



## **MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES**

The Regular Meeting of the Council of the Municipality of North Middlesex was held on August 9, 2017 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 6:00 p.m.

### **2. ROLL CALL**

Mayor Don Shipway  
Deputy Mayor Brian Ropp  
Councillor Doreen McLinchey  
Councillor Joan Nichol  
Councillor Gord Moir - Absent  
Councillor Andrew Hemming  
Councillor Adrian Cornelissen  
Clerk Jackie Tiedeman  
Director of Finance and Administrative Services/Treasurer - Nandini Syed  
Director of Infrastructure and Operations Jonathon Graham  
Director of Emergency Services/Fire Chief – William Davidson (portion of the meeting)

### **3. DISCLOSURE OF PECUNIARY INTEREST**

None

### **4. APPOINTMENT OF STAFF FOR THE PURPOSE OF RECORDING THE CLOSED MEETING MINUTES**

#### **MOTION #235/17**

**MCLINCHEY/HEMMING:** That Donna Vanhooydonk , be appointed Acting Deputy Clerk for the purpose of taking notes in the Closed Meeting \_\_\_\_\_CARRIED

## **5. CLOSED MEETING (UNDER SECTION 239 OF THE *MUNICIPAL ACT*)**

### **MOTION #236/17**

**ROPP/NICHOL:** That Regular Meeting adjourn to Closed Meeting at 6:00 p.m. receive information on the following matters:

- a. Labour Relations or Employee Negotiations – Integration of a Municipal Full Time Custodian and update on Deputy Treasurer Position
- b. Personal Matters about an identifiable individual – Update on Organizational/HR matter \_\_\_\_\_ CARRIED

## **6. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING**

### **MOTION #237/17**

**ROPP/MCLINCHEY:** That Closed Meeting adjourn and that three recommendations be considered \_\_\_\_\_ CARRIED

### **MOTION #238/17**

**NICHOL/MCLINCHEY:** BE IT RESOLVED THAT Council approves staff recommendation for the hiring of the Deputy Treasurer position effective September 5, 2017 \_\_\_\_\_ CARRIED

### **MOTION #239/17**

**HEMMING/NICHOL:** BE IT RESOLVED THAT Council approve the retention of a full time custodian effective September 29, 2017 \_\_\_\_\_ CARRIED

### **MOTION #240/17**

**CORNELISSEN/ROPP:** BE IT RESOLVED THAT Council deem the Food and Events Co-ordinator position surplus effective September 29, 2017 \_\_\_\_\_ CARRIED

Mayor Shipway announced that a Press Conference would also be held Thursday morning at 10:00a.m.

## **7. MINUTES OF PREVIOUS MEETINGS**

- a. July 12, 2017 Regular Meeting Minutes

### **MOTION #241/2017**

**ROPP/HEMMING:** That the minutes be approved as presented \_\_\_\_\_ CARRIED

## 8. PUBLIC MEETINGS

### 7:00 p.m. Meeting to Consider Engineers Report – Lynn Drain

Jonathon Graham, Director of Infrastructure and Operations presented a report outlining the drainage process undertaken to date.

Bill Dietrich, Engineer, was present to explain the proposed drainage work as outlined in the report dated July 21, 2017. The total assessment for the drain is \$108,556.00. \$75,936.00 would be allocated to the property owners and \$32,620.00 allocated to two municipal roads (Maple Lodge Drive and Neil Road). The purpose of this meeting is to answer any questions that Council or the affected landowners may have pertaining to the work.

Scott Root, landowner, questioned the costs being assessed to his two parcels of land at approximately \$7,000.00 with no benefit to his land. He expressed concern on this breakdown of assessment as his land is comprised of 5.4 acres and former portion of rail land.

Mr. Dietrich replied that this meeting was not the appropriate time to speak to the assessment breakdown and that there would be an opportunity to appeal to the Court of Revisions. Mr. Graham suggested that a meeting be held with the Engineer, Mr. Root and himself to discuss his concerns further.

Deputy Mayor Ropp inquired whether this work would entail the installation of catch basins at the two road crossings. Mr. Dietrich replied that this is included.

### **MOTION #242/17**

**ROPP/NICHOL:** That Council accept the report “Consider the Engineers Final Report”; And that Council consider and approve the Engineer’s report submitted by Dietrich Engineering Limited for the Lynn Drain 2017; and that Council accept the provisional by law, per Section 45 (1) of the *Drainage Act* for the Lynn Drain 2017 and give the first and second readings \_\_\_\_\_ CARRIED

### 7:15 p.m. Committee of Adjustment

### **MOTION #243/17**

**MCLINCHEY/HEMMING:** That the Regular Meeting adjourn to Committee of Adjustment at 7:15 p.m. \_\_\_\_\_ CARRIED

The Regular Meeting resumed at 7:38 p.m.

## 9. DELEGATION

7:40 P.M. Bernie Burnett and Rob Schlegel – Shady Pines Campground Update

Mr. Burnett and Mr. Schlegel requested to attend Council to outline the upgrades that will be undertaken at the campground over the next couple of years. Mr. Schlegel provided a history on the ownership of this campground which has been in his family for over 45 years. This site is approximately 109 acres with 200 sites. It was the first KOA campground in Canada. The infrastructure upgrades will include the installation of a sanitary sewer system which will tie into the Municipal system; waterline upgrades and new hydro service. Other structural investments will include a new main building that will accommodate a small restaurant and general store with accessible washrooms. There will also be a meeting space available within this building. At the back of the site, there will be upgrades to the Chalet for the purpose of expanding services which would include a seniors program and would also include overnight accommodations and kitchen facilities. Overall there will be approximately \$5,000,000.00 invested into this site. It is anticipated that these upgrades will secure the viability of the campground for another 50 years. Mr. Schlegel advised that they hope to commence work on the Chalet very soon in order to get the seniors program service underway.

Mr. Schlegel concluded that his family is looking forward to working with the Municipality on this project and he would like to initiate discussions on how the sanitary sewer connection under Part 7 of the Building Code could get underway.

Councillor Cornelissen inquired into how the seniors programs would be staffed and if there was any intention to extend the season at the campground from its current season?

Mr. Schlegel replied that staff for the seniors program and services would be drawn from their Glen Crossing Nursing and Retirement Home in London at first.

With regard to extending the season at the campground, he advised that the zoning currently permits 10 months of the year to be open and at this time he does not feel that would change.

Councillor Hemming inquired as to whom performs the inspection for the sanitary sewer connection?

Mr. Schlegel and Mr. Graham both replied that this is dependent upon how the works is undertaken.

Mr. Graham expressed that an early pre-consultation meeting with the Municipality should be undertaken and also advised that site plan control will be required for this

site. He added that Staff is also looking forward to working with owners on this project.

## **10. DEPARTMENTAL REPORTS**

- a. Report from Will Davidson, Director of Emergency and Safety Services – June 2017 Update report

Councillor Cornelissen commented that more calls appear to go through Parkhill Station. Mr. Davidson attributed this to vehicle and other call outs.

Councillor Cornelissen also commented that there has been positive feedback from the agricultural sector.

### **MOTION #243/2017**

**MCLINCHEY/NICHOLS:** That Council receives and files the report titled, Emergency and Safety Services June 2017 Report, for information purposes as presented \_\_\_\_\_ **CARRIED**

- b. Report from Jonathon Graham, Director of Infrastructure and Operations

Mr. Graham identified that the Building and By-law summary of activities was incorrect and provided an amendment to Council for this section.

Mr. Graham identified some specific matters within his report in which he wished to discuss with Council.

The first was the Drain Tracker Program and the benefit there would be to the municipality as part of succession planning and having records available in a digital format. He advised that this system would benefit himself, Drainage Superintendent and the A/R Clerk.

Councillor Cornelissen inquired about the renovations to the Goal Post. Mr. Graham provided an overview of the work being undertaken.

Mr. Graham then requested clarification from Council on the previous motion to direct staff to obtain three quotes for a Rubber Tire Backhoe. He wanted direction that this request for quote could be achieved through the normal tendering process.

Council concurred that this was the intent with the previous motion, however, they were still seeking a response on how the new backhoe would be transported and maintained.

An update was then provided on the tendering process for the renovations to the Council Chambers to accommodate the Community Policing Office that closed on August 4, 2017.

**MOTION #244/17**

**ROPP/MCLINCHEY:** That Council direct staff to purchase the Drain Tracker program at \$17,825 est;

And that Council direct staff to update out current Municipal Dog By-law (By-law #10 of 2010) to include "Service Animal" provisions;

And that Council direct staff to proceed with awarding the contract of the Interior Renovations of North Middlesex Shared Services Building to MCI at the total cost of \$41,800 excluding HST

And further that staff be directed to proceed with the Rubber Tire Backhoe tendering process. \_\_\_\_\_ CARRIED

- c. Report from Jonathon Graham, Director of Infrastructure and Operations-  
Municipal Drain Reapportionment Agreements – Rose Drain

**MOTION #245/17**

**NICHOL/HEMMING:** That the agreement be approved and signed by the Mayor and Clerk \_\_\_\_\_ CARRIED

- d. Report from Jonathon Graham Director of Infrastructure and Operations –  
Tender Results Aluminized CSP Material Purchase Bridge #37 Ausable Bridge  
Replacement

Councillor Hemming inquired into the diameter of the pipe?

Councillor Cornelissen inquired into the status of bridge being open or closed during the work?

Mr. Graham advised that as he did not have all the information available this evening that he would follow up with answers to these questions.

**MOTION #246/17**

**NICHOL/HEMMING:** That Council direct staff to proceed with the purchase of the required Aluminized Type II CSP Material(s) at a total cost of \$72,768.00 plus HST supplied and delivered by Canada Culvert \_\_\_\_\_ CARRIED

- e. Report from Jonathon Graham, Director of Infrastructure and Operations – Draft  
Water Usage By-law

Mr. Graham explained that this draft by-law is being brought forward due to the upcoming work on the water reservoir and in the future as well if the need should arise.

Councillor McLinchey inquired as to how enforcement would be implemented?

Mr. Graham replied that public education is going to be key so that everyone understands when this would be implemented and why. If there was evidence that someone was not complying then a fine could be levied.

**MOTION #247/17**

**CORNELISSEN/MCLINCHEY:** That Council accepts the report on the Draft Water Usage By-law;

And further that Council opens the Draft Water Usage By-law to the public for forty (40) day review period \_\_\_\_\_ CARRIED

- f. Report from Nandini Syed, Director of Finance and Administrative Services  
/Treasurer – Monthly Report

Ms. Syed provided clarification to Council regarding the reference to 'walk-in' clinic for the new doctor in Parkhill. She advised that this means any patients on the roster of Dr. Kling would have access to her clinic on a walk in basis.

**MOTION #248/17**

**ROPP/HEMMING:** That Council receives the Finance and Administration Monthly Update-August 2017 Report, as information only \_\_\_\_\_ CARRIED

**11. PASSING OF ACCOUNTS**

- a. Compilation of bills and accounts for the period of July 6 – August 2, 2017

Councillor Nichol inquired into the nature of the expense from RoyalPak Inc. for a car wash and wax?

Ms. Syed advised that clarification would be provided to Council upon reviewing the invoice.

Councillor Cornelissen inquired into the status of the purchase order implementation?

Ms. Syed replied that this will be a priority for the new Deputy Treasurer.

**MOTION #249/17**

**MCLINCHEY/CORNELISSEN:** That the following bills and accounts be approved for payment:

General \$233,983.69

General Direct Deposit \$204,848.15

Cemetery Direct Deposit \$332.23

Cemetery Cheques \$260.11

General Online/PAP \$169,715.09\_\_\_\_\_CARRIED

## **12.COMMITTEE REPORTS**

- a. LSAC Minutes – June 14, 2017 (receive and file)

Councillor McLinchey advised Council that the Support your Local School signs have been ordered.

## **13.CORRESPONDENCE**

- a. Middlesex Plowmen's Association – invite to 2017 Plowing Match  
(action: receive and file)

- b.Thank you card for Year 4 Proficiency Award – Meridith Dales and Thank you card for the Annual Proficiency Award Donations from the Commence Committee  
(action: receive and file)

- c. Owen Sound – request for motion support regarding request for economic impact analysis  
(action: receive and file)

- d. Thank you card from Jackie Wells on behalf of the VON Country Breakfast Committee  
(action: receive and file)

- e. NMDHS – Invitation to annual Academic Awards Celebration on October 5, 2017  
(action: Councillor McLinchey was appointed to attend)

- f. ABCA – Proposed Five Year Forecast 2018-2022  
(action: receive and file)

- g. Ailsa Craig and District Playschool Inc – request for use of a section of the Community Park at 155 Annie Ada Shipley Street for an outdoor play space

## **MOTION #250/17**

**CORNELISSEN/HEMMING:** That staff be directed to meet with the Playschool to consider their request and if required an amending agreement be drafted for further consideration by council \_\_\_\_\_CARRIED



h. Ontario Good Roads Association – Municipal Infrastructure Project Building Initiative

**MOTION #251/17**

**ROPP/HEMMING:** Whereas the Municipality of North Middlesex has an inventory of bridges and culverts that require and will require significant capital investments; and

Whereas, an Alternative Financing and Procurement approach may afford significant savings on the stewardship of municipal bridges and culverts; and

Whereas an Alternative Financing and Procurement approach has been successfully employed in bridge bundling projects in other jurisdictions

Now therefore be it resolved that the Municipality of North Middlesex approves in principle its willingness to participate in an exercise with representatives from the Ministry of Infrastructure, the Ministry of Transportation, the Residential and Civil Construction Alliance of Ontario and the Ontario Goods Roads Association to determine the feasibility of Alternative Financing and Procurement with regards to the bundling of bridges and culverts into one contract \_\_\_\_\_ CARRIED

The letter also clarified that if council passes this motion, the Municipality is only committing to investigating the feasibility of this approach and may withdraw from the process at any time.

**MOTION #252/17**

**MCLINCHEY/HEMMING:** That the correspondence package be accepted with actions as noted \_\_\_\_\_ CARRIED

**14. OTHER OR URGENT BUSINESS**

None

**15. COMMUNICATIONS (including County Council Meeting Report)**

Deputy Mayor Ropp advised that County Council defeated the motion which responded to the matter of direct election to the Upper Tier.

Councillor Cornelissen inquired as to the recent letter that was circulated from Spriet Engineering regarding bridge inspections.

Mr. Graham replied that this relates to the pilot project conducted by the County of Middlesex which offered the inspection at a lower rate than what was previously being charged to municipalities. He believes this letter, which was offering their service at a lower rate, was in response to this pilot project.

Councillor Cornelissen advised Council that the Clerk and himself had recently received information from a ratepayer regarding the lack of quality internet service they receive from a Bell Tower and wondered if the Clerk would update Council.

Clerk Jackie Tiedeman, asked if this could be deferred as she did not have the facts available to provide the update at this time.

## **16. BY-LAWS**

- a. By-law 45 of 2017 – Appoint a Deputy Division Registrar
- b. By-law 46 of 2017 – Appoint a Deputy Lottery Licencing Officer
- c. By-law 47 of 2017 – Official Plan Amendment – 306 Parkhill Main Street
- d. By-law 48 of 2017 – Zoning By-law Amendment – 306 Parkhill Main Street
- e. By-law 49 of 2017 – Lynn Drain (1<sup>st</sup> and 2<sup>nd</sup> reading only)
- f. By-law 50 of 2017 – Zoning By-law Amendment – 4810 West Corner Drive

Councillor McLinchey declared a conflict of interest with regard to By-law 47 and 48 of 2017 as she had been circulated as a landowner on this planning matter and therefore did not participate in motions M255 and M256.

### **MOTION #253/17**

**NICHOL/MCLINCHEY:** That By-laws #45,46,49,50 and 51 of 2017 be read a first and second time \_\_\_\_\_CARRIED

### **MOTION #254/17**

**ROPP/NICHOL:** That By-laws #45,46, 50 and 51 of 2017 be read a third and final time \_\_\_\_\_CARRIED

### **MOTION #255/17**

**CORNELISSEN/HEMMING:** That By-laws #47 and 48 of 2017 be read a first and second time \_\_\_\_\_CARRIED

### **MOTION #256/17**

**HEMMING/NICHOL:** That By-laws #47 and 48 of 2017 be read a third and final time. \_\_\_\_\_CARRIED

## **17. ADJOURNMENT**

### **MOTION #257/17**

**ROPP/MCLINCHEY:** That the meeting adjourn at 8:45 p.m. \_\_\_\_\_CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK