



Municipality of Southwest Middlesex

Regular Council Meeting

Minutes

Wednesday, July 15, 2026, 6:00 PM

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

Staff Present: Amanda Gubbels, CAO
Kevin Miller, Manager of Community Services & Facilities
Denice Williamson, Treasurer
Andrew Neely, Drainage Superintendent;
Alana Kertesz, Planner
Erin Besch, Planner (virtually)
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 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

2026-180

Moved by Councillor Marjorie Emery

Seconded by Councillor Martin Vink

That the Regular Agenda of Council dated July 15, 2026 be accepted as received.

Carried

4. DELEGATIONS AND PRESENTATIONS

- 4.1 Council Recognition: Celebrating the Service and Retirement of Municipal Crossing Guard Penny Plaine

Mayor Mayhew made a presentation to Penny Plaine on behalf of Council, staff and residents in recognition of her retirement following 38 years of dedicated service to families in our community as a school crossing guard in Southwest Middlesex.

- 4.2 Stasia Stempski, Studio Lead and Project Manager and Kelsey Moore, Design and Report Development Lead, pl.ural Planning, Design and Landscape Architecture - Municipality of Southwest Middlesex Wayfinding Strategy

2026-181

Moved by Mayor Allan Mayhew

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the presentation on July 15, 2026 from Stasia Stempski, Studio Lead and Project Manager and Kelsey Moore, Design and Report Development Lead, pl.ural Planning, Design and Landscape Architecture regarding the Municipality of Southwest Middlesex Wayfinding Strategy, for information.

Carried

4.3 Darren Micallef, Vice-Chair, Strathroy Hospice - Building a Legacy of Care

2026-182

Moved by Councillor Joel Haggith

Seconded by Councillor Marjorie Emery

That the Council of the Municipality of Southwest Middlesex receive the presentation on July 15, 2026 from Darren Micallef, Vice-Chair, Strathroy Hospice regarding Building a Legacy of Care, for information;

And that Council direct staff to provide a letter of support for Strathroy Hospice's application to support the development of a hospice facility.

Carried

5. **CONSENT AGENDA**

2026-183

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive Items 5.1. to 5.26, as set out on the Consent Agenda for the July 15, 2026 Regular Meeting of Council, for information;

And that Council approve the minutes of the June 17, 2026 Regular Council Meeting.

Carried

5.1 Draft Minutes of the Regular Meeting of Council - June 17, 2026

5.2 Voucher Report - June 2026 (FIN-2026-19)

5.3 2026 First Quarter Building Activity Summary (CBO-2026-02)

Arnie Marsman, Director of Building Services / Chief Building Official presented a summary of the report.

5.4 Middlesex County Council Meeting Highlights - June 16, 2026

5.5 Middlesex County Library Board Meeting Highlights - June 16, 2026

5.6 Middlesex London Health Unit (MLHU) Board of Health Meeting Summary - June 18, 2026

- 5.7 Middlesex-London Paramedic Service (MLPS) Authority Board Meeting Highlights - June 23, 2026
- 5.8 Brooke-Alvinston Fire Committee Meeting Minutes - November 5, 2025 and January 27, 2026
- 5.9 myFM All Hands on Deck Food Drive - August 27, 2026 Broadcast for Our Local Food Banks
- 5.10 Oak's Tree of Love - Request for Proclamation, Flag Raising and Illumination - Pregnancy and Infant Loss Awareness Day and Month
- 5.11 Municipality of Chatham-Kent Notice of Public Meeting to Consider Official Plan Growth Management Amendment and Zoning By-law Amendment
- 5.12 Municipality of Brooke-Alvinston Notice of Public Open House to discuss the Draft Zoning By-law Update
- 5.13 Hydro One Networks Inc. Notice of a Hearing - Leave to Construct Application: Longwoods to Lakeshore Project EB-2026-0128
- 5.14 Stand4Oxford - Open Letter to MPP Rob Flack regarding the implications of Bill 100
- 5.15 Village of Burk's Falls resolution of support regarding the Retention of the Cancer/Oncology Clinic at the Huntsville Memorial Hospital Site Petition
- 5.16 County of Peterborough resolution of support regarding a Request for Provincial Action on the Accuracy of Municipal Voters Lists
- 5.17 City of Mississauga resolution of support regarding a request for a provincial review of the benchmarking, funding formulas, and length-of-stay standards for emergency shelters serving women and children experiencing intimate partner violence
- 5.18 Town of Whitby resolution of support regarding Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions
- 5.19 Town of Plympton-Wyoming resolution of support regarding Canada-Ontario Development Charge Reduction Program (DCRP)
- 5.20 Township of McGarry resolution of support regarding a call to the Government of Ontario and Canada to prioritize the development of new and upgraded highway rest stops and traveler infrastructure along Highways 11 and 17 across Northern Ontario

- 5.21 Town of Caledon resolution of support regarding Motion for Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases
- 5.22 Canadian National (CN) and Operation Lifesaver Canada (OL) - Proclamation Request for Rail Safety Week 2026
- 5.23 Leo Luong, Director, Great Lakes and Inland Waters Branch, Ministry of the Environment, Conservation and Parks - Regulatory changes under the Clean Water Act, 2006 (CWA) and Safe Drinking Water Act, 2002
- 5.24 Honourable Robert Flack, Minister of Municipal Affairs and Housing - Recent changes to the strong mayor framework
- 5.25 Honourable Robert Flack, Minister of Municipal Affairs and Housing - Amended regulation under the Planning Act to support a new framework for developer-identified parkland dedication
- 5.26 Mike Smith, Assistant Deputy Minister, Ministry of Energy and Mines - Municipal Energy Plan Program Review - Invitation to Provide Feedback

6. COMMITTEE OF ADJUSTMENT

2026-184

Moved by Councillor Mark McGill

Seconded by Councillor Don McCallum

That the Council of the Municipality of Southwest Middlesex enter into the Committee of Adjustment at 6:58 p.m.

Carried

7. PUBLIC MEETINGS

That the Council of the Municipality of Southwest Middlesex adjourned the regular meeting at 7:16 p.m. for the purpose of holding Public Meetings pursuant to the Planning Act, 1990, as amended.

- 7.1 Zoning By-law Amendment Application P2-2026 submitted by Ellen and Peter Jennen - 1052 Longwoods Road

The Planner presented their report and recommended that the application be approved.

The Agent, David French, was in attendance but did not have any comments.

There were no oral submissions from members of the public.

There were no written submissions from members of the public.

Council asked a question regarding the ability to build a residence on the property, and the planner explained that a residence could be built on the property but would be subject to the required setbacks.

2026-185

Moved by Councillor Martin Vink

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Planner titled Consent Application B3-2026 & Zoning By-law Amendment Application P2-2026, submitted by Ellen and Peter Jennen – 1052 Longwoods Road for information;

And that Application for Zoning By-law Amendment P2-2026, which proposes to rezone the severed parcel created through Consent Application B3-2026 from 'General Agricultural (A1) Zone' to a site-specific 'General Agricultural (A1-17) Zone' in order to recognize the use of the lands and prohibit residential uses be **Granted.**

Carried

7.2 Zoning By-law Amendment Application P3-2026 submitted by 1838107 Ontario Ltd. - 3360 Centreville Drive

Through the circulation of the Public Meeting Notice regarding the re-zoning, it was determined that a small parcel of land had not been identified on the Notice. The Planner requested that the decision be deferred and that brought back to a future meeting, to allow time for a revised Notice to be circulated. The by-law will also be brought back to a future meeting.

2026-186

Moved by Councillor Mark McGill

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Planner titled Zoning By-law Amendment Application P3-2026, submitted by 1838107 Ontario Ltd. – 3360 Centreville Drive for information;

And that Application for Zoning By-law Amendment P3-2026, which proposes to rezone the severed parcel created through Consent Application B2-2026 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 B2-2026 from 'General Agricultural (A1) Zone' to the 'Agricultural (A2) Zone' in order to prohibit the construction of a residential dwelling be **Granted**.

Defeated

7.3 Temporary Use Application P4-2026 submitted by Perry Carruthers and Alexandra Carruthers - 5668 Parkhouse Drive

The Planner presented their report and recommended that the application be approved.

The Agent /Applicant was not in attendance.

There were no oral presentations from members of the public.

There were no written submissions from members of the public.

There were no questions from members of Council.

2026-187

Moved by Councillor Don McCallum

Seconded by Deputy Mayor Mike Sholdice

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Planner titled Temporary-Use Application P4-2026, submitted by Perry Carruthers and Alexandra Carruthers – 5668 Parkhouse Drive for information;

And that Application for Zoning By-law Amendment P4-2026, which proposes to rezone the lands from 'Restricted Agricultural (A3) Zone' to the 'temporary site-specific Restricted Agricultural (A3-2-T) Zone' to permit two (2) single unit dwellings on the subject lands while a new dwelling is being constructed for a temporary period not to exceed three (3) years or six (6) months after occupancy of the new dwelling be **Granted**;

And that owners enter into a Temporary Use Agreement with the Municipality to ensure that the removal of the existing residence occurs.

Carried

8. STAFF REPORTS

8.1 Chief Administrative Officer

8.1.1 CAO Quarterly Status Update - Q2 2026 (CAO-2026-16)

2026-188

Moved by Councillor Don McCallum

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Chief Administrative Officer titled CAO Quarterly Status Report for Q2 2026 (CAO-2026-16) for information.

Carried

8.1.2 Wayfinding and Community Signage Strategy (CAO-2026-17)

2026-189

Moved by Deputy Mayor Mike Sholdice

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026 prepared by the Chief Administrative Officer titled Wayfinding and Community Signage Strategy (CAO-2026-17) for information;

And that Council adopt the Southwest Middlesex Wayfinding and Community Signage Strategy as presented;

And that Council direct the Chief Administrative Officer to prepare and bring forward a report regarding a Rural Ontario Development (ROD) Program grant application to support implementation of the Strategy during Intake 3 (August 17, 2026 to October 1, 2026).

Carried

8.1.3 Community Improvement Plan (CIP) Application - Royal Canadian Legion Branch 219 Facade Improvement Grant (CAO-2026-18)

2026-190

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026 prepared by the Chief Administrative Officer titled Community Improvement Plan (CIP) Application – Royal Canadian Legion Branch 219 Façade Improvement Grant (CAO-2026-18) for information;

And that Council approve the Community Improvement Plan (CIP) application submitted by the Royal Canadian Legion Branch 219, Glencoe, for façade and streetscape improvements at the Legion property and authorize a grant of up to \$4,000, subject to the applicant meeting all program requirements and entering into a Community Improvement Plan (CIP) Agreement with the Municipality;

And that the Mayor and Clerk be authorized to execute the required Community Improvement Plan (CIP) Agreement;

And that staff be directed to submit an application to the County of Middlesex Community Improvement Support Program (CISP) Reimbursement Program to recover up to 50% of the municipal contribution.

Carried

8.1.4 Community Improvement Plan (CIP) Application - Kay Chiropractic & Wellness Centre facade and Signage Improvement Grants (CAO-2026-19)

2026-191

Moved by Councillor Marjorie Emery

Seconded by Councillor Mark McGill

That the Council of the Municipality of Southwest Middlesex receive report dated July 15, 2026 prepared by the Chief Administrative Officer, titled Community Improvement Plan (CIP) Application – Kay Chiropractic & Wellness Centre Façade and Signage Improvement Grants (CAO-2026-19), for information;

And that Council approve a Façade Improvement Grant for Kay Chiropractic & Wellness Centre, located at 248 Main Street, Glencoe, in an amount of up to \$2,500, representing 50% of eligible project costs, in accordance with the Municipality's Community Improvement Plan;

And that Council approve a Signage Improvement Grant for Kay Chiropractic & Wellness Centre in an amount of up to \$1,000, representing 50% of eligible project costs, in accordance with the Municipality's Community Improvement Plan;

And that Council authorize staff to enter into a Community Improvement Plan Grant Agreement with the applicant;

And that Council authorize staff to submit the approved application to the County of Middlesex Community Improvement Support Program for reimbursement of the County's share of the approved grant funding.

Carried

8.1.5 Community Improvement Plan Update and Economic Development Incentive Framework (CAO-2026-20)

2026-192

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Chief Administrative Officer, titled Community Improvement Plan Update and Economic Development Incentive Framework (CAO-2026-20) for information;

And that Council receive the proposed amendments to the Community Improvement Plan and the proposed Southwest Middlesex Industrial and Employment Lands Community Improvement Plan;

And that Council direct staff to proceed with the statutory public consultation process required under the Planning Act;

And that a Statutory Public Meeting be scheduled for September 2, 2026, to consider the proposed Community Improvement Plan amendments and the proposed Southwest Middlesex Industrial and Employment Lands Community Improvement Plan.

Carried

8.1.6 Procurement Services Agreement with the County of Middlesex (CAO-2026-21)

2026-193

Moved by Councillor Mark McGill

Seconded by Councillor Marjorie Emery

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026, prepared by the Chief Administrative Officer titled Procurement Services Agreement with the County of Middlesex (CAO-2026-21) for information;

And that Council approve the Procurement Services Agreement between the Corporation of the County of Middlesex and the Corporation of the Municipality of Southwest Middlesex;

And that the Mayor and Clerk be authorized to execute the Procurement Services Agreement and any documents necessary to give effect to this resolution.

Carried

8.1.7 Planning Services Agreement - Middlesex County (CAO-2026-22)

2026-194

Moved by Councillor Mark McGill

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026 prepared by the Chief Administrative Officer titled Planning Services Agreement - Middlesex County (CAO-2026-22) for information;

And that Council approve the updated Planning Services Agreement between the Corporation of the County of Middlesex and the Corporation of the Municipality of Southwest Middlesex, substantially in the form attached;

And that the corresponding by-law, 2026/067, be approved.

Carried

8.2 Clerk - None

8.3 Finance

8.3.1 Tax Ratio Report for 2027 (FIN-2026-20)

2026-195

Moved by Councillor Marjorie Emery

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex receive report dated July 15, 2026, prepared by the Manager of Finance/Treasurer titled Tax Ratio Report for 2027 (FIN-2026-20) for information.

Carried

8.4 Public Works

8.4.1 New Drain Petition - Brammer Drain Extension (DS-2026-09)

2026-196

Moved by Councillor Ed Myers

Seconded by Councillor Joel Haggith

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026 prepared by the Drainage Superintendent titled New Drain Petition – Brammer Drain Extension (DS-2026-09) for information;

And that Council accept the petition filed under Section 4 of the Drainage Act for Concession 1, Lot 18, to construct a new municipal drain.

Carried

8.5 Community Services and Facilities

8.5.1 Implementation of the RZone Policy (CSF-2026-05)

2026-197

Moved by Councillor Ed Myers

Seconded by Councillor Marjorie Emery

That the Council of the Municipality of Southwest Middlesex receive the report dated July 15, 2026 prepared by the Manager of Community Services and Facilities titled Implementation of the RZone Policy (CSF-2026-05) for information.

Carried

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

Upcoming events: Tartan Days, Tractor Pull, events at the Legion and the Agricultural Hall and Sundays at the Station. There are many events over the summer for families to enjoy.

Council were in consensus to waive the rules of the procedural by-law to permit moving Item 17 - By-laws to directly following Item 14 - Announcements.

17. BY-LAWS

2026-198

Moved by Councillor Mark McGill

Seconded by Councillor Joel Haggith

That the Council of Southwest Middlesex adopt the by-laws 2026/041, 2026/042, 2026/060, 2026/062 to 2026/069, as read and listed below.

Carried

- 17.1 By-law 2026/041 Being a by-law to provide for the drainage works being the Floyd Winship Drain - Walch Branch (Third and Final Reading)
- 17.2 By-law 2026/042 Being a by-law to provide for the drainage works being the McCahon Drain 2026 (Third and Final Reading)
- 17.3 By-law 2026/060 Being a by-law to amend zoning by-law 2011/065 - Ellen & Peter Jennen - 1052 Longwoods Road (See Item 7.1)
- 17.4 Removed - Deferred to future meeting - By-law 2026/061 Being a by-law to amend zoning by-law 2011/065 - 1838107 Ontario Ltd. - 3360 Centreville Drive
- 17.5 By-law 2026/062 Being a by-law to amend zoning by-law 2011/065 - Perry Carruthers and Alexandra Carruthers - 5668 Parkhouse Drive
- 17.6 By-law 2026/063 Being a by-law to authorize the Mayor and the Clerk to enter into a Temporary Use agreement between Perry Carruthers and Alexandra Carruthers and the Municipality of Southwest Middlesex.
- 17.7 By-law 2026/064 Being a by-law to authorize the execution of a Community Improvement Plan Program Grant Agreement between the Corporation of the Municipality of Southwest Middlesex and the Royal Canadian Legion Branch 219
- 17.8 By-Law 2026/065 Being a by-law to authorize the execution of a Community Improvement Plan Program Grant between the Corporation of Southwest Middlesex and Kay Chiropractic & Wellness Centre
- 17.9 By-law 2026/066 Being a by-law to authorize the execution of a Procurement Services Agreement between The Corporation of the Municipality of Southwest Middlesex and The Corporation of the County of Middlesex
- 17.10 By-law 2026/067 Being a by-law to authorize the signing of a Planning Services Agreement with the County of Middlesex
- 17.11 By-law 2026/068 Being a by-law to authorize the signing of a tile loan agreement for 30762 Clachan Road
- 17.12 By-law 2026/069 Being an amended agricultural land lease agreement with T.D. McTavish

18. FUTURE MEETINGS (subject to change)

Wednesday, August 19, 2026 at 6:00 p.m. - Regular Meeting of Council

Wednesday, September 2, 2026 at 1:30 p.m. - Regular Meeting of Council

15. CLOSED SESSION

2026-199

Moved by Councillor Joel Haggith

Seconded by Councillor Mark McGill

That the Regular Meeting of Council of the Municipality of Southwest Middlesex be temporarily adjourned at 8:11 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 Call to Order

15.2 Disclosure of Pecuniary Interest

15.3 Draft Closed Meeting Minutes - June 17, 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, 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 organizations.

16. BUSINESS ARISING FROM CLOSED SESSION

2026-200

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 8:46 p.m.;

And that there were no disclosures of pecuniary interest;

And that Council approved the previous Closed Minutes from June 17, 2026;

And that Council received closed Item 15.4 Section 239(2)(i) confidential third-party commercial and financial information that could prejudice competitive interests or negotiations if disclosed, for information.

Carried

CONFIRMATORY BY-LAW

2026-201

Moved by Councillor Joel Haggith

Seconded by Councillor Ed Myers

That the Council of the Municipality of Southwest Middlesex give first, second, third and final reading to By-law 2026/070 being a by-law to confirm the proceedings of Council on July 15, 2026.

Carried

19. ADJOURNMENT

2026-202

Moved by Councillor Martin Vink

Seconded by Councillor Joel Haggith

That the Regular Meeting of Council be adjourned at 8:47 p.m.

Carried