



Municipality of Southwest Middlesex

Regular Council Meeting

Minutes

Wednesday, April 8, 2026, 1:30 PM

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

Council Absent: Councillor Mark McGill;

Staff Present: Amanda Gubbels, CAO
Denice Williamson, Treasurer
Mauro Castrilli, Public Works Manager;
Kevin Miller, Manager of Community Services & Facilities
Gary Johnston, Fire Chief
Andrew Neely, Drainage Superintendent;
Colleen Kelly, Clerk
Shannon Black, Deputy Clerk

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Meeting can be viewed at: <https://www.youtube.com/channel/UC6oo98BZcAvuVMKLDx88l4A>

1. CALL TO ORDER

Mayor Mayhew called the meeting to order at 1:30 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

3. CONFIRMATION OF THE AGENDA

2026-101

Moved by Councillor Ed Myers

Seconded by Councillor Marjorie Emery

That the Regular Agenda of Council dated April 8, 2026 be accepted as presented.

Carried

4. DELEGATIONS AND PRESENTATIONS

4.1 Mark Brown, Middlesex County Woodland Conservation Officer and Durk Vanderwerff, Middlesex County Director of Planning and Development - Middlesex County Woodlands Management Plan Update

2026-102

Moved by Councillor Joel Haggith

Seconded by Councillor Marjorie Emery

That the Council of the Municipality of Southwest Middlesex receive the presentation dated April 8, 2026 from Mark Brown, Middlesex County Woodland Conservation Officer and Durk Vanderwerff, Middlesex County Director of Planning and Development regarding the Middlesex County Woodlands Management Plan update for information.

Carried

5. CONSENT AGENDA

2026-103

Moved by Councillor Joel Haggith

Seconded by Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex receive Items 5.1. to 5.21, as set out on the Consent Agenda for the April 8, 2026 Regular Meeting of Council, for information, with the exception of Item 5.19 Canadian Plowing Organization (CPO) regarding Sponsorship Request for the Canadian Plowing Championship, which will be dealt with separately;

And that Council approve the minutes of the March 18, 2026 Regular Council Meeting.

Carried

- 5.1 Draft Regular Meeting of Council Minutes - March 18, 2026
- 5.2 Middlesex County Council Meeting Highlights - March 24, 2026
- 5.3 Middlesex County Library Board Meeting Highlights - March 24, 2026
- 5.4 Middlesex County resolution of support - "No Excuses" Campaign
- 5.5 St. Clair Region Conservation Authority (SCRCA) 2025 Annual Report
- 5.6 Municipality of Strathroy-Caradoc Notice of the Passing of Zoning By-law 22-26 - Entire Municipality
- 5.7 Ministry for Seniors and Accessibility - Ontario Senior of the Year Award Nominations
- 5.8 Municipality of Bluewater resolution of support regarding Blue box producers responsibility for end-of-life management of recycling products from small businesses and not-for-profit (O. Reg 391/21)
- 5.9 Chatham-Kent resolution of support regarding Food Insecurity Emergency Declaration
- 5.10 Town of Lincoln resolution of support regarding a Request to the Province of Ontario to Extend the Deadline for Notice of Intention to Designate Listed Heritage Properties
- 5.11 Northeastern Manitoulin & the Islands resolution of support regarding chip-and-tar surface treatment
- 5.12 Township of Oro-Medonte resolution of support regarding the Association of Ontario Road Supervisors (AORS) Request for Provincial Legislation Amendments, Health and Safety Concerns
- 5.13 Town of Saugeen Shores resolution of support regarding the Architectural Conservancy of Ontario (ACO) proposal to include \$10M/year in the 2026 Provincial Budget for Heritage Helping Housing grant funding
- 5.14 Municipality of South Huron resolution of support regarding Township of McNab/Braeside - Ontario Heritage Organization Development Grand Advocacy

- 5.15 Municipality of South Huron resolution of support regarding Township of Papineau-Cameron - Ontario Veterinary College Enrollment Capacity
- 5.16 Ontario Energy Board Notice of Hearing - Generic Review of the Model Franchise Agreement for Natural Gas and Information Session
- 5.17 Association of Municipalities of Ontario (AMO) Policy Update - Provincial Budget Spending Priorities and Build Canada Homes Operational Funding
- 5.18 Nominations for the 2026 Ontario Small Urban Municipalities (OSUM) Executive Committee
- 5.19 Canadian Plowing Organization (CPO) regarding Sponsorship Request for the Canadian Plowing Championship (Sponsorship package available from Clerk)

2026-104

Moved by Councillor Martin Vink

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive Consent Agenda Item 5.19 - Canadian Plowing Organization (CPO) regarding Sponsorship Request for the Canadian Plowing Championship.

And that Council direct staff to send \$1,000.00 in sponsorship for the Canadian Plowing Championship.

Carried

- 5.20 Ministry of Municipal Affairs and Housing regarding the Building Homes and Improving Transportation Infrastructure Act 2026 (Bill 98)
 - 5.21 Chatham-Kent Notice of Study Commencement and Public Consultation - Mobility Master Plan
- 6. **COMMITTEE OF ADJUSTMENT - None**
 - 7. **PUBLIC MEETINGS - None**
 - 8. **STAFF REPORTS**
 - 8.1 Chief Administrative Officer
 - 8.1.1 Tender Award and Financial Strategy Update - Glencoe Business and Industrial Park Servicing Project (CAO-2026-11)

2026-105

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Chief Administrative Officer, titled Tender results for the Glencoe Business and Industrial Park Servicing Project (CAO-2026-11) for information;

And that Council direct staff to award the Glencoe Business and Industrial Park Servicing Project to BKT Excavating Ltd. in the amended amount of \$2,411,620.60 excluding HST, as recommended by Spriet Associates;

And that the Mayor and Clerk be authorized to execute the necessary documents to proceed with the project.

Carried

2026-106

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Ed Myers

Whereas the Municipality of Southwest Middlesex is proceeding with the Glencoe Business and Industrial Park Servicing Project as a priority economic development initiative;

And whereas tender results for the project have identified increased construction costs, resulting in updated total project costs and the need to adjust the approved financing strategy;

And whereas County of Middlesex has indicated support for economic development projects through its loan program and confirmed the Municipality may apply for an updated loan amount based on increased total project costs;

Therefore be it resolved that Council direct the Chief Administrative Officer to submit an application to the County of Middlesex for an updated loan amount reflecting up to 25% of the total project cost.

Carried

8.1.2 CAO Quarterly Update - Q1 2026 (CAO-2026-12)

2026-107

Moved by Councillor Joel Haggith

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the CAO, titled CAO Quarterly Status Report for Q1 2026 (CAO-2026-12) for information.

Carried

8.2 Clerk

8.2.1 Policy By-law Restructuring (CLE-2026-01)

2026-108

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Legislative Services/Clerk titled Policy By-law Restructuring (CLE-2026-01) for information;

And that Council repeal by-law 2022/023 and adopt stand-alone by-laws for each policy previously contained within it;

And that Council approve the amended Delegation of Powers and Duties Policy to correct identified errors and ensure alignment with Section 275 of the Municipal Act, 2001;

And that Council authorize staff to make administrative, formatting, accessibility, and other non-substantive updates to municipal policies without requiring further approval, and direct staff to continue policy modernization and bring forward any substantive amendments to Council as needed.

Carried

8.2.2 2026 Municipal Election - Restricted Acts of Council After Nomination Day and Delegation of Powers and Duties (CLE-2026-02)

2026-109

Moved by Mayor Allan Mayhew

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated March 18, 2026, prepared by the Manager of Legislative Services/Clerk titled 2026 Municipal Election – Restricted Acts of Council After Nomination Day and Delegation of Powers and Duties (CLE-2026-02) for information;

And that the Municipal Clerk determine whether Council is subject to the restrictions outlined in Section 275 of the Municipal Act, 2001, following Nomination Day on August 21, 2026, and again following Election Day on October 26, 2026, until the end of the Council term;

And that, should the restrictions under Section 275 come into effect, the delegated authority established under the Municipality's existing by-law respecting delegation of powers and duties to the Chief Administrative Officer shall continue to apply and be exercised by the Chief Administrative Office during the restricted period, including the authority to:

- Appoint or remove from office of any officer of the municipality;
- Hire or dismiss any employee of the municipality;
- Dispose of any real or personal property of the municipality valued at more than \$50,000 at the time of disposal; and
- Authorize any expenditure or liability exceeding \$50,000;

And that the Chief Administrative Officer report to Council on any actions taken under this delegated authority.

Carried

8.2.3 Animal Control Service Agreement Renewal (CLE-2026-03)

2026-110

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Legislative

Services/Clerk titled Animal Control Services Agreement Renewal (CLE-2026-03) for information;

And that Council approve the renewal of the Animal Control Services Agreement with Southwest Middlesex Animal Shelter for a three (3) year term commencing May 1, 2026 and expiring April 30, 2029;

And that Council adopt by-law 2026/037 and authorize the Mayor and Clerk to execute the agreement.

Carried

8.3 Finance - None

8.4 Public Works

8.4.1 Tender Results for Surface Treatment (PUB-2026-07)

2026-111

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Public Works titled Tender Results for Surface Treatment (PUB-2026-07) be received for information;

And that Council direct staff to award the surface treatment tender bid submission received from Miller Paving Limited in the amount of \$ 82,168.48 (excluding HST);

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

Carried

8.4.2 Single Axle Truck Purchase - Procurement Results (PUB-2026-08)

2026-112

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Public Works titled Single Axle Truck Purchase – Procurement Results (PUB-2026-08) for information;

And that Council approves the purchase, supply, and delivery of one 2027 Freightliner FL108SD Single Axle Truck equipped with snow and ice removal equipment, and that the bid submission be awarded to Team Truck Centres (London) for the bid amount of \$433,775.00 (excluding HST);

And that the existing 2013 International Single Axle Truck (Truck #2) be declared surplus and be disposed of in accordance with the Municipality's Policy for disposing of fleet vehicles;

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

Carried

8.4.3 Two New Pick-up Trucks - Procurement Results (PUB-2026-09)

2026-113

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Public Works titled Two New Pick-Up Trucks – Procurement Results (PUB-2026-09) for information;

And that Council approves the award for the purchase, supply, and delivery of one (1) 2026 Ford F-250 4x4 Single Cab and one (1) 2026 Ford F-250 4x4 Double Cab to McDonnell Motors Limited in the total amount of \$143,228.50 (excluding HST);

And that the existing 2015 Dodge Ram Truck (Pick-Up #1) be declared surplus and disposed of in accordance with the Municipality's Fleet Disposal Policy;

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

Carried

8.4.4 Industrial Road Sewage Pump Station Upgrades (PUB-2026-10)

2026-114

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026, prepared by the Manager of Public Works titled Industrial Road Sewage Pump Station Upgrades (PUB-2026-10) for information;

And that Council direct staff to award the Industrial Road Sewage Pump Station Upgrades Tender bid submission received from Birnam Excavating Ltd in the amount of \$1,369,503.43 (excluding HST);

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

Carried

8.4.5 King Drain - Subsequent Engineer's Appointment

2026-115

Moved by Councillor Don McCallum

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex receive the report dated April 8, 2026 prepared by the Drainage Superintendent titled King Drain – Subsequent Engineer’s Appointment (PUB-DS-2026-06) for information;

And that Council accept the request submitted under Section 78 of the Drainage Act for part of Lot 14, 15, & 16 Concession 4 (former Mosa Township) to replace an existing access bridge;

And that Council appoint Spriet Associates Engineers & Architects under Section 78 of the Drainage Act to undertake the required engineering services for the replacement of the access bridge.

- 8.5 Community Services and Facilities - None
- 8.6 Fire - None
- 8.7 Building - None
- 8.8 Planning - None
- 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**

CAO Gubbels advised council of the scheduled work to be completed on the Glencoe Water Tower taking place April 14, 2026 with limited service disruption.

15. CLOSED SESSION

2026-116

Moved by Councillor Ed Myers

Seconded by Councillor Marjorie Emery

That the Regular Meeting of Council of the Municipality of Southwest Middlesex be temporarily adjourned at 2:50 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

- 15.1 Call to Order
- 15.2 Disclosure of Pecuniary Interest
- 15.3 Draft Closed Meeting Minutes - March 18, 2026
- 15.4 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, group of persons, or organization.

16. BUSINESS ARISING FROM CLOSED SESSION

2026-117

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Martin Vink

That the Council of the Municipality of Southwest Middlesex rise from Closed Session and reconvene to the Regular Meeting of Council at 3:19 p.m.

And that a Motion was introduced in closed session and was not accepted. There is no further reportable action.

Carried

17. BY-LAWS

2026-118

Moved by Councillor Ed Myers

Seconded by Deputy Mayor Mike Sholdice

That the Council of Southwest Middlesex adopt the by-laws 2026/028 to 2026/040 as listed below.

Carried

17.1 By-law 2026/028 Being a by-law to adopt a Sale and Other Disposition of Land Policy

17.2 By-law 2029/029 Being a by-law to adopt a Hiring of Employees Policy

17.3 By-law 2026/030 Being a by-law to adopt a Relationship Between Members of Council and the Officers and Employees of the Municipality Policy

17.4 By-law 2026/031 Being a by-law to adopt a Procurement of Goods and Services Policy

17.5 By-law 2026/032 Being a by-law to adopt a Notice to the Public Policy

- 17.6 By-law 2026/033 Being a by-law to adopt an Accountability and Transparency to the Public Policy
- 17.7 By-law 2026/034 Being a by-law to adopt a Delegation of Powers and Duties Policy
- 17.8 By-law 2026/035 Being a by-law to adopt a Protection and Enhancement of Tree Canopy and Natural Vegetation Policy
- 17.9 By-law 2026/036 Being a by-law to adopt a Pregnancy and Parental Leave for Members of Council Policy
- 17.10 By-law 2026/037 Being a by-law to authorize the signing of an agreement with the Southwest Middlesex Animal Shelter for Animal Control Services
- 17.11 By-law 2026-038 Being a by-law to set the tax rates and to further provide for penalty and interest in default of payment in 2026
- 17.12 By-law 2026/039 Being a by-law to authorize the sale of surplus property - Lot 20, RCP 369 as in EK10888 and EK17499; Ekfrid
- 17.13 By-law 2026/040 Being a by-law to confirm the proceedings of Council on April 8, 2026

18. FUTURE MEETINGS (subject to change)

Wednesday, April 22, 2026 at 6:00 p.m. - Regular Meeting of Council

Wednesday, May 6, 2026 at 1:30 p.m. - Regular Meeting of Council

19. ADJOURNMENT

2026-119

Moved by Councillor Martin Vink

Seconded by Deputy Mayor Mike Sholdice

That the Regular Meeting of Council be adjourned at 3:23 p.m.

Carried