

## The Corporation of Norfolk County

### Council-in-Committee Minutes

December 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 and Development Division, 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, R. Napman, Manager of Risk and Insurance, B. Geerts, Director of Parks, Recreation and Culture, R. Fleming, Manager of Revenue Services, D. Lambert, Director of Engineering, M. Simoes, Director of Facilities, K. Darbshire, Realty Services Specialist, S. Clarysse, Project Lead, Energy and Facilities

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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-301**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Huffman

That the agenda be amended to include the following changes;

- To add deputation from Tim Rodger regarding Surplus Land

- To add notice of Motion from Councillor Veri.
- To move item 4.8 Marina Dredging Update: Port Rowan and Port Dover, CDS-25-11 from consent to Staff reports.
- Councillor Veri has requested to pull Communication Item 5.1 Letter from Mayor Martin and Councillor Veri Re: MNRF Funding for Port Dover Fisheries
- Councillor Van Paassen has requested to pull Consent item 4.5, CDS-25-108 Update to Valuations of Road Allowances, Streets, Lane and Alleys for further discussion.

**Carried.**

**Resolution No. CIC-302**

**Moved By:** Councillor Vandendriessche

**Seconded By:** Mayor Martin

That the agenda be approved as amended

**Carried.**

**3. Early Closed Session**

**Resolution No. CIC-303**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Duthie

That committee enter closed session at 1:03 p.m. to discuss pursuant to Section 239 (2) (a) (f) of the Municipal Act, 2001 as amended as the subject matter pertains:

(a) the security of the property of the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**Carried.**

**Resolution No. CIC-304**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Vandendriessche

That Council-in-Committee reconvene in open session at 1:32 p.m.

**Carried.**

**Resolution No. CIC-305**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Huffman

That closed session items were received as information and directions were provided to staff.

- Legal Opinion received on the Dredging Operations and Implications at the Port Rowan Marina - Ward 1
- Cyber Insurance - All Wards

**Carried.**

**4. Consent**

Councillor Van Paassen requested that item 4.5 Update to Valuations of Road Allowances, Streets, Lanes and Alleys, CDS-25-108.

Staff advised the Chair of an administrative error in item 4.6 Committee Name Change – CS-25-168; that the name should be Haldimand and Norfolk Housing and Social Services Advisory Committee.

**Resolution No. CIC-306**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Brunton

That consent items 4.1 through 4.4 and 4.6 through 4.8 be received as information.

**4.1 Angling Road (Ward 7) Speed Limit Review, PW-25-024**

That report PW-25-024 Angling Road (Ward 7) Speed Limit Review be received as information;

And That, Council further amends the Rate of Speed By-Law to reduce the speed limit of Angling Road from Concession 6 Townsend to 670m south of Norfolk County Road 19 to 70km/hr;

And further that, staff be directed to implement the required signage modification to facilitate the reduction.

**4.2 Encroachment Application - 434-484 Norfolk St S Simcoe - CDS-25-077**

That Report CDS-25-077 regarding 434-484 Norfolk Street South, Simcoe-Encroachment Application be received as information;

And That The Corporation of Norfolk County enter into an Encroachment Agreement with Skyline Retail Real Estate Holdings Inc., being the current property owner of 434-484 Norfolk Street South, Simcoe, to recognize the encroachment onto Norfolk Street South, Simcoe;

And That Council provide an exemption to Policy CAO-13: Encroachments upon Municipal Property to allow a new encroachment of a major nature;

And That the necessary by-law authorizing the Mayor and Clerk to execute the said Encroachment Agreement be presented to Council for adoption;

And Further That the property owner pay all costs associated with this Encroachment Application including the registration on title of the Encroachment Agreement.

**4.3 Special Event C2510-00079333 - Langton Santa Claus Parade - Temporary Road Closure - CS-25-148**

That the Information Memo regarding Special Event C2510-00079333 – Langton Santa Claus Parade be received as information:

**4.4 Special Event 2510-00079163 - Waterford Lions Santa Claus Parade - Temporary Road Closure - CS-25-150**

THAT the Information Memo regarding Special Event C2510-00079163 – Waterford Lions Santa Claus Parade be received as information:

**4.6 Committee Name Change - CS-25-168**

That the Information Memo regarding the name change of the Health and Social Services Advisory Committee be received as information; and

That Council approve the renaming of the Health and Social Services Advisory Committee to the Social Services and Housing Advisory Committee, effective immediately, and that all related terms of reference, communication materials, and committee listings be updated accordingly.

**4.7 Single Source – ERP Needs Assessment Consulting Services, CS-25-175**

That Council permit a single source supply, as outlined in Policy GP-028 Purchasing Policy, section 5.9.4, with F.H. Black & Company Incorporated to complete the ERP Needs Assessment.

**4.8 Accounts Payable Policy Update, CS-25-174**

That Report CS-25-179 Accounts Payable Policy Update be received as information; and

That Policy GP-45: Accounts Payable Policy be approved.

**Carried.**

**4.5 Update to Valuations of Road Allowances, Streets, Lanes and Alleys, CDS-25-108**

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

Kelly Darbyshire, Realty Services Specialist, responded to questions from committee.

**Resolution No. CIC-307**

**Moved By:** Councillor Van Paassen

**Seconded By:** Mayor Martin

Refer Update to Valuations of Road Allowances, Streets, Lanes and Alleys, CDS-25-108

**Carried.**

**5. Communications**

Chair Veri passed the chair to Councillor Huffman

Councillor Veri requested to pull item 5.1 MNRFF Funding for Port Dover Fisheries

**Resolution No. CIC-308**

**Moved By:** Councillor Columbus

**Seconded By:** Mayor Martin

That communication item 5.1 be received as information.

- Letter from Mayor Martin and Councillor Veri

**Carried.**

Chair Huffman passed the chair back to Councillor Veri.

**Resolution No. CIC-309**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Columbus

That communication items 5.2 and 5.3 be received as information.

- Letter from Grand Erie Public Health
- Letter from Grand River Conservation Authority

**Carried.**

**6. Deputations**

6.1 Tim Rodgers, Port Dover Lions Club

Re: Port Dover Surplus Lands

Tim Rodgers and Marion Gatsby, Port Dover Lions Club, presented the deputation.

**Resolution No. CIC-310**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Huffman

That the deputation be received as information.

**Carried.**

**Resolution No. CIC-311**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Huffman

That staff be directed to consider the comments provided by the Port Dover Lions Club and:

Further that any preliminary estimates on environmental assessments be included.

**Carried.**

**7. Presentations**

**7.1 Saifur Rahman, Long Point Region Conservation Authority**

Scott Robertson, Senior Water Resource Engineer presented with the aide of a slide deck and responded to questions from the committee.

**Resolution No. CIC-312**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Columbus

That the presentation be received as information.

**Carried.**

**Resolution No. CIC-313**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Columbus

Norfolk County Council endorses Option #2 of the repair the Teeterville Dam

**Carried.**

**7.2 Petro MaCallum Ltd.**

Scott Jeffery, Peto McCallum Ltd, provided a presentation with the aide of slide deck and responded to questions from committee.

**Resolution No. CIC-314**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

That the presentation be received as presented

**Carried.**

**7.2.1 Norfolk County Garage Phase Two Remediation: Update, Options, and Recommended Next Steps, CDS-25-099**

Sydney Clarysse, Project Lead Energy and Facilities presented the report and responded to questions from the committee.

Amy Fanning, Treasurer, responded to questions from committee.

**Resolution No. CIC-315**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Vandendriessche

That Staff Report CDS-25-099, Norfolk County Garage Phase Two Remediation Update and Next Steps, be received as information; and

That Council approve the staff recommendation to proceed with Option 2, as presented in this report, to take effect immediately following the expiration of the current contract on December 31, 2025; and

Further That Project 5331910 Soil Remediation – Norfolk Garage & Woodlot be amended (decreased) by \$450,000 to a total allocation of \$9,951,000.

**Carried.**

Councilor Masschaele joined the meeting virtually at 2:27 p.m.

**7.3 Todd Stepanuik, Norfolk General Hospital**

Todd Stepanuik, Chief Executive Officer, Norfolk General Hospital presented the deputation and responded to questions.

Brad Allender, Chair of Norfolk General Hospital Foundation Board of Directors, presented and responded to questions.

Peter Krauss, Chair of NGH Board of Directors, responded to questions.

Jason Smith, Director of Facilities and Capital Projects, Norfolk General Hospital responded to questions.

Sarah Muntz-Flowerday, Interim CEO NGH Foundation, responded to questions.

**Resolution No. CIC-316**

**Moved By:** Councillor Huffman

**Seconded By:** Mayor Martin

That the presentation be received as information.

**Carried.**

### **7.3.1 Norfolk General Hospital Project Update, CS-25-159**

Amy Fanning, Treasurer, presented the report and responded to questions from committee.

**Resolution No. CIC-317**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Huffman

That report CS-25-159, Norfolk General Hospital Project Update be received as information; and

That Council provide direction to staff regarding the release of the requested \$3 million previously pledged to the Norfolk General Hospital capital campaign; and

Further that the remaining \$2 million be held until such time as the Norfolk General Hospital is prepared to begin construction on the Labour & Delivery Project

That the remaining \$2 million funding only be released when Norfolk General Hospital confirms all remaining funding in place.

**Carried.**

Committee recessed at 3:16 p.m.

Committee reconvened at 3:34 p.m.

The Deputy Clerk noted that Council was to provide direction to staff in the resolution of staff report CS-25-159 and asked Committee that by way of the show of hands, the passing of the staff recommendation indicates that staff are directed to proceed with the release of the \$3 million dollars. Confirmation was received by unanimous show of hands.

## **8. Staff Reports/Discussion Items**

### **8.1 Corporate Services Division**

#### **8.1.1 2026 Insurance Program Renewal, CS-25-165**

Ryan Napman, Manager of Risk and Insurance, presented the report.

**Resolution No. CIC-318**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Huffman

That Staff Report CS-25-165 2026 Insurance Program Renewal be received as information.

And That authority be delegated to the General Manager, Corporate Services to renew the County's insurance program with Aon Reed Stenhouse for the 2026 term in the amount of \$2,212,630 plus applicable taxes.

**Carried.**

**8.1.2 Property Tax Assistance Program for Low-Income Property Owners Policy Update, CS-25-166**

Rob Fleming, Manager of Revenue Services, presented the report and responded to questions from the committee.

Amy Fanning, Treasurer, responded to questions.

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

**Resolution No. CIC-319**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Columbus

That report CS-25-166 Revised Policy for The Tax assistance Program for Low-Income property owners be received as information; and

That Council approves Governance Policy GP-036 Property Tax Assistance Program for Low-Income Property Owners, included as Appendix 1, with an effective date of January 1, 2026, and

Further that Council repeals the former policy FS-28 as of December 31, 2025.

**Defeated.**

**Resolution No. CIC-320**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Vandendriessche

That report CS-25-166 Revised Policy for The Tax assistance Program for Low-Income property owners be received as information; and

That Council approve, after the removal of the cap, Governance Policy GP-036 Property Tax Assistance Program for Low-Income Property Owners, included as Appendix 1, with an effective date of January 1, 2026, and

Further that Council repeals the former policy FS-28 as of December 31, 2025, and

Further that, staff be directed to bring a report back to Council in Q2 of 2026 outlining other options that residents have for assistance.

This motion was withdrawn.

**Resolution No. CIC-321**

**Moved By:** Mayor Martin

**Seconded By:** Councillor Brunton

That no changes be made the existing policy and Staff report CS-25-166 be referred back to staff for additional options available to the public and consideration for the value of the asset and household income.

**Carried.**

**8.2 Emergency and Social Services**

**8.3 Public Works**

**8.3.1 Traffic Control Review – Nelson Street W at Maple Boulevard, PW-25-027**

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

**Resolution No. CIC-322**

**Moved By:** Councillor Columbus

**Seconded By:** Councillor Huffman

That report PW-25-027 be received as information; and

That staff be directed to proceed with stop sign removal on the Nelson Street West at Maple Boulevard; and

That Council enact a by-law amendment for the removal of the stop control from Nelson Street West approaches at Maple Boulevard; and

That the scope of Project 3332403 2024 Accessible Sidewalks be changed to proceed with the implementation of a Level 2 - Type B Pedestrian Crossover in 2026 on Nelson Street West at Maple Boulevard; and

Further that staff be directed to review policy PW-14 All Way Stop Installations and report back to Council with recommended revisions.

**Carried.**

**8.4 Community and Development Services**

**8.4.1 Marina Dredging Update: Port Rowan and Port Dover, CDS-25-111**

Brian Geerts, Director of Parks, Recreation and Culture presented the report and responded to questions from committee.

**Resolution No. CIC-323**

**Moved By:** Councillor Brunton

**Seconded By:** Councillor Vandendriessche

That Council-in-Committee receives Report CDS-25-111 for information; and

Further That the Approved Capital Budget for Projects 7632305 PDHM Dredging Entrance and 7632304 PRHM Channel Maintenance be amended (increased) by \$20,000 each, to a total allocation of \$140,000 and \$430,000, respectively, to allow for further environmental sampling at each site to comply with permitting requirements, with both to be funded from the Marinas Reserve.

## 8.5 Office of the Chief Administrative Officer

### 9. Motions

### 10. Notice of Motions

Chair Veri, passed the chair to Councillor Huffman

Councillor Veri introduced his notice of motion.

#### 10.1 Notice of Motion – Councillor Veri – December 9, 2025

1. How much is spent providing services, resources, and utilities for community projects or events? Please include estimates that include the approximate values of staff time (in advance, onsite / during, and after); utilities donated (electricity and water); any professional or technical services contributed; use of county assets (picnic tables, garbage cans, tables and chairs, etc.) vs. rental costs for similar assets; and any other in-kind support. Please highlight examples of the highest investments (specific events or projects), or service costs.
2. Progress on Economic Development's BR+E efforts. Statistics on visits and feedback are fine, but also impact. How many businesses have been retained and expanded with support from Norfolk County? How many have plans to do so within the next year, three years, five years?
3. Property reassessment update: when properties change owners or are significantly altered, a reassessment is automatically triggered. Presumably many properties in all classes have been reassessed through this process since MPAC last assessed properties in 2016. Please provide the number of properties in each class that have been reassessed and the total change in assessment value. Something that also shows the relative impact on tax bills in each class due to reassessment value would also be helpful (for example, if a house has not been reassessed since 2016, what is its tax bill vs. a comparable house that has been reassessed?).
4. Development charge review and recommendations. When will council receive this?
5. Fundraising license fee review and recommendations.
6. Update on projects that were removed from the 2026-2035 capital plan because they are underway and no longer need to be in the plan (I've had many questions

about projects no longer in the plan, so an update showing everything that's progressed may be helpful to residents).

7. Service Norfolk: how many calls / emails are received, what is the completion rate, what is the average time of completion once a call or email is received?
8. Advertising and communication update: how much has the county spent on communicating with residents since 2022 (this term of council)? How much is invested in print, online, radio, or other media (billboards, signs, etc.)?

**11. Other Business**

**12. Announcements**

**13. Closed Session**

**Resolution No. CIC-324**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Columbus

That Council-in-Committee enter closed session at 4:27p.m. to discuss pursuant to Section 239 (2) (a) (b) (e) of the Municipal Act, 2001 as amended as the subject matter pertains:

(a) the security of the property of the municipality or local board;

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

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

**Carried.**

**Resolution No. CIC-325**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Vandendriessche

That Council-in-Committee reconvened in open session at 4:45 p.m.

**Carried.**

**Resolution No. CIC-326**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Vandendriessche

That the closed session items be received as information.

- Security of Property of the Municipality or Local Board - Ward 5

**Carried.**

**14. Adjournment**

**Resolution No. CIC-327**

**Moved By:** Councillor Huffman

**Seconded By:** Councillor Vandendriessche

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

**Carried.**

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Chair:

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Clerk (Deputy):