



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES**

July 19, 2023, 4:00 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
Manager of Infrastructure and Operations Jaden Hodgins
Clerk Ashley Kwarciak,
Drainage Superintendent Joanne Sadler
Executive Assistant/HR Coordinator Donna Vanhooydonk

Staff Absent: Deputy Clerk Richard Beachey
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.

1. CALL TO ORDER

Mayor Ropp called the meeting to order at 4:07 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.

None.

3. REVIEW OF DRAFT RECREATION MASTER PLAN

The Manager of Recreation and Facilities facilitated a discussion breaking down the Draft Recreation Master Plan into several sections. Council as a whole had the opportunity to discuss each recommendation, where feedback provided would be sent to the consultants for review prior to the final.

A detailed breakdown of recommendation by recommendation can be accessed through the Clerk's Office.

The main tenets of the discussion included: the desire to preserve cultural amenities, clarification on proper demographics, what recreation was defined as and how North Middlesex can improve recreation for residents.

Motion # 195/2023

Moved By: C. Daigle

Seconded By: S. Nirta

THAT Regular Meeting adjourns at 5:30 p.m.

CARRIED

4. CALL TO ORDER

Following a break Mayor Ropp called the meeting back to order at 6:00 p.m. with a quorum present.

5. COMMITTEE OF ADJUSTMENT

5.1 Notice of Public Meeting to consider Application B-11-2023 located at 35290 Creamery Rd.

5.1.1 Planners Evaluation Report

The Planner presented her report.

5.1.2 Provision for Applicant Remarks

None.

5.1.3 Provision for Written Submissions

None.

5.1.4 Provision for Public Comments

None.

5.1.5 Provision for Committee Questions

Councillor Daigle wanted to confirm if it was possible to declare a land agricultural on title and so through ownership that designation would remain in order to prevent individuals from claiming they did not have knowledge about the type of land. The Planner noted the proposed condition number five would require a severance agreement which would require the normal farm practices be outlined within. The severance agreement could be registered on the title of the property.

Councillor Irwin requested a copy of a Severance Agreement.

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

Motion # 196/2023

Moved By: S. Nirta

Seconded By: J. Keogh

THAT Application for Consent B11-2023, submitted under Section 53 of the Planning Act be GRANTED subject to the conditions listed on the Planner's Evaluation Report.

CARRIED

- 5.2 Notice of Public Meeting to consider Application B-12-2023 located at 178 Catherine St.

5.2.1 Planners Evaluation Report

The Planner presented her report.

5.2.2 Provision for Applicants Remarks

None.

5.2.3 Provision for Written Submissions

None.

5.2.4 Provision for Public Comments

None.

5.2.5 Provision for Council Questions

Councillor Cornelissen asked for clarification on condition 10. He asked for where the responsibility lies regarding completing the lot servicing. The Planner noted that as part of the development agreement it would be required. Who ever is installing services would be responsible for adhering to the development agreement.

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

Motion # 197/2023

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT Application for Consent B12-2023, submitted under Section 53 of the Planning Act be GRANTED 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; conforms with the requirements of the North Middlesex Zoning By-law; and, represents sound land use planning.

FURTHER THAT Application for Consent B12-2023 be subject to the conditions listed on the Planner's Evaluation Report.

CARRIED

5.3 ADJOURNMENT

Motion # 198/2023

Moved By: C. Daigle

Seconded By: B. Irwin

THAT Public Meeting including Committee of Adjustments adjourns to proceed to Regular Meeting.

CARRIED

6. MINUTES OF PREVIOUS MEETINGS

Motion # 199/2023

Moved By: B. Irwin

Seconded By: S. Nirta

Recommended Motion:

That the attached minutes from June 21st 2023 Regular Council be approved as presented.

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

CARRIED

7. DELEGATIONS

7.1 Mud Creek Bluegrass Festival

To be presented by Gary Walker, and Steve Greer

Gary Walker attended the meeting in person and gave an overview of the proposed music festival. Council sought clarification for what the "ask" was and out of that discussion the following motion was passed.

Motion # 200/2023

Moved By: C. Daigle

Seconded By: B. Irwin

THAT Council supports the event, and directs staff to block off the Ken Vernon Park for the dates of July 11-14th 2024.

AND THAT Council directs staff to aid the Mud Creek Blue Grass Festival Board

CARRIED

7.2 OPP Annual Report - North Middlesex

Inspector Ross Stuart of the Middlesex OPP Detachment to attend in person.

Inspector Ross Stuart introduced himself and his background in policing. He described his priorities as the new Commander - noting mental health was number one. Inspector Stuart stated a commitment to practice high visibility, traffic enforcement, and education in North Middlesex. His report was given noting higher call volumes in North Middlesex than in past years. Questions from Council were general in nature but surrounded overall trend stand points in re-occurring crime / offenders.

Councillor Irwin made mention of a social media post regarding speeding in the Ailsa Craig downtown core. He wanted to pass this information to note the amount of concern for safety in this area.

Deputy Mayor Hodgins asked if there were any programs available through the OPP that provided services to vulnerable individuals including the elderly who are susceptible to scams / fraud. Inspector Stuart noted that the program is available through the Community Services Officer to provide education and awareness in the community.

8. DEPARTMENTAL REPORTS

8.1 Report from Planner - Plan of Subdivision Westwood Meadows 39TNM2201 & ZBA-1-2023

The Planner presented her report.

Councillor Daigle asked about the sound mitigation tests and if the result was fencing - who's expense would that become. The Planner noted that the expense would be that of the developer's.

Councillor Cornelissen wanted confirmation on fence lines and the impact of fencing requirements on the size of the backyards. The Planner noted that fence lines do not dictate property size.

Motion # 201/2023

Moved By: A. Cornelissen

Seconded By: P. Hodgins

THAT Plan of Subdivision Application 39T-NM-2201 and draft plan conditions be

ENDORSED and forwarded to the County of Middlesex for consideration and approval;

AND THAT Zoning By-law Amendment Application ZBA 1-2023 be GRANTED.

CARRIED

8.2 Report from Executive Assistant / Human Resources Coordinator - Council Benefit and Insurance

The Executive Assistant / HR Coordinator presented her report. The Treasurer clarified the mandatory components in the program.

Council discussed the benefits for future Councils as well as the impact that this Council would find.

Councillor Cornelissen abstained from the vote.

Motion # 202/2023

Moved By: B. Irwin

Seconded By: S. Nirta

THAT Council directs staff to proceed with the purchase of the recommended Drug, Dental, and Extended Health Benefits program for members of Council through the company benefit plan.

CARRIED

Motion # 202/2023

Moved By: B. Irwin

Seconded By: S. Nirta

THAT Council directs staff to proceed with the purchase of the recommended 24-Hour Accident Insurance Coverage through the Municipal Insurance Carrier.

CARRIED

8.3 Report from Drainage Superintendent - Review of Jennison Drain Branch A and B , and Stebbins Drain Branch C and Pascoe Branch Tenders

The Drainage Superintendent presented her report. No discussion was had.

Motion # 203/2023

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

THAT Council receives this report and directs staff to award the construction of the Jennison Drain Branch "A" and "B" Tender to JLH Excavating Inc., in the amount of \$32,678.00 (excluding HST); and

THAT Council receives this report and directs staff to award the construction of the Stebbins Drain Branch "C" and Pascoe Branch Tender to VanBree Drainage & Bulldozing, in the amount of \$267,610.20 (excluding HST).

CARRIED

8.4 Report from Drainage Superintendent - Request for Maintenance Prance Drain

The Drainage Superintendent presented her report. No discussion was had.

Motion # 204/2023

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

THAT Council receive the Request for Municipal Drain Maintenance under section 74 of the Drainage Act; and

THAT Council appoints R. Dobbin Engineering Inc., as engineer to the Prance Drain project, under section 76(1) of the *Drainage Act*.

CARRIED

8.5 Report from Drainage Superintendent - Request for improvement - VanMassenhoven Drain Branch G

The Drainage Superintendent presented her report. No discussion was had.

Motion # 205/2023

Moved By: J. Keogh
Seconded By: P. Hodgins

THAT Council receive the “Notice of Request for Drain Improvement” for the VanMassenhoven Drain Branch “G” under section 78 of the Drainage Act; and

THAT Council appoints R. Dobbin Engineering Inc. as engineer to the VanMassenhoven Drain Branch “G” project.

CARRIED

- 8.6 Report from Drainage Superintendent - Review of Proposal for Municipal Drain Maintenance

The Drainage Superintendent presented her report. No discussion was had.

Motion # 207/2023

Moved By: C. Daigle

Seconded By: J. Keogh

THAT Council receives this report and directs staff to award contract MD#04 of 2023 for maintenance of the Hutchinson Drain Extension and Bullock Drain to C. Robert Robinson Contracting Ltd., in the amount of \$40,346.00 (excluding HST) and the spot clean out in the amount of \$5.00 per meter (excluding HST).

CARRIED

- 8.7 Report from Drainage Superintendent - Drainage Works Not Required Dewar Thompson and 16th Concession Drains

The Drainage Superintendent presented her report. No discussion was had.

Motion # 208/2023

Moved By: A. Cornelissen

Seconded By: P. Hodgins

THAT Council receives this report and directs staff to not proceed further with the drainage works on the Dewar-Thompson and 16th Concession Drains as per *Section 40 of the Drainage Act*; and

THAT the engineering fees of \$280 plus HST (\$316.40) be assessed to the landowner that made the original request (Roll # 39-54-049-030-09900).

CARRIED

8.8 Report from the Manager of Public Works - Bridge 34 Repair Quotation

The Manager of Public Works presented his report.

Councillor Cornelissen asked about the increase in life span that this repair would afford the Municipality. The Manager, noted that it was the recommendation of the Engineer to repair and not replace at this time. There was not an exact figure given on additional years of use.

A follow up question was asked by the Councillor regarding any concerns from residents about the bridge closure and how it has affected travel. The Manager noted that through discussions with other front facing staff, there would be great concern if the bridge was to not reopen - especially impactful for farmers in the area.

Councillor Keogh asked about the prior discussion had about lowering the weight limit of the bridge. The Manager replied noting that he would recommend acting in the manner that the engineer directs.

Council as a whole identified that concerns have been received regarding the temporary closure of the bridge.

Motion # 209/2023

Moved By: C. Daigle

Seconded By: S. Nirta

THAT Council accept the lump sum quotation received from W.G. Kelly Construction to repair Bridge No. 34 at a total cost of \$99,785.00 (excluding HST); and

THAT the Mayor and Clerk be authorized to execute a contract with W.G. Kelly Construction for the repair of Bridge No. 34.

CARRIED

8.9 Report from the Manager of Public Works - Three-Way Stop Sign Request

The Manager of Public Works presented his report.

Councillor Irwin wanted to ensure that when the traffic study occurs that it is done in the appropriate time, that would adequately reflect the usage of the street by pedestrians including before and after school.

Motion # 210/2023

Moved By: B. Irwin

Seconded By: S. Nirta

THAT this report be received for information;

AND THAT Council directs Staff to conduct traffic counts to evaluate whether all-way stop control is warranted at the intersection of Annie Ada Shipley Street and Craig Street in Ailsa Craig, in accordance with the guidelines outlined in Ontario Traffic Manual Book 5 Regulatory Signs.

CARRIED

8.10 Report from the Manager of Infrastructure and Operations - Ailsa Craig Transfer Station

The Manager of Infrastructure and Operations presented his report.

Councillor Irwin noted that he understood that the financial implications were not realistic at this time but he continued by stating that there will be a need for a future solution in Ailsa Craig.

Mayor Ropp said he would like to see the existing transfer station remain open for the public for longer or more periods during the month to accommodate for the increased need of waste disposal.

The Manager of Infrastructure noted that he could report back about increasing transfer station hours during peak period.

Motion # 211/2023

Moved By: J. Keogh

Seconded By: S. Nirta

THAT Council does not proceed with plans for a new transfer station in Ailsa Craig.

CARRIED

8.11 Report from Manager of Infrastructure and Operations - Parkhill Lagoon and Waste Water Treatment Plant Update

The Manager of Infrastructure and Operations presented his report.

Discussion was had regarding the development allowance that desludging the lagoons would afford the Municipality. The Manager noted that the cleaning of the lagoons would allow for construction on small scale to go ahead, not enough for all of the proposed development.

The intent is to provide our infrastructure enough capacity to get us to the building and implementation of the waste water treatment plant.

The CAO noted that she was bringing a report to Council regarding a grant application to the Housing Accelerator Fund in attempts to secure funding for the improvements to the William Street Pumping Station in Ailsa Craig; and the de-sludging of the Parkhill sewage lagoons and initial funding for the new Wastewater Treatment Plant in Parkhill.

More discussion was had on the building and implementation of the waste water treatment plant.

Motion # 212/2023

Moved By: C. Daigle

Seconded By: S. Nirta

THAT this report be received for information;

AND THAT Council direct staff to update the Development Charge Background Study to properly account for the Parkhill WWTP project;

AND THAT Council direct staff to continue discussions with the development community to explore front-end financing agreements for the Parkhill WWTP;

AND THAT Council direct staff to continue other projects and initiatives, as summarized in this report, in support of addressing the Parkhill Sewage Lagoon wastewater treatment capacity issue.

CARRIED

8.12 Report from Manager of Infrastructure and Operations - William St. Pumping Station - Engineering Contract

The Manager of Infrastructure and Operations presented his report.

Councillor Keogh asked if there would need to be any upgrades made to infrastructure sourcing the Nairn area. The Consultant from Dillion Engineering noted that if the projected growth scenarios for Nairn are correct there would need to be upgrades to infrastructure in that area as well. It was noted that these upgrades would not need to be as extensive as the William St. works noted in the report.

Motion # 213/2023

Moved By: B. Irwin

Seconded By: P. Hodgins

THAT Council re-allocate \$125,072.20 from the Mount Carmel Water Reservoir Design project to fund the William Street Pumping Station Upgrade Design project;

AND THAT Dillon Consulting Limited be appointed consulting engineers to complete detailed design for the William Street Pumping Station and Forcemain Upgrade project, in the total amount of \$125,072.20 (excluding HST);

AND THAT the Mayor and Clerk be authorized to execute any contract or other documents to give effect to these recommendations.

CARRIED

8.13 Report From Manager of Recreation and Facilities - Pick Up Truck

The Manager of Recreation and Facilities presented his report.

Councillor Keogh asked about the size of the truck. The Manager noted that it was a full size truck.

Councillor Cornelissen wanted to ensure that negotiation was being had during these purchases.

Motion # 214/2023

Moved By: C. Daigle

Seconded By: S. Nirta

THAT Council increase the budgeted amount for the approved capital pickup purchase amount by \$6,000 to a total of \$51,000 from the vehicle and equipment reserve;

AND THAT Council direct staff to purchase the 2022 McDonnell Motors Parts Truck for \$49,699.90 plus HST.

CARRIED

9. PASSING OF ACCOUNTS

9.1 Report from Treasurer - Accounts Payable

The Treasurer presented her report providing explanations for charges which she had received inquiries about.

Questions regarding specific charges were asked and clarification was provided by the Treasurer.

The Treasurer noted that there would be a proposed change in the structure of this report to be realized as a Budget Variance report for Council information so that Council may see actual vs. budgeted expenses in the year. The new report structure can be expected in September.

Motion # 215/2023

Moved By: C. Daigle

Seconded By: J. Keogh

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)

No update to report.

10.2 ABCA (Cr. Cornelissen)

Quarterly financial report to come.

Councillor Cornelissen asked Council if there were concerns or inquiries relating to the impending apportionment agreement. The CAO noted that she was reviewing the content in advance of signing.

10.3 BWRA (Cr. Keogh)

No update to report.

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

Councillor Nirta noted at their previous meeting the Committee discussed upcoming community events. Councillor Irwin noted that the Committee was in discussion regarding a long range plan for Economic Development similar to that of the Recreation Master Plan.

10.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

No update to report.

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

No update to report.

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

No update to report. Recommendation presented would be addressed in the passing of the By-Laws.

10.7.1 Policy Committee Recommendation, and Approved Meeting Minutes

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

No update to report.

11. CORRESPONDENCE 10.1 - 10.6

11.1 North Middlesex Agricultural Society - Fall Fair Road Closure

The Parkhill Agricultural Society has applied to the Municipality for a Road Allowance Work Permit to close McLeod Street and Catherine Street for the Parkhill Fair. We would like to request that the \$150.00 permit fee and \$1,500 refundable security deposit be waived this year and annually for our community event.

President - Michael Whiting

(Receive and Consider)

Motion # 216/2023

Moved By: S. Nirta

Seconded By: P. Hodgins

THAT Council directs staff to waive the associated fees for the Road Allowance Work Permit required for the temporary closure of McLeod and Catherine St. for the duration of the Parkhill Fall Fair (August 11-13 2023)

AND THAT Council direct staff to include this same waiving of Road Allowance Work Permit Fees that are required for the temporary closure of McLeod and Catherine St. for the duration of the Parkhill Fall Fair in the future as part of the annual Fall Fair Agreement with the Parkhill Agricultural Society.

CARRIED

11.2 Town of Petrolia - Increase of Child Care Spaces

(Receive and Consider Support)

Motion # 217/2023

Moved By: S. Nirta

Seconded By: B. Irwin

THAT the Council of North Middlesex, supports the Town of Petrolia's recommendation for amendment to the current regulations for licensed home-based childcare operators to increase allowable spaces.

CARRIED

11.3 Town of Essex - Code Red / Black Local Emergency Response System Gaps

(Receive and Consider Support)

Filed.

11.4 Municipality of Shuniah - Head of Council Special Powers

(Receive and Consider Support)

Filed.

- 11.5 Municipality of North Perth - Vacant Building Official Positions
(Receive and Consider Support)

Filed.

- 11.6 Town of Selwyn - Short Term Rentals
(Receive and Consider Support)

Filed.

12. CORRESPONDENCE 11.1 -11.2 Receive and File

- 12.1 Right of Way Management Committee (OPWA) Scholarship Opportunities
(Receive and File)

Filed.

- 12.2 Stratford City Council - Civic Night Invitation
(Receive and File)

Filed.

13. OTHER AND URGENT BUSINESS

Councillor Irwin made mention of past discussion on urban design guidelines, and the upcoming Main St. Reopening event.

The Treasurer noted that the sponsorship program for the Reopening event has been a success with the Municipality receiving two platinum sponsorships and one bronze.

The Manager of Infrastructure made comment to the urban design guidelines portion of the Councilor's inquiry. He noted that at a past meeting a delegation was made and it was noted that the follow up would be done during budgetary discussions.

The Clerk noted that it was recorded in the minutes that the urban design guideline discussion was deferred by Council to the Economic Development Committee for review and any future recommendations.

Deputy Mayor Hodgins asked for an update on the sink holes in Lions Park. The Manager of Recreation and Facilities noted that CT Environmental was set to attend the park to flush the lines to ensure proper functioning of the storm drains.

Councillor Daigle wanted confirmation on the status of the park - open or closed - the Manager noted that the park was open but the area is fenced off.

14. DEFERRED ITEMS FROM PREVIOUS MEETINGS

14.1 North Middlesex Surplus Properties

Deferred on November 17, 2021

(Follow up by CAO)

14.2 Parkhill Sewage Lagoon - Potential Third Party Opportunities

Deferred on February 1 2023

(Follow up by Manager of Infrastructure and Operations)

14.3 Environment Committee

Deferred April 5, 2023

(Follow up by Councillor Irwin)

14.4 Requested Natural Gas Extension from Corbett to Moray

Deferred March 15, 2023

(Follow up by Manager of Infrastructure and Operations)

Councillor Daigle noted that he had been approached by a resident looking for an update of the project. The Manager of Infrastructure and Operations noted that Enbridge confirmed that they are waiting on locates to confirm the proposed running line. Once locates are received there will be further updates.

14.5 Water Meter Improvements

Deferred June 7, 2023

(Follow up by Manager of Infrastructure and Operations)

14.6 Annie Ada Shipley Three Way Stop

Deferred June 7, 2023

(Follow up by Manager of Infrastructure, and Manager of Public Works)

14.7 AMO-LAS Water and Sewer Warranty Program

Deferred April 19 2023

(Follow up by Manager of Infrastructure and Operations)

15. COMMUNICATIONS (Including County Council Meeting Report)

15.1 County Council Meeting Highlights June 20 2023

15.2 Middlesex Municipal Day

16. READING OF THE BY-LAWS

Motion # 218/2023

Moved By: C. Daigle

Seconded By: J. Keogh

That By-laws 069 - 071 of 2023 be read a first and second time

Provision for questions

CARRIED

Motion # 219/2023

Moved By: P. Hodgins

Seconded By: B. Irwin

That By-laws 050,051,059 069,070, 071 of 2023 be read a third and final time.

CARRIED

16.1 050 of 2023 - Jennison Drain

(Third and Final)

16.2 051 of 2023 - Stebbins Drain

(Third and Final)

16.3 059 of 2023 - 31302 Fort Rose

(Third and Final)

16.4 069 of 2023 - Community Development Fund Program Committee

16.5 070 of 2023 - ZBA-1-2023

16.6 071 OF 2023 - Confirming

17. ADJOURNMENT

Motion # 220/2023

Moved By: J. Keogh

Seconded By: S. Nirta

That the Meeting adjourn.

CARRIED

A handwritten signature in cursive script, appearing to read "Brian Poyze", is written over a horizontal line.

MAYOR

A handwritten signature in cursive script, appearing to read "Ashley Kinn", is written over a horizontal line and followed by a small checkmark.

CLERK