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

July 8, 2025

10:00 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 Public Works, B. Cridland, General Manager of
Community and Development Services, A. Fanning,
Treasurer/Director, Financial Management and Planning,
T. Rodrigues, Deputy Clerk, H. VanDyk, General Manager,
Corporate Services, C. Saunders, Committee Coordinator,
S. Page, General Manager for Emergency and Social Services,
J. Graham, Supervisor, Financial Initiatives & Planning,
D. Lambert, Director of Engineering, S. Davis, Director,
Environmental Services, B. Wynnyckjy, Director of Planning,
R. Fleming, Tax Collector and Manager of Revenue Services,
S. Potter, Manager of Corporate Initiatives, J. Hodgson,
Manager of Purchasing Services, K. Kitchen, Supervisor of
Financial Operations and Internal Audits, K. Fanning, Deputy
Treasurer and Manager of Financial Operations and Systems,
C. Everets, Manager of Financial Planning and Reporting,
J. Carter, Senior Financial Analyst, L. Pye, Senior Financial
Analyst, B. Sylvester, Public Transportation and Business
Development Coordinator, M. Bokla, Supervisor of Waste
Management, J. Ready, Project Lead, Transportation.

Chair Duthie called the meeting to order at 10:01 a.m.

1. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest

2. Approval of Agenda/Changes to the Agenda

Resolution No. CIC-196

Moved By: Councillor Huffman

Seconded By: Councillor Masschaele

That the agenda be amended to bring forward staff report CD-25-079, Ontario Transit Investment Fund (OTIF) Grant Application to be the first staff report presented.

Having achieved a 2/3 vote that was

Carried.

Resolution No. CIC-197

Moved By: Mayor Martin

Seconded By: Councillor Vandendriessche

That the agenda be approved as amended.

Carried.

3. Early Closed Session

4. Consent

Resolution No. CIC-198

Moved By: Councillor Van Paassen

Seconded By: Councillor Brunton

That consent items 4.1 through 4.10 be received as information.

- **Special Event C2506-00068443 - Port Rowan Bayfest - Temporary Road Closure - CS-25-094**

That the Information Memo regarding the Special Event C2506-00068443 – Port Rowan Bayfest Temporary Road Closure be received as information.

- **Special Event C2505-00066814 - Port Dover Summer Festival Temporary Road Closure - CS-25-086**

That the Information Memo regarding the Special Event C2505-00066814 Port Dover Summer Festival Temporary Road Closure be received as information.

- **WiFi Connection - Turkey Point Pavilion - CS-25-097**

That the Information Memo regarding the Turkey Point WiFi Agreement between Execulink and Norfolk County be received as information, and

That the Mayor and Clerk be authorized to sign the agreement.

- **Haldimand Norfolk Housing Corporation Shareholder Resolutions, CS-25-104**

That Staff Report CS-25-104, Haldimand Norfolk Housing Corporation (HNHC) Shareholder Resolutions be received as information; and

That Council approve the three (3) resolutions contained within the report.

- **Projected 10-Year Reserve and Reserve Fund Schedules - CS-25-099**

That the Information Memo regarding the Projected 10-Year Reserve and Reserve Fund Schedules be received as information.

- **Special Event C2502-00057878 - Simcoe Heritage Friendship Festival - Temporary Road Closure - CS-25-085**

That the Information Memo regarding the Special Event C2502-00057878 Simcoe Heritage Friendship Festival Temporary Road Closure be received as information.

- **Special Event C2505-00068220 - Downtown Friday Nights - Temporary Road Closure - CS-25-082**

That the Information Memo regarding Special Event C2505-00068220 – Downtown Friday Nights Temporary Road Closure be received as information.

- **Special Event C2506-00070300 - Appreciation Day for Seasonal Migrant Workers - Temporary Road Closure - CS-25-103**

That the Information Memo regarding Special Event C2506-00070300 – Appreciation Day for Seasonal Migrant Workers Temporary Road Closure be received as information.

- **Updated Actuarial Valuations for Sick Leave, Post Employment Benefits, and WSIB - CS-25-093**

That the Information Memo be received as information.

- **Funding Adjustment - Development Charge-Eligible Project - CS-25-071**

That Staff Report CS-25-071 Funding Adjustment – Development Charge-Eligible Project be received as information; and

That Funding for Approved Capital Project 5832046 (Port Dover WTP Upgrades) be amended as reflected in Table 1; and

Further That staff be directed to incorporate the Port Dover Water Treatment Plant Upgrades in the upcoming Development Charges Background Study Update, to be funded in part by Development Charges.

Carried.

5. Communications

Resolution No. CIC-199

Moved By: Councillor Columbus

Seconded By: Councillor Masschaele

That the following communication items be received as information:

- Letter from Ministry of Energy and Mines

Carried.

7. Presentations

7.1 Norfolk County's Housing Needs Assessment

Jacob Graham, Supervisor of Financial Initiatives and Planning introduced the presentation.

Erik Karivenen, Manager from Watson, presented with the aid of a slide deck and responded to questions from the committee.

Resolution No. CIC-200

Moved By: Councillor Brunton

Seconded By: Councillor Masschaele

That the presentation be received as information.

Carried.

7.1.1 Norfolk County Housing Needs Assessment, CS-25-095

Jacob Graham, Supervisor for Financial Initiatives and Planning, spoke to the report and responded to questions.

Bohdan Wynnnyckyj, Director of Planning responded to questions.

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

Al Meneses, Chief Administrative Officer responded to questions.

Heidy Van Dyk, General Manager of Corporate Services responded to questions.

Resolution No. CIC-201

Moved By: Mayor Martin

Seconded By: Councillor Huffman

That CS-25-095 Norfolk County Housing Needs Assessment and all attachments be received as information.

Carried.

7.2 Audited Financial Statements

Kevin Kitchen, Supervisor of Financial Operations and Internal Audits, introduced the presentation and presented the staff report.

Matt McNally, Partner, Millard's Chartered Professional Accountants presented the 2024 Audited Financial Statements and responded to questions.

Kathryn Fanning, Deputy Treasurer, presented the staff report and responded to questions.

Resolution No. CIC-203

Moved By: Councillor Masschaele

Seconded By: Councillor Columbus

That the presentation be received as information.

Carried.

7.2.1 2024 Audited Financial Statements and Year End Performance Measures, CS-25-092

Kevin Kitchen, Supervisor of Financial Operations and Internal Audits, presented the staff report and responded to questions.

Kathryn Fanning, Deputy Treasurer, presented the staff report and responded to questions.

Al Meneses, Chief Administrative Officer, responded to questions.

Amy Fanning, Treasurer, responded to questions.

Heidy Van Dyk, General Manager of Corporate Services responded to questions.

Resolution No. CIC-204

Moved By: Councillor Van Paassen

Seconded By: Councillor Brunton

That Report CS-25-092 RE:2024 Audited Financial Statements and Year End Performance Measures be received as information; and

That the 2024 Consolidated Financial Statements for Norfolk County be received.

Carried.

8. Staff Reports/Discussion Items

8.5 Office of the Chief Administrative Officer

8.5.1 Ontario Transit Investment Fund (OTIF) Grant Application, CD-25-079

John Reagan, Director of Economic Development, presented the report and responded to questions.

Blaire Sylvester, Public Transportation and Business Development Coordinator presented the report and responded to questions.

Amy Fanning, Treasurer, responded to questions.

Resolution No. CIC-205

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That staff report CD-25-079 Ontario Transit Investment Fund (OTIF) Grant Application be received as information; and

That Council support staff in proceeding with OTIF funding applications aligned with both current and potential expanded service levels, as identified in the 2025 Transit Master Plan, with final service level decisions to be made during 2026 Levy Operating Budget discussions; and

That staff return to Council during levy budget deliberations with a comprehensive update on Ride Norfolk's future, including service level options, ridership performance, and financial sustainability beyond the OTIF program.

Carried.

8.1 Community and Development Services

8.2 Emergency and Social Services

8.3 Public Works

Committee recessed at 12:31 p.m.

Committee reconvened at 1:02 p.m.

6. Deputations

6.1 Jim Greenwood, Long Point Area Fish and Game Club

Jim Greenwood, Long Point Area Fish and Game Club, provided his deputation and answered questions from committee.

Resolution No. CIC-206

Moved By: Councillor Veri

Seconded By: Councillor Van Paassen

That the deputation be received as information.

Carried.

8. Staff Reports/Discussion Items

8.3.1 Norfolk Road Safety Committee - June 2025 Meeting Update - PW-25-001

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

Resolution No. CIC-207

Moved By: Mayor Martin

Seconded By: Councillor Veri

That the Information Memo regarding the June 2025 Norfolk Road Safety Committee meeting be received as information.

Carried.

8.3.2 Automated Speed Enforcement – Update and Next Steps, EIS-25-018

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

Jack Ready, Project Manager, Transportation, responded to questions.

Resolution No. CIC-208

Moved By: Councillor Huffman

Seconded By: Councillor Veri

That EIS-25-018 Automated Speed Enforcement – Update and Next Steps be received as information; and

That staff be authorized to enter into all necessary agreements to implement and operate an automated speed enforcement pilot program, including but not limited to, the service agreement with Local Authority Services, Joint Processing Centre Agreement, the camera provider, and the Ministry of Transportation; and

That staff begin the preparation, as outlined in the report, to implement automated speed enforcement with an anticipated camera operating in Q1 2026; and

That staff report back to council with an update on camera locations and a proposed schedule; and

That an allocation of \$25,800 be included as a Council Approved Initiative (CAI) in the Proposed 2026 Levy Operating Budget to implement an automated speed enforcement pilot program; and

Further that staff report back to Council 12 months after the pilot program with details on the program's effectiveness, and financial and resourcing impacts.

Carried.

8.3.3 The Town of Delhi Water Servicing, EIS-25-024

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

Councillor Columbus provided comments on behalf of the resident of Delhi.

Resolution No. CIC-209

Moved By: Councillor Van Paassen

Seconded By: Councillor Veri

That report EIS-25-024, The Town of Delhi Water Servicing be received as information.

Carried.

8.3.4 Award of EIS-ES-25-08 Curbside Waste Collection 2026-2033, EIS-25-025

Merissa Bokla, Supervisor of Waste Management, presented the report and responded to questions.

Stephanie Davis, Director of Environmental Services, presented the report.

Andrew Grice, General Manager of Public Works, responded to questions.

Resolution No. CIC-210

Moved By: Councillor Huffman

Seconded By: Mayor Martin

That Report EIS-25-025, Award of EIS-ES-25-08 Curbside Waste Collection 2026-2033 be received as information; and

That the Chief Administrative Officer be authorized to execute a contract with Norfolk Disposal Services Ltd for RFP EIS-ES-25-08 Curbside Waste Collection 2026-2033; and

That an allocation of \$1,016,500 be included as a Council Approved Initiative (CAI) in the Proposed 2026 Levy Operating Budget to reflect the award of curbside collection, transfer & haulage, and disposal for all programs, to be funded by an approximate increase of 0.8% to the net levy requirement; and

That an allocation of \$5,029,000 be included as a Council Approved Initiative (CAI) in the Proposed 2026 Levy Operating Budget to reflect the estimated one-time cost of procuring carts for an automated service delivery, to be fully funded by excess investment income earned in 2024, resulting in a 0.0% impact to the net levy requirement; and further

That an allocation of \$2,759,100 be included as a Council Approved Initiative (CAI) in the Proposed 2027 Levy Operating Budget to reflect the award of curbside collection, transfer & haulage, and disposal for all programs.

Carried.

8.3.5 Inter-Urban Water Supply – Update and Next Steps, PW-25-002

Andrew Grice, General Manager of Public Works, presented the report and responded to questions.

Al Meneses, Chief Administrative Officer, responded to questions.

Resolution No. CIC-211

Moved By: Mayor Martin

Seconded By: Councillor Van Paassen

That Report PW-25-002, Inter-Urban Water Supply – Update and Next Steps be received as information; and

That Council direct staff to review alternative water delivery methods for Norfolk County in the absence of the required funding (66%) to implement the Inter-Urban Water Supply Phase 1 - Simcoe; and

That Council authorize staff to utilize \$350,000 from the IUWS engineering capital project (Project 5832045) to investigate alternative water delivery methods; and

Further that upon completion, staff present the findings of the review to Council to determine the appropriate next steps for Norfolk County's drinking water system.

Carried.

8.4 Corporate Services

8.4.1 CS-02 Purchasing Policy Updates, CS-25-015

Jacqueline Hodgson, Manager of Purchasing Services, presented the report and responded to questions.

Heidy Van Dyk, General Manager of Corporate Services responded to questions.

Resolution No. CIC-212

Moved By: Councillor Masschaele

Seconded By: Councillor Veri

That Staff Report CS-25-015, CS-02 Purchasing Policy Updates, be received as information; and

That Policy No. CS-02 Purchasing Policy, be approved as outlined in Attachment A – CS-02 Purchasing Policy – Final.

Carried.

8.4.2 Brownfield Development Charge Grant Request (File BFD-001), CS-25-026

Lisa Pye, Senior Financial Analyst presented the report and responded to questions.

Resolution No. CIC-213

Moved By: Councillor Columbus

Seconded By: Councillor Huffman

That report CS-25-026 – Brownfield Development Charge Grant Request (File: BFD-001) be received as information; and

That the property located at 257 West Church St., Waterford (as outlined in Appendix 1) be designated as a Brownfield for the purposes of the exemption for brownfield developments as outlined under section 5.4 of By-law 2019-100; and

Further that the development exemption amount be capped at the lower of the eligible remediation costs of \$177,391.21 as determined by program guidelines and the development charges that would be otherwise payable for the development.

Carried.

8.4.3 Summary of Bid Awards for the Period Ending June 17, 2025, CS-25-090

Jacqueline Hodgson, Manager of Purchasing Services, presented the report and responded to questions.

Resolution No. CIC-214

Moved By: Councillor Masschaele

Seconded By: Councillor Brunton

That Staff Report CS 25-090, Summary of Bid Awards for the period ending June 17, 2025, be received as information; and

That the Director, Environmental Services be authorized to execute a contract with Robert M Simon Construction Ltd for Tender **EIS-ES-25-12 Judd Industrial Park Pond SWM-S6 - Liner Remediation** in the amount of \$268,760.58 (excluding HST); and

That the Director, Engineering and Asset Management be authorized to execute a contract with Associated Paving & Materials Ltd. for Tender **EIS-ENG-25-37 Turkey Point Hot Mix** in the amount of \$433,976.25 (excluding HST); and

Further that the Approved Capital Budget for **EIS-ENG-25-37 Turkey Point Hot Mix** for project 5532529 be amended (decreased) by \$458,000 to a total budget of \$487,000, with funding to be provided from the Roadway Construction Reserve (\$438,000) and the Roads Development Charge Reserve Fund (\$49,000).

Carried.

8.4.4 Debt Management Policy, CS-25-068

Jacob Graham, Supervisor, Financial Initiatives & Planning presented the report.

Resolution No. CIC-215

Moved By: Councillor Brunton

Seconded By: Mayor Martin

That Staff Report CS-25-068 be received as information; and

Further that Policy No. GP-029 Debt Management Policy, be approved as outlined in Attachment 1.

Carried.

8.4.5 2026 Budget Timetable and Guidance, CS-25-105

Chris Everets, Manager of Financial Planning and Reporting, presented the report and responded to questions.

Resolution No. CIC-216

Moved By: Councillor Veri

Seconded By: Councillor Masschaele

That Report CS-25-105 2026 Budget Timetable and Guidance be received as information; and

That Council approve the adoption of a revised methodology for calculating mileage reimbursements, whereby the Canada Revenue Agency (CRA) mileage rate is utilized, effective with the development of the 2026 operating budgets; and

Further That Council approves the recommended 3.5% inflationary increase to user fees for incorporation into the 2026 user fee update and budget development.

That the Mayor accepts the guidelines contained within this report and that staff be directed to use these guidelines in preparation of the 2026 budgets as prescribed by legislation and subject to the regulations, where the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the head of council of the municipality.

That this Mayor directive be formalized in writing and in accordance with the legislation and regulations.

Carried.

8.4.6 Community Engagement Framework, CS-25-106

Katherine McCurdy, Director of Customer Service and Communications, presented the report.

Resolution No. CIC-217

Moved By: Councillor Veri

Seconded By: Councillor Huffman

That the report be received as information; and

That Council adopt the Community Engagement Framework.

Carried.

Committee recessed at 2:56 p.m.

Committee reconvened at 3:09 p.m.

8.5 Office of the Chief Administrative Officer

8.5.2 Community Led Initiatives – Turkey Point Playground Expansion, CAO-25-083

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

Bill Cridland, General Manager of Community and Development Services, responded to questions.

Resolution No. CIC-218

Moved By: Councillor Van Paassen

Seconded By: Councillor Columbus

That Report CAO-25-083, Community Led Initiatives – Turkey Point Playground Expansion be received for information; and

That Council approve the Turkey Point Summerfest Community Committee's Community Led Initiatives Application for a playground expansion in Turkey Point Park, pending the following:

- The execution of a contract between Norfolk County and the project's General Contractor, Henderson Recreation Equipment Limited, pending Council's approval to single source the vendor;
- The execution of an agreement between the County and Turkey Point Summerfest Community Committee prior to construction;
- Norfolk County's review and approval of all project plans and specifications;
- The transfer of all capital project funds to Norfolk County prior to construction;

That Council authorize the Mayor and Clerk to enter into an agreement with Turkey Point Summerfest Community Committee;

And that Council authorize the Mayor and Clerk to enter into an agreement with Henderson Recreation Equipment Limited for the construction of a new swing bridge and removal of the existing kopman spinner in Turkey Point Park, permitting a single source supply as outlined in section 4.8.4 of Norfolk County's Purchasing Policy CS-02;

And further that the Approved Capital Budget be amended to include an allocation of \$36,000 for New Playground Equipment at Turkey Point Park, to be funded by \$32,000 in external recoveries and \$4,000 from the General Capital Replacement Reserve.

Carried.

8.5.3 Establishment of a Lobbyist Registry, CAO-25-078

Al Meneses, Chief Administrative Officer introduced the report and responded to questions from the committee.

Ethan Russell, Clerks Administrative Student presented the report and responded to questions from the committee.

Resolution No. CIC-219

Moved By: Councillor Van Paassen

Seconded By: Councillor Brunton

That Report CAO-25-078, which outlines the establishment and implementation of a Lobbyist Registry, be received as information;

Carried.

Resolution No. CIC-220

Moved By: Councillor Van Paassen

Seconded By: Councillor Masschaele

To amend the motion to add financial consideration.

Carried.

Resolution No. CIC-221

Moved By: Councillor Veri

Seconded By: Councillor Huffman

That Council approve the creation of a Lobbyist Registry for Norfolk County, and direct staff to prepare a corresponding By-law and Code of Conduct and ;

That the financial considerations and any budget amendments be included in a future staff report.

Councillor Brunton requested a recorded vote.

Yes: (4) Councillor Duthie, Mayor Martin, Councillor Veri, Councillor Huffman

No: (5) Councillor Brunton, Councillor Columbus, Councillor Masschaele, Councillor Vandendriessche, Councillor Van Paassen,

Defeated.

8.5.4 Whistleblower, Waste and Fraud Hotline Report, CAO-25-076

Sydney Stornini, Office of the Chief Administrative Officer Student, presented the report.

Al Meneses, Chief Administrative Officer, responded to questions from the committee.

Resolution No. CIC-222

Moved By: Mayor Martin

Seconded By: Councillor Veri

That CAO-25-076 – Whistleblower, Waste and Fraud Hotline Report be received as information;

And That Council approves the creation of a Waste and Fraud Hotline to allow Norfolk County employees and community members to have a discrete and effective way to report inefficiencies and incidents of wrongdoing, with Option 2 in the staff report.

Carried.

9. Motions

10. Notice of Motions

Councillor Veri introduced his notice of motion.

10.1 Councillor Veri - Nelson St and Maple Boulevard

WHEREAS a petition from local residents previously. 2021-2022, led Council to direct staff to install an all-way stop at the intersection of Nelson Street West and Maple Boulevard in Port Dover, despite the stop not meeting technical warrants;

AND WHEREAS since the installation, concerns have been raised by area residents regarding non-compliance with the stop signs.

THEREFORE, BE IT RESOLVED THAT Council direct staff to review the current intersection controls at Nelson Street West and Maple Boulevard, including an assessment of applicable traffic control warrants that are considerate of the areas vehicular and pedestrian demands;

AND FURTHER THAT staff report back with recommendations on whether the all-way stop should be modified, removed, or replaced with other traffic control measures.

11. Other Business

12. Announcements

13. Closed Session

Resolution No. CIC-223

Moved By: Mayor Martin

Seconded By: Councillor Masschaele

That committee enter closed session at 4:28 p.m. pursuant to Section 239 (2) (c) (e) (k) of the Municipal Act, 2001 as amended as the subject matters pertain to:

(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.

- Staffing Operational Report
- Verbal Update - Property Matter, Ward 6
- Verbal Update - Property Matter, Ward 3
- Verbal Update - Ongoing Contract Negotiations, Ward 6

Carried.

Resolution No. CIC-224

Moved By: Councillor Masschaele

Seconded By: Councillor Columbus

That Council-in-Committee reconvened in open session at 5:23 p.m.

Carried.

Resolution No. CIC-225

Moved By: Councillor Vandendriessche

Seconded By: Councillor Van Paassen

That closed sessions items 13.1 and 13.2 be received as information and;

That closed session items 13.3 and 13.4 be received as information and staff were provided direction.

- Staffing Operational Report
- Verbal Update - Property Matter, Ward 6
- Verbal Update - Property Matter, Ward 3
- Verbal Update - Ongoing Contract Negotiations, Ward 6

Carried.

14. Adjournment

Resolution No. CIC-226

Moved By: Councillor Huffman

Seconded By: Councillor Masschaele

That the Council in Committee meeting be adjourned at 5:24 p.m.

Carried.

Chair: A. Duthie

Clerk: T. Rodrigues