



MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on August 15, 2018 in the Council Chambers, Shared Services Centre, 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. with a quorum present. Mayor Shipway announced that there was an additional motion to be considered under Item 7B (i) Reports from Jonathon Graham, Deputy CAO/Director of Operations

2. ROLL CALL

Mayor Don Shipway
Deputy Mayor Brian Ropp
Councillor Doreen McLinchey
Councillor Joan Nichol
Councillor Gord Moir
Councillor Andrew Hemming - Absent
Councillor Adrian Cornelissen
CAO/Director of Finance (Treasurer), Nandini Syed
Deputy CAO/Director of Infrastructure and Operations, Jonathon Graham
Clerk, Jackie Tiedeman
Director of Economic Development and Community Services, Justin Dias (portion of meeting)
Director of Emergency Services/Fire Chief, William Davidson (portion of meeting)
Jonathan Lampman, Infrastructure Supervisor (portion of the meeting)

3. DISCLOSURE OF PECUNIARY INTEREST

None

4. MINUTES OF PREVIOUS MEETINGS

MOTION #180/2018

CORNELISSEN/MCLINCHEY: That the July 18 Regular Meeting and July 18 Court of Revision Minutes be hereby accepted.

CARRIED

5. PUBLIC MEETINGS

7:00 p.m. Committee of Adjustment – Separate Minutes

MOTION #181/2018

ROPP/NICHOL: That the Regular Meeting adjourn to COA at 7:01 p.m. to consider two planning applications.

CARRIED

The Regular Meeting resumed at 7:30 p.m.

Drainage Meetings

7:15 p.m. Meeting to Consider – McAlpine Drain No. 1 and No.2, Infrastructure Supervisor, Jonathan Lampman

R Dobbin Engineering Inc. was present to respond to any questions pertaining to the Final Engineers Report dated July 20, 2018

There were no questions from landowners

MOTION #182/2018

ROPP/MOIR: Be it resolved that Council accepts the Final Report for the McAlpine Drain No. 1 and No.2 dated July 20, 2018 prepared by R. Dobbin Engineering Inc

That Council gives two (2) readings in accordance with the Provisional By-law per Section 45 (1) of the *Drainage Act*, 1990.

CARRIED

7:20 p.m. Meeting to Consider – Conlin Drain, Infrastructure Supervisor, Jonathan Lampman

R Dobbin Engineering Inc. was present to respond to any questions pertaining to the Final Engineers Report dated July 20, 2018.

There were no questions from landowners

MOTION #183/2018

MOIR/CORNELISSEN: Be it resolved that Council accepts the Final Report for the Conlin Drain dated July 20, 2018 prepared by R. Dobbin Engineering Inc.

That Council gives two (2) readings in accordance with the Provisional By-Law per Section 45 (1) of the *Drainage Act*, 1990.

CARRIED

Other Drainage Reports:

Report on the Meeting to Consider Engineers Report for the Laurens Drain 2018 from Infrastructure Supervisor, Jonathan Lampman

Mr. Lampman advised that due to the significant assessment on this project. A separate public meeting was held with the affected landowners on July 23, 2018. Approximately 13 landowners were present. Mike DeVos from Spriet Associates and staff answered questions regarding the project which was received positively. The recommendation following that meeting is for Council to accept the final report for the Laurens Drain 2018 dated June 29, 2018.

MOTION #184/2018

NICHOL/MCLINCHEY: Be it resolved that Council accepts the Final Report for the Laurens Drain 2018 dated June 29, 2018 prepared by Spriet Associates

That Council gives two (2) readings in accordance with the Provisional By-law per Section 45(1) of the Drainage Act, 1990.

CARRIED

Report on the Final Reading of the Burley Drain 2018 from Infrastructure Supervisor, Jonathan Lampman.

MOTION# 185/2018

CORNELISSEN/MCLINCHEY: Be it resolved that Council receive the Final Reading of the By-law for the Burley Drain 2018;

And that By-Law #36 of 2018 for the Burley Drain 2018 be given a third and final reading and passed;

CARRIED

6. DELEGATION

None

7. DEPARTMENTAL REPORTS

- a. Report from Planning Department – Draft Plan of Subdivision Conditions for West Park Drive, Parkhill and consideration of Zoning By-Law Amendment Deferred from April 18, 2018

Planner Stephanie Poirier reviewed the process to date with these applications which included a recap of the comments received through at the Public Meeting on April 18, 2018. The intent of the public meeting was to introduce a draft plan of subdivision to members of the public as well as council in order to gain feedback in regards to any concerns about the proposal. Many members of the public were not opposed to the development, but did want to express their opinions and thoughts about the impact the development may have on their community. The following topics were discussed:

- Increased traffic/road safety
- Drainage concerns/stormwater management
- Design characteristics/compatibility with community
- Tree removal/greenspace and landscaping

The concerns raised by members of the public during the public meeting, as well as any written comments received are anticipated to be addressed either within the draft plan conditions, or the development agreement.

Staff are of the opinion that the Draft Plan of Subdivision and its associated Zoning By-law amendment are an appropriate use of the subject lands, as the lands are designated “Residential Use” and are therefore intended to be developed for residential purposes. The proposed number of lots and the size of the lots are in conformity with the density requirements within North Middlesex Official Plan and the required minimum size of a “Residential One” lot with the North Middlesex Zoning By-law.

Public Works staff are satisfied that the municipality can provide servicing for phase one of the proposed development up to 25 lots and are concurrently working on expanding the sewage capacity to accommodate the remaining lots within the Draft Plan of Subdivision. Improvements are being made to the appropriate municipal drains concurrently with the draft Plan of Subdivision in order to ensure capacity for stormwater management. Improvements will also be made to the intersection of West Park Drive/Elliot Drive/Elginfield Road, in order to accommodate the increased amount of traffic associated with the development. Although Public Works staff recognize that

DEPARTMENTAL REPORTS CONTINUED

there is quite a bit of work to be done in regards to servicing this development, they are satisfied that the requirements can be completed as draft plan conditions, prior to final plan of subdivision approval. A detailed summary of Public Works engineering and servicing information in regards to this development proposal can be found in Appendix A attached.

It was also noted that the required updated Draft Plan was provided for this evenings meeting and is available on the agenda for viewing.

Jules Pattyn Owner/applicant of 241683 Ontario Limited, was present for this meeting and stated that he is looking forward to proceeding with this project in North Middlesex. If Council approval is given this evening, he is prepared to commence with the project right away.

Deputy CAO, Jonathon Graham, cautioned that there is a lot of work to be done prior to construction, however, he also looked forward to working with the developer.

MOTION #186/2018

MCLINCHEY/NICHOL: That Zoning By-law Amendment ZBA-3-2018 to rezone the subject lands from “Future Development (FD) Zone” to Residential Density One ((H)R1) Holding Zone be GRANTED and THAT Council endorse the Draft Plan of Subdivision and recommend approval to County Council.

CARRIED

- b. Report from Jonathon Graham, Deputy CAO/Director of Operations
- i. Monthly Report

Mr. Graham presented his report with particular focus on the accuracy towards end user meter readings and the Non-Revenue Water Program within Ailsa Craig.

He advised that out of 2,300 meters, 113 or 5% have been determined to not be functioning correctly. Notices have been sent to the affected property owners. Staff has the appropriate tools and is in the midst of correcting these discrepancies. With regard to the Non-Revenue Water Program, staff, OCWA and Flowmetrix have created and delineated a district metering area whereby monitoring pressure and flow rates for a period of one (1) month.

Several questions were asked by Council and responded to by staff regarding the initiatives undertaken.

MOTION #187/2018

MCLINCHEY/CORNELISSEN: That Council receives the Infrastructure and Operations Monthly Report for August 15, 2018 as information only.

CARRIED

ii. Fuel Tender Results

Mr. Graham advised that North Middlesex has a fuel management system/key lock in place with Fuel Master. Dudman Fuels offered a replacement system at a cost of \$32,000; however at this time the Municipality is not seeking to ratify our existing system. Should a replacement system be required in future staff will bring a report to Council.

MOTION #188/2018

ROPP/MOIR: Be it resolved that Council directs staff to accept the proposal from Dudman Fuels to supply and deliver fuel for a period of five years. (2018-2023);

And that Council directs staff to waive the fuel management system/key lock offered by Dudman Fuels at a cost of \$32,000 (excluding HST).

CARRIED

iii. Additional recommendation for add-on to Coco Paving for Hungry Hollow

Mr. Graham has requested that an additional item be considered by Council for a scope change to the 2018 Paving Program to include paving of the Hungry Hollow "Hill". The following details were provided:

- Infrastructure improvements in early 2016, a swale and catchbasins system, are not rectifying the problem(s)
- The "hill" is regularly compromised due to snow and heavy downpours
- The "hill" requires regular improvements to maintain a safe and driveable condition

Pricing was vetted and requested as a scope change/add –on from Coco Paving.

MOTION #189/2018

CORNELISSEN/MOIR: Be it resolved that Council direct staff to award an "add-on" inclusive to the Municipality's 2018 Paving Program to Coco Paving Inc. for the quantity of 350 tonnes (+/-) of HL4 in the amount of \$44,303.00 (excluding HST) for the stabilization of the Hungry Hollow Hill.

CARRIED

c. Report from William Davidson, Director of Emergency Services/Fire Chief

i. May and June Monthly Reports

Chief Davidson presented his reports for the months of May and June.

REPORTS CONTINUED

Cr. Cornelissen inquired as to why the external siren in Ailsa Craig still sounds at night?

Chief Davidson responded that he has ordered equipment that would be programmed to make the alarm silent as an example from 7:00 p.m. – 7:00 a.m. Cr. Nichol suggested that her recommendation would be to set it for later at night ie: 8:00 or 9:00 p.m. This will be discussed with the District Chief at an upcoming meeting.

Deputy Mayor Ropp inquired as to when the Ailsa Craig tanker will be delivered. Chief Davidson replied that the timeframe for delivery will be closer to Nov/Dec 2018.

MOTION #190/2018

CORNELISSEN/MCLINCHEY: Be it resolved that the reports titled “Emergency and Safety Services May and June 2018 be received and filed for informational purposes as presented.

CARRIED

- d. Report from Justin Dias, Director of Economic Development and Community Services
- i. Monthly Report

Mr. Dias presented his monthly report with focus on his attendance at the SOMA Conference and Tradeshow in Chicago and the Fresh Desk online tool for managing and tracking parks, sportsfields and facility related issues.

Cr. McLinchey inquired into the Accessible Rest Area project and how the response has been from landowners volunteering to host a pad on their property. Due to the amount of space required for each pad, it is not possible for all pads to be placed on municipal right of ways.

Cr. Moir inquired if Mr. Dias had a sense of ice time rentals for the upcoming season. Mr. Dias responded that it appears to be on par with previous years.

There was a request that weeds on Main Street in both Parkhill and Ailsa Craig be attended to more frequently.

MOTION #191/2018

ROPP/MOIR: Be it resolved that Council receive and file the Economic Development and Community Services Monthly Operational Report for July/August 2018.

CARRIED

- ii. 2018 Façade Improvement Program Report

Mr. Dias presented his report on the program. Cr. Cornelissen inquired into whether there were any aspects to the program that could be improved upon moving forward.

REPORTS CONTINUED

Mr. Dias advised that with this being the first year, he has noted some improvements that could be made and these will go to Policy Committee for review.

MOTION #192/2018

MCLINCHEY/NICHOL: Be it resolved that Council accept the report entitled “2018 Façade Improvement Program Report”.

CARRIED

e. Report from Jackie Tiedeman, Clerk

i. Restricted Acts under the *Municipal Election Act, 1996*

Clerk Jackie Tiedeman presented a report to Council as legislated under the Municipal Election Act, 1996 regarding whether Restricted Acts or “Lame Duck” occurred following Nomination Day. It was explained for the purpose of this determination, a council of seven members elected with Wards, three quarters of the members of the outgoing Council is 6. A six members of the outgoing council submitted nominations all running for separate offices on council that according to Section 275 (1) no action under subsection (3) is therefore required.

MOTION #193/2018

CORNELISSEN/ROPP: Be it resolved that the report entitled “Restricted Acts after Nomination Day 2018” be received;

And that the Council of the Municipality of North Middlesex is hereby not in “Lame Duck” or restricted in its powers under Section 275 (3) of *the Municipal Act, 2001, as amended*, for the time period Nomination Day until Voting Day.

CARRIED

ii. Quarterly Activities Report

Clerk Jackie Tiedeman presented the quarterly administration report. The focus of the report pertained to the Municipal Law Enforcement activities since the hiring of a new officer on April 27th and the number of calls attended to during this time. The other update provided was regarding the election process to date and upcoming initiatives required to be completed by the Clerk.

MOTION #194/2018

CORNELISSEN/MCLINCHEY: Be it resolved that the report entitled “Quarterly Administration Update” be received for information purposes.

CARRIED

iii. Report from Clerk – Replacement of M.L.E.O. Vehicle

Clerk Jackie Tiedeman provided a report on the request to replace the MLEO vehicle due to electrical problems and health and safety concerns for staff utilizing the vehicle.

Staff advised that a review of the past maintenance costs associated with this vehicle and the recent electrical and overheating issues were undertaken and determined to be at 66% ,utilizing the 50% rule for our fleet vehicles. Staff advised that as a temporary measure with the van being taken off the road, the MLEO and CBO are sharing the CBO vehicle. Although this can work on a short term basis, it does impact the ability for staff to respond to their required on site property visits in each department.

Council inquired if there was any vehicle within the existing inventory that could be utilized. Staff responded that the Facilities and Public Works Departments do not have any vehicles to use. It was then suggested by Council, that due to the existing surplus revenue in the Building Department, that staff should consider the current CBO vehicle be moved to the MLEO Department and a new vehicle be purchased for the CBO so long as the vehicle will meet the needs of the MLEO.

MOTION #195/2018

CORNELISSEN/NICHOL: Be it resolved that Council accept the report entitled Replacement Vehicle for MLEO; and

That the CBO vehicle be transferred to the MLEO Department, if found to meets its requirements; and

That staff be authorized to proceed with a Request for Tender for a pick Up Truck for the C.B.O.; and

That the report for awarding the tender include feedback on utilizing the Building Department Reserves for financing.

CARRIED

- f. Report from Nandini Syed, CAO/Director of Finance(Treasurer)
- i. Monthly Report

CAO, Nandini Syed, presented her monthly report with emphasis on the upcoming AMO Conference. The Senior Management Team, led by His Worship Mayor Shipway, will be meeting with the following three Ministries to discuss community improvement, agri-food processing and research and provincial support for infrastructure management. As well some provincial legislative updates were provided.

MOTION #196/2018

MCLINCHEY/CORNELISSEN: Be it resolved that Council receives the Administration Monthly Update – August 2018 Report, as information only.

CARRIED

8. ACCOUNTS

CAO, Nandini Syed, presented the compilation of Accounts for the period of July 13, 2018 to August 8, 2018 for a total payment of \$817,929.65 .

MOTION #197/2018

MOIR/MCLINCHEY: Be it resolved that the following bills and accounts be approved for payment in the amount of \$817,929.65

General	\$477,890.55
General Direct Deposit	\$247,677.11
General online/PAP	\$ 92,047.11
Cemetery Direct Deposit	\$ 151.88
Cemetery Online/PAP	\$ 163.00

CARRIED

9. COMMITTEE REPORTS

a. Policy Committee – June 21, 2018 (Receive and File)

Deputy Mayor Ropp wished to note for the record that the amended Dress Code Policy that was presented and approved at the last council meeting was in fact “an amendment” to a very elaborate and detailed policy that was already in place from over a year ago. The amended policy also contained required legislated updates and was an improvement over the existing policy.

b. Parkhill Hydro Proceeds Committee

Cr. McLinchey advised that this committee was resurrected in order to allocate the remaining funds that must be spent by the end of 2018, as advised by the Municipal Auditors. At the July 10, 2018 meeting, the following represents a tentative earmarking of the funds with cost estimates/quotes to be obtained to confirm the amounts:

- Christmas decorations for Parkhill Main St and King St \$35,000
- Carnegie Library grant new AC/Furnace unit and other improvements \$20,000
- Parkhill Horticultural Society for watering tractor \$10,000
- Community Centre PA System Upgrade \$10,000
- Contingency \$7,000

On August 7, 2018 a subsequent meeting was held and two recommendations were made.

MOTION #198/2018

MCLINCHEY/NICHOL: That \$20K of funding be given to the Parkhill Carnegie Gallery of which approximately \$11K be used for the purchase and installation of a furnace and air conditioning unit as per the Brian Gregory Heating Cooling and Air Quality Inc/McCarter Electric combined quote dated July 16, 2018 with the remaining \$9K for discretionary spending to be reported back to the Municipality at year end; and

That \$10K be allocated towards a contingency.

CARRIED

10. CORRESPONDENCE

- a. Middlesex London Health Unit – Smoke Free Ontario Act 2017 Update and changes that are delayed. (action: Receive and file)
- b. Twsp of North Stormont – Green Energy Project Support from government

MOTION #199/2018

CORNELISSEN/MOIR: Be it resolved that the Council of the Municipality of North Middlesex hereby supports the motion of the Township of North Stormont as follows:

Whereas Ontario's Green Energy Act clearly outlines the commitment the Province has to Green Energy; and

Whereas Municipal governments have been removed from having any meaningful input in these Green Energy Projects; and

Whereas the legal agreements between Municipalities and Green Energy companies cannot guarantee the future safeguards needed to protect lower tier governments from financial exposure if Green Energy companies forfeit their responsibilities; and

Whereas the magnitude of some of these projects would financially cripple a municipal government if they inherited restoration or repair costs;

Therefore be it resolved that the Province of Ontario extend its areas of responsibility to include any costs that Municipalities may have to inherit from Green Energy Projects, such as water quality, site restoration, infrastructure repair;

And that this resolution be circulated to Premier Doug Ford, Ministry of Energy, MPP Jim McDonell, United Counties of SDG, AMO and all the municipalities in Ontario.

CARRIED

- c. Huron County – Notice of Planning Application 38610 Mount Carmel Drive (action – Planner advises no concerns – Receive and file)

CORRESPONDENCE CONTINUED

- d. Howick Township – request for amendment to Bereavement Authority of Ontario, Ontario Regulation 30/11

MOTION #200/2018

MCLINCHEY/CORNELISSEN: Be it resolved that the Council of the Municipality of North Middlesex supports the motion from Howick Township as follows:

Whereas Ontario Regulation 30/11 states the Capital portion of the Care and Maintenance Trust Fund cannot be accessed, the only exception is to purchase land adjacent to the cemetery to increase the capacity of the cemetery;

And whereas none of the Howick Township Cemetery Boards have a need to purchase land to increase capacity at this time or in the near future;

And whereas the only interest generated from the Care and Maintenance Trust Fund can be used for the care and maintenance of the lots, markers and grounds of the cemetery;

And whereas, Howick Township Cemetery Boards have minimal funds to cover the cost of minimal maintenance in their cemeteries;

And whereas major maintenance projects such as road repair and tree maintenance/removal could be arranged if the Cemetery Boards could borrow/loan funds from the Care and Maintenance Trust Fund;

Therefore be it resolved that Council petition the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow borrowing of funds from the Care and Maintenance Trust Fund for capital improvements and purchases when other municipal cemetery funds are exhausted.

CARRIED

- e. City of Toronto – motion endorsement for immediate steps to address gun violence (action: Receive and File)
- f. NMDHS – Oct 4 Commencement Ceremony (action: Councillor McLinchey to attend)
- g. Thank You Card – Five Fun Days (action: Receive and File)
- h. Thank you Card – VON Country Breakfast (action – receive and file)

MOTION #201/2018

NICHOL/MCLINCHEY: That the correspondence be accepted with actions as noted

CARRIED

11. OTHER AND URGENT BUSINESS

Cr. Moir inquired into the electric car charging stations and whether a metering charging system would be warranted.

Deputy CAO, Jonathon Graham, responded that according to information he has received, the cost to obtain software in order to be able to invoice or charge for use would be approximately \$3,500.00 per station (2 in North Middlesex). The cost to charge an electric vehicle is minimal and purchasing this software would not be cost effective.

12. COMMUNICATIONS (including County Council Meeting Updates)

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13. CLOSED MEETING (Under Section 239 of the *Municipal Act*)

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

15. BY- LAWS

- a. By-law #36 of 2018 – Burley Drain (3rd and final)
- b. By-law #43 of 2018 – Laurens Drain (1st and 2nd)
- c. By-law #44 of 2018 – McAlpine Drain No.1 & 2 (1st and 2nd)
- d. By-law #45 of 2018 – Conlin Drain (1st and 2nd)
- e. By-Law #46 of 2018 – Appointment By-law MLEO for Animal Services – Amanda Wells
- f. By-law #47 of 2018 – ZBA for West Park Drive, Parkhill Plan of Subdivision
- g. By-law #48 of 2018 – Confirming By-law

MOTION #202/2018

CORNELISSEN/MCLINCHEY: That By-Laws #43,44,45,46,47 and 48 of 2018 be read a first and second time.

CARRIED

MOTION #203/2018

NICHOL/MOIR: That By-laws #36,46,47 and 48 of 2018 be read a third and final time.

CARRIED

16.ADJOURNMENT

MOTION #204/2018

MCLINCHEY/ROPP: That the Regular Meeting adjourn at 9:03 p.m.

CARRIED

MAYOR

CLERK