



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

The Regular Meeting of the Council of the Municipality of North Middlesex was held on Wednesday December 16, 2015 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**

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

Acting Treasurer, Debbie Jonah

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

Councillor Joan Nichol declared a conflict of interest regarding upcoming discussions in Closed pertaining to the Ailsa Craig Medical Centre . Councillor Hemming declared a conflict of interest regarding upcoming discussions in Closed pertaining to the West Williams Community Centre.

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

#### **MOTION #377/2015**

**ROPP/NICHOL:** That the regular meeting adjourn to Closed Meeting at 6:00 p.m. for the following purpose:

a. Personal Matters about an identifiable individual, including municipal or local board employees-Update on Organizational/Operational Review-Elizabeth Hill, Pesce and Associates HR  
CARRIED

## **5. RISE AND REPORT**

Council rose at 7:00 p.m. with no report

## **6. MINUTES OF PRIOR MEETINGS**

- a. Minutes from November 25, 2015 – Training and Development
- b. Regular Meeting Minutes – December 2, 2015

### **MOTION #378/2015**

**ROPP/NICHOL:** That the minutes dated November 25 and December 2, 2015, be accepted as presented.

CARRIED

## **7. PUBLIC MEETING – COMMITTEE OF ADJUSTMENT – 7:00 P.M.**

### **MOTION #379/2015**

**MCLINCHEY/CORNELISSEN:** That regular meeting adjourn to Committee of Adjustment at 7:03 p.m.

CARRIED

Regular Meeting resumed at 7:16 p.m.

## **8. DELEGATION**

- a. YMCA presentation of their 2016 operation budget and overview of 2015

Representatives from the Parkhill YMCA updated Council on 2015. There have been over 100 new memberships since 2014. It is forecasted that due to the increasing revenue from the overall memberships and participation in the programs, that there will be a significant net gain, which means less contribution from the municipality. In 2015, there was 6 weeks of day camps, 156 children served – an increase of 4 more camps from the previous year. The number of participants from a variety of programs increased from 295 to 390 at year end. There was an increase of adult programs in Ailsa Craig (Group Power, Boot Camps, Learn to Run Programs, Women's recreational ball hockey and volleyball). The goals for 2016 are to increase memberships, introduction of new innovative programming (group fitness) – new group fitness classes being offered in both Parkhill and Ailsa Craig, maintain high level quality and program

standards, build stronger relationships and seek new partnerships, increased opportunity for children and youth-increased youth programming both in Ailsa Craig and Parkhill and increased opportunities for recreational programs for adults – women's ball, women's volleyball.

A member of the YMCA presented her story to Council and the positive impact that the Y has made in her life personally. Council thanked the member for sharing her story.

Council also expressed their thanks to the staff for a great year and looked forward to updates throughout 2016.

- b. OCWA presentation of the 3<sup>rd</sup> quarter operational reports for the water and wastewater systems.

Following each report, questions were asked by Council. These included the status of the high efficiency pumps at the Ailsa Craig treatment plant (complete but waiting for data report, application will then be made and rebate should be received); LED lighting conversion (this has not been done – CAO Marsha Paley advised that the municipality is working on an energy audit for its facilities and this building could be part of the audit); swabbing of water lines (nothing has been planned to date); ongoing work to address infiltration is still being done – some remedial work has been done in Parkhill and Ailsa Craig. A list of items for the 2016 budget was recently sent to the municipality.

A budget proposal was provided to the Municipality for the installation and conversion to natural gas to the Ailsa Craig Treatment Plant as well as an outline is to be provided of how this will benefit the municipality in payback once the conversion is completed.

## **9. PASSING OF ACCOUNTS**

- a. Report on the compilation of bills and accounts to December 10, 2015

### **MOTION #380/2015**

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

General	\$454,046.14
Ontario Hydro	\$ 917.18
OCWA	\$ 52,523.70

CARRIED

## **10. DEPARTMENTAL REPORTS**

- a. Report from Acting Treasurer – Establish Building Department Reserves

It was reported by the Treasurer that the \$450,000.00 from the building permits for the Bornish Wind Project went to general surplus. It was then transferred to the Bridge Reserve in 2013. After considerable discussion the following motion was introduced:

**MOTION #381/2015**

**CORNELISSEN/MCLINCHEY:** That staff be directed to transfer \$406,133 from the Bridge Reserve fund to establish the Building Dept Reserve Funds and the remaining shortfall of \$71,046.16 come from the general taxation with the breakdown to new funds as follows:

\$100,000.00 Insurance Fund

\$188,589.58 Revenue Stabilization Fund

\$188,589.58 Capital Contribution Fund

And further, that in subsequent years, any shortfalls for the Building Department will be funded from the Revenue Stabilization Fund and any surpluses will be allocated equally between the Revenue Stabilization and the Capital Contribution reserve funds.

CARRIED

b. Report from Acting Treasurer – Tax Sale Tender

**MOTION #382/2015**

**ROPP/CORNELISSEN:** That Council approves staff's request to take time to act with due diligence to explore the options for the two properties located at:

(1) Pt Lot 1, PL 183, as in AC 1994, except 640189 in Ailsa Craig; and

(2) Pt Lots 2,3,4 & 5, s of Broad Street, Plan 200, as in ER736564 in Parkhill;

And further that a report will be brought forward at a later date with more information and further recommendations for Council's consideration.

CARRIED

c. Report from Public Works Superintendent – Possible Transfer station schedule changes.

**MOTION #383/2015**

**CORNELISSEN/MOIR:** That Council directs staff to continue with the existing operating hours and schedule of dates for the Transfer Station.

CARRIED

d. Report from Drainage Superintendent-Municipal Drain Quote Results

Glen Bullock, Drainage Superintendent explained to Council the process that has been used for determining how contractors are invited to bid Municipal Drain repairs projects for North Middlesex. He indicated that although it may appear any contractor could bid

on such a job, the contractors need to have expertise in this area as drain profiles have to be strictly adhered. He indicated that these particular contractors are very familiar with the requirements needed. It was suggested that when the procurement by-law is reviewed that clear requirements be included in the document.

**MOTION #384/2015**

**CORNELISSEN/MCLINCHEY:** That Council approves the recommendation to award the drain maintenance as shown on the attached spreadsheet as highlighted by the matching colour of required drain maintenance project and awarded contractor.

Big Swamp Drain	\$ 39,527.40	JL Henderson
Cowie Drain	\$ 3,051.00	R.S. Graham
Laurnes Drain	\$ 5,537.00	JL Henderson
Hodgins-Mawson Drain	\$ 6,633.10	JL Henderson
O'Neill Drain	\$ 3,838.61	R.S. Graham
Lockhart Drain	\$ 32,544.00	JL Henderson
16 <sup>th</sup> Concession Dr	\$ 7,186.80	JL Henderson

CARRIED

e. Report from By-Law Officer – Livestock claim under compensation program

**MOTION #385/2015**

**CORNELISSEN/MOIR:** That the claim be processed according to the livestock evaluators report.

CARRIED

\*\* Additional Report added due to time sensitivity

f. Report from Recreation/Facilities Manager – HVAC Unit for Ailsa Craig Recreation Centre.

**MOTION #386/2015**

**NICHOL/HEMMING:** That Council accepts the quote from Black & McDonald (option two Trane Unit) in the amount of \$29,788.00 plus taxes; and

That the \$18,000 in the 2016 Capital Budget is increased to \$29,788.00 to enable the work to be completed as soon as possible.

CARRIED

**11. COMMITTEE REPORTS**

Communications Committee minutes from November 27, 2015 with recommendations

**MOTION #387/2015**

**CORNELISSEN/MCLINCHEY:** That the following recommendations be accepted by Council:

- a. That Council provide two (2) more town hall meetings for 2016, one to be held in Ailsa Craig and one to be held in Parkhill.
- b. That Council would consider adding to the 2016 Budget the amount of \$15,000 for a online video.
- c. That if a matter is in another Councillor's ward, to forward any email/call to the ward Councillor/staff member.

CARRIED

Deputy Mayor Ropp advised Council that the Policies Committee will forward the draft Code of Conduct to Council for consideration at the January meeting.

**12. CORRESPONDENCE**

- a. Dillon Consulting – sewage treatment facilities – capacity update  
(action: receive and recommend the desktop assessment of the Parkhill lagoons be explored as part of the budget discussions for 2016 and a copy be provided to OCWA)
- b. Lambton Shores Nature Trails – reopening of original roadbed of Elm Tree Drive (west end)  
(action: That this request be tabled to the next meeting for a staff report)
- c. Wayne Scott – request for fencing at the Parkhill lagoon area  
(action: receive and refer to staff for a report on cost and type of fencing recommended)
- d. AMO and UQM Collaborate on Climate Action

**MOTION #388/2015**

**NICHOL/ROPP:** That Council support the resolution provided by AMO  
DEFEATED

- e. South Huron Hospital Foundation – financial support request  
(action: receive and file)
- f. Ailsa Craig and Area Foodbank – request to maintain the designated reserve for Ailsa Craig Foodbank building proposal.

**MOTION #389/2015**

**ROPP/NICHOL:** That the allocation of \$30,000 for the Ailsa Craig Foodbank new building proposal be held in a reserve until December 31, 2016.

CARRIED

**MOTION #390/2015**

**CORNELISSEN/HEMMING:** That the correspondence package a-f be accepted with actions as noted.

CARRIED

**13. OTHER BUSINESS**

a. Sample letter from County regarding the continual reduction of funding to municipalities

**MOTION #391/2015**

**HEMMING/NICHOL:** That Council directs staff to send a similar letter to the Minister of Finance.

CARRIED

b. Clerk Jackie Tiedeman updated Council on the Community Development Fund Program. The applications have had an initial review. Ms. Tiedeman indicated that there seemed to be a closing date misunderstanding and that for this year staff worked with the applicants to get all information submitted. The committee reviewing the applications are recommending that the usual grant in kind applications be provided to Council on a spreadsheet as in the past for consideration and the organizations that have submitted for funding through the Vibrancy Fund be invited to a special meeting in order to present their proposals to council in person.

**MOTION #392/2015**

**HEMMING/NICHOL:** That a Special Meeting date of January 14, 2016 at 7:00 p.m. be established to hear presentations from organizations that have applied for projects under the Community Vibrancy Fund.

CARRIED

Mayor Shipway reported on his attendance at a Lambton Shores council meeting in support of the Township of Warwick letter to their council regarding the outstanding fire agreement. Mayor Shipway indicated that the Township of Warwick is to have a reply to their proposal by January 14, 2016 and he presumes North Middlesex should receive one around the same time.

Councillor Cornelissen reported that the Mainstreet Funding program has been extended to January 8, 2016. This date is to be clarified with the Business Help Centre.

#### **14. CLOSED MEETING (under Section 239 of the Municipal Act)**

##### **MOTION #392/2015**

**MCLINCHEY/HEMMING:** That regular meeting adjourn to Closed Meeting at 9:20 p.m. for the following purpose:

- a. Personal matters about an identifiable individual, including municipal or local board employees – Tax Registration, Co-op Placement proposal
- b. A proposed or pending acquisition or disposition of land by the Municipality or local board:  
Lease agreement – Ailsa Craig Medical Office  
Possible use of parkette by Service Organization  
Nairn Outdoor Ice Rink  
North Middlesex Medical centre  
West Williams Community Centre
- c. Personal matters about an identifiable individual, including municipal or local board employees – Performance evaluations.

CARRIED

#### **15. RISE AND REPORT**

Council rose from the Closed Meeting at 10:20 p.m. with the following recommendations:

##### **MOTION #393/2015**

**CORNELISSEN/MOIR:** That the request for an extension agreement due to tax registration be granted.

CARRIED

##### **MOTION #394/2015**

**MCLINCHEY/NICHOL:** That Council authorize the co-op placement under Economic Development for a time period of January – April, 2016 for the purpose of updating website content, communication and promotion opportunities for the Municipality.

CARRIED

#### **16. READING OF BY-LAWS**

- a. By-law #86 of 2015 – Amendment to Committee By-law
- b. By-law #87 of 2015 – Authorize the execution of a purchase and sale agreement between the Parkhill Community Medical Centre Inc. and the Municipality



c. By-law #88 of 2015 – Authorize the execution of an agreement for land lease with Dr. Furtado

d. By-law #89 of 2015 – Confirming By-law

**MOTION #395/2015**

**MCLINCHEY/MOIR:** That By-laws #86,87,88 and 89 of 2015 be read a first and second time.

CARRIED

**MOTION #396/2015**

**ROPP/CORNELISSEN:** That By-laws #86,87,88 and 89 of 2015 be read a third and final time.

CARRIED

**17. ADJOURNMENT**

**MOTION #397/2015**

**ROPP/NICHOL:** That the regular meeting adjourn at 10:30 p.m.

CARRIED

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MAYOR

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CLERK