



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

The Regular Meeting of the Council of the Municipality of North Middlesex was held on December 6, 2017 in the Council Chambers, Shared Services Centre, 229 Parkhill Main Street, Parkhill with a quorum present.

### **1. CALL TO ORDER**

A Special Awards Ceremony was held at 6:30 p.m. through the Sesquicentennial Awards Program. The following categories were: East Williams Optimist – Community Service, William Waters – Community Service and John Campbell – Athletics.

Chair, Jackie Wells, announced that plans are underway regarding a special presentation to the last recipient. It was her honour to announce that Astronaut, Jeremy Hansen, will be awarded the Inspiration Award in recognition of his success with NASA. Mr. Hansen has been contacted through our Economic Development and Communications Officer, Justin Dias. There has been discussions on having this presentation in conjunction with another event in the community. More information and details will be provided in the New Year.

Mrs. Wells congratulated all the winners as well as nominees that were received through this special program commemorating Canada's 150<sup>th</sup> Birthday in 2017. She expressed her pleasure in being part of this committee along with Janet Bender, Mary Clark, D'Arcy Elliot and Lucy Hendrikx.

On behalf of Council, Mayor Shipway also thanked all the committee members for a job well done and to the East Williams Optimist for the picture presentation.

The Mayor called the Regular Meeting to order at 7:00 p.m.

### **2. ROLL CALL**

Mayor Don Shipway  
Deputy Mayor Brian Ropp  
Councillor Doreen McLinchey

Councillor Joan Nichol  
Councillor Gord Moir  
Councillor Andrew Hemming  
Councillor Adrian Cornelissen  
CAO/Director of Finance(Treasurer), Nandini Syed  
Deputy CAO/Director of Operations Jonathon Graham  
Clerk Jackie Tiedeman  
Planner, Christie Kent (portion of the meeting)

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

None

### **4. MINUTES OF PRIOR MEETINGS**

- a. November 15, 2017 Regular Meeting Minutes
- b. November 15, 2017 Court of Revision Minutes

#### **MOTION #364/2017**

**ROPP/MOIR:** That the above noted minutes be accepted as presented \_\_\_\_\_CARRIED

### **5. PUBLIC MEETINGS**

#### **MOTION #365/2017**

**HEMMING/ROPP:** That Regular Meeting adjourn to Court of Revision at 7:03 p.m.

\_\_\_\_\_CARRIED

The Court of Revision meeting minutes are under separate cover

Committee of Adjustment convened immediately following the Court of Revisions at 7:04 p.m.

The Committee of Adjustment meeting minutes are under separate cover.

### **6. DELEGATION**

7:45 p.m. Jackie Muller and Rod Dupuis, on behalf of OCWA, presented the 2017 Third Quarter reports for the North Middlesex Distribution System, Ailsa Craig Wastewater Treatment Plant, Parkhill Wastewater Lagoon and Collection System and the Costs Plus Report for each of the systems.

Several questions were asked by Council and responded to.

Deputy CAO/Director of Operations asked if Council would consider reviewing Departmental Report 7. C3 "Staffing Brief on Water Disruption October 24, 2017" while

the representatives from OCWA were available to answer any questions. The request was granted and notes are provided under this category.

8:00 p.m. D'Arcy Elliot, MacLachlan Insurance Inc.; Kevin Hodgins from Woods Hodgins Insurance and Tony Commisso, Frank Cowan Company on behalf of HMS Insurance and Financial Service Inc. attended Council to provide the 2017-2018 Municipal Insurance Renewal Program.

Mr. Elliot advised that the renewal term is up approximately 2% over last year, resulting in a gross increase of \$5,538.00. The overall claims position is favourable however the general liability has increased.

Mr. Commisso then provided Council with overview of a new coverage product, "Terrorism Insurance" that is now available. It was explained that no policy has this automatically covered, this type of event is currently an exclusion clause, within insurance programs. Mr. Commisso advised that his firm could provide this optional coverage at an approximate cost of \$5,000 for 25 million dollar coverage if Council so chooses.

Further clarification was requested from Mr. Commisso with respect to the terrorism coverage be offered such as defining the term and events that would be included in this clause. There was discussion on coverage for acts of arson/vandalism which is different and already covered within the policy. The cost for the new optional coverage was clarified that the costs are based upon population of the municipality in part.

Cr. Hemming requested to know if council could receive information relating to claims history of the Municipality. Mr. Elliot replied that a summary could be provided however due to the sensitive nature of the claims this would have to be provided in closed meeting.

Council advised that they would consider the additional coverage and the following motion was brought forth:

**MOTION #366/2017**

**MOIR/HEMMING:** Be it resolved that the Council of the Municipality of North Middlesex accepts the 2017-2018 Insurance Program Renewal as presented in the amount of \$268,457.00 (excluding taxes) from HMS Insurance & Financial Services Inc. CARRIED

**7. DEPARTMENTAL REPORTS**

- a. 7:30 p.m. Justin Dias, Economic Development & Communication Officer – SOMA presentation.

Mr. Dias provided a power point presentation to Council on the benefits to North Middlesex to partner with SOMA (Southwestern Ontario Marketing Alliance). The purpose of SOMA is to connect people within a global network to possible investment opportunities. SOMA focuses on attracting foreign direct investment which allows each organization to do more together than would ever be possible alone.

The following is a breakdown of how SOMA leverages:

|  |              |
|--|--------------|
| North Middlesex Investment.....              | \$ 10,000.00 |
| Operating Budget of SOMA.....                | \$193,500.00 |
| Pan Regional Investment attraction.....      | \$350,000.00 |
| Other Association Memberships thru SOMA..... | \$ 25,000.00 |

|  |              |
|--|--------------|
| Total Value of SOMA Partnership is over..... | \$568,500.00 |
|--|--------------|

The municipality is positioned well as far as location and this is an opportunity to focus on industrial growth in addition to residential growth. Mr. Dias indicated that the Municipality has position itself by the development of its Economic Development Strategy, hiring an Economic Development Officer and approval of the Community and Corporate Strategic Plan 2018-2028. This is the next step in the puzzle and to fulfill a strategic gap in our geographical area.

Cr. Cornelissen inquired if an example of this would include seeking agricultural related industry? Mr. Dias replied that “yes” this could include a food processing plant. North Middlesex has speciality crops which are favourable in the market.

Cr. McLinchey requested clarification on the total investment of the municipality. Mr. Dias advised that this amount is based upon population and would be an annual amount in order to remain in the membership.

Cr. Moir felt this sends a positive message for residential growth in that North Middlesex is diverse in its efforts for growth.

Deputy Mayor Ropp agreed that this is the message from ED Committee that both residential and industrial growth is needed.

Mr. Dias also added that as SOMA has no employees, this is municipally driven and all members need to take an active lead in the process.

After careful consideration the following motion was brought forth:

**MOTION #367/2017**

**CORNELISSEN/MOIR:** Be it resolved that by joining SOMA, it represents an opportunity for North Middlesex to position itself as an industrial growth leader among municipalities in the region and that an expenditure of \$10,000.00 is hereby authorized for 2018. \_\_\_\_\_ CARRIED

Mr. Dias was thanked for his presentation.

b. Will Davidson, Director of Emergency & Safety Services – October 2017 Report

Cr. Cornelissen commended Chief Davidson on the achievement with the fire training program. Chief Davidson commented that the in house training has also evolved very positively.

**MOTION #368/2017**

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

c. Jonathon Graham, Deputy CAO/Director of Operations

1. Notification to Engineer – Final Report Kusterman Drain B 2015

**MOTION #369/2017**

**HEMMING/ROPP:** That Council receive the Final Report for the Kusterman Drain B 2015. \_\_\_\_\_ CARRIED

2. Tender Results – 2017/2018 Guardrail Installation

**MOTION #370/2017**

**CORNELISSEN/NICHOL:** That Council direct staff to award the tender work to Royal Fence Limited for the Municipality's 2017/2018 Guardrail Installation Program for the total price of \$36,767.40 (including HST). \_\_\_\_\_ CARRIED

3. Staffing Brief on Water Disruption October 24, 2017

Mr. Graham presented his report regarding the water disruption on October 24, 2017. Jackie Muller and Rod Dupuis from OCWA were in attendance for the presentation of this report. Mr. Graham stated that staff have identified four/five critical path actionable items that could (and will in future) have been utilized that are within our influence; additionally, two/three critical path events were completely out of their control.

Staff will continue to evaluate our water distribution system overall and is confident in implementing the following practices:

- Communication improvements between staff and corporate partners
- Continued engineering evaluations to strengthen our water distribution system through 2018 and beyond (ie: pumping & storage considerations)
- Continued investigations through asset management and calibration
- Implementing a leak detection program to implement wise repairs and/or the undertaking of capital projects.
- Quarterly Asset Management Reports to Council in regards to water

Several questions were asked by Council and responded to by staff. Council commended municipal staff and OCWA for their quick actions taken that day. The situation was handled very well by all.

**MOTION #371/2017**

**MCLINCHEY/HEMMING:** That Council receive and file the report entitled Staffing Brief on Water Disruption October 24, 2017;

And that Council directs municipal staff to undertake the implementation of best management practices with the understanding that staff will be providing quarterly Asset Management Reports to Council in regards to water. \_\_\_\_\_CARRIED

4. Tender Results – 2017/2018 Tandem Plow Sander Truck

**MOTION #372/2017**

**ROPP/MOIR:** That Council direct staff to purchase a 2017/2018 Tandem Plow Sander Truck for the purchase price of \$238, 889.34 (including HST) from Carrier Centre;

And that Council direct staff to exercise a payment option, per the submitted tender by Carrier Center, whereby if payment is received in full within 30 days of arriving at Viking-Cives Ltd center North Middlesex's overall cost will be reduced by \$2,000.00\_CARRIED

5. Final Reading of By-law for the Roelands Drain

**MOTION #373/2017**

**HEMMING/CORNELISSEN:** That Council receive the Final Reading of the By-law for the Roelands Drain report;

And that By-law #63 of 2017 for the Roelands Drain be given a third reading and passed to allow R. Dobbin's to proceed with tendering of this project. \_\_\_\_\_CARRIED

d. Nandini Syed, CAO/Director of Finance

1. Administration and Finance Monthly update December 2017

Operational Highlights included:

Grants: The Municipal Greenhouse Gas Challenge Fund and The Great Lakes Guardian Community Fund

2018 Budget (cost) Drivers: OMPF allocation \$1,618, 200. This amount represents \$280,000 (15%) decrease from 2017 and Policing Cost for 2018 went up by \$50,260 (5%) from \$1,016,940 in 2017 to \$1,067,146.

**MOTION #374/2017**

**MCLINCHEY/CORNELISSEN:** That Council receives the Finance and Administration Monthly Update – December 2017 Report, as information only \_\_\_\_\_CARRIED

2. Financial Policies – Budget Policy

Ms. Syed advised that the Finance Committee has met and approved the draft Capital Budget for Council consideration on December 13, 2017.

**MOTION #375/2017**

**MOIR/MCLINCHEY:** That Council approves the Budget Policy as attached \_\_CARRIED

e. Jackie Tiedeman, Clerk

1. Bill 68 – the *Modernizing Ontario's Municipal Legislation Act*

The Clerk reviewed the report which outlined proposed amendments to the *Municipal Act* along with the dates for implementation. Two policies were identified as outstanding policies that need developed in early 2018: Accountability and Transparency and Delegation of Powers and Duties. A new policy development is required for Pregnancy Leaves and Parental Leaves of Members of Council and Protect and Enhance Tree Canopy and Natural Vegetation. Other Acts that will require changes include the *Municipal Conflict of Interest Act* (MCIA) and *Municipal Elections Act, 1996*.

**MOTION #376/2017**

**MCLINCHEY/CORNELISSEN:** That the report entitled Bill 68 – the *Modernizing Ontario's Municipal Legislation Act* be received and filed. \_\_\_\_\_CARRIED

2. Administration Quarterly Update December 2017

The Clerk reviewed the status of various activities under the administration department. This includes AODA requirements, records management, planning, cemetery, council agenda, licences, agreements currently to be renewed and the 2018 Municipal Election. The report includes various legislative updates and their status currently before the Federal and Ontario Legislatures.

**MOTION #377/2017**

**NICHOL/MOIR:** That the Administration Quarterly Update Report be received and filed\_\_\_\_\_CARRIED

- f. Donna VanHooydonk, Executive Assistant – HR and Electronic Signage Policies

**MOTION #378/2017**

**ROPP/CORNELISSEN:** That Council approve the proposed Technology Policy and Procedures Manual including the Electronic Signage or Banners Policy;

And that Council direct staff to review these policies and procedures on an annual basis.\_\_\_\_\_CARRIED

**8. PASSING OF ACCOUNTS**

- a. Compilation of Accounts from November 8, 2017 to November 29, 2017.

**MOTION #379/2017**

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

General Cheques                      \$745,342.34

General Direct Deposit        \$1,361,217.27 \_\_\_\_\_CARRIED

**9. COMMITTEE REPORTS**

- a. Economic Development Committee – June 12, July 10 and Sept.18 (receive and file)
- b. Local School Advisory Committee – August 31, 2017 (receive and file)
- c. Sesquicentennial Committee – Approval of Minutes – April 11, May 24, August 23, October 4 and November 1, 2017.

**MOTION #380/2017**

**NICHOL/MCLINCHEY:** That the Committee By-law be amended accordingly due to the conclusion of the Sesquicentennial Committee for 2017. \_\_\_\_\_CARRIED

**10. CORRESPONDENCE**

- a. Township of East Zorra-Tavistock and Town of Tillsonburg

**MOTION #381/2017**

**CORNELISSEN/MOIR:** That the Council of the Municipality of North Middlesex supports the motions from Township of East Zorra-Tavistock and Town of Tillsonburg to request the Ontario Government to formally grant municipalities the authority to approve land projects in or around their own communities;



and that a copy of the support letter be sent to the Premier and local MPP.\_\_\_\_\_CARRIED

b. Municipality of St. Charles

### **MOTION #382/2017**

**NICHOL/MCLINCHEY:** That the Council of the Municipality of North Middlesex supports the motion from the Municipality of St. Charles that all municipal employees be specifically exempted from on-call changes proposed by Bill 148 in addition to the recent exemption for volunteer firefighters;

And that a copy of the support letter be sent to the Premier and Local MPP\_\_CARRIED

- c. Gravel Watch Ontario – viewpoint on the Cornerstone Standards Council aggregate program (receive and file)
- d. National Eating Disorder – request for proclamation (receive and file)
- e. OPP – Update from Municipal Policing Bureau (receive and file)
- f. Ailsa Craig Lions Club – Turkey Drive 2017 (receive and file)

### **11. OTHER AND URGENT BUSINESS**

Verbal update on acceptance of the Leisure Club Agreement by Clerk Jackie Tiedeman.

The Club was provided a copy of the new rental agreement which included updated clauses with respect to insurance which is consistently being applied for all our municipal facility lease agreements; term of five years; maintenance responsibilities; seasonal public washroom use and payment of utility costs by tenant.

The Santa Claus Parade Committee sent a thank you card for the use of the Shared Services Lobby for meeting Santa following the parade. It was a very successful event.

### **12. COMMUNICATIONS (including County Council Meeting Report)**

Deputy Mayor Ropp provided a brief update on the recent presentation by Victim Services at County Council. The report on the results of the RFP for an Integrity Commissioner has not been finalized at this time.

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

#### **MOTION # 383/2017**

**NICHOL/MCLINCHEY:** That the Regular Meeting adjourn to Closed Meeting at 9:18 p.m. under the following exemption:

Labour Relations or Employee Negotiations - Pay Equity Plan

Approval of Minutes: October 4, 18 and November 1, 2017;

And that Nandini Syed be appointed Deputy Clerk for the purpose of recording the minutes \_\_\_\_\_CARRIED

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

##### **MOTION #384/2017**

**ROPP/CORNELISSEN:** That the Closed Meeting adjourn and return to Regular Meeting at 10:40 p.m. without recommendations. \_\_\_\_\_CARRIED

#### **15. READING OF THE BY-LAWS**

- a. Roelands Drain (By-law 63 of 2017 – 3<sup>rd</sup> and final reading only)
- b. Leisure Club Agreement (By-law 69 of 2017)
- c. Confirming (By-law 70 of 2017)

##### **MOTION #385/2017**

**MCLINCHEY/HEMMING:** That By-law #69 and 70 of 2017 be read a first and second time \_\_\_\_\_CARRIED

##### **MOTION #386/2017**

**MOIR/CORNELISSEN:** That By-laws #63,69 and 70 of 2017 be read a third and final time \_\_\_\_\_CARRIED

#### **16. ADJOURNMENT**

##### **MOTION #387/2017**

**MCLINCHEY/MOIR:** That the Regular Meeting adjourn at 10:42 p.m. \_\_\_\_\_CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK