



**MUNICIPALITY OF NORTH MIDDLESEX
MUNICIPAL GOVERNANCE AND POLICY COMMITTEE
MEETING MINUTES
APRIL 17, 2024**

The Meeting for the Policy Committee was held on April 17, 2024, at the Shared Services Centre.

CALL TO ORDER

Meeting was called to order at 2:02 p.m.

ROLL CALL

Present: Council - Councillor Chuck Daigle (Chair)
Mayor Brian Ropp
Deputy Mayor Paul Hodgins

Staff - Carolyn Tripp, CAO
Ashley Cook, Clerk
Jaden Hodgins, Manager of Infrastructure and Operations
Vance Czerwinski, Public Works Manager
Alan Bushell, Deputy Clerk

MINUTES OF PREVIOUS MEETINGS

P. Hodgins/Tripp That the December 20, 2024, Policy Committee Meeting Minutes be accepted as presented. **CARRIED**

PROVISION FOR PECUNIARY INTEREST

None

DEFERRED POLICIES

Roads By-law/Policy (Jaden Hodgins) – this is being deferred to the next meeting.

NEW AND EXISTING POLICIES FOR REVIEW

NMFD Education Policy

Greg Vandeneuvel introduced the Draft NMFD Education Policy. Formalizes education requirements and works with new regional funding.

Ropp/Tripp

That the Policy Committee recommends that Council receive and adopt the NMFD Education Policy as presented.

CARRIED

NMFD Promotion Policy

Greg Vandeneuvel introduced the Draft NMFD Promotion Policy. Policy came from a concern raised during previous recruitment.

Tripp/Chayer

That the Policy Committee recommends that Council receive and adopt the NMFD Promotion Policy, as amended.

CARRIED

NMFD Remuneration Policy

Greg Vandeneuvel introduced the Draft NMFD Remuneration Policy. The goal of this policy was to define the pay scale for the department.

P. Hodgins/Cook

That the Policy Committee recommends that Council receive and adopt the NMFD Promotion Policy as presented.

CARRIED

RZone Policy

Committee discussed in Brandon Drew's absence. Discussion surrounded the concerns that in person attendance at Council meetings may cause conflicts between right of access and protecting others, how to track offenders, and who fills out the forms.

A clarification was provided that council chambers just like any other public place, has expectations for behaviour.

The policy was agreed upon in principle.

Ropp/P. Hodgins

That the policy committee recommends that Council receive and adopt the RZone Policy with the proposed changes.

CARRIED

Municipal Alcohol Policy

Brandon Drew was unable to attend, the proposed updates to the Municipal Alcohol Policy to were discussed by the Committee.

Discussion was had, regarding the implications beyond the policy. It was clarified that Provincial acts and regulations oversee gaps in the policy such as open alcohol in a public place.

A concern was raised about minors attending Stag and Does.

Ropp/Tripp: The Policy Committee recommends that Council receive and adopt the proposed amendments to the Municipal Alcohol Policy;
And that prior to Council endorsing the updated policy, careful consideration be given to the clause permitting certain minors to attend a Stag and Doe in a volunteer capacity.

CARRIED

NM Sewage Capacity Allocation Policy

Jaden Hodgins presented the proposed Policy.

Applies to the community as a whole, but works to address areas such as the lagoons. The policy focuses on being transparent and fair regarding future capacity. Current capacity is addressed with subdivision agreements, this updates it to think about capacity allocation on a broader scope, with other developments in mind.

Doesn't apply to developments with 4 or less units. A clarification was made that the Municipality is not obligated to provide capacity, it will be allotted by merit.

The policy has a defined procedure included.

Clarification was made that it is 100 units per year, per system. Concern was raised that the various systems have significantly different available capacity to be given out.

Discussion included the limit of 40 units per developer. The group recommended raising the number through discussion, with debate largely between the viability of 50 or 60.

Any remaining capacity may be given via Council discretion.

Director Hodgins provided clarifications in summary:

- 100 per system, not total for the Municipality.
- The limit recommendation to council will be raised from 40 to 60.
- Allocations outside of scheduled periods may be made at Councils direction.
- Wording will be provided noting that the attached schedule is the general agreement, that is subject to change prior to endorsement.
- The 2024 year is on an ad hoc basis, with further years capacity being considered using the 100 units per year reviewed once annually scheduled.

Ropp/Chayer: AND THAT the amended policy be accepted and forwarded to Council for consideration;
AND THAT the Committee recommends to Council that the agreements be vetted by legal representation prior to approval.

CARRIED

Ropp/P. Hodgins: THAT the maximum be amended to units 60.

CARRIED

By-law Enforcement Officer PPE Policy

Ashley Cook presented the proposed updates to the Policy.

Updates and Clarification:

- Defining the use of Quarter Zip shirts.
- Minor updates regarding gloves in the handling of items.
- Making sure reflective vests meet established safety standards.
- That the Officer should be provided a radio.

Tripp/P. Hodgins: The policy Committee recommends Council receive and adopt the proposed By-law Enforcement Officer PPE Policy, as amended.

CARRIED

Municipal Drain Assessment Billing, Payment and Debenture Policy

Estelle presented the proposed updated policy.

J.Hodgins/Cook: The Policy Committee recommends Council receive and adopt the proposed Municipal Drain Assessment Billing, Payment and Debenture Policy, as amended.

CARRIED

OTHER BUSINESS

The Procurement Officer with Middlesex County is being contacted to update the Procurement Policy.

UPCOMING POLICIES FOR REVIEW

Sewer Use By-law/Policy
Roads By-law/Policy
Commissioner of Oaths Policy

ADJOURNMENT

J. Hodgins/Chayer That the meeting be adjourned at 4.34 p.m.

CARRIED