



**MUNICIPALITY OF SOUTHWEST MIDDLESEX
REGULAR COUNCIL MEETING**

WEDNESDAY, APRIL 21, 2021 7:00 PM
via Electronic Participation

AGENDA

COUNCIL AGENDA

SOUTHWEST MIDDLESEX COUNCIL AGENDA

The Municipal Council of the Municipality of Southwest Middlesex will meet in Regular Session in the Council Chamber on April 21, 2021 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, Director of Operations – Greg Storms, Treasurer – Kristen McGill, Fire Chief – Colin Shewell, Planner – Stephanie Poirier, Deputy Clerk – Denny Giles

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 YouTube channel & website.

Thank you.

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** [02 C CONFLICT OF INTEREST REPORTING FORM Councillor](#)
- **Deputy Mayor** [02 DM CONFLICT OF INTEREST REPORTING FORM Deputy Mayor](#)
- **Mayor** [02 M CONFLICT OF INTEREST REPORTING FORM Mayor](#)

3. ADDITIONS TO THE AGENDA

#2021-

Moved by _____

Seconded by _____

THAT the Regular Agenda of Council dated April 21, 2021 be accepted as presented.

4. DELEGATIONS AND PRESENTATIONS

5. CONSENT AGENDA

a. SWM April 7, 2021 DRAFT Council Meeting Minutes

[05 a April 7 2021 DRAFT Council Meeting Minutes](#)

b. SWM Vouchers

[05 b SWM Vouchers](#)

c. SWM March Building Report

[05 c SWM March Building Report](#)

d. SWM Annual Planning Update – 2020

[05 d SWM 2020 Annual Planning Update](#)

e. Resolution: Township of Hudson

[05 e Township of Hudson - Support for Fire Departments](#)

f. Letter from the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs

[05 f Letter from the Honourable Ernie Hardeman](#)

g. NASM Plan Approval

[05 g NASM Plan Approval 24636](#)

h. Middlesex-London Health Unit – Board of Health – March 2021 Update

[05 h MLHU BOH Update March 2021](#)

i. SWM Landfill Status Update

[05 i SWM Landfill Status Update](#)

j. SWM Recreation Status Update

[05 j SWM Recreation Status Update](#)

#2021-

Moved by _____

Seconded by _____

THAT the council for the Municipality of Southwest Middlesex receives Consent Agenda items 5.a through 5.j as information, and approve the April 7, 2021 Council meeting minutes.

6. COMMITTEE OF ADJUSTMENT

- B4/2021 – Consent Application – 4087 Olde Drive, David McEachren

See separate Committee of Adjustment Meeting Agenda

7. PUBLIC MEETINGS

UNDER THE *PLANNING ACT*

7.1 Zoning By-law Amendment (P3/2021) and Removal of Holding Provision (P4/2021) – Charlton

Members of the public wishing to comment on the application are encouraged to provide written submissions to the Clerk by e-mail jbellechamber-glazier@southwestmiddlesex.ca or by mail 153 McKellar Street, Glencoe ON N0L 1M0 by noon on Tuesday, April 20, 2021 before the meeting in order to provide comment/oral submissions as a Delegate during the Oral Submissions of Delegates (Part D) part of the meeting.

Written submissions must include your full name, address, and an email or telephone number at which you can be reached. Written submissions must also indicate if you wish to make oral submissions at the meeting.

The Clerk will contact all persons who indicate in their written submissions that they intend make oral submissions at the meeting to provide electronic access instructions.

Members of the public who do not provide written submissions to the Clerk in advance of the meeting and decide to provide comment/oral submissions while the meeting is ongoing will need to confirm their interest in doing so during the Comments Recess (Part F) of the Meeting and make their comment/oral submission during the Oral Submission of Other Participants (Part G) part of the meeting.

Notice: [07.1 - P3 and P4 2021-Charlton Notice](#)

Chair Mayhew calls the Public Meeting for P3/2021 and P4/2021 – 3355 Lobelia Drive, John Mark and Cheryl Charlton to order at _____p.m.

The purpose of this meeting is to give the public an opportunity to hear all interested persons with respect to the **Charlton** Zoning By-law Amendment application and Removal of Holding Provision and for Southwest Middlesex Committee of Adjustment to consider the proposal.

The purpose and effect of the temporary use zoning by-law amendment is to allow the public to park their own personal travel trailers (up to a maximum of 4) for weekend/short term stay in four of the designated nature lodge spaces (as seen on site plan) as an interim solution for a period of three years to allow the business to operate prior to the nature lodges being constructed. The permission for travel trailers will expire after the 3-year time period of the temporary use zoning by-law or the construction of the nature lodges, whichever occurs first. The total amount of structures (nature lodges or personal travel trailers) shall not exceed five (5) during this 3-year time period and must be contained to the designated nature lodge spaces (as seen on site plan).

Meeting Order

- a) The Planner will present the staff report and recommendation and will provide any comments received from circulated agencies and the public.
- b) The applicant will be allowed the opportunity to speak to the application.
- c) Member Remarks.
- d) Oral Submission of Delegates.
- e) Written Submissions.
- f) Comments Recess.
- g) Oral Submissions of Other Participants.
- h) Applicant Final Remarks.
- i) Council Decision.

Chair Mayhew declares the Public Meeting for P3/2021 and P4/2021 closed.

The Chair will now consider motions regarding the application.

Zoning By-law Amendment Application P3/2021 and Removal of Holding Provision P4/2021

[07.1 - P3 and P4 2021 Charlton -Temp Use and H Removal Report](#)

[07.1 - P3 Schedule A](#)

[07.1 - P4 Schedule A](#)

[07.1 - SWM KeyMap P3 P4 2021 Charlton](#)

#2021-

Moved by _____

Seconded by _____

THAT Application for Temporary Use Zoning By-Law Amendment P3-2021, filed by John Mark & Cheryl Charlton in order to permit the public to park their own personal travel trailers (up to a maximum of 4) for weekend/short term stay in four of the designated nature lodge spaces as an interim solution for a period of three years to allow the business to operate prior to the nature lodges being constructed, be **APPROVED** in principle, limited to first and second readings of the implementing by-law;

THAT the owners enter into a Temporary Use Agreement with the Municipality;

THAT the final reading of the zoning by-law be provided once the Temporary Use Agreement is registered on title;

AND FURTHER THAT Application for Removal of a Holding Provision P4-2021 to amend the by-law to remove the Holding Symbol H-2 as it applies to the lands known legally as Concession 10, North Part Lot 3, Registered Plan 34R1161 Part 2, be **APPROVED**.

7.2 Plan of Subdivision 39T-SM2101 & Zoning By-law Amendment Application P5-2021

Notice: [07.2 39T-SM2101 Notice of Public Meeting](#)

Members of the public wishing to comment on the application are encouraged to provide written submissions to the Clerk by e-mail jbellchamber-glazier@southwestmiddlesex.ca or by mail 153 McKellar Street, Glencoe ON N0L 1M0 by noon on Tuesday, April 20, 2021 before the meeting in order to provide comment/oral submissions as a Delegate during the Oral Submissions of Delegates (Part D) part of the meeting.

Written submissions must include your full name, address, and an email or telephone number at which you can be reached. Written submissions must also indicate if you wish to make oral submissions at the meeting.

The Clerk will contact all persons who indicate in their written submissions that they intend make oral submissions at the meeting to provide electronic access instructions.

Members of the public who do not provide written submissions to the Clerk in advance of the meeting and decide to provide comment/oral submissions while the meeting is ongoing will need to confirm their interest

in doing so during the Comments Recess (Part F) of the Meeting and make their comment/oral submission during the Oral Submission of Other Participants (Part G) part of the meeting.

Chair Mayhew calls the Public Meeting for Plan of Subdivision 39T-SM2101 & Zoning By-law Amendment Application P5-2021 to order at _____ p.m.

The purpose of this meeting is to give the public an opportunity to hear all interested persons with respect to an application for Plan of Subdivision and Zoning By-law Amendment submitted by Utopia Custom Homes for Southwest Middlesex Council. This meeting is for information only.

The purpose of this report is to provide Council with preliminary information on an Application for a Plan of Subdivision and a Zoning By-law Amendment Application for the subject lands legally described as Registrar's Compiled Plan 431, Part Lot 13, Registered Plan 33R11167 Parts 1,2 & 3, in Glencoe. A recommendation will be given to Council at a later meeting, after feedback from the public meeting and the agency / ministry circulation has been received and taken into consideration.

The purpose and effect of the draft Plan of Subdivision (File No.: 39T-SM-2101) is to create 26 lots for single detached dwellings, and 13 lots for 26 semi-detached dwellings. Access is proposed from Stella Ave and will be a new public road that will have a cul-de-sac.

The purpose of the Zoning By-law Amendment (File No.: P5-2021) is to change the zoning of the following lots/blocks as shown on the draft plan:

- Lots 8-33 from the 'Future Residential- Holding Provision Two (FR-H-2) Zone' to the Residential First Density- Holding Provision One (R1(3) H-1) Zone' in order to facilitate 26 single detached dwellings;
- Lots 1-7 and 34-38 from the 'Future Residential- Holding Provision Two (FR-H-2) Zone' to the Residential Second Density- Holding Provision One (R2(H-1)) Zone' in order to facilitate 12 lots for 24 semi-detached buildings;
- Lots 39 from the 'Future Residential- Holding Provision Two (FR-H-2) Zone' to the 'Site Specific Residential Second Density- Holding Provision One (R2-# H-1) Zone' in order to facilitate one lot for 2 semi-detached buildings where one of the units is proposed to have a deficient lot frontage of 8.23 m and;
- Block 40 from the 'Future Residential- Holding Provision Two (FR-H-2) Zone' to the 'Open Space (OS) Zone for stormwater management.

The draft plan of subdivision has been attached for information.

In addition to the applications and the proposed draft plan, the submission included the following supporting documents:

- Planning Justification Report
- Servicing & Stormwater Management Feasibility Study

The Order of Procedure for this meeting will be:

- a) The Planner will present the staff report and recommendation and will provide any comments received from circulated agencies and the public.
- b) The applicant will be allowed the opportunity to speak to the application.
- c) Member Remarks.
- d) Oral Submission of Delegates.
- e) Written Submissions.
- f) Comments Recess (5 minutes)
- g) Oral Submissions of Other Participants.
- h) Applicant Final Remarks.
- i) Council Decision.

Chair Mayhew declares the Public Meeting for Application for Plan of Subdivision 39T-SM2101 & Zoning By-law Amendment Application P5-2021 closed.

The chair will now consider the motion regarding the application.

Plan of Subdivision 39T-SM2101 & Zoning By-law Amendment Application P5-2021.

[07.2 Planners Report- Stella Plan of Subdivision 2021](#)

[07.2 Planning Justification Report](#)

[07.2 Servicing and Stormwater Management Feasibility Study](#)

[07.2 39T-SM2101 Proposed Draft Plan](#)

[07.2 SWM KeyMap P5 2021 Utopia Homes](#)

#2021-

Moved by _____

Seconded by _____

THAT the subject report for Plan of Subdivision 39T-SM2101 & Zoning By-law Amendment Application P5-2021 be received for information.

8. STAFF REPORTS

- a. Fire
None
- b. Administration
None
- c. Building
None
- d. Finance
None

- e. Operations
None

9. NOTICE OF MOTION

None

10. CORRESPONDENCE AND PETITIONS

Court of Revision – Kelly Drain

The Municipal Council of the Municipality of Southwest Middlesex will meet in a Special Session for the purpose of the Court of Revision for the Kelly Drain on Friday, April 30th, 2021 at 10:00 a.m.

#2021-

Moved by _____

Seconded by _____

THAT _____, _____, and _____ are appointed as members of the Court of Revision for the Kelly Drain; and

THAT _____ is appointed as Chairperson of the Court of Revision for the Kelly Drain.

11. UNFINISHED BUSINESS

None

12. NEW BUSINESS

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

13. COUNTY COUNCIL AND CONFERENCE UPDATE

14. ANNOUNCEMENTS

15. CLOSED SESSION

#2021-

Moved by _____

Seconded by _____

THAT Council go into closed session, at _____ p.m., as per subsection 239(2) of the Municipal Act, 2001, to consider the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees;
- b. Labour relations or employee negotiations;
- c. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- d. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Specifically, the matter relates to the following:

- ICIP Grant Funding
- Fire Prevention Officer Recruitment/Appointent
- Voucher Question – Legal
- Matter before administrative tribunal – Switzer Drain

#2021-

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

16. BY-LAWS

1. By-law No. 2021/34 – Zoning By-law Amendment (3355 Lobelia Drive)

[16 1 2021 034 ZBA Charlton P3-2021](#)

Being a by-law to amend By-law No. 2011/065.

2. By-law No. 2021/035 – Temporary Use By-law (3355 Lobelia Drive)

[16 2 2021 035 H-Removal By-law Charlton P4-2021](#)

Being a by-law to amend By-law No. 2011/065 to remove the holding (h) symbol from Concession 10, North Part Lot 3, RP34R1161 Part 2 (Geographic Township of Mosa), Municipality of Southwest Middlesex; 3355 Lobelia Drive

3. By-law No. 2021/036 - Confirmatory

[16 3 2021 036 Confirming 21Apr Meeting](#)

Being a by-law to confirm the proceedings of the council of the Municipality of Southwest Middlesex (April 21, 2021)

#2021-

Moved by _____

Seconded by _____

THAT By-law No. 2021/034 receive first and second readings; and

THAT By-law No. 2021/035 and By-law No. 2021/036 be given first, second, third and final readings.

17. FUTURE MEETINGS (subject to change)

- May 12, 2021 – 7:00 p.m. – Council
- May 26, 2021 – 7:00 p.m. – Council and Committee of Adjustment

18. ADJOURNMENT

The Mayor adjourned the meeting at ____p.m.