



MUNICIPALITY OF NORTH MIDDLESEX

REGULAR MEETING MINUTES

The Regular Meeting of the Council of the Municipality of North Middlesex was held on Wednesday September 16, 2020 in the Council Chambers at 229 Parkhill Main Street, Parkhill.

1. CALL TO ORDER

Mayor Ropp called the meeting to order at 7:00 p.m. with a quorum present

2. ROLL CALL

Mayor Brian Ropp

Deputy Mayor Adrian Cornelissen

Councillor Ward One – Doreen McLinchey

Councillor Ward Two – Joan Nichol

Councillor Ward Three – Gord Moir

Councillor Ward Four –John Keogh

Councillor Ward Five – Andrew Hemming

CAO/Director of Operations – Jonathon Graham

Clerk Jackie Tiedeman

Director of Economic Development and Community Services – Mike Barnier (portion of meeting)

Facilities Manager, Brandon Drew (portion of meeting)

Infrastructure Supervisor, Jonathon Lampman (portion of meeting)

Treasurer, Tracy Johnson

Fire Chief, Greg Vandenheuvel (portion of meeting)

Planner Stephanie Poirier (portion of meeting)

3. DISCLOSURE OF PECUNIARY INTEREST (in writing)

None

4. MINUTES OF PREVIOUS MEETINGS

MOTION #202/2020

MOIR/CORNELISSEN: That the September 2, 2020 Regular Meeting Minutes be approved as presented.

CARRIED

MOTION #203/2020

MCLINCHEY/HEMMING: That the Regular Meeting adjourn to Public Meeting at 7:00 p.m.

CARRIED

5. PUBLIC MEETINGS

7:00 p.m. Application for Zoning By-law Amendment – 32051 Sylvan Road
Owners: Tim and Tracy Bush (not present for meeting)

Legal Description: Con 21 South Part Lot 14 Registered Plan 33R11587 Part 1, former Township of West Williams

The purpose and effect of the Application is to rezone the subject lands from the 'Parks and Recreation Zone' to the 'General Agricultural Exception (A1-85) Zone' to allow the owners to establish a single detached dwelling on the subject lands by converting the former Girl Guides camp building into a single detached dwelling and to recognize a deficient lot area and lot frontage.

Planner, Stephanie Poirier, advised that the application had been circulated to agencies as well as property owners in accordance with the Planning Act.

The subject lands are currently zoned Parks and Recreation (PR) Zone, which permits the construction of a new single detached dwelling accessory to a permitted use or the expansion of an existing single detached dwelling with approvals needed from applicable agencies such as the Ministry of Natural Resources and Forestry, Ausable Bayfield Conservation Authority, and the Municipality of North Middlesex. Since the applicants are neither constructing a new dwelling nor expanding an existing single detached dwelling, staff advised the applicants that a Zoning By-law Amendment Application was necessary in order to accommodate the conversion of the camp building into their single detached dwelling.

As there is currently not an agricultural use on the lands, staff have evaluated the proposed use as a 'single detached dwelling on an existing lot of record', which is a permitted use in the General Agricultural (A1) Zone and does not have standards for a minimum lot frontage or minimum lot area. That being said, all other permitted uses in the General Agricultural (A1) Zone are subject to a different set of standards that require a minimum lot frontage of 150 m and a minimum lot area of 39 ha (100 ac). In order to allow the applicants the opportunity to establish any of the permitted uses in the A1 Zone and to be in compliance with the zoning standards, staff have recommended that a General Agricultural Exception (A1-85) Zone be applied for in order to recognize the lot area of 25.35 ac (10.25 ha), whereas the minimum lot area required in the A1 zone is 39 ha (100 ac). Staff note that all other requirements of the parent A1 Zone will be met.

Based on the analysis above, staff are satisfied that the zoning by-law amendment application and proposed use of the lands is consistent with the Provincial Policy Statement, and is in conformity with the County and North Middlesex Official Plan, and the North Middlesex Zoning By-law.

At the time of the report no written comments or concerns have been received from agencies or the public regarding the proposal.

Public Comments – None

After careful consideration the following motion was then introduced:

MOTION #204/2020

HEMMING/NICHOL: THAT Application for Zoning By-law Amendment ZBA09-2020 to rezone the lands from 'Parks and Recreation (PR) Zone' to the 'General Agricultural Exception (A1-85) Zone' in order to allow the owners to establish a single detached dwelling on the subject lands by converting the former Girl Guides Canada camp building into a single detached dwelling and to recognize a deficient lot area be **APPROVED** as the application: satisfies the requirements of the Planning Act; is consistent with the Provincial Policy Statement; conforms to the Official Plans of both the Municipality of North Middlesex and the County of Middlesex; satisfies the requirements of the North Middlesex Zoning By-law; and, represents sound land use planning.

CARRIED

Consideration of the By-law will be later in the meeting. A twenty day appeal period will apply from the date of notice of decision.

MOTION #205/2020

KEOGH/MOIR: That the Public Meeting adjourn and return to Regular Meeting at 7:09 pm

CARRIED

7:10 p.m. Request to Remove Holding Zone from Gold Leaf Properties Inc. – William Street West, west of Union Street in Parkhill

Planner Stephanie Poirier presented a brief report that recapped the Zoning By-law Amendment that was granted by Council on January 15, 2020 in order to establish the construction of 22 townhomes in Parkhill. A holding provision was placed on the property at that time in order to prevent development prior to the completion of a site plan agreement. The applicant has now completed the site plan agreement, including registering the agreement on title and has requested that the holding provision be lifted.

MOTION #206/2020

MCLINCHEY/NICHOL: That the request for the removal of a holding provision ZBA 10-2020 be **APPROVED** as the application: satisfies the requirements of the Planning Act; is consistent with the

Provincial Policy Statement; conforms to the Official Plans of both the Municipality of North Middlesex and the County of Middlesex; satisfies the requirements of the North Middlesex Zoning By-law; and, represents sound land use planning.

CARRIED

No appeal period is required with removal of the holding provision.

6. DELEGATION

7:12 p.m. Cindy Read, Gold Leaf Properties Inc. – Request for sewage allocation for remaining 10 units of Townhome Development in Parkhill

Cindy Read advised that response to their development has been very successful. The twelve units that were approved for the first phase have been spoken for and the majority of occupants are primarily local residents. She advised that there is now a waiting list and therefore Gold Leaf is requesting Council to consider allocating sewage capacity for the remaining 10 units. This will allow them to complete construction at one

time which will fulfill the needs of a waiting list but also will make it less disruptive to those in that area if construction is completed in its entirety at one time.

Mayor Ropp then asked staff for their opinion on releasing the remaining sewage capacity.

Infrastructure Supervisor, Jonathan Lampman, advised that in his opinion this request could be accommodated as the calculations used for unit space in determining lagoon capacity is based on 3.5 units (persons). These townhomes are primarily for seniors and therefore would likely house only 1-2 persons in each home therefore he did not feel this would have a detrimental impact on the current capacity situation. The site plan would need a minor amendment to reflect this complete build out and would recommend staff work with the developer if council agrees with the request.

Cindy advised that their new development is called "Cedar View Estates".

After careful consideration the following motion was introduced:

MOTION #207/2020

MCLINCHEY/KEOGH: That the request for sewage allocation from Gold Leaf Properties Inc. be received; and

That staff be directed to work with the developer (Gold Leaf Properties Inc.) on amending the executed site plan agreement to include the allocation of the additional 10 units of sanitary capacity.

CARRIED

Cindy Read thanked Council for approving the request and then departed.

7:20 p.m. Colin Toth and Ryan Easveld – Overview of Fire Prevention Program provided through services from Middlesex Centre

Fire Prevention Officers, Colin Toth and Ryan Easveld, attended the meeting to provide a overview of the program that is being provided to North Middlesex through an agreement of services approved by Council on September 4, 2019.

This shared service between municipalities equals a cost savings for all. The services being provided include: Inspections can be routine, requested or by complaint; Investigations are conducted using OFM criteria; and Public Education. In addition to these services, they are currently in the process of implementing a new report

management system that will be available to the Municipality and Fire Chief.

Several questions were asked by council about the program and responded to by the Fire Prevention Officers. (Power Point presentation available on the website)

Mayor Ropp thanked the delegation for their informative presentation and they departed the meeting.

7:45 p.m. Municipal Enforcement Unit – Contracted Service for By-law Enforcement

Chief of Operations, William Menzie, attended Council to provide a general overview of services undertaken by his unit on behalf of the Municipality over the past year. The primary focus included parking enforcement, Kennel Inspections, Livestock Investigations and Tidy Yard enforcement. Additional duties for By-law Enforcement including investigations and public education with respect to the emergency orders due to COVID 19. Even though the Province terminated its emergency, several orders that were issued are still in effect and require follow up if a complaint is lodged. Most complaints have been disposed of using public education. If the Municipality wishes to retain his services for a further contract in addition to enforcement it was suggested that ongoing review of By-laws should be undertaken.

Clerk Jackie Tiedeman, provided Council with her insight into the services as she directly is working with this department. She felt this service model has worked well in the municipality and has had a positive effect due to consistent presence. She reminded Council of the struggle to acquire and retain qualified individuals to fulfill the duties of this position (part time staff of municipality) over the past couple of years. As a result, there was a regression in adherence to certain by-laws of the Municipality. Not taking into account COVID 19, the municipality is not warranted in a full time position for this department at this time. This is the advantage of having this service as it is primarily on a "as needed or complaint" basis which is working well. Also, she has had the opportunity to receive feedback from citizens and overall there is a positive response to the services through the Municipal Enforcement Unit.

Several questions were asked by Council and responded to by Chief Menzie.

After careful consideration the following motion was considered:

MOTION #208/2020

MOIR/HEMMING: That staff be directed to proceed with negotiation of a renewal contract.

CARRIED

7. DEPARTMENTAL REPORTS

a. Appoint Engineer for Kusterman Drain, Infrastructure Supervisor

MOTION #209/2020

KEOGH/HEMMING: That Council receive this report and appoint R. Dobbin Engineering Inc. as Engineer to the Kusterman Drain.

CARRIED

b. Accept petition for Drainage Works by Owners – Revington Drain, Infrastructure Supervisor

MOTION #210/2020

MOIR/NICHOL: That Council receive the request for Improvement to the Revington Municipal Drains under Section 78 of the *Drainage Act RSO 1990*.

CARRIED

c. Update on Facility On-Line Booking Software – Facilities Manager

Brandon Drew provided a overview of online booking software and its capabilities with respect to facility and ice rental bookings which was at the request of Council that his be explored. Several questions were asked by Council such as whether the POS can also track inventory through purchases (which it cannot but a report can be run to account for what has been sold); who tracks the ice rentals and cancellations (Facilities Manager would have to constantly monitor emails as that is where the submission notification is sent for approval and final booking)

MOTION #211/2020

MOIR/NICHOL: That Council direct staff to implement Perfect Mind's software (for the 2021 operational budget) to take online bookings and payment.

CARRIED

d. North Middlesex Arena –Ice Update – Facilities Manager

MOTION #212/2020

MCLINCHEY/HEMMING: That Council receive and file the report entitled "Arena Ice Update – September 2020" as information only.

CARRIED

e. Bill 73 Smart Growth for our Communities Act– Processing of Minor Variances within 2 years of a site specific Zoning Amendment – Director of Economic Development

MOTION #213/2020

CORNELISSEN/KEOGH: That Council authorize the submission and processing of all Minor Variance applications submitted within two (2) years of a site specific Zoning By-law Amendment.

CARRIED

f. 2020 Community Development Fund Program – cancelled events due to COVID – Clerk

In preparation for the 2021 CDFP submissions due November 30th, Clerk Jackie Tiedeman requested Council consideration on approving a minor change to the program that would allow organizations that received approval of allocations through the 2020 program for an event to have an additional year to use the allocation. This would save organizations having to reapply if it was the identical event for 2021 which is directly related to COVID 19.

After careful consideration the following motion was considered:

MOTION #214/2020

MOIR/NICHOL: That Council receive the report entitled “2020 Community Development Fund Program- Cancelled event allocations”; and further

That Council allow any allocations to remain in the custody of the organization that will be undertaking their cancelled 2020 event and/or project into 2021 due to COVID. If the payment was not sent out due to timing with COVID and booking cancellations and/or projects, that these funds be held in reserve and released in 2021 upon the organization advising the municipality that their event/project is proceeding. This would mean the organizations will only need to provide confirmation that they intent to run the same event in 2021 and that it is acknowledged by doing so that certain sections within the DCFP are waived. If the event/project does not take place in 2021 the allocations must be returned to the Municipality.

CARRIED

g. Building Activity Report (April 1-August 31, 2020) – CBO, Shannon Black

Ms. Black was present to provide Council with an update from the Building Department

including building activity as well as operations with the new Joint Building Service. Over the past month and a half, the joint building service has started to establish itself with the North Middlesex community. Building Staff are available in the shared services building Monday to Thursday with availability on Fridays, if needed. Staff are currently working through templates and information sharing with public to ensure that the permit process is user friendly while staying within our Ministry regulations and requirements.

There was discussion on the software program (Cloud Permitting) being used on a trial basis. Ms. Black advised that there has been some challenges both internally and from the public. Staff are working with the public to ensure their projects are not being held up due to the submission process through the electronic software. The Joint Building Committee will evaluate whether the program should be continued or abandoned in the near future.

MOTION #215/2020

CORNELISSEN/NICHOL: That Council receives the Building Activity Report for April 2020 through to August 2020 as information only.

CARRIED

8. PASSING OF ACCOUNTS

Compilation of accounts from August 28 – Sept.10 , 2020 in the amount of \$913,939.27

MOTION #216/2020

NICHOL/KEOGH: Be it resolved that the following Bills and Accounts be approved for payment:

General Cheques \$131,925.88

Direct Deposit \$747,956.84

On-line/PAP \$34,056.55

Cemetery Cheques \$0.00

CARRIED

9. COMMITTEE REPORTS

- a. Lake Huron Primary Water Supply Joint Mgmt Board (Cr. Hemming) None
- b. ABCA (Deputy Mayor Cornelissen) None
- c. BWRA (Cr. McLinchey) None

- d. EDAC (Cr. Moir) None
- e. LSAC – (Cr. Nichol) To be determined
- f. Recreation Committee (Cr. Hemming) None
- g. Water/Wastewater Committee (Cr. Moir) None
- h. Policies Review Committee (Cr. Nichol) Amended Professional Development Policy – Clerk

Clerk Jackie Tiedeman presented the amended policy for council consideration. This review was undertaken at the request of Council due to past situations where higher education, not directly related to job requirement criteria in North Middlesex, had been submitted for reimbursement by staff (obtaining Master Degree's). The amended version removes reference to 'volunteer fire fighters' as they have their own separate protocol for training requirements; addition to guidelines that specifies that requests for educational courses "has to be directly related to job positions within North Middlesex"; addition that CAO needs the pre-approval of Council for educational courses and removal of reference to the "Training Bond Agreement" as this legally could not be imposed if the staff member had the proper approval to take the course.

MOTION #217/2020

NICHOL/HEMMING: That Policy CBL.11 as amended be approved as recommended through the Policies Committee.

CARRIED

i. Fire Committee (Cr.Keogh)

Mayor Ropp requested Council consideration of the appointment of Councillor Moir to this committee as there is currently only two members appointed. Other committees have three members and it was felt this was warranted especially due to the future fire department hall expansion in Parkhill and his expertise in the building industry.

MOTION #218/2020

NICHOL/MCLINCHEY: That Councillor Moir be hereby appointed to sit as a member on the Fire Committee for the remainder of the term; and that By-law 66 of 2019 and the Terms of Reference be updated accordingly to reflect this appointment.

CARRIED

j. OCWA Client Advisory Board (Jonathon Graham) None

k. Budget Committee – Mayor Ropp updated that this Committee had met on September 9th to initiate discussions for the budget process and in particular getting pre-approval for Capital Projects equal to 75% of the previous year's budget to start. This would allow staff to obtain better pricing on projects. Council will continue to have early input into the next year's projects if this process was approved. There will be recommendations coming forward from Budget Committee on October 21st regarding this.

Councillor Keogh who also sits on the Budget Committee updated Council that at this meeting there was further deliberation on the importance of proceeding with the Non Union Wage Compensation Review earlier than the new year which was Council's direction when the report was presented in July. Based on this additional information discussed at Budget Committee and in consultation with the Clerk on how the matter can be brought back before Council for deliberation, the following motion was considered:

MOTION #219/2020

KEOGH/CORNELISSEN: That Council reconsider Motion #152/2020 on July 22, 2020 that deferred the tender awarding for the Non Union Wage Compensation Review; and further that staff be directed to bring the report back on the October 7th, 2020 agenda.

CARRIED

10. CORRESPONDENCE

a. Craigwiel Gardens – Thank you for participating in the launch of the “Building A New Craigholme” Capital Campaign.
(action: receive and file)

11. OTHER OR URGENT BUSINESS

a. Mike Barnier, Director of Economic Development and Community Services provided a verbal update on the successful receipt of a grant through the Enabling Accessibility Grant. This project will include upgrades to the Ailsa Craig Recreation Centre by renovating the washroom, a door and installing a new interior door.

b. Mr. Barnier also provided a update that the Parkhill Community Garden wishes to review their agreement for continued use of the land for an additional three year term.

c. Tracy Johnson, Treasurer updated Council on the 2020 Water/Wastewater Budget that was approved at the last meeting. She advised that following the meeting, due to the inquiry from Council on a revenue line item, that there was an amendment required to the revenue portion which will then result in the transfer to reserve being reduced.

MOTION #220/2020

KEOGH/MCLINCHEY: That Council accept the amended 2020 Water/Wastewater revenue figures within the Budget as outlined by the Treasurer.

CARRIED

d. Blacks Bridge – Mayor Ropp advised that he has been working with staff locally and at the County on the importance of this bridge being reconstructed and/or rehabilitated for the users of this bridge within North Middlesex. Although there was very good response to the survey the County sent out, he felt it was imperative that the Municipality also submit their feedback in writing. The following motion was presented:

MOTION #221/2020

CORNELISSEN/KEOGH: That Council direct staff to draft a letter of support to the County of Middlesex in regards to the reconstruction and/or rehabilitation of the Blacks Bridge (located on West Corner Dr near Queen St North in Ailsa Craig;

And that this bridge work would be supportive of economic benefits (for the agricultural sector and other users) insofar as illustrating traffic flow and the use and enjoyment of the Blacks Bridge that benefits not only the region of Ailsa Craig but the Municipality of North Middlesex as a whole;

And that this letter to the County would complement the discussion and Environmental Assessment towards the rehabilitation of the Blacks Bridge;

And further that a copy of this letter be forwarded to the ABCA insofar as being supportive of any proposed impact that this bridge work may have on their upcoming projects in this area.

CARRIED

e. Council Chamber upgrades – Mayor Ropp advised that he had recently participated in discussions with the Clerk and Stubb's Communication on some enhancements to the council chambers. Clerk Jackie Tiedeman advised that she had met with Stubb's Communication regarding devices for hearing impairment that anyone could access at the meeting to enhance hearing within the council chambers. This was identified as a accessibility concern when public meetings were held in the Chambers. During those

discussions, it was also requested that a quote be prepared on what additional technology would be required in order to livestream open council meetings when physically present as well as a hybrid approach to council meetings (combination in person and electronic participation). Due to COVID 19 restrictions, and uncertainty of a second wave of the virus potentially reverting council back to electronic meetings, it felt these alternatives of holding meetings should be explored. When meetings are held fully by electronic participation it can be easily livestreamed however when in person we do not currently have the technology in place to livestreaming when physically present.

As this would add further open and transparency to meetings staff will provide further updates on requirements needed and suggested these costs could be paid for through the modernization grant funding.

12.COMMUNICATIONS (including County Council)

CAO, Jonathon Graham, provided Council with a spreadsheet that outlined the status of various major planning applications and development projects as informational only.

Deputy Mayor Cornelissen advised that the scheduled in person meeting at the County on September 22nd was cancelled due to the increase in cases in the City for COVID.

13.CLOSED MEETING (UNDER SECTION 239 OF THE *MUNICIPAL ACT*)

None

14. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

None

15.READING OF BY-LAWS

067 of 2020 – ZBA 32051 Sylvan Road

068 of 2020 – Authorize execution of agreement for Enabling Accessibility Grant
Accessibility for Ailsa Craig Recreation Centre upgrades

069 of 2020 – Appointment of Drainage Superintendent – Joanne Sadler

070 of 2020 – Appointment of Drainage Superintendent – Jonathan Lampman

071 of 2020 – Authorize execution of agreement with Parkhill Community Garden

072 of 2020 – Removal of Holding Zone for 163-169 William St Parkhill (Gold Leaf Properties Inc.)

073 of 2020 - Confirming

MOTION #222/2020

MCLINCHEY/KEOGH: That By-law #067-073 of 2020 be read a first and second time

CARRIED

MOTION #223/2020

CORNELISSEN/HEMMING: That By-law #067-073 of 2020 be read a third and final time

CARRIED

16.ADJOURNMENT

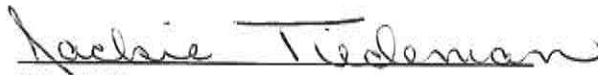
MOTION #224/2020

MCLINCHEY/KEOGH: That the meeting adjourn at 9:30 p.m.

CARRIED



MAYOR



CLERK