



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

**Wednesday, July 16, 2025, 6:00 PM**

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

**Staff Present:** Amanda Gubbels, CAO;  
Kendra Kettler, Clerk;  
Denice Williamson, Treasurer;  
Mauro Castrilli, Public Works Manager;  
Kevin Miller, Manager of Community Services & Facilities;  
Andrew Neely, Drainage Superintendent;  
Erin Besch, Planner (virtually)

**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**

There were no disclosures of pecuniary interest.

**3. CONFIRMATION OF THE AGENDA**

2025-203

**Moved by** Councillor Martin Vink

**Seconded by** Councillor Don McCallum

That the following items be added to the Meeting Agenda

- Item 12.1 New Business - Quarterly Newsletter
- Item 17.4 By-law 2025/075 - 2025 Tax Rates

And that the Regular Agenda of Council dated July 16, 2025 be accepted as amended.

Carried

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

##### **4.1 Presentation of the Ontario Senior of the Year Award to Duncan Hodgson**

Mayor Mayhew presented the Senior of the Year award to Duncan Hodgson for 2025.

##### **4.2 Peter Budd, Director, Venfor Inc. and Tanya Mackie, Principal, FIA Project Consulting Limited - Proposed Wind Project Briefing**

Peter Budd, Tanya Mackie and Jim Salmon presented to Council. Council asked questions to the presenters.

2025-204

**Moved by** Councillor Mark McGill

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex receive the Proposed Wind Project Briefing presentation from Peter Budd, Director, Venfor Inc. and Tanya Mackie, Principal, FIA Project Consulting Limited, on July 16, 2025 for information.

Carried

##### **4.3 Luiza Adsett, Senior Manager, Public Affairs, Waste Management - Update on Ontario Extended Producer Responsibility (EPR)**

2025-205

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the Update on Ontario Extended Producer Responsibility (EPR) presentation from Luiza Adsett, Senior Manager, Public Affairs, Waste Management on July 16, 2025, for information.

Carried

## **5. CONSENT AGENDA**

2025-206

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive Items 5.1. to 5.10, as set out on the Consent Agenda for the July 16, 2025 Regular Meeting of Council, for information;

And that Council approve the minutes of the June 18, 2025 Regular Council Meeting and approve the draft minutes of the May 9, 2025 Recreation Committee Meeting and the June 12, 2025 Economic Development Committee Meeting.

Carried

- 5.1 Draft Minutes of the Regular Meeting of Council - June 18, 2025
- 5.2 Draft Minutes of the Recreation Committee Meeting - May 9, 2025
- 5.3 Draft Minutes of the Economic Development Committee Meeting - June 12, 2025
- 5.4 Voucher Report - June 2025 (FIN-2025-16)
- 5.5 First Quarter 2025 Building Activity Summary (CBO-2025-02)
- 5.6 First Half 2025 Building Activity Summary (CBO-2025-03)
- 5.7 Middlesex County Council Meeting Highlights - July 8, 2025
- 5.8 Ontario Provincial Police (O.P.P.) Middlesex Detachment - 2024 Detachment Board Annual Report
- 5.9 Stephen Lecce, Minister, Ministry of Energy and Mines - Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7

- 5.10 Honourable Rob Black, Senator (Ontario) - Standing Senate Committee on Agriculture and Forestry (AGFO) - Report recommendations for the protection of farmland and conservation of soil health throughout Canada

2025-207

**Moved by** Councillor Martin Vink

**Seconded by** Councillor Mark McGill

That the Council of the Municipality of Southwest Middlesex receive the correspondence from Honourable Rob Black, Senator (Ontario) - Standing Senate Committee on Agriculture and Forestry (AGFO) - Report recommendation for the protection of farmland and conservation of soil health throughout Canada for information;

And that Council support the letter and messaging from Honourable Rob Black, Senator (Ontario) regarding the protection and conservation of soil health throughout Canada.

Carried

## 6. COMMITTEE OF ADJUSTMENT

2025-208

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex enter into the Committee of Adjustment at 6:52 p.m.

Carried

## 7. PUBLIC MEETINGS

### 7.1 Meeting to Consider - McAlpine Drain 2025

The Engineer, George Vereyken, from Spriets Associates, presented the report.

Property owner Kaden Campbell wanted to clarify that \$10,000 will be set aside for the for supervision of project. The amount was confirmed.

There were no requests to add or remove any names from the petition.

There were no questions from Members of Council.

Council decision.

2025-209

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex accept the Engineer's Report in reference to the McAlpine Drain 2025 and refers the by-law to the By-law section of the agenda for a 1st and 2nd reading.

Carried

## **8. STAFF REPORTS**

### **8.1 Chief Administrative Officer**

#### **8.1.1 Guidelines for New Development in Proximity to Railway Operations (CAO-2025-37)**

2025-210

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Chief Administrative Officer titled Guidelines for New Development in Proximity to Railway Operations (CAO-2025-37) for information;

And that Planning staff be directed to review the Guidelines for New Development in Proximity to Railway Operations and bring forward a report outlining any recommended amendments to municipal by-laws to ensure compliance with the guidelines;

And that staff plan to distribute notice of the guidelines to residents living adjacent to railway corridors in 2025 following the anticipated update to these guidelines.

Carried

#### **8.1.2 Annual Insurance Policy Renewal (CSF-2025-38)**

2025-211

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Chief Administrative Officer titled Annual Insurance Policy Renewal (CAO-2025-38) for information;  
And that the 2025/2026 insurance be renewed with Intact Insurance for the time period June 1, 2025, to May 31, 2026, in the amount of \$348,391.

Carried

**8.1.3 Four Counties Health Services Foundation - 2025 Grant Request (CAO-2025-39)**

2025-212

**Moved by** Councillor Mark McGill

**Seconded by** Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Chief Administrative Officer titled Four Counties Health Services Foundation – 2025 Grant Request (CAO-2025-39) for information;  
And that Council direct staff to grant the Four Counties Health Services Foundation request for \$10,000 in funding for 2025.

Carried

**8.1.4 CAO Quarterly Status Report - Q2 2025 (CAO-2025-40)**

2025-213

**Moved by** Councillor Joel Haggith

**Seconded by** Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025, prepared by the Chief Administrative Officer titled CAO Quarterly Status Report – Q2 2025 (CAO-2025-40) for information.

Carried

8.2 Clerk - None

8.3 Finance - None

#### 8.4 Public Works

##### **8.4.1 McMaster Place Streetlights Update (PUB-2025-14)**

2025-214

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Manager of Public Works titled McMaster Place Streetlights Update (PUB-2025-14) for information; And that Council direct staff, based on the results of the resident petition, that the installation of new streetlights on McMaster Place in Appin be deferred at this time;

And that Council approves the budgeted amount of \$65,000 for the McMaster Place streetlight project be transferred to reserves for future consideration.

Carried

##### **8.4.2 Glencoe Wastewater Systems Updates - Victoria Street Sewage Pump Station Upgrades (PUB-2025-15)**

2025-215

**Moved by** Councillor Majorie Emery

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Manager of Public Works titled Glencoe Wastewater System Upgrades – Victoria Street Sewage Pump Station Upgrades (PUB-2025-15) for information;

And that Council direct staff to award the Glencoe Wastewater System Upgrades – Victoria Street Sewage Pump Station Upgrades Tender bid submission received from Birnam Excavating Ltd in the amount of \$1,487,523.56 (excluding HST);

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

Carried

##### **8.4.3 McTaggart Branch Drain - Section 78 Improvement (DS-2025-10)**

2025-216

**Moved by** Councillor Don McCallum

**Seconded by** Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Drainage Superintendent titled McTaggart Branch Drain - Section 78 Improvement (DS-2025-10) for information;

And that Council appoint Spriet Associates Engineers & Architects under Section 78 of the Drainage Act from the owner of Conc. Gore, Lot 14, for reconstruction and improvements to the McTaggart Branch Drain (formerly of Ekfrid Township).

Carried

#### **8.4.4 Downie Drain - Section 78 Improvement (DS-2025-11)**

2025-217

**Moved by** Councillor Martin Vink

**Seconded by** Councillor Majorie Emery

That the Council of the Municipality of Southwest Middlesex receive the report dated July 16, 2025 prepared by the Drainage Superintendent titled Downie Drain - Section 78 Improvement (DS-2025-11) for information;

And that Council appoint Spriet Associates Engineers & Architects under Section 78 of the Drainage Act from the owner of Range I S, Lots 18 and 19, for a replacement bridge and improvements to the Downie Drain (formerly of Mosa 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**

9.1 Notice of Motion from Councillor Myers - Recreation Vehicles

2025-218

**Moved by** Councillor Ed Myers

**Seconded by** Deputy Mayor Mike Sholdice

The municipality's existing parking by-law does not currently address or provide specific regulations concerning the parking of recreation vehicles on municipal roadways and/or private property; and concerns have been raised regarding the impact of recreation vehicles parking on sightlines, pedestrian and traffic safety, and neighbourhood aesthetics;

Therefore be it resolved that Council directs staff to review the current parking by-law and report back with options to amend the by-law to include potential restrictions, regulations, or provisions related to the parking of recreation vehicles within the municipality.

Carried

**10. CORRESPONDENCE AND PETITIONS - None**

**11. UNFINISHED BUSINESS - None**

**12. NEW BUSINESS**

12.1 Verbal Addition - Councillor Vink

Councillor Vink wanted to clarify that there was misinformation given in the newsletter regarding the Limerick Landfill closure, as the closure of the landfill was decided by Council at that time, and not ordered by the Ministry.

**13. COUNTY COUNCIL AND CONFERENCE UPDATE - None**

**14. ANNOUNCEMENTS**

Beef BBQ tickets for next month.

Welcoming Denice Williamson as our new Manager of Finance/Treasurer.

Tartan Days this weekend.

**15. CLOSED SESSION**

2025-219

**Moved by** Councillor Joel Haggith

**Seconded by** Councillor Don McCallum

That the Regular Meeting of Council of the Municipality of Southwest Middlesex be temporarily adjourned at 7:46 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**

Carried

15.1 Closed Meeting Minutes - June 4, 2025

15.2 Closed Item

Section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, groups of persons, or organization.

15.3 Closed Item - Pursuant to Section 239(2)(c)

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

**16. BUSINESS ARISING FROM CLOSED SESSION**

2025-220

**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 8:07 p.m.

And that during closed session Council approved the previous closed minutes from June 4<sup>th</sup> 2025

Carried

2025-221

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Ed Myers

That Council received information related to Section 239(2)(i),

And that now in open session the Council of the Municipality of Southwest Middlesex approve the purchase of a new ice resurfacer from Zamboni Company Limited in the amount of \$110,922.25 before taxes.

Carried

2025-222

**Moved by** Deputy Mayor Mike Sholdice

**Seconded by** Councillor Ed Myers

That Council received information related to Section 239(2)(c);

And that now in open session, Council approve the Agreement of Purchase and Sale between the Municipality of Southwest Middlesex and Timothy Zavitz for the disposition of the lands legally described as Lane between Lots 1 & 48, Plan 34M306, Glencoe (PIN 08543-0126) for the amount of the Municipality's incurred legal costs;

And that Council authorize the Chief Administrative Officer to sign and execute the Agreement of Purchase and Sale on behalf of the Municipality, conditional upon consultation with the neighbouring property owner;

And further that staff be directed to bring forward a by-law to formally authorize the sale at the next meeting of Council.

Carried

## **17. BY-LAWS**

2025-223

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex give a first and second reading to by-law 2025/072 and adopt by-laws 2025/073 to 2025/075, as listed below.

Carried

17.1 By-law 2025/072 Being a provisional by-law to provide for a drainage works being the McAlpine Drain 2025 (First and Second Reading)

17.2 By-law 2025/073 Being a by-law to appoint a Municipal Treasurer - Williamson

17.3 By-law 2025/074 Being a by-law to confirm the proceedings of Council on July 16, 2025

17.4 By-law 2025/075 Being a by-law to set the tax rates in 2025

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

**19. ADJOURNMENT**

2025-224

**Moved by** Councillor Ed Myers

**Seconded by** Councillor Don McCallum

That the Regular Meeting of Council be adjourned at 8:09 p.m.

Carried