



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**March 1, 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: Clerk Richard Beachey  
Interim CAO/Treasurer Estelle Chayer  
Economic Development and Communications Coordinator  
Natalie Core  
Recreation and Facilities Manager Brandon Drew  
Drainage Superintendent Joanne Sadler

Staff Absent: Manager of Public Works Vance Czerwinski  
Manager of Infrastructure and Operations Jaden Hodgins  
Deputy Clerk Ashley Kwarciak,  
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 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.

Councilor Daigle declared a Conflict on Item 3.2 of the agenda (Court of Revision) for the reason of being an assessed owner as identified in the Engineering Report.

**3. COURT OF REVISION – DRAINAGE See Separate Minutes**

3.1 5:45 p.m. for Kellestine Drain No. 2

3.2 5:55 p.m. for Cameron Drain Branch "E" Improvements and Cameron Drain Branch "A" Maintenance Update

**4. MINUTES OF PREVIOUS MEETINGS**

4.1 Meeting Minutes for February 15, 2023

**Motion # 060/2023**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

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

**CARRIED**

**5. ADJOURNMENT OF REGULAR MEETING**

**Motion # 061/2023**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT the Regular Meeting adjourn and proceed into Public Meetings at 6:01 p.m. (including Committee of Adjustment) as listed on the agenda.**

**CARRIED**

**6. COMMITTEE OF ADJUSTMENT AND PUBLIC MEETINGS**

- 6.1 6:01 p.m. Notice of Public Meeting to consider Application B3-2023 located at 2519 Mount Carmel Road

Owner: Jerry McCann Holdings Ltd., Jerry McCann, Sherry McCann

**6.1.1 Planners Evaluation Report**

Planner Stephanie Poirier presented her Report and Recommendation.

**6.1.2 Provision for Applicant Remarks**

Owner Jerry McCann was present. He explained that he was supportive of the proposal to have the parcel to be severed in a size which will provide for land usability which indicates a larger lot. The Planner confirmed that there is no recommended condition which needs to be modified or corrected to recognize this larger area.

**6.1.3 Provision for Written Submissions**

**6.1.4 Provision for Public Comments**

**6.1.5 Provision for Committee Questions**

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

**Motion # 062/2023**

**Moved By: C. Daigle**

**Seconded By: J. Keogh**

**THAT application for Consent B 3-2023, submitted under Section 53 of the Planning Act be GRANTED subject to the following conditions: (Please refer to Planners Report and Recommendation for full listing of conditions)**

**CARRIED**

**6.1.7 Adjournment of Meeting**

**Motion # 063/2023**

**Moved By: J. Keogh**

**Seconded By: C. Daigle**

**THAT Committee of Adjustment adjourn at 6.15 p.m. and  
convene as a Public Meeting under the Planning Act.**

**CARRIED**

- 6.2 6:15 p.m. Notice of Public Meeting to consider Application ZBA 3-2023  
located at 2519 Mount Carmel Road

Owner: Jerry McCann Holdings Ltd., Jerry McCann, Sherry McCann

**6.2.1 Planners Evaluation Report**

Planner Stephanie Poirier presented her Report and  
Recommendation.

**6.2.2 Provision for Applicants Remarks**

**6.2.3 Provision for Written Submissions**

**6.2.4 Provision for Public Comments**

**6.2.5 Provision for Council Questions**

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

**Motion # 64/2023**

**Moved By:** A. Cornelissen

**Seconded By:** P. Hodgins

**That Zoning By-law Amendment Application ZBA 3-2023 which  
proposes to rezone the severed lands to an 'Agricultural Small  
Holding Exception (AG1-37) Zone' in order to recognize an  
existing accessory building with a height of 11 m (36 ft),  
whereas the maximum height permitted for accessory  
buildings in the 'AG1 Zone' is  
5.5 m (18 ft), and to recognize the residential use of the lands,  
and to rezone the retained parcel to the 'General Agricultural  
Exception (A1-100) Zone' in order to prohibit residential use,  
permit a minimum lot frontage of 136m (446 ft), whereas the  
minimum lot frontage required in the 'A1 Zone' is 150 m (492  
ft), and permit a minimum lot area of 19.7 ha (48.03 ac),  
whereas the minimum lot area required in the 'A1 Zone' is 39**



ha (96.4 ac), be **APPROVED** in principle limited to first and second reading only of the implementing bylaw; **AND FURTHER THAT** the final reading is to be provided upon the completion of the registered plan.

**CARRIED**

6.3 Adjournment of Meeting

**Motion # 65/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT the Public Meeting adjourn at 6:17 p.m. and return to Regular Meeting.**

**CARRIED**

**7. DELEGATIONS**

7.1 Monteith Brown Planning Consultants - Dennis Kwan and Todd Brown - Recreation Master Plan - Phase 2 Summary Report and Presentation

Following the presentation, the representatives of Monteith Brown had a question and answer period with Council.

**8. DEPARTMENTAL REPORTS**

8.1 Report from Planner - Subdivision Public Meeting requirements

The Planner described two optional positions which may be taken by Council regarding Public Meetings for Subdivisions.

**Motion # 66/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT the Municipality of North Middlesex requires Plans of Subdivision to be subject to a Public Meeting.**

**CARRIED**

8.2 Report from Manager of Infrastructure and Operations - Fernhill Drive Culvert Failure and Road Closure

The Interim CAO/Treasurer reviewed the circumstances around the culvert failure which resulted in a sinkhole. As a result, the road has been closed for safety reasons. To open the road means moving the project into 2023 from a planned 2024 implementation. It was reported that the design component of the project estimated at \$21,000 North Middlesex share has been approved. It was noted that the Middlesex North share of the costs was proposed to be paid for through gas tax.funds. Council questioned the cost of the project.

**Motion # 67/2023**

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**THAT Council defer consideration of the Fernhill Drive culvert project pending further detail of estimates and tender results.**

**CARRIED**

**9. PASSING OF ACCOUNTS**

A request was made for a Parkhill Main Street project update. What percentage of the work has been done to date?

A request was made for a presentation by Intact Insurance

**9.1 Report from Treasurer - Accounts Payable**

**Motion # 68/2023**

**Moved By:** S. Nirta

**Seconded By:** C. Daigle

**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)**

It was reported that there is a meeting tomorrow afternoon.

**10.2 ABCA (Cr. Cornelissen)**

Draft Board minutes of December 15, 2022 and Board agenda for February 16

It was reported that Marissa Vaughn has been elected as Chair of the Board.

A request was made to invite the General Manager and Financial Services Coordinator to a future Council meeting to report on the changes in the Act and how Category 3 services impact North Middlesex.

10.3 BWRA (Cr. Keogh)

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

It was reported that a meeting was held February 16. Cllr. Nirta has been elected Chair and Cllr. Irwin has been elected as Vice Chair.

10.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

It was reported that Cllr. Irwin and Deputy Mayor Hodgins are in consultation to get a this started.

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

It was reported that a meeting is expected in late March.

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

It was reported that a meeting was held earlier today and policies will be provided to Council.

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

It was reported that a tour of the facility under construction was recently held.

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

It was reported that a meeting was held yesterday and overall the Committee came in \$500 under budget. However cash assistance approvals were over the budgeted amount of \$15,000. This will be coming to the next Council meeting following which funds can be sent.

10.10 OCWA Client Advisory Board (CAO)

**11. CORRESPONDENCE**

- 11.1 Municipality of Shuniah - Opposition to Bill 3 Strong Mayors, Building Homes Act  
(Receive and File - Filed at September 7, 2023 meeting - now proclaimed into law)  
Filed.
- 11.2 Amberley Gavel Ltd. - Services available  
(Receive and Consider)  
Filed.
- 11.3 Township of Ashfield-Colborne-Wawanosh, Town of Essex - endorse position of Town of Petrolia - School Board elections  
(Receive and File - Filed at February 15, 2023 meeting)  
Filed.
- 11.4 Municipality of West Nipissing - Concerns regarding Bill 23 - More Homes Built Faster  
(Receive and File - now proclaimed into law)  
Filed.
- 11.5 McGillivray Home and School - Request to waive facility rental fee  
(Receive and Consider - alcohol surcharge - \$102.00 and insurance surcharge - \$216.00 not recommended for waiving. The Manager of Recreation and Facilities will speak to the request)

**Motion # 69/2023**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT the Council of the Municipality of North Middlesex waive the rental fee at the Ailsa Craig Recreation Centre for a Pure Country Video Dance Party on April 1st, 2023 hosted by the McGillivray Home and School Association. Standard amounts for insurance and alcohol surcharge to remain in effect.**

**CARRIED**

- 11.6 Victorian Order of Nurses - Thank you for Support



(Receive and File)

Filed.

- 11.7 CN Watson - Watson Newsletter 12 - Planning for Ontario's Housing Needs

(Receive and File)

Filed.

- 11.8 Township of Ashfield-Colborne-Wawanosh - Voters List - Permanent Register of Electors

(Receive and Consider)

**Motion # 70/2023**

**Moved By:** J. Keogh

**Seconded By:** A. Cornelissen

**THAT the Council of the Municipality of North Middlesex endorse the resolution from the Township of Ashfield-Colborne-Wawanosh regarding a permanent list of electors;**

**AND FURTHER THAT a letter be sent to the Minister of Municipal Affairs and Housing requesting that a Permanent Register of Electors be produced.**

**CARRIED**

- 11.9 Township of Adelaide Metcalfe - Official Plan Review Public Notice

(Receive and File)

Filed.

**12. OTHER AND URGENT BUSINESS**

- 12.1 OCWA - Endorsement of Operational Plan

Request to endorse plan forthcoming from Meeting of February 15, 2023. An Executive Summary has been developed and is provided as requested.

**Motion # 71/2023**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT Council endorse the Operational Plan for the North Middlesex Distribution System prepared by the Ontario Clean Water Agency.**

**CARRIED**

**13. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

**13.1 North Middlesex Surplus Properties**

Review of North Middlesex Surplus Properties - deferred at November 17, 2021 (Follow up by incoming CAO following property tour)

**13.2 Administration and the Council and Committee's Vaccination Policy's**

Administration and the Council and Committee's Vaccination Policy's review and discussion on status of Policy's - CAO - deferred at April 22, 2022

**13.3 Parkhill Sewage Lagoon - Potential Third Party opportunities**

Parkhill Sewage Lagoon - Potential Third Party opportunities - pending additional information deferred at February 1, 2023 meeting (follow up by Manager of Infrastructure and Operations)

**13.4 Request to have municipal e-mails received on personal phone**

Request to have municipal e-mails received on personal phone - deferred at February 1, 2023 meeting - policy pending recommendation from Policy Committee

**13.5 Request for Urban Design Guidelines**

Request for Urban Design Guidelines - deferred at February 1, 2023 meeting - policy to be developed (follow up by CAO)

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

**14.1 County Council Highlights - February 14, 2023**

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

**Motion # 72/2023**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**That By-laws 027 - 033 of 2023 be read a first and second time**

**Provision for questions**

**CARRIED**

**Motion # 73/2023**

**Moved By:** B. Irwin

**Seconded By:** P. Hodgins

**THAT By-laws 027 - 030 and 032 - 033 of 2023 be read an third and final time**

**CARRIED**

15.1 027 of 2023 Appoint Clerk - Ashley Kwarciak

15.2 028 of 2023 - Appoint a Deputy Clerk - Richard Beachey

15.3 029 of 2023 - Appoint Division Registrar and Issuer of Marriage Licences - Ashley Kwarciak

15.4 030 of 2023 - Appoint a Lottery Licencing Officer- Ashley Kwarciak

15.5 031 of 2023 - ZBA 3-2023 - 2519 Mount Carmel Road  
(1st and 2nd reading only)

15.6 032 of 2023 - Authorize the Civil Marriage Solemnization Services

15.7 033 of 2023 - Council Proceedings

**16. ADJOURNMENT**

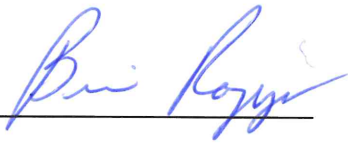
**Motion # 74/2023**

**Moved By:** S. Nirta

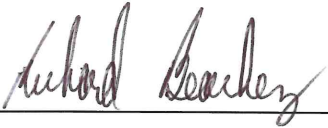
**Seconded By:** J. Keogh

**That the Meeting adjourn at 7:12 p.m.**

**CARRIED**

  
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MAYOR

  
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CLERK



Declaration of Disclosure  
Municipal Conflict of Interest Act, Section 5.1

Date: March 1, 2023  
Subject Matter: Potential Conflict of Interest

I, Charles Daigle Councillor for Ward 3 McGillivray declare a potential direct pecuniary interest with respect to matters in items 3.2 on the Council agenda dated March 1<sup>st</sup>, 2023 for the following reasons:

My wife and I have a personal interest in property being covered in the Court of Revision. We are owners of W1/2 Lot 27, Concession 5 ECR of the McGillivray Ward as set out in the R. Dobbin Engineering Report Dated January 6, 2023 on the Cameron Drain Branch "E" Improvements and the Cameron Drain Branch "A" Maintenance Update.

A handwritten signature in black ink, appearing to read 'Daigle', with a stylized, cursive script.

Charles Daigle  
Councillor Ward 3 McGillivray  
Municipality of North Middlesex