



MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES

December 18, 2024, 5:45 p.m.

Members Present: Mayor Brian Ropp
Deputy Mayor Paul Hodgins
Councillor Ward 1 Sara Nirta
Councillor Ward 2 Bill Irwin
Councillor Ward 3 Charles Daigle
Councillor Ward 4 John Keogh
Councillor Ward 5 Adrian Cornelissen

Staff Present: Recreation and Facilities Manager Brandon Drew
Drainage Superintendent, Joanne Sadler
Director of Fire and Emergency Services, Greg Vandenheuvel
Director of Corporate Services / Clerk, Alan Bushell
Manager of Public Works, Brandon McLeod
Chief Administrative Officer, Carolyn Tripp
Felicia Krista, Economic Development & Communications
Coordinator
Director of Finance/Treasurer, Ralph D'Alessandro

The Regular Meeting of the Council of the Municipality of North Middlesex was held under the provisions contained within the North Middlesex Procedural By-law and may be held in whole or in part without physically being present at 229 Parkhill Main Street, Parkhill.

1. CALL TO ORDER

Notice from the Clerk:

On December 16, 2024, an agenda amendment was published that added #7.1.4, and 14.

Mayor Ropp called the meeting to order at 5:45 p.m. with a quorum present by way of livestream on the North Middlesex You Tube Channel.

2. Long Service Recognition - Fire Department

The Municipality of North Middlesex acknowledged the long service of firefighters within the community at 5:45p.m.

2025 Special Recognition Recipients:

Rob Whitmore (40 years)

Bob Payne (35 years)

Frank Reaume (25 years)

3. DISCLOSURE OF PECUNIARY INTEREST

(Municipal Conflict of Interest Act – Section 5 requires any member of Council to declare a pecuniary interest and general nature thereof, prior to any consideration on that matter. 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. The disclosures become part of a Public Registry as required under the Act.

3.1 B. Ropp - OPA 15 and 39T-NM-2401 Draft Plan - Nairn Trails Subdivision

3.2 C. Daigle - OPA 15 and 39T-NM-2401 Draft Plan - Nairn Trails Subdivision

4. MINUTES OF PREVIOUS MEETINGS

4.1 Meeting Minutes for December 4, 2024

Moved By: C. Daigle

Seconded By: S. Nirta

THAT the attached minutes be approved.

CARRIED

5. DELEGATIONS

5.1 Ausable Bayfield Conservation Authority Update

Davin Heinbuck, General Manager/Secretary-Treasurer of the Ausable Bayfield Conservation Authority will provide an update and have general discussion with Council regarding business matters.

A slideshow document was added after initial agenda publication, to aid in the presentation.

Daniel King P. Eng., was in attendance to provide a presentation regarding Parkhill Dam.

Davin Heinbuck Manager at ABCA was in attendance to answer questions, and speak to the budget.

Moved By: C. Daigle

Seconded By: B. Irwin

THAT the presentation be accepted as information.

CARRIED

6. PLANNING

6.1 OPA 15 and 39T-NM-2401 Draft Plan - Nairn Trails Subdivision

B. Ropp declared a conflict on this item.

C. Daigle declared a conflict on this item.

Mayor Ropp passed the gavel to Deputy Mayor Hodgins to allow him to preside, as a disclosure of pecuniary interest was made.

Upon completion of consideration for Agenda Item #6.1, the Deputy Mayor returned the gavel to Mayor Ropp to preside.

6.1.1 Planners Evaluation Report

Councillor Daigle Declared a conflict of interest, upon completion of the presentation.

Councillor Daigle provided no questions, or input on the matter prior to this disclosure.

Vaughn Bender was in attendance to provide clarifications to the Planners Report, if required.

6.1.2 Provision for Council Questions

6.1.3 Decision

Moved By: B. Irwin

Seconded By: S. Nirta

THAT Plan of Subdivision application 39T-NM-2401 and the associated Draft Plan conditions be ENDORSED and the resolution be forwarded to the County of Middlesex for consideration and approval;

AND THAT Official Plan Amendment application OPA-15 be ENDORSED and the resolution be forwarded to the County of Middlesex for consideration and approval.

CARRIED

Moved By: J. Keogh

Seconded By: S. Nirta

THAT Official Plan Amendment application OPA-15 be ENDORSED and the resolution be forwarded to the County of Middlesex for consideration and approval.

CARRIED

- 6.2 OPA 16 and Zoning By-law Amendment ZBA-23-2024 - 3610 West Corner Drive

6.2.1 Planners Evaluation Report

6.2.2 Provision for Council Questions

6.2.3 Decision

Moved By: A. Cornelissen

Seconded By: S. Nirta

THAT Council receive the report for Official Plan Amendment No.16 and Zoning By-law Amendment ZBA-23-2024, for information;

AND THAT Official Plan Amendment OPA 16 for lands known municipally as 3610 West Corner Drive, be ADOPTED and forwarded to the County of Middlesex for consideration of approval;

AND THAT the associated implementing by-law be APPROVED IN PRINCIPLE, through being read first and second time;

AND THAT the implementing by-law be read a third and final time upon ADOPTION of OPA 16 by the County of Middlesex.

CARRIED

7. DEPARTMENTAL REPORTS

7.1 Report from Joanne Sadler, Drainage Superintendant

7.1.1 Petition for Drainage Works by Owners – Section 4 - New Municipal Drain - Grace Farms Limited

Moved By: P. Hodgins

Seconded By: J. Keogh

THAT Council Receive the Petition for Drainage Works by Owners for a new municipal drain according to section 4 of the Drainage Act;

AND THAT Council appoints Spriet Associates Ltd., as engineer to the project.

CARRIED

7.1.2 Request for Drain Major Improvement – Section 78(1.1) - Scott Drain, Branch “B”

Moved By: J. Keogh

Seconded By: C. Daigle

THAT Council receive the Notice of Request for Drain Major Improvement on the Scott Drain, Branch “B” according to section 78 (1.1) of the Drainage Act;

AND THAT Council appoints Spriet Associates Ltd., as engineer to the project.

CARRIED

7.1.3 Request for Drain Major Improvement – Section 78(1.1) Watson Drainage Works 1964

Moved By: P. Hodgins

Seconded By: S. Nirta

THAT Council receive the Notice of Request for Drain Major Improvement on the Watson Drainage Works 1964 according to section 78 (1.1) of the Drainage Act;

AND THAT Council appoints Spriet Associates Ltd., as engineer to the project.

CARRIED

7.1.4 Municipal Drain Update

Moved By: C. Daigle

Seconded By: S. Nirta

THAT Council receives the Municipal Drain report for information.

CARRIED

7.2 Report from Brandon McLeod, Manager of Public Works

7.2.1 Asphalt Program 2025

Motion # December 4, 2024 - Resolution

Moved By: B. Irwin

Seconded By: C. Daigle

THAT the item be differed until December 18, 2024.

CARRIED

Motion # December 18, 2024 - Resolution

Moved By: C. Daigle

Seconded By: S. Nirta

THAT the item be differed until January 8, 2025.

CARRIED

Motion # January 8, 2025 - Staff Recommendation

THAT Council receives the Asphalt Program 2025 report for information;

AND THAT Council pre-approve the Sylvan Road Reconstruction, and the Extension of Approaches on Nairn Road and Parkhill Drive, for \$799,720.00 in the 2025 budget;

7.2.2 2025 Gravel Tender Results

Moved By: P. Hodgins
Seconded By: A. Cornelissen

THAT Council award to the Gravel Tender RD1 of 2025 to E&W Blane Trucking & Excavating Ltd. For \$837,500.00 excluding HST.

CARRIED

7.3 Report from Carolyn Tripp, Chief Administrative Officer

7.3.1 Surplus Lands Declaration - Prince William Street

Moved By: C. Daigle
Seconded By: S. Nirta

THAT Council declares the following lands surplus:
Lands previously known as part of Prince William Street being Part 1 and 2 on Plan of Survey prepared by Archibald, Gray and McKay Ltd., dated December 4, 2024;

AND THAT Council authorizes staff to prepare, post and circulate notices of council's intent to dispose of the lands to the public and applicable agencies.

CARRIED

7.4 Report from Brandon Drew, Director of Economic Development and Community Services

7.4.1 Utility Billing at Leased Facilities

Moved By: B. Irwin
Seconded By: S. Nirta

THAT Council direct staff to add the hydro and gas billing from Ye Olde Towne Hall, Carnegie Library, and the Parkhill Leisure Club to the Municipality;

AND THAT Council direct staff to bill the hydro and gas costs back to the groups operating the leased facilities.

CARRIED

7.5 Reports from Felicia Krista, Economic Development and Communications Coordinator

7.5.1 Middlesex County CIP Implementation Program Results

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Council receive this report for information.

CARRIED

7.5.2 Completed CIP Applications

Moved By: P. Hodgins

Seconded By: B. Irwin

THAT Council receive this report for information.

CARRIED

7.5.3 CIP Application 273 Main St., Parkhill – Accessibility Program

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Council award 273 Main St., Parkhill, with \$4987.50 upon completion of their proposed accessibility project as per the Municipality's Community Improvement Plan.

CARRIED

7.5.4 CIP Application 273 Main St., Parkhill – Beautification

Moved By: P. Hodgins

Seconded By: S. Nirta

THAT Council award 273 Main St., Parkhill, with \$3,478.50 upon completion of their proposed beautification project as per the Municipality's Community Improvement Plan.

CARRIED

8. COMMITTEE REPORTS

8.1 Lake Huron Primary Water Supply Joint Mgmt Board

8.2 ABCA (Cr. Cornelissen)

8.2.1 Minutes and Agenda

8.3 BWRA (Cr. Keogh)

8.4 EDAC (Cr. Nirta, Cr. Irwin, Deputy Mayor Hodgins)

Will be bringing two resolutions to the next meeting for consideration.

8.4.1 Minutes

8.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

8.6 Recreation Committee (Cr. Daigle, Cr. Keogh, Cr. Nirta)

8.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)

8.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)

8.9 Budget Committee (Mayor Mayor)

8.10 Community Development Fund Committee (Mayor Ropp, Cr. Nirta, Cr. Cornelissen)

8.11 OCWA Client Advisory Board (CAO)

8.12 Middlesex County OPP Detachment Board

Councillor Cornelessin, asked that the Deputy Mayor bring OPP.

9. CORRESPONDENCE

9.1 Home Hardware - Request to Sell Firearms

As part of the process to sell firearms in Ontario, the Municipality must provide a letter stating that they do not object to the business operation.

Moved By: B. Irwin

Seconded By: P. Hodgins

THAT the Clerk prepares a letter on behalf of the Municipality, stating no objection to the request to sell firearms.

AND THAT the Clerk and Mayor may endorse the letter of no objection.

CARRIED

9.2 Township of Baldwin - Transportation and Deposition of Naturally Occurring Radioactive Material (NORM) and Mine Tailings

Moved By: J. Keogh

Seconded By: A. Cornelissen

THAT Council supports the initiative.

CARRIED

10. OTHER AND URGENT BUSINESS

Councillor Nirta - Requested an update on the facility renovation schedule and through that the availability of facility rentals. Director Drew - Brining a report in January to provide information.

10.1 Ausable Bluffs - Subdivision Agreement - Snow Removal Clause

The Municipality having received inquiries regarding clearing of snow in the Ausable Bluffs subdivision, wishes to provide a transparent disclosure on the matter. The change of service was implemented upon completion of residential units prior to the completion of the entire project, with the costs being recuperated from the developer, as per the following clause:

"After the issuance of the Interim Certificate of Provisional Acceptance by the Municipal Engineer, the Municipality, at the Subdivider's sole cost and expense, undertake winter maintenance of roads within the Phase 1 Land , but the doing of such work by the Municipality shall not amount to a waiver of its rights to require completion, maintenance or repair of the roads as required by this Agreement nor shall the Municipality be deemed to have accepted or assumed such roads. Until the Phase 1 Works are completed and finally accepted by the Municipality by a by-law, as contemplated by section 57, the Subdivider shall remain responsible for rectification of any damage to the Phase 1 Works that may occur in the course of winter maintenance operations whether by the Municipality or by others."

Upon review of the information disclosed. The following suggestions were brought forward without resolution:

Councillor Irwin - Investigate the use of signage expressing that you are entering an unassumed subdivision in future developments.

Councillor Daigle - Explore the idea of subcontracting the snow plowing of unassumed subdivisions.

Councillor Cornelissen -Asked about what the fee rate is for this project. CAO suggested MTO rates could be used.

11. DEFERRED ITEMS FROM PREVIOUS MEETINGS

12. COMMUNICATIONS (Including County Council Meeting Report)

12.1 Middlesex County - Council Highlights - December 10, 2024

12.2 Municipal Accountability Act, 2024 - Municipal Code of Conduct, and Integrity Commissioner

13. READING OF THE BY-LAWS

Moved By: S. Nirta

Seconded By: C. Daigle

THAT By-laws 094 of 2024, 095 of 2024, 096 of 2024, 097 of 2024, and 098 of 2024 be read a first and second time.

Provision for questions

CARRIED

Moved By: P. Hodgins

Seconded By: B. Irwin

THAT By-laws 081 of 2024, 082 of 2024, 094 of 2024, 095 of 2024, 096 of 2024, and 098 of 2024 be read a third and final time.

CARRIED

13.1 081 of 2024 - Gilbert - Windsor Drain 2024

THIRD and FINAL reading only.

13.2 082 of 2024 - Canada Company Drain North 2024

THIRD and FINAL reading only.

13.3 094 of 2024 - Repeal Appointment of Treasurer

13.4 095 - OPA 15 - Nairn Trail Subdivision

13.5 096 of 2024 - OPA 16 - 3610 West Corner Drive

13.6 097 of 2024 - ZBA 23-2024 - 3610 West Corner Drive

FIRST and SECOND reading only.

13.7 098 of 2024 - Confirming

14. CLOSED MEETING (Under Section 239 of the Municipal Act)

Moved By: S. Nirta

Seconded By: J. Keogh

THAT the Open Meeting adjourn to Closed Meeting, to receive information under the following exception:

- Previous Closed Minutes
- Labour relations or employee negotiations
- Information provided in confidence by another level of government

CARRIED

14.1 Minutes

14.2 239(2)(d) labour relations or employee negotiations;

14.3 (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

14.4 (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

15. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

The Mayor provided the following Rise and Report:

- Minutes from a previous meeting were approved.
- The Municipality will be bringing in a temporary contract worker to assist the Drainage Department.
- An information session was had pertaining to Snow Removal Clauses in Subdivisions. No resolutions were passed during the information session.

16. ADJOURNMENT

Moved By: S. Nirta

Seconded By: C. Daigle

THAT the Meeting adjourn at 8:45 p.m.

CARRIED