

MINUTES
NEWBURY MUNICIPAL COUNCIL
Monday, February 14, 2022
6:00 pm



PRESENT: Reeve Diane Brewer, Councillors Ron Challis, Mike Noe, and Russ Patton

ABSENT WITH NOTICE: Councillor Stacey Goldrick

STAFF PRESENT: Clerk-Treasurer Cathy Case
Water Administrator Betty Gordon (for part of meeting)

Due to covid capacity restrictions, the Council meeting was held in the hall at the Royal Canadian Legion Branch 583.

CALL TO ORDER

Reeve Diane Brewer called the meeting to order at 6:00 pm.

1. DECLARATION OF PECUNIARY INTEREST:

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

Councillor Patton declared a pecuniary interest at the appropriate time during discussion of winter maintenance of the walking trail under the "Business Arising from the Minutes" portion of the meeting.

2. DELEGATIONS & TIMED EVENTS:

6:05 pm Kevin Derbyshire

Mr. Derbyshire attended the meeting to relay to Council his opinions about a mandatory mask policy.

2.1 WATER:

1. Water Financial Report

Moved By: Councillor Noe

Seconded By: Councillor Challis

"THAT Council accept the water financial report for period ending January 31, 2022 as presented." – Carried.

2. DWQMS

Water Administrator Betty Gordon reviewed the DWQMS report dated February 7, 2022 with Council at 6:30 pm.

Moved By: Councillor Noe

Seconded By: Councillor Patton

“THAT the Water Administrator, DWQMS Top Management and QMS Rep be notified of any water issues and/or concerns and that she is added as a recipient to all water related emails.” – Carried.

Moved By: Councillor Challis

Seconded By: Councillor Patton

“THAT the Clerk-Treasurer prepare the 2022 Water Budget with the input and advice from the Water Administrator, DWQMS Top Management and QMS Rep.” – Carried.

Council noted that the Newbury Distribution System Inspection Report October 12, 2021 accepted at the December 13, 2021 was completed by the Ministry of the Environment, Conservation and Parks.

3. BluMetric Environmental – 2022 Drinking Water Quality Management System Internal Audit Report

Moved By: Councillor Challis

Seconded By: Councillor Noe

“THAT Council accept the 2022 Drinking Water Quality Management System Internal Audit for Village of Newbury Drinking Water Distribution System dated February 4, 2022 as prepared by BluMetric Environmental Inc.” – Carried.

4. 2022 DWQMS Audit Proposal – SAI Global

Moved By: Councillor Patton

Seconded By: Councillor Challis

“THAT Council accept the DWQMS Audit Proposal from SAI Global for the Re-Accreditation Audit for 2022 in the amount of \$3,675.00 plus taxes and Surveillance Audits for 2023 and 2024 in the amount of \$1700.00 per year plus taxes.” – Carried.

5. Tri-County Water Board of Management – Meeting January 25, 2022

Councillor Noe reported that the Board approved carrying out the study on the coloured water issue; a 10-year contract for OCWA to operate system was discussed; and water rates are going to increase.

6. Water Connection Permit – 1767 Concession Drive

Moved By: Councillor Noe

Seconded By: Councillor Patton

“THAT Council approve the water connection permit for 1767 Concession Drive.” – Carried.

7. Sco-Terra – January 2022 Extra Work and Call-Ins-Newbury Distribution System

2.2 SEWER:

1. Sewer Financial Report

Moved By: Councillor Challis

Seconded By: Councillor Noe

“THAT Council accept the sewer financial report for period ending January 31, 2022 as presented.” – Carried.

2. Waste Water Treatment Plant SCADA Computer Replacement

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT Council accept the quote prepared by the Middlesex County IT Department for a replacement computer for the waste water treatment plant in the amount of \$3,483.95 plus hst.”—Carried.

3. Sco-Terra – January 2022 Extra Work and Call-Ins-Waste Water Treatment Plant

2.3 DRAINAGE:

None.

2.4 FIRE:

Fire Chief Trethewey did not attend the meeting. There was no update on fire items.

1. Training update.
2. Blue Card training update.
3. Fire Protection Agreement with Southwest Middlesex

2.5 BY-LAW ENFORCEMENT:

By-law Enforcement Reports for December 2021 and January 2022 submitted by Officer Garrett Cloud were reviewed.

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT Council accept the By-law Enforcement Reports for December 2021 and January 2022 as submitted by Officer Garrett Cloud.” – Carried.

2.6 CHIEF BUILDING OFFICIAL:

Building Services Report for period ending January 31, 2022 was reviewed.

Moved By: Councillor Challis

Seconded By: Councillor Patton

“THAT Council accept the Building Services Report for the period ending January 31, 2022.” – Carried.

3. COUNCIL MINUTES:

Council minutes of the regular Council meeting held on January 10, 2022.

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT the minutes from the regular Council meeting held on January 10, 2022 be approved as circulated.” – Carried.

4. BUSINESS ARISING FROM THE MINUTES:

Council discussed the winter maintenance of the walking trail at the Old Boys Park.

Councillor Patton declared a pecuniary interest in the winter maintenance discussion as he is the owner of the company providing winter maintenance services to the Village.

Moved by: Councillor Noe

Seconded by: Councillor Challis

“THAT the Council of the Village of Newbury direct the contractor to use his discretion as to when the walking trail gets cleared of snow.” – Carried.

5. CORRESPONDENCE:

INFORMATION ITEMS

1. St. Clair Region Conservation Authority – St. Clair Conservation Authority 2022 Levy Assessment and Approved Budget
2. St. Clair Region Conservation Authority – December 9, 2021 Board Meeting Highlights
3. Ministry of Transportation – West Elgin 2021-22 Gas Tax Program Funding for public transit service
4. 2021 Census Data

6. ACTION REQUIRED ITEMS:

1. County of Middlesex -Resolution to Support TVDSB Trustee Distribution 2022-2026

Moved By: Councillor Noe

Seconded By: Councillor Patton

“THAT the Council of the Village of Newbury support the January 11, 2022 Middlesex County Resolution regarding Trustee Distribution for the Thames Valley District School Board.” – Carried.

2. Middlesex London Health Unit – 2022 Request for letter for private applications for Mosquito Larviciding Permits

Moved By: Councillor Challis

Seconded By: Councillor Patton

“THAT the Council of the Village of Newbury support the Mosquito Larviciding Program by the Middlesex-London Health Unit and direct that a letter of authorization be provided for the 2022 program.” – Carried.

3. County of Middlesex – Weed Inspector

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT Council direct staff to satisfy requirements of the Ontario Weed Control Act.” – Carried.

4. Newbury Food Market – request for letter of approval to sell alcoholic beverages on provincial holidays

Moved By: Councillor Patton

Seconded By: Councillor Noe

“THAT Council of the Village of Newbury has no objections to the LCO component of the Newbury Food Market to remain open for sales of alcohol on Family Day, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day and Boxing Day in 2022.” – Carried.

5. AMO – Call to Action – CN Rail and Drainage – requesting a letter of support

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT the Council of the Village of Newbury amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)’s letter dated December 23, 2201 and provide letter of support to appropriate agencies.” – Carried.

7. FINANCIAL REPORTS:

Moved by: Councillor Patton

Seconded by: Councillor Challis

“THAT Council accept the financial reports for the period ending January 31, 2022 as presented.” – Carried.

8. ACCOUNTS:

Clerk-Treasurer Cathy Case advised that there was one addition to the accounts:

- Royal Canadian Legion Br. 583-hall rental \$84.75

Moved By: Councillor Challis

Seconded By: Councillor Noe

“THAT Council approve the accounts totaling \$71,858.84 as presented.” – Carried.,

9. (a) NEW & UNFINISHED BUSINESS**1. 2020 Restated Financial Statements Report**

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT the Council of the Village of Newbury receive and accept the restated 2020 Consolidated Financial Statements as prepared by MPW Chartered Professional Accountants.”
--Carried.

2. 2021 Audit – Engagement Letter Report

Moved By: Councillor Noe

Seconded By: Councillor Patton

“THAT the Council of the Village of Newbury authorize the Reeve to sign the Letter of Engagement with MPW Chartered Professional Accountants LLP for the completion of the 2021 Municipal Audit.” – Carried.

Moved By: Councillor Challis

Seconded By: Councillor Noe

“THAT the Board of Directors of Newbury Community Services, being the members of the Council of the Village of Newbury, authorize Diane Brewer to sign the Letter of Engagement with MPW Chartered Professional Accountants LLP for the completion of the 2021 Audit for Newbury Community Services which are subsequently consolidated into the Village of Newbury.” – Carried.

3. Newbury Community Services – Canada Post System – request for Municipal Services Office to be closed and repair work to be undertaken

Moved By: Councillor Challis

Seconded By: Councillor Noe

“THAT the Council of the Village of Newbury approve the closing of the Municipal Services Office to the public on Wednesday, March 16, 2022 during the installation of the new postal system and related staff training; and that repair work in the lobby be undertaken to accommodate the new system.” – Carried.

4. ICIP Covid-19 Grant – quotes for approval

Moved By: Councillor Patton

Seconded By: Councillor Challis

“THAT Council accept the quote from CPE Services Ltd. in the amount of \$7516.01 plus taxes for the supply and installation of furnace and air conditioner for the Library; and that Council accept the quote from McNaughton’s in the amount of \$7196.45 plus taxes for the installation package for windows and door at the Library.” – Carried.

5. Site Plan Requirement By-law

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT Council direct the Clerk-Treasurer to prepare a site plan control by-law for consideration at the next regular meeting.”—Carried.

6. Library Cleaning

Moved By: Councillor Noe

Seconded By: Councillor Patton

“THAT Council authorize the Clerk-Treasurer to hire a casual cleaner for the Library with the rate of pay to be set at minimum wage.” – Carried.

7. Insurance – Cyber Renewal

Moved By: Councillor Noe

Seconded By: Councillor Challis

“THAT Council decline the renewal of cyber insurance.” – Carried.

9. (b) OTHER BUSINESS:

There was no other business.

10. CLOSED SESSION

Moved by: Councillor Patton

Seconded by: Councillor Challis

“THAT Council move to closed session with the inclusion of the Clerk-Treasurer under the authority of the Municipal Act, Section 239(2) (a) the security of the property of the municipality or local board; (b) personal matters about an identifiable individual including municipal or local board employees; (d) labour relations or employee negotiations; and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 7:55 pm.” – Carried.

Moved by: Councillor Patton

Seconded by: Councillor Noe

“THAT Council rise from the closed session at 8:15 pm and resume regular session.” – Carried.

11. RISE AND REPORT FROM CLOSED SESSION

Moved by: Councillor Noe

Seconded by: Councillor Patton

“THAT Council approve and adopt the Mandatory Use of Mask or Face Covering Policy as presented and that this Policy be effective as of February 14, 2022.” – Carried.

12. BY-LAWS

1. By-law No. 3-22, being a by-law to authorize temporary borrowing for 2022

Moved by: Councillor Noe

Seconded by: Councillor Challis

“THAT By-law No. 3-22, being a by-law to provide for temporary borrowing by the Village of Newbury for the year 2022 is given first and second reading this 14 day of February, 2022.” – Carried.

Moved by: Councillor Patton

Seconded by: Councillor Challis

“THAT By-law No. 3-22 be given third reading, taken as read, properly signed and sealed, and numbered 3-22, this 14 day of February, 2022.” – Carried.

2. By-law No. 4-22, being a by-law to confirm the proceedings of the Council of the Village of Newbury

Moved by: Councillor Noe

Seconded by: Councillor Patton

“THAT By-law No. 4-22, being a by-law to confirm the proceedings of the Council of the Village of Newbury is given first and second reading this 14 day of February, 2022.” – Carried.

Moved by: Councillor Challis

Seconded by: Councillor Patton

“THAT By-law No. 4-22 be given third reading, taken as read, properly signed and sealed, and numbered 4-22, this 14 day of February, 2022.” – Carried.

10. ADJOURNMENT:

Moved by: Councillor Noe

Seconded by: Councillor Challis

“THAT the meeting be adjourned at 8:19 pm.”


REEVE DIANE BREWER


CLERK-TREASURER CATHY CASE