



Committee of the Whole

Meeting Date: April 14, 2026

Submitted by: Marci Ivanic, Director of Legislative Services/County Clerk

Subject: Status Update – Council Inquiries and Direction to Staff for Period ending March 24, 2026

BACKGROUND:

As part of Middlesex County's commitment to continuously improve administrative systems and processes staff have implemented a formal process for tracking Council Inquiries and Direction to Staff.

The purpose of this report is to update Council on the status of any outstanding Council Inquiries and Directions to Staff, with the actions that will be taken to ensure both are addressed appropriately.

ANALYSIS:


The list of outstanding Council Inquiries and Direction to Staff is attached as *Appendix A*.

FINANCIAL IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Priority	Goal	Objectives
<p data-bbox="203 262 373 331">Adaptability and Agility</p> 	<p data-bbox="440 262 683 661">Modernize the County’s administrative capabilities to strengthen decision-making, improve service delivery, and achieve better community outcomes</p>	<ul data-bbox="732 262 1442 745" style="list-style-type: none"> • Transform, modernize and continuously improve administrative systems and processes to increase efficiency and enhance the experience of residents and partners. • Strengthen internal administrative capabilities to ensure key support services have the necessary resources to meet community needs and support organizational growth. • Enhance the County employee value proposition to attract, retain, and support a talented workforce through competitive benefits, professional growth opportunities, and a positive workplace culture.

RECOMMENDATION:

THAT the Status Update – Council Inquiries and Direction to Staff for Period ending March 24, 2026 report be received for information.

Appendix A

Council Date	Inquiry/Resolution	Department Lead	Status Update
Feb 11, 2025	THAT staff be directed to engage a consultant in accordance with Middlesex County purchasing policies to review and prepare a study to form the basis for a funding application for solar energy generation at the Middlesex County campus of 1035 and 1045 Adelaide Street South.	Facilities	In progress.
April 8, 2025	THAT Council direct staff to prepare financial strategies for council consideration to fully fund the Middlesex County asset management plan and report back to county council in advance of 2026 budget deliberations.	Finance	In progress.
April 22, 2025	THAT staff be directed to bring forward a report regarding the rationale for including payables on the Agenda.	Finance	In progress.
November 4, 2025	THAT staff be directed to advise Middlesex Centre that planning services shall remain status quo at this time with efforts to enhance the shared service planning regime to be reviewed fourth quarter 2026.	Planning	Correspondence received from MMAH; review of shared service in progress.
November 25, 2025	THAT Staff proceed with Trossack Station procurement activities in accordance with the Middlesex County Procurement By-law and report back to Council with the recommended proponent for consideration.	Facilities	In progress.
February 10, 2026	THAT Staff be directed to bring forward, for Council consideration, an amending by-law to Middlesex County By-law No. 7263 – Delegation of Duties, to delegate to the Council of the Village of Newbury,	Planning	Scheduled to return to Council June-July 2026.

Appendix A

Council Date	Inquiry/Resolution	Department Lead	Status Update
	<p>under the direction of the Director of Planning & Development, the authority to hold statutory public meetings for applications to amend the Newbury Chapter of the Middlesex County Official Plan, in accordance with applicable County procedures and the Planning Act;</p> <p>AND THAT Staff be directed to bring forward, for Council consideration, an amending by-law to Middlesex County By-law No. 7218 – Tariff of Fees for Planning Matters, to establish an application fee of \$2,000 for privately initiated amendments to the Newbury Chapter of the Middlesex County Official Plan.</p>		
Feb 10, 2026	<p>THAT the Award of RFP # MC-2026-02 – Consulting Services for the Middlesex Community Safety and Well-Being Plan Update report be received for information;</p> <p>THAT Council Award RFP # MC-2026-02 to Sustainable Societies Consulting Group in the amount of \$32,500.00+HST;</p> <p>AND THAT the County Chief Administrative Officer be authorized to execute the agreement with Sustainable Societies Consulting Group in a form satisfactory to the County Solicitor.</p>	CAO	In progress.
March 10, 2026	<p>THAT staff be directed to continue utilizing short-term internal financing, to be funded through County</p>	Finance	In progress.

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Council Date	Inquiry/Resolution	Department Lead	Status Update
	<p>reserves until such time as the sale proceeds from the Promissory Note are received and long-term financing is secured;</p> <p>THAT the cost of the Middlesex County Governance & Administration Centre, in the total amount of \$14,782,270, be funded using a combination of 50% sale proceeds from the Promissory Note associated with the 50 King Street and 399 Ridout Street transaction and 50% long-term debenture financing;</p> <p>AND THAT staff be directed to:</p> <ol style="list-style-type: none"> 1. Pursue long-term debenture financing through Infrastructure Ontario based on a 15-year term at prevailing rates for Council consideration; 2. Apply 50% of the proceeds from the Promissory Note associated with the 50 King Street and 399 Ridout Street transaction to the project once received. 		
March 10, 2026	<p>THAT the Award of RFP # MC-2026-03 – Middlesex County Archives Feasibility Study report be received for information;</p> <p>THAT Council Award RFP # MC-2026-03 to TCI Management Consultants in the amount of \$90,360.00+HST;</p> <p>AND THAT the County Chief Administrative Officer be authorized to execute the agreement with TCI</p>	CAO	In progress.

Appendix A

Council Date	Inquiry/Resolution	Department Lead	Status Update
	Management Consultants in a form satisfactory to the County Solicitor.		
March 10, 2026	<p>THAT staff be directed to proceed with the Build-Ready Housing Design Program;</p> <p>AND THAT if the Build-Ready Housing Design Program is not approved for HAF2 funding, staff be directed to confirm County funding source in the 2026 Fourth Quarter Performance Report.</p>	Planning	In progress.
March 24, 2026	THAT Council direct staff to proceed with the consultation phase for the Draft Forest Management Plan 2026-2056.	Forestry	In progress.