

WEDNESDAY, APRIL 8, 2020 7:00 PM  
Council Chambers

## **AGENDA**

# **COUNCIL AGENDA**

- **Meeting can be viewed live at:**

<https://www.youtube.com/channel/UC60o98BZcAvuVMKLDx88I4A>

### **SOUTHWEST MIDDLESEX COUNCIL AGENDA**

The Municipal Council of the Municipality of Southwest Middlesex will meet on April 8, 2020 at 7:00 p.m.

#### **COUNCIL PRESENT:**

Mayor Allan Mayhew (Chair presiding), Deputy Mayor Marigay Wilkins, Councillors Doug Bartlett, Ian Carruthers, Christa Cowell, Mark McGill, Mike Sholdice and Martin Vink

#### **REGRETS:**

#### **STAFF PRESENT:**

CAO/Clerk - Jill Bellchamber-Glazier, Facilities & Recreation Manager – Steve MacDonald, Fire Chief – Bob Hansen, Public Works Manager – Greg Storms, Treasurer – Kristen McGill

#### **ALSO PRESENT:**

Members of the public and press

### **1. CALL TO ORDER**

Mayor Mayhew calls the meeting to order at \_\_\_\_\_ p.m.

Today's meeting is being held as a virtual meeting due to the declared emergency. In order to keep everyone safe, we are taking this measure to help stop the spread of COVID-19.

Although this is a virtual meeting, we will attempt to record, stream live and publish in accordance with council's Electronic Recording of Meetings Policy.

Due to the pandemic and the requirement for social distancing, to keep you safe, we are not able to allow public to attend this meeting. Normally by attending an open public meeting

of the Municipality of Southwest Middlesex you are consenting to your image, voice and/or comments being recorded and published.

Anyone who is invited to speak may be recorded and their voice, image and/or comments will form part of the live stream and recording.

The chair and/or the clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

Today's meeting may be streamed live as well as recorded and published on the Southwest Middlesex website.

Thank you.

## **CONSIDERATION OF AMENDMENT TO PROCEDURE BY-LAW**

Draft Procedure By-law Amendments

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the amendments to the Procedure By-law extending electronic participation during the emergency are approved, as follows:

“ELECTRONIC PARTICIPATION” means that member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in this by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present, at any point in time, with exception for emergency situations as set out in section 6.4.i of the by-law.

### **5.6 Notice - Closed Meetings**

- a. Notice of a closed meeting shall be included in the printed agenda for regular meetings, which shall be posted on the municipal website as per Section 5.3 of this by-law.
- b. Closed meeting agendas will not be sent electronically to members subject to current policy, except during a declared emergency.
  - i. All closed session agenda, confidential reports and materials for closed meetings will be circulated to the members on coloured (blue) paper or clearly marked “Confidential” at the meeting or in advance of the closed meeting.

ii. In the case of a closed meeting during a declared emergency, a closed session agenda along with its related closed session documents may be sent to the council members individual municipal e-mail account as a password encrypted pdf.

c. Closed meeting materials, if any, shall be returned to the clerk at the close of the meeting at which the closed meeting is held.

#### **6.4 Emergency Council Meetings**

a. Where an emergency has been declared in all or part of the Municipality of Southwest Middlesex under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:

- i. any member of council may participate in any open or closed council meeting electronically and be counted for the purpose of establishing quorum;
- ii. all votes shall be recorded votes; and

b. That Section 14.9 of the Agenda be suspended to allow Emergency Council Meetings to proceed without delegations.

#### Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

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

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

<u>Name</u>	<u>Item</u>	<u>Nature</u>
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#### **Conflict of Interest Reporting Form**

- **Councillor** [03\\_00\\_C\\_CONFLICT\\_OF\\_INTEREST\\_REPORTING\\_FORM\\_2018\\_Councillor](#)
- **Deputy Mayor** [03\\_00\\_DM\\_CONFLICT\\_OF\\_INTEREST\\_REPORTING\\_FORM\\_2018\\_Deputy\\_Mayor](#)
- **Mayor** [03\\_00\\_M\\_CONFLICT\\_OF\\_INTEREST\\_REPORTING\\_FORM\\_2018\\_Mayor](#)

### **3. ADDITIONS TO THE AGENDA**

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the Regular Agenda of Council dated April 8, 2020 be accepted as presented.

#### Recorded Vote

Mayor Mayhew –

Councillor Mark McGill –

Councillor Ian Carruthers –

Councillor Christa Cowell –

Councillor Martin Vink –

Councillor Doug Bartlett –

Councillor Mike Sholdice –

Deputy Mayor Marigay Wilkins –

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

None

#### **5. CONSENT AGENDA**

5.1 Vouchers in the amount of \$1,892,657.79 – February 26 to March 26, 2020

[05\\_01 Vouchers](#)

5.2 SWM Council Minutes – March 4, 2020

[05\\_02 Minutes March 4 2020](#)

5.3 SWM Council Minutes – March 18, 2020

[05\\_03 Minutes March 18 2020](#)

5.4 Middlesex County By-law 7035 being a by-law to adopt the rates and the payment schedule of the 2020 levy by the lower-tier municipalities of the County of Middlesex

[05\\_04 By-law 7035 Cty Adopt 2020 Tax Rates and Payment Schedule](#)

5.5 Lower Thames Valley Conservation Authority Approved 2020 Budget

[05\\_05 LTVCA Approved Budget 2020 \\_SWMiddlesex](#)

5.6 Lower Thames Valley Conservation Authority February 20, 2020 meeting minutes

[05\\_06 LTVCA Bd Minutes 02 2020](#)

5.7 Fire Report, Fire Dept. COVID Status report, SCBA bottle purchase

[05\\_07 Fire Report](#)

5.8 Grey County resolution concerning supporting 100% Canadian wine excise exemption

[05\\_08 Grey County Resolution Supporting Canadian Wines Excise Exemption](#)

5.9 Appin Presbyterian Church

[05\\_09 ChurchLetter](#)

5.10 Middlesex Federation of Agriculture

[05\\_10 MFA L Lilbourne](#)

5.11 Southwest Middlesex 2019 Planning Summary Report

[05\\_11 SWM 2019 annual planning update final](#)

5.12 February 2020 Building Report

[05\\_12 2020 February Building Report](#)

5.13 Facilities and Recreation Department Update #2

[05\\_13 Facilities Recreation Dept Progress Report2 2020](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the council for the Municipality of Southwest Middlesex receives Consent Agenda Items 5.1 through 5.14 as information, and approve the March 4 and 18, 2020 meeting minutes.

Recorded Vote

Mayor Mayhew –

Councillor Mark McGill –

Councillor Ian Carruthers –

Councillor Christa Cowell –

Councillor Martin Vink –

Councillor Doug Bartlett –

Councillor Mike Sholdice –

Deputy Mayor Marigay Wilkins –

**6. STAFF REPORTS**

a. Fire

No Reports

b. Administration

1. Site Plan Agreement – Agris Co-operative

[06 b 01 SP Agrmt Agris Cooperative](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the necessary by-law be enacted authorizing the Mayor and the CAO-Clerk to execute the Site Plan Agreement with Agris Co-operative, for lands located at 211 McKellar Street, Glencoe, described as Lots 61, 62, 63, 64, 65, 66, 71,72, 73, 74, 75, 76, 81, 82, 83, 84, 85, 86, A & B, 34PL312 & Part Lot D, 34PL312 & Part of Randolph Street, 34PL312 as closed by By-law MW50059 & Part of McRae Street, 34PL312 as closed by By-law BLW270 as in 946904; in the Municipality of Southwest Middlesex, County of Middlesex; Being all of PIN 08544-0186 (LT).

Recorded Vote

Mayor Mayhew –

Councillor Mark McGill –

Councillor Ian Carruthers –

Councillor Christa Cowell –

Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

2. Site Plan Agreement – Wardsville Townhomes  
[o6 b 02 SP Agrmt Wardsville Townhomes](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT the necessary by-law be enacted authorizing the Mayor and the CAO-Clerk to execute the Site Plan Agreement with Jordan Alexander Van Heck and Alexander Peter Van Heck, for lands located at 1868 Longwoods Road, described as Lots 5 and 6, Part Lot 4, Being the West ½, East of King Street and South of Church Street, 34PL42 and Lot 6 and Part Lot 5, North of Main Street, 34:L42, as in WV1377 and WV1347; Mosa, in the Municipality of Southwest Middlesex, County of Middlesex, Being all of PIN 08562-0111 (LT).

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

c. Building  
No Reports

d. Finance

1. Provision of Service for Parking Fines to North Middlesex  
[o6 d 01 ParkingFineServicesNorthMiddlesex](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council authorize the Mayor and CAO to enter into an agreement with North Middlesex to provide collection services for parking ticket fines.

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –

Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

e. Facilities and Recreation

1. Supplemental Heat System for Glencoe Fire Station

[o6 e 01 Supplemental Heat Glencoe Fire Stn](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council approve natural gas overhead radiant tube heating as the type of supplemental heating system to be installed in the Glencoe Fire Station apparatus floor area and direct staff to obtain quotes for the purchase & installation of this system as per the Municipal Purchasing Policy.

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

f. Public Works

1. River Drive Road Reconstruction Project

[o6 f 01 River Road Reconstruction](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council Approves the recommendation from Spriet Associates to award the contract to 291 Construction for the River Drive Reconstruction project in the amount of \$204,808.00 (incl. HST).

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

## **7. CORRESPONDENCE AND PETITIONS**

1. Middlesex-London Health Unit 2020 Request for Letter for Private Applications for Mosquito Larviciding Permits

[07 01 MLHU Larviciding](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

The Municipality of Southwest Middlesex supports local action by the Middlesex-London Health Unit to reduce the risk of West Nile Virus including, larviciding catch basins and other surface water locations within our jurisdiction. In addition, the Municipality of Southwest Middlesex supports any permit application for West Nile Virus control submitted to the Ministry of the Environment and Climate Change from an appropriately licensed exterminator contracted by a private property owner, to apply a larvicide into catch basins located on private property within the Municipality of Southwest Middlesex.

### Recorded Vote

Mayor Mayhew –

Councillor Mark McGill –

Councillor Ian Carruthers –

Councillor Christa Cowell –

Councillor Martin Vink –

Councillor Doug Bartlett –

Councillor Mike Sholdice –

Deputy Mayor Marigay Wilkins –

## **8. NEW BUSINESS**

- Items removed from Consent Agenda to be dealt with separately
- Addendum Items
- Other Business

## **9. ANNOUNCEMENTS**

Verbal Update from SWM Emergency Control Group Chair, Allan Mayhew

## **10. CLOSED SESSION**

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council go into closed session, at \_\_\_\_\_ p.m., as per subsection 239(2) of the Municipal Act, 2011, to consider the following:

- a. Labour relations or employee negotiations;

Specifically, the matter relates to the following:

Municipal staffing during the COVID-19 emergency.

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

THAT Council return to open session at \_\_\_\_\_ p.m.

**Rise and Report**

Confirmation of action from Closed Session

THAT a closed session meeting was held and only closed session items identified were discussed in closed session; and THAT

- a. There is nothing further to report
- b. Outline direction provided

Recorded Vote

Mayor Mayhew –  
Councillor Mark McGill –  
Councillor Ian Carruthers –  
Councillor Christa Cowell –  
Councillor Martin Vink –  
Councillor Doug Bartlett –  
Councillor Mike Sholdice –  
Deputy Mayor Marigay Wilkins –

**11. BY-LAWS**

1. By-law No. 2020/

[11 01 Procedure Bylaw Amendment1](#)

Being a by-law to amend Southwest Middlesex By-law 2019/104 being the procedure by-law for the Municipality of Southwest Middlesex

2. By-law No. 2020/

[11 02 NorthMiddlesexMOUPart11](#)

Being a by-law to authorize the Mayor and Clerk to sign a Memorandum of Understanding with the Municipality of North Middlesex for the purpose of processing Part 11 Notices under the Provincial Offences Act

3. By-law No. 2020/  
[11 03 2020 Budget Bylaw](#)

Being a By-law to confirm the 2020 budget estimates of the Municipality of Southwest Middlesex and adopt tax rates to be levied by the local municipality

4. By-law No. 2020/  
[11 04 Agris Cooperative Site Plan Agrmt 211 McKellar St](#)

Being a by-law to authorize the Mayor and the Clerk to enter into a site plan agreement with Agris Cooperative on the property known municipally as 211 McKellar Street, Southwest Middlesex, ON

5. By-law No. 2020/  
[11 05 VanHeck Site Plan Agrmt 1868 Longwoods Rd](#)

Being a by-law to authorize the Mayor and the Clerk to enter into a site plan agreement with Jordan Alexander VanHeck and Alexander Peter VanHeck on the property known municipally as 1868 Longwoods Road, Southwest Middlesex, ON

6. By-law No.2020/

Being a by-law to confirm the proceedings of the council of the Municipality of Southwest Middlesex (April 8, 2020)

[11 06 ConfirmingBylawApril8 2020](#)

#2020-

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That By-law No. 2020/ to By-law No. 2020/ be given first, second, third and final readings.

#### Recorded Vote

Mayor Mayhew –

Councillor Mark McGill –

Councillor Ian Carruthers –

Councillor Christa Cowell –

Councillor Martin Vink –

Councillor Doug Bartlett –

Councillor Mike Sholdice –

Deputy Mayor Marigay Wilkins –

#### **12. FUTURE MEETINGS (subject to change)**

- April 22, 2020 – Council – 7:00 p.m.

**13. ADJOURNMENT**

The Mayor adjourned the meeting at \_\_\_\_p.m.