



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

The Regular Meeting of the Council of the Municipality of North Middlesex was held on June 21, 2017 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 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 - Absent  
Clerk Jackie Tiedeman  
Director of Finance and Administrative Services/Treasurer Nandini Syed  
Director of Infrastructure and Operations Jonathon Graham

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

None

### **4. MINUTES OF PREVIOUS MEETINGS**

a. June 7, 2017 Regular Meeting Minutes

#### **MOTION #200/2017**

**ROPP/HEMMING:** That the minutes be approved as presented

\_\_\_\_\_ **CARRIED**

## **5. PUBLIC MEETINGS None**

## **6. DELEGATION**

7:00 p.m. Justin Dias, Economic Development and Communications Officer, EDC  
Update presentation

Mr. Dias updated Council on the activities that have been undertaken in his department over the past six months. This included Website/Social Media, Events which highlighted the Antiques and Uniques Shopping Tour, Business Survey following this tour, Canada 150 - A Celebration of Art through Fibre, Canada 150 Initiative. Other initiatives included the outreach with Realtors to gain valuable feedback on the market and what North Middlesex needs to focus on. The Middlesex County Resident Life Survey, although not a high response rate, still provided beneficial information. Some of the upcoming initiatives are: Municipal Video, First Impressions Community Exchange, Marketing Strategy, Email Marketing and Communication, Business Retention and Expansion Program and preparation for another shopping tour "Discover Your Downtown". Mr. Dias concluded his presentation on the evolution of the Ec. Dev and Communications Role. This will include increased website and social media responsibilities, working with the summer student on various projects, further integration with Planning and Infrastructure and increased communications function.

Following a few questions from Council, Mayor Shipway thanked Mr. Dias for his informative update.

7:30 p.m. Gabe Metron, Public Sector Digest: Presentation of City Wide Asset Management Software.

Mr. Metron provided council on the Asset Management Software program. This program is web based accessible. Therefore, no limitations on the number of users that could have access to the system. He highlighted various modules which, over time, would provide not only staff but Council with valuable information regarding their assets. This will assist with long term capital planning projects. The software modules allow staff to provide a pro-active approach to capital planning rather than the reactive.

Several questions were asked by members of Council regarding the abilities of the software, how the data is imported and kept up to date.

Ms. Syed, advised that financing of this program could be utilized through gas tax funding as well as various other sources of potential grants.

Mayor Shipway thanked Mr. Metron for this presentation.

## **7. DEPARTMENTAL REPORTS**

- a. Will Davidson, Director of Emergency and Safety Services/Fire Chief  
Workplace Violence and Harassment Policy and Program

### **MOTION #201/2017**

**ROPP/NICHOL:** That the report entitled, Workplace Violence and Harassment Policy and Program be received;

And that Council approve the adoption of the Workplace Violence and Harassment Policy and Program and rescind the existing Policy titled, Violence and Harassment in the Workplace, that which was approved on June 21, 2010\_\_\_\_\_CARRIED

- b. Will Davidson, Director of Emergency and Safety Services/Fire Chief  
Post Traumatic Stress Disorder Prevention Plan

### **MOTION #202/2017**

**MCLINCHEY/HEMMING:** That the report titled Post-Traumatic Stress Disorder Prevention Plan be received;

And that Council approve the adoption of the Post Traumatic Stress Disorder Prevention Plan as presented \_\_\_\_\_CARRIED

- c. Nandini Syed, Director of Finance and Administrative Services/Treasurer  
Budget Software – Questica

### **MOTION #203/2017**

**MCLINCHEY/HEMMING:**

1. That Council approves the purchase of the Questica Budget Software through Single Source Supply provision under the Procurement By-law
2. And that Council approves \$12,160 + HST to be paid in 2017 out of Administration/IT capital budget
3. And that Council approves \$30,100 + HST to be paid in 2018 out of Administration/IT capital budget \_\_\_\_\_CARRIED

- d. Nandini Syed, Director of Finance and Administrative Services/Treasurer  
2016 Annual Surplus Allocation

### **MOTION #204/2017**

**ROPP/MOIR:** That Council direct staff to allocate the 2016 general surplus amount of \$1,367,866.07 to the Contingency Fund. \_\_\_\_\_CARRIED

e. Jonathon Graham, Director of Infrastructure and Operations – Drain Reapportionment Agreements

**MOTION #205/2017**

**NICHOL/MCLINCHEY:** That the agreements be approved and signed by the Mayor and Clerk \_\_\_\_\_ CARRIED

**8. PASSING OF ACCOUNTS**

- a. Compilation of bills and accounts from June 2- June 15, 2017

**MOTION #206/2017**

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

General Cheques	\$1,325,227.60	
General Direct Deposit	\$1,653,190.81	
Cemetery Cheques	\$-----266.68	
General Online/PAP	\$_ 134,885.29	_____ CARRIED

**9. COMMITTEE REPORTS**

- a. Ausable Bayfield Conservation Authority – June 15, 2017 meeting (receive and file)
- b. North Middlesex Policing Committee – May 2, 2017 (receive and file)
- c. Local School Advisory Committee – Councillor Moir reported that plans are ongoing for the fall rural symposium. He also advised that the meeting with the Thames Valley School Board will be held June 22, 2017 at 9:00 a.m. at the Board Office.

**10. CORRESPONDENCE**

- a. Santa Claus Parade Committee – request for use of the Town Hall foyer during Santa Claus Parade

**MOTION #207/2017**

**MCLINCHEY/NICHOL:** That Council authorize the use of the Municipal Building Lobby on the evening of the Santa Claus Parade \_\_\_\_\_ CARRIED

- b. The Corporation of the Municipality of Brockton – requesting motion support regarding their opposition to amend the Conservation Authorities Act

**MOTION #208/2017**

**ROPP/NICHOL:** That the Council of the Municipality of North Middlesex hereby supports the Municipality of Brockton motion as follows:

“Whereas the provincial government has proposed to amend the Conservation Authorities Act;

Whereas the amendment will require Conservation Authority Boards to have a composition of 50% members with scientific backgrounds;

Whereas the amendment will restrict the ability of municipal councils to appoint board members;

Be it resolved that the Municipality of Brockton oppose the amendment to the Conservation Authorities Act \_\_\_\_\_ CARRIED

**11. OTHER OR URGENT BUSINESS**

- a. Ailsa Craig Foodland request for municipal support to open July 1<sup>st</sup>

**MOTION #209/2017**

**NICHOL/MCLINCHEY:** That Council direct staff to prepare a letter of response indicating no objection to proposed hours of operation of their store which may include Sundays or holidays. \_\_\_\_\_ CARRIED

Deputy Mayor Ropp advised that he had spoken with the ABCA regarding garbage receptacles at the scenic lookout. An arrangement has been made with the Public Works Department to empty these receptacles as part of their Main Street routine.

Deputy Mayor Ropp also updated Council on the CA trails and how they are maintained in other areas. He was advised that maintenance of many of their trails are done by interested citizens groups.

Mayor Shipway advised that at the Accessibility Advisory Committee meeting, it was released that there are grants available to install accessible benches along main streets in communities. He has asked that this information be made available to our Director’s for consideration on submitting for accessible benches as well as other projects which may qualify.

Ms. Syed provided further clarity that the grant is up to \$50,000 and the municipality would be required to contribute 35% of the total cost of the selected project(s).

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

Deputy Mayor Ropp updated Council on the following items coming before County Council by report: Election to County Council changes and succession planning for Chief Building Officials and By-law Enforcement Officers within the County. Many lower tier municipalities are losing long term CBO's through retirement or job changes and it is difficult to find qualified candidates in today's market. More information will be shared in the future regarding this matter.

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

### **MOTION #210/2017**

**MCLINCHEY/HEMMING:** That the Regular Meeting adjourn to Closed Meeting to receive information under the following at 8:50 p.m.

a. Personal Matters about an identifiable individual including municipal or local board employees – staff matter \_\_\_\_\_ CARRIED

### **MOTION #211/2017**

**MOIR/HEMMING:** That the Closed Meeting adjourn and return to Regular Meeting at 8:55 p.m. with one recommendation. \_\_\_\_\_ CARRIED

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

### **MOTION #212/2017**

**HEMMING/MOIR:** That Council accept the notice of retirement from Sherry Maguire effective September 1, 2017. \_\_\_\_\_ CARRIED

## **15. BY-LAWS**

- a. By-law No. 37 of 2017 – To establish 2017 Tax Rates
- b. By-law No. 38 of 2017 – Confirming By-law

### **MOTION #213/2017**

**MCLINCHEY/HEMMING:** That By-laws 37 and 38 of 2017 be read a first and second time. \_\_\_\_\_ CARRIED

### **MOTION #214/2017**

**MOIR/NICHOL:** That By-laws 37 and 38 of 2017 be read a first and second time \_\_\_\_\_ CARRIED

## 16. ADJOURNMENT

### MOTION #215/2017

**ROPP/MCLINCHEY:** That the meeting adjourn at 8:56 p.m. \_\_\_\_\_ CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK