

## The Corporation of Norfolk County

### Council-in-Committee Minutes

October 15, 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 and Development Services, A. Fanning, Treasurer/Director, 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, B. Geerts, Director of Parks, Recreation and Culture, M. Bokla, Supervisor of Waste Management, J. Ready, Project Manager, Transportation, D. Lambert, Director of Engineering, N. Slote, Director of Recreation, B. Andress, Project Lead, J. Blackburn, Marina Manager

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Chair Veri called the meeting to order at 1:01 p.m.

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

**Resolution No. CIC-256**

**Moved By:** Councillor Van Paassen

**Seconded By:** Mayor Martin

That the agenda be amended to include the following:

Add one Communication Item: Item 5.2 from the Regional Municipality of Waterloo re: Amending Ontario Regulation 391/121

Remove Closed Session Item: 13.2 - Lease Negotiations for County Administrative Requirements to a future meeting date.

**Carried.**

**3. Early Closed Session**

No early closed session.

**4. Consent**

Councillor Van Paassen requested to pull item 4.5 2026 Council and Committee Meeting Schedule - CAO-25-069 for discussion.

**Resolution No. CIC-257**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Councillor Masschaele

That consent items 4.1 through 4.4 be received as information.

- **CS-25-112 Delegated Authority to Award Purchasing Activity January 1, 2025 - June 30, 2025**

That the Information Memo regarding the Delegated Authority to Award Purchasing Activity be received as information.

- **Remembrance Day Ceremonies - Temporary Road Closures - CS-25-134**

That the Information Memo regarding the Remembrance Day Ceremonies -Temporary Road Closures be received as information.

- **Drain Construction Billing – October 2025, CS-25-116**

That Staff report CS-25-116 Drain Construction Billing – October 2025 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

Further that the County's portion of the assessment be funded by the Drainage Construction Reserve.

- **June 30, 2025 Operating Variance Report, CS-25-139**

That Report CS-25-139 June 30, 2025 Operating Variance Report be received as information; and

That staff be directed to continue monitoring the 2025 Operating Budgets and take any reasonable steps to reduce or eliminate negative variances while mitigating any negative impact on service levels.

**Carried.**

**4.5 2026 Council and Committee Meeting Schedule - CAO-25-069**

Councillor Van Paassen requested to pull item 4.5 to discuss.

**Resolution No. CIC-258**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Brunton

That the Information Memo regarding the 2026 Council and Committee schedule be received as information; and

That Council approves the 2026 Council and Committee meeting schedule as outlined within the discussion section of this report.

That the time of September and October 2026 Public Hearing Committee Meetings be changed to 1:00 p.m.

**Carried.**

**5. Communications**

**Resolution No. CIC-259**

**Moved By:** Councillor Huffman

**Seconded By:** Mayor Martin

To receive commination item 5.1 as information.

- Municipal Law Enforcement Officers Association

**Carried.**

**6. Deputations**

**6.1 Sam Bunting**

**Re: Project on James Street in Delhi**

Sam Bunting, owner of Prominent Homes, presented his deputation and responded to questions from the committee.

**Resolution No. CIC-260**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

That the deputation be received as information.

**Carried.**

**6.2 Paul Lipsit**

**Re: Port Dover Harbour Marina Dredging**

Paul Lipsit presented his deputation with the aid of slide deck

**Resolution No. CIC-261**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Brunton

That the deputation be received as information.

**Carried.**

**7. Presentations**

**8. Staff Reports/Discussion Items**

**8.1 Public Works**

**8.1.1 Update on Non-Eligible Source Recycling Collection, PW-25-017**

Merisa Bokla, Supervisor of Waste Management, presented the report and responded to questions from committee.

William Tigert, County Clerk, responded to questions.

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

**Resolution No. CIC-262**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Masschaele

That the report be referred back to staff to provide more information at the next council meeting.

**Carried.**

**5.2 Regional Municipality of Waterloo**

Re: Amending Ontario Regulation 391/121

Councillor Van Paassen requested to pull this item to discuss after the staff report related to this item.

**Resolution No. CIC-263**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Brunton

That Council support the resolution from the municipality of Waterloo, and send a letter to all ministers, ministries and all municipalities.

**Carried.**

**8.1.2 St John's Road Traffic Control - Update, PW-25-012**

Jack Ready, Project Manager Transportation, presented the report.

**Resolution No. CIC-264**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Masschaele

That Report PW-25-012 St John's Road Traffic Control – Update, be received as information.

**Carried.**

Committee recessed at 2:33 p.m.

Committee reconvened at 3:49 p.m.

**8.2 Community and Development Services**

**8.2.1 Ice Allocation Policy Review, CDS-25-052**

Nikki Slote, Director of Recreation, introduced the report and responded to questions.

Brenda Andress, Project Lead presented with the aid of a slide deck and responded to questions.

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

**Resolution No. CIC-265**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Mayor Martin

Amendment to the Ice Allocation for U9 - U21 to 2 hours for Local League as outlined in Appendix A of the draft policy

**Carried.**

**Resolution No. CIC-266**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Mayor Martin

Amendment to remove the residential requirement.

**Carried.**

**Resolution No. CIC-267**

**Moved By:** Councillor Duthie

**Seconded By:** Councillor Brunton

That the report be deferred until the November Council in Committee Meeting.

**Carried.**

Committee recessed at 4:44 p.m.

Committee reconvened at 5:05 p.m.

Councillor Vandendriessche left the meeting at 5:05 p.m.

**8.2.2 Dredging Update – Port Dover & Port Rowan Harbour Marinas, CDS-25-074**

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

Brian Geerts, Director, Parks, Recreation & Culture presented the report and responded to questions.

Amy Fanning, Treasurer, responded to questions from committee  
Al Meneses, Chief Administrative Officer, responded to questions.

**Resolution No. CIC-268**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Van Paassen

That staff report Dredging Update – Port Dover & Port Rowan Harbour Marinas, CDS-25-074 be received for information; and

Further That staff be directed to explore options for dredging to restore services to an acceptable level, and report back with detailed costing to recommend a budget amendment or establish a more accurate budget in a future Draft 10-Year Levy Capital Plan.

**Carried.**

Councillor Duthie left the meeting at 5:05 p.m.

**8.3 Corporate Services Division**

**8.3.1 Procedural By-law Updates, CS-25-117**

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

Al Meneses, Chief Administrative Officer, responded to questions.

**Resolution No. CIC-269**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Columbus

That Staff Report CS-25-117 be received for information; and

That Council refer the report back to staff to make additional changes.

**Carried.**

**8.3.2 Norfolk County Business Registry System, CS-25-118**

Tracey Rodrigues, Deputy Clerk, presented the report and responded to questions from committee.

William Tigert, County Clerk, responded to questions from committee.

Amy Fanning, Treasurer, responded to questions from the committee.

**Resolution No. CIC-270**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Huffman

That Report CS-25-118, Norfolk County Business Registry System be received for information; and

That staff be directed to proceed with Option B as directed by Council.

That staff be directed to prepare the 2026 User Fees and Service Charges By-Law to reflect the Option supported by Council.

**Carried Unanimously.**

**9. Motions**

**10. Notice of Motions**

**10.1 Mayor Martin - Forestry Farm Gas Wells**

Whereas Norfolk County continues to work diligently with the Ministry of Natural Resources and Forestry (MNR), Atkins Réalis, and the multi-ministerial provincial working group to address the ongoing environmental and public safety concerns associated with the Forestry Farm Road (FFR) Gas Well;

AND WHEREAS Montrose Environmental has recently provided a series of technical recommendations regarding potential solutions and mitigation strategies for the FFR Gas Well, as part of the latest study and most recent recommendations focusing on short-term and longer-term steps towards a permanent solution;

AND WHEREAS Residents and stakeholders have expressed the need for regular updates, and an accessible summary of progress as Norfolk County and its partners advance toward a long-term solution;

NOW THEREFORE BE IT RESOLVED THAT:

1. Staff BE DIRECTED to work collaboratively with the Ministry of Natural Resources & Atkins Réalis, the recently hired project manager, and the multi-ministerial provincial working group to produce a comprehensive working chart/document outlining the updated status and progress of all revisions from Atkins Realis.

2. This chart/document shall include, for each recommendation:
  - Priority Ranking
  - Current Progress
  - Actions Required Prior to the Next Meeting
  - Current Lead or Responsible Agency/Department
  - Target Completion Date
3. The finalized chart/document shall be uploaded to Norfolk County's website, and when applicable, to the Grand Erie Public Health website, ensuring that the public has access to ongoing progress, updates and eliminated recommendations.
4. The chart/document shall be maintained and updated as significant milestones are reached, to ensure continuous progress tracking and public accountability.

**11. Other Business**

**12. Announcements**

**13. Closed Session**

**Resolution No. CIC-271**

**Moved By:** Councillor Masschaele

**Seconded By:** Councillor Van Paassen

That committee enter closed session at 6:13 p.m. to discuss an item pursuant to Section 239 (2) (b) and (k) 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.

(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-272**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Masschaele

That Council-in-Committee reconvene in open session at 6:47 p.m.

**Carried.**

**Resolution No. CIC-273**

**Moved By:** Councillor Masschaele

**Seconded By:** Mayor Martin

That closed session item be received as information and;

That staff were provided directions.

- Norfolk-Lynnwood Agreement Update

**Carried.**

**14. Adjournment**

**Resolution No. CIC-274**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Masschaele

That the meeting be adjourned at 6:49 p.m.

**Carried.**

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Chair: A. Veri

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Clerk: W. Tigert