$100,000 to \$150,000, with funding to be provided by the New/Incremental Capital Reserve..

**Carried.**

### **8.1.2 Service Level for Portable Toilets Throughout Norfolk County, OPS-24-025**

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

**Resolution No. CIC-274**

**Moved By:** Councillor Veri

**Seconded By:** Councillor Masschaele

That Staff Report, OPS-24-025 Service Level for Portable Toilets Throughout Norfolk County be received as information; and

That Council approves staff recommendation of increasing the level of service on portable toilet service to a minimum of 2 times per week from the 1 time a week minimum presently; and

Further that Council approve 3 additional portable toilets to be added to the 2025 tender document; and

Further that Council approve the permanent beach washrooms located on St. George Street in Port Dover be open 12 months a year; and

Further that Council authorizes a single source supply as outlined in Norfolk County Purchasing Policy CS-02, Section 4.8.4 with the Port Dover Board of Trade for a five (5) year term.

**Carried.**

## **8.2 Corporate Services Division**

### **8.2.1 Single Source Procurement for Surveying Services, CS-24-125**

Karen Lambrecht, Realty Services Specialist presented the report.

**Resolution No. CIC-275**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Vandendriessche

That Report CS-24-125 Single Source Procurement for Surveying Services be received as information;

And that Council permits a single source supply as outlined in section 4.8.4 of Norfolk County's Purchasing Policy CS-02, with

Jewitt and Dixon Ltd. for surveying services relating to real estate property for a two (2) year term;

And further that Council allow Realty Services, at its discretion, to have the option to continue to single source to Jewitt and Dixon Ltd. following the two (2) year term, for three (3) additional one (1) year terms.

**Carried.**

#### **8.2.2 Summary of Bid Awards for the Period Ending September 17, 2024, CS-24-131**

Heidy VanDyk, General Manager, Corporate Services presented the report and responded to questions.

Darnell Lambert, Director, Engineering responded to questions.

Bill Cridland, General Manager of Operations responded to questions.

##### **Resolution No. CIC-276**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Vandendriessche

That Staff Report CS 24-131, Summary of Bid Awards for the period ending September 17, 2024, be received as information; and

That the Director, Engineering be authorized to execute a contract with TM3 INC for Request for Tender **EIS-ENG-24-65 Delhi Mid-Block Pedestrian Signal Installation** in the amount of \$174,874.91 (excluding HST); and

Further that the approved Capital Budget associated with Request for Tender **EIS-ENG-24-65 Delhi Mid-Block Pedestrian Signal Installation** be amended from \$150,000 to \$198,000.00 (rounded, incl. net HST) to accommodate the required increase of \$48,000 with the variance to be funded by the New/Incremental Capital Reserve.

**Carried.**

### **8.2.3 Apportionment Property Tax Billing, CS-24-119**

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

**Resolution No. CIC-277**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

That report CS-24-119 regarding Apportionment Property Tax Billing be received as information;

That Council approve amendments as outlined in report CS-24-119 to the GP-005 Tax Collection Policy effective immediately;

And that Council adopt a By-law to delegate the powers granted to Council under section 356 (1) through (5) of the Municipal Act, 2001 to the Treasurer in accordance with section 23.1 of the Municipal Act, 2001.

**Carried.**

## **8.3 Health and Social Services Division**

### **8.3.1 Licensed Home Child Care Agency Service Agreement Extension, HSS-24-046**

Jennifer Snell, Program Manager, Children's Services presented the report.

**Resolution No. CIC-278**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Vandendriessche

That Council receive staff report HSS-24-046 Licensed Home Child Care Service Agreement Extension as information;

And that Council authorize staff to proceed with extending a single source service agreement with Today's Family, the current Licensed Home Child Care (LHCC) Service Provider, for an additional two (2) years beyond the end of the existing agreement on October 28, 2024;

And further that Children's Services proceed with securing long-term Licensed Home Child Care Agency services in the fall of 2026, in alignment with Norfolk County Purchasing Policy CS-02,

following implementation of the Ministry of Education's new funding formula, effective January 1, 2025.

**Carried.**

**8.3.2 10 Year Housing and Homelessness Plan – Year 9: 2023, HSS-24-037**

Jessica Horton, Program Manager, Housing Services presented the report.

**Resolution No. CIC-279**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Masschaele

That Staff Report HSS-24-037 10 Year Housing and Homelessness Plan Year 9, be received as information; and

That staff be directed to forward the 10-Year Housing and Homelessness Plan Year 9 Report to the Ministry of Municipal Affairs and Housing in accordance with the *Housing Services Act, 2011*; and

Further that staff be directed to post the 10-year Housing and Homelessness Plan 9-Year Report on the appropriate link of the Health and Social Services Division website.

**Carried.**

**8.4 Community Development Division**

**8.4.1 Ice Allotment and Conditions of Rental Policy Update, CD-24-093**

Nikki Slote, Director of Recreation presented and responded to questions.

**Resolution No. CIC-280**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Duthie

That Report CD-24-093 Ice Allotment and Conditions of Rental Update be received as information;

And that Policy CSD-09 - Ice Allotment and Conditions of Rental Policy be amended to change the 72 hours cancellation clause to 7-days notification.

**Carried.**

## **8.5 Environmental and Infrastructure Services Division**

### **8.5.1 Simcoe BIA Public Space Garbage Container Collection, EIS-24-080**

Merissa Bokla, Supervisor of Waste Management, presented the report.

**Resolution No. CIC-281**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Veri

That staff report EIS-24-080 be received as information; and

That the report be deferred to the October 16<sup>th</sup>, 2024, council meeting.

**Carried.**

### **8.5.2 Long Point Causeway Road Rehabilitation and Budget Update, EIS-24-082**

Darnell Lambert, Director of Engineering presented the report and responded to questions

**Resolution No. CIC-282**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Veri

That Report EIS-24-082 Long Point Causeway Road Rehabilitation and Budget Update be received as information; and

That staff be authorized to enter into a Contribution Agreement with Environment and Climate Change Canada (ECCC) pertaining to funding discussed within this report; and

That staff be authorized to execute a contract with Associated Paving and Materials Ltd. for the Provisional Items (Parts C-F) in



Tender **EIS-ENG-24-34 Long Point Causeway Road Rehabilitation** in the amount of \$1,197,202.00 (excluding HST); and

That Capital Project 5531719 - Long Point Causeway Bridge Replacement be closed, with the negative variance funded from the Roadway Construction Reserve; and

Further that the Approved Capital Budget for Project 5531704 - Long Point Causeway Road Reconstruction be amended (decreased) to \$4,859,000, with funding as identified in Table 2.

**Carried.**

### **8.5.3 Consolidated Speed Bylaw Norfolk County, EIS-24-066**

Darnell Lambert, Director of Engineering presented the report and responded to questions

**Resolution No. CIC-283**

**Moved By:** Councillor Columbus

**Seconded By:** Mayor Martin

That Report EIS 24-066 Consolidated Speed By-law Norfolk County be received as information; and

That all former by-laws prescribing rates of speeds on roads in the Former Region of Haldimand Norfolk, Township of Norfolk, Town of Simcoe, Township of Delhi, Former City of Nanticoke within Norfolk County and Norfolk County be repealed; and

That Norfolk County Council execute a Consolidated Speed By-law authorizing rate of speed limits for all roads Norfolk County; and

That staff be directed to post the required signs to identify the speed limit zones; and

Further that staff be directed to post a sign at the entrance Long Point advising that the speed limit is 40km/h on all streets unless otherwise posted.

**Carried.**

**9. Motions**

**10. Notice of Motions**

**10.1 Mayor Martin Notice of Motion**

Mayor Martin presented her Notice of Motion.

WHEREAS Norfolk County is currently facing a challenging financial position and a significant infrastructure gap.

WHEREAS members of the public do not have one comprehensive documents to reference outlining the historical financial position of Norfolk County

WHEREAS to better inform both Council and the public about the factors that have contributed to this situation, it is essential to compile a comprehensive historical report on the County's financials. This report will provide valuable context, highlight trends, and identify key policy decisions that have influenced our current financial standing.

**THEREFORE BE IT RESOLVED THAT** Norfolk County Council directs staff to prepare a report on the County's historical financials, including a high-level summary that provides an overview of the following:

1. The status of reserves over time, including growth, depletion, and annual balances;
2. Annual tax increases
3. Annual debt levels
4. Annual operating and capital budgets
5. Annual actual operating and capital expenditures
6. Annual contributions to reserves
7. The County's investments, including how they have been allocated and any returns or losses;
8. Investments spent within the community and their impact;
9. Analysis of spending habits, including any notable trends or shifts;
10. Policy improvements made in response to financial challenges;

11. The County's current financial position, including debt levels, revenue sources, and expenditures;

**AND THAT** the report include an explanation of how these factors have contributed to the current infrastructure gap and financial challenges;

**AND FURTHER THAT** this report be made available to the public as a resource to improve transparency and understanding of Norfolk County's financial history and present condition.

**AND FURTHER THAT** Staff report back to council in Q2 of 2025, after budget deliberations, or sooner, if possible.

**11. Other Business**

**12. Announcements**

Mayor Martin left the meeting at 4:30 p.m.

**13. Closed Session**

**Resolution No. CIC-284**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Columbus

That Council-In-Committee enter closed session at 4:29 p.m. pursuant to Section 239 (2)(b) and(c) of the Municipal Act, 2001 as amended as the subject matter pertains:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

**Carried.**

Councillor Huffman left the meeting at 4:30 p.m.

**Resolution No. CIC-285**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Columbus

That Council-in-Committee reconvene in open session at 4:57 p.m.

**Carried.**

**Resolution No. CIC-286**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Duthie

That the following closed session items be received as information and that committee provide direction to staff.

**13.1 County Owned Land Update - Ward 6**

**13.2 Simcoe BIA Board Appointments**

**Carried.**

**14. Adjournment**

**Resolution No. CIC-287**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Brunton

That the meeting be adjourned at 5:00 p.m.

**Carried.**

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Chair:

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Clerk: