



MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on June 6, 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 meeting to order at 7:00 p.m. and advised that the Closed Meeting listed on the agenda has been removed this evening.

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
Director of Economic Development and Community Services, Justin Dias
Director of Emergency and Safety Services/Fire Chief, William Davidson
Clerk, Jackie Tiedeman

3. DISCLOSURE OF PECUNIARY INTEREST

None

4. MINUTES OF PREVIOUS MEETINGS

MOTION #136/2018

NICHOL/MOIR: That the May 9, 2018 Public Meeting Minutes and May 23 Regular Meeting minutes be accepted as presented.

CARRIED

5. PUBLIC MEETINGS

7:00 p.m. Committee of Adjustment Meeting

MOTION #137/2018

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

CARRIED

See separate COA minutes

Regular Meeting resumed at 7:10 p.m.

6. DELEGATION

None

7. DEPARTMENTAL REPORTS

a. William Davidson, Director of Emergency and Safety Services – Monthly Report

The report outlines various activities that were undertaken in the month of April 2018 for Emergency and Safety Services in the areas of Health and Safety, Fire Service and Emergency Management.

MOTION #138/2018

MCLINCHEY/CORNELISSEN: Be it resolved that the report titled, “Emergency and Safety Services April 2018 Report” be received and filed for informational purposes as presented.

CARRIED

b. Justin Dias, Director of Economic Development and Community Services – Monthly Report

Mr. Dias provided council with an overview of the operational activities and strategic initiatives that have been implemented as a result of the integration of the two

departments since January. He advised that the merger has resulted in a number of innovations as well as highlighted areas for continued progress. He first identified that this department in essence operates 24hrs/7 days a week. This is due to the facilities being utilized at various hours and staff have to be either present or on call due to the nature of this department as well as being the first point of contact should an alarm event occur. He also acknowledged the contribution Donna Vanhooydonk has made to these initiatives due to her acting manager role. The staff scheduling has been overhauled and this has resulted in significant improvements internally with staff and users of the facilities. In addition has resulted in accountability and enhanced communications. The review of the department also included risk management and it has been identified that staff will continue to receive appropriate training and is encouraged to report potential health and safety concerns on an ongoing basis.

Mr. Dias further reported that the recent event of welcoming the International Quilt Festival and Jeremy Hansen, Recipient of the Inspirational Award through the Sesquicentennial Program has proven this departments' integration as very complimentary to each other. He will continue to work with staff on maintaining the high standards that North Middlesex is always striving for.

Several questions were asked by Council and responded to by Mr. Dias. As a result, he will continue to work on areas such as creating an equipment maintenance schedule, staff training to include customer service, develop a checklist to ensure renters have an opportunity to advise what special equipment they may require for use of a facility etc.

Mr. Dias also provided a summary of the recent SOMA tour and the positive feedback received regarding the Municipality.

MOTION #139/2018

ROPP/CORNELISSEN: Be it resolved that Council receive and file the Economic Development and Community Services Operational Report.

CARRIED

c. Jonathon Graham, Deputy CAO/Director of Operations

i) Asphalt Tender Results

Mr. Graham advised that staff received two (2) bids and recommends CoCo Paving Inc. to be awarded to supply, deliver and place the 2018 asphalt program as approved in the Operational Budget . Mr. Graham provided a list of the proposed locations for the program as well as the inclusion of the Leisure Club Parking Lot to be paved. Mr. Graham advised that he had been speaking with the members of the Club regarding his

plan. Once the parking lot has been paved and handicapped parking designated, the next step will be to decommission the parking at front and restore the boulevard. The decision to pave the parking lot was a result of risk management for the organization as well as to address standards that are required under the AODA guidelines. Mr. Graham explained to Council that the letter under correspondence is related to these discussions and he will make contact with the Club again to be sure they have a clear understanding of the process.

The paving program is expected to commence September 1 and municipal staff will be on site to monitor quality assurance.

MOTION #140/2018

MOIR/CORNELISSEN: Be it resolved that Council awards the 2018 Asphalt Tender to CoCo Paving Inc. for the quantity of 6,000 tonnes (+/-) in the amount of \$513,240.00 (excluding HST).

CARRIED

ii) Appointment of Engineer – Eagleson Drain

A petition for Drainage Works by Owners was received by Municipal Staff on May 15, 2018. The request is to repair Drain A&C of the Eagleson Drain Extension.

MOTION #141/2018

ROPP/NICHOL: Be it resolved that Council appoint R. Dobbin Engineering Inc., as the engineer to the project.

CARRIED

iii) Monthly Report for Operations

Mr. Graham presented the operations report which highlights investigation and implementation of the Municipality's Pilot Non-Revenue Water Detection Program, Neil Road Culvert Material Tender (issuance) the annual gravel and dust control program as well as the status of Capital Projects.

Cr. Hemming requested clarification on the speed control device and when it is anticipated to be installed in the school zone and Cr. Cornelissen requested clarification on the status of the Sylvan Road half limit and whether this sign will be utilized in this area. Mr. Graham replied that his intent is to move around the municipality monthly and in consultation with the applicable road authority (County). He advised that once he has an opportunity to gather the data he will provide a report to Council and include applicable recommendations.

MOTION #142/2018

MCLINCHEY/HEMMING: That Council receives the Infrastructure and Operations Monthly Report for June 6, 2018 as information only.

CARRIED

d. Nandini Syed, CAO/Director of Finance(Treasurer) Monthly Report

Ms. Syed presented her monthly operations report. In particular she pointed out that the integration of Keystone GL to Questica Software should be done by the end of June. Staff are looking forward to presenting the 2019 Capital and Operational budget using this new software.

The development of the Council/Staff Relation Policy as required under Bill 68 will be drafted in the near future. A preliminary outline of the policy was provided within the report. She advised that this type of policy has been in place in the larger municipalities for some time, however, all Ontario municipalities are now required to have the policy in place by March 1, 2019. Ms. Syed noted that the draft policy will be vetted through Policy Committee first and once approved at that level will come forward for council consideration. Her aim is to have this in place for the new Council in December. She advised that she will provide some examples of this policy from other municipalities in the meantime.

Cr. Moir suggested that there may be some information from the Communications Committee that could be incorporated into the document as well.

MOTION #143/2018

MCLINCHEY/HEMMING: Be it resolved that Council receives the Administration and Finance Monthly update – June 2018 Report, as information only.

CARRIED

8. ACCOUNTS

Compilation of Accounts for the period of May 17-30, 2018 in the amount of \$397,866.75

MOTION #144/2018

CORNELISSEN/NICHOL: Be it resolved that the following bills and accounts be approved for payment in the amount of \$397,866.75

General	\$162,806.14
General Direct Deposit	\$146,659.23
General online/PAP	\$ 88,401.30

CARRIED

Cr. Moir inquired into the two grader invoices and Mr. Graham advised that he would follow up on this by email.

Mayor Shipway pointed out the invoice regarding the waterline repairs breaks due to improper winterization. Mr. Dias noted that he will ensure staff follow the correct procedures this fall.

9. COMMITTEE REPORTS

a. Bluewater Recycling Association – Highlights from May 17 (receive and file)

b. Lake Huron Primary Water Supply:

Jonathon Graham advised of his attendance at the upcoming information sessions being held June 22 or 29 hosted by The Lake Huron and Elgin Area Water Systems for the benefiting municipalities to discuss the feasibility of forming the Water Boards under the Municipal Act, each as a Municipal Services Board or a Municipal Services Corporation

10. CORRESPONDENCE

a. City of Quinte West – motion support for Cannabis Grace Period
(action: receive and file)

b. Citizen concern E. Sturman – Parking Signage
(action: staff have contacted Mrs. Sturman on these matters – receive and file)

c. North Middlesex Farmers Market update and requests.
(action: staff will accommodate signage request through EDC budget as well as social media (municipal sign and website) Mr. Dias and Mr. Graham are meeting with the group on Monday and will provide them with the required paperwork for adding the event to our municipal sign. Cr. Nichol volunteered to attend the Grand Opening on behalf of Council All Council are invited to attend.

d. Invitation to Blyth Festival – Municipal Night July 19th
(action: council will make individual arrangements)

e. Parkhill Leisure Club – Paving Parking Lot
(action: Jonathon Graham will meet with the Club to explain the plans)

f. OGRA – invitation to join the “Preferred Autonomous Vehicles Test Corridor”
(action: receive and file)

MOTION #145/2018

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

CARRIED

11. OTHER AND URGENT BUSINESS

The draft motion included on the agenda was then introduced by Deputy Mayor Ropp and Seconded by Cr. Cornelissen. Clerk Jackie Tiedeman then read the motion followed by debate and discussion by Council.

Clarification was provided by the CAO on how the process would take place which would include a report outlining potential firms and estimated costs associated for undertaking this type of organization audit. Council will need to provide direction as this was not approved through the 2018 Operation Budget.

After some amendments were agreed upon by the Mover and Seconder of the motion, the following motion was introduced and a recorded vote was taken at the request of Deputy Mayor Ropp:

MOTION #146/2018

ROPP/CORNELISSEN: WHEREAS the Council of the Municipality of North Middlesex has undergone organizational restructuring to enhance the efficient and effective operations of the municipality over the past couple of years; and

And Whereas the Community and Corporate Strategic Plan, that was adopted by Council on October 18, 2017, identifies several Strategic Priorities to assist in measuring these implementations including this priority excerpt from the Plan:

“North Middlesex Leads”

“What We Heard: Leadership matters. It is important we work together as Municipal Council and staff to lead with optimism and provide the quality services our citizens expect. Our Community is clear in what it wants: accountable, forward thinking and responsive leaders who communicate their vision for the future and get things done.”

And whereas North Middlesex strategies to achieve this includes the following:

- 1. Provide high quality public services*
- 2. Provide open, respectful and responsible leadership*
- 3. Recruit, retain and support highly skilled, dedicated and engaged staff”*

And whereas the Council deems it is appropriate to have staff prepare a report, for council consideration, that would provide framework for a comprehensive audit, to be

conducted by an independent third party, of our corporate culture. The main intent of this audit is to ensure, North Middlesex, as an employer, is successful in providing a “barrier and harassment free” work place. With the advent of empowering social movements like #me too and #time’s up; such a proactive audit will ensure our corporate culture fosters: but not limited to:

- a. Inclusivity (religion, sexual orientation, race)
- b. Employee Development and coaching
- c. Accessibility
- d. To ensure there is education and sensitivity to what constitutes as harassment including sexual harassment;
- e. to ensure that North Middlesex provides a workplace that is harassment free.

Now Therefore Be It Resolved that the Council of North Middlesex hereby direct staff to initiate this report and that it be considered as a “priority”.

<u>Recorded Vote:</u>	FOR	AGAINST
Deputy Mayor B. Ropp	Yes	
Councillor D. McLinchey	Yes	
Councillor J. Nichol	Yes	
Councillor G. Moir	Yes	
Councillor A. Hemming	Yes	
Councillor A. Cornelissen	Yes	
Mayor D. Shipway	Yes	

CARRIED

12.COMMUNICATIONS (including County Council Meeting Updates)

Mayor Shipway and Deputy Mayor Ropp attended a survivors days ceremony in honour of those individuals that were attended to by EMS in the County with Vital Signs Absence and with their assistance survived. What a great tribute to our first responders as well!

Cr. Cornelissen noted the construction work be undertaken at the approach to the overpass at Strathroy.

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

None

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

None

15. BY- LAWS

By-law #13 of 2018 – ZBA 4149 Mount Carmel Drive

By-law #34 of 2018 Confirming By-law

MOTION #147/2018

MCLINCHEY/HEMMING: That By-laws 13 and 34 of 2018 be read a first and second time.

CARRIED

MOTION #148/2018

NICHOL/ROPP: That By-laws 13 and 34 of 2018 be read a third and final time.

CARRIED

16. ADJOURNMENT

MOTION #149/2018

MCLINCHEY/MOIR: That the Regular Meeting adjourn at 8:15 p.m

MAYOR

CLERK