

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Council Minutes

Wednesday, April 23, 2025

### Council Present

Mayor Kenneth Craig  
Deputy Mayor Andrea Clarke  
Councillor Beth Blackwell  
Councillor Rory Cavanagh  
Councillor Mike Hinchberger  
Councillor Jennifer Prenger  
Councillor Amanda Steinhoff-Gray  
Councillor Bill Stewart  
Councillor Stellina Williams

### Staff Present

Jillene Bellchamber-Glazier, Chief Administrative Officer  
Jennifer Lawrie, Manager of Legislative Services/Clerk  
Roxana Baumann, Director of Corporate Services  
Michel DiGiovanni, Manager, Parks and Facilities  
Jayne Jagelewski, Director of Community Services  
Dwayne McNab, Manager of Development Services  
Mark O'Leary, Manager of Environmental Services  
Corey Voisin, Manager of Operations  
Adam Weishar, Director of Infrastructure and Development  
Nicole Bauman, Legislative Services Administrative Assistant  
Amberly Weber, Planning Coordinator

## 1. **Call to Order/Roll Call**

Mayor Craig called to order the Regular Meeting of the Council of The Corporation of the Municipality of Kincardine at 5:00 p.m. on April 23rd, 2025 in the Council Chambers at the Municipal Administration Centre.

### 1.1 **Land Acknowledgment Statement**

Mayor Craig opened the meeting with the Land Acknowledgment Statement.

**2. Amendments, Additions or Deletions To/From the Agenda**

None.

Councillor Prenger arrived at 5:02 p.m.

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

**3.1 Rory Cavanagh - 6.1 Q - Community Investment Grant 2025 Recommendations**

Involvement with several groups including Kincardine Skating Club & Kincardine and District Minor Soccer, as I have family members who participate in these programs.

**3.2 Andrea Clarke - 6.1q - Community Investment Grant 2025 Recommendations**

Involved with several groups

**4. Adoption of Minutes from Regular and Special Meetings of Council**

**Resolution # 04/23/25 - 01**

**Moved by:** Rory Cavanagh

**Seconded by:** Stellina Williams

That the minutes of the Council meeting held on April 9th, 2025 be adopted as printed.

Carried.

**5. Matters for Public Participation**

**5.1 Delegations and Presentations**

a. Recognition of Brooke Thomas

Brooke Thomas won a bronze medal in the Figure Skating Ladies Singles Level 1 representing Special Olympics Team Canada at the Special Olympics World Winter Games in Turin, Italy that was held from March 8 to 15, 2025.

**5.2 Public Meeting**

- a. Local Official Plan Amendment - Municipality of Kincardine
- Britt Gregg-Wallace, Bruce County Planner, explained the report and recommendation. Any comments received from Agencies and the Public received by the time of writing the report were in the written report.

**Questions from Council for the Planner:** None.

**Presentations from the Applicant:** None.

**Presentations from the Public in support/opposition:** None.

**Written Submission not already discussed:** None.

**Final questions or clarifications from Council:** None.

**Resolution # 04/23/25 - 02**

**Moved by:** Mike Hinchberger

**Seconded by:** Bill Stewart

That Council approve the Local Official Plan Amendment L-2025-005 (Kincardine ARU Housekeeping) and the necessary by-law be adopted by Council; and

Further that the By-law be forwarded to Bruce County for approval.

Carried.

## 6. Matters for Discussion and Direction

### 6.1 Staff Reports

- a. Municipality of Kincardine Comprehensive Zoning By-law, Development Services-2025-08

Nick Bogart, MHBC was present to answer questions.

**Resolution # 04/23/25 - 03**

**Moved by:** Andrea Clarke

**Seconded by:** Beth Blackwell

That the Council of the Municipality of Kincardine repeals By-law 2003-25 and pass a by-law under Section 34(1) of the Planning Act R.S.O. 1990 to adopt the 2025 Comprehensive Zoning By-law for the Municipality of Kincardine being a by-law to regulate the use of

lands and the character, location and use of buildings and structures in the Municipality of Kincardine; and

Further that the Council of the Municipality of Kincardine declares by resolution that Section 34(10)(10.0.0.2) of the Planning Act R.S.O. 1990 with regards to the two-year period for any application to amend the Zoning By-law, from the date of adoption, does not apply.

Carried.

- b. Saugeen Mobility – Enhanced Services Agreement Update, CAO General-2025-06

**Resolution # 04/23/25 - 04**

**Moved by:** Kenneth Craig

**Seconded by:** Bill Stewart

Defer this discussion to after the SMART meeting on Friday.

Carried.

- c. U.S. Tariffs Implications on Procurement, Financial Services-2025-05

**Resolution # 04/23/25 - 05**

**Moved by:** Bill Stewart

**Seconded by:** Beth Blackwell

That Staff Report Financial Services-2025-05 U.S. Tariffs Implication on Procurements dated April 23, 2025 be received;

That Staff be directed to modify Purchasing and Procurement Policy GG.2.17 and current procurement practices to align procurement thresholds with OQCTA and CFTA thresholds for goods and services;

That Staff be directed to promote Canadian purchasing where feasible and allowable within the amended Purchasing Policy through invitational procurement on goods and services up to \$133,800;

That staff continue to monitor any changes to the tariffs and/or direction from the Federal or Provincial government, and report to Council as necessary; and

Further that staff be authorized and directed to do all things necessary to give effect to this Resolution.

Carried.

- d. 2025 Compliance with Regulation 284/09, Financial Services-2025-07

**Resolution # 04/23/25 - 06**

**Moved by:** Rory Cavanagh

**Seconded by:** Amanda Steinhoff-Gray

That Council adopt the Compliance Report for expenses excluded from the 2025 budget outlined in report Financial Services-2025-07 as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

Carried.

- e. 2024 Year End Capital Review, Financial Services-2025-08

**Resolution # 04/23/25 - 07**

**Moved by:** Rory Cavanagh

**Seconded by:** Mike Hinchberger

That Council authorize the reserve and reserve fund transfers totaling \$488,269 for capital cost overages, as summarized in the attached 2024 Summary of Reserve and Reserve Fund Transfers schedule.

Carried.

- f. Sidewalk and Signage By-law Review, Operations-2025-07

**Resolution # 04/23/25 - 08**

**Moved by:** Beth Blackwell

**Seconded by:** Andrea Clarke

That Council repeal By-law 2011-143; and

Further that Council amend By-law 2003-136 as detailed within report Operations-2025-07 to ensure compliance with the Accessibility for Ontarians with Disabilities Act.

Carried.

- g. Sign Bylaw Exemption – 755 Queen St. Kincardine – Wild Wing Roadhouse, Development Services-2025-07

**Resolution # 04/23/25 - 09**

**Moved by:** Stellina Williams

**Seconded by:** Beth Blackwell

That the Council of the Municipality of Kincardine grant an exemption request from Section 2.17 of Sign By-law 2003-136 for the placement of a backlit fascia sign for “Wild Wing Roadhouse” located at 755 Queen St. Kincardine.

Carried.

- h. Award Sidewalk Trackless Plow, Operations-2025-14

**Resolution # 04/23/25 - 10**

**Moved by:** Bill Stewart

**Seconded by:** Stellina Williams

That Council awards the contract for Project 9213 Replacement of Trackless Sidewalk Plow to Work Equipment for the bid price of \$227,619.79, including non-refundable HST.

Carried.

- i. Project 9565 Kincardine Columbarium Expansion Contract Award, Operations-2025-15

Councillor Prenger left the Chambers and did not vote on this item.

**Resolution # 04/23/25 - 11**

**Moved by:** Rory Cavanagh

**Seconded by:** Andrea Clarke

That Council awards the contract for Project 9565 Kincardine Columbarium Expansion to Origins Memorial Inc. in the amount of \$117,800 (exclusive of HST).

Carried.

- j. Award Phase Two Water Meter Replacement Program, Environmental Services-2025-13

Councillor Prenger returned to the Chambers.

**Resolution # 04/23/25 - 12**

**Moved by:** Mike Hinchberger

**Seconded by:** Rory Cavanagh

That Council awards Phase Two of the Water Meter Replacement Program to KTI Utility Services in the amount of \$847,842.87.

Carried.

- k. Ball Diamond Renovations Contract Award, Parks Facilities-2025-18

Councillor Cavanagh left the Chambers and did not vote on this item.

**Resolution # 04/23/25 - 13**

**Moved by:** Amanda Steinhoff-Gray

**Seconded by:** Beth Blackwell

That Council awards the contract to complete ball diamond turf and infield renovations at Connaught Park and the Tiverton Sports Centre to Mar-Co Clay Products Inc. in the amount of \$105,446.68 excluding HST.

Carried.

- l. Davidson Centre Exterior Ramp Renovation Contract Award, Parks Facilities-2025-19

Councillor Cavanagh was out of the Chambers and did not vote on this item.

**Resolution # 04/23/25 - 14**

**Moved by:** Andrea Clarke

**Seconded by:** Mike Hinchberger

That Council awards the contract for the Davidson Centre Exterior Ramp Renovation project to Nusens Niche Contracting Services Inc in the amount of \$150,496, exclusive of HST.

Carried.

- m. Davidson Centre Wall Repairs and Sealing Contract Award, Parks Facilities-2025-20

Councillor Cavanagh was out of the Chambers and did not vote on this item.

**Resolution # 04/23/25 - 15**

**Moved by:** Stellina Williams

**Seconded by:** Beth Blackwell

That Council awards the contract for the Davidson Centre Wall Repairs and Sealing project to Nusens Niche Contracting Services Inc in the amount of \$185,494.00, exclusive of HST.

Carried.

- n. Lighthouse Repainting Contract Award, Parks Facilities-2025-21

Councillor Cavanagh returned to the Chambers.

**Resolution # 04/23/25 - 16**

**Moved by:** Andrea Clarke

**Seconded by:** Amanda Steinhoff-Gray

That Council awards the contract for the Lighthouse Repainting project to Greenville Restoration Services in the amount of \$252,190, exclusive of HST.

Carried.

- o. ToR for Concept drawings for the TSC, Parks Facilities-2025-22

**Resolution # 04/23/25 - 17**

**Moved by:** Mike Hinchberger

**Seconded by:** Amanda Steinhoff-Gray

That Council approves the Terms of Reference for consideration for concept drawings for enhancements of the Tiverton Sports Centre and the Davidson Centre.

Carried.

- p. Trails Ash Tree Removal Contract Award, Parks Facilities-2025-25

**Resolution # 04/23/25 - 18**

**Moved by:** Rory Cavanagh

**Seconded by:** Mike Hinchberger

That Council award the contract for the removal of Ash Trees along the Red Trail to Tree Tech Tree and Property Maintenance Specialists Inc in the amount of \$130,000 plus HST.

Further, that Council funds the cost overage of \$12,288 from the Contingency Reserve.

Carried.

- q. Community Investment Grant 2025 Recommendations, Legislative Services-2025-06

Rory Cavanagh declared a conflict on this item. (Involvement with several groups including Kincardine Skating Club & Kincardine and District Minor Soccer, as I have family members who participate in these programs. )

Andrea Clarke declared a conflict on this item. (Involved with several groups)

Deputy Mayor Clarke and Councillor Cavanagh left the Council table for this discussion and vote.

**Resolution # 04/23/25 - 19**

**Moved by:** Bill Stewart

**Seconded by:** Amanda Steinhoff-Gray

That Council approves the Community Investment Grant allocations as recommended by the Community Investment Grant Committee and identified in Report Legislative Services-2025-06.

Carried.

- r. Draft Delegation of Powers and Duties Policy, CAO General-2025-08

Questions prior to the meeting -

**Resolution # 04/23/25 - 20**

**Moved by:** Bill Stewart

**Seconded by:** Rory Cavanagh

That Council considers approval of Delegation of Powers and Duties Policy ADMIN. 05 at its Wednesday, May 28, 2025, meeting, as drafted or with amendments.

Carried.

## **6.2 Addendum Items**

## **7. Matters for Decision**

### **7.1 Notice of Motion - At the Meeting**

Councillor Blackwell brought forward a notice of motion regarding feasibility of a local source separated organics program for the May 14th, 2025 Council meeting.

### **7.2 Motions**

- a. S357 or 358, Applications of the Municipal Act

**Resolution # 04/23/25 - 21**

**Moved by:** Beth Blackwell

**Seconded by:** Stellina Williams

Whereas S357 or S358 of the Municipal Act provides a process for property owners to apply for a cancellation, reduction and refund of taxes under specific circumstances including but not limited to a change in the use of a property, demolition or fire, the property

being substantially unusable for a period of at least 3 months or a gross and manifest error in the preparation of the assessment roll; and

Whereas in the opinion of staff, the 5 write-offs meet the criteria set out in the Municipal Act; and

Whereas the total of the applications amount to \$3,847.15, with the municipal share being \$2,199.58; now therefore be it

Resolved that Council approve the applications as provided.

Carried.

### **7.3 Consideration of By-laws**

- a. 2025 Taxation By-law

**Resolution # 04/23/25 - 22**

**Moved by:** Mike Hinchberger

**Seconded by:** Bill Stewart

That the “2025 Taxation By-law” be deemed to be read a first, second and third time, finally passed and numbered as By-law No. 2025 - 050.

Carried.

- b. Hwy 9/21 ASDC Reserve Fund By-law

**Resolution # 04/23/25 - 23**

**Moved by:** Rory Cavanagh

**Seconded by:** Amanda Steinhoff-Gray

That the “Hwy 9/21 ASDC Reserve Fund” be deemed to be read a first, second and third time, finally passed and numbered as By-law No. 2025 - 051.

Carried.

- c. Motion to Pass By-laws

**Resolution # 04/23/25 - 23**

**Moved by:** Beth Blackwell

**Seconded by:** Bill Stewart

That the following By-laws are hereby read a first, second and third time, and finally passed this 23rd day of April, 2025:

1. Comprehensive Zoning By-law 2025 - 052;
2. Repeal the Municipality of Kincardine Sidewalk By-law No. 2011-143 By-law 2025 - 053;
3. Sign By-law Amendment (9) By-law 2025 - 054;
4. Award Trackless Sidewalk Plow (Project 9213) By-law 2025 - 055;
5. Award the Phase Two Water Meter Replacement Program By-law 2025 - 056;
6. Award the Kincardine Columbarium Expansion Contract By-law 2025 - 057;
7. Award the Ball Diamond RFP (CS-2025-02) By-law 2025 - 058;
8. Award the Lighthouse Painting Contract By-law 2025 - 059;
9. Award the DC Exterior Ramp Contract By-law 2025 - 060;
10. Award the Davidson Centre Wall Repair Contract By-law 2025 - 061;
11. Award the Removal Ash Tree Tender By-law 2025 - 062; and
12. OPA #4 to the Municipality of Kincardine Official Plan 2021 (Housekeeping 2025) By-law 2025 - 063

Carried.

## **8. Matters for Information**

### **8.1 Consent Agenda**

Items listed under the Consent Agenda are considered routine and are enacted in one motion as a Matter Arising. The exception to this rule is that a Council member or the Chief Administrative Officer may request one or more items to be removed from the consent agenda for separate discussion and action.

- a. Administrative Motions
  - a. Request for Noise By-law Exemption - Hernandez
- b. Statistical and Information Reports
  - a. Provincial Proposal to Expand Strong Mayor Powers, CAO General-2025-09
  - b. CAO Department 2025 Q1 Update, CAO General-2025-07
  - c. Q1 Emergency Services Report, -2025-01
  - d. Q1 2025 Quarterly Procurement Report, Financial Services-2025-06
  - e. Corporate Services 1st Quarter Report, Corporate Services Quarterly Report-2025-02
  - f. Community Services Q1 2025 Report, Community Services Quarterly Report-2025-02
  - g. Strategic Initiatives Department Quarter Update 1 - 2025, Strategic Initiatives Quarterly Report-2025-01
  - h. Pier Safety Report Annual Update, Parks Facilities-2025-23
  - i. Parks and Recreation Strategic Plan Update, Parks Facilities-2025-24
  - j. Development Services Report March 2025
- c. Minutes of Committees and Boards
  - a. Kincardine BIA Minutes - February 18, 2025
  - b. Kincardine BIA Minutes - March 18, 2025
  - c. Heritage Kincardine Minutes - December 17, 2024
- d. Communications
  - a. Association of Municipalities of Ontario
  - a. Education - Antisemitism and Anti-Islamophobia Workshops
  - b. Education - Trauma and Violence Informed Decision Making for Elected Officials
  - c. Events - Municipal Trade and Tariff Forum

- d. Events - Rural Healthy Democracy Forum
- e. Policy Update - Advocacy DC Buy Canadian and Ontario and Codes of Conduct
- f. Policy Update - Expanding Strong Mayor Powers and Improving Ambulance Procurement
- g. Policy Update - Response to the Speech from the Throne and launches health sector survey
- h. Watchfile - April 3, 2025
- i. Watchfile - April 10, 2025
- b. Bruce County Museum and Cultural Centre - Celebrate Canadian Cinema with Us
- c. Ministry of Municipal Affairs and Housing - Expand Strong Mayor Powers to Your Municipality
- d. Ministry for Seniors and Accessibility - 2025 Ontario Senior of the Year Award
- e. OSUM 2025 Conference Program
- f. South Bruce Grey Health Centre Board Composition Update
- g. Township of Howick - Accelerated High Speed Internet Project
- h. Town of Saugeen Shores - Strong Mayors letter
- i. Motions Other Municipalities
- a. City of Port Colborne - Support NOTL re Heritage Act
- b. Township of Mulmur - Procurement and Advocacy for Trade Agreement Exemptions

## **8.1 Consent Agenda**

- e. Acceptance of Consent Agenda

**Resolution # 04/23/25 - 25**

**Moved by:** Bill Stewart

**Seconded by:** Stellina Williams

That Council approve the recommendations contained in the consent agenda dated April 23, 2025 and direct staff to proceed with all necessary administrative actions.

Carried.

## **8.2 Members of Council General Announcements**

## **8.3 Chief Administrative Officer Announcements**

## **9. Closed Session (If Required)**

### **Resolution # 04/23/25 - 26**

**Moved by:** Mike Hinchberger

**Seconded by:** Jennifer Prenger

That Council move into closed session pursuant to Section 239 (2) of the Municipal Act, 2001, as amended for the purpose of considering:

- 1) The Closed Session minutes dated April 9, 2025;
- 2) Purpose of considering a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Integrity Commissioner); and

Further, that Council return to Regular open meeting upon completion.

Carried.

## **9.1 Matters Arising from Closed Session**

Mayor Craig reported that pursuant to Section 239 (2) of the Municipal Act, Council discussed the following items in Closed Session:

- 1) The Closed Session minutes dated April 9, 2025, were approved; and
- 2) Direction was provided to place a by-law on the open meeting agenda to consider appointment of Aird & Berlis LLP as the Municipality's Integrity Commissioner.

- a. Integrity Commissioner Appointment (Aird & Berlis LLP) 2025 By-law

### **Resolution # 04/23/25 -**

**Moved by:** Bill Stewart  
**Seconded by:** Beth Blackwell

That the “Integrity Commissioner Appointment (Aird & Berlis LLP) 2025 By-law” be deemed to be read a first, second and third time, finally passed and numbered as By-law No. 2025 - 064.

Carried.

10. **Confirmatory By-law**

**Resolution # 04/23/25 - 065**

**Moved by:** Mike Hinchberger  
**Seconded by:** Jennifer Prenger

That the By-law to confirm the proceedings of the Council of The Corporation of the Municipality of Kincardine of April 23rd, 2025 be deemed to be read a first, second and third time, finally passed and numbered as By-law No. 2025 -

Carried.

11. **Adjournment**

**Resolution # 04/23/25 -**

**Moved by:** Rory Cavanagh  
**Seconded by:** Mike Hinchberger

That this Council Meeting adjourn at 7:50 p.m.

Carried.

---

Mayor

---

Clerk