



**MUNICIPALITY OF NORTH MIDDLESEX  
MUNICIPAL GOVERNANCE AND POLICY COMMITTEE  
MEETING MINUTES  
August 14, 2024**

The Meeting for the Policy Committee was held on August 14, 2024, at the Shared Services Centre.

**CALL TO ORDER**

Meeting was called to order at 3:30 p.m.

**ROLL CALL**

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

Staff - Carolyn Tripp, CAO  
Estelle Chayer, Director of Finance/Treasurer (Absent)  
Jaden Hodgins, Director of Infrastructure and Operations  
Alan Bushell, Director of Corporate Services/Clerk  
Donna VanHooydonk, Secretary

**MINUTES OF PREVIOUS MEETINGS**

**P. Hodgins/Tripp** That the July 17, 2024, Policy Committee Meeting Minutes be accepted as presented. **CARRIED**

**PROVISION FOR PECUNIARY INTEREST**

None

**DEFERRED POLICIES**

Sewer Use Policy

Jaden Hodgins reported that he is consulting with County legal regarding this policy, which will be included on the next policy committee meeting agenda.

Water Charges Exception Policy

Due to the Treasurer's absence, this policy was deferred to the next committee meeting.

**NEW AND EXISTING POLICIES FOR REVIEW**

None

**OTHER BUSINESS**

**Terms of Reference**

The Committee discussed the current Terms of Reference. More specifically regarding the frequency of the meetings. The current Terms of Reference indicates bi-monthly meetings on the third Wednesday of each month. Following a discussion, the following recommendation was proposed:

**B. Ropp/P. Hodgins** That the committee recommends to Council that the Terms of Reference for the Policy Committee be updated to reflect that meetings will be held quarterly or by call of the Chair for emergency meetings; further that it be noted that all policies will be reported to Council for information.

**CARRIED**

**Municipal Law Enforcement Officer – Delegation of Powers and Duties (AD-04-2024 V4)**

The Director of Corporate Services presented the proposed Version 4 of the Delegation of Powers and Duties (AD-04-2024 V4). The change in delegation is to have the Director of Corporate Services act as back up in the absence of the Municipal Law Enforcement Officer. The Clerk is proposing that the Director of Corporate Services/Clerk by virtue of their position is appointed. This would include, but not be limited to Animal Control, Parking, Swimming Pool, Tidy Yard and Property Standards.

**P. Hodgins/B. Ropp** That the committee recommends to Council that the Delegation of Powers and Duties be updated to include the appointment of the Director of Corporate Services/Clerk as back up of the Municipal Law Enforcement Officer by virtue of their position.

**CARRIED**

**UPCOMING POLICIES FOR REVIEW**

- Sewer Use By-law/Policy – Director of Infrastructure and Operations
- Water Charges Exceptions Policy (Water Billing)
- Video Monitoring Policy (RF-01-2023-V1) - Director of Community Services
- Former YMCA Policy for Non-Union Staff (New-Damen Fitness and Health)

**ADJOURNMENT**

**J. Hodgins/P. Hodgins** That the meeting be adjourned at 4:31 p.m.

**CARRIED**

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_