



Municipality of Southwest Middlesex
Regular Council Meeting Minutes

Wednesday, January 15, 2025, 6:00 PM

Council Present: Mayor Allan Mayhew
Deputy Mayor Mike Sholdice
Councillor Amy Choi
Councillor Joel Haggith
Councillor Mark McGill
Councillor Ed Myers
Councillor Martin Vink

Members Absent Councillor Don McCallum

Staff Present: Amanda Gubbels, CAO
Kendra Kettler, Clerk
Mack Meloche, Treasurer
Mauro Castrilli, Public Works Manager
Andrew Neely, Drainage Superintendent
Alana Kertesz, Planner
Erin Besch, Planner

Meeting can be viewed at:

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

1. CALL TO ORDER

Mayor Mayhew called the meeting to order at 6:01 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

3. CONFIRMATION OF THE AGENDA

2025-001

Moved by Councillor Mark McGill

Seconded by Councillor Amy Choi

That the Regular Agenda of Council dated January 15, 2025 be accepted as presented.

Carried

4. DELEGATIONS AND PRESENTATIONS

- 4.1 Dave Newnham, Vice President of Camping and Outdoor Education, Jessi Myles, Manager of Day Camp, and Kelly Gonzalez, Manager of Camp Administration, YMCA of Southwestern Ontario

2025-002

Moved by Councillor Amy Choi

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex received the January 15, 2025 presentation from Dave Newnham, Jessi Myles and Kelly Gonzalez, YMCA of Southwestern Ontario regarding a Glencoe Day Camp, for information.

Carried

5. CONSENT AGENDA

2025-003

Moved by Councillor Amy Choi

Seconded by Councillor Mark McGill

That Council for the Municipality of Southwest Middlesex receive Items 5.1. to 5.6, as set out on the Consent Agenda for the January 15, 2025 Regular Meeting of Council, for information;

And that Council approve the minutes of the December 18, 2024 Regular Council Meeting.

Carried

- 5.1 Draft Minutes of the Regular Meeting of Council - December 18, 2024

- 5.2 Draft Minutes of the Economic Development Committee Meeting - December 11, 2024
- 5.3 Matthew Newton-Reid, Board Chair, Middlesex-London Board of Health memo to County of Middlesex - Monthly Board of Health Update - December 2024
- 5.4 S.B. Ridout, Superintendent, Commander - Municipal Policing Bureau - Revised Ontario Provincial Police (O.P.P.) Municipal Policing 2025 Annual Billing Statement Package
- 5.5 Honourable Paul Calandra, Minister of Municipal Affairs and Housing dated December 13, 2024 - Increased resources to support and provide more long-term stable housing for those living in encampments
- 5.6 Honourable Paul Calandra, Minister of Municipal Affairs and Housing dated December 12, 2024 - Introduction of Proposed Municipal Accountability Act, 2024 to Strengthen the Municipal Code of Conduct and Integrity Commissioner Framework

6. COMMITTEE OF ADJUSTMENT

2025-004

Moved by Councillor Amy Choi

Seconded by Deputy Mayor Mike Sholdice

That the Council of the Municipality of Southwest Middlesex enter into the Committee of Adjustment at 6:23 p.m.

Carried

7. PUBLIC MEETINGS

- 7.1 Zoning By-law Amendment Application P14-2024 submitted by Tulip Acres Inc (c/o Darryl Boersma) - 21111 Dundonald Road

2025-005

Moved by Councillor Martin Vink

Seconded by Councillor Amy Choi

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Planner titled Zoning By-law Amendment Application P14-2024, submitted by Darryl Boersma on behalf of Tulip Acres Inc. – 21111 Dundonald Road for information;

And that Application for Zoning By-law Amendment P14-2024, which proposes to rezone the severed parcel created through Consent Application B26-2024 **from** 'General Agricultural (A1) Zone' **to** the 'Rural Residential (RR) Zone' in order to recognize the residential use of the lands and rezone the retained parcel created through Consent Application B26-2024 **from** 'General Agricultural (A1) Zone' **to** the 'Agricultural (A2) Zone' in order to prohibit the construction of a residential dwelling be **Granted**.

Carried

- 7.2 Zoning By-law Amendment Application P15-2024 submitted by Jody Kennedy on behalf of Jaslo Farms Ltd. - 22933 Melbourne Road (County Road 9)

2025-006

Moved by Councillor Mark McGill

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Planner titled Zoning By-law Amendment Application P15-2024, submitted by Jody Kennedy on behalf of Jaslo Farms Ltd. – 22933 Melbourne Road (County Road 9) for information;
And that Application for Zoning By-law Amendment P15-2024, which proposes to rezone the severed parcel created through Consent Application B17-2024 from 'General Agricultural (A1) Zone' to the 'Rural Residential (RR) Zone' in order to recognize the residential use of the lands and rezone the retained parcel created through Consent Application B17-2024 from 'General Agricultural (A1) Zone' to the 'Agricultural (A2) Zone' in order to prohibit the construction of a residential dwelling be **Granted**.

Carried

8. STAFF REPORTS

- 8.1 Chief Administrative Officer

8.1.1 CAO Quarterly Status Report for Q4 2024 (CAO-2025-01)

2025-007

Moved by Councillor Ed Myers

Seconded by Councillor Amy Choi

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025, prepared by the CAO titled CAO Quarterly Status Report for Q4 2024 (CAO-2025-01) for information.

Carried

8.1.2 Proposal for Food Truck Operation on Municipal Lands (CAO-2025-02)

2025-008

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Joel Haggith

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the CAO titled Proposal for Food Truck Operation on Municipal Lands (CAO-2025-02) for information;
And that Council bring back a report and by-law for Council review at an upcoming meeting.

Carried

8.1.3 Support for Application to the Southwestern Ontario Development Fund (CAO-2025-03)

2025-009

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the CAO titled Support for Application to the Southwestern Ontario Development Fund (CAO-2025-03) for information;

And that Council endorse and support the application to the Southwestern Ontario Development Fund (SWODF) for the servicing of the Southwest Middlesex Industrial Park;

And that Council approves a municipal financial contribution of up to 50%, or \$1.25 million, to the project, contingent on grant approval;

And that the Chief Administrative Officer (CAO) be directed to finalize and submit the application to the SWODF by the stated deadline;

And that the CAO be directed to apply to the County of Middlesex Economic Development Loan program for the municipal portion of funds.

Carried

8.1.4 Integrity Commissioner Services Contract (CAO-2025-04)

2025-010

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the CAO titled Integrity Commissioner Services Contract (CAO-2025-04) for information;

And that Council direct the Chief Administrative Officer to pursue negotiations with Aird & Berlis LLP for the continued provision of Integrity Commissioner services for Southwest Middlesex, for a term from March 31, 2025, to December 31, 2027;

And that the Chief Administrative Officer report back to Council with an updated agreement for consideration and approval.

Carried

8.1.5 Revised Proposal for Glencoe Summer Market Partnership (CAO-2025-05)

2025-011

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the CAO titled Revised Proposal for Glencoe Summer Market Partnership (CAO-2025-05) for information;

And that Council endorses the revised partnership with A-Z Events to offer the Glencoe Summer Markets as per the updated proposal;

And that Council endorses use of the Train Station Parking Lot property for hosting the Glencoe Summer Market;

And that the CAO be directed to prepare and execute an agreement with A-Z Events reflecting the revised terms, including an alternate market location.

Carried

8.1.6 Support and Endorsement of an Application to the Municipal Climate Resilience Fund (CAO-2025-06)

2025-012

Moved by Councillor Amy Choi

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the CAO titled Support and Endorsement of an Application to the Municipal Climate Resiliency Fund (CAO-2025-06) for information;

That Council support and endorse Southwest Middlesex's application to the Intact Financial Municipal Climate Resiliency Grant Program for funding to establish a Sump Pump Disconnect and Backflow Prevention Program;

And That Council direct staff proceed with preparing and submitting the application by the grant program deadline.

Carried

8.2 Clerk - None

8.3 Finance

8.3.1 Endorsement of Audit Engagement and Planning Letters (FIN-2025-01)

2025-013

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Treasurer titled Endorsement of Audit Engagement and Planning Letters (FIN-2025-01) for information:

And that Council approves endorsement of the Auditor Engagement and Planning Letters for the fiscal 2024 audit.

Carried

8.3.2 Membership Application to Canoe Procurement Group of Canada (FIN-2025-02)

2025-014

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Treasurer titled Membership Application to Canoe Procurement Group of Canada (FIN-2025-02) for information;

And that Council directs staff to apply for membership to Canoe Procurement Group of Canada;

And that Council directs staff to proceed with using this membership for procuring necessary equipment and services as approved by Council and deemed appropriate by the CAO or delegate.

Carried

8.4 Public Works

8.4.1 Limerick Landfill Closure, Final Cover and Stormwater Drainage Works Tender (PUB-2025-01)

2025-015

Moved by Councillor Ed Myers

Seconded by Councillor Martin Vink

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Manager of Public Works titled Limerick Landfill Closure, Final Cover and Stormwater Drainage Works Tender (PUB-2025-01) for information;

And that Council direct staff to award the Limerick Landfill Closure, Final Cover and Stormwater Drainage Works Tender bid submission received from ASG Excavating Inc. in the amount of \$876,568.86 (excluding HST);

And that the Mayor and Clerk be authorized to execute any necessary documents.

Carried

8.4.2 Glencoe Wastewater System Upgrades - New Forcemain Tender (PUB-2025-02)

2025-016

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Manager of Public Works titled Glencoe Wastewater System Upgrades – New Forcemain Tender (PUB-2025-02) for information;

And that Council direct staff to award the Glencoe Wastewater System Upgrades – New Forcemain Tender bid submission received from Titan Group Inc. in the amount of \$1,237,918.50 (excluding HST);

And that the Mayor and Clerk be authorized to execute any necessary documents.

Carried

8.4.3 Reduced Load Limit (PUB-2025-03)

2025-017

Moved by Councillor Ed Myers

Seconded by Councillor Amy Choi

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Manager of Public Works titled Reduced Load Limit (PUB-2025-03) for information;

And that Council adopt the proposed Reduced Load Limit Bylaw to designate certain roads as Reduced Load roads, in accordance with the provisions of the Highway Traffic Act.

Carried

8.4.4 Structural Concerns - Sand/ Salt Dome (PUB-2025-04)

2025-018

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Manager of Public Works titled Structural Concerns – Sand/ Salt Dome (PUB-2025-04) for information;

And that Council directs staff to allocate \$55,000 from the 2025 Capital Budget to fund immediate repairs, as recommended by the structural engineer, to address safety concerns at the Southwest Middlesex Glencoe Operations Centre sand/ salt dome.

Carried

8.4.5 McCahon Drain - Section 78 Improvement (DS-2025-01)

2025-019

Moved by Councillor Martin Vink

Seconded by Councillor Amy Choi

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Drainage Superintendent titled McCahon Drain – Section 78 Improvement (DS-2025-01) for information;

And that Council appoints Spriet Associates, pursuant to Section 78 of the Drainage Act, for the reconstruction of the McCahon Drain(formerly within Mosa Township).

Carried

8.4.6 New Drain Petition - Floyd Winship Walch Branch (DS-2025-02)

2025-020

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Ed Myers

That the Council of Southwest Middlesex receive the report dated January 15, 2025 by the Drainage Superintendent titled New Drain Petition – Floyd Winship Walch Branch (DS-2025-02) for information;

And that Council appoints Spriet Associates under Section 4 of the Drainage Act for Concession 2, Lot 12 (formerly Mosa Township), to construction a new municipal drain.

Carried

8.4.7 James Lethbridge Drain - Section 78 Improvement (DS-2025-03)

2025-021

Moved by Councillor Mark McGill

Seconded by Councillor Joel Haggith

That the Council of Southwest Middlesex receive the report dated January 15, 2025 prepared by the Drainage Superintendent titled James Lethbridge Drain -Section 78 Improvement (DS-2025-03) for information;

And that Council accept the request under Section 78 of the Drainage Act from Concession R II S, Lot 20, to initiate the reconstruction of the James Lethbridge Drain (formerly of Ekfrid Township).

Carried

8.5 Community Services and Facilities

8.5.1 Waiving of YMCA Fees for Summer Day Camp (CSF-2025-01)

2025-022

Moved by Councillor Amy Choi

Seconded by Councillor Ed Myers

That the Council of Southwest Middlesex receive the report dated January 15, 2025, prepared by the Manager of Community Services and Facilities titled Waiving of YMCA Fees for Summer Day Camp (CSF-2025-01) for information;

And that Council waive the fees from June 2025 - September 2025 for the YMCA Summer Day Camp, and to be re-examined for 2026 following the first year.

Carried

8.6 Fire - None

8.7 Building - None

8.8 Planning

8.8.1 Zoning By-law Law Amendment Application P12-2020 submitted by Minnema Farms Ltd - 6079 Longwoods Road

2025-023

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Joel Haggith

That this report be received for information;

And that Council give a third and final reading to by-law 2020/104, as amended

Carried

9. NOTICE OF MOTION - None

10. CORRESPONDENCE AND PETITIONS - None

11. UNFINISHED BUSINESS - None

12. NEW BUSINESS - None

13. COUNTY COUNCIL AND CONFERENCE UPDATE - None

14. ANNOUNCEMENTS - None

15. CLOSED SESSION

2025-024

Moved by Councillor Joel Haggith

Seconded by Councillor Amy Choi

That the Regular Meeting of Council of the Municipality of Southwest Middlesex be temporarily adjourned at 8:17 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

c) a proposed or pending acquisition or disposition of land by the municipality or local board

Carried

15.1 Closed Meeting Minutes

15.2 CLOSED ITEM

16. BUSINESS ARISING FROM CLOSED SESSION

2025-025

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex rise from Closed Session and reconvene to the Regular Meeting of Council at 8:39 p.m;

And that in closed session, previous closed minutes were approved;

And the Lands: lands described as:

- EKFRID RANGE 2 NLR PT LOT 24, PART 2 AND PT PART 1 RP 33R19225; MUNICIPALITY OF SOUTHWEST MIDDLESEX, and
- SOUTHWEST MIDDLESEX RANGE 2 NLR PT LOT 24, PART 8 ON RP 33R19225; MUNICIPALITY OF SOUTHWEST MIDDLESEX, being part of PIN 08549-0178 (the "Subject Lands");

be declared surplus to the needs of the Municipality;

And that the Municipality shall proceed with the disposition of the Subject Lands in accordance with its policies for the sale and disposition of surplus lands;

And that Council approved the Chief Administrative Officer (CAO) to negotiate with the potential purchasers based on the draft agreement and report back to Council.

Carried

17. BY-LAWS

2025-026

Moved by Councillor Joel Haggith

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex give a third and final reading to amended By-law 2020/104.

Carried

2025-027

Moved by Councillor Amy Choi

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex adopt by-laws 2025/001 to 2025/008, as listed below as read.

Carried

- 17.1 By-law 2020/104 - Being a by-law to amending zoning by-law 2011/065 - Minnema Farms Limited - 6079 Longwoods Road (Third and Final Reading) (See Item 8.8.1)
- 17.2 By-law 2025-001 Being a by-law to amend zoning by-law 2011/065 - Tulip Acres Inc. - 21111 Dundonald Road (See Item 7.1)
- 17.3 By-law 2025-002 Being a by-law to amend zoning by-law 2011/065 - Jaslo Farms Ltd. - 22933 Melbourne Road (See Item 7.2)
- 17.4 By-law 2025-003 Being a by-law to authorize the Manager of Public Works to designate reduced load limits on municipal highways (See Item 8.4.3)
- 17.5 By-law 2025-004 Being a by-law for borrowing for current expenditures
- 17.6 By-law 2025-005 Being a by-law to provide for interim tax levies for the year 2025
- 17.7 By-law 2025-006 Being a by-law to set out the remuneration and expenses for members of council and local boards
- 17.8 By-law 2025-007 Being a by-law to repeal by-law 2\2001 - A by-law to appoint persons under the Line Fence Act
- 17.9 By-law 2025-008 Being a by-law to confirm the proceedings of Council on January 9, 2025

18. FUTURE MEETINGS (subject to change)

- Wednesday February 5, 2025 at 1:30 p.m. - Regular Council Meeting
- Wednesday February 19, 2025 at 6:00 p.m. - Regular Council 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

19. ADJOURNMENT

2025-028

Moved by Councillor Mark McGill

Seconded by Councillor Amy Choi

That the Regular Meeting of Council be adjourned at 8:43 p.m.

Carried