



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

The Regular Meeting of the Council of the Municipality of North Middlesex was held on February 21, 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 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  
Director of Economic Development & Community Services, Justin Dias

### **DISCLOSURE OF PECUNIARY INTEREST**

None declared

### **3. MINUTES OF PRIOR MEETINGS**

- a. February 14, 2018 Regular and Special Meeting Minutes

### **MOTION #029/2018**

**MCLINCHEY/NICHOL:** That the above noted minutes be accepted as presented

**CARRIED**

#### **4. PUBLIC MEETINGS**

##### 7:00 p.m. – Meeting to Consider the Engineers Report from R. Dobbin Engineering Inc. – Denys Drain

Mike Gerrits, R Dobbin Engineering Inc., provided the overview of the process to date under the *Drainage Act*. He advised the Engineers Report was prepared under Section 4 of the *Drainage Act* as per the petition, for an outlet for sub-drainage of the Denys Drain, received by the Municipality of North Middlesex. A meeting has been held with the landowners individually and the final report was received by municipal staff on January 15, 2018.

Two landowners (Steve Bax and Fred Boere) were present for the meeting and asked specific questions regarding their land as it related to the engineers report. Mr. Gerrits provided a response to both inquiries.

Mr. Graham then provided his report for Council consideration.

#### **MOTION #030/2018**

**CORNELISSEN/MOIR:** That Council accepts the Final Report for the Denys Drain dated January 15, 2018 prepared by R. Dobbin Engineering Inc.; and That Council gives two (2) readings for a Provisional By-law as Section 45(1) of the *Drainage Act*, 1990.

**CARRIED**

##### 7:15 p.m. – Development Charges Background Study and Public Presentation from Nancy Neal from Watson and Associates.

The purpose of the public meeting is a mandatory requirement under the Development Charges Act (D.C.A.). Prior to Council's consideration of a by-law, a background study must be prepared and available to the public a minimum 60 days prior to the D.C. By-law passage. The public meeting is to provide for a review of the D.C. proposal and to receive public input on the proposed policies and charges.

The following process has been undertaken to date:

- Data Collection, staff review, D.C. calculations and policy work (November 2017-January 2018)
- Background study and draft D.C. By-law released to the public (January 16, 2018)
- Public Meeting (February 21, 2018)
- Council consider By-law for adoption (anticipated to be March 21, 2018)

Ms. Neale explained the purpose of the Development Charges as follows:

- To recover the capital costs associated with residential and non-residential growth within the Municipality
- The capital costs are in addition to the costs which would normally be constructed as part of a subdivision (ie: internal roads, sewers, watermain, roads, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the Development Charges Act (D.C.A.)

Ms. Neal explained the Limitation of Services, Calculation of D.C.A., Impact of Bill 73, Exemptions, Overview of Existing Discretionary Exemptions, Relationship between Needs to Service Growth vs. Funding, Growth Forecast Summary, Current Discounted Development Charges, Summary of Services under Consideration, Summary of Calculated Development Charges, Summary of Discounted Calculated Development Charges Comparison of Residential Development Charges, Comparison of Non-Residential Development Charges.

The following is a summary of the Calculated Development Charges – Roads, Water and Wastewater

#### **Schedule of Ailsa Craig, Nairn and Petty Area-specific Development Charges**

Service	Res –Single & Semi-detached Dwelling	Res – Apartments	Res – Other Multiple	Non-Res (per sq ft of gross floor area)
Roads	2,092	1,117	1,412	0.29
Water	334	178	225	0.05
Wastewater	8,557	4,567	5,775	1.18
Total	10,983	5,862	7,412	1.52

#### **Schedule of Parkhill Area-specific Development Charges**

Service	Res-Single & Semi-detached Dwelling	Res- Apartments	Res – Other Multiples	Non-Res (per sq ft of gross floor area)
Roads	1,225	654	827	0.17
Water	963	514	650	0.13
Wastewater	8,029	4,285	5,418	1.11
Total	11,189	5,972	7,551	1.54

Ms. Neal also provided a summary of the discounted rate (50% reduction as per Council direction for previous By-law). A comparison of the residential charge for 2017 and 2018 was also provided.

Council was then given the opportunity to ask questions regarding the background study.

Deputy Mayor Ropp inquired into how the comparison municipality's was chosen and in particular why Lucan Biddulph was not on the list?

Ms. Neale replied that she tried to choose comparators that were of similar size however she could certainly inquire about Lucan. She also mentioned that approximately 65% of municipalities in Ontario DC By-laws are set to expire this year.

Ms. Neale reminded Council of their options for implementing a DC Charge. It was also very important to note that if full charges are not implemented that the difference to fund this new growth would have to be financed through other municipal sources such as taxes, reserves etc. The options are to implement the full charge, phased in over the five year period or reduction approach as done in 2017.

Clerk Jackie Tiedeman advised that no written submissions were received through her office by the Public.

No Public was present for this meeting.

**MOTION #031/2018**

**MCLINCHEY/NICHOL:** That the Public Meeting adjourn at 7:30 p.m.

**CARRIED**

**5. DELEGATION**

7:30 p.m. Colleen Pavlech – Request for use of the kitchen at Parkhill Community Centre for a one time use (new initiative-pilot project)

Mrs. Pavlech and Mrs. Bax, representing the Ailsa Craig and Area Food Bank was present to provide details on the pilot project Cooking and Nutrition Class based on items from Food Bank hamper. They advised of the support of a dietitian with the London Middlesex Health Unit that will be assisting them in planning and implementing the class which would take place during the daytime on a weekday in April. If this initiative is successful they would be approaching Lucan with a similar presentation.

**MOTION #032/2018**

**MCLINCHEY/CORNELISSEN:** That Council waive the rental fee for the Parkhill Community Centre kitchen for a one time use on a weekday in April for this pilot project.

**CARRIED**

7:40 p.m. – Shelagh Morrison – Ailsa Craig Quilt & Fibre Festival update

Ms. Morrison presented an overview on the work the committee has done to date on preparing for the upcoming Festival to be held on May 21-26, 2018 which will feature quilts from Iceland. Many other exciting features will be added to the festival such as the Viking Village re-enactments with living history display, classes at the Arts Centre etc. The local businesses are also participating in a variety of ways. Ms. Morrison expressed disappointment on behalf of the organization on the reduction in support received through the grant program for 2018.

Councillor McLinchey inquired into whether the Parkhill Carnegie was approached about their participation. Ms. Morrison indicated that they have declined at this time.

Council thanked Ms. Morrison for her presentation and update on the upcoming Festival.

## **7. DEPARTMENTAL REPORTS**

### **a. Director of Economic Development and Community Services – Monthly Report**

Mr. Dias presented his monthly report which provided highlights on the Huron Shores Transit Steering Committee, the First Impressions Community Exchange (FICE) and the initiation of the Façade Improvement Program.

The Huron shore Transit Committee is seeking letters of support from local municipalities to assist in their efforts with the application to the Community Transportation Grant that would provide funding up to \$1.5 million over 5 years for feasibility, design and implementation of a rural transit service.

Council was interested in the results of the recent survey to understand what kind of service is needed and what the model would look like for North Middlesex. Mr. Dias advised that once the results are available they will be provided and this would then answer these questions.

Mr Dias provided an overview of the Façade Improvement Grant, which is being made available through the annual \$15,000.00 allocation from the Vibrancy Fund. The proposed administration of the program, application forms and maps were circulated and reviewed by EDAC and final versions will be brought before council under a separate report at a future council meeting. The First Impressions Community Exchange presentation was provided which highlighted a number of positive attributes in North Middlesex such as quality of signage, landscaping, flower beds, streetscape etc. Some areas that were identified for improvement included: unattractive vacant

storefronts, incorporating quilt theme through municipal marketing, signage at the Carnegie Library directing visitors to current library location.

**MOTION #033/2018**

**CORNELISSEN/HEMMING:** Be it resolved that Council receive and file the Economic Development and Community Services Monthly Report for January/February 2018.

**CARRIED**

b. Deputy CAO/Director of Operations – Larvicide Application Program

Mr. Graham advised that Pestalto Environment Health Services Inc provided a quote for 2018 program incorporating the same treatment areas including Parkhill, Ailsa Craig and Nairn.

**MOTION #034/2018**

**ROPP/NICHOL:** Be it resolved that Council receive this report entitled 2018 Larvicide Application Program; and

That Council directs staff to retain Pestalto Environmental Health Services Inc. services immediately to begin North Middlesex's larvicide program; starting with the facilitation of a ground treatment program (as referenced in this report as "Mod-High Level" mosquito larva). The scope of the program is within the approved 2018 Operating Budget.

**CARRIED**

c. Deputy CAO/Director of Operations 2016 Municipal Drain Maintenance Billings

Mr. Graham presented the report that would enable the passage of a by-law to allow the 2016 Municipal Drain maintenance to be invoiced out to the assessed landowners.

**MOTION #035/2018**

**MOIR/CORNELISSEN:** Be it resolved that Council approves By-Law #10 of 2018 to permit the Accounts Payable/Payroll Clerk to proceed with the billing of the assessed property owners for maintenance work completed in 2016 on the subject municipal drains.

**CARRIED**

**8. PASSING OF ACCOUNTS**

Compilation of Accounts for the period of February 1 – 15, 2018 for a total cost of \$512,137.49

**MOTION #0036/2018**

**MOIR/HEMMING:** Be it resolved that the bills and accounts be approved for payment.

**CARRIED**

**9. COMMITTEE REPORTS**

a. Economic Development Committee

Deputy Mayor Ropp advised that in addition to the November 13, 2017 minutes and recommendation, the Committee met on February and was bringing forward a recommendation for consideration for a new member to be appointed.

The following motion was introduced:

**MOTION #037/2018**

**ROPP/CORNELISSEN:** That the November 13 minutes be received, the recommendation to formally change the EDAC meetings to a quarterly basis with the Terms of Reference to By-Law #13 of 2017 be amended be accepted; and That Council approve the appointment of Darcy Elliot as a member on EDAC.

**CARRIED**

**10. CORRESPONDENCE**

a. David McClure – follow up after delegation on December 20, 2017  
(action: Receive and File)

Deputy CAO/Director of Operations Jonathon Graham advised that he spoke with Mr. McClure in person on the day the letter was submitted and Mr. McClure has been provided the appropriate information so that he may pursue his concerns with the applicable agencies involved.

- b. Township of Norwich – Minister of Housing re: Ontario Building Code Amendments (action: Receive and File)
- c. Town of Amherstburg – support letter from Windsor Essex County Board of Health regarding changes to the Cannabis Act (Bill C-45) (action: Receive and File)
- d. Municipality of South Huron – Notice of Public Meeting for Temporary Zoning (action: Planner reviewed and no impacts to North Middlesex – Receive and File)
- e. Request for advertising in Military Service Recognition Book

**MOTION #038/2018**

**ROPP/MCLINCHEY:** That Council authorizes a ¼ page colour ad in the amount of

\$570.00 for the 5<sup>th</sup> Military Service Recognition Book from the Royal Canadian Legion Ontario Command.

**CARRIED**

- f. Request to use “North Middlesex” for a newly formed Farmers’ Market

Mr. Dias advised Council that he has been working with the group on this new event which would be held in the parking lot of Ye Olde Towne Hall in Ailsa Craig.

**MOTION #039/2018**

**NICHOL/HEMMING:** That the Council of the Municipality of North Middlesex has no objection to the “Farmer’s Market Committee” using North Middlesex in its name for the purpose of applying for not-for-profit incorporation or marketing/promotion of this event.

**CARRIED**

- g. Town of Essex – motion support regarding offering school property to municipalities

**MOTION #040/2018**

**MOIR/NICHOL:** That the Council of the Municipality of North Middlesex supports the motion from the Town of Essex as follows:

*“That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when school boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.”*

**CARRIED**

- h. AMO- So you want to run for Council Webinar (Fee: \$75.00 directly to AMO) will be available on line commencing February 28<sup>th</sup>

(Action: will be promoted for this municipal election – highly recommended for anyone contemplating running or for existing council members)

- i. Citizen Concerns – E. Sturman

(Action: staff are continuing to address these concerns and staff will follow up with a written response)

- j. Huron Shores Transit Steering Committee – Request for Support



**MOTION #041/2018**

**CORNELISSEN/MCLINCHEY:** That staff be directed to prepare an appropriate letter of support for the application being submitted by Huron Shores for the Community Transportation Grant.

**CARRIED**

**MOTION #042/2018**

**MOIR/NICHOL:** That the correspondence package be accepted with actions as noted.

**CARRIED**

**11. OTHER AND URGENT BUSINESS**

a. Notice to change to 2018 Schedule of Council Meetings – amendment to March 7 – Budget Meeting not required.

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

No updates were available

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

**MOTION #043/2018**

**MOIR/HEMMING:** That the Regular Meeting adjourn to Closed Session at 8:15 p.m. under the following exemption:

Personal Matters about an identifiable individual: HR Matter

**CARRIED**

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

**MOTION #044/2018**

**MCLINCHEY/NICHOL:** That the Closed Session adjourn and return to Regular Meeting at 8:40 p.m. with no recommendation

**CARRIED**

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

- a. By-law #7 of 2018 – Procedural By-law
- b. By-law #8 of 2018 – Appointment By-law – Director of Economic Development and Community Services
- c. By-law #9 of 2018 – Denys Drain
- d. By-law #10 of 2018 – 2016 Municipal Drain Billings By-law
- e. By-law #11 of 2018 – Confirming By-law

**MOTION #045/2018**

**MCLINCHEY/HEMMING:** That By-laws #7, 8,9,10 and 11 of 2018 be read a first and second time.

**CARRIED**

**MOTION #046/2018**

**NICHOL/ROPP:** That By-law #7, 8,9,10 and 11 of 2018 be read a third and final time.

**CARRIED**

**16. ADJOURNMENT**

**MOTION #047/2018**

**MCLINCHEY/HEMMING:** That the meeting adjourn at 8:41p.m.

**CARRIED**

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MAYOR

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CLERK