



**Municipality of Southwest Middlesex**  
**Regular Council Meeting**  
**Minutes**

**Wednesday, February 19, 2025, 6:00 PM**

**Council Present:** Mayor Allan Mayhew;  
Deputy Mayor Mike Sholdice;  
Councillor Joel Haggith;  
Councillor Don McCallum;  
Councillor Mark McGill;  
Councillor Ed Myers;  
Councillor Martin Vink;

**Staff Present:** Amanda Gubbels, CAO  
Mack Meloche, Treasurer  
Gary Johnston, Fire Chief  
Andrew Neely, Drainage Superintendent;  
Alana Kertesz, Planner  
Erin Besch, Planner (virtually)  
Colleen Kelly, Deputy Clerk

**Meeting can be viewed at:**

<https://www.youtube.com/channel/UC6oo98BZcAvuVMKLDx88l4A>

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**1. CALL TO ORDER**

Mayor Mayhew called the meeting to order at 6:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

Councillor Mark McGill

-Item 7.3 Zoning By-Law Amendment P2-2025 - Glencoe Presbyterian Church, 177 Main Street, Glencoe, as he is a member of the church.

### **3. CONFIRMATION OF THE AGENDA**

2025-046

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Don McCallum

That the Regular Agenda of Council dated February 19, 2025 be accepted as presented.

Carried

### **4. DELEGATIONS AND PRESENTATIONS**

#### **4.1 Acknowledgement and Recognition Presentation - Retirement of Deputy Chief Ross**

Mayor Mayhew and Fire Chief Johnston recognized Deputy Fire Chief Michael Ross for his 47 years of dedicated service to the municipality, highlighting the significant impact of his work over the years. Additionally, the Mayor and Fire Chief Johnston welcomed the incoming Deputy Fire Chief, Steve Ashton, emphasizing his qualifications and readiness for the role.

#### **4.2 Brian Kavanagh, P.Eng. CMO, Principal, Infralevel Inc. - Asset Management Plan and Policy**

2025-047

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the presentation from Brian Kavanagh, P.Eng. CMO, Principal, Infralevel Inc. - Asset Management Plan and Policy, for information.

Carried

### **5. CONSENT AGENDA**

2025-048

**Moved by** Councillor Mark McGill

**Seconded by** Councillor Don McCallum

That Council for the Municipality of Southwest Middlesex receive Items 5.1. to 5.7, as set out on the Consent Agenda for the February 19, 2025 Regular Meeting of Council, for information;

And that Council direct staff to send a letter of support regarding Item 5.7 Eastern Ontario Warden's Caucus (EOWC) - Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs;

And that Council approve the minutes of the February 5, 2025 Regular Council Meeting.

Carried

- 5.1 Draft Minutes of the Regular Meeting of Council - February 5, 2025
- 5.2 Draft Minutes of the Recreation Committee Meeting - February 4, 2025
- 5.3 Approved Minutes of the Brooke-Alvinston Fire Committee Meeting - August 27, 2024
- 5.4 Draft Minutes of the Four Counties Transportation Services Committee Meeting - January 27, 2025
- 5.5 Middlesex County Council Meeting Highlights - February 11, 2025
- 5.6 Middlesex London Health Unit (MLHU) Monthly Board of Health Update - January 2025
- 5.7 Eastern Ontario Wardens' Caucus (EOWC) - Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs

## **6. COMMITTEE OF ADJUSTMENT**

2025-049

**Moved by** Councillor Ed Myers

**Seconded by** Deputy Mayor Mike Sholdice

That the Council of the Municipality of Southwest Middlesex enter into the Committee of Adjustment at 6:30 p.m.

Carried

## 7. PUBLIC MEETINGS

### 7.1 Meeting to Consider - Eddie Drain - Branch D 2024

Council shall consider the report prepared by Spriet Associates dated December 30, 2024 and shall give opportunity to any person who owns land within the area requiring drainage who have not signed the petition an opportunity to do so and/or remove their name(s) from the petition.

Meeting Order:

- Engineer/Staff will give an overview of the work required;
- Questions from any affected property owners whom are present;
- Request from those present to add or remove their name(s) from the petition;
- Comments or questions from Members of Council;
- Decision (first and second reading of the by-law is required, if passed).

2025-050

**Moved by** Councillor Mark McGill

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex accepts the Engineer's Report in reference to the Eddie Drain - Branch D 2024 and refers the by-law to the By-law section of the agenda for a 1st and 2nd reading.

Carried

### 7.2 Meeting to Consider - Keith Cameron Drain 2024

Council shall consider the report prepared by Spriet Associates dated December 30, 2024 and shall give opportunity to any person who owns land within the area requiring drainage who have not signed the petition an opportunity to do so and/or remove their name(s) from the petition.

Meeting Order:

- Engineer/Staff will give an overview of the work required;
- Questions from any affected property owners whom are present;
- Request from those present to add or remove their name(s) from the petition;
- Comments or questions from Members of Council;
- Decision (first and second reading of the by-law is required, if passed).

2025-051

**Moved by** Councillor Martin Vink

**Seconded by** Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex accepts the Engineer's Report in reference to the Keith Cameron Drain 2024 and refers the by-law to the By-law section of the agenda for a 1st and 2nd reading.

Carried

- 7.3 Zoning By-law Amendment Application P2-2025 submitted by Lu Brulé on behalf of Glencoe Presbyterian Church - 177 Main Street (County Road 80), Glencoe
- Councillor Mark McGill left the table and returned after the vote from Council.

- a) The Planner will present the staff report
- b) The applicant will be allowed the opportunity to speak
- c) Council Member remarks
- d) Oral submission from delegates (if applicable)
- e) Written submission (if applicable)
- f) Applicant final remarks
- g) Council Decision

2025-052

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated February 19th, 2025, prepared by the Planner titled Zoning By-law Amendment Application P2-2025, submitted by Lu Brulé on behalf of Glencoe Presbyterian Church – 177 Main Street (County Road 80) for information;

And that Application for Zoning By-law Amendment P2-2025, which proposes to rezone a portion of the retained lands created through Consent Application B12-2024 **from** the 'Residential First Density One (R1(1)) Zone' **to** the 'Institutional (I) Zone' to recognize the existing use of the lands being the parking lot for the Glencoe Presbyterian Church be **Granted**.

Carried

## 8. STAFF REPORTS

8.1 Chief Administrative Officer - None

8.2 Clerk

### 8.2.1 Council Vacancy - Ward 3 (CLE-2025-03)

2025-053

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated February 19, 2025, prepared by the Manager of Legislative Services/Clerk titled Council Vacancy – Ward 3 (CLE-2025-03) for information;

And that Council resolves that Option 1 - Appoint a qualified elector who received the most votes in the 2022 Municipal Election in Ward 3 but was not elected be utilized as the method to fill the vacant Ward 3 Council seat;

And further that if the individual does not accept or is no longer qualified, the Clerk shall utilize Option 2 - application for appointment, through a selection process.

And that the Clerk be directed to report back to the March 5, 2025 Council Meeting to confirm whether the individual has consented to accepting office if appointed and is still qualified to accept office;

Carried

### 8.2.2 Animal Control Request for Proposal (RFP) Results (CLE-2025-04)

2025-054

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated February 19, 2025 prepared by the Manager of Legislative Services/Clerk titled Animal Control Request for Proposal (RFP) Results (CLE-2025-004) for information;

And that Council direct staff to enter into a 1-year agreement with Southwest Middlesex Animal Shelter, to be further negotiated with staff and legal department;

And that the agreement include an option to extend the contract for an additional 3-year extension upon successful completion of the first year;

And that staff bring the potential contract to Council for approval.

Carried

### 8.3 Finance

#### 8.3.1 Asset Management Plan Update

2025-055

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated February 19, 2025, prepared by the Finance department titled Asset Management Plan Update (FIN-2025-06) for information.

Carried

### 8.4 Public Works

#### 8.4.1 James Lethbridge Drain - Section 78 Improvement (DS-2025-04)

2025-056

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Martin Vink

That the Council of Southwest Middlesex receive the report dated February 19, 2025 prepared by the Drainage Superintendent titled James Lethbridge Drain-Section 78 Improvement (DS-2025-04) for information;

And that Council appoint Spriet Associates under Section 78 of the Drainage Act from Range II South, Lot 20-21, to initiate the reconstruction of the James Lethbridge Drain (formerly of Ekfrid Township).

Carried

8.5 Community Services and Facilities - None

8.6 Fire - None

8.7 Building - None

8.8 Planning - None

**9. NOTICE OF MOTION**

**10. CORRESPONDENCE AND PETITIONS**

10.1 Municipality of Strathroy-Caradoc - Request for the appointment of a Municipality of Southwest Middlesex member for the Fourth Concession Drain 2025 Court of Revision

2025-057

**Moved by** Mayor Allan Mayhew

**Seconded by** Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex appoint Councillor Mark McGill to sit on the Municipality of Strathroy-Caradoc Court of Revision on March 3, 2025 regarding the Fourth Concession Drain 2025.

Carried

**11. UNFINISHED BUSINESS**

**12. NEW BUSINESS**

**13. COUNTY COUNCIL AND CONFERENCE UPDATE**

13.1 Councillor Mark McGill - Rural Ontario Municipal Association (ROMA) Convention Report to Council

2025-058

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex receive the Rural Ontario Municipal Association (ROMA) Convention Report prepared by Councillor McGill for information.

Carried



**14. ANNOUNCEMENTS**

**15. CLOSED SESSION**

2025-059

**Moved by** Councillor Mark McGill

**Seconded by** Councillor Don McCallum

That the Regular Meeting of Council of the Municipality of Southwest Middlesex be temporarily adjourned at 7:37 p.m. to permit the holding of a meeting in Closed Session for the purpose(s) of:

**Exceptions Pursuant to Section 239(2) of the Municipal Act, 2001**

Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communication necessary for that purpose

-legal negotiation

Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board

-potential donation

Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees

-HR matters

Carried

15.1 Closed Meeting Minutes - February 5, 2025

15.2 Closed Item

15.3 Closed Item

15.4 Closed Item

**16. BUSINESS ARISING FROM CLOSED SESSION**

2025-060

**Moved by** Councillor Martin Vink

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex rise from Closed Session and reconvene to the Regular Meeting of Council at 8:31 p.m.;

And that in closed session, the previous closed minutes from February 5, 2025 were approved;

And that Council approve the joint retainer of the Middlesex County Barrister and Solicitor's Office with the Village of Newbury for legal services related to the Limerick Landfill Closure and Cost Allocation agreement, and that the Joint Retainer Agreement be endorsed and executed;

And that Council direct staff to undertake due diligence with regards to the potential land donation discussed, and direct staff and/or legal counsel to report back with a recommendation regarding the property following the completion of due diligence;

And that Council direct staff to proceed as directed with regards to the H.R. matter.

Carried

## **17. BY-LAWS**

2025-061

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Joel Haggith

That the Council of Southwest Middlesex give a first and second reading to by-law 2025/016 and 2025/017, a third and final reading to by-law 2024/077, and adopt by-laws 2025/018 to 2025/022 as listed below, as read.

Carried

- 17.1 By-law 2025/016 Being a provisional by-law to provide for a drainage works being the Eddie Drain - Branch D 2024 (First and Second Reading) (See Item 7.1)
- 17.2 By-law 2025/017 Being a provisional by-law to provide for a drainage works being the Keith Cameron Drain 2024 (First and Second Reading) (See Item 7.2)
- 17.3 By-law 2024/077 Being a by-law to provide for the drainage works being the Stinson Drain (Third and Final Reading)
- 17.4 By-law 2025/018 Being a by-law to amend Zoning By-law 2011/065 - Glencoe Presbyterian Church - 177 main Street (County Road 80) (See Item 7.3)
- 17.5 By-law 2025/019 Being a by-law to appoint a Fire Chief for the Municipality of Southwest Middlesex and repeal by-law 2023/014

17.6 By-law 2025/020 Being a by-law to appoint an Integrity Commissioner and to authorize the execution of the agreement

17.7 By-law 2025/021 Being a by-law to amend Fees and Charges By-law 2024/079

17.8 By-law 2025/022 Being a by-law to confirm the proceedings of Council on February 19, 2025

**18. FUTURE MEETINGS (subject to change)**

Wednesday March 5, 2025 at 10:00 a.m. - Special Budget Meeting

Wednesday March 5, 2025 at 1:30 p.m. - Regular Council Meeting

Wednesday March 19, 2025 at 6:00 p.m. - Regular Council Meeting

Wednesday March 20, 2025 at 9:30 a.m. - Special Budget Meeting

**19. ADJOURNMENT**

2025-062

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Martin Vink

That the Regular Meeting of Council be adjourned at 8:33 p.m.

Carried