



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES**

March 6, 2024, 5:00 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: Director of Finance /Treasurer Estelle Chayer
Economic Development and Communications Coordinator
Natalie Core
Manager of Public Works Vance Czerwinski
Director of Infrastructure and Operations Jaden Hodgins
Director of Corporate Services / Clerk Ashley Kwarciak,
Drainage Superintendent Joanne Sadler

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**
- 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. CLOSED MEETING (Under Section 239 (3.1) of the Municipal Act)

Moved By: C. Daigle

Seconded By: S. Nirta

That the Open Meeting adjourn to Closed Meeting at 5:00 p.m.

To receive information under the following exception:

239 (3.1) Educational or Training Sessions (Surplus Farm Dwelling Education Session)

CARRIED

4. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

Moved By: C. Daigle

Seconded By: B. Irwin

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

CARRIED

5. MINUTES OF PREVIOUS MEETINGS

Moved By: B. Irwin

Seconded By: C. Daigle

Recommended Motion:

That the attached minutes from February 21st be approved as presented.

CARRIED

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT Regular meeting adjourns and proceeds to Public Meetings including Committee of Adjustment and Drainage as listed on the agenda.

CARRIED

6. PUBLIC MEETING INCLUDING COMMITTEE OF ADJUSTMENT

- 6.1 Notice of Public Meeting to Consider Application MV-03-2024 located at 131 Stewart St.

6.1.1 Planners Evaluation Report

The Planner presented her report.

6.1.2 Provision for Applicant Remarks

The Applicant Steve Leyton was present in person nothing further to add.

6.1.3 Provision for Written Submissions

None.

6.1.4 Provision for Public Comments

None.

6.1.5 Provision for Committee Questions

None.

6.1.6 Decision

Moved By: J. Keogh

Seconded By: B. Irwin

THAT the Application for Minor Variance MV-3-2024, in order to permit a maximum accessory structure height of 8.0 m (26.25 ft) whereas Section 10.2 h) and 6.33 a) of the North Middlesex Zoning By-law No.35/2004 permits a maximum height of 5.5 m (18.04 ft), be GRANTED and subject to the following conditions and reasons set out in the Planner's Evaluation Report.

CARRIED

- 6.2 Notice of Public Meeting to consider application MV-04-2024 located at 32994 McInnis Rd.

6.2.1 Planner's Evaluation Report

The Planner presented her report.

6.2.2 Provision for Applicant Remarks

Not present.

6.2.3 Provision for Written Submissions

None.

6.2.4 Provision for Public Comments

None.

6.2.5 Provision for Committee Questions

None.

6.2.6 Decision

Moved By: A. Cornelissen

Seconded By: S. Nirta

THAT the Application for Minor Variance MV-4-2024, in order to permit a maximum lot coverage for accessory structures of 12.77% whereas Section 6.3.3 permits a maximum of 10% and to permit a maximum accessory structure height of 8.54 m (28.0 ft) whereas Section 7.3.2 h) permits a maximum height of 5.5 m (18.04 ft), be GRANTED according to the Planner's Evaluation Report.

CARRIED

6.3 Notice of Public Meeting to consider Application MV-05-2024 for Ausable Bluffs Medium Density Block

6.3.1 Planners Evaluation Report

The Planner presented her report.

6.3.2 Provision for Applicants Remarks

Agent present on Zoom. No comments.

6.3.3 Provision for Written Submissions

None.

6.3.4 Provision for Public Comments

None.

6.3.5 Provision for Council Questions

None.

6.3.6 Decision

Moved By: B. Irwin

Seconded By: P. Hodgins

THAT Application for Minor Variance MV-5-2024, in order to permit a reduced interior side yard setback of 0.0m between the common wall of interior units and along property lines for the covered patios, be GRANTED for the reasons listed on the Planner's Evaluation Report.

CARRIED

- 6.4 Notice of Public Meeting to consider application B03-2024 located at 33534 Cassidy Rd.

6.4.1 Planner's Evaluation Report

Planner presented her report.

6.4.2 Provision for Applicant Remarks

Not present.

6.4.3 Provision for Written Submissions

None.

6.4.4 Provision for Public Comments

None.

6.4.5 Provision for Committee Questions

Councillor Cornelissen asked for clarification on the septic system. The Planner confirmed that the agricultural parcel would not have a septic system.

6.4.6 Decision

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Application for Consent B3-2024, submitted under Section 53 of the Planning Act be GRANTED subject to the full list of conditions on the Planner's Evaluation Report.

CARRIED

- 6.5 Public Meeting to consider application ZBA-04-2024 located at 273 Parkhill Main St.

6.5.1 Planner's Evaluation Report

The Planner presented her report.

6.5.2 Provision for Applicant Remarks

Applicant Denise Alton was present in person. She added that it was important to remain mixed use.

6.5.3 Provision for Written Submissions

6.5.3.1 Written Submission C. Muma

6.5.4 Provision for Public Comments

6.5.5 Provision for Council Questions

None.

6.5.6 Decision

Moved By: B. Irwin

Seconded By: S. Nirta

THAT Application for Zoning By-law Amendment No. ZBA-4-2024 which proposes to rezone the subject lands from the 'Central Commercial (C1) Zone' to 'Central Commercial Exception (C1-4) Zone' within the North Middlesex Zoning By-law, in order to permit a duplex in addition to all of the other uses permitted in the 'Central Commercial (C1) Zone' be APPROVED.

CARRIED

- 6.6 Notice of Public Meeting to consider application ZBA-05-2024 located at 4486 Queen St. (Temp. Use Renewal)

6.6.1 Planner's Evaluation Report

The Planner presented her report.

6.6.2 Provision for Applicant Remarks

Applicant Krista Munn was present on Zoom.

6.6.3 Provision for Written Submissions

None.

6.6.4 Provision for Public Comments

None.

6.6.5 Provision for Council Questions

None.

6.6.6 Decision

Moved By: J. Keogh

Seconded By: S. Nirta

THAT the Temporary Use Zoning By-law Amendment (File No. ZBA-5-2024), which proposes to permit 'non-intensive agriculture uses' and 'equestrian use' as defined by the North Middlesex Zoning By-law, but limited to a total of 3 Nutrient Units or less, in order to extend the existing 'Urban Reserve Exception 6 (A3-6(t))' zoning for an additional 3-year period be APPROVED

CARRIED

- 6.7 Notice of Public Meeting to consider application ZBA-06-2024 located at 2242 Elm Tree Dr. / 31260 Haskett Rd.

6.7.1 Planner's Evaluation Report

The Planner presented her report.

6.7.2 Provision for Applicant Remarks

Applicant was not present.

6.7.3 Provision for Written Submissions

None.

6.7.4 Provision for Public Comments

None.

6.7.5 Provision for Council Questions

Councillor Cornelissen asked if there was an opportunity for the term to be more than three years. Planner Abby spoke to the PPS and there would be consideration if the structure met granny flat or garden suite status. This could be a future consideration.

Councillor followed up asking if that would only apply to a permanent structure. Planner confirmed it would not.

6.7.6 Decision M. A. Cornelissen S. J. Keogh

THAT the Temporary Use Zoning By-law Amendment (File No. ZBA-7-2024), which proposes to permit a second detached residential dwelling for the purpose of boarding seasonal farm labourers for a period not exceeding 3 years from the date of passing of the by-law, in order to extend the existing 'General Agricultural Exception (A1-70(t))' zoning for an additional 3-year period be APPROVED

7. ADJOURNMENT

Moved By: J. Keogh

Seconded By: C. Daigle

THAT Public Meeting including Committee of Adjustment adjourn to proceed to regular meeting at 6:28 p.m..

CARRIED

8. DEPARTMENTAL REPORTS

8.1 Report from Planner - 39T-NM-2303 34707 Lieury Rd Plan of Subdivision

The Planner presented her report noting a condition of draft plan approval where all drainage costs would be the responsibility of the applicant.

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Plan of Subdivision Application 39T-NM-2303 and draft plan conditions be ENDORSED and forwarded to the County of Middlesex for consideration and approval.

CARRIED

8.2 Report from Planner - 39T-NM-CDM2401 Plan of Condominium Exemption

The Planner presented her report.

Moved By: P. Hodgins

Seconded By: B. Irwin

THAT Council passes a resolution in support of the requested exemption from the condominium approval process as set out in 9(6) and 9(10) of the Condominium Act for the lands legally described as Part 7 of 33R-21722, geographic township of Ailsa Craig, Municipality of North Middlesex, and that the resolution be forwarded to Middlesex County Council for consideration of the exemption request.

CARRIED

8.3 Report from Director of Corporate Services / Clerk - RFP Pound Keeping Contract 2024 Award

Councillor Cornelissen asked for clarification on the fee structure. The Director provided more detail outlining how the monthly fee was calculated.

Councillor Irwin asked what number of dogs were utilizing this service this past year. The Director provided estimated 12 dogs in the previous year.

Moved By: C. Daigle

Seconded By: S. Nirta

THAT Council receive the report entitled RFP Pound Keeping Contract Award 2024;

AND THAT Council award Animal Care Centre Lobo with the North Middlesex Pound Keeping Contract for the period of March 6th, 2024 – March 6th, 2025.

CARRIED

9. PUBLIC MEETING - DRAINAGE

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Regular Meeting Adjourn to proceed into Drainage Public Meeting to Consider at 6:42 p.m.

CARRIED

10. PUBLIC MEETING - DRAINAGE

10.1 Meeting to Consider - Michielsen and Tap Drains

10.1.1 Overview of work required – Engineer/ Drainage Superintendent

Josh Warner was present to present the report. The Drainage Superintendent was present as well.

10.1.2 Questions from affected landowner, if any present

None.

10.1.3 Inquire - if anyone in attendance would like to add or remove their name(s) from petition

None.

10.1.4 Questions from Members of Council

10.2 Decision

Moved By: J. Keogh

Seconded By: P. Hodgins

That Council receive the Final Report for the Michielsen and Tap Drains dated February 14, 2024, prepared by R. Dobbin Engineering Inc.

AND THAT the first sitting of the Court of Revision on behalf of the Michielsen and Tap Drains be scheduled to be held on April 3, 2024, at 5:55 p.m.

CARRIED

10.3 Meeting to Consider - Van Aert Drain No. 2

10.3.1 Overview of Work Required - Engineer / Drainage Superintendent

Josh Warner was present to present the report. The Drainage Superintendent was present as well.

10.3.2 Questions from affected landowner, if any present

None.

10.3.3 Inquire - if anyone in attendance would like to add or remove their name(s) from the petition

None.

10.3.4 Questions from Members of Council

Mayor Ropp asked for clarification on the location. Councillor Cornelissen asked for cost justification for road purposes. The consultant provided that it was because the road was owned by the municipality.

10.3.5 Decision

Moved By: J. Keogh

Seconded By: C. Daigle

That Council receive the Final Report for the Van Aert Drain No. 2 dated February 14, 2024, prepared by R. Dobbin Engineering Inc.

AND THAT the first sitting of the Court of Revision on behalf of the Van Aert Drain No. 2 be scheduled to be held on April 3, 2024, at 5:45 p.m.

CARRIED

10.4 Adjournment of Public Meeting

Moved By: J. Keogh

Seconded By: C. Daigle

THAT Council adjourns Public Meeting and proceeds to Regular Meeting as shown on the agenda.

CARRIED

10.5 STAFF REPORTS CONTINUED

Report from Chief Administrative Officer - Asset Management Contract

Councillor Cornelissen asked about the suitability of the provider and if we have been satisfied with the work in the past. CAO spoke to previous work done for the Municipality and that it was favourable. It would be beneficial to go with this contract because of their familiarity and ability to hit the ground running with needed efforts to meet the O. Reg timeline of July 1.

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT Council accepts this report, provides pre-budget approval and directs staff to enter into a contract with PSD Citywide Inc. for the provision of Professional Asset Management Support and Plan Development Services.

CARRIED

11. PASSING OF ACCOUNTS

11.1 Report from Treasurer - Accounts Payable

Director of Finance / Treasurer was present on Zoom. She presented her report. No other questions were asked.

Moved By: S. Nirta

Seconded By: J. Keogh

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

CARRIED

12. COMMITTEE REPORTS

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT the Committee minutes provided below be received for information.

CARRIED

12.1 ABCA

Councillor Cornelissen spoke to the invitation to attend the Partner Appreciation dinner and advised those wishing to attend to RSVP.

12.2 BWRA

12.2.1 Board of Directors Meeting Highlights - February 15, 2024

12.3 EDAC

Councillor Irwin wanted to thank everyone for the Innovation and Agriculture Event and noted it was a great event to be done annually.

Mayor Ropp echoed the sentiment.

12.3.1 EDAC Meeting Minutes December 19, 2023

12.4 LSAC

Councillor Irwin spoke to the draft presentation that will be provided April; 6th meeting for Council review and feedback prior to presenting at the School Board.

12.5 Recreation Committee

12.6 Policies Review Committee

12.7 Fire Committee

Councillor Cornelissen reviewed the incident reports of the Fire Department. Policy updates to be heard at Policy Committee He spoke to the upcoming meeting minutes for further updates.

12.8 Budget Committee (Mayor Mayor)

12.9 Community Development Fund Committee

12.10 OCWA Client Advisory Board (CAO)

13. CORRESPONDENCE

13.1 Letter from Ailsa Craig Village Association - Update

(Receive and File)

Filed.

13.2 Middlesex London Health Unit Meeting Summary - February 15, 2024

(Receive and File)

Filed.

- 13.3 Comprehensive Environmental Assessment Project Regulation Letter
(Receive and File)

Filed.

- 13.4 Coleman Township - Conservation Officer Reclassification
(Receive and Consider)

Filed.

- 13.5 NMDHS - Yearbook Proposal
(Receive and Consider)

Councillor Nirta spoke to her wish to support but wanted to reiterate the Community Development Fund closure.

Councillor Cornelissen spoke to supporting the school system and the opportunity before them.

Councillor Daigle amended the motion to add letter to confirm that the CDF program

Councillor Irwin spoke to the upcoming review of CDF.

Councillor Nirta recorded as abstaining.

Moved By: A. Cornelissen

Seconded By: C. Daigle

THAT Council support the attached correspondence and provide sponsorship in the amount of \$2000.00.

CARRIED

- 13.6 The Royal Canadian Legion Ontario Command - Military Service
Recognition Book

(Receive and Consider)

Supported.

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Council support the correspondence and provides a contribution to the Military Service Recognition Book initiative consistent with past contributions.

CARRIED

14. OTHER AND URGENT BUSINESS

14.1 Parkhill Main St. road repair

The Director of Infrastructure noted that it is County and is monitored and will be repaired at contractor cost.

14.2 Youth Trustee - North Middlesex School

The Mayor made mention of an exciting achievement of a North Middlesex Student becoming the Youth Trustee Representative.

15. DEFERRED ITEMS FROM PREVIOUS MEETINGS

15.1 Environment Committee

Deferred April 5, 2023

(Councillor Irwin to follow up)

15.2 Parkhill Lagoon Dredging Project Creation of Capacity Update

Deferred on February 7th 2024

(Director of Infrastructure and Operations to follow up)

15.3 Parkhill Main St. Cost Increase

Deferred February 21, 2024

(Director of Infrastructure and Operations to follow up)

15.4 William St. Pumping Station Funding Opportunities

Deferred February 21, 2024

(Director of Infrastructure and Operations / Chief Administrative Officer to follow up pending any available grant opportunities)

15.5 Budget Implications Shared Police Services Board

(Deferred at February 21, 2024)

Director of Finance / Treasurer to follow up.

The Director of Finance / Treasurer spoke about the modifications to the budget to include \$15,000 to the shared policing committee.

15.6 Community Development Fund - Hospital Contribution Length

(Deferred February 21, 2024)

Director of Finance / Treasurer to follow up.

The Director of Finance / Treasurer noted that the 10 year contribution was from 2017-2026 for the hospital contribution from CDF.

16. COMMUNICATIONS (Including County Council Meeting Report)

Councillor Cornelissen asked if there was an update on what the anticipated County Council levy would be. The Mayor noted the information has not been provided to the County Council. Councillor Cornelissen asked if there was an impact on the ratepayers - the Mayor confirmed that it would have an impact on the ratepayers. The conversation continued seeking if there would be an impact to the Ambulance Budget due to the recent changes. The Mayor noted that it was uncertain at this time.

17. READING OF THE BY-LAWS

That By-laws 016-023 of 2024 be read a first and second time

Provision for questions

That By-laws 018 - 023 of 2024 be read a third and final time

17.1 016 of 2024 - Van Aer Drain No. 2

(First and Second only)

17.2 017 of 2024 - Michielsen and Tap Drains

(First and Second only)

17.3 018 of 2024 - Authorize Pound-Keeping Agreement Animal Care Centre Lobo

17.4 019 of 2024 - ZBA-04-2024 - 273 Parkhill Main St.

17.5 020 of 2024 - ZBA-05-2024 4486 Queen St. Temp Use

17.6 021 of 2024 - ZBA-07-2024 2242 Elm Tree / 31260 Haskett Rd.

17.7 022 of 2024 - Deputy Clerk, Carolyn Tripp

17.8 023 of 2024 - Confirming


18. ADJOURNMENT

Moved By: S. Nirta

Seconded By: J. Keogh

That the Meeting adjourn at 7:04 p.m.

CARRIED



MAYOR



CLERK