



**MINUTES**  
**MUNICIPALITY OF THAMES CENTRE**  
**SPECIAL COUNCIL MEETING**

**December 9, 2024, 9:00 A.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  
Councillor Crockett  
Councillor Lockie

Staff Present: D. Barrick, Chief Administrative Officer  
J. Craven, Director of Public Works  
N. Dorken, Director of Fire & Emergency Services/Fire Chief  
S. MacDonald, Director of Community Services & Facilities  
A. Storrey, Director of Planning and Development Services  
J. Nethercott, Director of Legislative Services/Clerk  
E. Schinbein, Director of Financial Services/Treasurer  
M. Ramnanan, Communications Manager  
K. Harrison, Financial Analyst  
A. Sanderson, Project Manager  
S. Henshaw, Deputy Clerk

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**1. CALL TO ORDER**

Mayor McMillan to call the meeting to order at 9:00 a.m.

**2. ADDITIONS TO AGENDA**

No additions to the agenda.

**3. DISCLOSURE OF PECUNIARY INTEREST**

No disclosures of pecuniary interest.

**4. CORRESPONDENCE**

**Resolution: 347-2024**

**Moved by:** D. Lockie

**Seconded by:** M. Smibert

**THAT** Consent Agenda item 4.1 be **RECEIVED** for information.

**Carried.**

#### 4.1 Environmental Advisory Committee

Note: This item was included in the Draft Budget under Council initiatives.

### 5. DEPARTMENT PRESENTATIONS

D. Barrick, Chief Administrative Officer provided presentations on Corporate Overview, Council and the office of the CAO.

Council discussed the timing of the new salary grid for Council members and should this be introduced this year or wait until 2026 Election.

**Resolution: 348-2024**

**Moved by:** D. Lockie

**Seconded by:** T. Heeman

**THAT** Council **ADJUST** their wages to propose a 3% cost of living increase to their current wages in 2025;

**AND THAT** the 2025 Budget **BE ADMENDED** to reflect this.

**Carried.**

Council discussed capital reserve depletion and potentially increasing the levy.

**Moved by:** D. Lockie

**Seconded by:** T. Heeman

**THAT** the Capital Infrastructure Levy be **APPROVED** at 1.5%

***Upon consensus, Council DEFERRED this to Agenda Item 6 - Budget Deliberations.***

There was some discussion regarding Upper Thames River Conservation Authority (UTRCA)'s levy increase.

S. MacDonald, Director of Community Services and Facilities provided a presentation on the Community Services and Facilities department.

Council discussed the cost of the Trails & Cycling Master Plan Update.

Council inquired about available gym space for family drop-in programs, as well as fixing the defunct Blue Line Room's speakers in the future.

Council inquired about maintenance of the walking trails, as well as community donations raised towards the FlightExec Centre Expansion Project.

J. Nethercott, Director of Legislative Services/Clerk provided a presentation on the Legislative Services department.

Council inquired about the Livestock Valuer process, as well as the location of the current Animal Control services provider.

*Council recessed at 10:17 a.m. and reconvened at 10:27 a.m.*

E. Fairhurst, Director of Financial Services/Treasurer provided a presentation on the Finance department.

Council inquired on the anticipated additional revenue for the department, as well as the interest generated on water and wastewater.

E. Fairhurst noted that for the 2026 Budget, water and wastewater interest can be recognized as an additional revenue.

N. Dorken, Director of Fire and Emergency Services/Fire Chief provided a presentation on the Fire and Emergency Services department.

Council inquired about the amount required to provide sufficient training to the firefighters.

Council inquired about reclaiming service call costs for insurance claims.

Council inquired if there was a monetary impact due to the 401 overpass closure at Dorchester Road.

Council inquired about training provided to firefighters with respect to Electric Vehicle (EV) fires.

A. Storrey, Director of Planning and Development Services provided a presentation on the Planning and Development Services department.

Council inquired if there was an option to take permit software funding out of the reserve, instead of adding the cost to the levy.

**Resolution: 349-2024**

**Moved by:** M. Smibert

**Seconded by:** T. Heeman

**THAT** the purchase of the permit software CloudPermit **BE FUNDED** from the Building Reserve Fund.

**Carried.**

J. Craven, Director of Public Works provided a presentation on the Public Works department.

Council inquired about future connectivity between Boardwalk Subdivision and the town of Dorchester.

Council inquired about the impact of the Green Initiatives Study on municipal fleet.

Council inquired about the requested increase for the Catherine Street Pump Station.

## **6. BUDGET DELIBERATIONS**

### **6.1 Proposed Operating and Capital Budget 2025**

D. Barrick, Chief Administrative Officer, presented Report No. CAO-10-24.

Council discussed the FlightExec Centre Expansion and the percentage of costs it can take from Development Charges.

Council provided direction to staff to allocate wastewater capital expenses from wastewater development charges, instead of taking from reserves.

There was discussion regarding the cost of the proposed Tourism Study for 2025.

**Resolution: 350-2024**

**Moved by:** M. Smibert

**Seconded by:** T. Heeman

**THAT** the proposed Tourism Study for 2025, in the amount of \$30,000, **BE REMOVED** from the 2025 Budget.

**Carried.**

There was discussion regarding the percentage of the Capital Infrastructure Levy.

There was discussion regarding the impact on tax levy.

***Upon consensus, Council brought back the DEFFERED motion from Agenda Item 6 - Budget Deliberations.***

**Resolution: 351-2024**

**Moved by:** D. Lockie

**Seconded by:** T. Heeman

**THAT** the Capital Infrastructure Levy be **APPROVED** at 1.5%

**Defeated.**

**Resolution: 352-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** Council **APPROVE** a 2% Capital Infrastructure Levy.

**Carried.**

**Resolution: 352-2024**

**Moved by:** C. Crockett

**Seconded by:** M. Smibert

**THAT** Report No. CAO-10-24 be **RECEIVED** for information;

**AND THAT** the 2025 Proposed Capital Budget of \$10,797,383 be **APPROVED IN PRINCIPLE**, as presented;

**AND THAT** the 2025 Proposed Operating Budget be **APPROVED IN PRINCIPLE**, as presented, including a tax levy of increase of 1.9%;

**AND THAT** the Proposed 2025 Water Rate increase of 2.5% be **APPROVED** as per Section 6.5 of the 2020 Thames Centre Water & Wastewater Rate Study;

**AND THAT** the Proposed 2025 Wastewater Rate increase of 2% be **APPROVED** as per Section 6.5 of the 2020 Thames Centre Water & Wastewater Rate Study;

**AND THAT** staff be **DIRECTED** to prepare the necessary Budget By-law for the first regular meeting of Council in 2025

**Carried.**

## **7. CONFIRMATORY BY-LAW**

### **7.1 By-law 83-2024 - Confirmatory By-law**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Municipality of Thames Centre.

**Resolution: 353-2024**

**Moved by:** M. Smibert

**Seconded by:** C. Crockett

**THAT** By-law 83-2024, being the Confirmatory By-law, **BE APPROVED**.

**Carried.**

**8. MEETING SCHEDULE**

Monday, December 9, 2024 at 5:00 p.m. - Regular Meeting of Council  
Wednesday December 11, 2024 at 9:00 a.m. - Special Budget Meeting (*if needed*)

**Resolution: 354-2024**

**Moved by:** M. Smibert

**Seconded by:** C. Crockett

**THAT** the Special Meeting of Council scheduled for Wednesday, December 11, 2024 at 9:00 a.m. **BE CANCELLED**;

**AND THAT** the Clerk **BE DIRECTED** to post this change on the municipal website.

**Carried.**

**9. ADJOURNMENT**

**Resolution: 355-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**RESOLVED THAT** the Special Meeting of Council on December 9, 2024 adjourn at 11:49 a.m.

**Carried.**

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S. McMillan, Mayor

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J. Nethercott, Clerk