



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES**

September 20, 2023, 6:00 p.m.

Members Present: Mayor Brian Ropp
Deputy Mayor Paul Hodgins
Councillor Ward 1 Sara Nirta
Councillor Ward 2 Bill Irwin
Councillor Ward 3 Charles Daigle
Councillor Ward 4 John Keogh
Councillor Ward 5 Adrian Cornelissen

Staff Present: Economic Development and Communications Coordinator
Natalie Core
Recreation and Facilities Manager Brandon Drew
Manager of Infrastructure and Operations Jaden Hodgins
Clerk Ashley Cook
Chief Administrative Officer, Carolyn Tripp
Treasurer, Estelle Chayer

Staff Absent: Manager of Public Works Vance Czerwinski
Drainage Superintendent Joanne Sadler
Fire Chief Greg Vandenheuvel
Executive Assistant/HR Coordinator Donna Vanhooydonk

The Regular 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. CALL TO ORDER

Mayor Ropp called the meeting to order at 6:00 p.m. with a quorum present.

He noted that Councillor Keogh was present via Zoom.

2. 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.

3. MINUTES OF PREVIOUS MEETINGS

Motion # 251/2023

Moved By: B. Irwin

Seconded By: S. Nirta

Recommended Motion:

That the attached minutes be approved as presented.

CARRIED

4. DELEGATION

4.1 Ontario Clean Water Agency - Q2 Client Operations Report

OCWA presented their report. Questions were asked prompting clarification on the deficiencies of the water tower. OCWA noted that the water tower was operational and the deficiencies including lighting, fencing, grass, and some mechanical elements were not qualities that impacted the operation of the tower. OCWA noted that the deficiency list was being worked on.

5. DEPARTMENTAL REPORTS

5.1 Report from By-Law Enforcement - North Middlesex Report

Ed Pimentel (owner of Tenet Security Group) and Keith Arnold (dedicated Officer to North Middlesex) were both present in person. They presented their report. Councillor Cornelissen asked for clarification on how enforcement is done for Tidy Yard Violations. Officer Keith detailed the remedial process prescribed by the North Middlesex Tidy Yard By-Law.

Councillor Cornelissen followed up by asking if Tenet provided staff with dispute resolution training, and encouraged them to look into this form of training.

Councillor Irwin asked where majority of calls for service took place - urban or rural centres. Officer Keith noted that majority of call volume is represented in the larger centers of Parkhill and Ailsa Craig.

The Mayor thanked Tenet for their report and consistency in North Middlesex.

Motion # 252/2023

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT Council receive this report for information.

CARRIED

5.2 Report from Executive Assistant / HR Coordinator - Hours of Work and Overtime Policy

The Chief Administrative Officer presented the report on behalf of the Policy Committee. Councillor Irwin asked for a comparison from the old policy to this proposed one. The CAO noted the changes as described by the report. The Councillor followed up asking how this policy compared to other local municipalities. The CAO noted that municipalities may handle this very differently but the major element was that it was consistent amongst senior staff, which the current North Middlesex policy was not. Councillor Cornelissen asked for the breakdown of time-in-lieu consistent with the percentage of Council meetings attended. The CAO provided clarification on the requirements for obtaining 1 week or 2.

Motion # 253/2023

Moved by: C. Daigle AC

Seconded By: S. Nirta

THAT Council Approve the Compensation Management – Overtime/Meeting Time Policy as amended and recommended by the Policy Committee effective September 23, 2023.

CARRIED

- 5.3 Report from Drainage Superintendent - Request for Improvement Hooydonck-Hord Drainage Works

Motion # 254/2023

Moved By: P. Hodgins

Seconded By: A. Cornelissen

THAT Council receive the "Notice of Request for Drain Improvement" for the Hooydonck-Hord Drainage Works under section 78 of the Drainage Act; and

THAT Council appoints R. Dobbin Engineering Inc. as engineer to the Hooydonck-Hord Drainage Works project.

CARRIED

- 5.4 Report from Fire Chief - Fire Master Plan

Councillor Cornelissen thanked the Chief for the report. No further questions were asked.

Motion # 255/2023

Moved By: C. Daigle

Seconded By: A. Cornelissen

THAT Council award the Fire Master Plan and Community Risk Assessment to Emergency Management Group for the price of \$48,745 + HST.

CARRIED

- 5.5 Report from Chief Building Official - North Middlesex Proposed Building By-Law

The Chief Building Official presented his report and provided a detailed overview of what changes were proposed in the new Building By-Law.

Questions from Council followed the report, encompassing the nature of inspections and overall compliance.

The Mayor asked about public reception of the CloudPermit software. The CBO noted that for frequent users it is very seamless, there are still challenges for single-use users but staff are trained and available as a resource.

Motion # 256/2023

Moved By: B. Irwin

Seconded By: S. Nirta

**THAT the Proposed Building By-law be received for information, and
AND THAT Council passes a new Building By-law, to be effective
January 1, 2024**

CARRIED

6. PASSING OF ACCOUNTS

6.1 Report from Treasurer - Accounts Payable

Councillor Cornelissen asked for clarification on the Planning Review charges shown on the accounts report. The Manager of Infrastructure noted that currently charges for planning review are not billed back to the applicant as part of the planning process to the best of his knowledge but that this would be something that staff would look into to determine if it could become cost recoverable.

Motion # 257/2023

Moved By: C. Daigle

Seconded By: B. Irwin

That Council receive and accept the following accounts payable report as information only.

CARRIED

7. COMMITTEE REPORTS

7.1 Lake Huron Primary Water Supply Joint Mgmt Board (Cr. Keogh)

7.2 ABCA (Cr. Cornelissen)

7.3 BWRA (Cr. Keogh)

7.4 EDAC (Cr. Nirta, Cr. Irwin, Deputy Mayor Hodgins)

7.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

Successful inaugural meeting. Minutes to be forthcoming.

Councillor Cornelissen asked about Public attendance - Councillor Irwin noted that every school in the area had sent a representative and it was very well attended by the public.

7.6 Recreation Committee (Cr. Daigle, Cr. Keogh, Cr. Nirta)

Meeting Minutes from May 16 2023.

7.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)

Minutes and Recommendations

7.7.1 Compensation Management - Overtime Meeting Time Policy

7.7.2 Messaging on Electronic Signage or Banners Policy

Councillor Irwin asked for clarification on the sign-in Ailsa Craig and how fast messaging can be uploaded. Staff noted that is anticipated to be seamless cloud programming.

Motion # 258/2023

Moved By: P. Hodgins

Seconded By: C. Daigle

THAT Council receive and adopt the new version "Messaging on Electronic Signage or Banners Policy" as recommended by the Policy Committee.

CARRIED

7.7.3 Birth, Illness, and Memorial Donation Policy

Councillor Daigle noted that the changes proposed to be made are in an effort to maintain consistency.

Motion # 259/2023

Moved By: C. Daigle

Seconded By: S. Nirta

That Council receive and adopt the new version of the "Birth, Illness and Memorial Donation Policy" as recommended by Policy Committee

CARRIED

AK

7.7.4 Community Development Fund Policy

Councillor Daigle noted the redistribution of funds from unused categories to categories more frequently used. The Treasurer clarified the redistribution according to the proposed policy changes.

Motion # 260/2023

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Council receive and adopt the new version of the "Community Development Fund Policy" with the suggested funding reallocations as recommended by the Policy Committee.

CARRIED

7.7.5 Delegation of Powers and Duties Policy

Motion # 261/2023

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT Council receive and adopt the new version of the "Delegation of Powers and Duties" as recommended by Policy Committee.

CARRIED

7.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)

Councillor Cornelissen gave updates from the last committee meeting. There was a tour of the Fire Hall. The Councillor noted the creation of a sub-fire committee body for the replacement of the new fire truck. Information to come. Memorial with North Middlesex Fire Fighter's Association taking place at the Parkhill Cemetery. The Mayor requested that more information be provided to all of Council regarding the date and time of the Memorial.

7.9 OCWA Client Advisory Board (CAO)

The Chief Administrative Officer noted her upcoming participation on the Board.

8. CORRESPONDENCE - Receive and Consider

8.1 Town of Grimsby - Guaranteed Livable Income

Supported.

Motion # 262/2023

Moved By: A. Cornelissen

Seconded By: S. Nirta

THAT the Council of the Municipality of North Middlesex supports the resolution from the Town of Grimsby - Guaranteed Livable Income

CARRIED

9. OTHER AND URGENT BUSINESS

9.1 Update from Manager of Infrastructure and Operations - Ausable Bluffs Subdivision

The Manager presented the proposed agreements. Following, Councillor Irwin asked for clarification on the urban design elements of the plan. The Manager noted that urban design details of the houses themselves do not fall into the agreement, but certain elements such as fencing, a tree planting route, and a trail around the pond were included. The Councillor followed up asking if the proposed was consistent with the green space requirements outlined in the Draft Recreation Master Plan. The Manager noted that it was consistent with the plan.

Motion # 263/2023

Moved By: B. Irwin

Seconded By: C. Daigle

THAT COUNCIL approve the Gilrad Developments Inc. Subdivision Agreement and Pre-Servicing Agreement substantially in the form attached subject to any administrative amendments considered necessary by the Chief Administrative Officer and Municipality's legal counsel.

CARRIED

9.2 Electronic Sign - North Middlesex Municipal Building

Councillor Daigle noted that the electronic sign is not working properly. He wanted follow up on its repair. The Manager of Recreation and Facilities continued by saying that County IT has been making attempts to troubleshoot.

9.3 Ailsa Craig 150th Celebration

Councillor Irwin mentioned that plans were underway for the celebration of Ailsa Craig's 150th. He noted that a committee meeting had been held and many players were in attendance. He also spoke about potential support from the municipality.

9.4 Drainage Issues - Queen St. North

Councillor Irwin wanted to follow up on items that were inquired about in the past around drainage issues on Queen St. North. The Manager of Infrastructure and Operations noted that corrective action was taken on the lands to the rear which are still being developed. Stating that staff are working with the engineer to deal with the drainage and control the situation within the site plan agreement.

9.5 Big Brothers, Big Sisters South Huron

Deputy Mayor Hodgins provided his congratulations to Councillor Nirta, who is a member of Big Brothers, Big Sisters South Huron for being the recipient of a recent donation from Pesce and Associates.

9.6 Natural Gas Expansion - Corbett to Moray

Councillor Daigle noted that it had been determined that North Middlesex did apply to the Enbridge Natural Gas Expansion Program in 2020 but were unsuccessful. He noted that residents continue to be concerned about the lack of service in the area and looking for other opportunities to support the initiative. The Manager of Infrastructure and Operations spoke to this, by noting a recent discussion document released by the Ministry of Energy. He noted that municipalities were encouraged to submit feedback by December 15, 2023, for consultation and consideration as part of natural gas planning in the future.

Motion # 264/2023

Moved By: C. Daigle

Seconded By: B. Irwin

THAT, Council direct staff to provide the Ministry of Energy feedback in the same or close to the same form as the submission to the

Enbridge Natural Gas Expansion Program of 2020, on or before December 15th, 2023, noting that this forum is intended for consultation and future development planning.

CARRIED

10. DEFERRED ITEMS FROM PREVIOUS MEETINGS

10.1 North Middlesex Surplus Lands

Deferred on November 17, 2021 - CAO follow up.

The Chief Administrative Officer noted ongoing behind the scenes with this item. More intensive review is forthcoming.

10.2 Parkhill Sewage Lagoon

Deferred February 1, 2023 - Manager of Infrastructure and Operations to follow up.

The Manager of Infrastructure and Operations, noted in the month of October a detailed sludge survey is going to be completed. This information would be used for 2024 Capital project planning.

10.3 Environment Committee

Deferred April 5, 2023 - Councillor Irwin to follow up.

10.4 Annie Ada Shipley Three-Way Stop

Deferred June 7, 2023 - Manager of Public Works to follow up

10.5 AMO-LAS Water and Sewer Warranty Program

Deferred April 19, 2023 - Manager of Infrastructure and Operations to follow up.

10.6 Communities Overview of Traffic Control and Speed Signs

Deferred September 6, 2023 - Manager of Infrastructure, Manager of Public Works to follow up.

10.7 Bridge 34 Scope of Repair - Railing and Weight Allowance

Deferred September 6, 2023 - Manager of Infrastructure and Operations to follow up.

The Manager of Infrastructure and Operations noted that the structural work is completed. The contractor has been authorized to complete the

noted damage to the railing. The bridge is closed but is structurally ready to be re-open. Reopening is upcoming. Further review of the authorized load limit is being done.

10.8 Ailsa Craig Queen St. Truck Traffic Controls

Deferred September 6, 2023 - Manager of Infrastructure and Operations to follow up.

10.9 Official Plan Update Report

Deferred on September 6, 2023 - CAO to follow up

The Chief Administrative Officer noted that the County has provided a timeline of 2024.

10.10 Budget Committee Appointments

Deferred September 6, 2023 - Mayor Ropp to follow up

Mayor Ropp noted the future appointment schedule to be adopted by By-Law next meeting.

11. COMMUNICATIONS (Including County Council Meeting Report)

12. READING OF THE BY-LAWS

Motion # 265/2023

Moved By: C. Daigle

Seconded By: P. Hodgins

That By-laws 078-082 of 2023 be read a first and second time

Provision for questions

CARRIED

Motion # 266/2023

Moved By: B. Irwin

Seconded By: C. Daigle

That By-laws 078-082 of 2023 be read a third and final time

CARRIED

- 12.1 078 of 2023 - Agreement With Janet Johnstone Community Garden Term Renewal
- 12.2 079 of 2023 - Building By-Law
- 12.3 080 of 2023 - Authorize Ausable Bluffs Subdivision Agreement
- 12.4 081 of 2023 - Authorize Pre-Servicing Agreement Ausable Bluffs
- 12.5 082 of 2023 - Confirming

13. ADJOURNMENT

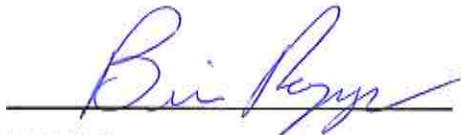
Motion # 267/2023

Moved By: C. Daigle

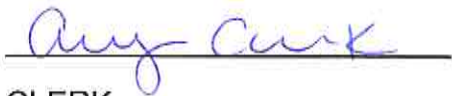
Seconded By: S. Nirta

That the Meeting adjourn at 7:20 p.m.

CARRIED

A handwritten signature in blue ink, appearing to read "Bill Papp", is written over a horizontal line.

MAYOR

A handwritten signature in blue ink, appearing to read "Amy Clark", is written over a horizontal line.

CLERK