



**MUNICIPALITY OF NORTH MIDDLESEX
SPECIAL MEETING MINUTES**

March 26, 2024, 5:00 p.m.

Members Present: Mayor Brian Ropp
Deputy Mayor Paul Hodgins
Councillor Ward 2 Bill Irwin
Councillor Ward 3 Charles Daigle
Councillor Ward 4 John Keogh
Councillor Ward 5 Adrian Cornelissen

Members Absent: Councillor Ward 1 Sara Nirta

Staff Present: Chief Administrative Officer, Carolyn Tripp
Director of Finance /Treasurer Estelle Chayer
Economic Development and Communications Coordinator
Natalie Core
Manager of Public Works Vance Czerwinski
Director of Community Services Brandon Drew
Director of Infrastructure and Operations Jaden Hodgins
Director of Corporate Services / Clerk Ashley Cook,
Director of Fire and Emergency Services Greg Vandenheuvel

The Special Meeting of the Council of the Municipality of North Middlesex was held under the provisions contained within the North Middlesex Procedural By-law and may be held in whole or in part without physically being present at 229 Parkhill Main Street, Parkhill.

- 1. NOTICE OF SPECIAL MEETING**
- 2. CALL TO ORDER**

Mayor Ropp called the meeting to order at 5:00 p.m. with a quorum present. Councillor Nirta was absent.

3. DISCLOSURE OF PECUNIARY INTEREST

(Municipal Conflict of Interest Act – Section 5 requires any member of Council to declare a pecuniary interest and general nature thereof, prior to any consideration on that matter. Where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act. The disclosures become part of a Public Registry as required under the Act.

None.

4. BUDGET DELIBERATIONS DRAFT 2024 MUNICIPAL BUDGET

The Director of Finance / Treasurer to present the Draft 2024 Municipal Capital Budget. A series of recommended resolutions are provided to implement important elements of the budget as follows:

The Director of Finance / Treasurer provided an overview of the meeting agenda.

Long Range Capital Page by Page

Trail Master Plan - Director of Community Services noted it was a recommendation of the Recreation Mast Plan

Fill Station - to accommodate cylinder upgrades

2022 John Deer - 2033 replacement noted that would fall in our Tangible Capital Asset Plan and replacement is placeholder according to policy.

Excavator - replacement year determined by policy

Vac Trailer - proposed as a future capital project and the replacement is based on policy, need is based on study.

Future Engine Replacement - two engine replacements

Ailsa Craig Fire Station - Projected time of station replacement

Arena Clear Ceiling - mesh surrounds the arena blocking pucks from spectators replacement based on life span

Travel Bridge - comes from OCWA recommended capital projects

Salt Dome - Shingles proposed as a 2024 Capital

Reserve Fund and Balances

The Director of Finance / Treasurer provided a review of reserves and reserve balances.

She highlighted the water and sewer reserve figures.

Councillor Irwin asked if staff could determine the inflationary impacts to the Capital projects that have been approved but not started. Director of Finance / Treasurer to provide an updated overview.

Councillor Cornelissen asked if reserve funds were cash - the Director noted that the operating bank account has the funds available to accommodate for the Capital projects. Cash flow is good.

Mayor Ropp made mention on the Tax Mitigation Reserve

Water/wastewater Rates Update

Director of Finance / Treasurer provided the update from Watson and Associates. Annual Debt Repayment Limit, two loans finalized (firehall and water tower) to see what effect this would have on the total ADR. She noted that the municipality can borrow up to 36 Million Dollars to further finance Capital projects. The current rate study proposes borrowing up to 29 Million Dollars.

Councillor Irwin asked what the interest rate - it was not available.

Director of Finance / Treasurer noted that there was room in debt capacity for future Capital Projects.

The Director of Finance / Treasurer explained that the review of the 2024 Capital Projects would be presented by category opposed to item by item. A discussion was had regarding the approval process for each project. It was determined that Council would accept each category in principle and make any needed changes to funding allocations at the conclusion prior to considering the motion for budget approval.

Capital Projects proposed by category:

Administrative Projects: ACCEPTED

Asset Management Support Services

Water Master Plan

Infrastructure Design Guidelines

Stormwater Master Plan

Roads Needs Study

Economic Development Strategy Update

Land Improvement: ACCEPTED

Coronation Park Sidewalk Upgrade

Ailsa Craig Park Sidewalk Upgrade

Parkhill Sports Park Sidewalk Install

Coronation Park Shade Structure

Basketball Nets Parkhill Sports Park

Ailsa Craig Skate Park Upgrade

Ken Vernon Park Soccer Net with Rugby Poles

Fencing Upgrades Ailsa Craig Community and Lions Park

Soccer nets

Vehicles: PRE-APPROVAL

By-Law

Machinery and Equipment: ACCEPTED

Sod Cutter

Computer Hardware lifecycle replacement

Cell Phones (6 Community Services Employees)

Water Meter Replacement Program

Trackless Rear Mounted Sander

Trackless 14" Rotary Mower

Trackless Power Angle Rotary Brushes

Arctic Snowplow Salt Sand Spreader and Plow

Emergency Road Closure Trailers

2024 John Deer 872 Grader

Thermal Imaging Camera

Gravel Drag Unit

Generator for McGillivray Shop
3000 Litre Water Tanker for Gravel Roadwork
Bunker Gear / Helmet Lifecycle Replacement
CCTV Camera
Ergonomic Assessment Implementation

Facilities ACCEPTED

West Williams Roof Replacement
Insulating and Heat Rear Shop Arena
Structural Repairs to Arena Stands
NMCC Cooler
Parkhill Lagoon Desludge
William St. Sewage Pumping Station
Victoria St. Pumping Station Design
Ailsa Craig Station Renovation Design
Parkhill Public Works Shop Improvements
Salt Dome Shingles
Parkhill Community Centre

Significant discussion was had on the following projects as their impact is very large.

William St. Pumping Station: Conversation was had to highlight the need for this project. It was spoken to by the Director of Infrastructure as a priority to support the upcoming development in the area. Council was provided with historical context and the CAO noted that there is a serious infiltration concern in the area contributing to the limited capacity. Council deemed the project necessary however, wanted to investigate the Infiltration impacts and noted the need for a study to be conducted first. It was determined to add \$100,000.00 as a placeholder amount to conduct an infiltration study in Ailsa Craig and the William St. Pumping Station project would be deferred to 2025 Capital.

Queen St. Watermain Expansion: This project was highlighted as having been a priority of past Council had the Parkhill Main St. Construction project not taken place. The project is needed to support development in the region. Council chose

to proceed with the project as proposed but seek financing opportunities - notably the ARL was considered and it was determined to proceed with the project by utilizing financing.

Parkhill Lagoon Project - Conversation on the high necessity of this project was had. The implications would be a significant increase in lagoon capacity and therefore increased development capacity for Parkhill. Consideration was given on how to approach the project, whether that be in phases, one cell at a time, or complete dredging. The CAO noted that the costs for phasing the project would be higher as the mobilization of the equipment would have to be arranged twice. The CAO provided that there may be an opportunity to approach the development community to seek funding upfront in return for committed capacity allocations. Council agreed that the project needed to be completed this year and that exact funding paths could be determined. Council requested that a staff report be brought back for consideration with exact funding paths. The CAO noted that she would start the conversation with the development community to determine if there was an appetite for the upfront funding.

Linear Assets ACCEPTED

Queen St. Watermain Upgrades Phase 1 Construction

Queen St. Watermain Upgrades Phase 2 Design

Wardell Dr. Upgrades to Hardtop

Culvert Replacement Cassidy Rd.

Rolling Rd. Rehabilitation

Changes to the draft included:

Add an infiltration study worth \$100,000.00 postponing the William St. Pumping Station project to 2025 Capital Projects with the understanding the staff will continue to look for funding opportunities.

Victoria St. Pumping Station Design to be pushed back and added to 2025 Capital Projects at \$150,000.00.

Ailsa Craig Station Renovation Design reduced from \$50,000.00 to \$5,000.00.

The Manager of Public Works made specific mention of two changes. He indicated that the proposed Trackless 14ft mower listed at \$24,000 should be removed and that the Culvert Replacement project for Cassidy Rd. listed at \$100,000 be deferred to 2025 to avoid unnecessary additional traffic constraints in the area in combination with the Nairn Bridge closure.

Consideration of the proposed motions was had.

Moved By: C. Daigle

Seconded By: B. Irwin

THAT Council approve the Operational and Capital Budgets for 2024 resulting in a Tax Levy of \$9,091,072.00 and set the general residential tax rate at 0.00864710 which represents an increase of 4.85%

AND THAT Council utilize the Tax Stabilization Reserve Fund to reduce the overall tax increase to the effect of a 3% increase.

CARRIED

Moved By: C. Daigle

Seconded By: B. Irwin

THAT Council directs Staff to return before Council with the results of the water/wastewater rate study being conducted by Watson and Associates Ltd.

AND THAT Council evaluate the water/wastewater rates for 2024 in conjunction with receiving the consulting report.

CARRIED

Moved By: B. Irwin

Seconded By: P. Hodgins

THAT Council approve the implementation of an Operator 2 position for Public Works pending the approval of a Report to Council after the evaluation of the implementation of the Operator 1 position as per the Organizational Review.

CARRIED

5. ADJOURNMENT

Moved By: J. Keogh

Seconded By: B. Irwin

That the Meeting adjourn.

CARRIED

A handwritten signature in cursive script, appearing to read "Bill Hays", is written over a horizontal line.

MAYOR

A solid horizontal line intended for a signature.

CLERK