



**MUNICIPALITY OF SOUTHWEST MIDDLESEX
REGULAR COUNCIL MEETING**

WEDNESDAY, APRIL 8, 2020 7:00 PM
Meeting Via Electronic Participation

COUNCIL MINUTES

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

SOUTHWEST MIDDLESEX COUNCIL MINUTES

The Municipal Council of the Municipality of Southwest Middlesex met 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

STAFF PRESENT:

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

1. CALL TO ORDER

Mayor Mayhew calls the meeting to order at 7:03 p.m.

Mayor Mayhew noted that the meeting is being held as a virtual meeting due to the declared emergency, in order to help stop the spread of COVID-19.

Mayor Mayhew noted that the meeting will be recorded and streamed live and published in accordance with council's Electronic Recording of Meetings Policy.

CONSIDERATION OF AMENDMENT TO PROCEDURE BY-LAW

Draft Procedure By-law Amendments

#2020-0061

Moved by Deputy Mayor Wilkins

Seconded by Councillor Carruthers

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 – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None declared

3. ADDITIONS TO THE AGENDA

#2020-0062

Moved by Deputy Mayor Wilkins

Seconded by Councillor Carruthers

THAT the Regular Agenda of Council dated April 8, 2020 be accepted with the following change, that By-laws 1-5 be taken prior to the closed session, and

THAT the following be added to New Business:

- o Backyard Chickens
- o Garbage Tag Provision at Food Banks
- o Arrival of the Easter Bunny

Recorded Vote

Mayor Mayhew – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes
Councillor Christa Cowell – Yes
Councillor Martin Vink – Yes
Councillor Doug Bartlett – Yes
Councillor Mike Sholdice – Yes
Deputy Mayor Marigay Wilkins – Yes
Carried

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
- 5.2 SWM Council Minutes – March 4, 2020
- 5.3 SWM Council 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
- 5.5 Lower Thames Valley Conservation Authority Approved 2020 Budget
- 5.6 Lower Thames Valley Conservation Authority February 20, 2020 meeting minutes
- 5.7 Fire Report, Fire Dept. COVID Status report, SCBA bottle purchase
- 5.8 Grey County resolution concerning supporting 100% Canadian wine excise exemption
- 5.9 Appin Presbyterian Church
- 5.10 Middlesex Federation of Agriculture
- 5.11 Southwest Middlesex 2019 Planning Summary Report
- 5.12 February 2020 Building Report
- 5.13 Facilities and Recreation Department Update #2
- 5.14 COVID-19 Municipal Service Impact

Councillor Cowell is now absent from the meeting at 7:20 p.m.

#2020-0063

Moved by Councillor Bartlett

Seconded by Councillor Sholdice

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, as corrected.

Recorded Vote

Mayor Mayhew – Yes

Councillor Mark McGill – Yes
Councillor Ian Carruthers – Yes
Councillor Martin Vink – No
Councillor Doug Bartlett – Yes
Councillor Mike Sholdice – Yes
Deputy Mayor Marigay Wilkins – Yes
Carried

6. STAFF REPORTS

- a. Fire
No Reports

Councillor Cowell returns to the meeting at 7:25 p.m.

- b. Administration

- 1. Site Plan Agreement – Agris Co-operative
#2020-0064

Moved by Deputy Mayor Wilkins

Seconded by Councillor Carruthers

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 – Yes
Councillor Mark McGill – Yes
Councillor Ian Carruthers – Yes
Councillor Christa Cowell – Yes
Councillor Martin Vink – Yes
Councillor Doug Bartlett – Yes
Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes
Carried

2. Site Plan Agreement – Wardsville Townhomes

#2020-0065

Moved by Councillor Cowell

Seconded by Councillor Bartlett

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 – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

c. Building
No Reports

d. Finance

1. Provision of Service for Parking Fines to North Middlesex

#2020-0066

Moved by Deputy Mayor Wilkins

Seconded by Councillor Sholdice

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

e. Facilities and Recreation

1. Supplemental Heat System for Glencoe Fire Station

#2020-0067

Moved by Councillor Cowell

Seconded by Councillor Sholdice

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 – Yes
Councillor Mark McGill – No
Councillor Ian Carruthers – Yes
Councillor Christa Cowell – Yes
Councillor Martin Vink – Yes
Councillor Doug Bartlett – Yes
Councillor Mike Sholdice – Yes
Deputy Mayor Marigay Wilkins – Yes
Carried

f. Public Works

1. River Drive Road Reconstruction Project

#2020-0068

Moved by Councillor Sholdice

Seconded by Councillor Vink

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 – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – No

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

7. CORRESPONDENCE AND PETITIONS

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

#2020-0069

Moved by Deputy Mayor Wilkins

Seconded by Councillor Sholdice

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 – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes
Deputy Mayor Marigay Wilkins – Yes
Carried

8. NEW BUSINESS

- Facilities and Recreation Update Report – Seasonal Staffing Implications
- Backyard Chickens in Urban Areas
- Garbage Bag Tag Donation to Food Banks
- Welcoming the Easter Bunny in Southwest Middlesex

Facilities and Recreation Update Report

Councillor Sholdice inquired as to the hiring of the seasonal recreation staff. Facilities and Recreation Manager, Steve MacDonald, noted that the Thames Valley District School Board will not be running the “Swim to Survive Program”, which results in delay in opening the pool. Mr. MacDonald also noted that the flower basket program is expected to continue.

Councillor Cowell inquired as to the provincial emergency orders related to municipal parks and amenities. Mr. MacDonald provided an update related to the closure of recreation areas.

Backyard Chickens in Urban Areas

Mayor Mayhew introduced the topic of backyard chickens in the urban areas within Southwest Middlesex.

#2020-0070

Moved by Councillor Sholdice

Seconded by Councillor Cowell

THAT staff be directed to prepare a report on backyard chickens in urban areas in Southwest Middlesex.

Recorded Vote

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

Garbage Bag Tag Donation to Food Banks

#2020-0071

Moved by Deputy Mayor Wilkins

Seconded by Councillor Sholdice

THAT each Southwest Middlesex household be permitted to put out one untagged bag per week during the COVID-19 state of emergency.

Recorded Vote

Mayor Mayhew – No

Councillor Mark McGill – No

Councillor Ian Carruthers – No

Councillor Christa Cowell – No

Councillor Martin Vink – No

Councillor Doug Bartlett – No

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Defeated

#2020-0072

Moved by Councillor Vink

Seconded by Councillor Cowell

THAT Council make a donation of up to 500 bag tags to the local food bank in Southwest Middlesex.

Recorded Vote

Mayor Mayhew – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – No

Carried

Welcoming Easter Bunny to Southwest Middlesex

#2020-0073

Moved by Councillor Sholdice

Seconded by Councillor Carruthers

THAT the Easter Bunny is welcomed to Southwest Middlesex.

Recorded Vote

Mayor Mayhew – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

Councillor Martin Vink gave Notice that at the next meeting of council, he would put forward the following Motion:

THAT due to COVID-19 Council reduce its all remuneration by 25 per cent, retroactive to April 1, 2020 until July 31, 2020.

9. ANNOUNCEMENTS

Verbal Update from SWM Emergency Control Group Chair, Allan Mayhew

Mayor Mayhew noted that Members of the SWM Emergency Control Group were provided with updates from the lead agency in a pandemic, the Middlesex-London Health Unit, along with updates from the County CEMC, the County IT Manager, our CEMC alternate, and department heads.

The Mayor thanked the SWM ECG members for participating in the call, and to thank the entire SWM staff team for helping to keep essential municipal operations going, and for thinking of ways that we can support our community.

By-laws

1. By-law No. 2020/018

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. 2020/019

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. 2020/020

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. 2020/021

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. 2020/022

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

#2020-0074

Moved by Deputy Mayor Wilkins

Seconded by Councillor Carruthers

That By-law No. 2020/018 to By-law No. 2020/022 be given first, second, third and final readings.

Recorded Vote

Mayor Mayhew – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

10. CLOSED SESSION

#2020-0075

Moved by Councillor Bartlett

Seconded by Councillor Cowell

THAT Council go into closed session, at 9:26 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 – Yes

Councillor Mark McGill – Yes

Councillor Ian Carruthers – Yes

Councillor Christa Cowell – Yes

Councillor Martin Vink – Yes

Councillor Doug Bartlett – Yes

Councillor Mike Sholdice – Yes

Deputy Mayor Marigay Wilkins – Yes

Carried

Council resumed in open session at 10:36 p.m.

Rise and Report

As the Chair of the Closed Session, Deputy Mayor Wilkins reported to Council.

#2020-0076

Moved by Deputy Mayor Wilkins

Seconded by Councillor Bartlett

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

THAT the previous closed session minutes were approved and the meeting was extended beyond curfew; and

THAT staff were provided direction with respect to staffing during COVID-19.

Recorded Vote

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

11. BY-LAWS

6. By-law No.2020/023

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

#2020-0077

Moved by Councillor McGill

Seconded by Councillor Sholdice

That By-law No. 2020/023 be given first, second, third and final readings.

Recorded Vote

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

12. FUTURE MEETINGS (subject to change)

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

13. ADJOURNMENT

The Mayor adjourned the meeting at 10:39 p.m.

Mayor

CAO/Clerk