



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

The Special Meeting of the Council of the Municipality of North Middlesex was held on Wednesday February 22, 2017 in the Council Chambers, Shared Services Centre, 229 Parkhill Main Street, Parkhill with a quorum present.

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

Mayor Shipway called the Regular Meeting to Order at 7:00 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

Director of Finance and Administration Services/Treasurer, Nandini Syed

Director of Infrastructure and Operations, Jonathon Graham

Director of Emergency, Fire and Safety Services, Will Davidson

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

None

#### **4. BUDGET PRESENTATION**

##### Operation and Capital Budget for Emergency, Fire and Safety Services Department

Mr. Davidson began with his department's budget commencing with the Fire Department. There were specific questions relating to lifecycle of the tanker trucks and the new tanker truck for the Ailsa Craig Station. The purchase of this tanker has been identified within the 2017 Capital Budget. There was then detailed discussion pertaining to equipment maintenance and repair regarding different protective equipment required by the firefighters, as well as, the cycle for replacing this equipment. The upcoming education and training requirements for Health and Safety were reviewed. This includes training for Managers and Supervisors as well as municipal staff for Risk Assessment, Job Safety Analysis and Confined Space Awareness. The training is in response to the audit that was conducted last year along with its recommendations.

Several questions were asked and responded to throughout the presentation. The proposed capital budget was also reviewed. Mr. Davidson was thanked and he then departed.

##### Infrastructure and Operations Department – Facilities, Parks and Recreation Division

Mr. Graham then gave a detailed overview of the Facilities, Parks and Recreation Division. He first identified some changes to the breakdown of salaries and wages/contracted services for this department. He noted upcoming education and training for staff which is a result of the new duties being introduced within the Cemeteries. Two studies were identified that are included within the Professional Consulting budget which include a Building Needs \$10,000 and Recreation Master Plan \$20,000.

A discussion then ensued regarding the studies which are being recommended to be undertaken this year from all the departments some of which included the OP Review, Development Charges Reports and Tree Replacement. Staff provided their reasons for recommending each of the studies and how they relate to upcoming projects and/or for applying for funding or grants.

Staff suggested that copies of other municipalities' studies be provided to Council as an example for their review.

The various pieces of equipment for this department was then discussed which related to repairs and maintenance, replacement and the need for operator training. This included the recommendation to purchase a second rubber tire backhoe. Staff was asked to prepare a report outlining what the backhoe and excavator are each used for along with the number of hours.

Council suggested that the revenue projections for the facilities appear to be very optimistic. Staff responded that trends as well as fees and charges increases have been taken into account when considering these amounts. The Facilities Manager is also preparing a report on some potential alternative uses for some facilities for council consideration.

Mr. Graham was asked to review the solar lease revenue indicated in the budget for the Arena and Ailsa Craig Community Centre. Also, clarification was requested on the public and corporate donations and the status of the county loan repayment term.

The telephone capabilities and location within the West Williams Hall are to be confirmed. As well, the potential renovations to this hall that is listed under the capital wish list for 2017 were briefly discussed.

Council felt the projected hydro costs appear to be low and felt that should be reviewed even though some retrofitting has occurred in some facilities.

Capital projects under Public Works/Facilities and Recreation was reviewed in further detail. Several questions were asked about specific projects such as Tow Road Stabilization, Paving Program, Heated Washrooms at Nairn Rink, outstanding work at the Shared Services Building, Parkhill diamonds, Generator for Facilities, Ye Olde Town Hall Sign as well as various pieces of equipment. Mr. Graham was asked to provide options of the best way to dispose/sell of surplus equipment that is being replaced.

Following the presentations, Ms. Syed provided her observations of the budget process. She requested clarification from Council on what they would like her to bring back as the next step in budget deliberations. This would include a summary page with changes to the operations budget, identifying the drivers of the budget needs, summary of transfers of reserves specifying their purpose, identify anomalies, the need vs wish list discussions and an integration of capital works as it relates to the Asset Management Plan. It was suggested that the current budget, in its present form, is tax rate driven.

The next meeting date set to discuss budget is March 22<sup>nd</sup>.

## **5. OTHER**

### **a. Council appointment to ABCA Board of Directors**

Mayor Shipway advised that due to his commitments with the Municipality as well as through the Warden's duties at the County, he would like Council to consider the appointment of Deputy Mayor Ropp to the ABCA for the remainder of this council term.

**MOTION #078/2017**

**MOIR/CORNELISSEN:** That Deputy Mayor Ropp be appointed as the Council Representative to the Ausable Bayfield Conservation Authority Board of Directors for the remaining council term.

CARRIED

b. Cancellation of March 1, 2017 Regular Meeting

Clerk Jackie Tiedeman advised that she has spoken with the CAO and Mayor about the possibility of cancelling the next regular meeting due to the lack of agenda items.

**MOTION #079/2017**

**CORNELISENN/MCLINCHEY:** That the March 1, 2017 Regular Meeting be cancelled.

CARRIED

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

**MOTION #080/2017**

**MCLINCHEY/HEMMING:** That the Regular Meeting adjourn to Closed Meeting at 9:55 p.m. for the following purpose:

- a. Security of Property –Laurens Drain
- b. Personal matters about an identifiable individual, including municipal or local board employees – Drainage and Water Division
  - Employee Benefits
- c. Approval of Minutes – November 2, 2016

CARRIED

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

**MOTION #081/2017**

**ROPP/NICHOL:** That the Closed Meeting adjourn at 10:35 p.m. with recommendations.

CARRIED

**MOTION #082/2017**

**MCLINCHEY/NICHOL:** That Council direct staff to proceed with the Ultimate Design Plan Option for the Laurens Drain at an approximate cost \$317,000 for the municipal share.

CARRIED

**MOTION #083/2017**

**ROPP/CORNELISSEN:** Whereas the Council of the Municipality of North Middlesex approves the 2017 Employee Benefit Package from Select Path as presented; and that Council direct staff to verify the potential increase of the maximum to \$250,000

Special Meeting Minutes

February 22, 2017

Page | 4

for life insurance and \$6,000/month for long term disability at an approximate cost of \$150.00 per month for any positions over \$72,000/yr and provide back this information to council for further consideration.

CARRIED

Deputy Mayor Ropp requested that the following item be added to the next Closed Meeting agenda for discussion:

Security of Property – Future Fire/Ambulance Land

## **8. ADJOURNMENT**

### **MOTION #084/2017**

**ROPP/MOIR:** That the meeting adjourn at 10:40 p.m.

CARRIED

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MAYOR

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CLERK