



MINUTES
MUNICIPALITY OF THAMES CENTRE
REGULAR MEETING

May 13, 2024, 5:00 P.M.
Hybrid Council Meeting (Virtual and In-Person)
Municipal Office - Council Chambers
4305 Hamilton Road Dorchester, ON

Members Present: Mayor McMillan
Deputy Mayor Smibert
Councillor Heeman (*virtual*)
Councillor Crockett
Councillor Lockie

Staff Present: D. Barrick, Chief Administrative Officer
J. Craven, Director of Public Works
M. Bancroft, Director of Planning & Development Services (*virtual*)
S. MacDonald, Director of Community Services & Facilities
E. Schinbein, Director of Financial Services/Treasurer
S. Henshaw, Deputy Clerk
T. Pitt, Drainage Superintendent
S. Zylstra, Communications Coordinator

1. CALL TO ORDER

Mayor McMillan called the meeting to order at 5:00 p.m.

2. ADDITIONS TO AGENDA

No additions to the agenda.

3. APPROVE AGENDA

Resolution: 146-2024

Moved by: M. Smibert

Seconded by: T. Heeman

THAT the May 13, 2024 Regular Council Meeting Agenda **BE APPROVED** as circulated.

Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

5. ANNOUNCEMENTS

Mayor McMillan announced that it is spring planting season and advised motorists to be extra careful in sharing the road with farmers and their slow-moving vehicles.

6. PRESENTATIONS/DELEGATIONS

6.1 Thames Centre Finance Department - Presentation on Open Book

E. Schinbein, Director of Financial Services/Treasurer and N. Bowery, Financial Analyst/Purchasing Officer were in attendance to provide a presentation on Open Book.

N. Bowery, the lead staff member on the implementation of Open Book, advised that Open Book is an extension of the program Questica, which the Municipality uses for budgeting software. Open Book enhances municipal transparency and communication through presenting financial data in easy-to-read formats, by using charts, tables and graphics. It can be accessed across multiple devices, and can be found on the municipal website under the "Financial Services" section, or by going to the website: www.thamescentre.openbook.questica.com

N. Bowery presented examples of information included in Open Book, including the 2024 Operating and Capital Budgets, showcasing interactive charts, as well as revenue and expenses broken down by department.

Council inquired if there is a notification feature for users who have subscribed to Thames Centre's mailing lists, and also inquired if this tool can be utilized for the 2025 budget in advance or if it is only used after budget deliberations are completed.

N. Bowery and E. Schinbein answered Council's questions.

CAO Barrick congratulated staff for their hard work on this project.

Resolution: 147-2024

Moved by: C. Crockett

Seconded by: D. Lockie

THAT the Thames Centre Finance Department's presentation on Open Book **BE RECEIVED** for information.

Carried.

7. ADOPTION OF MINUTES

7.1 Regular Council Minutes - April 29, 2024

Resolution: 148-2024

Moved by: M. Smibert

Seconded by: C. Crockett

THAT the minutes of the Regular Meeting of Council, held on April 29, 2024, **BE APPROVED** as circulated.

Carried.

8. CONSENT AGENDA

Resolution: 149-2024

Moved by: M. Smibert

Seconded by: D. Lockie

THAT Consent Agenda Items 8.2 and 8.3 **BE RECEIVED** as information.

Carried.

Resolution: 150-2024

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Consent Agenda Item 8.1 **BE RECEIVED** as information.

Carried.

8.1 Middlesex County Budget 2024 - Budget Highlights

8.2 Middlesex-London Health Unit - Monthly Board of Health Update - April 2024

8.3 Ministry of the Environment, Conservation and Parks - Notice of Approval for St. Marys Landfill Expansion

9. REPORTS OF DEPARTMENTS

9.1 CAO-004-24 - DRAFT Customer Service Charter

Council inquired about existing customer service procedures or policies, as well as key performance indicator tracking and if this charter would be displayed on the website.

CAO Barrick answered Council's questions.

Resolution: 151-2024

Moved by: C. Crockett

Seconded by: D. Lockie

THAT Report No. CAO-004-24 **BE RECEIVED** for information;

AND THAT Council **ENDORSE** the Municipality of Thames Centre DRAFT Customer Service Charter, as attached.

Carried.

9.2 PW-DR-004-24 - Crinklaw – Petition for Drainage Works

Resolution: 152-2024

Moved by: C. Crockett

Seconded by: T. Heeman

THAT Report No. PW-DR-004-24 of the Drainage Superintendent, dated May 13, 2024, concerning a request received by Vernon and Trisha Crinklaw for a request for new drainage works, **BE RECEIVED** for information;

AND THAT the petition submitted by Vernon and Trisha Crinklaw, under Section 4 of the Drainage Act, R.S.O. 1990, for new drainage works, in relation to property located at CON 6 SRT S PT LOT 18, (former township of North Dorchester) **BE RECEIVED AND ADOPTED.**

Carried.

9.3 CS-008-24 - Lions Senior Centre – Name Change

Resolution: 153-2024

Moved by: D. Lockie

Seconded by: T. Heeman

THAT Report No. CS-008-24 **BE RECEIVED** for information.

Carried.

9.4 CS-009-24 - Applications for Community Grants

Council inquired about the impact of potential lost revenue on this year's budget.

S. MacDonald, Director of Community Services and Facilities, answered Council's question.

Resolution: 154-2024

Moved by: C. Crockett

Seconded by: T. Heeman

THAT Report No. CS-009-24 **BE RECEIVED** for information;

AND THAT Council **APPROVE** the remaining 2024 Community Grant funds be awarded to the Dorchester Dream Park Committee, Thorndale Agriculture Society and London Children's Museum as outlined in this report;

AND THAT Council **APPROVE** providing one hour per week of free ice to B.A.D. Girls Hockey for the balance of 2024, for a total of 18 weeks for \$198.06 per hour before HST, totaling \$3,565.08 in lost rental revenue;

AND THAT Council **APPROVE** providing the Boys and Girls Club with two free hours per week of gym or auditorium use at the FlightExec Centre for the duration of their 12-month trial lease of space at this facility, equating to between \$3,500 and \$4,100 in lost rental revenue (depending on how many of these hours are auditorium usage, at \$33.66/day versus gym time, at \$39.34/hour).

Carried.

10. REPORTS OF COMMITTEES

Resolution: 155-2024

Moved by: M. Smibert

Seconded by: C. Crockett

THAT Reports of Committees Agenda Items 10.1 through 10.3 **BE APPROVED** as presented.

Carried.

10.1 Thames Centre Senior Centre Advisory Committee Meeting Minutes - January 19, 2024

10.2 FlightExec Centre Expansion Ad Hoc Committee Meeting Minutes - February 21, 2024

10.3 Thames Centre Senior Centre Advisory Committee Meeting Minutes - April 26, 2024

11. MAYOR’S REPORT/COUNTY COUNCIL REPORT

Mayor McMillan provided an update of activities since her last report on April 15, 2024.

12. UNFINISHED BUSINESS

No items.

13. NOTICE OF MOTION

No items.

14. NEW BUSINESS

14.1 2024 Association of Municipalities of Ontario (AMO) - Delegation Form

Council discussed possible delegation topics for staff to submit on behalf of Council for the upcoming 2024 Association of Municipalities of Ontario (AMO) Annual Conference. Ideas included seeking financial support for existing infrastructure charges for water and wastewater, as well as the implications of Bill 23 on freezing fees from Conservation Authorities.

Resolution: 156-2024

Moved by: M. Smibert

Seconded by: C. Crockett

THAT the 2024 Association of Municipalities of Ontario (AMO) Delegation Form **BE RECEIVED** as information.

Carried.

15. CLOSED SESSION

Mayor McMillan announced the upcoming Council meeting schedule, as well as the upcoming Mini Town Hall Meeting for Ward 2 on Wednesday, May 15 from 6:30 to 8 pm at the FlightExec Centre - Blue Line Room (2066 Dorchester Road, Dorchester.)

Resolution: 157-2024

Moved by: M. Smibert

Seconded by: T. Heeman

RESOLVED THAT Council **ADJOURN** to closed session at 5:48 p.m. pursuant to:

Section 239(2)(e) of the *Municipal Act, 2001* in order to consider litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried.

16. RISE AND REPORT

Mayor McMillan reported out of Closed Session at 6:41 p.m. that consideration was given to information regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and provided direction to staff.

17. CONFIRMATORY BY-LAW

17.1 By-law 35-2024 - Confirmatory By-law

Resolution: 158-2024

Moved by: D. Lockie

Seconded by: T. Heeman

THAT By-law 35-2024, being the Confirmatory By-law, **BE ADOPTED** as presented.

Carried.

18. MEETING SCHEDULE

Monday, May 27, 2024 at 5:00 p.m.

Monday, June 10, 2024 at 5:00 p.m.

19. ADJOURNMENT

Resolution: 159-2024

Moved by: T. Heeman

Seconded by: C. Crockett

RESOLVED THAT the meeting adjourn at 6:43 p.m.

Carried.

S. McMillan, Mayor

S. Henshaw, Deputy Clerk