

**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**June 21, 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:** Interim CAO/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,  
Fire Chief Greg Vandenheuvel

**Staff Absent:** Deputy Clerk Richard Beachey  
Drainage Superintendent Joanne Sadler  
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.**

---

**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.

None.

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

#### **Motion # 181/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**Recommended Motion:**

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

**CARRIED**

### **4. DELEGATIONS**

#### **4.1 Chris Carrier - Fire Marque Presentation**

##### **4.1.1 Report from Fire Chief - Fire Marque Services**

Following Mr. Carrier's presentation, Chief Vandenheuvel presented his report. Further questions persisted from Council on the implementation and impact on North Middlesex residents. The recommended motion was made by Councillor Daigle, the motion did not receive a seconder and failed.

#### **Motion # 182/2023**

**Moved By:** C. Daigle

**THAT Council receive the report entitled "Recovery of Fire Department Costs",**

**AND THAT Council approves the Fire Marque proposal and its implementation to recover Fire Department costs through an amendment to the User Fees and Charges By-Law.**

**Defeated**

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

**Motion # 183/2023**

**Moved By: S. Nirta**

**Seconded By: B. Irwin**

**THAT the Open Meeting adjourns to Closed Meeting at 6:25 p.m.**

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

**a) the security of the property of the municipality or local board, Fire Hall Construction**

**Approval of Past Minutes**

**CARRIED**

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

**Motion # 184/2023**

**Moved By: J. Keogh**

**Seconded By: S. Nirta**

**THAT the Closed Meeting adjourns and returns to Open Meeting at 7:05 p.m. without recommendations.**

**CARRIED**

**7. DEPARTMENTAL REPORTS**

**7.1 Report from Fire Chief - Engine Replacement**

The Fire Chief presented his report. Councillor Cornelissen asked for clarification on the life cycle and the replacement frequency of these vehicles. It was provided that 15 years is the recommended replacement frequency by insurance companies, however being a rural municipality it is feasible for North Middlesex vehicles to be stretched until 25 years. Councillor Keogh asked for engine hour specifics, the Fire Chief noted that he would follow up with the figures to Council. Further questions were asked on the value of vehicles and potential trade-in opportunities.

**Motion # 185/2023**

**Moved By:** A. Cornelissen

**Seconded By:** C. Daigle

**THAT Council receive the report entitled "Begin Process of Replacing Engine" for information.**

**CARRIED**

**7.2 Report from Manager of Facilities and Recreation - YMCA Agreement**

The Manager presented his report. No questions were asked.

**Motion # 186/2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Council recommends that the YMCA Agreement be renewed for a one-year term at a one percent increase to the management fee for a total management fee of \$53,966.24.**

**CARRIED**

**7.3 Report from Manager of Infrastructure and Operations - Parkhill Water System Improvement Project**

The Manager presented his report. Questions followed from Council regarding the mentioned insufficient project contingency fund. The Manager outlined that the traditional contingencies for these types of projects were 10% but this project had an estimated 2% budgeted for contingency. Councillor Irwin asked for an itemized breakdown of the costs associated with this budget increase. It was determined that this contingency fund was set by the Municipality. The Manager noted that the bulk was unforeseen costs, including the finding of unidentified storm drains and their necessary reconnection and generally a significant volume of change orders needed. Councillor Irwin asked for clarification on the process of change order approvals. There is to be a further report upon completion of the project to be provided for Council's information.

**Motion # 187/2023**

**Moved By:** B. Irwin

**Seconded By:** A. Cornelissen

**THAT the Parkhill Water System Improvements construction contract value with Bre-Ex Construction Inc. be increased by \$1,575,000 for a total contract value of \$ 9,603,987.68 (excluding HST).**

**CARRIED**

**7.4 Report from Manager of Public Works - Public Works Capital Budget Reallocation**

The Manager presented his report. Councillor Keogh asked if this was a reasonable expectation of funds for a vehicle. Councillor Cornelissen asked if there should be a provision made to purchase new rather than used. The Manager responded to the inquiries noting that he has been conducting market research bringing him to the conclusion that there is potential to stay within the specified budget. He noted that while he would be satisfied with a good quality used vehicle the recommended motion does state new or used truck within the budgeted amount.

**Motion # 188/2023**

**Moved By: S. Nirta**

**Seconded By: J. Keogh**

**THAT Council approve the budget increase for a new tag float trailer in the 2023 Public Works Capital Budget and,**

**AND THAT Council approve the purchase of new or used pickup truck for the Public Works Division.**

**CARRIED**

**7.5 Report from Economic Development and Communications Coordinator - Main St. Reopening Event**

The Economic Development and Communications Coordinator presented her report. Councillor Cornelissen asked for clarification on other events in the Municipality and if there was a double booking of dates. Natalie confirmed that the fair was the following weekend but the Committee did intentionally schedule the event on the same weekend as the Car Show and the Farmer's Market to capitalize on the downtown traffic. Discussion on the sponsorship program took place and the levels of sponsorship were broken down for Council's information. It was confirmed that there would be a radio station on-site during the event.

**Motion # 189/2023**

**Moved By:** S. Nirta

**Seconded By:** B. Irwin

**THAT Council receive the report entitled "Parkhill Main St. Event" as information.**

**CARRIED**

**8. PASSING OF ACCOUNTS**

**8.1 Report from Treasurer - Accounts Payable**

The Treasurer presented her report. She noted having received two questions regarding chainsaw expenses. She clarified that the first expense was the purchasing of two chainsaws and the second was in regard to the training of 15 individuals on chainsaw and concrete saw use.

Councillor Cornelissen made a comment on the report structure. The Treasurer noted that with the program being new Staff are still experimenting with how the information gets presented.

**Motion # 190/2023**

**Moved By:** S. Nirta

**Seconded By:** C. Daigle

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

**CARRIED**

**9. COMMITTEE REPORTS**

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

**9.2 ABCA (Cr. Cornelissen)**

Councillor Cornelissen made mentioned that the ABCA now offering to consult about water runoff and preventing runoff.

He also noted the ABCA Foundation does have a bursary for students entering into a conservation study program.



Councillor Irwin asked for an update on the Conservation Act changes, Councillor Cornelissen noted that the reports are available but there was nothing further to report at the current time.

**9.2.1 Board of Directors Meeting Minutes May 18, 2023 and Agenda - June 15 2023**

**9.3 BWRA (Cr. Keogh)**

Councillor Keogh made mention of the Board Meeting Notes that had been distributed to Council via email. No further discussion was had.

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

Councillor Nirta noted an upcoming meeting for the following evening.

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

Councillor Irwin noted that the Committee was engaging in discussions centered around the future of the Committee.

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

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

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

**9.8.1 Fire Committee Recommendation - May 11 2023**

**9.9 Budget Committee (Mayor Ropp)**

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

**10. CORRESPONDENCE - 8.1 - 8.3 Receive and Consider Support**

**10.1 City of Quinte West - Renovictions**

(Receive and Consider Support)

Received and filed.

**10.2 Township of Ryerson - Aerodromes**

(Receive and Consider Support)

Received and filed.

**10.3 Town of Bradford West Gwillimbury - Right to Repair**

(Receive and Consider Support)

Motion to support.

**Motion # 191/2023**

**Moved By:** J. Keogh

**Seconded By:** A. Cornelissen

**THAT the Council of the Municipality of North Middlesex receives the correspondence entitled "Right to Repair"**

**AND THAT the Council of the Municipality of North Middlesex supports the motions within.**

**CARRIED**

**11. CORRESPONDENCE - 9.1 Receive and File**

11.1 Middlesex London Board of Health Update - May 18, 2023

Received and filed.

**12. OTHER AND URGENT BUSINESS**

The Interim CAO/ Treasurer made note that both of the grant applications for both the Carnegie Library and the Ye Olde Towne Hall washroom renovations have been submitted.

The Mayor asked who would be attending the AMO Conference to be held in London. He encouraged those wanting to participate to do so as soon as possible.

Councillor Daigle spoke about Discover North Middlesex Day, and he complimented the involved Staff on a great event. He followed by requesting that Staff look into the Insurance for Council Members as described in a previous delegation presentation by HMS and Intact Insurance. He also requested that Staff investigate the possibility of a benefits package.

Mayor Ropp spoke about the Draft Recreational Master Plan and the extension of the public comment submission deadline.

**13. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

13.1 North Middlesex Surplus Properties

Deferred on November 17, 2021



(Follow up by incoming CAO)

13.2 Parkhill Sewage Lagoon - Potential Third Party Opportunities

Deferred on February 1, 2023

(Follow up by Manager of Infrastructure and Operations)

13.3 Environment Committee

Deferred April 5 2023

(Follow up by Councillor Irwin)

13.4 Requested Natural Gas Extension from Corbet to Moray

Deferred March 15 2023

(Follow up by Manager of Infrastructure and Operations)

13.5 AMO-LAS Water and Sewer Warranty Program

Deferred April 19 2023

(Follow up by Manager of Infrastructure and Operations)

13.6 Water Meter Improvements

Deferred June 7 2023

(Follow up by Manager of Infrastructure and Operations)

13.7 Annie Ada Shipley Three Way Stop

Deferred June 7 2023

(Follow up by Manager of Infrastructure and Operations)

13.8 Investigation of Transfer Station Facility (Ailsa Craig)

Deferred June 7 2023

(Follow up Manager of Infrastructure and Operations / CAO)

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

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

The Clerk announced the By-Laws for the first and second readings. Councillor Cornelissen asked for clarification on the location of the Road Closure pertinent to By-Law 064 of 2023. The Clerk noted that the associated 911 address was 882 Parkhill Dr.

**Motion # 192/2023**

**Moved By:** A. Cornelissen

**Seconded By:** B. Irwin

**That By-laws 062 - 068 of 2023, excluding 066 of 2023 be read a first and second time.**

**Provision for questions.**

**CARRIED**

**Motion # 193/2023**

**Moved By:** P. Hodgins

**Seconded By:** C. Daigle

**That By-laws 062 - 068 of 2023, excluding 066 of 2023 be read a third and final time.**

**CARRIED**

15.1 062 of 2023 - Appointment of CAO

15.2 063 of 2023 - Authorize Agreement with YMCAs of Southern Ontario

15.3 064 of 2023 - By-Law to Close Road Allowance

(Repeals 047 of 2023 which is to be repealed and replaced with the above as more Legal comments were received)

15.4 065 of 2023 - Authorize Agreement with the Ailsa Craig Village Association for Dennett Dog Park

15.5 066 of 2023 - Amendment of Fees and Charges By-Law for Fire Department Response

15.6 067 of 2023 - Recognize, Establish, and Appointment for Various Committees

(Repeals 108 of 2022 as it did not include a provision for Volunteer Committees recognized by the Municipality)

15.7 068 of 2023 - Confirmation of Council Proceedings

**16. ADJOURNMENT**

**Motion # 194/2023**

**Moved By: S. Nirta**

**Seconded By: J. Keogh**

**That the Meeting adjourn at 8:07 p.m.**

**CARRIED**

---

MAYOR

---

CLERK