



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**February 1, 2023, 6:00 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: Clerk Richard Beachey  
Interim CAO/Treasurer Estelle Chayer  
Economic Development & Communications Coordinator Natalie Core  
Manager of Public Works Vance Czerwinski  
Manager of Recreation and Facilities Brandon Drew  
Manager of Infrastructure & Operations Jaden Hodgins  
Drainage Superintendent Joanne Sadler  
Fire Chief Greg Vandenheuvel

Staff Absent: Ashley Kwarciak, Deputy Clerk  
Executive Assistant/HR Coordinator Donna Vanhooydonk

**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.**

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**1. CALL TO ORDER**

Mayor Ropp called the meeting to order at 6:00 p.m. with a quorum present by way of livestream on the North Middlesex You Tube Channel.

**2. 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.

Councilor Daigle declared a Conflict on Items 6.2 and 15.4 of the agenda for the reason of being an assessed owner as identified in the Engineering Report.

### **3. MINUTES OF PREVIOUS MEETINGS**

3.1 Meeting Minutes for January 18, 2022

**Motion # 018/2023**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**That the attached minutes be approved as presented**

**CARRIED**

### **4. ADJOURNMENT OF REGULAR MEETING**

**Motion # 019/2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT the Regular Meeting adjourn and proceed into Public Meetings at 6:01 p.m. (including Committee of Adjustment) as listed on the agenda.**

**CARRIED**

### **5. COMMITTEE OF ADJUSTMENT**

5.1 6:02 p.m. Notice of Public Meeting to consider Application MV 1-2023 located at 10321 Petty Street

Owner: Brian and Kaley Scott

#### **5.1.1 Planners Evaluation Report**

Planner Stephanie Poirier presented her Report and Recommendation.

#### **5.1.2 Provision for Applicant Remarks**

Owner Kaley Scott was present. She had no comment.

#### **5.1.3 Provision for Written Submissions**

#### **5.1.4 Provision for Public Comments**

#### **5.1.5 Provision for Committee Questions**

#### **5.1.6 Decision (approve, defer with reason, deny with reason) See Planner's report for recommendation**

##### **Motion # 020/2023**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT Application for Minor Variance MV-1-2023, to permit an accessory building with a height of 6.7 m (22 ft), whereas the maximum height permitted in the 'Agricultural Small Holding (AG1) Zone' is 5.5 m (18 ft) be GRANTED subject to the following condition:**

**1.THAT the proposed storage shed be limited to one-storey.**

**CARRIED**

- 5.2 6:05 p.m. Notice of Public Meeting to consider Application MV 2-2023 located at 187 Ailsa Craig Main Street

Owner: Casamigos88 Inc.

Agent: Casey Kulchycki, Zelinka Priamo Ltd.

#### **5.2.1 Planners Evaluation Report**

Planner Stephanie Poirier presented her Report and Recommendation.

#### **5.2.2 Provision for Applicants Remarks**

Agent Casey Kulchycki was present. He had nothing to add to the recommendation and report.

#### **5.2.3 Provision for Written Submissions**

#### **5.2.4 Provision for Public Comments**

### **5.2.5 Provision for Council Questions**

### **5.2.6 Decision (approve, defer with reason, deny with reason) See Planner's report for recommendation**

**Motion # 021/2023**

**Moved By:** B. Irwin

**Seconded By:** J. Keogh

**THAT Application for Minor Variance MV-2-2023, in order to permit a minimum lot frontage of 17.05 m (56 ft) for the severed lands of Consent B1-2023, whereas the minimum lot frontage in the 'Residential-Commercial (RC) Zone' is 18 m (59 ft), and to permit a minimum interior side yard setback of 1.8 m (6 ft) for the retained lands of Consent B1-2023, whereas the minimum interior side yard setback in the 'Residential-Commercial (RC) Zone' is 3 m (9.8 ft) be DEFERRED for reason of announced appeal of decision to deny Application for Consent B1-2023.**

**CARRIED**

### **5.3 Adjournment of Meeting**

**Motion # 022/2023**

**THAT the Committee of Adjustment adjourn at 6.10 p.m. and proceed into Regular Meeting.**

## **6. PUBLIC MEETING - DRAINAGE**

### **6.1 Meeting to Consider Engineers Report - Kellestine Drain No. 2**

#### **6.1.1 Overview of work required – Engineer/ Drainage Superintendent**

The Drainage Superintendent reviewed her Report and Recommendation.

#### **6.1.2 Questions from affected landowner, if any present**

#### **6.1.3 Inquire - if anyone in attendance would like to add or remove their name(s) from petition**



#### **6.1.4 Questions from Members of Council**

#### **6.1.5 Decision**

##### **Motion # 023/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT Council RECEIVE the Final Report for the Kellestine Drain No. 2 dated January 6, 2023 prepared by R. Dobbin Engineering Inc.**

**AND THAT the first sitting of the Court of Revision on behalf of the Kellestine Drain No. 2 be scheduled to be held on March 1, 2023, at 5:45 p.m.**

**CARRIED**

#### **6.2 Meeting to consider Engineer's Report - Cameron Drain Br "E" and Br "A" Maintenance update**

It was noted that Cr. Daigle declared a conflict on this item.

##### **6.2.1 Overview of work required Engineer / Drainage Superintendent**

The Drainage Superintendent reviewed her Report and Recommendation.

##### **6.2.2 Questions from affected landowner, if any present**

##### **6.2.3 Inquire - If anyone in attendance would like to add or remove their name(s) from petition**

##### **6.2.4 Questions from Members of Council**

##### **6.2.5 Decision**

##### **Motion # 024/2023**

**Moved By:** P. Hodgins

**Seconded By:** A. Cornelissen

**THAT Council RECEIVE the Final Report for the Cameron Drain Branch "E" Improvements and Cameron Drain Branch "A" Maintenance Update dated January 6, 2023 prepared by R. Dobbin Engineering Inc.**

**AND THAT the first sitting of the Court of Revision on behalf of the Cameron Drain Branch “E” Improvements and Cameron Drain Branch “A” Maintenance Update be scheduled to be held on March 1, 2023, at 5:55 p.m.**

**CARRIED**

**7. DELEGATIONS**

**7.1 Watson and Associates - Daryl Abbs - Development Charges**

Consultant Daryl Abbs of Watson and Associates provided a presentation on the effect of Bill 23 as it relates to Development Charges in North Middlesex.

**8. DEPARTMENTAL REPORTS**

**8.1 Report from Executive Assistant/HR Coordinator - 2023 Lavaricide Application Program**

The Manager of Infrastructure and Operations reviewed the proposal. A question was asked if the same route as last year will be undertaken. This is unknown. A question was asked if the contractor will undertake a site examination prior to the program. The Manager of Infrastructure and Operations stated he was not aware if a site examination would be done, however would request this and report on that.

**Motion # 25/2023**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**BE IT resolved that the Council receive the report entitled 2023 Larvicide Application Program;**

**AND THAT Council directs staff to retain Pestalto Environmental Health Services Inc. immediately to begin North Middlesex’s larvicide program.**

**CARRIED**

**8.2 Report from Fire Chief - Department Policies**

**Motion # 26/2023**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT Council accept the five policies presented here to be implemented by the Fire Department.**

**CARRIED**

- 8.3 Report from Drainage Superintendent - Municipal Drain Abandonment Request Update - Dixon-Jacobi Drain

**Motion # 27/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT Council accepts the abandonment of part of the Dixon-Jacobi Drain which includes the pond, berm, and 12m x 600mm surface outlet pipe within the report dated December 30, 1988, under By-Law # 14 of 2023.**

**CARRIED**

- 8.4 Report from Public Works Manager - 2022 Capital Budget Reallocation for Agricultural Tractor

**Motion # 28/2023**

**Moved By:** S. Nirta

**Seconded By:** B. Irwin

**THAT the 2022 Capital Budget for a Single Axle Plow Truck be reallocated to purchase an agriculture tractor for snowplowing that is to be stationed in Parkhill.**

**CARRIED**

- 8.5 Report from Chief Building Official - Year End and Fourth Quarter 2022 Building Activity Summary

**Motion # 29/2023**

**Moved By:** J. Keogh  
**Seconded By:** C. Daigle

**THAT the Year End and Fourth Quarter 2022 Building Activity Summary be received for information.**

**CARRIED**

**8.6 Report from Manager of Infrastructure and Operations - Parkhill Sewage Lagoons - Potential Third Party Opportunities**

The following representatives of OCWA will be in attendance to provide additional information, if needed. Indra Maharjan, Aaron Law, Rod Dupuis and Susan Budden.

Following the presentation, a question and answer period followed with the Manager of Infrastructure and Operations and the representatives of OCWA who were in attendance.

**Motion # 30/2023**

**Moved By:** C. Daigle  
**Seconded By:** P. Hodgins

**THAT Council receive this report for information; and**

**THAT Council direct Staff to meet with the Ministry of Environment, Conservation and Parks (MECP) to review and discuss the feasibility of implementing a biosolids storage facility at the Parkhill lagoon site.**

**CARRIED**

**9. PASSING OF ACCOUNTS**

**9.1 Report from Treasurer - Accounts Payable**

The Interim CAO/Treasurer provided responses to questions that had been provided by prior contact.

**Motion # 31/2023**

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



**THAT Council receive and accept the following accounts payable report as information only.**

**CARRIED**

**10. COMMITTEE REPORTS**

**10.1 Lake Huron Primary Water Supply Joint Mgmt Board (Cr. Keogh)**

Cr. Keogh reported that virtual meeting had been held.

**10.2 ABCA (Cr. Cornelissen)**

Cr. Cornelissen reported that category three program costs will have an impact. He identified the need for ABCA to promote outreach to North Middlesex.

**10.3 BWRA (Cr. Keogh)**

Cr. Keogh reported that a virtual meeting had been held. A question was asked if there will be a future producer pay system in effect for Blue Water Recycling.

**10.4 EDAC (Cr. Nirta, Cr. Irwin, Deputy Mayor Hodgins)**

**10.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)**

**10.6 Recreation Committee (Cr. Daigle, Cr. Keogh, Cr. Nirta)**

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

**10.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)**

Approved Fire Committee minutes of August 9, 2022.

**10.9 Budget Committee (Mayor Ropp)**

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

**10.11 OCWA Client Advisory Board (CAO)**

**11. CORRESPONDENCE**

**11.1 Katherine Windsor - Plan 204 Lot 91 Ailsa Craig - Request for Entrance Permit**

(Receive and forward request to County of Middlesex)

Request to be forwarded to County of Middlesex.

- 11.2 Steve Clark - Minister of Municipal Affairs and Housing - Plan to build 1.5 million homes over next 10 years

(Receive and File)

Filed.

- 11.3 Municipal Property Assessment Corporation - Notice - Farm Forestry Exemption

(Receive and File)

Filed.

- 11.4 City of Kitchener - request to pause implementation of Bill 23

(Receive and File - now proclaimed into law)

Filed.

- 11.5 Township of Lanark Highlands - Resolution support Lanark County - Intimate Partner Violence and epidemic

(Receive and File - Filed at meeting of January 18, 2023)

Filed.

- 11.6 Municipal Property Assessment Corporation (MPAC) - Municipality of North Middlesex - Assessment Change Summary

(Receive and File)

Filed.

## **12. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

- 12.1 North Middlesex Surplus Properties

Review of North Middlesex Surplus Properties - deferred at November 17, 2021 meeting (follow up by CAO)

- 12.2 Administration and the Council and Committee's Vaccination Policy's

Administration and the Council and Committee's Vaccination Policy's review and discussion on status of policy's - CAO - deferred at April 22, 2022

12.3 Ailsa Craig Water Tower Lighting

Ailsa Craig Water Tower Lighting - Deferred at December 21, 2022 meeting (Follow up by Manager of Infrastructure and Operations)

**Motion # 32/2023**

**Moved By:** J. Keogh

**Seconded By:** B. Irwin

**THAT Council receive this report for information; and**

**THAT Council direct Staff to proceed with installing motion sensors to control lighting at the Ailsa Craig Water Tower.**

**CARRIED**

**13. COMMUNICATIONS (Including County Council Meeting Report)**

13.1 Middlesex London Health Unit - Board of Health Meeting Summary

**14. OTHER AND URGENT BUSINESS**

14.1 Vandalism at East Williams Optimist Park

It was reported that there is vandalism in the ladies washroom at East Williams Optimist Park. A request was made to have video monitoring, to be cost shared, installed at the location. A review of the East Williams Optimist agreement is to be undertaken.

14.2 Request to have municipal e-mails received on a personal phone

Members of Council requested that this ability be installed. The Interim CAO/Treasurer reported that a policy is forthcoming.

14.3 Request for Urban Design Guidelines

An update was requested on the Urban Design Guidelines that were asked for. The Interim CAO/Treasurer indicated that investigative work has begun on guidelines.

**15. READING OF THE BY-LAWS**

It was noted that Cr. Daigle declared a conflict on item 15.4

**Motion # 33/2023**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT By-laws 010 - 015 of 2023 be read a first and second time**

**Provision for questions**

**CARRIED**

**Motion # 34/2023**

**Moved By:** J. Keogh

**Seconded By:** B. Irwin

**THAT By-laws 010 - 011, 014 - 015 of 2023 be read a third and final time**

**CARRIED**

15.1 010 of 2023 Amend Schedule for Actual Cost - Henderson Drain

15.2 011 of 2023 Amend Schedule for Actual Cost - Vandaele-McEwen Drain

15.3 012 of 2023 Kellestine Drain

(First and Second Reading only)

15.4 013 of 2023 Cameron Drain Br. "E" and Br "A" - Maintenance update

(First and Second Reading only)

15.5 014 of 2023 Part of Dixon-Jacobi Drain Abandonment

15.6 015 of 2023 Council Proceedings

**16. RECESS FOR FIVE MINUTE BREAK**

**Motion # 35/2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Council recess for five minutes at 8:15 p.m.**

**CARRIED**

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

**Motion # 36/2023**

**Moved By:** C. Daigle  
**Seconded By:** B. Irwin

**That the Open Meeting adjourn to Closed Meeting at 8:31 p.m.  
To receive information under the following exception:**

**Approval of Past Minutes: January 18, 2023**

**Section 239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization. Proprietary information regarding potential Infrastructure proposal.**

**CARRIED**

**18. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING**

**Motion # 37/2023**

**Moved By:** J. Keogh  
**Seconded By:** C. Daigle

**That the Closed Meeting adjourn and return to Open Meeting at 9:06 p.m.  
without recommendations.**

**CARRIED**

**19. ADJOURNMENT**

**Motion # 38/2023**

**Moved By:** S. Nirta  
**Seconded By:** P. Hodgins

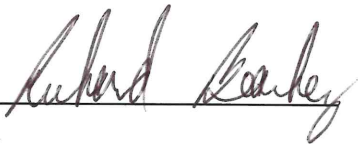
**That the Meeting adjourn at 9:07 p.m.**

**CARRIED**



  
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MAYOR

  
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CLERK

## **Declaration of Disclosure**

### **Municipal Conflict of Interest Act, Section 5.1**

Date: February 1, 2023

Subject Matter: Potential Conflict of Interest

I, Charles Daigle Councillor for Ward 3 McGillivray declare a potential direct pecuniary interest with respect to matters in items 6.2 and 15.4 on the Council agenda dated February 1<sup>st</sup>, 2023 for the following reasons:

My wife and I have a personal interest in the report discussed in item 6.2 and the by-law implementing that report in item 15.4. We are owners of W1/2 Lot 27, Concession 5 ECR of the McGillivray Ward as set out in the R. Dobbin Engineering Report Dated January 6, 2023 on the Cameron Drain Branch "E" Improvements and the Cameron Drain Branch "A" Maintenance Update.

A handwritten signature in black ink, appearing to read 'C. Daigle', with a stylized, cursive script.

Charles Daigle

Councillor Ward 3 McGillivray

Municipality of North Middlesex