



MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on March 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.

Mayor Shipway advised that an additional item was added to the agenda - Item 13 Educational or training sessions.

2. ROLL CALL

Mayor Don Shipway
Deputy Mayor Brian Ropp
Councillor Doreen McLinchey
Councillor Joan Nichol (approved leave of absence)
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

3. DISCLOSURE OF PECUNIARY INTEREST

None declared

4. MINUTES OF PRIOR MEETINGS

- a. March 7, 2018 Regular Meeting Minutes

MOTION #061/2018

ROPP/HEMMING: That the above noted minutes be accepted as presented

CARRIED

5. PUBLIC MEETINGS

None

6. DELEGATION

7:00 p.m. Parkhill Community Garden represented by Janet Johnstone and Christine DeKoning.

Mrs. Johnstone opened her presentation by stating the information being provided to Council is her own opinions concerning the difficulty they are experiencing with damage to the Community Garden over the past few years. Pictures were also presented at the meeting showing the various areas in the garden that have been impacted by the neighbour. Mrs. Johnstone acknowledged and thanked municipal staff for their assistance in the past with some of these incidents however a final solution to these matters has to be found.

The request for assistance from the municipality include:

- Clean up of the area of damage (gravel etc)
- Investigate the possibility of channeling water from a neighbours sump pump to the drain which would allow the use of wood chips and mulch on the beds
- Permission to use mulch and wood chips on the main bed to the east of the catch basin
- Building a barrier by the cement blocks that could be painted decoratively as an addition to the garden décor

Council asked the delegation, in their opinion, if the current location of the garden was still suitable? Mrs. Johnstone and Mrs. Dekoning both replied that it was ideal due to the proximity of the highschool and how they use the garden in their curriculum, close to the residents at the retirement and long term care homes for their enjoyment and in general for the public to access.

CAO/Director of Operations requested direction from Council on providing assistance to this group by way of entering into discussions with the neighbour to find a suitable solution to the concerns. Mr. Graham noted that this assistance may include municipal resources and funds.

MOTION #062/2018

MCLINCHEY/MOIR: That staff be directed to engage with the neighbour regarding the encroachment matters as well as assist the community garden group with their requests. This includes an understanding that some municipal resources and funds will be required.

CARRIED

7. DEPARTMENTAL REPORTS

a. Deputy CAO/Director of Infrastructure:

i. Report on DC Charges By-law

Mr. Graham advised that this report is a statutory requirement under the *Development Charges Act* to outline the process taken in order for Council to consider the By-law listed on the agenda. No written or public submissions were received throughout this process.

MOTION #06/2018

ROPP/CORNELISSEN: Be it resolved that Council accept the reported entitled Renewal/Replacement of the Development Charges By-law 2018;

And that whenever appropriate, requests that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development (or new development as applicable);

Continue the development charge approach to calculate the charges on an area-specific basis;

Approve the January 16, 2018 Development Charges Background Study as presented by Watson & Associates Economists LTD;

Approve the updated development charges calculation as set out in "Table ES-1 Calculated Development Charges 2018 (page v) as per the *Development Charges Background Study*;

Approved the continued 50% reduction of the calculated Development Charges as per Motion #055/2018 and Table ES-2 until such time as Council may reassess the percentage of the calculated charges in future;

Determine that no further public meetings are required.

CARRIED

ii. Details of 2018 Capital Expenditures

Mr. Graham prepared the following report to illustrate due diligence and transparency towards the pre-approved 2018 Capital Expenditures. Through careful consideration and evaluation of resources (ie:financial, human resources etc.) staff is prepared to analyse and discuss the projects outlined in the report.

Council asked specific questions pertaining to the pickup rotation and the dumping function feature as well as particulars regarding the grader. A question was also asked with respect to trade-in value on the current grader and Mr. Graham advised that he will follow up with Council on the value once known.

MOTION #064/2018

CORNELISSEN/MOIR: That Council receive and file the Infrastructure & Operations report titled Update 2018 Capital Expenditures for information purposes.

CARRIED

iii. Petition on Denys Drain

On March 2, 2018 a Petition for Drainage Works by Owners (Form 1) was submitted to staff requesting a Branch on the new Denys Drain.

MOTION #065/2018

MOIR/MCLINCHEY: Be it resolved that Council accept the Petition for construction of a new branch on the Denys Drain.

CARRIED

iv. Review of Roelands Drain Tender

MOTION #066/2018

CORNELISSEN/HEMMING: Be it resolved that A.G. Hayter Contracting Ltd. be awarded the construction of the Roelands Drain Tender in the amount of \$118,460.16 including HST.

CARRIED

b. Director of Economic Development and Community Services

i. Monthly Report

Mr. Dias provided his monthly report for March 2018 which included highlights on the Huron Shores Transit Steering Committee survey results, the recruitment for seasonal grass cutter positions, SOMA activities, completion of NM Community Centre Kitchen renovation, hiring of the Economic Development and Community Services Assistant.

Mr. Dias also noted that North Middlesex will be hosting a meeting with the SOMA members which will provide an opportunity to showcase the municipality and what it has to offer to prospective investors etc.

Council inquired into the role of the part time assistant. Mr. Dias replied that this new position role is broad ranging however will be refined in time. It was requested that contact info, such as an email addresses, be added to the website.

MOTION #067/2018

HEMMING/MCLINCHEY: Be it resolved that Council receive and file the Economic Development and Community Services Monthly Report for March 2018.

CARRIED

c. Clerk – Restricted Acts of Council – Lame Duck Periods

This report was prepared for information purposes to outline changes in legislation resulting from the passing of Bill 181 *Municipal Elections Modernization Act*, 2016. Specifically this report outlines the restricted acts of council during an election year which now entails the determination of lame duck periods on two occasions due to the change in the nomination period for candidates from January 1 to May 1, 2018 and closing July 27, 2018. Mrs. Tiedeman advised that a By-law was enacted for the 2010 Municipal Election that contained provision that unless repealed would remain in force and should a determination be made that there is a lame duck council in any subsequent election that the delegation of authority of the restricted acts be made to the CAO of the Municipality.

**** A clerical error was noticed during the preparation of the minutes that the motion should have also read “and Voting Day”**

MOTION #068/2018

MCLINCHEY/HEMMING: Be it resolved that Council receives the ‘Restricted Acts of Council (Lame Duck Periods)’ staff report for information purposes;

And that Council concurs that the Delegation By-law #62 of 2010 shall remain in force only in the event if determined by the Clerk with certainty that less than 75% of the current members of Council will be returning to sit on the new council after Nomination Day and Voting Day of the 2018 Municipal Elections.

CARRIED

d. CAO/Director of Finance – Monthly Report

Ms. Syed provided her monthly administration and finance update for the month of March 2018. This report included highlights on the 2018 Federal Budget tabled on

February 27, focussing on municipal impacts. The report also contained ongoing operational and capital updates.

A couple of items of note within the report was welcoming Megan Shannon as our new Economic Development and Community Services Assistant to Team North Middlesex. Also to recognize our Infrastructure Supervisor, Jonathan Lampman for achieving PMP certification/designation (Project Management Professional).

MOTION #069/2018

CORNELISSEN/MCLINCHEY: Be it resolved that Council receives the Administration Monthly update – March 2018 Report, as information only.

CARRIED

8. PASSING OF ACCOUNTS

- a. Compilation of Accounts from March 1 – March 14, 2018

MOTION #070/2018

ROPP/MOIR: Be it resolved that the following bills and accounts be approved for payment in the amount of \$288,636.78.

General \$125,865.14

General Direct Deposit \$100,827.98

General On-Line /PAP \$61,943.66

CARRIED

9. COMMITTEE REPORTS

- a. Local School Advisory Committee

Councillor Moir advised that due to the absence and unavailability of two council appointed members to the committee, consideration was requested to appoint another council member to temporarily sit as a member in order to meet the quorum status for members.

MOTION #071/2018

ROPP/HEMMING: Be it resolved that Councillor Cornelissen be appointed on a temporary basis to fill the membership requirements on this Committee.

CARRIED

10. CORRESPONDENCE

- a. Sylvia Jones, MPP submission to Ministry of the Environment and Climate Change on reporting compliance with new asset management plans
(action: receive and file)
- b. Municipality of South Huron – Notice of Passing of temporary use By-law
(action: receive and file)
- c. County of Renfrew – request for support on improvements to the Forest Sector and Endangered Species Act
(action: receive and file)
- d. LMHU –Cannabis Municipal Knowledge Exchange Forum – meeting March 28, 2018 (action: Mayor, Deputy Mayor, Clerk and Deputy CAO/Director of Infrastructure and Operations will attend)
- e. AMO – Q&A Cannabis Legalization – Implementation Funding for Ontario Municipalities
(action: receive and file)
- f. City of Stratford – May 20-26, 2018 National Public Works Week – Proclamation
(action: receive and file)
- g. Town of Essex – User Pay Childcare Services at AMO and FCM conferences
motion support
(action: receive and file)
- h. County of Middlesex – Middlesex Municipal Annual Meeting – Newbury April 26th
(action: Council and Staff were asked to let the Clerk know if attending)

MOTION #072/2018

MCLINCHEY/ROPP: That the correspondence package and actions as noted be approved.

CARRIED

11. OTHER AND URGENT BUSINESS

Clerk Jackie Tiedeman provided a verbal update on two agreements which are listed on the agenda for By-law consideration. This included an update to the Animal Services and Pound keeping agreement due to change of ownership. No other changes were made within the agreement. The Gala Days Committee agreement has now been submitted and had a three year term which expires in 2019.

Deputy CAO/Director of Infrastructure and Operations announced that a Plan of Subdivision was received this week for land located in Ailsa Craig.

Mayor Shipway expressed his appreciation to staff for their efforts in bringing forward these projects to our Municipality.

12.COMMUNICATIONS (including County Council Meeting Report)

Deputy Mayor Ropp advised that there were no updates at this time.

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

MOTION #073/2018

ROPP/MOIR: That the Regular Meeting adjourn to Closed Session at 8:03 p.m. under the following exemptions:

- a. Personal matters about an identifiable individual: HR
- b. Disposition or Acquisition of land: municipal property
- c. Educational or Training sessions

CARRIED

14.CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

MOTION #074/2018

MCLINCHEY/MOIR: That Closed Session adjourn at 9:30p.m. and return to Open Meeting with no recommendations.

CARRIED

15.READING OF THE BY-LAWS

- a. By-law #15 of 2018 – authorize the execution of an agreement for Animal Control Services
- b. By-law #16 of 2018 – authorize the execution of an agreement with Gala Days Committee
- c. By-law #17 of 2018 – Development Charges By-law
- d. By-law #18 of 2018 – Confirming

MOTION #075/2018

MCLINCHEY/CORNELISSEN: That By-laws #15-18 of 2018 be read a first and second time.

CARRIED

MOTION #076/2018

MOIR/HEMMING: That By-laws #15-18 of 2018 be read a first and second time.

CARRIED

16.ADJOURNMENT

MOTION #077/2018

MCLINCHEY/HEMMING: That the meeting adjourn at 9:30p.m.

CARRIED

MAYOR

CLERK