



MUNICIPALITY OF NORTH MIDDLESEX REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on September 19, 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. with a quorum present. Two additional items were added to the agenda:

Departmental Reports 7.a. VanMassenhoven Drain Report

Other and Urgent Business 11. (d) 2017 Water Annual Report and Summary

The Regular Meeting followed the Court of Revisions which began at 6:45 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 Infrastructure and 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

Infrastructure Supervisor, Jonathon Lampman

3. DISCLOSURE OF PECUNIARY INTEREST

None

4. MINUTES OF PREVIOUS MEETINGS

MOTION #215/2018

MOIR/HEMMING: That the September 5, 2018 Regular Meeting Minutes be hereby accepted.

CARRIED

5. PUBLIC MEETINGS

7:15 p.m. – Meeting to Consider – Graham Drain Report

Report from Jonathan Lampman, Infrastructure Supervisor and representative from R. Dobbin Engineering.

MOTION #216/2018

CORNELISSEN/MOIR: Be it resolved that Council accepts the Final Report for the Graham Drain dated July 31, 2018 prepared by R. Dobbin Engineering Inc.,

That Council gives two (2) readings for a Provisional By-law as Section 45(1) of the *Drainage Act, 1990*.

CARRIED

6. DELEGATION

7:00 p.m. OCWA Presentation of 2nd Quarterly Operational Reports for the Parkhill Wastewater System, Ailsa Craig Wastewater Treatment Plan, North Middlesex Water Distribution System and Costs Plus Reports by Jackie Muller and Rod Dupuis.

Deputy Mayor Ropp inquired as to how work orders were generated and the internal process was explained by staff.

7. DEPARTMENTAL REPORTS

- a. Report from Jonathan Lampman, Infrastructure Supervisor – Conlin, McAlpine No. 1 and 2 and Laurens Drain Reports and VanMassenhoven Drain Branch B 2016

MOTION #217/2018

ROPP/CORNELISSEN: Be it resolved that Council receive the report for the Conlin Drain, McAlpine Drain No. 1 and NO.2 and the Laurens Drain;

And that Council directs staff to notify R. Dobbin Engineering Inc. and Spriet Associates to prepare the tender documents and to have staff send out the tenders for improvement and/or construction of the Conlin Drain, McAlpine Drain No. 1 and No. 2 and the Laurens Drain.

CARRIED

MOTION #218/2018

MOIR/NICHOLS: Be it resolved that Council receives the amended By-Law #51 of 2018 to reflect the actual constructions costs of the VanMassenhoven Drain-Branch B 2016 and the assessments listed in the actual cost be levied against the appropriate lands.

CARRIED

- b. Report from William Davidson, Director of Emergency and Safety Services/Fire Chief – Monthly Report

Chief Davidson reviewed his report with notable highlights such as the development and implementation of rural water supply strategies, tools and training programs. As well, compiling documentation to support applicable members of the fire department through the “Grandfathering” process. This process originally closed in 2015 and was reopened to aid fire departments with the transition to the mandatory certification of firefighter’s regulation passed by the Ministry of Community Safety and Correctional Services on May 8, 2018.

MOTION #219/2018

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

CARRIED

- c. Report from Justin Dias, Director of Economic Development and Community Services – Monthly Report

Mr. Dias announced that prior to reviewing his report he wanted to acknowledge the “Doors Open” initiative that will be undertaken by the Municipality on Oct.2 & 3. Tours will be scheduled and conducted from 10:00 am – 12:00 pm for interested citizens wishing to meet staff and learn about their positions in the Municipal Building.

Highlights from this report include the upcoming “Evaluating Value added Opportunities” which is a one day workshop in partnership with OMAFRA on Dec 4, 2018 at the Parkhill Library Programing room. An update on the Parkhill Gateway Treatment is

moving forward. A release of the conceptual designs will be available from approximately Sept.24 – Oct.5. It is anticipated that the construction will be complete by the end of 2018. Southwestern Ontario Marketing Alliance submitted a year-end report which highlights the activities for 2017 and into 2018. Mr. Dias also announced the implementation of the Fresh Desk ticket system. Members of the public will be able to forward any comments or concerns pertaining to the facilities to this email. It will then generate a ticketing system for assigning, tracking and follow up with these issues.

Cr. Cornelissen inquired how booking of facilities were currently handled? Mr. Dias advised that at the present time it is by phone or in person through the municipal office business hours. There is no on-line option.

Deputy Mayor Ropp inquired about ice rentals and whether this can be done over a weekend? Mr. Dias replied that ice rentals have to be booked during business hours as well.

MOTION #220/2018

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

CARRIED

d. Report from Jonathon Graham, Deputy CAO/Director of Operations – Monthly Report

Mr. Graham provided an overview of his report which included Water and drainage. He advised that 40% of the non-functioning water meters have been addressed. The non-revenue water program in Ailsa Craig will once again be undertaken. This nighttime activity is scheduled for October 3, 2018. Due to the wet weather, CoCo paving has rescheduled to begin the paving program on September 17th.

The main topic within the report was Asset Management with the Infrastructure and Operations Department. The key piece of legislation is that Ontario Regulation #588/17 which will define the municipal sector by merging long-term financial planning, budgetary process and strategic planning. The purpose of asset management is to calibrate a municipality's limited funds against existing infrastructure and depreciation of the given asset with a guiding principle that with correct and timely "renewals" services life expectancy can be greatly extended with a smaller overall cost to the tax base. A list of the milestones and their respective due dates were then revealed. The immediate milestone to be met by July 1, 2019 is the creation of or have prepared their first Strategic Asset Management Policy in respect of its care municipal infrastructures and

shall update this document at least once every five years. A list of undertakings to be implemented through *City Wide* includes but is not limited to:

Road Needs Studies, Bridge and Culvert Inspection, Conditional Assessment of Sanitary Sewers and Conditional Assessment of Storm Sewers. Mr. Graham also provided a summary of matters that have come to light upon examination under his department under Roads, Watermains, Storm Sewers and Sanitary Sewers.

Cr. Moir inquired as to what type of projects could be undertaken in house vs out sourcing? Mr. Graham advised that some could be done internally however current staff can only take on so many projects.

Council questioned what repercussions there would be to a municipality for not being able to fulfill all these mandates?

Mr. Graham said one impact could be the ability to obtain future grant applications. It is getting very difficult for municipalities to be successful as the government is looking for these documents as part of the grant submissions.

Deputy Mayor Ropp inquired into the “careless” design of waterlines and what was meant by this?

Mr. Graham indicated that he had struggled with the use of this word however it comes down to the lack of pressure, sizing and engineering design on the old infrastructure. The regulations around drinking water drastically changed in 2001. He commented that North Middlesex has over 500 km. of watermain and less than 2% has been replaced.

MOTION #221/2018

HEMMING/ROPP: That Council receives the Infrastructure and Operations Monthly Report for September 19, 2018 as information only.

CARRIED

- e. Report from CAO, Nandini Syed, - Special Monthly Report on Asset Management

Ms. Syed commenced her report by defining “What is Asset Management” – At the very core of public sector asset management are two fundamental considerations: providing satisfactory levels of service to the public and ensuring the sustainability of infrastructure assets over the long term.

She advised that good asset management planning requires an understanding of both the current and desired state of infrastructure, and the service levels that infrastructure provides. This requires an awareness of the condition of the infrastructure, risks related to this infrastructure, and financial considerations related to asset management

objectives. Ms. Syed acknowledged that North Middlesex initiated asset management plans in 2013 and 2016 however asset inventory was not fully realized including key infrastructure assets such as sidewalks, manholes, catch basins etc. The 2016 Asset Management Plan also revealed the following:

- An annual infrastructure capital expenditure need of approximately 8.7 million at the level of service. This value is outside of expansion of capital infrastructure
- North Middlesex is spending about 2 million in capital expenditures annually
- This suggests an annual expenditure deficit /shortfall of 6.7 million.

This means the longer the Municipality takes to minimize the shortfall, the bigger the shortfall will become. In addition, the 2016 AMP show the following areas of discrepancy: Lack of condition assessment for majority of our assets; lack of comprehensive asset inventory; lack of asset capacity and availability; lack of funding strategy.

Ms. Syed noted that although North Middlesex has made great strides in their staffing complement, software and education requirements, we are still 5-10 years behind in comparison to our weight class municipalities in the province.

She concluded that Asset Management is not a CAO and senior management exercise. Although driven by this core team of people, asset management demands full attention of Council as policy/decision makers, staff at all levels of the organization as the day to day operators of the assets and finally the ratepayers who are the ultimate owners and users of these assets. The aim of the special report is to provide that initial baseline understanding to Council staff and ratepayers.

MOTION #222/2018

MCLINCHEY/NICHOL: Be it resolved that Council receives the Special Monthly Report on Asset Management – September 2018 as information only.

CARRIED

8. ACCOUNTS

CAO, Nandini Syed, presented the compilation of Accounts for the period of August 30-September 13, 2018 for a total payment of \$ 1,773,917.31

MOTION #223/2018

ROPP/CORNELISSEN: Be it resolved that the following bills and accounts be approved for payment in the amount of \$1,773,917.31

General	\$ 140,458.51
General Direct Deposit	\$1,545,417.31

General online/PAP	\$ 88,041.49
Cemetery Direct Deposit	\$0.00
Cemetery Online/PAP	\$0.00

CARRIED

9. COMMITTEE REPORTS

- a. ABCA – Deputy Mayor Ropp advised that there was a meeting on September 20th and that he would be in attendance due to the discussion of some local issues.
- b. Local School Advisory Committee – Cr. Moir advised a meeting is being held on September 20th which will focus on the upcoming meeting with the Director of Education.
- c. Lake Huron Primary Water Supply System – Cr. Hemming advised of an upcoming meeting in October.

10. CORRESPONDENCE

- a. Community School Alliance General Report
(action: Receive and provide to LSAC Committee)
- b. Twp of Selwig – consideration of motion support regarding Provincial Agricultural Systems Mapping
(action: receive and file)
- c. Ailsa Craig & District Fire Fighters Association – notification that the organization will no longer be organizing or facilitating the Ailsa Craig Santa Claus Parade
(action: Receive and file)

Cr. Nichol advised Council that Deputy Mayor Ropp and she had met with the members of the association regarding their concerns with the lack of support from the municipality for their efforts in running the Santa Clause Parade in Ailsa Craig. She stressed that without the use of free hall rental for this event it would greatly impact the community.

After considerable discussion on the matter the following motion was introduced:

MOTION #224/2018

NICHOL/MCLINCHEY: That the Ailsa Craig Fire Fighters Association be granted use of the Ailsa Craig Rec Centre for their fundraising bingo event and during the day of the annual parade in December at no charge for 2018 only.

CARRIED

11. OTHER AND URGENT BUSINESS

- a. Verbal update from CAO, Nandini Syed, on meeting request to the Director of Education, Laura Elliot, Thames Valley District School Board as recommended by LSAC Committee and accepted by Council by Motion #156/2018 on June 20, 2018.

CAO, Nandini Syed, updated Council on her phone discussion with Laura Elliot and she was provided three possible dates that she could attend a meeting.

The date requested is Wednesday November 28th at 9:30 a.m. and will be a Special Meeting of Council. Ms. Elliot has also requested that the LSAC Committee and Council prepare an outline of the key points for discussion ahead of the meeting.

Councillor Gord Moir advised that LSAC has a meeting tomorrow evening and he will have the committee formulate the key points for consideration.

- b. Verbal update from Clerk, Jackie Tiedeman, on Communication Committee inquiry

The Clerk advised that following information was provided in response to the inquiry at the last Council Meeting as to the status of implementing recommendations from the Communication Committee. Due to the absence staff member that attended this committee, a review was done of the company directory. Minutes and recommendations were provided dating back to late 2015. Upon reviewing the recommendations it appeared that consideration was given and in case where applicable were incorporated into the appropriate documentation.

For instance, the protocol of advising “that if a matter is in another councillor’s ward, to forward any email/call to the Ward Council/staff member” was incorporated within the Code of Conduct for Councillors. Social media policies were developed and approved by Council over the past year, budgeting for the on-line video and setting up of town hall meetings is done annually through the schedule of meeting approved by Council.

Councillor Cornelissen stated that the Town Hall meetings were meant to incorporate an “open mic” format and feels this should be implemented as it has not been to date.

Council also noted that the sign messaging policy may not be meeting the needs of the local organizations as some were not granted use of the municipal sign

The Clerk advised that she will resend the policy out to Council for review. If any organizations were denied, it would have been according to policy.

- c. Verbal update from Jonathon Graham on QPA request to sign Confirmation of Option Expiry for three rooftop solar projects.

Mr. Graham provided some background as to the reason this request was coming before Council. A legal opinion was obtained on proceeding with this request as Mr. Graham indicated he was not here when the leases were signed. In his opinion, he did not see the benefit of wanting the option to purchase the equipment after the lease expires.

Some questions were asked regarding the revenue generated from these leases. Mr. Graham suggested that Council defer their decision to sign the option and he will bring back further information to a future meeting.

d. 2017 Water Annual Report and Summary – Jonathon Graham *Added Sept 18

Mr. Graham advised that this is a legislated yearly report that council needs to approve by motion.

MOTION #225/2018

HEMMING/MCLINCHEY: That Council receives and accepts the 2017 Water Annual Report and Summary Report as prepared by OCWA as required by Ontario Reg. 170/03 Section 11 of the Safe Drinking Water Act, 2002;

and further that both reports be made available for review by the public.

CARRIED

12. COMMUNICATIONS (including County Council Meeting Updates)

Deputy Mayor Ropp advised that the 2nd meeting in October for County Council is cancelled. No other updates were available.

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

MOTION #226/2018

CORNELISSEN/HEMMING: That the Regular Meeting adjourn to Closed Meeting at 8:43 p.m. for the purpose of receiving information under the following exemption: Labour Relations/Employee Negotiations – Preliminary Information for HR Audit and Update on Labour Relations.

CARRIED

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

MOTION #227/2018

ROPP/HEMMING: That the Closed Meeting adjourn and return to Regular Meeting at 9:05 p.m. with one recommendation.

CARRIED

MOTION #228/2018

ROPP/CORNELISSEN: Whereas Council has now had an opportunity to receive

additional information from the CAO regarding the required scope for the HR Audit which was approved by Motion #146/2018 on June 6, 2018 Regular Council Meeting;

And whereas Council recognizes the importance of conducting such an audit, it is also being recognized that the 2018 Operating Budget did not anticipate such a project;

And therefore be it resolved that staff be directed to defer action on this project to the 2019 Budget Deliberations.

CARRIED

15.BY- LAWS

- a. By-Law #50 of 2018 Graham Drain (1st and 2nd Reading)
- b. By-Law #51 of 2018 VanMassenhoven Drain (all)
- c. By-Law #52 of 2018 – Confirming By-law

MOTION #229/2018

MCLINCHEY/MOIR: That By-Laws #50,51 and 52 of 2018 be read a first and second time.

CARRIED

MOTION #230/2018

NICHOL/HEMMING: That By-laws #51 and 52 of 2018 be read a third and final time.

CARRIED

16.ADJOURNMENT

MOTION #231/2018

MCLINCHEY/NICHOL: That the Regular Meeting adjourn at 9:06 p.m.

CARRIED

MAYOR

CLERK