

# The Corporation of the Township of Lucan Biddulph Council Minutes

**Present:** Mayor C. Burghardt-Jesson, Deputy Mayor D. Manders, Councillors D. Regan, P. Mastorakos and A. Westman.

**Also Present:** R. Reymer-CAO/Clerk, D. Kester-Manager of Public Works, T. Merner-Deputy Clerk, K. Langendyk-Treasurer, T. Loyens-Deputy Treasurer

## Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:15 pm.

## Declaration of Pecuniary Interest & Nature Thereof

None.

## 1/ In-Camera Session

*Moved by D. Regan*

*Seconded by D. Manders*

*Resolved that Council adjourn to Committee of the Whole in camera at 6:15 pm in regards to a potential sale of a lot at the Township Industrial Park Subdivision with R. Reymer and T. Merner remaining.*

CARRIED

## 2/ Rise from In-Camera Session

*Moved by D. Regan*

*Seconded by A. Westman*

*Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 6:26 p.m.*

CARRIED

## 3/ Direction from In-Camera Session

*Moved by A. Westman*

*Seconded by D. Regan*

*That the Council of The Township of Lucan Biddulph accepts the Offer to Purchase as presented with regards to 1005 Heenan Court (Part 8 on 33R-20206) of the Industrial Park and that the Mayor and Clerk be authorized to execute same subject to such modifications or amendments deemed appropriate by the Chief Administrative Officer, in his discretion.*

CARRIED

## Delegations

Craig Merkley, Conservation Services Specialist from the UTRCA attended and made a presentation regarding the Clean Water Program. Topics covered included the function of the program, how it is funded and managed and examples of projects the program has undertaken. Mr. Merkley noted that they have approached the County of Middlesex for funding this year as they have unfortunately not contributed to the program in past. Mr. Merkley ended his presentation by stating this is a local program to serve local interests, working to improve water quality. Mayor C. Burghardt-Jesson thanked Mr. Merkley for his presentation at which time he exited the meeting.

Chief Building Official, Arnie Marsman attended to introduce Middlesex Centre's recently hired full time bylaw enforcement officer, Mark Russell. A. Marsman stated that it is his intention to have M. Russell assist with bylaw enforcement issues in Lucan Biddulph to ensure an appropriate and timely response is provided.

### **Staff Reports**

Mayor C. Burghardt-Jesson permitted the building departments report presentation at this time.

#### *Building/By-law Enforcement*

A Marsman presented the year end building report for 2018. He advised that 71 new home permits were issued in 2018 which was similar to the previous year's record of 70. He noted there is no shortage of people wanting to move to Lucan and that doesn't appear to be changing going forward at this time. A. Marsman advised that Middlesex Centre is working on implementing a new electronic building report process and they may be the first municipality in Canada to try this software which was developed in Finland. The program will allow for a more streamlined process of building permit applications and inspections with the added benefit of saving paper and driving time which should result in quicker turnaround times for builders. He further noted that he foresees more builders participating in the Green Builder Recognition program which was introduced in Lucan Biddulph in 2018.

### **Presentation**

Mayor C. Burghardt-Jesson introduced and welcomed our new Treasurer, Katherine Langendyk who started with the Township of March 1<sup>st</sup>.

### **4/ Minutes**

*Moved by A. Westman*

*Seconded by D. Manders*

*That the Committee Meeting Minutes of February 5, 2019 and February 19, 2019 and In-Camera Minutes of February 5, 2019 be approved as circulated/amended.*

**CARRIED**

### **Business Arising**

D. Kester advised that he spoke with OMAFRA regarding the status of our OCIF application. We are still actively pursuing the application which OMAFRA advised is still in the holding pattern as this time. Further information on the Nagle Drive waterline extension project is pending regarding the OCIF application.

### **Communications Reports**

R. Reymer commented on the letter we received from the Ministry of Community Safety and Correspondence Services regarding Community Safety and Well-Being Planning. R. Reymer advised that this is not a small project although we have been given a 2-year timeframe to implement. He further suggested that he will discuss this at the upcoming Clerks meeting to get everyone's thoughts and opinion as to whether this should be dealt with at the County level.

Councillor D. Regan noted the Letter regarding the future of Ontario's Automotive Sector and whether this would something Lucan Biddulph could support or act upon. R. Reymer advised that smaller municipalities do not tend to have large amounts of industrial land designated and the site size this type of industry would require would be substantial. He further advised that likely this would be something the County Economic Development department would act upon and relay to the lower tiers.

Mayor C. Burghardt-Jesson noted communications 3 g) and that it is important that lobbying continues in order to correct issues with the voters list before the next municipal election. She further asked R. Reymer to discuss this at the County Clerks meeting and try to have one joint motion completed on behalf of the lower-tier municipalities in Middlesex County.

### **Committee Reports**

#### *BRA*

Deputy Mayor D. Manders attended his first meeting last week. He advised that many changes are ahead regarding what items can be dropped in a blue box. He noted that purity in recycling

is extremely important as contamination is costly. He further noted that the rule of thumb to follow by is if the item is less than 3" x 3" in size it is likely not recyclable. Staff was asked to reach out to BRA to invite them to a council meeting to raise more awareness of acceptable materials for our recycling program.

### **Staff Reports**

#### *CAO/Clerk*

T. Merner reviewed the updated Council Remuneration policy as presented and the Council Conference, Seminar, Workshop and Training Policy. R. Reymer noted that both policies are being presented together to bring clarity to what the council salary covers and when meeting pay rate and per diem pay is applicable. R. Reymer further stated that the policy is a guideline and council can always discuss issues that may arise outside of the policy. Deputy Mayor D. Manders suggested that the Council Remuneration policy specify that sub committee's attended receive meeting pay from that particular association, however the Township pays the difference should the meeting pay not meet the standard rate offered by the Township. The remuneration policy was deferred for amendment and until the 2019 remuneration rates are finalized.

T. Merner reviewed her report regarding updates made to the Planning Section of the Fees Bylaw. At the suggestion of Senior Planner, Marc Bancroft some fees were added and the cash-in-lieu of parkland dedication fee was increased. T. Merner noted that these fees are permitted under the Planning Act and are consistent with surrounding municipalities.

R. Reymer advised that we should have a report from our compensation consultant in the next few weeks, hopefully being available for the first meeting in April.

#### *Public Works*

D. Kester presented the updated Asset Management Plan. He noted the changes that were made since it was last presented on January 22, 2019. Councillor P. Mastorakos asked if we should include a cost benefit analysis of gravel vs asphalt into the Asset Management Plan. D. Kester advised yes we can look into that however cautioned that the problem becomes applying that to the specific roads in the Township, as each road has different parameters, i.e. existing base, drainage, conditions of shoulders, traffic count etc. Therefore, applying a general cost benefit analysis to any specific area, is not necessarily an accurate estimate.

D. Kester discussed the large item clean-up day and whether council would like to continue with the partnership program offered at Tri-Recycling or re-visit hosting at the Public Works facility again. He cautioned that there is an environmental compliance component of offering this service at the Public Works site as we are not a transfer station nor within our ability to operate same. Deputy Mayor D. Manders noted residents still have to bring their items to a site, so travelling a little further to have it handled properly and save the costs that the township would endure to collect and dispose of the garbage makes sense from a liability and financial stand point.

D. Kester advised that he will be moving forward with tenders for Coursey Line and St. James paving projects.

D. Kester advised he has received a request for a road closure of Queen Street from Station to High Street in Granton for the Granton fun day parade. He will be bringing a bylaw forward at the next council meeting grant this request.

D. Kester noted some exciting upcoming news being that Middlesex County has been named the host for the AORS (Association of Ontario Road Supervisors) Trade show in 2021 which will be held at the Strathroy Gemini Complex.

### **Councillor's Comments**

Councillor A. Westman advised that he along with P. Mastorakos and D. Kester attended the Ontario Good Roads Conference and the location, sessions and information was well presented. He further mentioned a lot of focus was given on liability.

Mayor C. Burghardt-Jesson advised that County Council discussed the idea of centralizing building official services, however council voted against the recommendation. She noted that in order to make that service viable the larger municipalities would need to be on board. She further noted we will have to continue to have the discussion of hiring our own CBO as our municipality continues to grow.

**5/ OSUM Conference**

Moved by A. Westman

Seconded by P. Mastorakos

That the Council of the Township of Lucan Biddulph authorize the following person(s) to attend the OSUM Conference in Pembroke, ON from May 1 -3, 2019 at a registration cost of \$499.00 (plus HST).

- Mayor C. Burghardt-Jesson

CARRIED

**6/ Council Conference, Seminar, Workshops and Training Policy**

Moved by D. Regan

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph adopt the following policy:

- Policy No. 100-05-2019 (Council Conference, Seminar, Workshops and Training policy)

CARRIED

**7/ Asset Management Plan**

Moved by D. Manders

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph accepts the update to the Lucan Biddulph Asset Management Plan prepared by Dillon Consulting dated February 2019, as presented.

CARRIED

**8/ By-Laws**

Moved by D. Manders

Seconded by A. Westman

That if no one cares to speak to these By-laws on their First, Second and Third Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, read a Third time and Passed, that they be numbered:

- 14-2019 Appointment of Weed Inspector
- 15-2019 Appointment of Staff Bylaw
- 16-2019 Fees Bylaw
- 17-2019 Confirming Bylaw

CARRIED

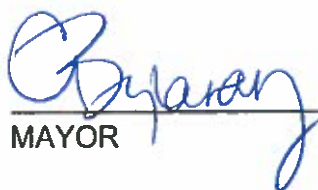
**9/ Adjournment**

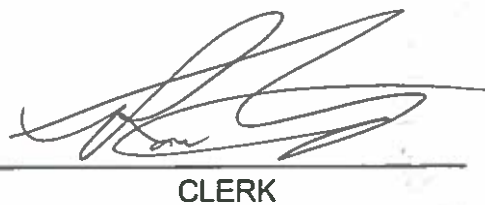
Moved by D. Regan

Seconded D. Manders

Resolved that the Council meeting be adjourned at 8:12 p.m.

CARRIED

  
MAYOR

  
CLERK