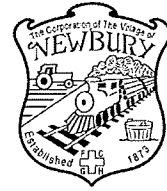


MINUTES
VILLAGE OF NEWBURY COUNCIL MEETING
TUESDAY, AUGUST 13, 2024
6:00 pm
Council Chambers



Council: Reeve Diane Brewer
Councillor Clyde Harris
Councillor Russell Patton
Councillor Randy Smith

Staff: Cathy Case, Clerk-Treasurer
Chad Trethewey, Fire Chief (for part of meeting)
Erin Besch, Planner (for part of meeting)

1. **CALL TO ORDER**

Reeve Brewer called the meeting to order at 6:05 pm.

2. **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 in agenda item 7.8, Accounts Listing, specifically item 60.6 as he is the owner of the company.

3. **TIMED EVENTS**

6:05 PM COMMITTEE OF ADJUSTMENT
Consent Application B01-2024
22760 Hagerty Road, Newbury
Owner: 2467381 Ontario Limited
Agent: Frank Vanden Boomen

Moved By: Councillor Patton

Seconded By: Councillor Smith

"RESOLVED THAT Council convene as the Committee of Adjustment for the purpose of hearing Consent Application B01-2024 from 2467381 Ontario Limited at 6:06 pm." – Carried.

Planner Erin Besch was in attendance. Frank Vanden Boomen, authorized agent for the property owner attended the meeting.

Planner Erin Besch presented the Staff Report as prepared by Marion Cabral. The County Engineer has advised that no new access from either County road to the property will be permitted. The standard condition for land dedication to the County will also apply to the consent.

Mr. Vanden Boomen spoke to the application. He advised that the severance is being requested to accommodate a business venture with primary focus on mini-storage operations. He intends to retain the car wash as a separate business. He advised that he was seeking direction on whether water and sewer services will be required as condition of severance, as the current buildings do not have either. Staff will investigate.

Planner Besch advised that the property owner will be required to have a shared access, which requires a consent application. The agent was advised that the current application can be amended to include the shared access consent. The amended application will trigger new notice requirements (14 days circulation).

Moved By: Councillor Patton

Seconded By: Councillor Harris

“RESOLVED THAT the Committee of Adjustment be closed at 6:27 pm and that Council resume regular session.” – Carried.

4. COUNCIL MINUTES

Minutes of the regular Council meeting held on July 3, 2024 were reviewed.

Moved By: Councillor Harris

Seconded By: Councillor Smith

“RESOLVED THAT the minutes from the regular Council meeting held on July 3, 2024 be approved as circulated.” – Carried.

5. BUSINESS ARISING FROM THE MINUTES

Councillor Patton reported that the water service at 29 York Street has been repaired.

6. CORRESPONDENCE

NON-ACTION CORRESPONDENCE

6.1 County of Middlesex – Middlesex County Council Meeting Highlights-July 16, 2024

6.2 Municipal World – July 2024

6.3 Ombudsman Ontario – Annual Report 2023-2024

- 6.4 Bernie Derible, Deputy Minister and Commissioner of Emergency Management Treasury Board Secretariat – Emergency Management News and Updates
- 6.5 Middlesex London Health Unit – Alcohol Density and Related Harms
- 6.6 Enbridge – Ontario Energy Board File-2023 Utility Balances and Disposition of Deferral & Variance Account
- 6.7 St. Clair Region Conservation Authority – Installation of Monitoring Equipment to Improve Flood Forecasting and Warning Program
- 6.8 Superintendent Steve Ridout, Municipal Policing Bureau Commander, Ontario Provincial Police – Ratification of new uniform and civilian collection agreements
- 6.9 County of Middlesex – Notice of Passing of a Development Charges By-law
- 6.10 Glencoe District High School – Thank you for donation of commencement award

Moved By: Councillor Harris

Seconded By: Councillor Smith

“RESOLVED THAT Council receive and file correspondence items 6.1 to 6.10.” – Carried.

ACTION REQUIRED CORRESPONDENCE

- 6.11 CN – Rail Safety Week 2024 Proclamation Request

Moved By: Councillor Harris

Seconded By: Councillor Smith

“RESOLVED THAT Council support the CN Rail Safety Week 2024 Proclamation.” – Carried.

- 6.12 The Royal Canadian Legion Ontario Command – requesting financial support for “Military Service Recognition Book” (Village has donated \$100.00 in the past)

Moved By: Councillor Patton

Seconded By: Councillor Harris

“RESOLVED THAT Council support the Royal Canadian Legion Ontario Command with a donation of \$100.00 towards the Military Service Recognition Book.” – Carried.

7. STAFF REPORTS

7.1 Fire

Fire Chief Chad Trethewey attended the meeting at 6:50 pm.

i) Training Update

Radio operations were discussed at the August 6th training session. There is a Haz-Mat awareness training being offered in Southwest Middlesex. At least 2 firefighters will be attending, as it is a requirement under the curriculum for the NFPA1001 certification.

ii) Firefighter Recruitment

The Chief advised that a new flyer was being prepared.

iii) Firehall Flooring Replacement Quotes

Fire Chief Trethewey requested the opportunity to get a quote on an epoxy floor for the firehall. He will have the quote ready for review at the September Council meeting.

iv) Community Risk Assessment

Fire Chief Trethewey advised that he has completed the Community Risk Assessment.

Other:

- The Fire Protection Grant was discussed. An application will be submitted.
- The siren box is being repaired by CPE.
- An application for subsidy from Enbridge for carbon monoxide alarms was successful.
- The generator at the Legion is in operation.
- Ceiling tiles in the training room need to be replaced.

Moved By: Councillor Patton

Seconded By: Councillor Smith

“RESOLVED THAT Council with the inclusion of the Clerk-Treasurer and Fire Chief (for part) move to closed session under Section 239(2) of the Municipal Act (b) personal matters about an identifiable individual, including municipal or local board employees at 7:20 pm.”—Carried.

Moved By: Councillor Harris

Seconded By: Councillor Smith

“RESOLVED THAT Council, the Clerk-Treasurer and the Fire Chief move out of closed session with no report at 7:45 pm and resume regular session.” – Carried.

7.2 Building Services

There were no building permits issued in July 2024.

7.3 By-law Enforcement

The By-law Enforcement Report for July 2024 has not been submitted.

7.4 Animal Control

7.5 Water

i) DWQMS

The Clerk-Treasurer/Top Management will review service rod program for 6-10 properties for services to be replaced this year.

ii) Water Service Repair Report – 29 York Street

iii) Budget to Actual Report

Moved By: Councillor Smith

Seconded By: Councillor Patton

“RESOLVED THAT Council accept budget to actual report to June 30, 2024 for the water department as presented.” – Carried.

7.6 Sewer

i) Budget to Actual Report

Moved By: Councillor Smith

Seconded By: Councillor Harris

“RESOLVED THAT Council accept budget to actual report to June 30, 2024 for the sewer department as presented.” – Carried.

7.7 Administration

i) Draft Plan of Subdivision Approval – 39TNEW2301

The draft plan of subdivision for Lot 17, Concession 2 (13 Wellington Street) has been approved by the County of Middlesex. Review of plans and documents must be undertaken by a third party.

Moved By: Councillor Patton

Seconded By: Councillor Smith

“RESOLVED THAT Council engage Spriet Associates to review plans, studies and reports related to the subdivision development file No. 39T-NEW2301.” – Carried.

ii) Newbury Electric Vehicle Charger Transfer Agreement

The County is prepared to officially transfer ownership of the electric vehicle charger to the Village of Newbury. The transfer agreement and information on the usage of the EV charger is attached.

Moved By: Councillor Harris

Seconded By: Councillor Smith

“RESOLVED THAT Council authorize the Clerk-Treasurer to sign the Electric Vehicle Charger Transfer Agreement with the County of Middlesex.” – Carried.

iii) Emergency Management – Fall Exercise

CEMC Bettina Weber has advised that the Village of Newbury ECG has been assigned to observe the North Middlesex practise exercise on Wednesday, October 30, 2024 as part of our annual compliance requirement.

Moved By: Councillor Smith

Seconded By: Councillor Harris

“RESOLVED THAT Reeve Brewer and Clerk-Treasurer/Alternate CEMC Cathy Case be authorized to attend the emergency exercise in North Middlesex on October 30, 2024 as observers.” – Carried.

iv) Door to Door Sales Request

Janis Strapcans has requested Council permission to go door to door in Newbury as part of the Southwestern Advantage program. The products include educational apps, websites, and books. The Village does not have a policy in place.

Moved By: Councillor Harris

Seconded By: Councillor Patton

“RESOLVED THAT Council has no objection to the request from Janis Strapcans to sell Southwestern Advantage Products door to door in Newbury provided that advance notice of the date(s) is supplied to the Municipal Services Office.” – Carried.

v) Tucker Street Unopened Road Allowance

Clerk-Treasurer Case advised that the By-law Enforcement Officer reviewed the Tucker Street entrance to the park. The Parking By-law does not specifically address this situation. Staff will continue to monitor the use of the grassed area.

vi) Asset Management Plan

The Clerk-Treasurer advised that she is working with the County Purchasing department to create a Request for Proposal for consulting services to update the Asset Management Plan. The OCIF funding allocation will be utilized to cover the cost of the project.

7.8 Financial

i) Accounts Listing

Moved By: Councillor Smith

Seconded By: Councillor Harris

“RESOLVED THAT Council approve the accounts in the amount of \$90,182.85 as presented.” – Carried.

ii) Budget to Actual Report

Moved By: Councillor Patton

Seconded By: Councillor Harris

“RESOLVED THAT Council accept budget to actual report to June 30, 2024 for municipal operations as presented.” – Carried.

8. NEW BUSINESS

8.1 Council Member Business (Each council member is given the opportunity to bring new business to the table.)

Councillor Patton advised that a new residential building is being proposed for 25 York Street. The lot does not have a connection to the sewer system or the water system. The Village does not have a design standard/guideline.

Moved By: Councillor Smith

Seconded By: Councillor Harris

“RESOLVED THAT Council ask Richard Pellerin, Sco-Terra Operations Group to prepare a design standard for sewer connections.” – Carried.

Reeve Brewer asked if the hydrants were required to be painted yellow as she saw hydrants in another municipality that were red. The Clerk-Treasurer advised that yellow is the standard colour for municipal water systems.

8.2 Other

The Clerk-Treasurer advised that MPP Pinsonneault has requested a meeting with Village representatives. The Municipal Fire Advisor has also asked for a meeting. The Clerk-Treasurer will advise when both are arranged.

9. CLOSED SESSION

The Closed Session was moved to earlier in the meeting to accommodate the attendance of the Fire Chief.

10. RISE AND REPORT FROM CLOSED SESSION

11. BY-LAWS

11.1 By-law No. 11-24, being a by-law to confirm the proceedings of Council

Moved By: Councillor Smith

Seconded By: Councillor Patton

“RESOLVED THAT By-law No. 11 -24, being a by-law to confirm the proceedings of the Council of the Village of Newbury be given first, second and third reading this 13 day of August, 2024.” – Carried.

12. ADJOURNMENT

Moved By: Councillor Patton

Seconded By: Councillor Harris

“RESOLVED THAT Council adjourn at 8:40 pm.” – Carried.



REEVE DIANE BREWER



CLERK-TREASURER CATHY CASE