



MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on January 17, 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
Director of Emergency and Safety Services, Will Davidson

3. DISCLOSURE OF PECUNIARY INTEREST

None declared

4. MINUTES OF PRIOR MEETINGS

- a. December 6, 2017 Court of Revision Minutes
- b. December 20, 2017 Regular Meeting Minutes

MOTION #001/2018

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

CARRIED

5. PUBLIC MEETINGS

MOTION #002/2018

ROPP/CORNELISSEN: That the Regular Meeting adjourn to Committee of Adjustment Meeting at 7:00 p.m.

CARRIED

Following the planning portion of the agenda, the Regular Meeting resumed at 7:40 p.m.

6. DELEGATION

7:40 p.m. Sean Dillon and Kathy Willemse representing the YMCA.

2018 Highlights:

- Modest increase to membership from 467 in 2017 to 475 by Dec.31/2018
- Maintain renewal rate at 65%
- Reduce financial barriers to participation through YMCA Strong Kids assistance program with 4.8% of members receiving assistance
- Extend our reach through new programs and marketing impact with a focus on service to families
- Strengthen Charitable purpose through Strong Kids Donations & Program Sponsorships of \$5,000
- Mitigate the impacts of implementing Bill 148 provisions

2018 Challenges & Opportunities

- Continued growth in Family and Child memberships, while serving more residents will lower the revenue per member earned with direct impacts on compensation, reducing net return
- Modest fee increases will ensure a financially sustainable operation
- Minimal growth planned – focus on renewal and retaining members & participants
- Finite population will challenge growth and require continued exploration of areas within the community that are underserved

YMCA presentation continued

Community Participation

- Strengthen charitable purpose within the community through branding, marketing and use of technology
- Ensure that financial circumstances are not a barrier to participation
- Steward donors that support membership, program participation and targeted program sponsorship
- Engage volunteers in the YMCA in programs and events
- Community Awareness Events – Move to Give, Healthy Kids Day
- Seek partnerships that diversify program/services offered

Engaging Community:

- Professional marketing & communications strategy will support new sales, retention and charitable positioning
- Commitment to continuous improvement, quality and program standards – addition of new Group Fitness programs
- Building stronger relationships and seek new partnerships
- Increased opportunity for children & youth – increased youth programming both in Parkhill and Ailsa Craig

2018 Financial Indicators

Financial Information	2017 Budget	2017 Forecast	2018 Target
Revenue	\$226,104	\$214,240	\$228,277
Total Expenses	\$222,176	\$222,510	\$234,920
Net	\$3,928	(\$8,270)	(\$6,643)

Capital Reserves

Consideration	2018	2019	2020
Spin Bikes	\$20,000	0.00	0.00
Free Weights	\$4,500	0.00	0.00
Program Equipment	0.00	Treadmill \$15,000	Cardio \$15,000

Several questions were asked by members of council and responded to by Mr. Dillon and Mrs. Willemse.

Mayor Shipway thanked the delegation for their informative presentation.

7. DEPARTMENTAL REPORTS

a. Report from Director of Emergency and Safety Services – November 2017

Mr. Davidson reviewed his report which included topics of Health and Safety (Injuries, Training and Projects) Fire Service (Calls by type of alarm, by station, open burn permits issued, out of service fire apparatus, public education, provincial fire deaths, fire code inspections, training and projects) Emergency Management (public education and training)

MOTION #003/2018

CORNELISSEN/MOIR: Be It Resolved That the report entitled Emergency and Safety Services November 2017 Report be received and filed for informational purposes as presented.

CARRIED

b. Report from Deputy CAO/Director of Operations

i) Appointment of Engineer to Kennes Drain 1&2

MOTION #004/2018

ROPP/NICHOL: That Council appoint Dobbin Engineering Inc. as engineer to undertake the works associated with the Kennes Drain 1&2.

CARRIED

ii) Kusterman Drain

Upon a review of the Municipal Drain files for completion staff noticed that the final reading of the By-law pertaining to this drain was not completed. The Court of Revision meeting was held December 6, 2017. No written appeals were received during the appeal period provision. After passage of the final By-law, an amended By-law reflecting the actual cost of the drain is required.

MOTION #005/2018

MOIR/HEMMING: Be It Resolved That Council receive the Final Reading of the By-law for the Kustermans Drain B 2015 Drain;

And that By-law #51 of 2015 for the Kustermans Drain B 2015 be given a third reading and passed;

DEPARTMENTAL REPORTS continued

And that By-law #3 of 2018 for the Kustermans Drain B be given a first and second reading;

And that By-law #3 of 2018 have a third and final reading and passed.

CARRIED

c. Report from Director of Economic Development and Community Services – December 2017

January 2018 saw the merger of Economic Development and Facilities/Recreation into the combined department. Activities for the month of December include:

- Parkhill Holiday Extravaganza
- North Middlesex request for membership formally accepted by SOMA board
- Year End Social Media Growth (78% increase in facebook likes, 97% increase in facebook followers year over year)
- Goal Post Renovations completed and corporate partnership agreement with Stubb Communications for camera and media engine installation
- Completion of Community Policing Office

MOTION #006/2018

MCLINCHEY/CORNELISSEN: That Council receive and file the Economic Development and Community Services Monthly Report

CARRIED

d. Report from CAO/Director of Finance (Treasurer) – Monthly Report

Administration and Finance Monthly update for the month of January 2018 highlights Asset Management Regulation 588/17; 2017 BMA Study, Schedules for 2017 Year End Audit and 2018 Interim Tax Billing

Ms. Syed highlighted each area as follows:

- Asset Management timelines: Strategic Asset Management Policy, Assessment Plans – Current Levels of Service and Proposed Levels of Service
- BMA Study: One of the major highlights of the study is the affordability indicators which provides comparison of the availability of gross household income to fund municipal services on a typical household. This in turn provides a measure of affordability within each community. The table below captures North Middlesex's affordability in relation to both Southwest Ontario as well as total survey wage.

Excerpt from Study demonstrating affordability indicators

2017 Affordability Indicators	North Middlesex	Total Survey Average	Southwest Ontario
Property Taxes as a % of Household Income	3.5%	3.8%	3.7%
Water/Sewer + Taxes as a % of Household Income	4.7%	4.9%	4.8%

- 2017 year end audit scheduled for last week in February leading up to first week in March
- 2018 Interim Tax Bills – 50% of previous year's total to be paid in two installments being February 23 and May 29, 2018.

MOTION #007/2018

NICHOL/MCLINCHEY: That Council receives the Administration Monthly – January 2018 Report, as information only.

CARRIED

e. Report from Clerk- Community Development Fund Program for 2018

The Clerk presented an overview of the how the current program process was undertaken.

The Clerk noted the significant increase in the requests from \$68,000 in 2017 to \$133,000.00 for 2018. With this increase in requests, it is becomes very challenging to award allocations.

Through the process this year it was also discovered that a disclosure on the collection of information, in particular, the financial supporting documentation and how it would be maintained was not included on the application. Staff therefore took the initiative of control of the information for this year until this policy could be reviewed for recommended changes made to the forms to ensure protection for both the municipality and the organization providing this documentation. A list of approved grants would be provided in a public format following the notification letters being sent to the organizations.

Council requested that a list be provided to them by email in the same manner as other information that has been given which is treated as “confidential” and the following motion was brought forth:

MOTION # 008/2018

ROPP/MCLINCHEY: That the Community Development Fund Report be deferred to January 24th Budget Meeting.

CARRIED

8. PASSING OF ACCOUNTS

- a. Compilation of Accounts for the period of December 14, 2017 – January 11, 2018 for a total of \$857,442.84

MOTION #009/2018

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

CARRIED

9. COMMITTEE REPORTS

- a. ABCA – no report
- b. Economic Development Committee – no report
- c. Local School Advisory Committee – next meeting January 18, 2018 – working on a parent engagement strategy
- d. Emergency Management Committee – no report
- e. Lake Huron Water Supply Board – no report
- f. Cemetery Board – no report

10. CORRESPONDENCE

- a. Thank you card from A. Facchina – guard crossing
(action: receive and file)
- b. Ministry of Finance – update on the Federal Legalization of Cannabis in preparation for July 2018.
(action: receive and file- staff continue to monitor this matter and provide updates through a staff report)

The Clerk advised Council that a phone call was received inquiring about licenced medical marijuana producers and if or what zones will it be permitted.

This opened up a discussion amongst Council and staff on potential challenges taking into consideration both medical and recreational uses in regards to infrastructure needs, Fire Protection and Occupational Health and Safety in the workplace. As well as potential opportunities that could arise from an economic development prospective.

c.Request for motion debate from Too Far Too Fast regarding the opening of legalized cannabis stores in the community
(action: receive and file)

d.MMAH – Update on Bill 59 – *Putting Consumers First Act, 2017* – allows local municipalities to regulate the location and number of payday loan establishments in the community.
(action: receive and file)

e.Citizen Concerns e. Sturman
(action: Deputy CAO/Director of Operations to consider concerns and provide a written response)

MOTION #010/2018

MCLINCHEY/CORNELISSEN: That Council approve the actions to correspondence as noted.

CARRIED

11. OTHER AND URGENT BUSINESS

a.January 24, 2018 Budget Meeting – Proposed Time Change to 6:00 p.m.

b.Attendance at conferences ** No more than three members of council should attend the same conference and are subject to budgetary limitations.

A discussion ensued regarding recent changes to the *Municipal Act* and how meetings and quorums are defined which is not limited to the Council Chambers.

Upcoming Conferences:

OSUM May 2-4, 2018 Niagara Falls

AMO August 19-22 Ottawa

c.Deputy CAO/Director of Operations updated Council on a LHPWSS scheduled Transmission Mainline Shutdown on January 30, 2018.

The Parkhill Reservoir project is substantially complete.

d.CAO, Nandini Syed advised Council that she would be attending a Ministry of Finance meeting in London on January 25 for the Provincial Budget pre-consultation session.

12. COMMUNICATIONS (including County Council Meeting Report)

Deputy Mayor Ropp advised that the County of Middlesex is applying for a grant to undertake a Feasibility Study regarding county wide transit.

Cr. Cornelissen inquired into whether the County of Middlesex was involved in the meetings with the Middlesex London Health Unit – safe injection sites. No information was available on this matter.

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

None

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

None

15. READING OF THE BY-LAWS

- a. Borrowing By-law #1 of 2018
- b. Interim Tax By-law #2 of 2018
- c. Kusterman Drain B By-law #51 of 2015 (3rd and final reading)
- d. Kusterman Drain B Amended By-law #3 of 2018
- e. Confirming By-law #4 of 2018

MOTION #011/2018

MCLINCHEY/MOIR: That By-laws #1,2,3,4 of 2018 be given first and second reading

CARRIED

MOTION #012/2018

CORNELISSEN/NICHOL: That By-laws #51 of 2015, By-laws #1,2,3,4 of 2018 be read a third and final time.

CARRIED

16. ADJOURNMENT

MOTION #013/2018

MCLINCHEY/HEMMING: That the meeting adjourn at 9:15 p.m.

CARRIED

MAYOR

CLERK