



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**June 7, 2023, 5:45 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  
Recreation and Facilities Manager Brandon Drew  
Manager of Infrastructure and Operations Jaden Hodgins  
Clerk Ashley Kwarciak,  
Drainage Superintendent Joanne Sadler

Staff Absent: Deputy Clerk Richard Beachey  
Manager of Public Works Vance Czerwinski  
Fire Chief Greg Vandenheuvel  
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 Brian Ropp joined the meeting at 5:45 pm.

Deputy Mayor Paul Hodgins joined the meeting at 5:45 pm.

Councillor Ward 1 Sara Nirta joined the meeting at 5:45 pm.

Councillor Ward 2 Bill Irwin joined the meeting at 5:45 pm.

Councillor Ward 3 Charles Daigle joined the meeting at 5:45 pm.

Councillor Ward 4 John Keogh joined the meeting at 5:45 pm.

Councillor Ward 5 Adrian Cornelissen joined the meeting at 5:45 pm.

Interim CAO/Treasurer Estelle Chayer joined the meeting at 5:45 pm.

Economic Development and Communications Coordinator Natalie Core joined the meeting at 5:45 pm.

Recreation and Facilities Manager Brandon Drew joined the meeting at 5:45 pm.

Manager of Infrastructure and Operations Jaden Hodgins joined the meeting at 5:45 pm.

Clerk Ashley Kwarciak, joined the meeting at 5:45 pm.

Drainage Superintendent Joanne Sadler joined the meeting at 5:45 pm.

## **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.

### **2.1 3.2 Stebbins Drain Branch C and Pascoe Branch**

Cllr. Cornelissen Affected Land Owner

## **3. COURT OF REVISION – DRAINAGE**

### **3.1 5:45 p.m. for Jennison Drain Branch A B**

#### **3.1.1 Appointment of Members – Mayor, Deputy Mayor and Ward Councillor**

Mayor Ropp, Deputy Mayor Hodgins, Councillor Daigle

#### **3.1.2 Drainage Overview Report – Drainage Superintendent**

(R. Dobbin Engineer, Josh Warner to be present)

Josh Warner of R. Dobbin Engineering presented his report.

**3.1.3 Consideration of Appeal (if any)**

1 appeal was received by the Office of the Clerk.

Steve Jennison of 1110 Parkhill Dr. to present an appeal based on  
- assesment too high, other land or road has been assessed too  
low.

Steve Jennison was present in person to speak to his appeal.

**3.1.4 Decision - Engineers Report**

**Motion # 164/2023**

**Moved By:** P. Hodgins

**Seconded By:** C. Daigle

**THAT the Court of Revision confirm the assessment  
schedule(s) as detailed in R. Dobbin Engineering Inc.'s Report  
dated April 20, 2023, for the Jennison Drain Branch "A" & "B",  
and that a motion be made to accept the assessments.**

**CARRIED**

**3.2 5:55 p.m. for Stebbins Drain Branch C and Pascoe Branch**

A. Cornelissen declared a conflict on this item. (Cllr. Cornelissen Affected  
Land Owner ;)

**3.2.1 Appointment of Members - Mayor, Deputy Mayor, and Ward  
Councillor / Council Representative**

Mayor Ropp, Deputy Mayor Hodgins, Council Representative

Ward Councillor Adrian Cornelissen declared a conflict as an  
affected landowner. Councillor John Keogh was appointed in his  
place.

**3.2.2 Drainage Overview Report - Drainage Superintendent**

(R. Dobbin Engineer, Josh Warner to be present)

Josh Warner of R. Dobbin Engineering presented his report.

### **3.2.3 Consideration of Appeal (If Any)**

No appeals were received by the Office of the Clerk.

None.

### **3.2.4 Decision - Engineers Report**

**Motion # 165/2023**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT the Court of Revision confirm the assessment schedule(s) as detailed in R. Dobbin Engineering Inc.'s Report dated April 20, 2023, for the Stebbins Drain Branch "C" and Pascoe Branch, and that a motion be made to accept the assessments.**

**CARRIED**

**Motion # 166/2023**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT the Court of Revision adjourn at 5:53 p.m.**

**CARRIED**

## **4. MINUTES OF PREVIOUS MEETINGS**

**Motion # 167/2023**

**Moved By:** S. Nirta

**Seconded By:** C. Daigle

**Recommended Motion:**

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

**CARRIED**

**Motion # 168/2023**

**Moved By:** A. Cornelissen

**Seconded By:** J. Keogh

**THAT Regular Meeting Adjourn to proceed into Public Meeting including Committee of Adjustment.**

**CARRIED**

**5. PUBLIC MEETING INCLUDING COMMITTEE OF ADJUSTMENT**

- 5.1 6:00 p.m. Notice of Public Meeting to consider Application B08-2023 located at 29462 Coldstream Rd.

**5.1.1 Planners Evaluation Report**

Planner presented her report.

**5.1.2 Provision for Applicant Remarks**

Agent Paul Hendrikx, and Applicant Joris Masschelein were present in person and spoke to the application.

**5.1.3 Provision for Written Submissions**

None received at the time of posting.

None.

**5.1.4 Provision for Public Comments**

None.

**5.1.5 Provision for Committee Questions**

Councillor Cornelissen asked for clarification on the habitability condition imposed on recent severances. The Planner made note that this was a condition imposed in consultation with the CBO to ensure the habitability of the remaining dwelling.

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

**Motion # 169/2023**

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

**THAT Application for Consent B8-2023, 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, 2020; conforms to the Official Plans of both the Municipality of North Middlesex and the County of Middlesex; is capable of satisfying the requirements of the North Middlesex Zoning By-law; and, represents sound land use planning.**

**FURTHER THAT Application for Consent B8-2023 be subject to the full listing of conditions found on the Planner's Evaluation Report**

**CARRIED**

- 5.2 6:05 p.m. Notice of Public Meeting to consider Application B9-2023 located at 21 West St.

**5.2.1 Planners Evaluation Report**

The Planner presented her report.

**5.2.2 Provision for Applicants Remarks**

Applicant, Bob Litvinchuk attended via phoning into the virtual meeting link.

The Applicant thanked Council but had no further comments.

**5.2.3 Provision for Written Submissions**

None received at the time of posting.

None.

**5.2.4 Provision for Public Comments**

None.

**5.2.5 Provision for Committee Questions**

Councillor Cornelissen asked for clarification on the imposition of conditions within an ABCA-regulated area. The Planner confirmed that if the conditions of consent could not be fulfilled then the consent application would not be complete.

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

**Motion # 170/2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Application for Consent B9-2023, submitted under Section 53 of the Planning Act be GRANTED subject to the following conditions listed on the Planner's Evaluation Report.**

**CARRIED**

- 5.3 6:10 p.m. Notice of Public Meeting to consider Application B10-2023 located at 177 Broadway St.

**5.3.1 Planner Evaluation Report**

The Planner presented her report.

**5.3.2 Provision for Applicant Remarks**

Agent, Jerome Macko was present in person. He spoke to the application encapsulating the need for more housing in the community.

**5.3.3 Provision for Written Submissions**

None received at the time of posting.

None.

**5.3.4 Provision for Public Comments**

None.

**5.3.5 Provision for Committee Questions**

None.

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

**Motion # 171/2023**

**Moved By: C. Daigle**

**Seconded By: S. Nirta**

**THAT Application for Consent B10-2023, 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 B10-2023 be subject to the following conditions listed on the Planner's Evaluation Report.**

**CARRIED**

- 5.4** 6:15 p.m. Notice of Public Meeting to consider Application ZBA-6-2023 located at 31302 Fort Rose

**5.4.1 Planner Evaluation Report**

The Planner presented her report.

**5.4.2 Provision for Applicant Remarks**

Applicant, Dan Schinkelshoek attended virtually. He sought clarification on the requirement of a Temporary Use agreement. He had no further comments to add.

**5.4.3 Provision for Written Submissions**

None received at the time of posting.

None.



**5.4.4 Provision for Public Comments**

None.

**5.4.5 Provision for Council Questions**

None.

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

**Motion # 172/2023**

**Moved By: J. Keogh**

**Seconded By: S. Nirta**

**THAT Application for Zoning By-Law Amendment ZBA 6-2023 be APPROVED in principal, limited to first and second readings of the implementing by-law;**

**FURTHER THAT the owners enter into a Temporary Use Agreement with the Municipality to ensure that the removal of the existing residence occurs;**

**AND FURTHER THAT the final reading to be provided once the Temporary Use Agreement is registered on title as per section 118 of the Land Titles Act.**

**6. DELEGATIONS**

**6.1 D'Arcy Elliot, Tony Commisso - Municipal Insurance, Council Orientation**

D'Arcy Elliot and Tony Commisso gave a presentation on Municipal Insurance providing Council with a general overview of current coverage.

Council had questions that followed regarding the totality of this coverage. The representatives confirmed that this did not encompass all forms of insurance that the Municipality has. They spoke about the inclusion of cyber insurance and the challenges that they faced in achieving this coverage.

Councillor Irwin and Councillor Nirta asked for clarification on the 24-hour coverage for Council. It was made clear that the plan was an annual fee that would cover the whole of Council rather than an individual Councillor.

## **7. DEPARTMENTAL REPORTS**

### **7.1 Report from Planner - 91 West Park Drive.**

The Planner presented her report. Questions from Council followed, encompassing land-use compatibility issues, site-specific issues, and the inclusion of a noise barrier fence. The Planner addressed all concerns and noted that this report and recommendation were specifically in regard to the zoning of the property and not the details of the development. Councillors wanted further confirmation that the decision made would only permit the change of zoning. The Planner provided confirmation and detailed how Site Plans are undertaken in the Municipality.

#### **Motion # 173/2023**

**Moved By:** A. Cornelissen

**Seconded By:** J. Keogh

**THAT Zoning By-law Amendment No. ZBA-12-2021 which proposes to rezone the subject lands from the 'Future Development (FD) Zone' to the 'Residential Density Two Exception Holding ((H)R2-3) Zone', in order to permit the establishment of 69 rental townhome units through a Site Plan Control Application with the following zoning standards:**

- Maximum lot coverage of 42%, whereas 40% is required in the 'R2' Zone;**
  - Minimum separation between driveways 3 m, whereas 9 m is required;**
  - Maximum rear yard encroachment for covered patio 3 m, whereas 1.8 m is required;**
  - Minimum separation between townhome blocks: 3 m**
  - Minimum number of visitor parking spaces: 23**
  - Minimum Landscaping: a 1.8 m high board fence shall be located along all property lines.**
  - Removal of the holding provision is contingent upon confirmation of adequate municipal services.**
- be GRANTED.**

**CARRIED**

**7.2 Report from Manager of Infrastructure and Operations - Petty Street Watermain Leak**

The Manager of Infrastructure and Operations presented his report. Councillors wanted clarification on the timeline of metre readings and a discussion was had on how to prevent a leak from going unnoticed in the future. Councillor Keogh urged any members of the public, to reach out to the Municipality if there was any suspicious water activity going on.

The Manager of Infrastructure and Operations made further comments that Staff has implemented preventative measures, tracking systems, and public awareness campaign via social media platforms.

**Motion # 174/2023`**

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT Council receive the Report entitled Petty Street Watermain Leak for information.**

**CARRIED**

**8. PASSING OF ACCOUNTS**

**8.1 Report from Treasurer - Accounts Payable**

Prior to the Treasury report, Councillor Daigle, and Councillor Cornelissen sought Planner input on the future land-use planning of agricultural lands. The Mayor permitted the question and asked the Planner to stay for that item which was listed in County Correspondence.

The Treasurer / Interim CAO gave her report. She noted an inquiry about a large expenditure. She clarified that this was an expense related to the potential upgrade to the retro-reflectivity of our signs (the initial study was required to determine eligibility dependent on minimum maintenance standards).

**Motion # 175/2023**

**Moved By:** P. Hodgins

**Seconded By:** S. Nirta

**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 mention of the ABCA Foundation grants for students entering specific conservation programs.

9.3 BWRA (Cr. Keogh)

**9.3.1 Board of Directors Meeting Highlights - May 18, 2023**

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

9.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

Councillor Irwin provided an update on Committee membership. Future report from Deputy Mayor, and Councillor Irwin on the Committees behalf to be expected in the near future.

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

Councillor Daigle noted the upcoming Discover North Middlesex Day to take place on June 10th at the North Middlesex Arena. He made mentioned that the Draft Recreation Master Plan consultants would have a booth at the event intended to take in public comment for the draft. Council attendance was encouraged.

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

Any policies that are of interest to be reviewed should be submitted to the Committee by June 14th 2023 so that they may be brought to the upcoming Policy Committee meeting to be held on June 21st 2023.

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

Councillor Cornelissen made mention of the upcoming Fire Marquee Delegation set for June 21st, 2023 for consideration of their services.

Lambton Shores agreement on hold.

Training facility tour in Meaford. Report to follow including training opportunities and dates.

**10. CORRESPONDENCE 10.1 -10.4 - Receive and Consider Support**

- 10.1 Town of Plympton-Wyoming, Municipality of Tweed- Bell - Hydro Infrastructure

(Receive and Consider Support)

Filed.

- 10.2 Municipality of South Huron, Town of Fort Erie, Prince Edward County, United Counties of Stormont, Dundas, and Glengarry- Provincial Policy Statement Changes

(Receive and Consider Support)

Filed.

- 10.3 Township of Havelock-Belmont-Methuen - Call to Action: Review of the Cannabis Act

(Receive and Consider Support)

Filed.

- 10.4 Town of Lincoln - Municipal Heritage Register

(Receive and Consider Support)

Filed.

**11. CORRESPONDENCE 11.1 -11.2 - Receive and File**

- 11.1 North Middlesex Community Policing Committee - June 6 Meeting Agenda, May 2 Minutes

(Receive and File)

Filed.

- 11.2 County of Huron - Planning and Development - PPS 2023 Report to Local Councils

(Receive and File)

Filed.

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

### **12.1 Manager of Recreation and Facilities - Verbal Update Food Booth Agreement**

The Manager of Recreation and Facilities presented the update on the food booth agreement. Noting the formalization of the agreement with a By-Law. Councillor Cornelissen asked for clarification on the hours of operation of the Food Booth. The Manager of Recreation and Facilities noted that this was specifically addressed within the agreement.

### **12.2 Manager of Facilities and Recreation - Verbal Update Parkhill Fall Fair 2023 Agreement**

The Manager of Recreation and Facilities presented the update on the Parkhill Fall Fair noting the formalization of the agreement with a By-Law.

### **12.3 Manager of Infrastructure and Operations - Parkhill Main St. Construction Project**

The Manager of Infrastructure and Operations provided a block-by-block update on the construction. Councillor Nirta asked if it was possible to amend the schedule, as to finish the downtown core portion of the street first. The Manager of Infrastructure noted that he understands this is a priority, but the schedule is based on an unfolding of required operations. The downtown core was on schedule with the repair of the road. He noted that mid-July is the current target for that block.

Councillor Cornelissen asked if the project remained on budget. The Manager of Infrastructure noted that currently, the project is within budget however, with additional scope that was added there is a requirement for a further report to come to Council for information.

Councillor Keogh asked for clarification on the final coat. The Manager of Infrastructure noted that it is expected this year.

### **12.4 Councillor Irwin - Three Way Stop Sign Craig St. Ailsa Craig**

Councillor Irwin noted resident feedback that sparked an inquiry into a potential three-way stop at the intersection of Annie Ada Shipley St. and Craig St. in Ailsa Craig. The Manager of Infrastructure and Operations noted that in cases such as this, they would typically look for supporting data i.e. traffic counts. Staff are to facilitate traffic counts to investigate if the need is warranted. Councillor Irwin stated that the hours of most

concern were early morning comprised of commuters and school traffic - and the return of those populations in the evening.

12.5 Councillor Irwin - Investigation of Additional Waste Transfer Station in Ailsa Craig

The Interim CAO/Treasurer acknowledged past discussions on the topic and stated that Staff would investigate the potential facility.

**13. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

13.1 North Middlesex Surplus Properties

Review of North Middlesex Surplus Properties - Deferred on November 17, 2021

(Follow up by incoming CAO)

13.2 Parkhill Sewage Lagoon - Potential Third Party Opportunities

Pending additional information - deferred on February 1, 2023.

(Follow up by Manager of Infrastructure and Operations)

13.3 Requested Natural Gas Extension from Corbet to Moray

Deferred March 15, 2023

(Follow up by Manager of Infrastructure and Operations)

Staff have been in communication with Enbridge for the gas extension. Enbridge has been evaluating the situation and it looks positive. Residents in the area have been informed of the potential extension. More details to come as they become finalized.

13.4 Environment Committee

Deferred April 5, 2023

(Follow up Councillor Irwin)

13.5 AMO-LAS Water and Sewer Warranty Program

Deferred April 19, 2023

(Follow up Manager of Infrastructure and Operations)

13.6 Friends of Parkhill Carnegie Library - Potential Grant Application Assistance

Deferred May 17th, 2023



(CAO to follow up)

The Interim CAO / Treasurer presented an update, noting that she has been in contact with both the Friends of the Carnegie Library and the ACVA regarding Ye Old Towne Hall in order to proceed with the grant application. She is meeting with a grant specialist from Trillium Foundation to discuss the fund allocation. She is attempting to clarify the allocations and will proceed with the applications pending this information.

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

**14.1 Planning Reform - Bill 97 and New Provincial Planning Statement**

Councillor Cornelissen sought clarification on the additional residential units to be allowed on Agricultural parcels. The Planner noted that if imposed the legislation would permit up to three severances intended for lot creation in the Agricultural area, as well as the development of three dwellings on the parcel. The Planner noted that she is expecting further guidance from the Province on how to implement the proposed changes for lot creation and new criteria.

Further questions were asked regarding Minimum Distance Setbacks and the future of agricultural parcels.

**14.2 County Council Meeting Highlights - May 23, 2023**

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

**Motion # 176/2023**

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**That By-laws 055-061 of 2023 be read a first and second time**

**Provision for questions**

**CARRIED**

**Motion # 177/2023**



**Moved By: P. Hodgins**

**Seconded By: S. Nirta**

**That By-laws 055-061 of 2023 be read a third and final time, excluding 059 of 2023.**

**CARRIED**

15.1 055 of 2023 - Tax Rate By-Law 2023

15.2 056 of 2023 - Authorizing Lease Agreement of 269 McLeod St. Parkhill

15.3 057 of 2023 - Authorizing Agreement with the Parkhill Agricultural Society (Fall Fair)

15.4 058 OF 2023 - Zoning By-Law Amendment 91 West Park Dr.

15.5 059 OF 2023 - Temp Zoning Amendment at 31302 Fort Rose Rd.  
(First and Second Only)

15.6 060 OF 2023 - Lease Agreement Extension Friends of Parkhill Carnegie Library

15.7 061 of 2023 - Confirmation of Council Proceedings

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

**Motion # 178/223**

**Moved By: S. Nirta**

**Seconded By: J. Keogh**

**That the Open Meeting adjourn to Closed Meeting at 7:50p.m.**

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

**(a) the security of the property of the Municipality or local board.**

**Fire Compliance Order**

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

**Personnel Matter**

**Approval of Past Minutes**

**CARRIED**

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

**Motion # 179/2023**

**Moved By: S. Nirta**

**Seconded By: C. Daigle**

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

**CARRIED**

**18. ADJOURNMENT**

**Motion # 180/2023**

**Moved By: B. Irwin**

**Seconded By: P. Hodgins**

**That the Meeting adjourn at 8:06 p.m.**

**CARRIED**

  
MAYOR  
CLERK