



**MUNICIPALITY OF NORTH MIDDLESEX**  
**REGULAR MEETING MINUTES**

**January 17, 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

Manager of Infrastructure and Operations Jaden Hodgins  
Clerk Ashley Cook,  
Fire Chief Greg Vandenheuvel

**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 in person.

**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.

None.

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

#### **Motion # 001 of 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

#### **Recommended Motion:**

**THAT the attached minutes be approved as presented.**

**CARRIED**

#### **Motion # 002 of 2024**

**THAT Regular Meeting adjourn to proceed to Public Meeting including Committee of Adjustment as listed on the agenda.**

### **4. PUBLIC MEETING INCLUDING COMMITTEE OF ADJUSTMENT**

4.1 6:00 p.m. Notice of Public Meeting to consider Application ZBA-1-2024 located at 34264 Brinsley Rd.

#### **4.1.1 Planners Evaluation Report**

The Planner presented her report.

#### **4.1.2 Provision for Applicant Remarks**

The agent Dan Smith joined virtually. He noted agreeance with the Planner's Evaluation report.

#### **4.1.3 Provision for Written Submissions**

No written submissions received.

#### **4.1.4 Provision for Public Comments**

No comments.

#### **4.1.5 Provision for Committee Questions**

Councillor Cornelissen asked for clarification on the portion of the land that is to be rezoned. The Planner confirmed the boundaries.

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

**Motion # 003 of 2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Application for Zoning By-law Amendment No. ZBA-1-2024 which proposes to**

**rezone a portion of the severed and retained lands of Consent B15-2023 from the 'General Agricultural (A1) Zone' to the 'Extractive Industrial (M4) Zone' in order to be consistent with the underlying 'Resource Extraction Area' land use designation be APPROVED**

**Full listing of conditions and reasons within the Planner Evaluation Report.**

**CARRIED**

- 4.2 6:05 p.m. Notice of Public Meeting - Request to Amend Condition - B2-2022 153 Ann St.

#### **4.2.1 Planner's Evaluation Report**

The Planner presented her report.

#### **4.2.2 Provision for Applicant Remarks**

Richard Zelinka attended virtually. He noted agreeance to the Planner's Evaluation Report. He went on to elaborate on the history of the planning application and the historical context.

#### **4.2.3 Provision for Written Submission**

No written submissions received.

#### **4.2.4 Provision for Public Comments**

No public comments.

#### **4.2.5 Provision for Committee Questions**

No questions.

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

**Motion # 004 of 2024**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT request to remove Condition #8 from Consent Application B2-2022, be GRANTED as the request: is consistent with the Provincial Policy Statement; and conforms to the North Middlesex Official Plan.**

**CARRIED**

**4.3 Adjournment of Meeting**

**Motion # 005 of 2024**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**THAT Public Meeting including Committee of Adjustment adjourn and proceed to Regular Meeting as listed on the agenda.**

**CARRIED**

**5. DELEGATIONS**

**5.1 Gravel Road Conditions**

Mike Conlin and Donna Dixon to speak.

Mike Conlin and Donna Dixon-Bressette were present in person to provide a delegation on the quality of the gravel road in the Municipality.

He spoke about dust control, gravel maintenance, and lack of staff guidance. He noted speaking to the Premier regarding his concerns.

Public Works Manager broke the conversation down by questions provided by the delegation participants.

Mike noted the community's desire to have a road study done to think long-term. The Manager noted that in 2024 there is a proposed road needs study based on the condition of all the roads.

Donna spoke about the condition of the roads and noted her list of questions.

Gerald VanOsch was also present in person and spoke about his experience on Creamery Rd. asked about the potential for pavement.

Councillor Daigle thanked the gallery for their concerns - he asked that emails be forwarded to the Works Department. He noted the seriousness of the problem and wanted to ensure that it would be addressed.

Councillor Keogh thanked the gallery and noted the increased volume of traffic contributing to the deterioration of the road. He agreed we need to increase the maintenance to remedy this.

Councillor Nirta asked the Manager of Public Works what the maintenance schedule is. The Manager noted that graders are working every week and in some cases, things can be reactive or proactive. His goal would be to increase the proactive element. She followed up by asking how many graders and how many operators. Three graders and four operators.

Deputy Mayor Hodgins thanked the participants and noted that he does receive concerns regarding the roads. He asked for a public report back,

Councillor Cornelissen inquired about enhancing the training opportunities of staff.

Councillor Irwin thanked everyone who presented tonight and tied the conversation into the Economic Development Committee as a priority.

Councillor Daigle had a follow-up asking for a social media presence to provide updates to the public.

The Mayor thanked the presenters and asked that questions from Donna be forwarded to the Clerk.

## 5.2 Parkhill Skating Club

Jason Dykstra to present.

Jason Dykstra and Jen McNeil were present in person. They spoke about their community involvement for over 40 years.

Councillor Irwin thanked them for the presentation. He asked about the participant numbers and where they come from. He noted around 75% were from North Middlesex and the rest were from surrounding areas. Councillor Irwin followed up with the costs per child. 200-375 per year, and there was no subsidy available at the current time.

Councillor Nirta asked about the organization and how long has it been in existence - 1976 was the originating year.

Deputy Mayor noted the importance of these programs as most children start in these Canskate programs.

## **6. DEPARTMENTAL REPORTS**

### **6.1 Report from Drainage Superintendent - Petition for Municipal Drain Received and Appoint Engineer**

The Manager of Infrastructure presented the report on behalf of the Drainage Superintendent.

#### **Motion # 006 of 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT Council receive the Petition for Drainage Works by Road Authority under section 4(1) of the *Drainage Act R.S.O. 1990*.**

**THAT Council appoints R. Dobbin Engineering Inc. as Engineer to the Municipal drain project.**

**CARRIED**

### **6.2 Report from Drainage Superintendent - Request for Improvement on Spruyette-Cunningham Drain**

The Manager of Infrastructure presented the report on behalf of the Drainage Superintendent.

Councillor Irwin asked about ABCA involvement. The Manager noted that they would be involved as it does have works in a regulated area

#### **Motion # 007 of 2024**

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

**THAT Council receive the Notice of Request for Drain Major Improvement on the Spruytte-Cunningham Drain according to section 78 (1.1) of the Drainage Act; and  
THAT Council appoints R. Dobbin Engineering Inc. as engineer to the project.**

**CARRIED**

**6.3 Report from Chief Administrative Officer - EV ChargeON Program**

The Chief Administrative Officer presented her report. Councillor Nirta asked for clarification on the grant total to the Municipality. The CAO confirmed that the Municipal portion would be \$40,000.00. Councillor followed up asking about the pay-per-use option. The CAO noted that there are various options to be considered at this time the report was seeking approval for applying to the grant.

The CAO spoke to the increase of instances of use and the intent was to get rural Ontario serviced by these chargers.

Councillor Daigle asked for clarification on our charges per use. It was noted there were no charges currently.

The Deputy Mayor asked about the areas where the highest visibility would be located in terms of applying these chargers.

Councillor Irwin asked about the time it takes to charge - the Treasurer noted that a full charge on our charger would be four hours.

Councillor Cornelissen asked about the installation and the unit itself and the costs associated with it. The CAO noted that the upgrades may not be included in the grant funding. She noted that she did not believe that there would be significant changes needed to the infrastructure.

Councillor Cornelissen asked if the Municipality was tied to the funding if it was granted. It was noted that we could deny but it would not be advised.

**Motion # 008 of 2024**

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

**THAT Council accepts this report and directs staff to proceed with an application to the Electric Vehicle (EV) ChargeON Program.**

**CARRIED**

## **7. PASSING OF ACCOUNTS**

### **7.1 Report from Treasurer - Accounts Payable**

The Treasurer presented her report.

Councillor Keogh asked for clarification on the G Douglas Valley payment. She noted that she was not certain on the status, follow up would be provided.

Councillor Irwin asked for clarification on the firehall payment, follow up would be provided. The Councillor followed up asking for clarification on the ABCA costs. She responded noting it was the budgeted amount for maintenance on the Parkhill Dam.

Councillor Nirta asked about the payment for OCWA, November was already addressed.

Councillor Cornelissen asked about the snow removal costs from All Seasons, follow-up would be provided. December 1 plowing was done locally in parkhill. November 27-28 salting services provided.

### **Motion # 009 of 2024**

**Moved By:** P. Hodgins

**Seconded By:** J. Keogh

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

**CARRIED**

## **8. COMMITTEE REPORTS**

### **8.1 Lake Huron Primary Water Supply**

### **8.2 ABCA**

#### **8.2.1 ABCA 2023 PGMN Reports**



8.3 BWRA

8.4 EDAC

**8.4.1 Approved EDAC Minutes December 19, 2023**

8.5 LSAC (Cr. Nichol)

8.6 Recreation Committee

**8.6.1 Approved Recreation Committee Minutes - August 15, 2023**

8.7 Policies Review Committee

**8.7.1 Approved Policy Committee Minutes - October 18, 2023**

**8.7.2 Policy Committee Recommendations**

**8.7.2.1 North Middlesex ITS Policies**

DRAFT AD-01-2024 – Information Technology –  
Password Protection

DRAFT AD-02-2024 - Information Technology –  
Acceptable Use of Technology

DRAFT AD-03-2024 - Information Technology – IT  
Asset Management Policy

**Motion # 010 of 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT Council receive and adopts the proposed ITS Policies downloaded to North Middlesex as part of policy modernization initiative with Middlesex County ITS.**

**DRAFT AD-01-2024 – Information Technology –  
Password Protection**

**DRAFT AD-02-2024 - Information Technology –  
Acceptable Use of Technology**

**DRAFT AD-03-2024 - Information Technology – IT  
Asset Management Policy**

**AND THAT these policies come into effect upon the approval date and supersede any other policy that may be in place referencing the exact content.**

**CARRIED**

**8.7.2.2 Stop Sign Installation Policy**

Councillor Irwin spoke to the need for flexibility within the policy.

He spoke to amend procedure point number 5, and add an appeal process for requests that have been denied.

The consensus was that Council would like to see an appeal process added to the policy. The Manager of Infrastructure and Operations noted that this would be added to the policy.

The following motion was made and carried.

**Motion # 011 of 2024**

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT Council receive and adopt the draft Stop Sign Policy with an amendment of procedure clause 5, to include the addition of an appeal process.**

**CARRIED**

**8.7.2.3 Ice Allocation Policy**

**Motion # 012 of 2024**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT Council receive and adopt the Ice Allocation Policy as presented.**

**CARRIED**

**8.7.2.4      Arena Banner Policy**

Councillor Irwin asked if this was transient across facilities. The Mayor noted it was specific to the arena at this time.

**Motion # 013 of 2024**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**THAT Council receive and adopt the Arena Banner Policy as presented.**

**CARRIED**

**8.7.2.5      Sick Leave Policy**

The Chair presented the policy, the Chief Administrative Officer clarified what change this would make to the current operations and how staff currently utilize sick vs. personal time.

A. Cornelissen recorded as opposed.

**Motion # 014 of 2024**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT Council receive and adopt the Sick Leave Policy with the proposed changes.**

**CARRIED**

**8.7.2.6      Procurement Policy**

The Chair presented the policy. Council requested that the additional language be determined before the policy be approved.

The policy was deferred based on the request for a legal opinion.

**Motion # 015 of 2024**

**Moved By:** B. Irwin

**Seconded By:** A. Cornelissen

**THAT Council receive the draft policy,**

**AND THAT Council direct staff to obtain a legal opinion on the proposed additional language to maximize compliance and effectiveness**

**FOLLOWING the draft policy shall return for Council consideration.**

**CARRIED**

**8.8 Fire Committee**

**8.8.1 Approved Fire Committee Minutes - September 14, 2023**

**8.8.2 Approved Fire Committee Minutes - November 9 2023**

**8.8.2.1 Fire Committee Recommendation**

**Motion # 016 of 2024**

**Moved By:** A. Cornelissen

**Seconded By:** J. Keogh

**THAT Council direct the CAO of the Municipality of North Middlesex meet with the CAO of Lucan-Biddulph to negotiate the terms of the new Fire Protection Agreement between the Lucan Biddulph and North Middlesex**

**CARRIED**

**8.9 Budget Committee**

**8.10 Community Development Fund Committee**

Upcoming meeting on February 1 2024.

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

**9. CORRESPONDENCE**

**9.1 Thank you from McGillivray Home and School**

- 9.2 Middlesex-London Board of Health Meeting Summary - December 14, 2023

## **10. OTHER AND URGENT BUSINESS**

- 10.1 Memo from Manager of Infrastructure and Operations - Nairn Bridge Closure

Comments were made by several members of Council requesting adequate signage and a discussion on enforcement vs. education took place.

- 10.2 Road Conditions

Councillor Keogh noted that the circulation has been completed for the correspondence received.

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

- 11.1 Environment Committee

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

- 11.2 AMO-LAS Water and Sewer Warranty Program

Deferred April 19, 2023 - Manager of Infrastructure and Operations to follow up.

Councillor Daigle asked for an update and the intent of this item. The Manager of Infrastructure and Operations provided the proposed marketing agreement to County Legal for review and is awaiting comments.

The following motion was made and Council decided that North Middlesex would not be going ahead with the proposed project and directed staff to remove the item from the Deferred Items list.

### **Motion # 017 of 2024**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Council direct staff to remove the item from the deferred items list based on the decision to not proceed with the program.**

**CARRIED**

- 11.3 Ailsa Craig Water Tower Update

Deferred December 6, 2023 - Manager of Infrastructure and Operations to follow up.

Councillor Daigle asked for an update. The Manager of Infrastructure and Operations provided a brief verbal and noted the report would be forthcoming.

11.4 Surplus Farm Severance Education Session

Deferred December 6, 2023

Planning to follow up.

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

Mayor Ropp noted about a Middlesex County Policing Board delegation and he requested the report be distributed to the lower tiers for consideration.

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

**Motion # 018 of 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**That By-laws 001-005 of 2024 be read a first and second time**

**Provision for questions**

**That By-laws 001- 005 of 2024 be read a third and final time**

**CARRIED**

**Motion # 019 of 2024**

**Moved By:** P. Hodgins

**Seconded By:** A. Cornelissen

**THAT By-Laws 001-005 of 2024 be read a third and final time.**

**CARRIED**

13.1 001 OF 2024 - Interim Tax By-Law

13.2 002 of 2024 - User Fees and Charges

13.3 003 of 2024 - Authorize Agreement Ailsa Craig Playschool

13.4 004 of 2024 - ZBA-1-2024 34624 Brinsley Rd.

13.5 005 of 2024 - Confirming

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

**Motion # 020 of 2024**

**Moved By:** S. Nirta

**Seconded By:** B. Irwin

**That the Open Meeting adjourn to Closed Meeting at 8:11 p.m.**

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

**(b) personal matters about an identifiable individual, including municipal or local board employees; Organizational Review, HR Matters**

**Approval of past minutes.**

**CARRIED**

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

**Motion # 021 of 2024**

**Moved By:** S. Nirta

**Seconded By:** J. Keogh

**THAT the Closed Meeting adjourn and returns to Open Meeting at with the following recommendation:**

**THAT Council receives the Organization Chart and directs staff to make modifications for future Council consideration.**

**CARRIED**

**16. ADJOURNMENT**

**Motion # 022 of 2024**

**Moved By:** J. Keogh

**Seconded By:** S. Nirta

**That the Meeting adjourn.**

**CARRIED**

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MAYOR

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CLERK