



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**September 4, 2024, 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: Recreation and Facilities Manager Brandon Drew  
Director of Infrastructure and Operations, Jaden Hodgins  
Director of Corporate Services / Clerk, Alan Bushell  
Chief Administrative Officer, Carolyn Tripp  
Facility Event Planner, Felicia Krista

**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, and the Middlesex YouTube Channel live streaming.

**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.

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

#### **Recommended Motion:**

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

3.1 Meeting Minutes for August 14, 2024

**Moved By:** P. Hodgins

**Seconded By:** S. Nirta

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

**CARRIED**

### **4. COMMITTEE OF ADJUSTMENT**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** Council adjourn the meeting to sit as the Committee of Adjustment.

**CARRIED**

4.1 Notice of Public Meeting to consider Minor Variance Application MV-13-2024 located at 35963 Grand Bend Road, Kristen and Tim Hofstra

The public meeting will include the following:

- Planners Evaluation Report
- Provision for Applicant Remarks
- Provision for Written Submissions
- Provision for Public Comments
- Provision for Committee Questions

The applicants were in attendance and concurred with the planner's report.

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

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT** the Application for Minor Variance MV-13-2024, to permit a maximum accessory structure height of 8.6 m (28.22 ft), whereas Section 8.3.2 h) permits a maximum accessory structure height of 5.5 m (18.04 ft) be GRANTED subject to the following conditions:  
1) The relief solely applies to the accessory structure, as shown on the site sketch submitted with the subject application.  
2) The accessory structure shall be used solely for residential purposes and shall not be used for the storage of home industry equipment.

For the reasons outlined in the Report.

**CARRIED**

**4.2 Notice of Public Meeting to consider Consent Application B20-2024 located at 160 Parkhill Main Street, Jamie and Joshua Juhnke**

The public meeting will include the following:

- Planners Evaluation Report
- Provision for Applicant Remarks
- Provision for Written Submissions
- Provision for Public Comments
- Provision for Committee Questions

The applicant was in attendance.

The applicant provided comments, expressing support for the application.

David Elliott of 154 Main Street.

Provided comment, in opposition to the application.

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

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT** the the following conditions be added to the Planners Recommendation:

23. That the Owner amend the proposed lot size of Retained Parcel and Severed parcel to take into account the required County Right-of-Way dedication.

24. Any new residential dwelling constructed on the Severed Parcel shall adhere to urban design guidelines as defined in Schedule "B" of the Severance and Development Agreement, to the satisfaction of the Municipality of North Middlesex.

**AND THAT** Application for Consent B20-2024, submitted under Section 53 of the Planning Act be GRANTED subject to the conditions included in the Planners recommendation, as amended.

**CARRIED**

4.3 Consent Item B6-2024 and B7-2024 located at 11734 Petty Street - Conditions Update

The following condition was included at the request of Middlesex County in the Consent Conditions:

#11. That the unpermitted driveway on the property be removed to the satisfaction of the Municipality of North Middlesex.

Middlesex County has requested that this condition no longer be included, or part of the Severance and Development Agreement.

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT** Condition #11 from Consent file B6-2024 and B7-2024 be considered completed.

**CARRIED**

4.4 Adjournment of Meeting

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT** the Committee of Adjustment adjourn at 6:40 p.m.

**CARRIED**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT** Council reconvene as a Public Meeting under the Planning Act.

**CARRIED**

4.5 Notice of Public Meeting to consider Zoning Amendment Application ZBA-19-2024 located at 31946 Sylvan Road, Porkland Farms Inc

The public meeting will include the following:

- Planners Evaluation Report
- Provision for Applicant Remarks
- Provision for Written Submissions
- Provision for Public Comments
- Provision for Committee Questions

**4.5.1 Decision**

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT** Council receive the report for information for Zoning By-law Amendment ZBA-19-2024, which proposes to rezone the 'Severed Parcel' of Consent B16-2024 to 'Agricultural Small Holding Exception 40 (AG1-40)' and the 'Retained Parcel' of Consent B16-2024 to 'General Agricultural Exception 109 (A1-109) Zone';

**AND THAT** the associated implementing by-law be APPROVED in principle limited to a first and second reading;

**AND THAT** the third and final reading is to be provided upon completion of the registered plan.

**CARRIED**

**5. DELEGATIONS**

**6. DEPARTMENTAL REPORTS**

6.1 Report from Arnie Marsman, Chief Building Official

Wayne Ysbeart was in attendance in place of Arnie Marsman.

**6.1.1 Building Activity Report**

**Moved By:** P. Hodgins

**Seconded By:** A. Cornelissen

**THAT** the First Half 2024 Building Activity Summary be received for information.

**CARRIED**

6.2 Report from Alan Bushell, Director of Corporate Services / Clerk

**6.2.1 Signing Authority and Delegation of Powers**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** Council receive this report for information;

**AND THAT** by-laws related to this report be referred to the By-laws section of this agenda for Consideration.

**CARRIED**

6.3 Reports from Brandon Drew, Director of Community Services

**6.3.1 Ice Season Extension**

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT** Council direct staff formally extend the normal operations of the arena until the second week of May, for the next two years.

**CARRIED**

**6.3.2 Community Programming**

The report as originally submitted, was pulled from the regular agenda.

6.4 Report from Carolyn Tripp, Chief Administrative Officer

**6.4.1 Housing Accelerator Fund - Round 2 Application**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** Council accepts this report and directs staff to proceed with an application to the Housing Accelerator Fund Round 2.

**CARRIED**

6.5 Report from Jaden Hodgins, Director of Infrastructure and Operations

**6.5.1 Radar Speed Signs - Third Report**

A discussion including concerns with relocating signs currently in place was had. A resolution to accept the new deployment was changed to just accepting the report for information, so that staff may account for the new direction provided to buy 3 radar signs.

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**WHEAREAS** Staff provided a recommendation of purchasing 1 additional mobile radar sign;

**THEREFORE BE IT RESOLVED THAT** Council direct staff to purchase 3 mobile radar signs.

**CARRIED**

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT** Council receive this report for information.

**CARRIED**

**7. COMMITTEE REPORTS**

7.1 Lake Huron Primary Water Supply Joint Mgmt Board

7.2 ABCA (Cr. Cornelissen)

7.3 BWRA (Cr. Keogh)

New CAO incoming, information will be provided for the next regular meeting.

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

7.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

Early October, next meeting.

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

Next meeting September 24.

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

**7.7.1 Appoint the Clerk to be a by-law enforcement officer.**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT** the Municipality appoint the Director of Corporate Services / Clerk to be a by-law officer.

**CARRIED**

**7.7.2 Minutes - July 17, 2024**

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

At the previous meeting:

Station Chief Jones, discussed the creation of a pamphlet for people who have experienced a loss of a house.

Lambton Shores would like to adjust its boundaries for fire response.

A request to authorize a funding application came as an urgent addition.

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** Council authorize the submission of a funding application to the Fire Protection Grant 2024-2025 for the amount of \$19,138.00.

**CARRIED**

- 7.9 Budget Committee (Mayor Mayor)  
Pre-budget meeting tentatively scheduled for September 25, 2024.
- 7.10 Community Development Fund Committee (Mayor Ropp, Cr. Nirta, Cr. Cornelissen)
- 7.11 OCWA Client Advisory Board (CAO)
- 7.12 Middlesex County OPP Detachment Board

**8. CORRESPONDENCE**

- 8.1 Middlesex County Highlights - August 13, 2024
- 8.2 City of Pembroke - Support for Rehab Facility
- 8.3 Stirling-Rawdon - Updating Public Sector Salary Disclosure Practices

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT** the Council of North Middlesex supports the resolution brought by Stirling-Rawdon.

**CARRIED**

- 8.4 Town of Bradford West Gwillimbury - Ontario Long Service Medals
- 8.5 Town of South Bruce Peninsula -Ineligible Sources Recycling
- 8.6 Township of Terrace Bay - Letter of Support NOMA Resolution - Support for OINP

**9. OTHER AND URGENT BUSINESS**

Ailsa Craig Playschool - The Director of Community Services may be bringing forward a request to change hours of operations.

**Councillor Cornelissen**, requested an update on the sludging. **Director Hodgins** provided an update, describing how cleanup has started on the south side of the lagoon a week ago.

**Councillor Irwin**, inquired about Community Safety Zones, and further pursuing them.

**Councillor Irwin**, requested a verbal update on the walkway status in Ailsa Craig. **Director Hodgins** did not have a detailed update to provide at this time.

**Councillor Irwin**, requested a verbal update on the deficiencies of the water tower. **Director Hodgins** informed the group that most of the deficiencies have

been addressed, and provided some examples of minor issues to be addressed. **Councillor Keogh**, requested a verbal update regarding the deuterating asphalt on main street. **Director Hodgins**, contractor had an engineering consultant drill to as part of their investigation.

**Councillor Keogh**, requested updates be provided for the bulk water station if some form of issue is discovered with its operation.

**Director Jaden Hodgins provided a verbal update on some urgent issues:**

**Manure spill Cameron Gilles Drain** - Manure was found to have flowed into the drain causing pollution. The issue was reported to the Ministry, and the Ministry has contacted the property owner that caused the pollution.

**Water Meter Replacements** - Over 100 water meters have been replaced for not functioning during the most recent investigations.

**Queen Street Construction** - Watermain work has begun today. Signage will be reviewed to assure it is in compliance with the proposed plan and provincial regulations.

**Councillor Irwin**, brought forward concerns about the messaging involved on donations requested for community programming. **Director Drew**, clarified that the donations are not an obligation to participate, and will keep the concerns in mind with further messaging.

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT** staff be directed to further negotiate the agreement with the playschool to extend to 6 hour daily operation.

**CARRIED**

**Moved By:** B. Irwin

**Seconded By:** C. Daigle

**THAT** staff explore the creation of further Community Safety Zones and bring back a report back to Council.

**CARRIED**

## **10. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

An updated Terms of Reference for the Policy Committee is scheduled for review by Council on September 18, 2024.

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

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

**Moved By:** C. Daigle

**Seconded By:** B. Irwin

**THAT** By-laws 072 of 2024, 073 of 2024, 074 of 2024, 075 of 2024, 076 of 2024, 077 of 2024, and 078 of 2024 be read a first and second time;

**Provision for questions**

**CARRIED**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT** By-laws 072 of 2024, 073 of 2024, 074 of 2024, 075 of 2024, 077 of 2024, and 078 of 2024 be read a THIRD and FINAL time;

**CARRIED**

12.1 072 of 2024 - Appoint Signing Officers

12.2 073 of 2024 - Appoint Deputy Treasurer

12.3 074 of 2024 - Appoint By-law Officer

12.4 075 of 2024 - Adopt and Establish a Delegation of Powers and Duties Policy

12.5 076 of 2024 - ZBA-19-2024 - 31946 Sylvan Road

FIRST AND SECOND READING ONLY

12.6 077 of 2024 - Confirming

12.7 078 of 2024 - Authorize Agreement - Canada Community-Building Fund

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

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** the Open Meeting adjourn to Closed Meeting at 7:40 p.m.

To receive information under the following exception:

Municipal Act 239(1)(b) and (d)

**CARRIED**

13.1 Previous Minutes

13.2 Items protected under the Municipal Act 239(1)(b) and (d).

Possible discussion about the Community Programming report, and how it will effect identifiable individuals.

13.3 Items protected under the Municipal Act 239(1)(b) and (d).

13.4 Items protected under the Municipal Act 239(1)(b) and (d).

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

(d) labour relations or employee negotiations;

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

**Moved By:** S. Nirta

**Seconded By:** P. Hodgins

**THAT** the Closed Meeting adjourn and return to Open Meeting at with the the following Rise and Report:

Council received information and provided direction to staff for items related to identifiable individuals and labour relations.

**CARRIED**

**15. ADJOURNMENT**

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT** the Meeting adjourn at 8:40 p.m.

**CARRIED**