

**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**November 15, 2023, 6:00 p.m.**

Members Present: Mayor Brian Ropp  
Deputy Mayor Paul Hodgins  
Councillor Ward 2 Bill Irwin  
Councillor Ward 3 Charles Daigle  
Councillor Ward 4 John Keogh  
Councillor Ward 5 Adrian Cornelissen

Members Absent: Councillor Ward 1 Sara Nirta

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,  
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 6:03 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**

**Moved: C. Daigle**

**Seconded: B. Irwin**

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

**Result: CARRIED**

**4. DELEGATIONS**

**4.1 Monteith + Brown Consultants - Final Recreation and Facilities**

**Master Plan**

Monteith + Brown Consultants presented the Final Recreation and Facilities Master Plan including 72 proposed recommendations.

Discussion from the Council followed the presentation and included specific attention to the necessity of monitoring population growth, splash pads, and the revitalization of existing facilities

The final draft of the Recreation and Facilities Master Plan was approved.

**Moved By: C. Daigle**

**Seconded By: B. Irwin**

**THAT Council accept the final version of the Recreation Master Plan as presented by Monteith Brown Planning Consultants for immediate adoption of the framework which it proposes.**

**CARRIED**

**5. DEPARTMENTAL REPORTS**

**5.1 Report from Manager of Recreation and Facilities - Before School Program**

The Manager presented his report. No questions were asked.

**Moved By: J. Keogh**

**Seconded By: C. Daigle**

**THAT Council receive the report titled Before School Recreation Program as information only.**

**CARRIED**

**5.2 Report from Manager of Recreation and Facilities - 2023 Snow Removal Tender Results**

The Manager presented his report. Councillor Irwin asked for clarification on the price year over year. The Manager noted that it was estimated 5-10% increase. Mayor Ropp asked if the gravel lot was included in the proposal. The Manager noted it was not considered an actualized lot. It was not included in the proposal, potential to be cleared by Public Works.

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**THAT Council accept the tender submitted by All Season's Landscaping for snow removal and salting of Municipal facilities.**

**CARRIED**

**5.3 Report from HR Coordinator - Post Retirement Benefits**

HR Coordinator presented her report. Discussion followed from Council echoing the need for a comprehensive review of the Non-Union compensation packages. It was proposed to review this out of the upcoming organizational review and as part of budgetary discussions.

Deputy Mayor vote was recorded as opposed.

**Moved By:** B. Irwin

**Seconded By:** J. Keogh

**THAT Council receive the report for information and requested that a fulsome compensation package review be completed for Non-Union Staff as part of the pending Organizational Review and Budget 2024 discussions.**

**CARRIED**

5.4 Report from Manager of Public Works - Bridge and Culvert OSIM Inspections

The Manager presented his report. Councillor Keogh asked the Manager if he could detail how inspections took place to ensure inspection of culvert failure adequately. The Manager noted that to his knowledge there were detailed field inspections completed by the Engineers.

Councillor Cornelissen requested that a future delegation be scheduled with Spriet Associates to provide an education session on the above.

Councillor Keogh commented that more people from surrounding areas contacted him regarding the bridge being out than locals.

Mayor Ropp noted that Blacks Bridge was completed, and social media was to come with pictures.

**Moved By:** J. Keogh

**Seconded By:** B. Irwin

**THAT Council receives the Municipality of North Middlesex Bridge and Culvert Inspection and Assessment Report for information.**

**CARRIED**

5.5 Report from the Chief Administrative Officer - Community Emergency Preparedness Grant

The Chief Administrative Officer presented her report. No questions were asked.

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT Council accepts this report and directs staff to proceed with an application to the Community Emergency Preparedness Grant.**

**CARRIED**

**6. PASSING OF ACCOUNTS**

6.1 Report from Treasurer - Accounts Payable

The Treasurer presented her report. Councillor Irwin asked what was left on the Parkhill Fire Station. The Manager of Recreation and Facilities noted that occupancy was received, and substantial completion was

nearing. Minor things left, 96 %. The Manager was to follow up with all of Council. The Mayor asked for a report to come for overall costs for the Firehall.

Councillor Keogh asked for clarification on the VADIM implementation and if that was all software related. The Treasurer noted that VADIM is the new accounting software, and she detailed the breakdown of the invoices to explain the use of two accounting platforms until the end of the year.

Mayor Ropp asked for clarification on the overall salt budget for the year. The Treasurer noted that she would investigate.

**Moved By:** C. Daigle

**Seconded By:** A. Cornelissen

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

**CARRIED**

## **7. COMMITTEE REPORTS**

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

7.2 ABCA (Cr. Cornelissen)

### **7.2.1 Board of Directors Meeting - Agenda and Minutes**

7.3 BWRA (Cr. Keogh)

### **7.3.1 Board of Directors Meeting Highlights - October 19 2023**

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

7.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

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

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

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

Councillor Cornelissen noted at the previous meeting there was an update on the Fire Master Plan and investigation of new truck and equipment.

7.9 OCWA Client Advisory Board (CAO)

**8. CORRESPONDENCE - Receive and Consider Support**

8.1 Town of Plympton Wyoming - Calls for amendment to Legislation Act 2006  
Filed.

8.2 Township of Adelaide Metcalfe - Notice of Public Meeting  
Filed.

8.3 Town of Aurora - Cannabis Retail Application  
Filed.

8.4 Town of Rainy River - Water Treatment Training Resolutions

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**THAT the Council of the Municipality of North Middlesex supports the  
Town of Rainy River's attached correspondence.**

**CARRIED**

8.5 Town of Huntsville - Floating Accommodations

**Moved By:** J. Keogh

**Seconded By:** A. Cornelissen

**THAT the Council of the Municipality of North Middlesex supports the  
Town of Huntsville correspondence attached.**

**CARRIED**

**9. OTHER AND URGENT BUSINESS**

9.1 Memo from Manager of Infrastructure and Operations - Water and  
Wastewater Rate Study and Water Financial Plan

The Manager presented the memo attached. No questions were asked.

9.2 Grand Opening of the Fire Hall - Saturday November 16 at 10:00 a.m. -  
2p.m.

9.3 Drainage Situation between Church and Rabbitwood - Next Steps -  
Request to Return



The Manager of Infrastructure overviewed some of the complaints that had been received from residents in the area regarding sump pumps running at increased capacity when previously they had not. Concerns about the development to the North, He noted that a future report could be expected.

9.4 Thank you to Legions for Remembrance Ceremonies and Request for Certificate of Appreciation

Councillor Daigle noted his thanks to the legions of the area and all involved in putting on the Remembrance Day Ceremonies in the area. He also requested that a certification of appreciation be given to the Ailsa Craig Legion for their Remembrance Banner Program in Ailsa Craig.

9.5 Ailsa Craig Light Up Sign

Mayor Ropp asked for an update on the electric light-up sign for Ailsa Craig. The Manager of Recreation and Facilities noted that formal quotes were requested but the item would be evaluated as part of the 2024 budget.

9.6 Annie Ada Shipley Stop Sign

Councillor Daigle asked what the status of putting up the recently approved stop sign was. The Manager of Public Works noted that the sign would be put up within the week.

**10. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

10.1 North Middlesex Surplus Lands

Deferred on November 17, 2021 - CAO follow up.

The Chief Administrative Officer noted progress on this report and told Council that they could expect for the upcoming meeting.

10.2 Environment Committee

Deferred April 5, 2023 - Councillor Irwin to follow up.

10.3 AMO-LAS Water and Sewer Warranty Program

Deferred April 19, 2023 - Manager of Infrastructure and Operations to follow up.

10.4 Communities Overview of Traffic Control and Speed Signs

Deferred September 6, 2023 - Manager of Infrastructure, Manager of Public Works to follow up.

10.5 Ailsa Craig Queen St. Truck Traffic Controls

Deferred September 6, 2023 - Manager of Infrastructure and Operations to follow up.

10.6 Parkhill Sewage Lagoon Third Party Opportunities

Deferred February 1, 2023 - Manager of Infrastructure and Operations to follow up.

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

11.1 County Council Meeting Highlights - October 24 2023

11.2 County Council Meeting Highlights - November 7 2023

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

The Clerk noted that before readings, the Manager of Recreation and Facilities wanted to provide a verbal update regarding the EMS agreement proposed to be executed.

The Manager of Recreation and Facilities noted that the agreement came standard from Middlesex London Health and the rates were prescribed by the Province.

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**That By-laws 097-098 of 2023 be read a first and second time**

**Provision for questions**

**CARRIED**

**Moved By:** C. Daigle

**Seconded By:** A. Cornelissen

**That By-laws 097-098 of 2023 be read a third and final time**



**CARRIED**

12.1 097 of 2023 - Authorize EMS Lease Agreement

12.2 098 of 2023 - Confirming

**13. ADJOURNMENT**

**Moved By:** J. Keogh

**Seconded By:** C. Daigle

**THAT the Meeting adjourn.**

**CARRIED**

  
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MAYOR

  
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CLERK