

The Corporation of Norfolk County

Council-in-Committee Minutes

September 9, 2025

1:00 p.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 Development Division, A. Fanning, Treasurer/Director, Financial Management and Planning, T. Rodrigues, Deputy Clerk, H. VanDyk, General Manager, Corporate Services, W. Tigert, County Clerk, C. Saunders, Committee Coordinator, B. Nolan, Acting General Manager Emergency and Social Services, K. McCurdy, Director of Corporate Customer Service and Communications, M. Simoes, Director of Fleet and Facilities, E. Anderson, Director of Human Resources, N. Slote, Director of Recreation, K. Vanderhaeghe, Realty Services Specialist, B. Davis, Acting General Manager Social Services and Housing, J. Ready, Project Manager, Transportation, S. Potter, Manager of Corporate Initiatives, J. Reagan, Director of Economic Development.

Chair Duthie called the meeting to order at 1:00 p.m.

- 1. Disclosure of Pecuniary Interest**
No disclosures of pecuniary interest
- 2. Approval of Agenda/Changes to the Agenda**

Resolution No. CIC-227

Moved By: Councillor Brunton

Seconded By: Councillor Columbus

That the agenda be amended to include:

Early Closed Item 3.1 – Social Media Policy Background and Overview, pursuant to section 239(3.1) of the *Municipal Act, 2001* as amended, as the subject matter is for the purpose of educating or training members.

Late Closed Item 13.4 – Verbal Update to Ongoing Litigation, file pursuant to the Municipal Act 239 (2) e litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Add a deputation from Jennifer Day Re: Lamport Memorial Park

Having received 2/3 vote that was

Carried.

Resolution No. CIC-228

Moved By: Mayor Martin

Seconded By: Councillor Vandendriessche

That the agenda be approved as amended

Carried.

Councillor Veri entered the meeting at 1:04 p.m.

3. Early Closed Session

Resolution No. CIC-229

Moved By: Councillor Van Paassen

Seconded By: Councillor Masschaele

That Committee enter closed session at 1:05 p.m. to discuss an item pursuant to section 239(3.1) of the *Municipal Act, 2001* as amended, as the subject matter is for the purpose of educating or training members

Carried.

Resolution No. CIC-230

Moved By: Mayor Martin

Seconded By: Councillor Vandendriessche

That Council-in-Committee reconvened in open session at 1:25 p.m.

Carried.

Resolution No. CIC-231

Moved By: Councillor Columbus

Seconded By: Councillor Huffman

That the closed session item received as information

- Social Media Policy Background and Overview

Carried.

4. Consent

Councillor Masschaele requested to pull item 4.1 for discussion.

4.1 BHNCD SB Archives - CDS-25-016

Resolution No. CIC-232

Moved By: Councillor Masschaele

Seconded By: Councillor Van Paassen

That the Information Memo CDS-25-016 regarding the transfer of archival records from the Brant Haldimand Norfolk Catholic District School Board be received as information;

And that the Mayor and Clerk be authorized to execute the Transfer Agreement, and any other documents necessary to complete the transfer.

Carried.

Resolution No. CIC-233

Moved By: Councillor Columbus

Seconded By: Councillor Vandendriessche

That consent items 4.2 through 4.12 be received as information.

- **Update - Port Dover Beach Buoys, CDS-25-026**

That Staff Report CDS-25-026 "Update - Port Dover Beach Buoys" be received as information; and

That staff be directed to maintain status quo regarding the Schedule 1 limits for the Port Dover Beach Buoys; and

That staff install swim markers to further enhance the confines of the Schedule 1 limits.

- **10 Year Housing and Homelessness plan – Year 10, 2024, ESS-25-005**

That Staff Report ESS-25-005 10-Year Housing and Homelessness Plan Year 10, be received as information; and

That staff be directed to forward the 10-Year Housing and Homelessness Plan – Year 10 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 – Year 10 Report on the appropriate link of the Health and Social Services Division website.

- **Provincial Allocation of Ontario Priorities Housing Initiative (OPHI) and Canada-Ontario Community Housing Initiative (COCHI) Funding and Investment Plan 2025/2026 – Budget Amendment, ESS-25-007**

That Staff Report ESS 25-007, Provincial Allocation of OPHI and COCHI Funding and Investment Plan 2025/2026 – Budget Amendment be received as information; and

That Council accept the COCHI funding in the amount of \$838,700 and the OPHI funding in the amount of \$446,400; and

That Council authorize the Treasurer and Clerk to sign the required Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing; and

That Council approve the per program funding allocations as outlined in this staff report; and inclusive of amending the Approved 2025 Operating Budget as outlined in Tables 1 and 2; and

Further that the COCHI and OPHI Investment Plan containing the per program allocations be submitted to the Ministry of Municipal Affairs and Housing.

- **Sale of Lands for Tax Arrears - November 5, 2025 - CS-25-123**

That the Information Memo regarding the Sale of Lands for Tax Arrears – November 5, 2025 be received as information.

- **AMO 2025 - CAO-25-087**

That the information Memo regarding the Association of Municipalities of Ontario (AMO) 2025 Annual General Meeting and Conference be received as information: and

That going forward, Norfolk identify backup delegates to be on call, should scheduled participants (elected officials and staff) be unable to attend both the AMO and ROMA conferences.

- **Revised Policy and Guidelines for Section 357-359 Applications, CS-25-114**

That report CS-25-114 Revised Policy and Guidelines for Section 357-359 Applications be received as information; and

That By-law 2019-54 be amended in accordance with Appendix 1 of this report with an effective date of January 1, 2026; and

Further that Council endorses Governance Policy-034 for Section 357-359 Applications as included as Appendix 2 of this report with an effective date of January 1, 2026.

- **Capital Status Report – July 31, 2025, CS-25-110**

That Report CS-25-110 Capital Status Report – July 31, 2025 be received as information; and

That the recommendations contained within Report CS-25-110 and its appendices be approved; and

Further that the Minor Scope Changes (3) identified within the Finance Comments be received as information.

- **Special Event C25005-00065243 - Hounds of Erie Winery 7km Run and Walk - Temporary Road Closure - CS-25-127**

That the Information Memo regarding Special Event C2505-00065243 – Hounds of Erie Winery 7km Run/walk Temporary Road Closure be received as information.

- **Special Event C2505-00065903 - Waterford Lions Pumpkinfest - Temporary Road Closure - CS-25-126**

That the Information Memo regarding Special Event C2505-00065903 – Waterford Lions Pumpkinfest be received as information:

- **Special Event C2505-00068243 - Norfolk Applefest - Temporary Road Closure - CS-25-098**

That the Information Memo regarding Special Event C2505-00068243 – Norfolk Applefest Temporary Road Closure be received as information.

- **County Policy Updates - CS-25-122**

That the Information Memo regarding the process of updating County policies to the current Governance Policy/Administrative Directive framework be received as information.

Carried.

5. Communications

Resolution No. CIC-234

Moved By: Mayor Martin

Seconded By: Councillor Veri

That communication items 5.1 and 5.2 be received as information.

- Letter from Bereavement Authority of Ontario
- Email from Raymond Cho, Minister for Seniors and Accessibility

Carried.

6. Deputations

6.1 **Andrea Binkle**

Re: Norfolk Haldiman Community Hospice and Residence

Andrea Binkle, Executive Director of Norfolk Haldimand Community Hospice and Residence, presented her deputation and responded to questions from committee.

Resolution No. CIC-235

Moved By: Councillor Huffman

Seconded By: Mayor Martin

That the deputation be received as information.

Carried.

6.2 **Jennifer Day**

Re: Lamport Memorial Park

Jennifer Day presented her deputation and responded to questions from the committee.

Resolution No. CIC-236

Moved By: Councillor Van Paassen

Seconded By: Councillor Veri

That the deputation be received as information.

Carried.

7. Presentations

7.1 Doug MacMillan, The Letter M

Doug MacMillan, The Letter M, presented with the aid of a slide deck and responded to questions from committee

Resolution No. CIC-237

Moved By: Councillor Veri

Seconded By: Mayor Martin

That the presentation be received as information.

Carried.

7.1.1 Communications, Marketing and Engagement Strategy, CS-25-125

Katherine McCurdy, Director of Corporate Customer Service and Communications presented the report and responded to questions from committee.

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

Resolution No. CIC-239

Moved By: Councillor Vandendriessche

Seconded By: Councillor Veri

That Staff report CS-25-125 be received as information; and

That Council endorse the Communications, Marketing and Engagement Strategy as presented.

Carried.

8. Staff Reports/Discussion Items

8.1 Community and Development Services

8.1.1 Future of Lampport Park Options Report, CDS-25-031

Michael Simoes, Director of Fleet and Facilities, presented the report and responded to questions from committee.

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

Resolution No. CIC-240

Moved By: Councillor Van Paassen

Seconded By: Councillor Columbus

That Staff Report CDS-25-031 Future of Lamport Park Options Report be received as information; and

That staff be directed to proceed with Option # 3 of the report.

Carried.

Committee recessed at 2:36 p.m.

Committee reconvened at 2:53 p.m.

8.1.2 Port Dover Lions Agreement – Community Centre Operations, CDS-25-049

Nikki Slote, Director of Recreation, presented the report.

Resolution No. CIC-241

Moved By: Councillor Van Paassen

Seconded By: Councillor Veri

That Staff Report CDS-25-049 Port Dover Lions Agreement – Community Centre Operations be received for information; and

That the Mayor and CAO be authorized to execute an updated agreement between Norfolk County and the Port Dover Lions Club for the operations of the Port Dover Lions Community Centre to reflect an increase in the annual commission rate from 50% to 60% of all revenue generated; and further

That the change to the annual commission rate be effective July 1, 2025.

Carried.

8.1.3 Request for Easement over part of Road Allowance Between Concessions 2 & 3, Windham, being Part 4 on Plan 37R-11794; Norfolk County, CS-25-088

Karen Vanderhaeghe, Realty Services Specialist presented the report.

Resolution No. CIC-242

Moved By: Councillor Columbus

Seconded By: Councillor Van Paassen

That Staff Report CS-25-088, Request for Easement over part of Road Allowance Between Concessions 2 & 3, Windham, being Part 4 on Plan 37R-11794; Norfolk County, be received as information;

That Council grant an easement for an existing gas line under the County's Road Allowance Between Concessions 2 & 3, Windham; being Part 4 on Plan 37R-11794; Norfolk County;

That the property owner be responsible for all costs associated with implementing this easement agreement, including staff time spent;

And further that the Mayor and Clerk be authorized and directed to enter into an easement agreement with the property owner and execute all necessary documents required to finalize the transaction.

Carried.

8.2 Corporate Services Division

8.2.1 Summary of Bid Awards for the Period Ending August 19, 2025, CS-25-119

Heidy Van Dyk, General Manager of Corporate Services presented the report.

Resolution No. CIC-243

Moved By: Councillor Huffman

Seconded By: Councillor Masschaele

That Staff Report CS 25-119, Summary of Bid Awards for the period ending August 19, 2025, be received as information;

And that the Director, Environmental Services be authorized to execute a contract with Froese Excavating Ltd. for Quotation **PW-**

ES-25-02 County Road 57 Drain Reconstruction in the amount of \$41,289.16 (excluding HST);

And further that the Approved Capital Budget for **PW-ES-25-02 County Road 57 Drain Reconstruction** for Project 5931152 be amended (increased) by \$10,000 to a total budget of \$68,000, with funding to be provided from the Drain Construction Reserve (\$55,000) and External Recoveries (\$13,000).

Carried.

8.2.2 Revised Council Remuneration 2026 - 2030, CS-25-113

William Tigert, Clerk, presented the report and responded to questions

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

Amy Fanning, Treasurer, responded to questions from committee.

Resolution No. CIC-244

Moved By: Councillor Vandendriessche

Seconded By: Councillor Veri

That Council receive report numbered CS-25-113, Revised Council Remuneration as information; and

That commencing December 1, 2026, the remuneration for Members of Council shall be established as follows:

1. The Mayor's annual remuneration shall be set at 75 percent of the annual salary of a Member of Provincial Parliament (MPP), which at the current MPP salary of \$157,350 equates to \$118,012.
2. The annual remuneration for each Councillor shall be set at 50 percent of the Mayor's salary, which at the above calculation equates to \$59,006.
3. These rates shall be automatically adjusted in accordance with any changes to the MPP salary, and this methodology and calculation shall remain in effect until altered by a subsequent resolution of Council.

Carried.

8.3 Emergency and Social Services

8.3.1 Service Manager Approval to Merge Long Point Area Non-Profit Housing Corporation into Haldimand-Norfolk Housing Corporation, ESS-25-003

Brian Davis, Acting Director, Social Services and Housing presented the report.

Matt Downen, Executive Director Haldimand Norfolk Housing Corporation responded to questions from committee

Resolution No. CIC-245

Moved By: Councillor Masschaele

Seconded By: Councillor Van Paassen

That Report ESS-25-003 be received as information; and

That Norfolk County, as the Consolidated Municipal Service Manager, give consent to Long Point Area Non-Profit Housing Corporation (LPAHC), to transfer its assets and liabilities into Haldimand-Norfolk Housing Corporation (HNHC), and dissolve the Board of Directors of LPAHC as of December 31, 2025;

And that Norfolk County authorize the Mayor and Clerk to enter into an operating agreement with HNHC for the operation of 38 Erie Avenue, Port Rowan, after the mortgage ends on the property on November 1st, 2025;

And that the Norfolk County Council authorize the Acting Director of Social Services and Housing to communicate this Service Manager consent to the respective Boards and the Ministry of Municipal Affairs and Housing in accordance with the Housing Service Act.

Carried.

8.4 Public Works

8.4.1 Traffic By-Law Amendments – September 2025, PW-25-003

Jack Ready, Project Manager of Transportation, presented the report and responded to questions from committee

Darnell Lambert, Director of Engineering, responded to questions.

Resolution No. CIC-246

Moved By: Councillor Huffman

Seconded By: Councillor Vandendriessche

That Staff Report PW-25-003, Traffic By-Law Amendments – September 2025, be received as information; and

That Norfolk County Council amend the Consolidated Traffic Control By-law to implement an all-way stop condition at Harbour Street and St George Street in Port Dover; and

That Norfolk County Council amend the Consolidated Traffic Control By-law to implement an all-way stop condition at Harbour Street and St Andrew Street in Port Dover; and

That Norfolk County Council amend the Consolidated Traffic Control By-law to implement an all-way stop condition at Harbour Street and Main Street in Port Dover; and

That Norfolk County Council amend the Consolidated Traffic Control By-law to remove the eastbound stop sign at Brantford Road and Church Street in Delhi from the Consolidated Traffic Control By-law to reflect current control conditions; and

That Norfolk County Council amend the Consolidated Speed By-law to implement a 50km/h speed limit on Ireland Road between Lynn Valley Road to 800m north of St John's Road in Simcoe; and

That Norfolk County Council amend the Consolidated Speed By-law to implement a 50km/h speed limit on Mill Pond Road from Vittoria Road to the southern limit in Vittoria; and

Further that Norfolk County Council amend by-laws 2023-58 and 2024-68 to reflect the proper street name of the community safety zone on Norfolk Street North between Union Street and Hawthorne Ave.

Carried.

8.5 Office of the Chief Administrative Officer

8.5.1 Community Vibrancy Fund, CAO-25-086

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

John Reagan, Director of Economic Development, responded to questions from committee.

Resolution No. CIC-247

Moved By: Mayor Martin

Seconded By: Councillor Huffman

That staff report CAO-25-086 be received as information; and

That Council approve the establishment of a Community Vibrancy Fund as outlined in this report; and

That Council direct staff to create a Community Vibrancy Fund Policy according to the terms outlined in this report; and

That Council direct staff, in consultation with external legal counsel, to develop a standard Community Vibrancy Fund Agreement.

Carried.

8.5.2 Artificial Intelligence (AI), CAO-25-084

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

Resolution No. CIC-248

Moved By: Mayor Martin

Seconded By: Councillor Veri

That CAO-25-084 – Artificial Intelligence (AI) Report be received as information;

And that Council approves the implementation of an Artificial Intelligence Policy for Norfolk County

And that upon Council approval of CAO-25-084 the Artificial Intelligence recommendations proceed to the budget process in the fall for financial analysis and Council consideration within the Proposed 2026 Levy Budget as a Discretionary NBI.

Carried.

9. Motions

No motions

10. Notice of Motions

No notice of motions

- 11. **Other Business**
- 12. **Announcements**
- 13. **Closed Session**

Resolution No. CIC-249

Moved By: Councillor Van Paassen

Seconded By: Councillor Masschaele

That Committee enter closed session at 4:20 p.m. to discuss items pursuant to Section 239 (2) (e) (h) (k) of the Municipal Act, 2001 as amended as the subject matter pertains:

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

(h) 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;

(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-250

Moved By: Councillor Van Paassen

Seconded By: Councillor Brunton

That Council-in-Committee reconvene in open session at 5:44 p.m.

Carried.

13.1 Insurance Claims and Litigation Updates

Resolution No. CIC-251

Moved By: Councillor Vandendriessche

Seconded By: Councillor Columbus

That the Insurance Claims and Litigation Updates received as information.

Carried.

13.2 Lease Approval to Sustain Emergency Housing Services

Resolution No. CIC-252

Moved By: Councillor Columbus

Seconded By: Councillor Brunton

That Lease Approval to Sustain Emergency Housing Services report be received as information; and

That the Mayor and Clerk be authorized to enter in to lease extension.

Carried.

13.3 Negotiations provided for under Section 378(1) of the Municipal Act, 2001, Tax Sale Extension Agreement

Resolution No. CIC-253

Moved By: Councillor Huffman

Seconded By: Councillor Van Paassen

That the Negotiations provided for under Section 378(1) of the Municipal Act, 2001, Tax be received for information; and

That staff were provided with direction.

Carried.

13.4 Verbal Update on Ongoing Litigation

Resolution No. CIC-254

Moved By: Councillor Masschaele

Seconded By: Mayor Martin

That the Verbal Update on Ongoing Litigation be received as information.

Carried.

14. Adjournment

Resolution No. CIC-255

Moved By: Councillor Huffman

Seconded By: Councillor Masschaele

That the meeting be adjourned at 4:46 p.m.

Carried.

Chair: A. Duthie

Clerk: W. Tigert