

## **AGENDA**

# **COUNCIL AGENDA**

### **SOUTHWEST MIDDLESEX COUNCIL AGENDA**

The Municipal Council of the Municipality of Southwest Middlesex will meet in Regular Session in the Council Chamber on December 11, 2019 at 7:00 p.m.

#### **COUNCIL PRESENT:**

Mayor Allan Mayhew (Chair presiding), Deputy Mayor Marigay Wilkins, Councillors Doug Bartlett, Ian Carruthers, Christa Cowell, Mark McGill, Mike Sholdice and Martin Vink

#### **REGRETS:**

#### **STAFF PRESENT:**

CAO/Clerk - Jill Bellchamber-Glazier, Facilities & Recreation Manager – Steve MacDonald, Fire Chief – Bob Hansen, Public Works Manager – Greg Storms, Treasurer – Kristen McGill

#### **ALSO PRESENT:**

Members of the public and press

#### **1. CALL TO ORDER**

Mayor Mayhew calls the meeting to order at \_\_\_\_\_ p.m.

This meeting may be recorded, streamed live and published in accordance with council's Electronic Recording of Meetings Policy.

To those present in the gallery today, by attending an open public meeting of the Municipality of Southwest Middlesex you are consenting to your image, voice and/or comments being recorded and published.

Anyone who is invited to speak may be recorded and their voice, image and/or comments will form part of the live stream and recording.

The chair and/or the clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

Today's meeting may be streamed live as well as recorded and published on the Southwest Middlesex website.

Thank you.

## **2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, 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.

<u>Name</u>	<u>Item</u>	<u>Nature</u>
-------------	-------------	---------------

### **Conflict of Interest Reporting Form**

- **Councillor** [03 00 C CONFLICT OF INTEREST REPORTING FORM 2018 Councillor](#)
- **Deputy Mayor** [03 00 DM CONFLICT OF INTEREST REPORTING FORM 2018 Deputy Mayor](#)
- **Mayor** [03 00 M CONFLICT OF INTEREST REPORTING FORM 2018 Mayor](#)

## **3. ADDITIONS TO THE AGENDA**

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the Regular Agenda of Council dated December 11, 2019 be accepted as presented.

## **4. DELEGATIONS AND PRESENTATIONS**

## **5. CONSENT AGENDA**

5.1 Minutes – Regular Council Meeting – December 4, 2019

[05 01 December 4 2019 meeting minutes](#)

5.2 County of Middlesex Warden Cathy Burghardt-Jesson

[05 02 Media Release - CBJ Warden December 5 2019](#)

5.3 Tourism Marketing Opportunities with SWOTC – Co-op Marketing Opportunities

[05 03 County Offer Joint Tourism Advertising](#)

5.4 Conservation Authorities – Backgrounder (November 2019)

[05 04 2019 November Meeting Highlights](#)

5.5 Minister of Colleges and Universities letter concerning postsecondary education

[05 05 scor2](#)

5.6 FCHS Foundation *Pulse* newsletter

[05 06 FCHSF Fall 2019 Newsletter\\_compressed](#)

5.7 Township of Greater Madawaska resolution concerning electronic delegations

[05 07 Electronic delegations](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the council for the Municipality of Southwest Middlesex receives Consent Agenda Items 5.1 through 5.8 as information, and approve the regular council minutes dated December 4, 2019.

## **6. COMMITTEE OF ADJUSTMENT**

None

## **7. PUBLIC MEETINGS**

None

## **8. STAFF REPORTS**

a. Fire

None

b. Administration

1. Council Highlights

[08 b 01 Council Highlights](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT staff be directed to undertake a communications pilot project beginning January 2020 which includes:

- council highlights following regular council meetings, to be included on the news page of the municipal website and the municipal Facebook page; and
- a quarterly printed document distributed by direct mail-out to SWM households;

AND, THAT staff be directed to report back on the pilot project and present a Municipal Communications Strategy to council in Spring 2020.

2. Record Information Management Policy

[o8 b 02 Record Information Management Policy2](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council approve the Records Information Management Policy and adopt the Records Management By-law.

3. SWM Economic Development Terms of Reference Review

[o8 b 03 TOR EcDev](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council restructure the membership of the SWM Economic Development Committee; allowing for greater local business representation by limiting the number of council members serving on the committee to be in concert with the original Terms of Reference presented to Council on April 24, 2019.

OR

THAT Council dissolve the economic development committee and deal with economic development matters at council.

OR

THAT Council maintain the current membership of the economic development committee for the 2018-2022 term.

c. Building

1. November 2019 Building Report

[o8 c 01 2019 November Building Report](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the November 2019 Building report is received.

d. Finance

None

e. Facilities and Recreation

None

f. Public Works

1. Appointment of Engineer – Frederick Marsh Drain

[o8 f 01 FrederickMarshDrain](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT council appoint Spriet Engineering under Section 78 of the Drainage Act to prepare a report on the Frederick Marsh Drain as described in the Section 78 request.

2. Appointment of Engineer – Section 4 Petition, Lot 7, Con 1

[o8 f 02 Appt Engineer Sec4 Petition Lot 7 Con1](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT council appoint Spriet Engineering under Section 4 of the Drainage Act to make an examination of the area requiring drainage as described in the petition (Lot 7, Con 1, former Mosa Twp.) and to prepare a report.

3. City of London, Long Term Waste Management Planning

[o8 f 03 CityLondonLongTermWasteMngmtPlanning](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**THAT** council supports the efforts of the City of London regarding two Major Waste Management Projects;

**AND THAT** the CAO/Clerk notify the City of London that Southwest Middlesex wishes to remain included in the City of London’s Service Area of any new Waste Disposal Facility.

**AND THAT** Southwest Middlesex may consider using the facility depending on the cost.

**9. NOTICE OF MOTION**

None

**10. CORRESPONDENCE AND PETITIONS**

1. Request for refund of planning application fees

[10 01](#)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the request for refund of planning application fees affecting 1034 Longwoods Road be denied.

**11. UNFINISHED BUSINESS**

None

**12. NEW BUSINESS**

- Items removed from Consent Agenda to be dealt with separately
- Addendum Items
- Other Business

**13. COUNTY COUNCIL AND CONFERENCE UPDATE**

**14. ANNOUNCEMENTS**

None

**15. CLOSED SESSION**

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council go into closed session, at \_\_\_\_\_ p.m., as per subsection 239(2) of the Municipal Act, 2011, to consider the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees;
- b. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- c. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- d. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Specifically, the matter relates to the following:

- Personnel matter
- Property matter – if required

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council return to open session at \_\_\_\_\_ p.m.

### **Rise and Report**

Confirmation of action from Closed Session

THAT a closed session meeting was held and only closed session items identified were discussed in closed session; and THAT

- a. There is nothing further to report
- b. Outline direction provided

### **16. BY-LAWS**

1. By-law No. 2019/

#### 16 01 RecInfoMgmt Bylaw

Being a by-law to provide for the classification, retention and destruction of the records of The Corporation of the Municipality of Southwest Middlesex and to repeal By-Law No. 2010/057 “Being a by-law to establish the retention periods for documents and records to be kept by the Municipality of Southwest Middlesex”

2. By-law No. 2019/

#### 16 02 Comm of Adj Bylaw

Being a by-law to appoint a Committee of Adjustment for the Municipality of Southwest Middlesex

3. By-law No. 2019/

#### 16 03 2019 Confirming Bylaw Dec11

Being a by-law to confirm the proceedings of the council of the Municipality of Southwest Middlesex (December 11, 2019)

#2019-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That By-law No. 2019/ to By-law No. 2019/ be given first, second, third and final readings.

### **17. FUTURE MEETINGS (subject to change)**

- December 18, 2019 – Budget Meeting – 4:00 p.m.
- January 8, 2020 – Council Meeting – 7:00 p.m.
- January 22, 2020 – Council/Planning Meeting – 7:00 p.m.

### **18. ADJOURNMENT**

The Mayor adjourned the meeting at \_\_\_\_p.m.