



MUNICIPALITY OF NORTH MIDDLESEX SPECIAL MEETING MINUTES

A Special Meeting of the Council of the Municipality of North Middlesex was held on Wednesday April 8, 2015 in the new Council Chambers, 229 Parkhill Main Street, Parkhill with a quorum present.

1. CALL TO ORDER

The Mayor called the meeting to Order at 7:00 p.m.

2. ROLL CALL

Present:

Mayor Don Shipway

Deputy Mayor Brian Ropp

Councillor Ward One Doreen McLinchey

Councillor Ward Two Joan Nichol

Councillor Ward Three Gord Moir

Councillor Ward Four Andrew Hemming

Councillor Ward Five Adrian Cornelissen

CAO, Marsha Paley

Clerk, Jackie Tiedeman

Treasurer, Chuck Daigle

Finance Co-ordinator Deb Jonah

Recreation/Facilities Manager Scott Nickles

Fire Chief/Health & Safety Co-ordinator William Davidson

Public Works Manager Brad Davies

Water/Drainage Manager Glen Bullock

3. DISCLOSURE OF PECUNIARY INTEREST

None at this time

4. PRESENTATION OF DRAFT 2015 BUDGET

CAO, Marsha Paley, reminded everyone present that this document is not for public release. It is the first draft of the preliminary budget for council consideration. The media were provided a separate summary of the draft budget for information purposes only.

Treasurer Chuck Daigle then began the presentation with an overview of the current OMPF funding. The 2015 allocation was reduced by \$639,200.00 over last year's grant.

ADMINISTRATION

This includes Council, Administration, Election and Service Ontario which was then reviewed.

The following changes were suggested and council concurred:

Administration – Insurance Claims Expense: reduce by \$10,000
- PSAB/Asset Mgmt Expenses: reduce by \$20,000

Service Ontario – It was noted that there is potential for re-allocation of wages for this department to administration as staff is assisting with more than just these duties which would mean the year end deficit for Service Ontario would be reduced.

Each Manager then provided an overview of their departments draft operation budget.

PROTECTION TO PERSONS AND PROPERTY

Fire - The Treasurer noted that the figures showing under the Fire Department, 2014 Actual are significantly more than 2013 Actual, because the two Fire Stations were allocated separately in 2013 and then in 2014 they were grouped together. He will verify this before the Public Meeting for Council

Chief Davidson is undergoing a review of the fire pay which will be provided to Council as a report within the next 4-6 months. Therefore, Fire Salaries were inserted at the same level as they were in 2014. He also outlined his proposed new initiatives within the budget as follows: flow testing for air packs, bunker gear maintenance, ladder inspections, fit tester machine maintenance, air bottle testing as well as a new holder for air bottles to be mounted in his company truck. Also, he is promoting cross training within the two departments.

Health & Safety – new department therefore it will take a year before accounts can be properly assessed.

Policing – The Treasurer reminded Council that this is reflective of the new OPP Billing Model. There is some money in reserves to assist with shortfalls within this budget.

Conservation Authority – budget is set at the Board level and provided to the Municipality.

Mosquito Control – 2015 Pre budget approval was provided by Council to include all potential options by the company that provides the service on this program.

Building Department /By-law Enforcement – Potential staff needs were expressed by the CBO. Discussions on these types of matters will be held in Closed Session.

WORKS DEPARTMENT

The 2014 Actual Entrance Permit/Road Crossings revenue was notably higher due to the Bornish Wind Project.

Tree removal - it was noted that more ash and maple trees need removed therefore the draft budget reflects this project being completed in 2015

Ditching – Road Maintenance – more ditching work required therefore the 2015 draft budget reflects this project.

Gravelling – 2015 pre-budget approval for tendering of this product to get the best pricing was approved by Council. It is recommended that the municipality maintain the same program as in past year as it is making a difference in the over standard of buildup on gravel roads.

Road Signs & Safety Devices – annual work in this area includes guard rails and installation of municipal signs not completed last year.

Sidewalk Repair – includes a \$13,000 carry over from last year as all the sidewalk projects were not completed.

Culvert Maintenance – The Public Works Manager requested this account to be reviewed. The 2015 draft budget figures represents ongoing work that needs done.

A question arose regarding potential capital projects and the Ausable Road Bridge. It was requested that a traffic count be done to determine how much this is used. A decision would need to be made after that regarding whether it warrants replacement or removal and closed.

Catch basin & Storm Sewers - A review of allocations within this account was request by the Public Works Manager. The 2015 draft budget figure again represents ongoing work that needs done.

Shop Maintenance – Various projects were highlighted that are earmarked to be completed this year.

Pitts & Quarries – Salem Pit requires remedial work to be completed.

Street Lighting – The switch over to LED lights has proven to be very cost effective. The Treasurer suggested that consideration be made to maintain the expenses at the same level as last year and if there is excess at year end this could be transferred into a reserve.

Waste & Recycling – It was suggested to maintain the budget the same as in the past. If council decides to pursue implementing the automated program it wouldn't be until later in the year.

Ward 1 Dump – A transfer from reserves in the amount of \$98,500 was included in the 2015 draft budget in order to complete the transfer station project.

FACILITIES AND RECREATION

Arena – A question was asked whether this facility has or will change over to LED lights. The Recreation Manager replied this is listed under capitals project in the draft 2015 capital plan. Mr. Nickles was asked to investigate what other arenas are doing and explore potential grants. It was noted that a figure was incorrect under Telephone expense and a reduction of \$2,000 should be made. Mr. Nickles also pointed out the Canteen expenses do not reflect wages.

West Williams Hall – It was noted that revenue is reduced due to the OPP no longer renting this facility.

Shared Services Building – As this is a new facility it will take a year in full operation before true figures are known.

Ailsa Craig Library & Medical Centre – The Treasurer was asked to check on the income from the medical centre.

PLANNING, ECONOMIC DEVELOPMENT AND DRAINAGE

Municipal Drains - A question was asked as to how often municipal drains are invoiced for the work done. The Treasurer replied that it is done once a year as it takes a while to receive confirmation on grants. If you invoice without knowing where the grant is received it would result in potentially a second invoice to the landowner. This is time consuming as well and that is why it has only been done once a year. This can be changed if Council chooses.

Economic Development – The contracted services reflect the potential of hiring an Economic Development Strategy Consultant under contract. Funding has also been applied for and we are now waiting for a response.

A review of the Proposed Capital Project Summary for 2015 was then reviewed.

WORKS PROJECTS

It was noted that the OCIF (formula based) grant will be alternated between Public Works and Drainage for the duration of the funding which is three years. This year the grant has been allocated Sylvan Road widening and Millcraig Street road widening Capital work. Therefore this will reduce the amount required through taxation.

DRAINAGE

This amount is to be removed from the Capital Plan as this work is already proposed under the operating budget – Municipal Drains

FACILITIES

Council concurred that the Demolish Town Hall allocation could be reduced by \$50,000 as the tender came in below this amount.

MOTION #102/2015

MCLINCHEY/NICHOL: That curfew be waived at 10:07 p.m. in order to conclude the presentation.

CARRIED

The Treasurer was asked to make the adjustments to the draft budget. Also, that he provide some sample properties, in various tax rate categories, to show what impact the municipal tax rate would have on these properties.

There was a brief review of the year end balances of the two hydro fund proceed accounts. It was noted that some projects were approved last year to be paid from these accounts but the work has not taken place yet.

5. CLOSED SESSION (Under Section 239 of the Municipal Act)

MOTION #103/2015

MOIR/ROPP: That the regular meeting adjourn to Closed Session for the following purpose at 10:25 p.m.

Personal matters about an identifiable individual, including municipal or local board employees – Staffing Needs

CARRIED

6. RISE AND REPORT

Council rose from Closed Session at 11:10 p.m. with the following recommendation:

MOTION #104/2015

MOIR/HEMMING: That grass cutting for Parks and Cemeteries be done by the Recreation/Facilities staff.

CARRIED

7. ADJOURNMENT

MOTION #105/2015

ROPP/MCLINCHEY: That the Special Meeting adjourn at 11:15 p.m.

CARRIED

MAYOR

CLERK