



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**February 21, 2024, 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:** Chief Administrative Officer, Carolyn Tripp  
Treasurer Estelle Chayer  
Economic Development and Communications Coordinator  
Natalie Core  
Manager of Public Works Vance Czerwinski  
Recreation and Facilities Manager Brandon Drew  
Clerk Ashley Cook,

**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.

**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.

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

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**Recommended Motion:**

**That the attached minutes from the February 7th 2024 Regular Council Meeting be approved as presented.**

**CARRIED**

### **4. DELEGATIONS**

#### **4.1 YMCA Annual Delegation**

Ashleigh De Cruz, Rebecca Burlock to present.

Ashleigh De Cruz and Rebecca Burlock were present in person. They overviewed the work that was put into last year. They provided an overview of several KPIs outlining success. They spoke about a zero-dollar value that was projected to be 2024's contribution to the Municipality. A new relationship/agreement is being formed with consultation from the Manager of Recreation and Facilities.

Councillor Cornelissen asked for clarification on the accounting process and the drastic reduction in numbers. Ashleigh noted that there was a dramatic loss in membership and the afterschool program ending was a significant chunk of the loss in revenue.

The Councillor followed up by asking what the loss of membership was attributed to. The management fee was also discussed. They noted that there will be forecasting and this projection is an honest look into where they stand currently.

Councillor asked if there was any time in the history of operation that the organization was

Councillor Nirta asked if it was household or individual memberships that were being cancelled most.

The Councillor followed up by asking what specific changes were made and the delegates provided that programming changes and changes due to the afterschool program being cancelled were notably large changes.

The zero-dollar figure was alarming and council looked to the delegates to provide a plan to get that figure back to historic values.

Councillor Irwin asked if there were metrics that could be provided regarding where the memberships were coming from. The Councillor followed up by noting the Family Day event was a great success and he wondered if there was more interest in Parkhill vs. Ailsa Craig. The presenter noted that there is an effort to bind the communities and ensure value in membership to participate in both locations.

Councillor Cornelissen noted that due to the struggling financials, would there be a reduction in the management fee. The Presenter noted that this could be discussed in agreement negotiations.

Councillor Keogh asked if a future delegation could return regarding investment into equipment. The presenters noted that yes that could be a possibility.

Mayor Ropp asked about the assistance program, and how could this be made more visible to new and existing residents. He asked what the YMCA's strategy was to ensure awareness. They provided that it was on their promotional material and they had removed barriers like proof of income requirements.

Mayor Ropp noted there was a collaboration with the highschool and the Introduction to Trades event.

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

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**That the Open Meeting adjourn to Closed Meeting at 6:27 p.m.**

**To receive information under the following exception:**

**(e) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (Storm Cleanup)**

**(b) personal matters about an identifiable individual, including municipal or local board employees (Finance Staffing)**

**Approval of past meeting minutes.**

**CARRIED**

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

**Moved By:** S. Nirta

**Seconded By:** J. Keogh

**That the Closed Meeting adjourn and return to Open Meeting without recommendations**

**CARRIED**

**7. DEPARTMENTAL REPORTS**

**7.1 Report from Chief Administrative Officer - Police Services Board**

The Chief Administrative Officer presented her report. Councillor Cornelissen asked what the term of the position would be. The CAO noted it was proposed to be the same as Council and there was also upcoming required training. For this period it would be intended for the rest of the term of Council.

Treasurer to report back on budget implications.

**Moved By:** A. Cornelissen

**Seconded By:** B. Irwin

**THAT Council receive the report regarding the Middlesex County Police Services Board – Council Representative and Implementation Process;**

**AND THAT Deputy Mayor Paul Hodgins be appointed as the North Middlesex/Lucan Biddulph representative to the Middlesex County Police Services Board for the remainder of the Council Term;**

**AND FURTHER THAT staff be directed to report back on the implementation and appointment process of community members to the Middlesex County Police Services Board.**

**CARRIED**

**7.2 Report from Chief Administrative Officer - Organizational Review**

The Chief Administrative Officer presented her report. Councillor Daigle asked about discussions around a second operator. The proposal for a second operator will be proposed in the Draft Budget. The Councillor followed up asking about additional planning time, the CAO noted no additional cost. Councillor Daigle asked for clarification on the Building Budget - the CAO noted no additional costs associated with having building services.

Councillor Cornelissen noted his disagreement with the director title.

**Moved By:** B. Irwin

**Seconded By:** P. Hodgins

**THAT Council accept the report from Carolyn Tripp, Chief Administrative Officer and that organizational review recommendations of ML Consulting and municipal staff be approved and incorporated in the 2024 draft budget.**

**CARRIED**

### 7.3 Report from Clerk - 2024 Community Development Fund

The Clerk provided her report. Councillor Irwin thanked the volunteers and recognized the work they do in the community.

Councillor Irwin asked how the decision letters were formatted. The Clerk noted that this year, groups would be notified according to policy, of the outcome of their application and a specified lump sum of funding received.

Councillor Irwin followed up by asking specifically about a request for funding made by the Ailsa Craig Village Association. The Clerk clarified the reasoning provided by the Committee.

Councillor Irwin posed a motion to alter the funding allocation to include the complete request for the Ailsa Craig Village Association. The Councillor Daigle seconded the motion it was put to the floor and failed.

The below motion was passed. Councillor Irwin recorded as abstaining and Councillor Daigle opposed.

**Moved By:** A. Cornelissen

**Seconded By:** S. Nirta

**THAT Council accept the report entitled, "2024 Community Development Fund Program Report";**

**AND THAT Council direct staff to notify all applicants on the status of their application which includes approvals and/or denials as recommended by the Committee along with a reason for the decision.**

**AND THAT the approved allocations be processed accordingly.**

**CARRIED**

**7.4 Report from Manager of Public Works - Gravel Road Maintenance Program 2024**

The Manager of Public Works presented his report. Councillor Cornelissen asked if the quality of gravel would be checked and compared to the quality in previous contracts. The Manager noted that the gravel that the Municipality is receiving is consistent and as desirable as past applications of gravel. He noted that he planned to change the spec and create a Gravel Roads and Maintenance Plan to be documented. He spoke to an increased frequency for determining the quality throughout the contract.

Councillor Cornelissen asked about the grading process addressing the removal of the potholes and the deepness of the blade. The Manager noted that the roads are still frozen and the blade is not as deep as the municipality would like it to be. He noted that they are experiencing challenging conditions and they are looking at alternatives for filling in the potholes.

Councillor Irwin asked why these conversations were considered pre-budget. The Manager noted that the recommendation is to reflect that there is a desire to maintain tonnages that were previously applied and to sustain the calcium program. The Mayor noted that earlier decisions on gravel were beneficial to the tendering process.

Deputy Mayor Hodgins asked about changes to the spec of gravel - the Manager of Public Works noted that he had spoken to neighbours and the proposed change in the spec seemed to be beneficial.

OPSS Specifications definitions mean requirements specific to unpaved roads, and unpaved shoulders. This is more applicable to the needs of the municipality than the traditional granular A.

The Manager spoke to making every effort to ensure there is not just one bid, by contacting past bidders and making sure there is visibility to the tender.



**Moved By:** C. Daigle

**Seconded By:** A. Cornelissen

**THAT Council receive the Gravel Road Maintenance Program report for information.**

**AND THAT Council budget \$700,000 for the Gravel Road Maintenance Program and \$350,000 for the liquid calcium dust suppression program.**

**CARRIED**

**7.5 Report from Manager of Recreation and Facilities - NNMSA Agreement**

The Manager of Recreation and Facilities provided his report. Councillor Daigle asked if there were any additional costs. The Manager noted no additional costs to what was done in the past.

**Moved By:** A. Cornelissen

**Seconded By:** J. Keogh

**THAT Council proceed with executing the attached agreement with the North Middlesex Minor Soccer Association.**

**CARRIED**

**7.6 Report from Manager of Recreation and Facilities - Arena Live Stream - North Middlesex Stars Agreement**

The Manager of Recreation and Facilities presented his report. Councillor Daigle asked about risk in use for others using the facility. The Manager noted that this system would be its own breaker and not authorized during other periods. MORE to add.

**Moved By:** P. Hodgins

**Seconded By:** S. Nirta

**THAT Council approve the installation of Pixellot TV at the North Middlesex Arena & Fitness Centre by the North Middlesex Junior C Hockey Club; AND**

**THAT Council execute the attached license agreement for the live stream camera.**

**CARRIED**

**7.7 Report from Manager of Recreation and Facilities - TVDSB Agreement**

The Manager of Recreation and Facilities presented his report. Councillor Daigle asked about the separate school board. The Manager noted that it is currently in the separate school board's hands. Councillor Cornelissen asked for clarity about how municipal staff would access these facilities.

Councillor Irwin asked if three had been consulted with the school groups. The councillor asked if the report could be referred to the LSAC committee to be evaluated.

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT Council defer this report to the Local School Advisory Committee for their review, to be brought back to Council for consideration.**

**CARRIED**

**7.8 Report from Manager of Recreation and Facilities - Ontario Trillium Grant Application**

The Manager of Recreation and Facilities presented his report. Councillor Cornelissen asked about the kitchen in this facility needing to be updated for accessibility. The Manager cited that the Province has yet to allude to what is considered accessible. The upgrades to the washroom would be fully accessible.

**Moved By:** A. Cornelissen

**Seconded By:** S. Nirta

**THAT Council direct staff to proceed in applying for an Ontario Trillium Grant to replace the West Williams roof and upgrade the washrooms in the facility.**

**CARRIED**

**8. PASSING OF ACCOUNTS**

**8.1 Report from Treasurer - Accounts Payable**



The Treasurer presented her report. Councillor Keogh asked for clarification on mileage. The Treasurer noted that the Fire Chief's vehicle is technically a first response vehicle so it does not get used for conference use.

What we do pay for medical - the Treasurer noted that this could be evaluated and brought back for Council consideration.

SCADA Upgrades request for information to the Manager of Infrastructure to be provided to Council.

Councillor Irwin asked for a final cost on the Fire Hall, Water Tower, and other outstanding projects. The Treasurer noted that a financial report can be brought back for the state of total costs including possible hold backs to the engineers overseeing the project.

The Manager of Recreation and Facilities noted that his plan was to bring a report back for the Fire Hall to show total costs to consultants and construction.. Councillor Irwin asked that the report include budgeted costs and costs overrun.

**Moved By:** S. Nirta

**Seconded By:** P. Hodgins

**That council receive and accept the following accounts payable report as information only.**

**CARRIED**

#### **9. DRAFT 2024 BUDGET PRESENTATION**

The Treasurer presented her Draft Budget presentation. She noted that deliberations would take place on March 11, 12, 13. Questions from Council were encouraged to possibly speed up the deliberation process.

**Moved By:** J. Keogh

**Seconded By:** S. Nirta

**THAT Council receive the DRAFT 2024 Budget for Information.**

**CARRIED**

#### **10. COMMITTEE REPORTS**

10.1 Lake Huron Primary Water Supply Joint Mgmt Board

10.2 ABCA

Provided updates to Board Membership.

**10.2.1 February 15, 2024 - Board Meeting Agenda**

**10.2.2 December 14 2023 - Draft Meeting Minutes**

10.3 BWRA

10.4 EDAC

**10.4.1 Upcoming Innovation in Agriculture Event**

The Economic Development Communications coordinator spoke about an upcoming event attached.

She spoke about the importance of the agriculture sector and noted that it was a strategic priority to support this sector. She continued to say that this event has a dual purpose supporting ag industry providing resources, and collecting information from them to create an upcoming study.

In attendance will be:

Hagerty Ag Robotics

Grace Russell Greyhearth Farms

Member of Student Executive from the AG Guelph University

Lakeside Grain and Feed

Parkhill Meats

and more!

Councillor Cornelissen asked how much public feedback this event has received. She noted that the event has not had much feedback yet, but there is a visibility strategy upcoming.

10.5 LSAC

Councillor Irwin spoke about an upcoming opportunity on April 9th for Municipalities to discuss future growth and future school needs. The Committee will be providing a presentation to provide an accurate depiction of North Middlesex's Plan and growth in the community.

Council to receive the presentation ahead of the meeting to provide feedback.

**10.5.1 LSAC Committee Minutes - September 14, 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT the minutes from the LSAC Committee meeting be received by Council.**

**CARRIED**

10.6 Recreation Committee

10.7 Policies Review Committee

10.8 Fire Committee

10.9 Budget Committee

10.10 Community Development Fund Committee

10.11 OCWA Client Advisory Board

CAO noted the first meeting back since COVID. Planning in-person meeting for May in the Toronto area.

**11. CORRESPONDENCE**

11.1 Western Ontario Wardens Caucus - Social and Economic Prosperity Review

(Receive and File)

Filed.

11.2 Middlesex London Board of Health Update - January 18 2024

(Receive and File)

Filed.

11.3 Municipality of Wawa - Fire Apparatus Regulation

(Receive and Consider Support)

**Moved By:** C. Daigle

**Seconded By:** A. Cornelissen

**THAT the Council of the Municipality of North Middlesex supports the attached correspondence.**

**CARRIED**

- 11.4 Town of Petrolia - ROMA / OGRA Return to Combined Conference  
(Receive and Consider Support)

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**THAT the Council of the Municipality of North Middlesex supports the attached correspondence.**

**CARRIED**

- 11.5 City of Brantford - Reliable and Accessible Public Rail Transit  
(Receive and Consider Support)  
Filed.

## **12. OTHER AND URGENT BUSINESS**

- 12.1 Conference Encouragement  
12.2 Community Development Fund

Councillor Irwin asked to consider a revamp of this policy, noting that this would be done through the Policy Committee and brought back for Council consideration in advance to the next application cycle. Councillors Cornelissen and Keogh recorded as opposed.

Council inquired about the length of time left on the Hospital's annual contribution. Staff noted that they would report back.

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT Council direct staff to undertake a review of the Community Development Fund Policy.**

**CARRIED**

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

13.1 Environment Committee

Councillor Irwin spoke about his progress in researching and creating this committee.

Expecting an update in April on how to proceed.

**13.1.1 Deferred April 5, 2023 - Councillor Irwin to follow up.**

13.2 Surplus Farm Dwelling Severance Education Session

Deferred December 6, 2023

Planning to follow up on March 6, 2024

13.3 Parkhill Main St. Cost Increase

Deferred on February 7, 2024

Manager of Infrastructure and Operations to follow up.

13.4 Parkhill Lagoon Dredging Project Creation of Capacity Update

Deferred on February 7, 2024

Manager of Infrastructure and Operations to follow up.

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

14.1 County Council Meeting Highlights - February 13 2024

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

**Moved By:** S. Nirta

**Seconded By:** C. Daigle

**That By-laws 011 - 015 of 2024 be read a first and second time**

**Provision for questions**

**CARRIED**

**Moved By:** P. Hodgins

**Seconded By:** B. Irwin

**That By-laws 011 - 015 of 2024 be read a third and final time**

**CARRIED**

15.1 011 of 2024 - NNMSA Agreement

15.2 012 of 2024 - NM Stars Agreement (Live Stream Camera)

15.3 013 of 2024 - Development Charges By-Law

15.4 014 of 2024 - TVDSB Agreement

15.5 015 of 2024 - Confirming

**16. ADJOURNMENT**


**Moved By: S. Nirta**

**Seconded By: J. Keogh**

**That the Meeting adjourn.**

**CARRIED**

  
MAYOR

  
CLERK