



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING
AGENDA**

Wednesday, January 22, 2025

6:00 p.m.

Hybrid Meeting (both in person and electronic participation)

Click on the link below for viewing the Open Meeting
[North Middlesex You Tube Channel](#)

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

(Municipal Conflict of Interest Act – Section 5 requires any member of Council to declare a pecuniary interest and general nature thereof, prior to any consideration on that matter. 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. The disclosures become part of a Public Registry as required under the Act.

3. MINUTES OF PREVIOUS MEETINGS

3.1 Meeting Minutes for January 8, 2025

Recommended Motion:

THAT the attached minutes be approved as presented.

4. DELEGATIONS

5. DEPARTMENTAL REPORTS

5.1 Report from the Director of Infrastructure and Operations, Sam Shannon

1. Renewal of Service Agreement - Entegrus Powerlines Inc.

Recommended Motion:

**THAT Council receives Report DIO-01-2025 regarding "Renewal of Services Agreement with Entegrus Powerlines Inc." for information;
AND THAT Council enter into a Services Agreement with Entegrus Powerline Inc.**

5.2 Report from Planner, Ashley Sawyer

1. Part Lot Control Exemption - 205 and 207 Eagle Street

Recommended Motion:

THAT the draft By-law 008-2025 be considered under the By-law section of this agenda.

- 5.3 Report from Planner, Abby Heddle-Jacobs

1. Official Plan Review - Update

Recommended Motion:

THAT Council receive this report for information.

- 5.4 Report from the Treasurer, Ralph D'Alessandro

1. 2025 Development Charges

Recommended Motion:

THAT Council receive for information the Amended Schedule "B" to By-law 58 of 2024.

6. COMMITTEE REPORTS

- 6.1 Lake Huron Primary Water Supply Joint Mgmt Board

- 6.2 ABCA (Cr. Cornelissen)

- 6.3 BWRA (Cr. Keogh)

1. BRA Meeting Highlights - January 16, 2025

- 6.4 EDAC (Cr. Nirta, Cr. Irwin, Deputy Mayor Hodgins)

1. Term of Reference Update

A general update of the Terms was included on the January 8, 2025 Agenda (attached as a track changes document).

Administration has updated the proposed Terms to include composition reform to align with the Municipal Act, attached as the proposed by-law.

Recommended Motion:

THAT the updated Terms of reference for the Economic Development Advisory Committee be considered during the reading of the By-laws.

- 6.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

- 6.6 Recreation Committee (Cr. Daigle, Cr. Keogh, Cr. Nirta)

1. Terms of Reference Update

Administratively initiated Terms of Reference Update.
Composition reform to align with the Municipal Act.

Recommended Motion:

THAT the updated Terms of reference for the Recreation Advisory Committee be considered during the reading of the By-laws.

- 6.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)

1. November 8, 2024 - Minutes
2. Inclement Weather Policy
The Committee has requested a clause be added, allowing the CAO discretion in complex safety oriented office closure scenarios.

Recommended Motion:

THAT the Inclement Weather Policy be approved.

3. Asset Retirement Obligation (ARO) Policy

Recommended Motion:

THAT the Asset Retirement Obligations (ARO) Policy be approved.

6.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)

6.9 Budget Committee (Mayor Mayor)

6.10 Community Development Fund Committee (Mayor Ropp, Cr. Nirta, Cr. Cornelissen)

6.11 OCWA Client Advisory Board (CAO)

6.12 Middlesex County OPP Detachment Board

7. CORRESPONDENCE

7.1 Ailsa Craig and District Lions Club - Thank You Letter

7.2 Kincardine - Property Taxations Implications

7.3 Aylmer - Opposition to Provincial Cycling Lanes Legislation

8. OTHER AND URGENT BUSINESS

9. DEFERRED ITEMS FROM PREVIOUS MEETINGS

10. COMMUNICATIONS (Including County Council Meeting Report)

10.1 Middlesex County Council - January 14, 2025 - Update

10.2 Middlesex County - Updated Calendar

11. READING OF THE BY-LAWS

Recommended Motion:

THAT By-laws 003 of 2025, 005 of 2025, 006 of 2025, 007 of 2025, and 008 of 2025 be read a first and second time

Provision for questions

Recommended Motion:

THAT By-laws 003 of 2025, 005 of 2025, 006 of 2025, 007 of 2025, and 008 of 2025 be read a third and final time.

11.1 003 of 2025 - Terms of Reference - Economic Development Advisory Committee (EDAC)

11.2 005 of 2025 - Confirming

11.3 006 of 2025 - Terms of Reference - Recreation Advisory Committee (RAC)

11.4 007 of 2025 - Amend Appointment to Various Committees

11.5 008 of 2025 - Part Lot Control Exemption - 205 and 207 Eagle Street

12. CLOSED MEETING (Under Section 239 of the Municipal Act)

Recommended Motion:

That the Open Meeting adjourn to Closed Meeting at _____

To receive information under the following exception:

12.1 Minutes

12.2 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees;

13. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

Recommended Motion:

That the Closed Meeting adjourn and return to Open Meeting at with/without the recommendations

14. ADJOURNMENT

Recommended Motion:

That the Meeting adjourn at _____



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES**

January 8, 2025, 5:00 p.m.

Members Present: Mayor Brian Ropp
Deputy Mayor Paul Hodgins
Councillor Ward 1 Sara Nirta
Councillor Ward 2 Bill Irwin
Councillor Ward 3 Charles Daigle
Councillor Ward 4 John Keogh
Councillor Ward 5 Adrian Cornelissen

Staff Present: Director of Infrastructure and Operations, Samuel Shannon
Director of Fire and Emergency Services, Greg Vandenheuvel
Executive Assistant/HR Coordinator, Donna Vanhooydonk
Director of Corporate Services / Clerk, Alan Bushell
Manager of Public Works, Brandon McLeod
Chief Administrative Officer, Carolyn Tripp
Felicia Krista, Economic Development & Communications
Coordinator
Director of Finance/Treasurer, Ralph D'Alessandro

The Regular Meeting of the Council of the Municipality of North Middlesex was held under the provisions contained within the North Middlesex Procedural By-law and may be held in whole or in part without physically being present at 229 Parkhill Main Street, Parkhill.

1. CALL TO ORDER

Mayor Ropp called the meeting to order at 5:00 p.m. with a quorum present by way of livestream on the North Middlesex You Tube Channel.

2. DISCLOSURE OF PECUNIARY INTEREST

(Municipal Conflict of Interest Act – Section 5 requires any member of Council to declare a pecuniary interest and general nature thereof, prior to any consideration on that matter. 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. The disclosures become part of a Public Registry as required under the Act.

3. MINUTES OF PREVIOUS MEETINGS

Moved By: C. Daigle

Seconded By: S. Nirta

THAT the Agenda be amended, to move Agenda item #8.1 being the Asphalt Program 2025, to after Agenda Item #16's completion.

CARRIED

3.1 Meeting Minutes for December 18, 2024

Moved By: B. Irwin

Seconded By: C. Daigle

THAT the attached minutes be approved as presented.

CARRIED

4. COURT OF REVISION – DRAINAGE

5. PUBLIC MEETING - DRAINAGE

6. COMMITTEE OF ADJUSTMENT

7. DELEGATIONS

8. DEPARTMENTAL REPORTS

8.1 Report from the Director of Economic Development and Community Services, Brandon Drew

8.1.1 Childcare Renovation Project Update

Moved By: B. Irwin

Seconded By: S. Nirta

THAT Council direct staff to proceed with hiring K&L Construction as the General Contractor for the Parkhill Community Centre

renovation project for \$80,000.00;
AND THAT Council direct staff to enter a standard CCDC 5 contract with K&L Construction for the Parkhill Community Centre renovation project.

CARRIED

9. COMMITTEE REPORTS

9.1 Lake Huron Primary Water Supply Joint Mgmt Board

9.2 ABCA (Cr. Cornelissen)

9.3 BWRA (Cr. Keogh)

9.4 EDAC (Cr. Nirta, Cr. Irwin, Deputy Mayor Hodgins)

9.4.1 Report from the Economic Development and Communications Coordinator, Felicia Krista

9.4.1.1 Economic Development Advisory Committee Recommendations

CAO Tripp, notified Council that the recommendations will be brought for further consideration during the Budget process.

Clerk Bushell, clarified that the resolution as tabled was intended to allow for further deliberations under the Budget process.

Moved By: S. Nirta

Seconded By: B. Irwin

THAT Council receive this report for information.

CARRIED

9.4.2 Terms of Reference - Economic Development Advisory Committee

Discussion, resulted in staff pulling their recommendation. The Terms of Reference will be re-tabled at a later date with updates to the membership portion.

9.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

Councillor Irwin, informed Council that the committee will be considering the creation of a community survey at its next meeting.

- 9.6 Recreation Committee (Cr. Daigle, Cr. Keogh, Cr. Nirta)
- 9.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)
- 9.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)
- 9.9 Budget Committee (Mayor Mayor)
- 9.10 Community Development Fund Committee (Mayor Ropp, Cr. Nirta, Cr. Cornelissen)
- 9.11 OCWA Client Advisory Board (CAO)
- 9.12 Middlesex County OPP Detachment Board

Next Meeting is in February.

10. CORRESPONDENCE

11. OTHER AND URGENT BUSINESS

Councillor Daigle - Brought forward concerns with the North Frontenac fiber internet system installation delays. CAO Tripp - Informed Council that they will be invited to attend as a delegation.

12. DEFERRED ITEMS FROM PREVIOUS MEETINGS

13. COMMUNICATIONS (Including County Council Meeting Report)

1. Councillor Cornelissen - Inquired about intersections construction, projects. Focusing on Appin Road and Melbourne Road intersection.

Mayor Ropp, responding as the Warden of the County, informed Council that projects that were approved in the previous budget are scheduled to be under construction this spring.

2. Deputy Mayor Hodgins - Do we have any roads being turned over to Middlesex County control?

Mayor Ropp and Director Shannon provided response including the fact that some suggested infrastructure to be uploaded.

Manager of Public Works, Brandon McLeod discussed some infrastructure being recommended for County consideration.

Mayor Ropp, informed Council that the process has not begun for this yet at the County level, and as such there is no formal update at this time.

14. READING OF THE BY-LAWS

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT By-laws 001 of 2025, 002 of 2025, and 004 of 2025 be read a first and second time.

Provision for questions

CARRIED

Moved By: S. Nirta

Seconded By: J. Keogh

THAT By-laws 001 of 2025, 002 of 2025, and 004 of 2025 be read a third and final time.

CARRIED

14.1 001 of 2025 - Borrowing

14.2 002 of 2025 - Interim Tax Levy

14.3 003 of 2025 - Terms of Reference - Economic Development Advisory Committee EDAC

Staff requested that this item not be considered, as it requires some modifications, to adhere to Municipal Act requirements.

14.4 004 of 2025 - Confirming

15. CLOSED MEETING (Under Section 239 of the Municipal Act)

Moved By: C. Daigle

Seconded By: S. Nirta

THAT the Open Meeting adjourn to Closed Meeting at 6:28, to receive information under the following exception:

239(2)(b) personal matters about an identifiable individual, including municipal or local board.

CARRIED

15.1 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

15.2 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

16. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

The Mayor provided a rise and report:

- Received information on Identifiable Individuals.
- Received information on the 2025 Development Charges. The public will be informed of the new calculated rates once they are finalized.

No formal direction was provided during the closed session.

Moved By: A. Cornelissen

Seconded By: B. Irwin

That the Closed Meeting adjourn and return to Open Meeting at 6:27 p.m.

CARRIED

17. Report from the Manager of Public Works, Brandon McLeod

The Treasurer, Ralph D'Alessandro may be providing input on broader corporate financial obligations prior to and during the Asphalt Program 2025 agenda item.

Agenda re-organized by resolution to consider after Item #16,

17.1 Asphalt Program 2025

Motion # December 4, 2024 - Resolution

Moved By: B. Irwin

Seconded By: C. Daigle

THAT the item be deferred until December 18, 2024.

CARRIED

Motion # December 18, 2024 - Resolution

Moved By: C. Daigle

Seconded By: S. Nirta

THAT the item be deferred until January 8, 2025.

CARRIED

Motion # January 8, 2025 - Staff Recommendation

Moved By: A. Cornelissen

Seconded By: S. Nirta

THAT Council receives the Asphalt Program 2025 report for information;
AND THAT Council pre-approve the Sylvan Road Reconstruction, and the Extension of Approaches on Nairn Road and Parkhill Drive, for \$799,720.00 in the 2025 budget;

CARRIED

18. ADJOURNMENT

Moved By: S. Nirta

Seconded By: J. Keogh

THAT the Meeting adjourn at 6:32 p.m.

CARRIED

REPORT TO: Mayor and Members of Council

PREPARED BY: Sam Shannon, Director of Infrastructure and Operations

DEPARTMENT: Infrastructure & Operations

DIVISION: Public Works

MEETING DATE: January 22, 2025

SUBJECT: Report DIO-01-2025 – Renewal of Services Agreement with Entegrus Powerlines Inc.

PROPOSED MOTION

THAT Council receives Report DIO-01-2025 regarding “Renewal of Services Agreement with Entegrus Powerlines Inc.” for information;

AND THAT Council enter into a Services Agreement with Entegrus Powerline Inc.

STAFF RECOMMENDATION

THAT Council receives Report DIO-01-2025 regarding “Renewal of Services Agreement with Entegrus Powerlines Inc.” for information;

AND THAT Council enter into a Services Agreement with Entegrus Powerline Inc.

EXECUTIVE SUMMARY

As of June 1st, 2021, the Municipality of North Middlesex (Municipality) entered into a Services Agreement with Entegrus Powerline Inc. (Entegrus) with a set term of June 1, 2021, to December 31, 2024. Staff are recommending renewal of the Services Agreement with Entegrus Powerline Inc. that includes a term covering January 2025 to December 2028 to provide streetlight maintenance services.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture By Providing High Quality Public Services

Plans: To Support Robust Industrial, Commercial and Residential Growth By Developing A Safe And Secure Municipality

BACKGROUND

The Municipality currently owns, operates, and maintains roughly 500 streetlights. Although the operations and maintenance of these streetlights is a Municipality responsibility, the actual maintenance of this infrastructure has been performed by a third-party contractor, Entegrus, for many years. This relationship was formalized in 2021 through a Services Agreement.

DISCUSSION

On December 31, 2024, the Services Agreement between the Municipality and Entegrus expired. Staff have worked in consultation with Entegrus for development of a new Services Agreement that includes the following maintenance services:

- Records management (includes additions & deletions);
- Response and arrangement for repairs;
- Repairs or replacement of lamps, photocells, ballast's, heads, lenses, wiring, deteriorated poles or standards and supply wires;
- Inventory management;
- Coordination in consultation with the Municipality for Capital Projects;
- Quarterly after-hours patrols (if requested);
- Analysis of existing conditions to verify appropriate lighting levels in compliance with standards and requirements;
- Assist in response to customer inquiries regarding lighting levels and streetlight placement;
- Provide inspection for streetlight installations done by others before connection;
- Coordinate with Hydro authorities and ESA regarding approvals and connections; and
- Provide the Municipality with an annual list of repairs and upgrades for both budgetary and planning purposes.

FINANCIAL

The costs associated with the Services Agreement will continue to be funded by the annual operating budget (Streetlighting Maintenance). While the 2025 budget is still under

development, current budget expenditure being carried forward based on historical spending is approximately \$45,000. Budget for years 2026, 2027, and 2028 will be addressed as part of each year's respective budget development based on previous years expenditure, consultation with Entegrus, and anticipated infrastructure assumption.

ATTACHMENT

- Entegrus Powerline Inc. – Services Agreement (2025-2028)

Prepared By: **Sam Shannon, Director of Infrastructure and Operations**

Approved By: Carolyn Tripp, Chief Administrative Officer

SERVICES AGREEMENT

THIS AGREEMENT entered into as of this 1st day of January, 2025 defines the standard terms and conditions under which Entegrus Powerlines Inc. will provide specific services to the Municipality of North Middlesex.

B E T W E E N:

ENTEGRUS POWERLINES INC.

hereinafter referred to as "Entegrus Powerlines Inc."

- and -

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX

hereinafter referred to as the "Municipality"

WHEREAS The Municipality has retained Entegrus Powerlines Inc. to provide certain services to assist in the **operation of the Municipality's Street Lite Infrastructure**.

AND WHEREAS This Agreement serves as a renewal and replaces the previous Agreement between the parties, extending the provision of services for an additional four-year term.

NOW THEREFORE, IN CONSIDERATION of the mutual covenants herein contained and the exchange of One Dollar (\$1.00), the exchange and sufficiency of which is hereby acknowledged, the parties hereto agree as follows, and the recitals are true and hereby incorporated into this agreement.

1.0 Definitions

"Actual Charge" means the actual charges incurred by Entegrus Powerlines Inc. in providing Services hereunder determined in accordance with the Service Schedules, plus costs approved in accordance with Schedule "A".

"Agreement" means this Agreement, Service Schedules and any amendments.

"Data" means all information in hard copy or in electronic form provided by Entegrus Powerlines Inc. to the Municipality which is used in the performance of Services under this Agreement.

"Payment Schedule" means the schedule of payments for each Service as set out in Schedule "A".

"Service" or "Services" means a service, which Entegrus Powerlines Inc. shall provide to the Municipality under this Agreement as specified in a Service Schedule.

"Service Schedule" means a document as amended from time to time signed by the parties to this Agreement, attached to and forming part of this Agreement, and describes the form and manner in which a particular service is to be provided by Entegrus Powerlines Inc. to the Municipality and any fees and expenses with respect to the provision of the Service.

"Term" means the period from January 1, 2025, and concluding on December 31, 2028, and shall automatically terminate unless extended by mutual written agreement of the parties prior to expiration.

Services and Term

1.01 Services to be provided by Entegrus Powerlines Inc. under this Agreement will be specified in the attached Service Schedule(s) for the Term.

1.02 Any Services provided beyond the Term shall be at the rates and upon the terms as specified in the Service Schedules.

2.0 Compensation

2.01 The Municipality shall pay Entegrus Powerlines Inc. for the provision of Services for the Term in accordance with the provisions detailed in the attached Service Schedules. Schedule "A" provides a summary of the expected fees for services rendered during the Term.

- 2.02 Entegrus Powerlines Inc. shall invoice the Municipality on a monthly basis. The invoice shall set out the actual hours, or transaction volumes, as applicable, utilized for each individual Service by Entegrus Powerlines Inc. for the previous month and the Actual Charge of each individual Service.
- 2.03 Payments of invoiced amounts must be made within thirty (30) days of the invoice date. Amounts unpaid after thirty (30) days will bear interest at the rate of two per cent (2.00%) per annum on the outstanding amount.
- 2.04 In the performance of the Services, Entegrus Powerlines Inc. agrees to notify the Municipality in writing within thirty (30) business days prior to Entegrus Powerlines Inc. incurring any expenses beyond the defined charges within the Service Schedule which may be incurred save and except for any reasonable out-of-pocket expenses.

3.0 **Representations and Warranty**

- 3.01 Entegrus Powerlines Inc. represents and warrants that it is qualified to perform the Services in accordance with the terms and conditions of this Agreement. The Services described hereunder shall be performed in a proficient manner and shall conform to the highest professional standards and shall comply with all applicable laws, orders, regulations, ordinances and other rules of all lawful authorities acting within their power, including the obtaining of all permits which may be required for the performance of services under this Agreement.

4.0 **Entegrus Powerlines Inc.'s Responsibilities**

- 4.01 In the performance of Services, Entegrus Powerlines Inc. agrees to:
- a) liaise with the Municipality through the Municipality's co-ordinator or the co-ordinator's designate as indicated in the related Service Schedules;
 - b) carry out the Services in a manner which will minimize, to the extent possible, disruption to the day-to-day operations of the Municipality;
 - c) notify the Municipality as soon as possible of any changes to Entegrus Powerlines Inc.'s procedures or of any other change which will affect the provision of Services;
 - d) comply with the Municipality's standard security procedures when on the Municipality premises or when interfacing with the Municipality's installed systems;
 - e) ensure accuracy, legibility, completeness and timeliness of all information provided by Entegrus Powerlines Inc. to the Municipality in fulfilling responsibilities as set out in the Service Schedules;
 - f) Comply with Entegrus Powerlines Inc.'s Conditions of Service Policy;
 - g) Comply with the OEB approved codes and guidelines for service, and accounting practices
 - h) Comply with Electrical Safety Authority's codes and guidelines for maintenance, connections and installations.

5.0 **The Municipality's Responsibilities**

5.01 The Municipality, as appropriate to the Service, agrees to:

- a) provide all necessary Data and any special forms or other required materials to Entegrus Powerlines Inc. on schedule or in a timely fashion to enable Entegrus Powerlines Inc. to provide the Service;
- b) liaise with Entegrus Powerlines Inc. through Entegrus Powerlines Inc.'s co-ordinator or the co-ordinator's designate as indicated in the related Service Schedules;
- c) provide consent or direction for the release of reports or other information by Entegrus Powerlines Inc. to any third party as required in the performance of the Service;
- d) comply with Entegrus Powerlines Inc.'s standard security procedures when on Entegrus Powerlines Inc.'s premises or when interfacing with Entegrus Powerlines Inc.'s installed systems;
- e) ensure the accuracy, legibility and completeness of all Data and be responsible for the results obtained from Entegrus Powerlines Inc.' use of the Service, provided that Entegrus Powerlines Inc. performs the Service as instructed;
- f) provide information in addition to that specified in a Service Schedule as Entegrus Powerlines Inc. may reasonably require to perform the Service;
- g) pay all invoices issued by Entegrus Powerlines Inc. when due.

6.0 **Confidential Information**

6.01 **Definition**

As used herein, the term "Confidential Information" shall mean all information which a party, directly or indirectly, acquires (the "Acquiring Party") from the other party (the "Divulging Party") concerning the technical and business activities of the Divulging Party, except information falling into one of the following categories:

- a) Information which, prior to the time of disclosure or acquisition hereunder, is lawfully in the public domain;
- b) Information which, after disclosure or acquisition hereunder, lawfully enters the public domain, except where such entry is the result of Acquiring Party's breach of the Agreement;
- c) Information, other than information obtained from third parties, which, prior to disclosure or acquisition hereunder, was already lawfully in Acquiring Party's possession either without limitation on disclosure to others or which subsequently becomes free of such limitations;
- d) Information obtained by Acquiring Party from a third party who is lawfully in possession of such information and not subject to contractual or fiduciary relationship with Divulging Party with respect to said information. Acquiring Party may use and disclose such information in accordance with the terms under which it was provided by such third party;

- e) Information disclosed by requirement of any law, rule, regulation or requirement of any governmental authority with jurisdiction over either of the parties or required to be disclosed, as determined by either party, to comply with any law, rule, regulation or requirement of any government authority.

Confidential Information shall not be deemed to be within the foregoing categories merely because such information is embraced by more general information lawfully in the public domain or in Acquiring Party's possession.

6.02 **Non-Disclosure**

Acquiring Party will keep all Confidential Information received from Divulging Party in strictest confidence and will only disclose such Confidential Information to those people, employees or agents, of the Acquiring Party, who have a need to know.

6.03 **Third Parties**

Acquiring Party agrees that it will not disclose any Confidential Information to any third party nor use Confidential Information other than on Divulging Party's behalf except as Divulging Party may authorize in writing.

If disclosure to a third party is so authorized, Acquiring Party shall enter into a confidentiality agreement, which shall be subject to review and approval by Divulging Party, with said party containing the same terms and conditions with respect to use or disclosure of Confidential Information as this article contains and naming Divulging Party as third-party beneficiary.

Acquiring Party also agrees to enter into confidentiality agreements with third parties at Divulging Party's request and to keep in force confidentiality agreements concerning third party's Confidential Information, which agreements will permit Acquiring Party's use of such party's Confidential Information in the completion of the Services.

6.04 **Safeguard of Confidential Information**

Acquiring Party also agrees to use best efforts to safeguard all documents containing Confidential Information which Divulging Party may supply to Acquiring Party hereunder and all other documents containing Confidential Information whether prepared by Acquiring Party or another. Acquiring Party may make copies of such documents only to the extent necessary for the performance of Services. Acquiring Party shall prevent access to all such documents by third parties. On completion of Services, Acquiring Party agrees to return to Divulging Party all such documents containing Confidential Information and to destroy copies thereof. However, should Acquiring Party desire to retain certain documents and receive Divulging Party's written approval therefore, Acquiring Party shall continue to treat said documents within the terms of this Article.

6.05 **Survival**

The provisions of this Article 7 shall survive termination or expiration of this Agreement for any cause whatsoever for a period of five (5) years thereafter unless otherwise authorized in writing by Divulging Party.

7.0 **Termination**

7.01 It is agreed that in the event that either party violates any material term of this Agreement, the other party may, in the manner set out below, terminate this Agreement at any time while an event or condition giving rise to the right of termination exists. To terminate this Agreement, the party seeking termination must give the other party notice that describes the event or condition of termination in reasonable detail. From the date of its receipt of that notice, the other party will have sixty (60) days to cure the breach to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not cured within that period, this Agreement will automatically be deemed to be terminated at the end of the period. Such termination shall not relieve the Municipality of its obligation for payment of any amount due under this Agreement up to the date of termination, but the Municipality shall not be responsible for any payments or obligations arising after the date of termination.

It is understood and agreed that default by Entegrus Powerlines Inc. for an individual service as noted in the attached service schedules shall not be cause for termination of the entire agreement but only that particular service.

It is agreed that in the event that the Ontario Energy Board issues a compliance order to Entegrus Powerlines Inc. to cease performance of the services described in this agreement. Entegrus Powerlines Inc. will provide the Municipality (90) days' notice of the termination of this agreement.

7.02 In the event of the termination or expiration of this Agreement for any reason whatsoever, Entegrus Powerlines Inc. agrees to provide reasonable transitional services to the Municipality, upon such terms, conditions as and rates as are agreed to by the parties. The Municipality agrees to purchase all the inventoried materials which were purchased on behalf of The Municipality by the Procurement Department of Entegrus Powerlines.

7.03 The parties may terminate this Agreement at any time by mutual consent. In the event of such termination, neither party shall have any further obligations or liabilities to the other under this Agreement, except for payment for services rendered and costs incurred up to the effective date of termination, as agreed upon by the parties.

8.0 **Entegrus Powerlines Inc. Contributions**

Unless previously agreed to by the parties or provided for in the Service Schedules, Entegrus Powerlines Inc. shall pay all royalties and license fees on any equipment and materials to be furnished by it in performing the Services and Entegrus Powerlines Inc. shall remit all workers' compensation contributions, unemployment insurance contributions, Canada/Quebec Pension Plan and employees' income tax deductions together with all other taxes and payroll contributions now or hereafter imposed by any lawful authority in respect of employees or agents of Entegrus Powerlines Inc. engaged in performing the Services, and shall indemnify and save harmless the Municipality from any and all claims, penalties, interest and cost and any of the same which may be made or assessed against the Municipality in respect thereof.

9.0 **Property of Data**

Notwithstanding anything else in the Agreement, the Municipality shall be the owner of the Municipality, including individual streetlight data and all particulars thereof.

10.0 **Publicity**

Neither party may use the other's name, or reference in any way whatsoever to the Services in advertising or promotional material, or publicity release, or any like purpose relating to the Services to be performed by Entegrus Powerlines Inc., without the prior written approval of both parties.

11.0 **Independent Contractor**

The parties agree that no oral agreement or provisions in this Agreement shall be construed to constitute Entegrus Powerlines Inc. as being the agent, servant or employee of the Municipality and the instruction, management and control of Entegrus Powerlines Inc.'s employees shall always remain with Entegrus Powerlines Inc., and Entegrus Powerlines Inc. shall be deemed to be an independent contractor. Entegrus Powerlines Inc. shall have no authority to make statements, representations or commitments of any kind, or to take any actions which shall be binding upon the Municipality, except as provided for herein or authorized in writing by the Municipality. Entegrus Powerlines Inc. further agrees and acknowledges that it shall not be considered an employee of the Municipality and, as such, it will not be entitled to any benefits or compensation to which employees of the Municipality are entitled.

12.0 **Limitation of Liability and Indemnification**

12.01 **Indemnification by the Municipality:** The Municipality shall defend, indemnify, and save harmless Entegrus Powerlines Inc., its directors, officers, employees, agents, contractors, and subcontractors from and against any and all claims, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever, to the extent that such claims arise directly from the negligent acts or omissions of the Municipality, its employees, agents, or contractors in the performance of its obligations under this Agreement.

12.02 **Indemnification for Services Provided by Entegrus Powerlines Inc.:** The Supplier, Entegrus Powerlines Inc., shall defend, indemnify, and save harmless The Municipality, its elected officials, officers, legal counsel, employees, and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease, or death or to damage to or destruction of tangible property, including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud, or wilful misconduct of Entegrus Powerlines Inc., its directors, officers, employees, agents, contractors, subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by Entegrus Powerlines Inc. in accordance with this Agreement and shall survive the termination or expiration of this Agreement.

12.03 **Indemnification for WSIB Status:** Entegrus Powerlines Inc. agrees to defend, indemnify, and save harmless The Municipality from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever arising out of or related to Entegrus Powerlines Inc.'s status with the Workplace Safety and Insurance Board (WSIB). This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by Entegrus Powerlines

Inc. in accordance with this Agreement and shall survive the termination or expiration of this Agreement.

13.0 **Insurance**

To ensure adequate risk management and protection of all parties involved, Entegrus Powerlines Inc. shall maintain the following insurance coverages throughout the Term of this Agreement. All insurance policies must be underwritten by insurers licensed to conduct business in the Province of Ontario, and must meet the following minimum requirements:

1. **Commercial General Liability (“CGL”):**

- a. Entegrus Powerlines Inc. shall, at its expense, obtain and maintain in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality. The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include, but not be limited to:
 - i. A limit of liability of not less than five million dollars (\$5,000,000.00) per occurrence.
 - ii. The Municipality shall be added as an Additional Insured with respect to the operations of the Named Insured.
 - iii. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
 - iv. Non-owned automobile coverage with a limit not less than five million dollars (\$5,000,000.00) and shall include contractual non-owned coverage (SEF 96).
 - v. Products and completed operations coverage.
 - vi. Contractual Liability.
 - vii. Work performed on behalf of the Named Insured by Sub-Contractors.
 - viii. The policy shall provide at least 30 days’ prior written notice of cancellation or material change.

2. **Crane Operators/Hook Liability:**

- a. If booms or cranes are involved in moving any materials or installing equipment, the contractor shall obtain Hook or Crane Operators Liability coverage. The limit for this coverage shall equal the cost of the most expensive piece to be moved or installed.

3. **Equipment Floater:**

- a. Entegrus Powerlines Inc. shall maintain coverage on all equipment used during the term of this Agreement. Coverage shall be provided on a broad form basis for construction machinery, equipment, tools, and stock used by Entegrus Powerlines Inc. in the performance of the work. The coverage shall also include rental expenses.

4. **Professional Liability Insurance:**

- a. Entegrus Powerlines Inc. shall obtain and maintain Professional Liability Insurance in the amount of five million dollars (\$5,000,000.00), providing coverage for acts, errors, and omissions arising from the professional services performed under this Agreement. The policy shall be renewed for three (3) years after contract termination. A certificate of insurance evidencing renewal is to be provided each year. If the policy is cancelled or non-renewed for any reason, a 90-day notice of said cancellation or non-renewal must be provided to the Municipality. The Municipality may request that an Extended Reporting Endorsement be purchased by Entegrus Powerlines Inc. at their sole expense.

5. Automobile Insurance:

- a. Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than five million dollars (\$5,000,000.00), per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by Entegrus Powerlines Inc.

6. Primary Coverage:

- a. Entegrus Powerlines Inc.'s insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Municipality.

7. Certificate of Insurance:

- a. Entegrus Powerlines Inc. shall provide a Certificate of Insurance evidencing coverage in force at least ten (10) days prior to contract commencement.

14.0 Currency

The parties hereto agree and acknowledge that all reference to dollars in this Agreement shall be construed to mean the currency of Canada.

15.0 Applicable Law

This Agreement shall be interpreted and construed in accordance with the laws of the Province of Ontario and the courts of the Province of Ontario shall have exclusive jurisdiction in all matters contained herein, unless specified otherwise. Furthermore, this Agreement and the rights and obligations of the parties hereto, are subject to all present and future laws, rules, regulations, and orders of any legislative body or duly constituted authority having jurisdiction, now or hereafter.

16.0 Entire Agreement

This Agreement and the attached Service Schedules constitute the entire Agreement of the parties hereto relating to the subject matter hereof, and there are no written or oral terms or representations made by either party other than those contained herein. No provision of this Agreement may be modified or waived unless such modification or waiver is authorized in writing by the parties to the Agreement. No waiver by either party hereto of any breach by the other party of any condition or provision of this Agreement to be performed by such other party shall be deemed to be a waiver of similar or dissimilar conditions or provisions at the same or any prior or subsequent time. The headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

17.0 Force Majeure

Notwithstanding anything herein contained, it is agreed that no party hereto shall be liable in damages under this Agreement to the others or deemed to be in default in respect of any of the terms and provisions of this Agreement if and so long as such damages and/or default are occasioned by or in consequence of any acts of God, strikes, lockouts, labour troubles, act of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of governments and people, civil disturbances, explosions, breakage or accident to machinery or lines of pipe, the order or directions of any court or other authority having jurisdiction and any other cause or circumstance whether of the kind herein enumerated or otherwise, not within the control of the party relying on such cause or circumstance ("Force Majeure") and which by the exercise of due diligence such party

is unable to prevent or overcome, provided that in no event shall lack of finances of the part of a party or Consultant be deemed to be a cause or circumstance not within its control, nor shall the occurrence of any event that constitutes an instance of Force Majeure as between a third party and one of the parties hereto be deemed an instance of Force Majeure hereunder. Such cause or circumstance affecting the performance of this Agreement by any Party however will not relieve it of liability in the event of its concurring negligence or in the event of its failure to use due diligence to remedy the situation and remove the cause or circumstance in an adequate manner and with all reasonable dispatch, nor shall such cause or circumstance affecting the performance of this Agreement relieve any Party from its obligation to make payments of amounts due hereunder. A Party when relying on Force Majeure shall give notice by facsimile, tele copier or in writing as soon as possible after the occurrence of the cause relied on and after the termination of the condition.

18.0 **Assignment**

Neither party may assign this Agreement in whole or in part without the express written consent of the other party, which may not be unreasonably withheld.

19.0 **Notices**

Any notice, demand, request or other instrument, which may be or are required to be given under this Agreement shall be delivered in person or sent by facsimile or telecopy, or mailed by prepaid registered post and shall be addressed as follows:

20.0 **Dispute Resolution**

Any dispute between the Municipality and Entegrus Powerlines Inc. which cannot be resolved between the parties will be referred to the CEO of Entegrus Inc. and the CAO/Director of Infrastructure and Operations for the Municipality for resolution.

If to Entegrus Powerlines Inc.:

Entegrus Powerlines Inc.
320 Queen Street
Chatham, Ontario
N7M 5K2

Attention: Tomo Matesic Vice President of Engineering and Operations
Telephone: [REDACTED]
Email: [REDACTED]

or at such other address as Entegrus Powerlines Inc. may designate by written notice.

If to The Municipality of North Middlesex

Infrastructure and Operations Department
Municipality of North Middlesex
229 Parkhill Main St.
Parkhill, Ontario
N0M 2K0

Attention: Carolyn Tripp - CAO
Telephone: (519) 294-6244 #3233
Attention: Samuel Shannon – Director of Infrastructure and Operations
Telephone: (519) 294-6244 #3223

or at such other address as the Municipality may designate by written notice.

Any such notice, demand, request or other instrument shall conclusively be deemed to have been received on the day of such personal service or on the day of the receipt of the e-mail or telecopied notice, or on the third day following the date of posting in the case of mailing as aforesaid, provided the postal service is not disrupted.

21.0 **Severability**

The invalidity or unenforceability of any portion or provision of this Agreement shall in no way affect the validity or enforceability of any other portion or provision hereof. Any invalid or unenforceable portion or provision shall be severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain such invalid or unenforceable portion or provision.

22.0 **Time of Essence**

Time is of the essence in all matters referred to in this Agreement.

23.0 **Successors and Assigns**

This Agreement shall be binding on all parties hereto and their respective successors and assigns.

24.0 **Schedules**

Service Schedules are attached.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

ENTEGRUS POWERLINES INC.

Per: Tomo Matesic
V.P. ENGINEERING AND OPERATIONS

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX

Per: Alan Bushell
Clerk
Municipality of North Middlesex

Per: Brian Ropp
Mayor
Municipality of North Middlesex

SCHEDULE A

BETWEEN

ENTEGRUS POWERLINES INC.

AND

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX

STREETLIGHT MAINTENANCE AGREEMENT

The purpose of this agreement is to provide an understanding of the commitment by Entegrus Powerlines Inc. to the Municipality of North Middlesex to provide streetlight maintenance within the boundaries of the Municipality.

CONTACTS:

Consultant Co-Coordinator: Tomo Matesic, VP. Engineering and Operations
Entegrus Powerlines Inc.

Municipality of North Middlesex:
Co-Coordinator: Samuel Shannon, Director of Infrastructure and Operations
Municipality of North Middlesex

This agreement will provide the following maintenance services:

- Records management (includes additions & deletions).
- Response and arrangement for repairs.
- Repairs or replacement of lamps, photocells, ballast's, heads, lenses, wiring, deteriorated poles or standards and supply wires.
- Inventory management will be provided at a cost of 10% mark-up per item (Administration cost of stocking and ordering material).
- Coordinating on behalf of the Municipality of North Middlesex for Municipal Capital Projects will be provided at a cost of 5% mark-up per project.
- Quarterly after-hours patrols (if requested).
- Analysis of existing conditions to verify appropriate lighting levels as to IES (Illuminating Engineering Society) specifications and the Municipality of North Middlesex policy.
- Respond to customer inquiries about lighting levels and the placement of streetlights.
- Provide inspection for streetlight installations done by others before connection.
- Coordinate with Hydro One in those areas under their jurisdiction in order to energize new streetlight installations.
- Coordinate with ESA when required to acquire the appropriate approvals for a Connection Authorization.
- Provide the Municipality with an annual list of repairs and upgrades which may be shared with ESA for the purpose of ESA's annual inspections.

Maintenance and service will be provided as follows:

- Service will be supplied on a time & material basis.
- Substandard streetlight installations will be disconnected.
- Repairs will accumulate and be completed on a weekly basis.

- Requests for repairs should be reported directly to the Entegrus Powerlines' Operations Assistant on regular business days between the hours of 8:00 A.M. to 3:30 P.M.
- Costs for repairs due to third party damage will require a recoverable work order or separate P.O. for the cost labour, material and repairs.
- Requests for new or additional installations must be received in writing. An estimate will be provided by Entegrus Powerlines Inc. and will require Municipal approval before the installation will proceed. Additional ESA permit costs will also be added to the estimate.
- Patrols to be completed by Entegrus Powerlines Inc. employees on a Quarterly basis.
- Maintenance to be completed by Entegrus Powerlines Inc. employees.
- Entegrus Powerlines will be given right of "first refusal" to install new street lighting when a requirement for additional street lighting is identified by the Municipality or when a project to install new lighting is initiated.
- The Municipality of North Middlesex will be responsible for the cost of all locates on Municipally owned St. Lite assets.
- AM/FM/GIS data related to street lighting will be collected by Entegrus Powerlines Inc. Engineering at the expense of the Municipality, and will be provided to the Municipality for their records that includes inclusion into County operated and maintained GIS.

COST FOR SERVICE FOR A THREE YEAR TERM

Average cost per repair 2 hours labour (2025), X \$107.35	= \$214.70
1 large truck X \$45.32	= \$ 45.32
Total labour & truck per repair for 2025	= \$260.02
Average cost per repair 2 hours labour (2026), X \$110.57	= \$221.14
1 large truck X \$45.32	= \$ 45.32
Total labour & truck per repair for 2026	= \$266.46
Average cost per repair 2 hours labour (2027), X \$113.88	= \$227.76
1 large truck X \$45.32	= \$ 45.32
Total labour & truck per repair for 2027	= \$273.08
Average cost per repair 2 hours labour (2028), X \$117.30	= \$234.60
1 large truck X \$45.32	= \$ 45.32
Total labour & truck per repair for 2028	= \$279.92
Cost for after-hours streetlight patrol = \$79.45 per hour X 16 hours X 1 times per year	
	= \$1,271.20
Annual ESA inspection permit cost = \$259.00	

Any third party costs by ESA (Electrical Safety Authority) or Hydro One etc. will be charged to the appropriate streetlight maintenance account and will not be born by Entegrus Powerlines Inc.

EVALUATION REPORT

PLANNING DEPARTMENT

To: Mayor and Members of Council

From: Ashley Sawyer, Planner, County of Middlesex

Date: January 22nd, 2024

Re: RECOMMENDATION REPORT

Application for Part Lot Control Exemption – PLC-1-2025

Part of Lots K and R on Registered Plan No. 358 (C), designated as Parts 4 to 7 on 33R-9391, in the Town of Parkhill, Municipality of North Middlesex, County of Middlesex

(205 and 207 Eagle Street)

Owner/Applicant: Opendoor Homes Inc. (C/O Darren Smyth)

Agent: Andrew P. Hentz, Leners

Purpose

The purpose of this report is to provide Council with a recommendation regarding a request for Part Lot Control Exemption on the subject lands to facilitate the conveyance of two (2) residential lots within an existing Plan of Subdivision.

The agent has confirmed that the Municipality previously passed By-law No. 074 of 2022 exempting the subject lands from Part Lot Control, which expired on June 15, 2024, prior to the subject lands being conveyed to a third-party transferee. As the previous By-law has expired and a request to extend the allotted time was not received prior to said expiration, a reapplication was required.

The location map, Reference Plan, Registered Plan and By-law have been attached to this report.

Background

Section 50(5) of the *Planning Act* speaks to Part Lot Control regulations and provides that the transfer or sale of part of a lot within a registered Plan of Subdivision cannot occur unless approval is given by the Municipality. Simply put, Part Lot Control is used to prevent the possible uncontrolled division of lots within a Plan of Subdivision after the plan has been registered. Where deemed appropriate and in accordance with Section 50(7) of the *Planning Act*, a Part Lot Control Exemption may be granted through the passing of a By-law by Council to temporarily “lift” Part Lot Control for a lot, or lots, in the registered Plan of Subdivision to facilitate the realignment of lot lines and ultimately the conveyance of lots. If passed by Council, the By-law is then forwarded to Middlesex County for approval, as the approval authority. A Part Lot Control Exemption is generally appropriate when a number of land transactions are involved, and the resulting changes will not affect the nature or character of the subdivision. Typically, this tool is used to divide semi-detached and townhome dwellings, so that each unit can be sold with distinct and separate ownership, while avoiding further Subdivision or Consent applications

The requested Part Lot Control Exemption would remove Part of Lots K and R on Registered Plan No. 358 (C), designated as Parts 4 to 7 on 33R-9391, from Part Lot Control for a period of one (1) year in order to create two (2) residential lots for single-detached dwellings. As noted above, the Part Lot Control Exemption By-law will implement the framework of By-law 074-2022 that was previously approved by Council in 2022. The only difference in the subject by-law is the expiration date and the legal name of the property owner.

A legal opinion has been provided by the agent confirming that the lands are located within a registered Plan of Subdivision and that a Part Lot Control Exemption By-law may be enacted by Council to subdivide the lots that have been previously created by way of a Plan of Subdivision.

Policy and Regulation Background

The subject lands are located within the Parkhill 'Settlement Area' in the Middlesex County Official Plan and the Parkhill 'Urban Settlement Area' in the North Middlesex Official Plan. The Provincial Planning Statement (PPS), the Middlesex County Official Plan, and the North Middlesex Official Plan encourage intensification in settlement areas on full municipal services provided the development is compatible with the surrounding area and represents an orderly and efficient use of land and infrastructure.

Planning Act

The *Planning Act* provides direction for the use of Part Lot Control Exemption. The *Planning Act* states that all decisions made by planning authorities "shall be consistent with the policy statements issued" under subsection 3. The exemption allows each lot to become separately conveyable and to be separately owned. Exemptions are generally in effect for a one (1) to three (3) year period. Staff are satisfied that a one (1) year period is sufficient for this particular application due to the nature of the request.

Provincial Planning Statement, 2024

The Provincial Planning Statement, 2024 (PPS) document is comprised of several policy statements and summary of those that are applicable to the proposed development are noted below.

The PPS identifies that healthy communities are sustained by accommodating an appropriate range and mix of uses, avoiding development patterns that cause environmental concerns, and promoting cost-effective development patterns that optimize the use of planned and future infrastructure.

Middlesex County Official Plan

The County of Middlesex Official Plan (County Plan) identifies the subject land as within the Parkhill 'Settlement Area'. Similar to the PPS, the County Plan recognizes the orderly development of land, and that Settlement Areas will be the focus for future growth including commercial, industrial and residential uses.

North Middlesex Official Plan

The North Middlesex Official Plan (Official Plan) identifies the subject lands as within the Parkhill 'Urban Settlement Area.' The 'Urban Settlement Areas' shall have the highest concentration and intensity of land uses within the Municipality and shall be the focus of

growth by accommodating a significant portion of the planning growth and development. The Official Plan provides direction for the subdivision of land within settlement areas to ensure the orderly development of land within residential areas. The Municipality shall encourage a wide variety of housing types, sizes and tenures to meet the demographic and market requirements for current and future residents and optimize the existing infrastructure. All new proposed development shall be fully serviced by municipal water and sanitary.

North Middlesex Zoning By-law

The subject lands are zoned ‘Residential Density One (R1) Zone’ in the North Middlesex Zoning By-law. Based on the Reference Plan submitted with the application, the minimum lot area and lot frontage requirements are met.

Section 10 – Residential Density One (R1)		
10.2 – Zone Requirements	Required	Proposed
a) Minimum Lot Area	460 m ²	Part 4 – 705.6 m ² Part 6 – 705.6 m ²
b) Minimum Lot Frontage	15.0 m	Part 4 – 15.0 m Part 6 – 15.0 m

Consultation

The Part Lot Control Exemption request is not required by the *Planning Act* to hold a Public Meeting.

Analysis

The proposed Part Lot Control Exemption By-law is largely administrative as Council previously considered the Part Lot Control Exemption application in 2022 and passed the related By-law 074-2022 at that point in time. As noted above, the by-law before Council implements the framework of By-law 074-2022 that expired. The only difference in the subject By-law before Council now is the expiration date and the legal name of the property owner. Staff are of the opinion that the application is consistent with the *Planning Act*, Provincial Planning Statement, Middlesex County Official Plan and the North Middlesex Official Plan. Additionally, the Reference Plan provided indicates that the minimum lot area and frontage requirements of the ‘R1 Zone’ are met.

Given the above and the nature of the application, planning staff support the proposed Part Lot Control By-law subject to an expiry date of one (1) year from the date of passing of the By-law. The timeframe appears to be sufficient to finalize the lot creation and have the new lots registered. If the proposed By-law is passed by North Middlesex Council, the North Middlesex Clerk will send a copy of the By-law to the agent, who will then submit the By-law with a cover letter outlining the proposal and the associated fee to the County for final approval. As the approval authority for Plans of Subdivision and Condominium, the County is also responsible for approval of Part Lot Control Exemption applications and the associated By-laws.

Recommendation

THAT Council receive the report for Part Lot Control Exemption report for application PLC-1-2025 for Part of Lots K and R on Registered Plan No. 358 (C), designated as

Parts 4 to 7 on 33R-9391, in the Town of Parkhill, Municipality of North Middlesex, County of Middlesex, known municipally as 205 and 207 Eagle Street, for information.

AND FURTHER THAT the associated implementing by-law be APPROVED and read a first, second and third/final reading with an expiration date of one (1) year from the date of passing.

AND FURTHER THAT Council direct the North Middlesex Clerk to forward the By-law to the County of Middlesex for approval.

Attachments

- Cover Letter
- Legal Opinion
- Reference Plan
- Registered Plan
- By-law



Lerners LLP
 85 Dufferin Ave
 P.O. Box 2335
 London, Ontario N6A 4G4
 Telephone: 519-672-4510
 Fax: 519-672-2044
 www.lerners.ca

January 9 2025

FILE NUMBER 115585-19

DELIVERED VIA EMAIL

Municipality of North Middlesex
 29 Parkhill Main Street
 Parkhill ON N0M 2K0
 ATTN : Ashley Sawyer, Planner

Andrew Hentz
 Direct Line: (519) 640-6365
 Direct Fax: 519.932.3365
 ahentz@lerners.ca

To Whom it May Concern:

Re: Part Lot Control By-Law Exemption Application

Opendoor Homes Inc. (the “**Applicant**”) wishes to apply to the Municipality of North Middlesex (the “**Municipality**”) to exempt, by by-law, parts of Lots K & R, Plan 358(C) from part lot control to create two (2) residential lots, pursuant to Section 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13 (the “**Act**”), as amended, such that Section 50(5) of the Act relating to part lot control shall not apply.

More specifically, the Applicant applies for an exemption to part lot control to the following lands comprising of two (2) parcels, and each parcel shall be transferred to individual transferees with the following descriptions: (collectively the “**Subject Lands**”):

1. Part of Lot R, Plan 358(C), designated as Parts 4 & 5 33R-9391
2. Part of Lot K & R, Plan 358(C), designated as Parts 6 & 7 33R-9391

Recall that the Municipality previously passed By-Law No. 074 of 2022 exempting the Subject Lands from part lot control. By-Law No. 074 of 2022 expired prior to the Subject Lands being conveyed to a third party transferee. The applicants hereby reapply for an exemption to part lot control as it relates to the Subject Lands.

Questions relating to the application may be directed to myself as Agent for the Applicant.

Yours very truly

signed electronically
 Andrew Hentz
 AH/
 388982045.1

APPLICATION FOR PART LOT CONTROL: PLC 1-2025

Owner/Applicant: Opendoor Homes Inc. (C/O Darren Smyth)

Agent: Andrew P. Hentz, Leners

205 and 207 Eagle St

Part of Lots K and R on Registered Plan No. 358 (C),

designated as Parts 4 to 7 on 33R-9391


Town of Parkhill



Municipality of NORTH MIDDLESEX




Published by the County of Middlesex
Planning Department
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
January, 2025

 SUBJECT LANDS

 ZONE BOUNDARY



1:1,250

 Metres
0 12.5 25 50

Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

80358.

PL 000

AN ADDITION TO THE
VILLAGE OF PARKHILL
SITUATE ON THE SOUTH PART OF LOT
N^o IV IN THE XX CON. OF
WEST-WILLIAMS

surveyed for W^m Hastings Esq^r

By Alex. Davidson
P.L.S.
-1875-

Received in the Registry Office
for the North East District
County of Middlesex on the
28th day of September A.D. 1874
at 3.20 o'clock P.M.
D. S. Stewart
Dep. Registrar
C. D. W.

Wm Hastings Esq^r
Proprietor

continued the numbers after the alphabet run out.

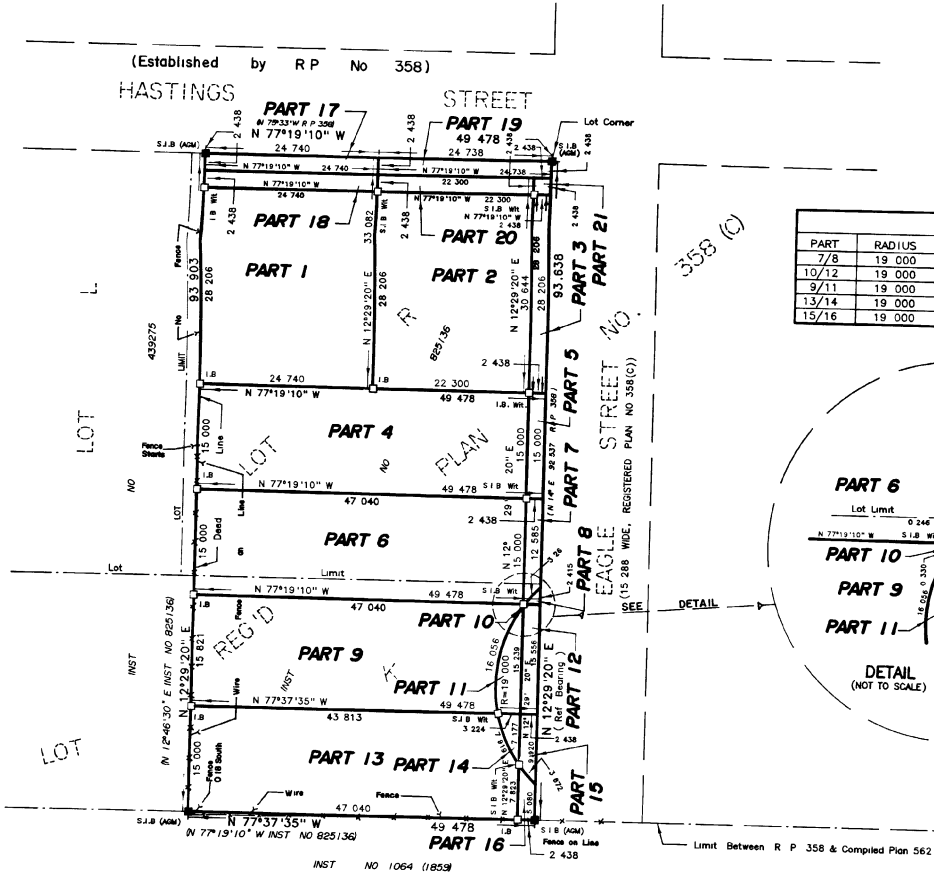


Scale 2 chs. to an inch

This plan is correct and is prepared under the provision
of the Registration of Titles (Ontario) Act.

Akrona Nov. 1875.

Alex. Davidson
P.L.S.



(Established by R P No 358)

HASTINGS STREET

STREET

LOT

LOT

PART 17
M 79°33' W R.P. 306
N 77°19' 10" W
24 740

PART 19
49 478
24 738

PART 18
24 740

PART 20
22 300

PART 1
24 740

PART 2
28 206

PART 3
2 438

PART 21
2 438

PART 4
24 740

PART 5
24 738

PART 6
47 040

PART 7
15 000

PART 8
49 478

PART 9
43 813

PART 10
49 478

PART 11
49 478

PART 12
43 813

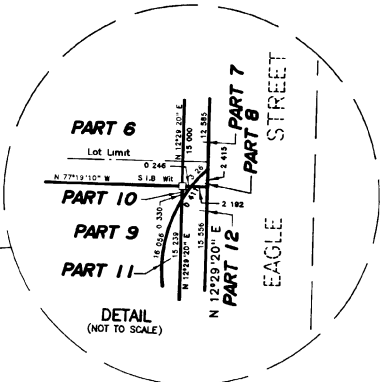
PART 13
49 478

PART 14
49 478

PART 15
49 478

PART 16
49 478

CURVE SCHEDULE				
PART	RADIUS	ARC	CHORD	BEARING
7/8	19 000	3 260	3 256	N 54° 47' 44" E
10/12	19 000	0 411	0 411	N 49° 15' 33" E
9/11	19 000	16 056	15 583	N 24° 25' 47" E
13/14	19 000	7 919	7 862	N 11° 43' 14" W
15/16	19 000	3 672	3 666	N 29° 11' 50" W



AREA SCHEDULE	
PART	AREA (Sq. m)
1	697.8
2	629.0
3	68.7
4	705.6
5	36.6
6	705.6
7	33.8
8	2.8
9	696.2
10	0.1
11	42.1
12	37.9
13	691.8
14	13.7
15	21.1
16	15.5
17	60.3
18	60.3
19	60.3
20	54.4
21	5.9

CANADIAN NATIONAL RAILWAYS
(FORMERLY GRAND TRUNK RAILWAY COMPANY OF CANADA)
(LOT 33, COMPILED PLAN NO. 562)

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

AREAS SHOWN ON THIS PLAN ARE IN SQUARE METRES AND CAN BE CONVERTED TO SQUARE FEET BY MULTIPLYING BY 10 764.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT

PLAN 33R - 9391

RECEIVED AND DEPOSITED

DATE: APRIL 25, 1990

DATE: APRIL 26, 1990

J. D. ANNABLE O.L.S.

A. Van Hamme

DEP. LAND REGISTRAR FOR THE REGISTRY DIVISION OF MIDDLESEX EAST (No 33)

PARTS 1, 2, 3, 4, 5, 17, 18, 19, 20 & 21 - PART OF LOT "R", R. P. No 358(C) INST. No 825136

PARTS 6 & 7 - PART OF LOTS "K" AND "R", R. P. No 358(C) INST. No 825136

PARTS 8, 9, 10, 11, 12, 13, 14, 15 & 16, PART OF LOT "K", R. P. No 358(C) INST. No 825136

PLAN OF SURVEY OF PART OF LOTS "K" AND "R" REGISTERED PLAN No. 358(C) IN THE TOWN OF PARKHILL COUNTY OF MIDDLESEX

SCALE 1:500

0 2 4 6 8 10 20 30 40

SCALE IN METRES

1990

ARCHIBALD, GRAY & MCKAY LTD. O.L.S.

BEARINGS ARE ASTRONOMIC, REFERRED TO THE WEST LIMIT OF EAGLE STREET, HAVING A BEARING OF N 12° 29' 20" E, AS SHOWN ON A PLAN OF SURVEY BY ARCHIBALD, GRAY & MCKAY LTD. FILE NO PH-10-17, PLAN NO 5-Z-4681

- DENOTES MONUMENTATION FOUND
- DENOTES MONUMENTATION PLANTED
- S I B DENOTES 2.5cm SQ STANDARD IRON BAR
- S S I B DENOTES 2.5cm SQ SHORT STANDARD IRON BAR
- I B DENOTES 1.6cm SQ LONG IRON BAR
- W I DENOTES WITNESS
- (AGM) DENOTES ARCHIBALD, GRAY & MCKAY LTD., O.L.S.

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER

2) THE SURVEY WAS COMPLETED ON THE 25TH DAY OF APRIL, 1990

APRIL 26, 1990

J. D. ANNABLE
ONTARIO LAND SURVEYOR

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT

ARCHIBALD, GRAY & MCKAY LTD.
ONTARIO LAND SURVEYORS
LONDON - STRATFORD - GODERICH - STRATHROY

Plan prepared by
COMPHIX CORPORATION
Computer Aided Drafting

CHECKED BY
FILE No. PH-10-19
PLAN No. 2-Z-4964

2-Z-4964

LERNERS

Lerners LLP
85 Dufferin Ave
P.O. Box 2335
London, Ontario N6A 4G4
Telephone: 519-672-4510
Fax: 519-672-2044
www.lerners.ca

January 15, 2025

FILE NUMBER 115585-19

Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, Ontario N0M 2K0
Attn: Ashley Sawyer, Planner

Andrew Hentz
Direct Line: (519) 640-6365
Direct Fax: 519.932.3365
ahentz@lerners.ca

To Whom it May Concern:

Opendoor Homes Inc. (the "Applicant") wishes to apply to the Municipality of North Middlesex (the "Municipality") to exempt, by by-law, parts of Lots K & R, Plan 358(C) from part lot control to create two (2) residential lots, pursuant to Section 50(7) of the Planning Act, R.S.O. 1990, c. P.13 (the "Act"), as amended, such that Section 50(5) of the Act relating to part lot control shall not apply.

More specifically, the Applicant applies for an exemption to part lot control to the following lands comprising of two (2) parcels, and each parcel shall be transferred to individual transferees with the following descriptions: (collectively the "Subject Lands"):

1. Part of Lot R, Plan 358(C), designated as Parts 4 & 5 33R-9391, being PINs 09636-0136 and 09636-0238
2. Part of Lot K & R, Plan 358(C), designated as Parts 6 & 7 33R-939, being PIN 09636-0239

PINs 09636-0136 and 09636-0238, and PIN 09636-0239 are attached hereto at **Schedule "A"**.

Pursuant to Section 50(7) of the Planning Act, as amended or replaced, the Council of a Municipality may enact a bylaw providing that Section 50(5) relating to part lot control does not apply to certain land within a Registered Plan of Subdivision or part or parts thereof. The Municipality has requested a legal opinion that Plan 358(c) is a "Registered Plan of Subdivision within" to establish that the Applicant may rely on Section 50(7) of the Act through an exemption to part lot control, through a municipal by-law.

Plan 358(c) is a survey of lots created by Alex Davidson on what was formerly described as the Southerly Part of Lot No. IV in the XX Concession of West Williams, prepared under the provision of the Registration of Titles (Ontario) Act. A copy of Plan 358(c) is attached hereto at **Schedule "B"**.

THE RELEVANT LAW

Section 50(5) of the Act prohibits the conveyance of part of a lot within a Plan of Subdivision. Section 50(7) of the Act permits the conveyance of part of a lot or lots within a Registered Plan of Subdivision through the enactment of a by-law by a Municipality in which the land is situated.

The term 'Registered Plan of Subdivision' is not defined in the Planning Act and is therefore subject to judicial interpretation through case law.

Case law has established that plans of subdivision prepared prior to subdivision control becoming applicable to that parcel, either by (a) a subdivision control by-law being passed by a municipality; or, (b)

the universal implementation of subdivision control (as stipulated by an amendment to the Planning Act in 1970), are deemed to be Registered Plans of Subdivision for the purpose of the Act, provided that the Municipality has not passed a by-law to 'de-register' the Registered Plan of Subdivision pursuant to Section 50(4) of the Act, which permits a council of a municipality to designate by by-law a plan that has been registered for 8 years or more to not be a Registered Plan of Subdivision for the purpose of the Act.¹

In *Theriac v. Beaulieu* (1982), 23 R.P.R. 154 (Ont. Co. Ct.), the court concluded:

It is reasonable to assume that when it enacted this section of the Planning Act, the Legislature envisaged controlling development in old plans registered under the Registry Act by this piecemeal method rather than enacting a definition of "registered plan of subdivision" in the Planning Act that would, in effect, have deregistered all those composite or compiled plans simultaneously with the coming into effect of such a definition.

In summary, provided that a plan of subdivision was registered prior to a subdivision control by-law being registered on the land on which the plan is registered, or the implementation of universal subdivision control, and further provided that the applicable municipality has not de-registered that plan, the plan shall be considered a Registered Plan of Subdivision for the purpose of the Planning Act.

APPLICATION OF THE LAW TO THE FACTS

Plan 358(c) is a plan of subdivision registered on title to the Lands. Plan 358(c) was registered before the coming into effect of the Planning Act, and there is no subdivision control by-law otherwise registered on title to the Subject Lands (see the attached PINs at Schedule "A"). Further, there is no by-law registered on the Subject Lands pursuant to Section 50(4) of the Planning Act purporting to de-register Plan 358(c) (see the attached PINs at Schedule "A"). Without such by-laws registered on title to the Subject Lands, pursuant to the prevailing case law, the Plan 358(c) is deemed to be a Registered Plan of Subdivision for the purpose of the Planning Act.

The Municipality may direct further inquiries to the undersigned.

Yours very truly



signed electronically

Andrew Hentz
AH/

¹ Re *Courneyea et al. and Smith et al.*, 1977 CanLII 1337 (ON SC); *Theriac v. Beaulieu* (1982), 23 R.P.R. 154 (Ont. Co. Ct.)

Schedule "A"

PROPERTY DESCRIPTION: PART LOT R, SOUTH OF HASTINGS STREET PLAN 358, PART 4, 33R9391; MUNICIPALITY OF NORTH MIDDLESEX

PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:

FIRST CONVERSION FROM BOOK

PIN CREATION DATE:

1996/03/25

OWNERS' NAMES

OPENDOOR HOMES INC.

CAPACITY SHARE

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
<p>**EFFECTIVE 2000/07/29 THE NOTATION OF THE "BLOCK IMPLEMENTATION DATE" OF 1996/03/25 ON THIS PIN**</p> <p>**WAS REPLACED WITH THE "PIN CREATION DATE" OF 1996/03/25**</p> <p>** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 1996/03/22 **</p> <p>**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:</p> <p>** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *</p> <p>** AND ESCHEATS OR FORFEITURE TO THE CROWN.</p> <p>** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF</p> <p>** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY</p> <p>** CONVENTION.</p> <p>** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.</p> <p>**DATE OF CONVERSION TO LAND TITLES: 1996/03/25 **</p>						
33R9391	1990/04/26	PLAN REFERENCE				C
866734	1990/05/01	AGREEMENT			TOWN OF PARKHILL	C
866875	1990/05/02	TRANSFER		*** COMPLETELY DELETED ***	789393 ONTARIO LIMITED	
866876	1990/05/02	CHARGE		*** COMPLETELY DELETED ***	806589 ONTARIO LIMITED	
947991	1995/06/02	CHARGE		*** DELETED AGAINST THIS PROPERTY ***	BANK OF MONTREAL	
947993	1995/06/02	POSTPONEMENT		*** COMPLETELY DELETED ***		
REMARKS: 866876, 947991						
ER221565	2003/05/20	DISCH OF CHARGE		*** COMPLETELY DELETED ***		

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
ER1439433	2022/02/11	TRANSFER		BANK OF MONTREAL *** COMPLETELY DELETED *** 789393 ONTARIO LIMITED	806589 ONTARIO LIMITED	
ER1439435	2022/02/11	DISCH OF CHARGE		*** COMPLETELY DELETED *** 806589 ONTARIO LIMITED		
ER1440481	2022/02/16	TRANSFER		*** DELETED AGAINST THIS PROPERTY *** 806589 ONTARIO LIMITED	MERRITT ESTATES (PARKHILL) INC.	
ER1440482	2022/02/16	CHARGE		*** DELETED AGAINST THIS PROPERTY *** MERRITT ESTATES (PARKHILL) INC.	2757043 ONTARIO INC.	
ER1440483	2022/02/16	NO ASSGN RENT GEN		*** DELETED AGAINST THIS PROPERTY *** MERRITT ESTATES (PARKHILL) INC.	2757043 ONTARIO INC.	
ER1467829	2022/06/02	NOTICE	\$2	MERRITT ESTATES (PARKHILL) INC.	THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX	C
ER1471043	2022/06/17	BYLAW		THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX		C
ER1471047	2022/06/17	APL ANNEX REST COV		MERRITT ESTATES (PARKHILL) INC.		C
ER1471075	2022/06/17	CHARGE	\$5,000,000	MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C
ER1471178	2022/06/17	DISCH OF CHARGE		*** COMPLETELY DELETED *** 2757043 ONTARIO INC.		
ER1511979	2023/02/02	TRANSFER	\$199,200	MERRITT ESTATES (PARKHILL) INC.	OPENDOOR HOMES INC.	C
ER1511983	2023/02/02	CHARGE	\$1,539,830	OPENDOOR HOMES INC.	MERRITT ESTATES (PARKHILL) INC.	C
ER1511984	2023/02/02	TRANSFER OF CHARGE		MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C

LAND
REGISTRY
OFFICE #33

09636-0136 (LT)

PAGE 3 OF 3
PREPARED FOR Jeannette
ON 2025/01/08 AT 14:56:07

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
ER1517809	2023/03/22	CHARGE	\$508,620	OPENDOOR HOMES INC.	LIBRO CREDIT UNION LIMITED	C

PROPERTY DESCRIPTION: PART LOT R SOUTH HASTINGS STREET PLAN 358 PART 5, 33R9391; MUNICIPALITY OF NORTH MIDDLESEX

PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:

DIVISION FROM 09636-0236

PIN CREATION DATE:

2023/03/03

OWNERS' NAMES

OPENDOOR HOMES INC.

CAPACITY SHARE

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:						
** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 1996/08/25 **						
33R9391	1990/04/26	PLAN REFERENCE				C
866734	1990/05/01	AGREEMENT			TOWN OF PARKHILL	C
ER1467829	2022/06/02	NOTICE	\$2	MERRITT ESTATES (PARKHILL) INC.	THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX	C
ER1471043	2022/06/17	BYLAW		THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX		C
REMARKS: BY-LAW 074 OF 2022; A BY-LAW TO EXEMPT PART LOT CONTROL ON CERTIAN LANDS IN HE MUNICIPALITY OF NORTH MIDDLESEX (FORMALY TOWN OF PARKHILL) COUNT OF MIDDLESEEX AND BEING PART LOTS K & R, PLAN 358(C), DESIGNATED AS PARTS 4, 5, 6, 7, 9, 10, 13, & 16 ON 33R9391.						
ER1471047	2022/06/17	APL ANNEX REST COV		MERRITT ESTATES (PARKHILL) INC.		C
ER1471075	2022/06/17	CHARGE	\$5,000,000	MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C
ER1511979	2023/02/02	TRANSFER	\$199,200	MERRITT ESTATES (PARKHILL) INC.	OPENDOOR HOMES INC.	C
REMARKS: PLANNING ACT STATEMENTS.						
ER1511983	2023/02/02	CHARGE	\$1,539,830	OPENDOOR HOMES INC.	MERRITT ESTATES (PARKHILL) INC.	C

LAND
REGISTRY
OFFICE #33

09636-0238 (LT)

PAGE 2 OF 2
PREPARED FOR Jeannette
ON 2025/01/08 AT 14:55:22

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
ER1511984	2023/02/02	TRANSFER OF CHARGE		MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C
	REMARKS: ER1511983.					
ER1517809	2023/03/22	CHARGE	\$508,620	OPENDOOR HOMES INC.	LIBRO CREDIT UNION LIMITED	C

PROPERTY DESCRIPTION: PART LOT K WEST EAGLE STREET AND PART LOT R SOUTH HASTINGS STREET PLAN 358 PARTS 6 & 7, 33R9391; MUNICIPALITY OF NORTH MIDDLESEX

PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:

DIVISION FROM 09636-0236

PIN CREATION DATE:

2023/03/03

OWNERS' NAMES

OPENDOOR HOMES INC.

CAPACITY SHARE

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2023/03/03 **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:						
** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 1996/03/25 **						
33R9391	1990/04/26	PLAN REFERENCE				C
866734	1990/05/01	AGREEMENT			TOWN OF PARKHILL	C
ER1429311	2021/12/23	CHARGE		*** DELETED AGAINST THIS PROPERTY *** 116 DUNDAS STREET CORP.	ADJ HOLDINGS INC.	
ER1429312	2021/12/23	NO ASSGN RENT GEN		*** DELETED AGAINST THIS PROPERTY *** 116 DUNDAS STREET CORP	ADJ HOLDINGS INC.	
REMARKS: ER1429311.						
ER1467829	2022/06/02	NOTICE	\$2	MERRITT ESTATES (PARKHILL) INC.	THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX	C
ER1471043	2022/06/17	BYLAW		THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX		C
REMARKS: BY-LAW 074 OF 2022; A BY-LAW TO EXEMPT PART LOT CONTROL ON CERTIAN LANDS IN HE MUNICIPALITY OF NORTH MIDDLESEEX (FORMALY TOWN OF PARKHILL) COUNT OF MIDDLESEEX AND BEING PART LOTS K & R, PLAN 358(C), DESIGNATED AS PARTS 4, 5, 6, 7, 9, 10, 13, & 16 ON 33R9391.						
ER1471047	2022/06/17	APL ANNEX REST COV		MERRITT ESTATES (PARKHILL) INC.		C
ER1471075	2022/06/17	CHARGE	\$5,000,000	MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
ER1511980	2023/02/02	TRANSFER <i>REMARKS: PLANNING ACT STATEMENTS.</i>	\$207,200	MERRITT ESTATES (PARKHILL) INC.	OPENDOOR HOMES INC.	C
ER1511983	2023/02/02	CHARGE	\$1,539,830	OPENDOOR HOMES INC.	MERRITT ESTATES (PARKHILL) INC.	C
ER1511984	2023/02/02	TRANSFER OF CHARGE <i>REMARKS: ER1511983.</i>		MERRITT ESTATES (PARKHILL) INC.	LIBRO CREDIT UNION LIMITED	C
ER1514046	2023/02/22	DISCH OF CHARGE <i>REMARKS: ER1429311.</i>		*** DELETED AGAINST THIS PROPERTY *** ADJ HOLDINGS INC.		
ER1517814	2023/03/22	CHARGE	\$503,020	OPENDOOR HOMES INC.	LIBRO CREDIT UNION LIMITED	C

Schedule "B"

389020110.1

80358.

PL 000

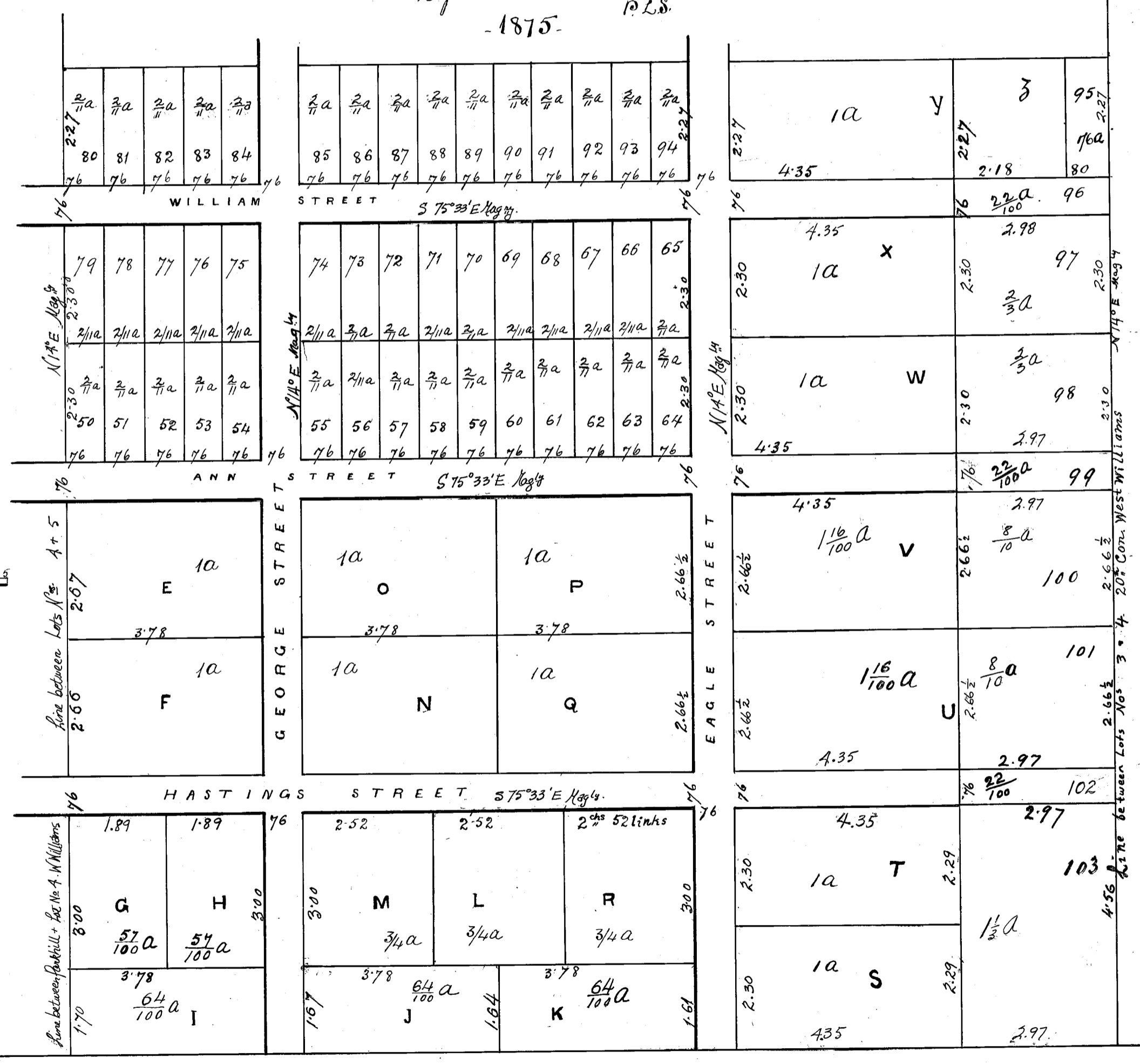
AN ADDITION TO THE
VILLAGE OF PARKHILL
SITUATE ON THE SOUTH PART OF LOT
N^o IV IN THE XX CON. OF
WEST-WILLIAMS

surveyed for W^m Hastings Esq^r
By Alex. Davidson
P.L.S.
-1875-

Received in the Registry Office
for the North East District
County of Middlesex on the
28th day of September A.D. 1874
at 3.20 o'clock P.M.
G. S. [Signature]
Dep. Registrar

Wm Hastings Esq^r
Proprietor

continued the numbers after the alphabet run out.



Scale 2 chs. to an inch

Grand Trunk Railway

This plan is correct and is prepared under the provision
of the Registration of Titles (Ontario) Act.

Akrona Nov. 1875.

Alex. Davidson
P.L.S.

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NO. 008 of 2025

Being a By-Law to exempt from Part Lot Control certain lands in the Municipality of North Middlesex (formerly Town of Parkhill), County of Middlesex and being Part of Lots K & R, Plan 358(C), designated as Parts 4, 5, 6, 7, 9, 10, 13 & 16 on 33R-9391

WHEREAS:

- A. The Corporation of the Municipality of North Middlesex (formerly Town of Parkhill) (hereinafter referred to as "North Middlesex") is a municipality and local municipality as defined by the *Municipal Act, 2001*, S.O. 2001, c. 25;
- B. Parts 4, 5, 6, 7, 9, 10, 13 and 16 as in Registered Plan 33R-9391 (hereinafter referred to as "33R-9391") are Lots and part of Block K and R on Registered Plan of Subdivision 358 from 1875 (hereinafter referred to as "Plan 358C");
- C. Consent file numbers B01/89 and B02/89, subdividing parts of Block K and R as set out in 33R-9391 were granted by North Middlesex on May 2, 1989 and are subject to a Severance and Development Agreement dated June 2, 2022 (Instrument # ER1467829);
- D. Merritt Estates (Parkhill) Inc. wishes to create four (4) lots in a manner that is not exactly the same as approved on May 2, 1989 and set out in 33R-9391;
- E. Parts 5, 7, 10, and 16 as in 33R-9391 are no longer required by North Middlesex for road widening purposes as a result of North Middlesex having received the transfer of Block 20 as in 33M-368 for road widening purposes;
- F. Pursuant to Section 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, the Council of a local municipality may enact a by-law providing that Section 50(5) relating to part lot control does not apply to certain designated land within a registered plan of subdivision or part or parts thereof;
- G. Opendoor Homes Inc. has applied to North Middlesex to exempt, by by-law, appropriate parts of Lots K & R, Plan 358(C) from part lot control to create four (4) residential Lots;
- H. By-law 074-2022, enacted on June 15, 2022, regulated Part Lot Control Exemption for lands owned by Merritt Estates (Parkhill) Inc. whereas Opendoor Homes Inc. is the new owner.
- I. Council wishes to enact a new by-law identical to By-law 074-2022, except the expiry date shall be one (1) year from the date of passing and reflect the change in ownership.

NOW THEREFORE the Council of The Corporation of the Municipality of North Middlesex does hereby enact as follows:

- 1. Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, shall not apply to the following lands and premises:

Part of Lots K & R, Plan 358(C), designated as Parts 4, 5, 6, 7, 9, 10, 13 & 16 as in 33R-9391; Municipality of North Middlesex (formerly Town of Parkhill), County of Middlesex, comprising a total number of four (4) parcels and each parcel to be marketed to individual transferees in accordance with the following descriptions:

- i. Part of Lot R, Plan 358(C), designated as Parts 4 & 5 on 33R-9391;
- ii. Part of Lots K & R, Plan 358(C), designated as Parts 6 & 7 on 33R-9391;
- iii. Part of Lot K, Plan 358(C), designated as Parts 9 & 10 on 33R-9391;
- iv. Part of Lot K, Plan 358(C), designated as Parts 13 & 16 on 33R-9391.

- 2. Pursuant to subsection 50(7.3) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended or replaced, this by-law shall expire one (1) year from the date of final passing, unless it shall have prior to that date been repealed or extended by the Council of The Corporation of the Municipality of North Middlesex.

- 3. This by-Law shall come into force and take effect as of the date of final passing.

By-law read a first, second and third time, and finally passed this 22nd day of January, 2025.

Brian Ropp, Mayor

Alan Bushell, Clerk

REPORT TO: Mayor and Members of Council

PREPARED BY: Abby Heddle-Jacobs, Planner

DEPARTMENT: Administration & Finance

DIVISION: Planning

MEETING DATE: January 22, 2025

SUBJECT: Official Plan Review – Process Update

PROPOSED MOTION

THAT Council receive this report for information;

STAFF RECOMMENDATION

THAT Council receive this report for information;

EXECUTIVE SUMMARY

This report is intended to provide Council with a brief update on the status of the Official Plan Review project.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture With Open, Respectful and Responsible Leadership

Plans: To Support Robust Industrial, Commercial and Residential Growth By Managing Growth And Land Use Wisely

Prosper: To Support Economic Strength, Foster Entrepreneurship And Attract Investment By Strengthening The Municipality's Long-Term Finances

BACKGROUND

Council directed staff to undertake an Official Plan Review in accordance with Section 26 of the Planning Act on June 19th, 2024. A new Provincial Planning Statement (PPS, 2024) was announced and brought into effect, which triggered a brief pause on the Official Plan Review given the changing legislative and policy environment. The purpose of this report is to provide Council with a brief update on the project now that the new PPS is in place.

DISCUSSION

As Council will recall, the Provincial Planning Statement 2024 (PPS) came into force on October 20, 2024, and all land use planning decisions made as of that date shall be consistent with the new PPS. The PPS encompasses a single, province-wide land use planning policy instrument that provides direction to planning authorities on matters of provincial interest. Several other land use planning changes have recently been made as part of the Provincial 'Housing Supply Action Plan'. The Planning Act and the PPS require that planning authorities keep their Official Plans up-to-date to ensure that they provide clear, reasonable and attainable policies to protect provincial interests and facilitate suitable development.

Given the recent implementation of the PPS 2024, County Council directed staff to undertake an update to the County Official Plan on January 14th, 2025, which will consider topics including housing, agriculture, economy and growth and development. Further, the update to the County Official Plan will include updated population, housing and employment projections based on the Ministry of Finance projections, which is a new requirement of the PPS, 2024. Population Projections for Middlesex County are included within the County's Official Plan and are intended to be used by the County and local municipalities to assist in managing growth and development.

It is considered timely to update the projections for a number of reasons. The 2021 projections were completed for a 25-year planning horizon, as was required by the Provincial Policy Statement (PPS) in place at that time, whereas the PPS now provides for a 20 to 30-year planning horizon. Provincially, it is now a requirement of the PPS that municipalities base population, housing and employment projections on the Ministry of Finance projections. Locally, there has been an uptick in development activity. The projections are therefore being updated to reflect a 30-year planning horizon, the most recent Ministry of Finance numbers, the uptick in development that is occurring across the County and locally in North Middlesex, as well as the passing of time.

In terms of work occurring locally in North Middlesex, staff have continued to work on the natural heritage, agricultural, housing and economic development background reports as well as consideration of draft policies, which will continue in conjunction with the work occurring at the County. The Official Plan Review being undertaken in conjunction with the

County will ensure that a redlined document is before Council in a timely manner and largely accounts for any policy changes made at the County level.

As Council may recall, staff had previously proposed a timeline that would see a final redlined Official Plan before Council in July of 2025. This timeline predated the announcement and implementation of the new PPS and as such staff are proposing to complete much of the work over the next six to eight months with the goal being to achieve a draft Official Plan Amendment in the early Fall and local adoption in November. The Official Plan would then be forwarded to the County of Middlesex for approval.

FINANCIAL

The approval of development and the accompanied community growth has indirect long-term financial implications for the Municipality and partners. The Planning Act states that no public work shall be undertaken, and no by-law shall be passed that does not conform to the official plan.

ATTACHMENT

Prepared By: Choose an item.

Reviewed By: Choose an item.

Approved By: Choose an item.

REPORT TO: Mayor and Members of Council

PREPARED BY: Ralph D'Alessandro, Director of Finance/Treasurer

DEPARTMENT: Administration & Finance

DIVISION: Treasury

MEETING DATE: January 22, 2025

SUBJECT: 2025 Development Charges

PROPOSED MOTION

That Council receive for information the Amended Schedule “B” to By-law 58 of 2024.

STAFF RECOMMENDATION

That Council receive for information the indexed 2025 development charge rates in the attached Amended Schedule “B” to By-law 58 of 2024 as per the instructions provided by Watson and Associates Economists Ltd and their 2023 study.

EXECUTIVE SUMMARY

By-law 41 of 2022 and the Development Charges Act, and its regulations establishes the process for the setting and maintenance of development charges for the Municipality. In accordance with this by-law, By-law 58 of 2024 established rates based on the 2023 study conducted by Watson and Associates Economists Ltd. As By-law 41 of 2022 and the Development Charges Act and its regulations provide for the annual indexing of the rates based on the non-residential building construction price index, Schedule “B” has been amended to reflect the applicable indexing as directed by Watson and Associates Economists Ltd.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture By Providing High Quality Public Services

Engages: To Encourage Community Participation That Helps Residents Feel Welcomed, Informed and Engaged By Providing Timely and Relevant Communication To Everyone

Plans: To Support Robust Industrial, Commercial and Residential Growth By Managing Growth And Land Use Wisely

Prosper: To Support Economic Strength, Foster Entrepreneurship And Attract Investment By Strengthening The Municipality's Long-Term Finances

BACKGROUND

The charging, collection and use of development charges are legislated through the Municipal Act, 2001, the Development Charges Act, 1997, and their relevant regulations. Following these legislations and regulations, North Middlesex has established by-laws and policies to administer a system of development charges that support the growth and prosperity of the municipality.

While the base of the development charge are the in-depth studies performed by a third-party consultant (Watson and Associates Economists Ltd.) that follows a public engagement process; there is allowance for recognizing the impact of inflation and other economic impacts through the practice of indexing the rates as per paragraph 10 of subsection 5(1) of the Development Charges Act, 1997 using the 'prescribed index'. Further the regulations of the Act state the following:

Prescribed Index

7. The Statistics Canada Non-residential Building Construction Price Index for Ottawa-Gatineau or for Toronto, as appropriate, is prescribed for the purposes of paragraph 10 of subsection 5 (1) of the Act

By-law 41 of 2022 establishes that the rates be indexed annual as of January 1st. Watson and Associates Economists Ltd. Have directed that be done utilizing the Q3 Non-residential Building Construction Price Index for Toronto from the prior year.

DISCUSSION

This is an established practice recommended by the consultant and followed by many other municipalities, including Middlesex Centre and other local municipalities.

FINANCIAL

Rates impact amounts collected and placed in the restricted fund which can only be utilized for specific development related capital projects.

2025 Opening Balance	Funds Dedicated to Date	Proposed Funding	Proposed Closing Balance
N/A	N/A	N/A	N/A

ATTACHMENT

Amended Schedule “B” to By-law 58 of 2024

Prepared By: Ralph D'Alessandro, Director of Finance /Treasurer

Reviewed By: Alan Bushell, Director of Corporate Services / Municipal Clerk

Approved By: Carolyn Tripp, Chief Administrative Officer

Amended Schedule "B"
To By-law 58 of 2024
Schedule of Development Charges

Service / Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care / Special Dwelling Units	Commercial, Institutional, and Small Industrial (per sq. ft of Gross Floor Area)	Large Industrial (per sq. ft of Gross Floor Area)
Municipal Wide Services / Class of Service							
Services Related to a Highway	1,956	1,395	1,331	840	722	0.71	0.71
Fire Protection Services	1,802	1,285	1,226	773	664	0.64	0.64
Parks and Recreation Services	773	551	527	332	286	0.08	0.08
Growth Studies	0	0	0	0	0	0.00	0.00
Total Municipal Wide Services / Class of Service	4,531	3,231	3,084	1,945	1,672	1.43	1.43
Urban Services							
Wastewater Treatment	17,387	12,404	11,839	7,463	6,418	6.49	17.13
Wastewater Sewers	2,187	1,560	1,489	939	807	0.82	0.82
Water Storage	5,641	4,025	3,840	2,421	2,082	2.10	2.10
Water Distribution	2,002	1,429	1,363	859	739	0.74	0.74
Total Urban Services	27,217	19,418	18,531	11,682	10,046	10.15	20.79
GRAND TOTAL RURAL AREA	4,531	3,231	3,084	1,945	1,672	1.43	1.43
GRAND TOTAL - URBAN	31,748	22,649	21,615	13,627	11,718	11.58	22.22

As per Watson & Associates Economists Ltd 2023 Study

2023 Indexing based on BCPI for Q3 2022	15.6000%
2024 Indexing based on BCPI for Q3 2023	7.4000%
2025 Indexing based on BCPI for Q3 2024	3.3000%
Cumulative Indexing:	28.2515%

Board of Directors Meeting Highlights
Held via Zoom
Bluewater Recycling Association MRF
January 16, 2025



DHL and Volvo Collaborate to Launch Autonomous Freight Deliveries

Volvo Autonomous Solutions (VAS), the autonomous trucking division of Volvo Trucks North America, has achieved a significant milestone with the initiation of autonomous freight deliveries for real-world customers. This advancement, in collaboration with DHL Supply Chain, represents a pivotal step in the evolution of autonomous logistics.

The pilot program, launched in Texas, involves autonomous transportation of freight on a weekly basis. Initially, these deliveries will include a safety driver to monitor operations and collect critical performance data as the system is refined.

“This is a significant achievement for us,” said Sasko Cuklev, Head of On-Road Solutions at VAS, in an interview with *TruckNews.com*. “It fulfills our primary goal for the year: to begin autonomous operations with the inclusion of a safety driver.”

Strategic Partnership with DHL

DHL Supply Chain was strategically chosen as the first fleet to integrate VAS’s autonomous VNL trucks, equipped with Aurora Driver technology, into its operations. This selection reflects a longstanding partnership and a shared commitment to advancing autonomous logistics.

“We have been collaborating closely for quite some time,” Cuklev stated. “This initiative is not solely about autonomous functionality; it is about establishing the broader ecosystem required to support its success.”

To prepare for this milestone, VAS and DHL have conducted extensive testing with traditional, human-driven trucks to gain insights into duty cycles and route characteristics. The implementation of autonomous drives represents the next phase in this collaborative effort.

A Vision for Innovation

Jason Gillespie, Senior Director of Continuous Improvement and Innovation at DHL, emphasized the importance of working with forward-thinking partners to advance autonomous freight transportation.

“It was essential for us to identify partners among our shippers who were not only open to innovation but eager to be part of this transformative process,” Gillespie said. “We currently

have two clients actively participating in the initial launch, with more expected to join as the program evolves.”

Looking Ahead

As the pilot program progresses, DHL and VAS will continue to evaluate operational efficiency, safety, and scalability, laying the groundwork for broader deployment of autonomous freight solutions. This initiative not only demonstrates the potential of autonomous trucking but also highlights the importance of collaborative ecosystems in driving innovation forward.

Automating Long-Haul Freight: VAS and DHL Lead the Way

Volvo Autonomous Solutions (VAS) has unveiled an innovative model for automating long-haul freight transportation, designed to integrate seamlessly with existing logistics operations. Under this approach, traditional human-driven trucks will handle the first and last legs of deliveries, while autonomous trucks manage the long-distance routes.

Operational Framework

Freight will be picked up at customer locations by human-operated trucks and transported to VAS-managed autonomous terminals. From there, autonomous trucks equipped with Aurora self-driving technology will carry the freight to another autonomous terminal. At the final terminal, traditional trucks will resume the delivery process to bring goods to their destination.

This hybrid model ensures a smooth transition into autonomous operations while leveraging human drivers’ strengths in urban and local environments.

A Competitive Advantage in Production

Unlike other players in the autonomous trucking space, VAS integrates the Aurora self-driving technology directly into its trucks during assembly at Volvo’s New River Valley truck plant in Virginia. This streamlined production process enables faster scaling of operations, providing VAS with a significant edge over competitors who rely on retrofitting existing vehicles.

“This was a critical factor for us,” said Jason Gillespie, Senior Director of Continuous Improvement and Innovation at DHL. “Retrofitting can be problematic, but VAS has created a purpose-built solution that inspires confidence in its scalability and reliability.”

Driver Engagement and Lifestyle Improvements

DHL has long embraced automation, implementing autonomous technologies in its warehouses and yards. Gillespie emphasized that the company’s approach is centered on enhancing human roles rather than replacing them.

“Yes, there’s some anxiety among drivers about self-driving trucks,” Gillespie admitted. “But we’re transparent in showing them that we’re not here to take jobs away. Instead, we’re targeting long-haul, cross-country freight—work that often takes drivers away from home for extended periods.”

This shift is expected to improve drivers' lifestyles by reducing time spent on the road for long-haul trips, allowing them to stay closer to home and their families.

Early Pilots in Texas

Texas was strategically chosen as the testing ground for autonomous trucking due to its welcoming regulatory environment and favorable weather conditions. However, Sasko Cuklev, Head of On-Road Solutions at VAS, is optimistic about expanding the technology to regions with more challenging conditions, including Canada.

"We're confident in the evolution of this technology," Cuklev said, noting that safety remains the top priority as VAS progresses toward fully driverless operations.

Performance of Aurora Technology

Gillespie expressed high praise for the Aurora Driver, highlighting its balance of caution and assertiveness. "What impresses me most is its ability to make thoughtful decisions without overreacting to challenges. It's not just about pulling over at every problem; it's about finding solutions and maintaining efficiency."

Efficiency and Environmental Benefits

The transition to autonomous freight brings numerous benefits. Gillespie highlighted increased efficiency by reducing idle times—such as when trucks wait at rest stops with engines running—and the potential to streamline deliveries for long-haul routes.

"This isn't just about removing drivers from the cab," Gillespie explained. "It's about creating a system that benefits customers by cutting down transit times and enhancing operational efficiency."

The Road to Commercialization

VAS plans to introduce its autonomous trucks under a Trucking-as-a-Service model, assuming full responsibility for technology setup and oversight during the early stages of deployment.

"We are a one-stop-shop," Cuklev stated. "We take on the entire process to ensure a seamless experience for our partners."

Looking ahead, VAS is open to exploring alternative deployment models based on customer feedback. "We remain humble and focused on listening to what our customers need," Cuklev added.

This strategic, phased approach ensures that the transition to autonomous freight transportation is both sustainable and beneficial for all stakeholders involved.

Lion Electric Defaults on Debt and Seeks Creditor Protection

Lion Electric, a prominent Quebec-based manufacturer specializing in electric trucks and buses, has announced plans to seek protection from creditors under the Companies' Creditors Arrangement Act (CCAA). The decision comes amid mounting financial challenges, including a default on its debt obligations.

Financial Struggles and Restructuring Efforts

The company is currently in negotiations with its senior lenders to secure additional funding through a new debtor-in-possession credit facility. As part of its restructuring strategy, Lion Electric intends to initiate a formal sales and investment solicitation process to identify potential paths for recovery.

In early December, the company reached an agreement to sell its Mirabel, Quebec innovation center for \$50 million. The proceeds from this sale have been allocated toward reducing its outstanding debt.

Operational Adjustments

Lion Electric has taken significant measures to manage its financial challenges, including:

- **Temporary Workforce Reductions:** The company laid off 400 employees earlier this month.



- **Plant Shutdowns:** Production at its Illinois facility was suspended, with remaining employees focusing on bus manufacturing, sales, and delivery.

Currently, Lion Electric employs 300 staff members dedicated to maintaining its core operations.

Market Impact

Trading in Lion Electric shares on the Toronto Stock Exchange has been halted due to the company's failure to meet exchange requirements. This move reflects the broader financial distress impacting the organization.

Next Steps

As Lion Electric navigates this critical juncture, it remains focused on stabilizing its business and exploring viable solutions to address its debt challenges. The restructuring process aims to

preserve the company's core operations while seeking investment opportunities to support its future growth and innovation in the electric vehicle sector.

Looming Emissions Regulations to Present Significant Costs for Fleets

The trucking industry is on the verge of facing one of its most significant regulatory shifts in years. The rollout of Model Year (MY) 2027 trucks, set to begin on January 1, 2026, is expected to bring unprecedented cost increases and operational challenges, leaving fleet managers grappling with strategic decisions.

Economic and Regulatory Challenges

The Canadian economy remains sluggish, compounded by looming threats of tariffs under the incoming Trump administration in the United States. These external pressures coincide with the most stringent emissions regulations to date, mandated by the U.S. Environmental Protection Agency (EPA).

Over the past 20 years, truck manufacturers have achieved more than a 90% reduction in exhaust emissions. While this represents a monumental technological achievement, the upcoming EPA27 standards aim to push these reductions even further.

Unprecedented Emissions Standards

The EPA27 standards include:

- **NOx Emissions:** A reduction to 0.035 grams per brake horsepower-hour.
- **Particulate Matter (PM):** A cut to 0.005 grams, marking a 90% reduction since 1998.
- **Greenhouse Gas Reductions:** Mandated decreases in methane (CH₄), nitrous oxide (N₂O), and carbon dioxide (CO₂).

These stringent requirements are expected to drive the steepest year-over-year price increases the industry has ever seen.

Anticipated Cost Increases

The cost of compliance will not come cheap. A new Class 8 truck for MY2027 is projected to cost \$20,000–\$30,000 more than its current counterpart, due to advanced emissions reduction technology and extended warranty requirements.

Jonathan Randall, President of Mack Trucks North America, confirmed:

“We’re in that \$20,000 range. It’s the technology, but it’s also the warranty we have to put on it. That’s a big piece of it.”

For Canadian fleets, these figures translate to approximately \$28,000 at current exchange rates, with highway tractors with sleepers likely averaging \$225,000–\$235,000 by 2025.

Industry Concerns and Lack of Transparency

Despite the looming deadline, there is limited clarity on how OEMs plan to meet these emissions standards. While some manufacturers, such as Cummins, have been transparent about their strategies, others have remained silent. This uncertainty has left fleet owners anxious about maintenance implications and the reliability of new systems.

Bruce Stockton, COO of Wilson Logistics, expressed his concerns:

“We’re worried about the unknown. Even though Cummins has been transparent, we haven’t seen much in the way of field tests or widespread adoption of these solutions.”



Fleet Strategies: To Pre-Buy or Not to Pre-Buy?

Many fleets are weighing the benefits of purchasing MY2026 trucks before the price increases take effect.

However, economic constraints, high interest rates, and a shaky freight market have delayed the anticipated pre-buy surge.

“We were expecting the pre-buy to really start happening in Q4 of this year, but it hasn’t,” said Randall. “It’s likely to pick up in the second half of 2025, making 2026 a capacity-constrained year.”

Fleets with newer vehicles may be better positioned to navigate the transition, while older fleets face challenges related to maintenance costs and warranty expiration.

Diverging Industry Perspectives

While some, like XTL Transport’s COO Craig Germain, plan to maintain regular purchasing cycles, others remain skeptical about the broader industry’s readiness to absorb these costs.

“We’ll stick to our normal cycles and hope the industry is prepared to pay for the gains from an emissions perspective,” Germain said.

Steve Brookshaw, Senior Executive Vice President at TFI International, acknowledged the financial burden but emphasized the importance of environmental improvement:

“The whole environmental improvement we have to make in our industry—it’s a journey, not an event.”

The Tariff Factor

Adding to the uncertainty, the incoming U.S. administration has signaled potential tariffs on goods exported from Mexico and Canada, which could further inflate truck prices and disrupt freight movements. If applied to heavy trucks, these tariffs could make an already costly situation even worse.

Looking Ahead

With the MY2027 regulations less than a year away, the trucking industry faces critical decisions that will impact operations, costs, and competitiveness. Whether through pre-buy strategies or embracing the new standards, fleets must prepare for a period of significant adjustment as the regulatory landscape evolves.

Hyzon Motors Announces Closure Amid Financial Challenges



Hyzon Motors, a hydrogen fuel-cell electric truck manufacturer, has announced plans to cease operations following a decision by its board of directors. The announcement marks the end of the company's efforts to establish itself in the zero-emission commercial vehicle market.

On December 20, Hyzon issued a Worker Adjustment and Retraining Notification (WARN) Act notice to regulators, citing an inability to secure the funding necessary to sustain operations.

Funding and Market Challenges

The company pointed to significant funding shortfalls and uncertainty surrounding the availability of government subsidies as primary factors in its closure. In particular, delays and reduced availability of programs such as California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project have impacted customer purchasing decisions, causing many to postpone or cancel orders.

Board Recommendations and Shareholder Impacts

In light of these challenges, Hyzon's board has recommended dissolving the company and distributing remaining assets to creditors. In a statement to stockholders, the company said: "Hyzon is unable to continue its ongoing operations with its current cash and anticipated future cash flow. Efforts to secure sufficient equity, debt, or other financing have been unsuccessful. The board believes that the Assignment [Proposal] presents the best opportunity to maximize recoveries for creditors while preserving any potential residual value for stockholders."

Looking Ahead

The decision underscores the financial risks and uncertainties facing companies in the emerging clean-energy transportation sector, particularly those reliant on government subsidies and nascent market demand.

As Hyzon winds down operations, it leaves behind lessons for other players in the zero-emission vehicle space about the importance of financial resilience and the challenges of scaling in a rapidly evolving industry.

Battery Technology Evolves to Meet the Demands of Modern Vehicles

As commercial trucks and software-defined vehicles become increasingly sophisticated, the low-voltage batteries that power them are undergoing a revolution. Manufacturers are making batteries smarter, lighter, more reliable, and, in some cases, more environmentally friendly and cost-effective by using alternative materials such as sodium instead of lithium.

Clarios: Leading the Charge in Innovation

At the Consumer Electronics Show in Las Vegas, Federico Morales-Zimmermann, Vice President and General Manager of Global OEM Customers, Products, and Engineering at Clarios, provided insights into the future of battery technology. Clarios, a major player in the battery industry, produces batteries for one-third of all vehicles globally, including heavy-duty trucks, under its Optima brand and various white-label brands.

"Our batteries are 100% recyclable," Morales-Zimmermann noted. "We manage the entire lifecycle—from design and production to recovery—something our OEM customers highly value."

With 80% of its market comprising aftermarket sales, Clarios is well-positioned to address the evolving demands of vehicle electrification.

A Transformative Year Ahead



Morales-Zimmermann predicts that 2025 will be a transformative year for the battery industry as customer expectations grow, driven by advances in artificial intelligence, automation, and the increasing popularity of absorbent glass mat (AGM) batteries.

“Vehicles are becoming more complex and power-hungry,” he explained. “This means batteries must evolve to become denser and more capable of supporting safety-critical systems and infotainment technologies. Clarios is taking a systems approach to ensure optimal performance.”

To address these needs, Clarios is introducing innovative products:

- **eAGM Batteries:** Designed for frequent-cycle applications, debuting in North America next year.
- **iAGM Batteries:** These intelligent batteries monitor their own health, enhancing reliability for critical systems.

Expanding Roles for Batteries in Advanced Vehicles

Batteries are becoming integral to autonomous driving features and advanced driver assistance systems. For example, steer-by-wire technology eliminates mechanical connections between the steering wheel and the wheels, demanding highly reliable battery systems with redundancy and continuous monitoring.

Clarios is also developing a “smart” battery connected to the cloud. Using machine learning and AI, these batteries can predict failures and alert fleet managers, reducing unexpected downtime and unnecessary idling. European test fleets using this technology reported a 40%

reduction in idle time, saving approximately \$1,300 per vehicle annually while cutting CO2 emissions by 2,500 kilograms.

Sodium-Ion Batteries: A Sustainable Alternative

Clarios is advancing sodium-ion battery technology, which replaces lithium-ion designs with salt-based materials that are abundant and inexpensive. This innovation could reduce costs by 15–20% while eliminating risks associated with thermal runaway events.

“We are very confident and bold about the potential of sodium-ion technology,” Morales-Zimmermann said.

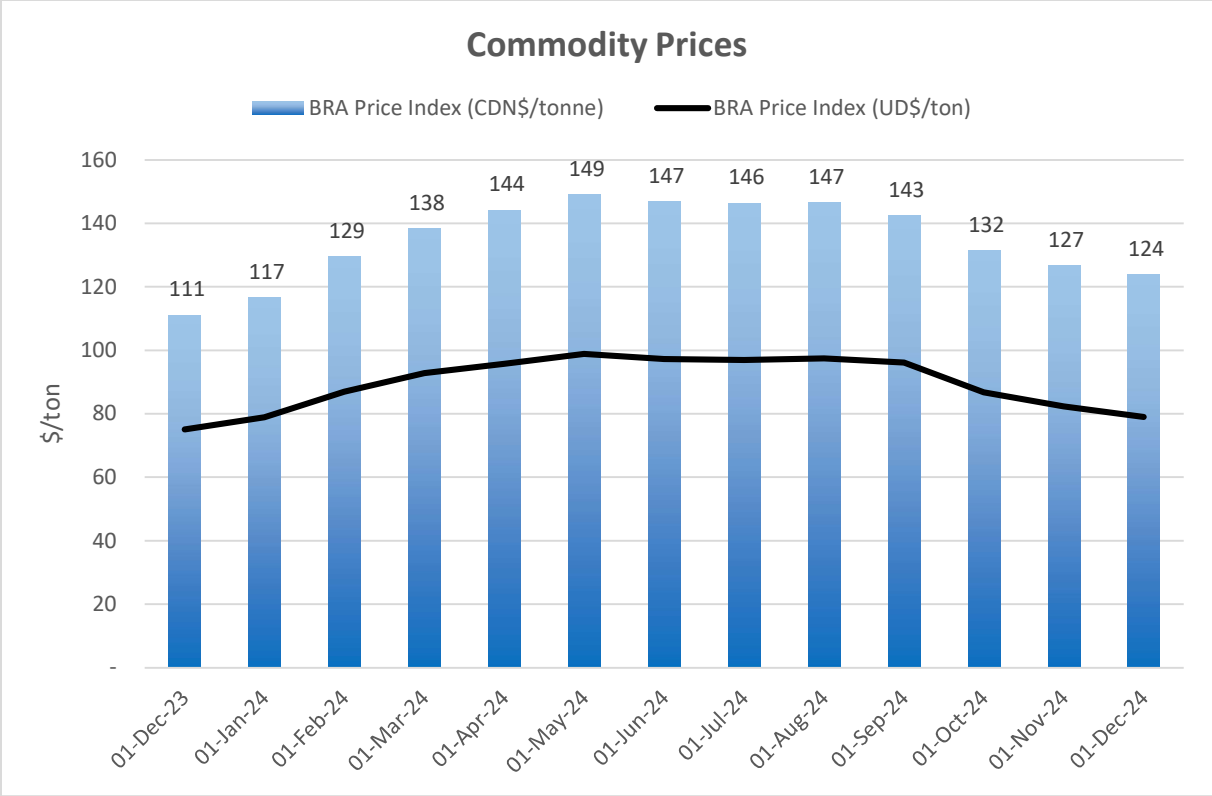
Supercapacitors for High-Power Demands

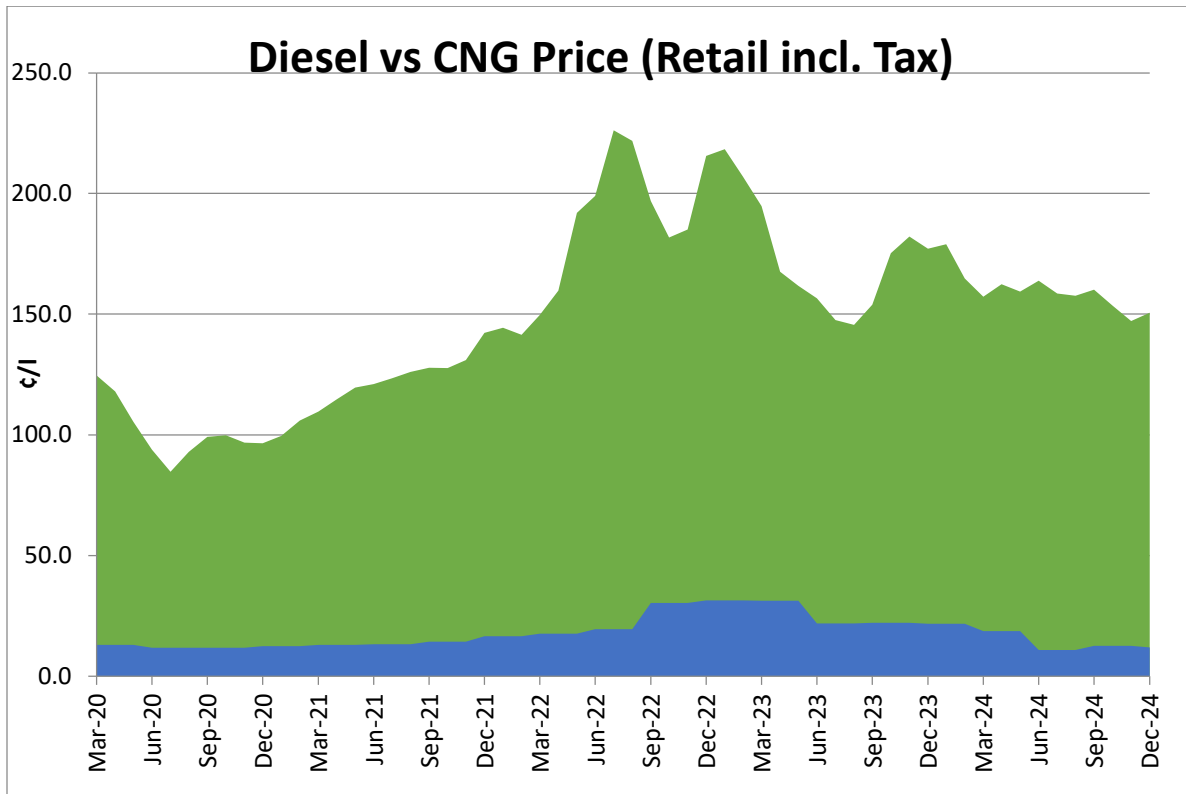
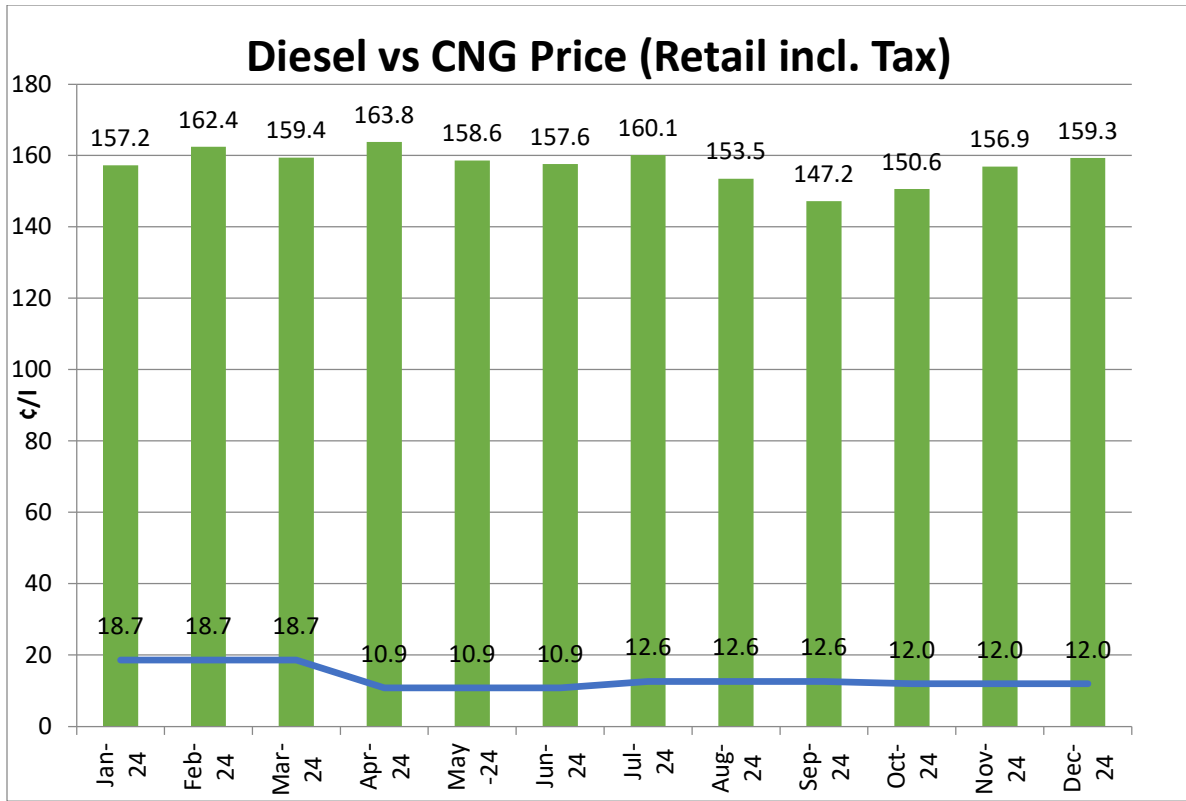
Clarios is also producing supercapacitors capable of delivering short bursts of high power. These lightweight components are ideal for supporting new technologies such as steer-by-wire systems and will be compatible with 12- and 48-volt architectures.

A Systems Approach to the Future

“No other company offers the full range of solutions we provide,” Morales-Zimmermann emphasized. “We recognize our critical role in helping manufacturers achieve their growing power, safety, and sustainability targets. Our supercapacitors and innovative batteries are tailored to meet these increasing demands.”

Clarios’s investment in AI, automation, and sustainable materials ensures the company remains at the forefront of battery innovation, driving the evolution of power systems for the next generation of vehicles.







**THE MUNICIPALITY OF NORTH MIDDLESEX
BY-LAW NO 003 OF 2025**

BEING A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS By-law Number 62 of 2018 appointed members to serve on various committees including the Economic Development Advisory Committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by by-law, the Economic Development Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX ENACTS AS A BY-LAW AS FOLLOWS:

THAT the following Terms and Conditions be in force and affect:

1. **Committee Title**
That a Committee to be known as the Economic Development Advisory Committee (EDAC) is hereby established;
2. **Definitions**
That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply;
3. **Policies/Procedures**
That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Economic Development Advisory Committee;

That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act* (AODA), Integrated Accessibility Standards – Ontario

Regulation 191/1;

4. Records

That the records of the Economic Development Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By- law;

5. Composition

That the Economic Development Advisory Committee shall consist of not more than Eleven (11) members appointed by Council as follows:

Voting Members

- a. The Committee shall have up to eleven (11) members who are residents and/or ratepayers of the Municipality including two (2) members of Council, (1) ex-officio member being the Mayor, and eight (8) members being a minimum of 18 years of age, and not an employee of the Municipality, and can represent various segments of the business community. All Eleven (11) will be voting members. The committee may recruit for vacated positions at any time, but shall attempt to recruit further membership if the voting membership drops to seven (7) or lower.
- b. Two (2) member of Council (of which one (1) shall be Chair and one (1) shall be appointed Vice-Chair)
- c. Quorum of the committee is set at 50% + one (1) of current voting membership who do not hold ex-officio status. In addition, for quorum to be met, two (2) members of Council must be present.
- d. The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee. However, if the Mayor is in attendance, they can be included in determining if EDAC has quorum present by means of being counted as a member of Council present.

Non-Voting Staff Members

- a. Staff Liaison

The Director of Economic Development or designate shall be a staff liaison to the Committee and shall be a non-voting member.

- b. Recording Secretary

A Recording Secretary shall be a non-voting member.

In making its citizen appointments, Council shall have regard for the diversity of business interests, geographic locations of businesses or residency and qualifications to fulfill the mandate of the Committee.

Citizen members will be:

- Experienced business people with a well-developed business community network;
- From a broad spectrum of the business community representing a cross-section of the business community; and,

- Strong proponents for the Municipality of business growth in all sectors.

6. Terms of Office

- a. That members-at-large shall be appointed through a public appointments process by Council for one Council term or if they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term.
- b. A committee position may become vacant by way of resignation, disqualification or by being absent from three meetings of the committee for without cause and non-consecutive. . If a committee member is absent for three meetings , the secretary or designate will contact the member and notify them of the impending vacancy. the position may be declared vacant and the Committee may make a recommendation to Council to appoint a new member to fill the vacated position through a public appointments process.

AND THAT the Economic Development Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

AND THAT in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

AND THAT this By-law shall come into force and take effect on the date of its passing;

AND THAT By-law 75 of 2019 be hereby repealed and replaced.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF JANUARY 2025.

READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JANUARY 2025.

Mayor

Clerk

SCHEDULE "A"
BY-LAW 003 OF 2025

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Economic Development Advisory Committee is a Committee of Council that acts as an advisory body on matters related to economic development.

MANDATE

The Economic Development Advisory Committee (EDAC) will make recommendations to Council on matters that will foster and enhance a strong and stable economy consistent with the attributes of a sustainable community. The EDAC provides recommendations on issues pertaining to the encouragement, coordination and development of activities relating to the enhancement of economic development and tourism within North Middlesex. EDAC will liaise with existing businesses and facilitate the development of new enterprises through support and provision of opportunities for new economic development growth to benefit the quality of life and prosperity in North Middlesex and the communities within it to meet the needs of the future.

DEFINITIONS

"Advisory" - having or exercising power to make recommendations but not to take action or to enforce such powers.

"Pecuniary Conflict of Interest, either indirect or direct" as described in the Municipal Conflict of interest Act, R.S.O. 1990, c M.50

"Council" - refers to the current elected Council for the Municipality of North Middlesex.

"Director of Economic Development" - is the Director of Economic Development for the Municipality of North Middlesex.

"Economic Development Advisory Committee (EDAC)" - is a Committee of Council for the Municipality of North Middlesex.

"Municipality" - is the Municipality of North Middlesex

CONFLICT OF INTEREST

Indirect pecuniary interest

For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,

that has a pecuniary interest in the matter; or

- (b) The member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter as defined in the Municipal Conflict of Interest Act, R.5.O. 1990, c.M.50.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member as defined in the Municipal Conflict of Interest Act, R.5.O.

1990, c.M.50, S. 3; 1999, C. 6, S. 41 **(2)**; 2005, C. 5, S. 45 (3).

DUTIES AND RESPONSIBILITIES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or

volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.

- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the North Middlesex Strategic Plan and the Economic Development Strategy.
- Assist in the implementation, evaluation and update of the Economic Development Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence economic development and tourism opportunities in North Middlesex including marketing and branding strategies to attract investment and promote local businesses.
- Act in an advisory capacity to businesses within North Middlesex by providing information on issues related to the benefits of doing business here.
- Advise on economic opportunities to aid in the growth and progress of North Middlesex as a desirable place to do business.
- Support the growth of a variety of businesses to encourage a sustainable business environment.
- Increase the quantity and diversity of employment opportunities to enhance local entrepreneurship.

- Promote appropriate business retention and expansion to maintain the viability of the existing historic downtowns
- Identify barriers or issues that may impede economic development and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

AUTHORITY

As EDAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

EDAC or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

EDAC or any member of EDAC does not have authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered by Council before any action by staff may be taken. Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of Economic Development Committee are to be reviewed yearly for the purpose of improving the functioning and effectiveness of the committee.

ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles and responsibilities.

I. CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council at year end and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;

- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.
- II. VICE-CHAIRPERSON:
- Act in the position of the Chairperson in the absence of the Chairperson;
 - Otherwise, regular Committee member role.
- III. COMMITTEE MEMBERS:
- Attend regular Committee meetings;
 - Advise the Chairperson if unable to attend a meeting;
 - Actively participate in Committee meetings;
 - Active participate in carrying out the responsibilities of the EDAC.
- IV. RECORDING SECRETARY
- Ensure that there is a quorum present in order to proceed with a meeting.
 - The Recording Secretary's duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
 - The Recording Secretary shall ensure that the draft meeting minutes are prepared and approved by the Chair and/or Vice Chair prior to the next Committee agenda, if possible.
 - Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.
- V. DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

VI. REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where EDAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Directions from Council must only be acted upon by EDAC or staff upon Council's approval.

VII. TERM

The Committee shall be appointed for a four year term concurrent with the term of Council.

VIII. REMUNERATION

None.

IX. MEETINGS

Generally, meetings will be held in the Shared Services Centre, Library Programming Room on the first (1st) Monday of the month at 7:00 pm on a bi-monthly basis or at the call of the Chair. Once yearly meetings schedules have been finalized they will be posted on the Council Meeting schedule on the municipal website at [North Middlesex Website](#)

Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, one other Council member and three (3) other voting members

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

X. AGENDAS

Agendas are developed by the Chair and Secretary with input from other applicable staff.

XI. CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest under the *Municipal Conflict of Interest Act*.

XII. TERMS OF REFERENCE

These Terms of Reference are established by by-law and can only be altered by

Council. The Committee will review the Terms of Reference a minimum of once per year and shall make recommendations for any changes through a motion.

XIII. CODE OF CONDUCT

As a Committee of Council, EDAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards and the Procedural By-law.

XIV. OPERATIONAL BUDGET

EDAC may be granted a yearly operational budget as part of the Economic Development budget to fund minor activities, event attendance and other incidentals. All major EDAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX BY-LAW NO 75 OF 2019

Being a By-law to Establish the Terms of Reference for the Economic Development Advisory Committee

WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS By-law Number 62 of 2018 appointed members to serve on various committees including the Economic Development Advisory Committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by by-law, the Economic Development Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX ENACTS AS A BY-LAW AS FOLLOWS:

1. **Committee Title**

That a Committee to be known as the Economic Development Advisory Committee (EDAC) is hereby established.

2. **Definitions**

That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply.

3. **Policies/Procedures**

- 3.1 That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Economic Development Advisory Committee.

- 3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*, Customer Service Standard - Ontario Regulation 429/07.

4. Records

That the records of the Economic Development Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By-law.

5. Composition

That the Economic Development Advisory Committee shall consist of not more than ~~Nine (9)~~Eleven (11) members appointed by Council as follows:

Voting Members

- The Committee shall have up to eleven (11) ~~Nine (9)~~ members who are residents and/or ratepayers of the Municipality including three (3) members of Council and eight (8) ~~6 (six)~~ members being a minimum of 18 years of age, and not an employee of the Municipality, and can represent various segments of the business community. All Eleven (11) ~~nine (9)~~ will be voting members. The committee may recruit for vacated positions at any time, but shall attempt to recruit further membership if the voting membership drops to seven (7) or lower.
- Three (3) member of Council (of which one (1) shall be Chair and one (1) shall be appointed Vice-Chair)
- Quorum of the committee is set at 50% + one (1) of current voting members ~~five (5) voting members~~ including the Chair or Vice Chair, one other Council member, ~~and three (3) other voting members~~
- The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee (5). However, if the Mayor is in attendance, they can be included in determining if EDAC has

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quorum present.

- i. Non-Voting Staff Members

a) Staff Liaison

The Director of Economic Development or designate shall be a staff liaison to the Committee and shall be a non-voting member.

b) Recording Secretary

A Recording Secretary shall be a non-voting member.

In making its citizen appointments, Council shall have regard for the diversity of business interests, geographic locations of businesses or residency and qualifications to fulfill the mandate of the Committee.

Citizen members will be:

- Experienced business people with a well-developed business community network;
- From a broad spectrum of the business community representing a cross-section of the business community; and,
- Strong proponents for the Municipality of business growth in all sectors.

6. Terms of Office

- I. That members-at-large shall be appointed through a public appointments process by Council for one Council term or if they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term.
- II. A committee position may become vacant by way of resignation, disqualification or by being absent from three meetings of the committee for ~~six successive months~~ without cause and non-consecutive authorization. If a committee member is absent for three ~~meetings months~~, the secretary or designate will contact the member and notify them of the impending vacancy. ~~After six months' time~~, the position may be declared vacant and the Committee may make a recommendation to Council to appoint a new member to fill the vacated position through a public

appointments process.

7. **Mandate**

That the Economic Development Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

8. **Force and Effect**

That this By-law shall come into force and take effect on the date of its passing;

That By-law 13 of 2017 be hereby repealed

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 16th day of October, 2019

Mayor

Clerk

SCHEDULE "A" TO
BY-LAW 75 OF 2019
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Economic Development Advisory Committee is a Committee of Council that acts as an advisory body on matters related to economic development.

MANDATE

The Economic Development Advisory Committee (EDAC) will make recommendations to Council on matters that will foster and enhance a strong and stable economy consistent with the attributes of a sustainable community. The EDAC provides recommendations on issues pertaining to the encouragement, co-ordination and development of activities relating to the enhancement of economic development and tourism within North Middlesex. EDAC will liaise with existing businesses and facilitate the development of new enterprises through support and provision of opportunities for new economic development growth to benefit the quality of life and prosperity in North Middlesex and the communities within it to meet the needs of the future.

DEFINITIONS

"Advisory" - having or exercising power to make recommendations but not to take action or to enforce such powers.

"Pecuniary Conflict of Interest, either indirect or direct"

"Council" - refers to the current elected Council for the Municipality of North Middlesex.

"Director of Economic Development" - is the Director of Economic Development for the Municipality of North Middlesex.

"Economic Development Advisory Committee (EDAC)" - is a Committee of Council for the Municipality of North Middlesex.

"Municipality" - is the Municipality of North Middlesex

CONFLICT OF INTEREST

Indirect pecuniary interest

For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,

that has a pecuniary interest in the matter; or

- (b) The member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter as defined in the Municipal Conflict of Interest Act, R.5.O. 1990, c.M.50.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member as defined in the Municipal Conflict of Interest Act, R.5.O. 1990, c.M.50, S. 3; 1999, C. 6, S. 41 (2); 2005, C. 5, S. 45 (3).

DUTIES AND RESPONSIBILITES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.
- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.

- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the North Middlesex Strategic Plan and the Economic Development Strategy.
- Assist in the implementation, evaluation and update of the Economic Development Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence economic development and tourism opportunities in North Middlesex including marketing and branding strategies to attract investment and promote local businesses.
- Act in an advisory capacity to businesses within North Middlesex by providing information on issues related to the benefits of doing business here.
- Advise on economic opportunities to aid in the growth and progress of North Middlesex as a desirable place to do business.
- Support the growth of a variety of businesses to encourage a sustainable business environment.
- Increase the quantity and diversity of employment opportunities to enhance local entrepreneurship.
- Promote appropriate business retention and expansion to maintain the viability of the existing historic downtowns
- Identify barriers or issues that may impede economic development and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

AUTHORITY

As EDAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

EDAC or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

EDAC or any member of EDAC does not have authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered by Council before any action by staff may be taken. Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of Economic Development Committee are to be reviewed yearly for the purpose of improving the functioning and effectiveness of the committee.

ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles and responsibilities.

I. CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council at year end and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.

II. VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson;
- Otherwise, regular Committee member role.

III. COMMITTEE MEMBERS:

- Attend regular Committee meetings;
- Advise the Chairperson if unable to attend a meeting;
- Actively participate in Committee meetings;
- Active participate in carrying out the responsibilities of the EDAC.

IV. RECORDING SECRETARY

- Ensure that there is a quorum present in order to proceed with a meeting.
- The Recording Secretary's duties are to record, process and distribute

minutes and agendas, and to maintain the files of the Committee including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.

- The Recording Secretary shall ensure that the draft meeting minutes are prepared and approved by the Chair and/or Vice Chair prior to the next Committee agenda, if possible.
- Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.

V. DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

VI. REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where EDAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Directions from Council must only be acted upon by EDAC or staff upon Council's approval.

VII. TERM

The Committee shall be appointed for a four year term concurrent with the term of Council.

VIII. REMUNERATION

None.

IX. MEETINGS

Generally, meetings will be held in the Shared Services Centre, Library Programming Room on the first (1st) Monday of the month at 7:00 pm on a bi-monthly basis or at the call of the Chair. Once yearly meetings schedules have been finalized they will be posted on the Council Meeting schedule on the municipal website at

Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, one other Council member and three (3) other voting members

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

X. AGENDAS

Agendas are developed by the Chair and Secretary with input from other applicable staff.

XI. CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest under the *Municipal Conflict of Interest Act*.

XII. TERMS OF REFERENCE

These Terms of Reference are established by by-law and can only be altered by Council. The Committee will review the Terms of Reference a minimum of once per year and shall make recommendations for any changes through a motion.

XIII. CODE OF CONDUCT

As a Committee of Council, EDAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards and the Procedural By-law.

XIV. OPERATIONAL BUDGET

EDAC may be granted a yearly operational budget as part of the Economic Development budget to fund minor activities, event attendance and other incidentals. All major EDAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.



**THE CORPORATION OF THE
MUNICIPALITY OF NORTH MIDDLESEX
BY-LAW NO 006 OF 2025**

***Being a By-law to Establish the Terms of Reference for the
Recreation Advisory Committee***

WHEREAS Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS By-law Number 108 of 2022 appointed members to serve on various committees including the Recreation Advisory Committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by by-law, the Recreation Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX ENACTS AS A BY-LAW AS FOLLOWS:

1. Committee Title

That a Committee to be known as the Recreation Advisory Committee (RAC) is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply.

3. Policies/Procedures

- 3.1 That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Recreation Advisory Committee.

Recreation Advisory Committee

- 3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*, Customer Service Standard - Ontario Regulation 191/1.

4. Records

That the records of the Recreation Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By-law.

5. Composition

That the Recreation Advisory Committee shall consist of not more than Nine (9) , and no less than Five (5) members appointed by Council as follows:

Voting Members

- Nine (9) members who are residents and/or ratepayers of the Municipality including three (2) members of Council, (1) ex-officio member being the Mayor, and 6 (six) members being a minimum of 18 years of age, and not an employee of the Municipality, and can represent various segments of the business community. All nine (9) will be voting members.

A balance of business continuing and robust public consultations shall be maintained, as such, the RAC may continue business (if quorum conditions are met), while engaging in recruitment measures if active membership drops to or below 7.

- Two (2) member of Council (of which one (1) shall be Chair and one (1) shall be appointed Vice-Chair)
- Quorum of the committee is set at 50% + one (1) of current voting membership who do not hold ex-officio status. In addition, for quorum to be met, two (2) members of Council must be present.
- The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee. However, if the Mayor is in attendance, they can be included in determining if RAC has quorum present by means of being counted as a member of Council.

Recreation Advisory Committee

i. Non-Voting Staff Members

a) Staff Liaison

The Director of Community Services or designate shall be a staff liaison to the Committee and shall be a non-voting member.

b) Recording Secretary

A Recording Secretary shall be a non-voting member.

In making its citizen appointments, Council shall have regard for the diversity of recreation interests, geographic locations of facilities or residency and qualifications to fulfill the mandate of the Committee.

Citizen members will be:

- Actively involved and engaged people with a well-developed network within recreation, arts & culture and service clubs;
- From a broad spectrum of the community and representing a cross-section of the recreation activities and community groups involved; and,
- Strong proponents for recreation and community usage of parks, trails and facilities

6. Terms of Office

- I. That members-at-large shall be appointed through a public appointments process by Council for one Council term or if they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term.
- II. A committee position may become vacant by way of resignation, disqualification or by being absent from meetings of the committee for six successive months without authorization. If a committee member is absent for three months, the secretary will contact the member and notify them of the impending vacancy. After six months' time, the position may be declared vacant and the Committee may make a recommendation to Council to appoint a new member to fill the vacated position through a public appointments process.

Recreation Advisory Committee

7. Mandate

That the Recreation Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

8. Force and Effect

That By-law 042 of 2023 be rescinded and this By-law shall come into force and take effect on the date of its passing.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 22nd day of January, 2025.

MAYOR

CLERK

SCHEDULE "A" TO
BY-LAW 006 OF 2025
RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Recreation Advisory Committee is a Committee of Council that acts as an advisory body on matters related to recreation including:

- Reviewing the recreation needs of the community;
- Assisting with the development of recreation and facilities level of service
- Ensuring programs and services attain the expected level of service
- Best management practices with regards to policies, practices and programs concerning parks, recreation and facilities;
- Provide feedback on issues and concerns regarding recreation, parks and facilities;
- Ensuring programs and services are accessible

1. MANDATE

The Recreation Advisory Committee (RAC) will make recommendations to Council on matters that will foster and enhance a strong and stable recreation environment that is consistent with the attributes of a sustainable community. The RAC provides recommendations on issues pertaining to the encouragement, co-ordination and development of activities relating to the enhancement of recreation within North Middlesex. RAC will liaise with existing recreation and minor sports groups and facilitate the development of new recreation options through support and provision of opportunities for new recreation growth to benefit the quality of life and prosperity in North Middlesex.

2. DEFINITIONS

"Advisory" - having or exercising power to make recommendations but not to take action or to enforce such powers.

"Council" - refers to the current elected Council for the Municipality of North Middlesex.

"Director of Community Services" - is the Director of Community Services for the Municipality of North Middlesex.

"Recreation Advisory Committee (RAC)" - is a Committee of Council for the Municipality of North Middlesex.

"Municipality" - is the Municipality of North Middlesex

3. CONFLICT OF INTEREST

Indirect pecuniary interest

For the purposes of this Act, any member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, s. 2.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

4. DUTIES AND RESPONSIBILITIES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff and each other.

- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.
- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the North Middlesex Strategic Plan and other related plans.
- Assist in the implementation, evaluation and update of any Recreation Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence recreation opportunities in North Middlesex including marketing and branding strategies to attract additional users/user groups.
- Act in an advisory capacity to recreation groups within North Middlesex by providing information on issues related to the benefits utilizing North Middlesex recreation facilities.
- Support the growth of a variety of recreation opportunities to encourage a vibrant and healthy community.
- Identify barriers or issues that may impede access to recreation and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

5. AUTHORITY

As RAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

RAC or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

RAC or any member of RAC does not have authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered by Council before any action by staff may be taken.

Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

6. COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of Recreation Advisory Committee are to be reviewed yearly for the purpose of improving the functioning and effectiveness of the committee.

7. ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles and responsibilities.

I. CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council at year end and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.

II VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson;
- Otherwise, regular Committee member role.

III. COMMITTEE MEMBERS:

- Attend regular Committee meetings;
- Advise the Chairperson if unable to attend a meeting;
- Actively participate in Committee meetings;
- Active participate in carrying out the responsibilities of the RAC.

IV. RECORDING SECRETARY

- Ensure that there is a quorum present in order to proceed with a meeting.
- The Recording Secretary's duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- The Recording Secretary shall ensure that the draft meeting minutes are prepared and approved by the Chair and/or Vice Chair prior to the next Committee agenda, if possible.
- Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.

8. DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. As an ex-officio member of all committees, the Mayor may attend any committee meeting but may not vote in an instance whereby three (3) other Council members are present and voting. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

9. REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where RAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Recreation Advisory Committee

Directions from Council must only be acted upon by RAC or staff upon Council's approval.

10. TERM

The Committee shall be appointed for a four year term concurrent with the term of Council.

11. REMUNERATION

None.

12. MEETINGS

Generally, meetings will be held in the North Middlesex Community Centre on the third (3rd) Tuesday of the month at 6:00 pm on a quarterly basis or at the call of the Chair. Once yearly meetings schedules have been finalized they will be posted on the Council Meeting schedule on the municipal website at:

www.northmiddlesex.on.ca

Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, one other Council member and three (3) other voting members

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

13. AGENDAS

Agendas are developed by the Chair and Secretary with input from other applicable staff.

14. CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest under the *Municipal Conflict of Interest Act*.

15. TERMS OF REFERENCE

Recreation Advisory Committee

These Terms of Reference are established by by-law and can only be altered by Council. The Committee will review the Terms of Reference a minimum of once per year and shall make recommendations for any changes through a motion.

16. CODE OF CONDUCT

As a Committee of Council, RAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards and the Procedural By-law.

17. OPERATIONAL BUDGET

RAC may be granted a yearly operational budget as part of the Recreation budget to fund minor activities, event attendance and other incidentals. All major RAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.



**MUNICIPALITY OF NORTH MIDDLESEX
MUNICIPAL GOVERNANCE AND POLICY COMMITTEE
SPECIAL MEETING MINUTES
November 8, 2024**

The Meeting for the Policy Committee was held on November 8, 2024, at the Shared Services Centre.

CALL TO ORDER

Meeting was called to order at 2:00 p.m.

ROLL CALL

Present: Council - Councillor Chuck Daigle (Chair)
Mayor Brian Ropp

Staff - Carolyn Tripp, CAO
Ralph D'Alessandro, Interim Treasurer
Jaden Hodgins, Director of Infrastructure and Operations
Alan Bushell, Director of Corporate Services/Clerk (Secretary)
Brandon Drew, Director of Community Services
Greg Vandenheuvel, Director of Emergency Services/Fire Chief
Mandy Walker, Revenue and Taxation Coordinator

MINUTES OF PREVIOUS MEETINGS

B. Ropp/C. Tripp That the November 23, 2024, Policy Committee Meeting Minutes be accepted as presented. **CARRIED**

PROVISION FOR PECUNIARY INTEREST

None

DEFERRED POLICIES

Sewer Use Policy

C. Tripp/M. Walker THAT the Sewer Work and Drainage Works by-law be accepted for information. **CARRIED**

Water Charges Exception Policy

Director Hodgins provided an updated version of the policy, created after Agenda publication.

B. Ropp/C. Tripp THAT the policy be forwarded as amended to Council for consideration. **CARRIED**

NEW AND EXISTING POLICIES FOR REVIEW

EDAC – Terms of Reference:

This item has been tabled until December 2024.

Electronic Sign Policy:

Brandon Drew provided an update and overview of the policy.

B. Ropp/M. Walker THAT the Electronic Sign Policy be approved as presented;
AND THAT the policy be forwarded to Council for consideration.
CARRIED

Firefighter Employment Status Policy:

Greg Vandenheuval provided an update and overview of the policy.

B. Ropp/C. Tripp THAT the report be accepted as information.
AND THAT policy be forwarded to council for consideration.
CARRIED

Firefighter Remuneration Policy:

Greg Vandenheuval provided an update and overview of the policy.

C. Tripp/ G. Vandenheuval THAT policy be forwarded to council for consideration.
CARRIED

OTHER BUSINESS

ADJOURNMENT

B. Ropp/C. Tripp THAT the meeting be adjourned at 3:45 p.m.
CARRIED

Section:	Compensation, Benefits and Leave Policies
Subject:	Inclement Weather Days
Policy Number:	AD-01-2025
Version:	2
Review Frequency:	As required
Approved by:	TBD
Approval Date:	TBD
Application:	This policy applies to all employees of the Municipality of North Middlesex
Notes:	The safety of employees is a priority of the Municipality of North Middlesex. The Municipality recognizes that inclement weather may make it difficult for employees to safely get to and from work, and is committed to maintaining a consistent policy for employees who may be impacted.

Legislative Authority: None

Policy Statement

The safety of all employees is a priority of the Municipality of North Middlesex. The Municipality recognizes that inclement weather may make it difficult for employees to safely get to and from work, and is committed to maintaining a consistent policy for employees who may be impacted.

Purpose

This policy will outline what steps the Municipality will follow when inclement weather may affect employees' ability to attend work

Definitions

"Inclement weather" is severe or harsh environmental conditions that can include snowstorms, ice storms, hurricanes, tornados, flooding or any unforeseen act of nature.

"Essential services" is a service, facility or activity of the Municipality of North Middlesex that is or will be, at any time, necessary to ensure the safety and security of the public or the continued operation of municipal services.

“Management” means an employee’s immediate supervisor available at the time, whether that person is a lead hand, supervisor, operations manager or director of the department as the case may be for each individual employee, and also includes the person responsible for the relevant facility in the absence of management.

Scope

This policy applies to all members of the Municipality’s organization including full-time, part-time and contract staff.

Responsibility

- 1.1. The Chief Administrative Officer (CAO) is responsible for making the decision to close the Municipal facilities/offices due to inclement weather.
- 1.2. Management is responsible for:
 - a) approving employee’s time, whether time is to be made up, taken as vacation, lieu, banked or unpaid time;
 - b) ensuring employee’s time is appropriately recorded in the time and attendance system.
- 1.3. Employees are responsible for:
 - a) advising Management within an appropriate timeframe of lateness or absence from work due to inclement weather;
 - b) obtaining Management prior approval when leaving work early due to inclement weather;
 - c) obtaining Management approval to either make time up, take vacation, lieu, banked or unpaid time.

Policy

Employees

- 1.4. Employees should make reasonable effort to attend work at the regularly scheduled time and location to ensure Municipal facilities and services are open and general operations are functioning. The Municipality recognizes that there will be occasions when severe weather conditions prevent employees from safely coming to work or cause them to be late.

- 1.5. When an employee is unable to report to work or will be late because of inclement weather conditions, the employee must contact their Manager or designate as soon as possible to advise them of the absence or delay. Managers should contact someone in their office to advise their staff if they will be unable to report to work or will be late.
- 1.6. An employee who wishes to leave work early due to inclement weather conditions must obtain approval from Management.
- 1.7. An employee, who misses less than two (2) hours of work as a result of lateness or leaving early due to inclement weather, may make up the missed time, use vacation, lieu, or emergency leave, with the approval of Management.
- 1.8. An employee who misses more than two (2) hours of work or who is absent from work a full day due to inclement weather, must use vacation, lieu time or personal time with the approval of Management.
- 1.9. Unpaid time may be requested if the employee does not have any vacation, lieu time or personal time.

Closure of Municipal Facilities/Offices

- 1.10. Concerns over employee, client, and public safety will be paramount in the decision to close any Municipal facilities or offices.
- 1.11. The decision to close Municipal facilities or offices will be made by the CAO or designate and will be made in consideration of:
 - a) storm severity
 - b) travel warnings
 - c) weather reports from Environment Canada
 - d) road conditions for the Municipality of North Middlesex and surrounding area
 - e) accessibility of Municipal facilities – parking lots, sidewalks, driveways
 - f) school and other business and service closures.
- 1.12. If the CAO decides to close Municipal facilities/offices, the CAO will authorize an e-mail to all employees and direct that notification be posted on the Municipality of North Middlesex website. Management will be responsible for notifying all affected employees.

- 1.13. If the CAO decides to close Municipal facilities/offices prior to the start of the workday, employees will not be required to attend work unless their work is deemed an essential service. Employees will be paid as if they had come to work.
- 1.14. If the CAO decides to close the Municipal facilities/offices during a workday, employees will be sent home and will receive full wages for the balance of that day.
- 1.15. Employees who were unable to report to work, arrived late or left prior to the closure will be required to make up or otherwise account for their time up to the time of closure and will receive full wages for the balance of that day. **This will be at the discretion of the Chief Administrative Officer.**
- 1.16. Employees who are not scheduled to work at that time or on that day, who are already on an approved vacation, lieu or banked time, or any other approved time off are not entitled to equivalent time off at a later date. **This will be at the discretion of the Chief Administrative Officer.**

Category:	Administration and Finance
Subject:	Asset Retirement Obligation Policy
Policy Number:	FP-01-2025
Version:	1
Review Frequency:	Once every Council term.
Approved by:	Council
Approval Date:	January 22, 2025, PENDING
Notes:	Refer to Tangible Capital Assets Policy for further information on asset accounting.

Related Legislation:

Municipal Act 2001, Subsections 294 (1) - A Municipality shall, for the fiscal year, prepare annual financial statements for the Municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. 2006, c. 32, Sched. A, s. 123; 2017, c. 10, Sched. 1, s. 38.

Intent

The purpose of this policy is to stipulate the accounting treatment for Asset Retirement Obligations (also called “ARO”) as required by the Public Sector Accounting Board (PSAB) so that users of the financial statements can discern information about these assets and their end-of-life obligations. The principal issues in accounting for asset retirement obligations are the recognition and measurement of these obligations. The policy is intended to function within a total asset management system managed equally by the finance department and operating departments.

Objectives

The objective of this policy is to ensure the liabilities and costs associated with the asset retirement obligations are properly, consistently, and accurately identified, accounted for, and disclosed in the Municipality of North Middlesex’s financial statements in compliance with PSAB Handbook Section 3280 Asset Retirement Obligations and Section 294.1 of the Municipal Act, 2001. This policy specifically addresses:

- how to identify asset retirement obligations,
- how to measure the liability for an asset retirement obligation,
- when and how to recognize the asset retirement obligation adjustment to the carrying value of the related tangible capital asset and the liability for the asset retirement obligation, and

- when and how to recognize the amortization of the asset retirement obligation asset and the accretion of the liability for the asset retirement obligation.

Scope

All municipal employees who manage municipal assets shall fall within the scope of this policy and must adhere to the policy.

Municipal assets that are in the scope of PS3280 include:

- assets with legal title held by the Municipality,
- assets that have been capitalized or recorded as a tangible capital asset for financial statement purposes,
- assets controlled by the Municipality, and
- assets that have not been capitalized or do not belong to the Municipality, but the Municipality has a legal obligation to deal with their retirement.

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, closing landfills or discontinuing the use of in-ground fuel tanks. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Municipality will be recognized as liability in the financial records of the Municipality, in accordance with Public Sector Accounting Board (PSAB) Handbook, Section 3280, which the Municipality must adopt for years beginning after April 1, 2022.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur, and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites normally results from unexpected contamination exceeding an established environmental standard. Asset retirement obligations are not associated with unexpected contamination but is focused on legal obligations that exist from the moment the asset is put into use or relevant legislation is enacted.

Definitions

Accretion expense is the increase in the carrying amount of the liability for asset retirement obligations due to the passage of time.

Amortization expense is the systematic expensing of the carrying cost of a tangible capital asset over its useful life as it provides economic benefits to the municipality.

Asset retirement activities include all activities related to an asset's retirement. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;

- remediating the contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; or
- constructing other tangible capital assets to perform post-retirement activities.

Asset retirement cost is the estimated value of the costs to be incurred to perform the asset retirement activities that the municipality is legally obliged to complete.

Asset retirement obligation (ARO) is a legal obligation associated with requirement to perform specific activities at or after the retirement of a tangible capital asset.

Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner, but not its temporary idling.

Tangible Capital Assets (TCA) are non-financial assets having physical substance that are acquired, constructed, or developed and:

- are held for use in the production or supply of goods and services;
- have useful lives extending beyond one fiscal year;
- are intended to be used on a continuing basis; and
- are not intended for resale in the ordinary course of operations.

Tangible capital assets include such diverse items as roads, buildings, vehicles, equipment, land, water and sewer systems, computer hardware and software (either purchased or developed internally), bridges, leasehold improvements, and capital assets acquired by capital lease or through donation.

Roles & Responsibilities

Department directors and managers are required to:

- Communicate with the finance department on retirement obligations and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations by providing projections of asset retirement obligations; by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments; by collecting the relevant information required to minimize service cost; and by providing the information to the finance department in a timely manner.
- Inform the finance department of any legal or contractual obligations at inception of any such obligation whether at the time of purchasing the asset or at the time of the pronouncement of relevant legislation.

The finance department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with PSAB Handbook, Section 3280. This includes responsibility for:

- Proper accounting within the municipality's accounting software.

- Reporting asset retirement obligations in the financial statements of the Municipality and other statutory financial documents.
- Investigating issues and working with asset managers to resolve issues.
- Monitoring the application of this policy.
- Monitoring the asset management data related to asset retirement obligations in the Municipality's asset management software.

The asset management coordinator is responsible for managing processes within the municipality's asset management software and documenting assets with identified asset retirement obligations.

Implementing the Policy

1.0 Policy Statement

- 1.1 The Municipality shall account for and report on asset retirement obligations in compliance with the PSAB Handbook, Section 3280 Asset Retirement Obligations.

2.0 Application

- 2.1 The scope of applicability for asset retirement obligations under this policy is outlined in Appendix A.
- 2.2 Common examples of asset retirement obligations include:

Asbestos and Lead – Older buildings purchased or constructed by the Municipality may contain asbestos and/or lead materials (like paint, tiles, pipes, etc.) requiring a future cost to remediate upon retiring the building.

Leasehold Improvements in Buildings – Lease agreements may require leasehold improvements to be removed upon termination. If the probability of the occurrence can be assessed greater than 70%, then it must be recorded.

Petroleum Storage Tanks – Petroleum management regulations prescribe requirements for out of service storage tank systems and decommissioning of storage tanks.

Wells – Well construction regulations prescribe decommissioning requirements for drinking water wells and monitoring wells.

Other – Mercury, medical equipment, landfills, gravel pit and quarry remediation, and other regulated materials may fall under this policy.

3.0 Recognition

- 3.1 A liability should be recognized when, as at the financial reporting date:
 - there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - the past transaction or event giving rise to the liability has occurred;
 - it is expected that future economic benefits will be given up; and
 - a reasonable estimate of the costs can be made.

A liability for an asset retirement obligation cannot be recognized unless all the criteria above are satisfied. Likewise, an asset retirement obligation must be recognized if all the criteria above are satisfied.

- 3.2 The estimate of the liability should be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and the technology expected to be used in the asset retirement activities.
- 3.3 The estimate of the liability should include all costs directly attributable to the asset retirement activities. Costs should include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital asset.
- 3.4 The estimate of a liability should include directly attributable costs, including but not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- 3.5 Upon initial recognition of a liability for an asset retirement obligation, the Municipality will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service and is not providing economic benefit, or to an item not recorded by the Municipality as an asset, the obligation is expensed against accumulated surplus upon recognition.

4.0 Subsequent Measurement

- 4.1 The asset retirement costs recorded as assets will be expensed through the recognition of amortization in a rational and systemic manner (straight-line method) over the useful life of the related tangible capital asset or component of the asset.
- 4.2 On an annual basis, the recorded asset retirement obligation liability will be accreted to reflect the passage of time as it nears the occurrence of the asset retirement activities. This process is similar to the indexing of charge rates and intended to bring the liability in line with the actual cost to be incurred at the time the asset is retired.
- 4.3 On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

5.0 Presentation and Disclosure

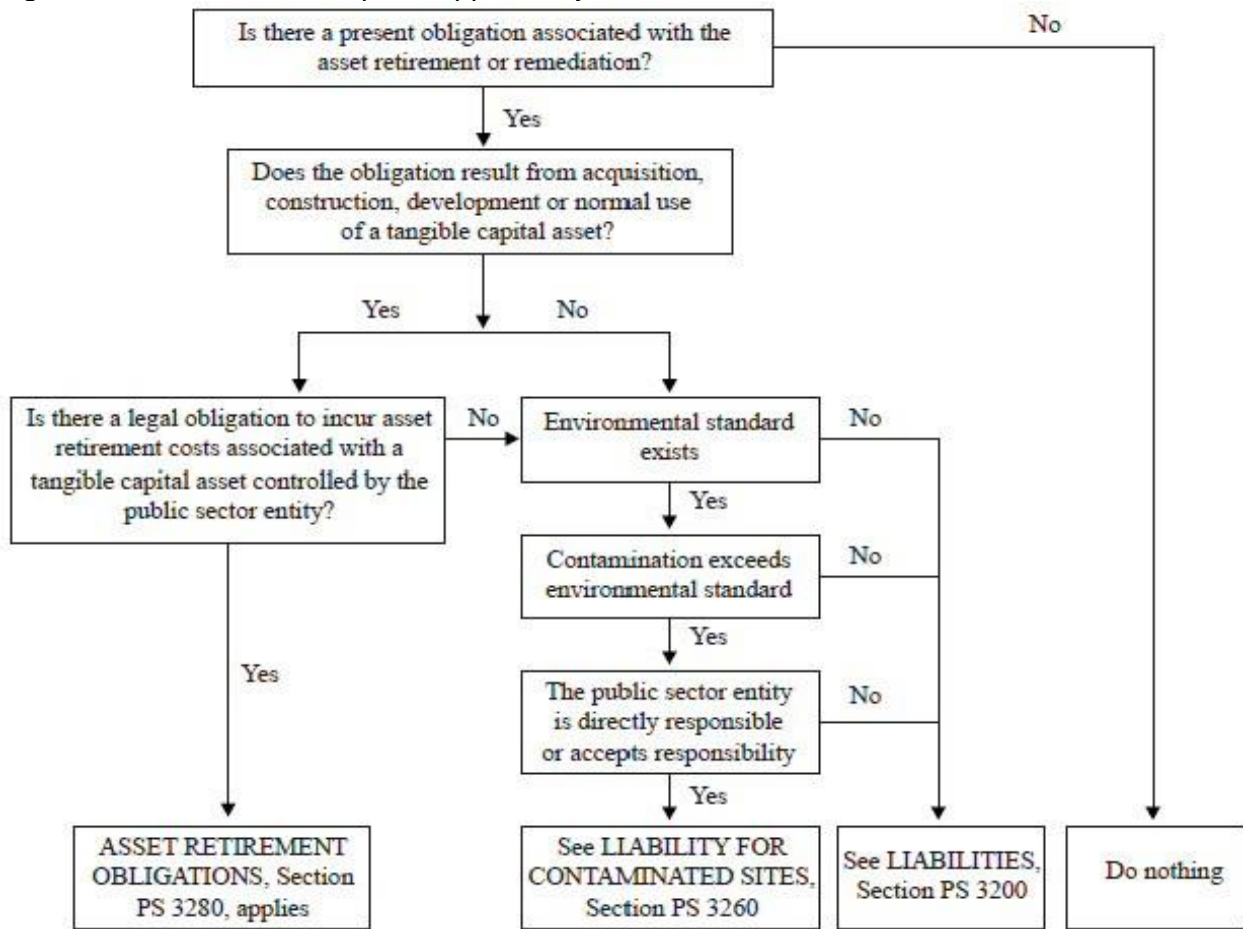
- 5.1 The liability for asset retirement obligations will be disclosed in the Municipality's financial statements.
- 5.2 The continuity schedule for tangible capital assets in the Municipality's financial statements will disclose the value of asset retirement obligation assets (or asset components) by asset category.

6.0 Review of Policy / Procedure

- 6.1 The director of finance is responsible for ensuring this policy is reviewed at least once per council term to ensure the policy remains in compliance with any relevant legislation.

Appendix A – Scope of Applicability

Figure: Decision Tree – Scope of Applicability



As per Public Sector Accounting Board Handbook, Section 3280 Asset Retirement Obligations



AILSA CRAIG & DISTRICT LIONS CLUB

P.O. Box 56, Ailsa Craig, ON, N0M 1A0

December 8, 2024

The Ailsa Craig & District Lions Club held their twelfth annual **Farmers' Appreciation Men's Night**, at the Ailsa Craig Community Centre on November 21, 2024 and would like to thank you for your donation. Without the support from business like yours, our event would never be the success it is. This allowed us to raise over \$14,000 to be used for Lions projects in our area.

Sincerely
Crystal Trevthick
President
Ailsa Craig & District Lions Club

Council Meeting

Motion # 12/11/24 - 02

Title: Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties, CAO General-2024-33

Date: Wednesday, December 11, 2024

Moved by: Rory Cavanagh

Seconded by: Beth Blackwell

Whereas the Municipality of Kincardine is a proud host community of the Bruce Nuclear Generating Site where Bruce Power generates 30% of Ontario's electricity needs; and

Whereas two decades ago the Province of Ontario adopted a property tax assessment model that continues to apply to Ontario's nuclear generation facilities; and

Whereas the Province assessment model includes non-market property valuation for electricity generating properties; and

Whereas the Municipality of Kincardine undertook a study in 2024 which has shown that the Provincial assessment model is compromising fairness and shifting the tax burden away from the electricity industry properties and onto the broader property tax base within the host community; and

Whereas the study demonstrated that this is primarily attributable to the assessed value of the subject properties being held almost static over several reassessment cycles, resulting from the Provincially prescribed rules for electricity generating, transmission and distribution properties; and

Whereas the Provincial model results in a disparity between the continuously updated market values assigned to the majority of properties and the static, non-market-based formula applied to electricity industry properties means that the tax burden shifts onto non-industry taxpayers; and

Now Therefore be it Resolved That municipal staff be directed to send communication to the Premier of Ontario, Minister of Energy and Electrification, the Minister of Finance, and the local MPP, to request that the Province undertake an immediate review and update the property tax assessment model for Ontario's nuclear generation facilities and other properties within the electricity industry, and copy the Association of Municipalities of Ontario and all Ontario Municipalities.

Carried.

Jennifer Lawrie

Clerk

January 9, 2025

The Honorable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Motion regarding Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning

At their Regular Meeting of Council on January 8, 2025, the Council of the Town of Aylmer endorsed the following resolution:

WHEREAS the Government of Ontario has announced legislation requiring provincial approval for new cycling lanes;

AND WHEREAS this legislation would compel municipalities to demonstrate that proposed cycling lanes will not negatively impact vehicle traffic;

AND WHEREAS cycling infrastructure is crucial for environmental transportation, road safety, and public health, and provincial oversight in this matter represents an unwarranted intrusion into municipal authority;

AND WHEREAS the Town of Aylmer is evolving an active transportation plan to enhance walking and cycling infrastructure;

AND WHEREAS the Association of Municipalities of Ontario (AMO) has strongly criticized this proposed legislation as a "significant overreach" into municipal jurisdiction;

AND WHEREAS AMO has stated that none of its 444 member municipalities were consulted or shown evidence justifying the province's proposed veto power over new bike lanes;

THEREFORE, BE IT RESOLVED:

1. That the Town of Aylmer strongly opposes the proposed provincial legislation governing bicycle lanes and affirms its support for maintaining municipal jurisdiction over cycling infrastructure decisions.

2. That the Town of Aylmer endorses the AMO's position that municipalities are better positioned than the Ministry of Transportation to make decisions about local transportation matters based on local knowledge and community input.
3. That the Town of Aylmer calls on the Government of Ontario to withdraw the proposed legislation and respect the established authority of municipalities to make informed decisions about local transportation needs, including the implementation of cycling lanes.
4. That the Town of Aylmer reaffirms its commitment to its transportation plan and the continued development of safe, environmentally friendly, efficient cycling infrastructure for the benefit of all residents.
5. That the Town Clerk be directed to forward a copy of this resolution to the Premier of Ontario, the Minister of Transportation, the Member of Provincial Parliament representing constituencies within the Elgin-Middlesex-London region, to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.
6. That the Town of Aylmer calls upon municipalities across Ontario to adopt similar resolutions in defense of local decision-making authority and sustainable, efficient and environmentally friendly transportation planning.

Thank you,

Owen Jaggard

Director of Legislative Services/Clerk | Town of Aylmer
46 Talbot Street West, Aylmer, ON N5H 1J7
519-773-3164 Ext. 4913 | Fax 519-765-1446
ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Hon. Prabmeet Singh Sarkaria prabmeet.sarkaria@pc.ola.org
Hon. Rob Flack rob.flack@pc.ola.org
Association of Municipalities of Ontario resolutions@amo.on.ca
All municipalities

Middlesex County Council Meeting Highlights – January 14, 2025

Council Highlights is an informal summary of selected actions taken by Middlesex County Council or Committee of the Whole at business meetings. The Council Highlights are not an official record of County Council proceedings. To view official agendas and minutes, please visit [Council Meetings and Minutes](#).

► **Glendon Drive Roundabout Progress Update**

The Committee of the Whole received an update on the construction status of the new Glendon Drive roundabout, located at the intersection of Glendon Drive and Vanneck Road/Jeffries Road/Coldstream Road. Construction of the Glendon Drive Roundabout began in September 2024 and reached a major milestone with the roundabout becoming fully operational by mid-November. Following a winter shutdown in December, work will resume in spring 2025 and is scheduled for final completion by August. For more information on the roundabout, visit the [Glendon Drive Roundabout](#) webpage.

► **Middlesex County to Host Cambodian Delegation as part of PMI-WILL Project**

Middlesex County will host a Cambodian delegation in February 2025 as part of the Partnerships for Municipal Innovation – Women in Local Leadership ([PMI-WILL](#)) Project. Staff provided an overview of the project, and a summary of achievements completed to date. Since joining the project in February 2022, Middlesex County and the Town of Truro, in Nova Scotia, were selected to work with Cambodia to promote gender equality and women's leadership in local governance. Middlesex has actively contributed through workshops and exchanges focused on gender mainstreaming and capacity building over the last two years. A team of Governors and Deputy Governors for the local government partners in Cambodia will be participating in an exchange to Canada from February 24-28. The project is fully funded by the Canadian federal government through Global Affairs Canada. For more information, see the [PMI-WILL Project Update](#) presentation.

► **Rapid Response Unit (RRU) Boosts Emergency Care in Middlesex and London**

Staff from Middlesex-London Paramedic Service (MLPS), provided an update on the new Rapid Response Unit (RRU) program, first launched in November 2024. The RRU program includes two specialized vehicles, each staffed by a single Advanced Care Paramedic (ACP) and equipped with advanced medical supplies. The units prioritize the most critical emergencies, improving advanced care delivery. Within its first 30 days, the RRU's responded to 623 critical Priority 4 calls, including 40 cardiac arrests and successfully resuscitating 26 patients. Response times for critical calls have improved by 20%, and access to advanced care increased by 42%. The RRU program enhances paramedic utilization, patient outcomes, ambulance availability, and service delivery. For more information, see the [MLPS RRU Update](#).

► Council directs staff to proceed with an Official Plan Update

Following a Special Meeting under Section 26 of the *Planning Act*, Council approved updating the Middlesex County Official Plan to align with the 2024 Provincial Planning Statement. The update will address changes in Ontario's land use framework, focusing on agriculture, housing, employment growth, and infrastructure planning. Next steps will include extensive consultation with municipal partners, Indigenous communities, and the public through workshops and engagement. A draft amendment is expected before summer, with final adoption anticipated in October. The updated Official Plan will guide sustainable growth, attract investment, and support strategic goals of the region. For more information, see the [County Official Plan Update – Section 26 Meeting](#) report.

Recommendations made by the Committee of the Whole at the January 14, 2025 meeting will be considered by County Council at its next regular meeting on February 11, 2025. The Legislative Services Department maintains the official record for all County government proceedings.

For more information please contact: mediarelations@middlesex.ca



January 16, 2025

Attention: Clerks

via email

RE: Updated 2025 Middlesex County Council and Library Board Meeting Calendar

Please be advised that Middlesex County Council at its meeting held Tuesday, January 14, 2025, passed the following resolution:

THAT the 2025 Middlesex County Council and Library Board Meeting Calendar Report be received for information;

AND THAT Council adopt the 2025 Middlesex County Council and Library Board Meeting Calendar;

AND THAT the 2025 Middlesex County Council and Library Board Meeting Calendar be circulated to County Councillors and local municipalities.

A copy of the 2025 Meeting Calendar is attached for your information.

Should you have any questions related to the approved resolution, please do not hesitate to contact the undersigned.

Regards,

A handwritten signature in cursive script that reads "Rebecca Glavin".

Rebecca Glavin
Deputy Clerk

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Legend

-  County Council
-  FCM
-  Agenda Meeting Deadline
-  Library Board
-  AMO
-  OSUM
-  Good Roads
-  ROMA

Council Meeting - 1:00pm
 Library Board - 10:30am
 Agenda Meeting Deadline - 12:00pm



**THE MUNICIPALITY OF NORTH MIDDLESEX
BY-LAW NO 003 OF 2025**

BEING A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS By-law Number 62 of 2018 appointed members to serve on various committees including the Economic Development Advisory Committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by by-law, the Economic Development Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX ENACTS AS A BY-LAW AS FOLLOWS:

THAT the following Terms and Conditions be in force and affect:

1. **Committee Title**
That a Committee to be known as the Economic Development Advisory Committee (EDAC) is hereby established;
2. **Definitions**
That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply;
3. **Policies/Procedures**
That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Economic Development Advisory Committee;

That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act* (AODA), Integrated Accessibility Standards – Ontario

Regulation 191/1;

4. Records

That the records of the Economic Development Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By- law;

5. Composition

That the Economic Development Advisory Committee shall consist of not more than Eleven (11) members appointed by Council as follows:

Voting Members

- a. The Committee shall have up to eleven (11) members who are residents and/or ratepayers of the Municipality including two (2) members of Council, (1) ex-officio member being the Mayor, and eight (8) members being a minimum of 18 years of age, and not an employee of the Municipality, and can represent various segments of the business community. All Eleven (11) will be voting members. The committee may recruit for vacated positions at any time, but shall attempt to recruit further membership if the voting membership drops to seven (7) or lower.
- b. Two (2) member of Council (of which one (1) shall be Chair and one (1) shall be appointed Vice-Chair)
- c. Quorum of the committee is set at 50% + one (1) of current voting membership who do not hold ex-officio status. In addition, for quorum to be met, two (2) members of Council must be present.
- d. The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee. However, if the Mayor is in attendance, they can be included in determining if EDAC has quorum present by means of being counted as a member of Council present.

Non-Voting Staff Members

- a. Staff Liaison

The Director of Economic Development or designate shall be a staff liaison to the Committee and shall be a non-voting member.

- b. Recording Secretary

A Recording Secretary shall be a non-voting member.

In making its citizen appointments, Council shall have regard for the diversity of business interests, geographic locations of businesses or residency and qualifications to fulfill the mandate of the Committee.

Citizen members will be:

- Experienced business people with a well-developed business community network;
- From a broad spectrum of the business community representing a cross-section of the business community; and,

- Strong proponents for the Municipality of business growth in all sectors.

6. Terms of Office

- a. That members-at-large shall be appointed through a public appointments process by Council for one Council term or if they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term.
- b. A committee position may become vacant by way of resignation, disqualification or by being absent from three meetings of the committee for without cause and non-consecutive. . If a committee member is absent for three meetings , the secretary or designate will contact the member and notify them of the impending vacancy. the position may be declared vacant and the Committee may make a recommendation to Council to appoint a new member to fill the vacated position through a public appointments process.

AND THAT the Economic Development Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

AND THAT in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

AND THAT this By-law shall come into force and take effect on the date of its passing;

AND THAT By-law 75 of 2019 be hereby repealed and replaced.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF JANUARY 2025.

READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JANUARY 2025.

Mayor

Clerk

SCHEDULE "A"
BY-LAW 003 OF 2025

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Economic Development Advisory Committee is a Committee of Council that acts as an advisory body on matters related to economic development.

MANDATE

The Economic Development Advisory Committee (EDAC) will make recommendations to Council on matters that will foster and enhance a strong and stable economy consistent with the attributes of a sustainable community. The EDAC provides recommendations on issues pertaining to the encouragement, coordination and development of activities relating to the enhancement of economic development and tourism within North Middlesex. EDAC will liaise with existing businesses and facilitate the development of new enterprises through support and provision of opportunities for new economic development growth to benefit the quality of life and prosperity in North Middlesex and the communities within it to meet the needs of the future.

DEFINITIONS

"Advisory" - having or exercising power to make recommendations but not to take action or to enforce such powers.

"Pecuniary Conflict of Interest, either indirect or direct" as described in the Municipal Conflict of interest Act, R.S.O. 1990, c M.50

"Council" - refers to the current elected Council for the Municipality of North Middlesex.

"Director of Economic Development" - is the Director of Economic Development for the Municipality of North Middlesex.

"Economic Development Advisory Committee (EDAC)" - is a Committee of Council for the Municipality of North Middlesex.

"Municipality" - is the Municipality of North Middlesex

CONFLICT OF INTEREST

Indirect pecuniary interest

For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,

that has a pecuniary interest in the matter; or

- (b) The member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter as defined in the Municipal Conflict of Interest Act, R.5.O. 1990, c.M.50.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member as defined in the Municipal Conflict of Interest Act, R.5.O.

1990, c.M.50, S. 3; 1999, C. 6, S. 41 (2); 2005, C. 5, S. 45 (3).

DUTIES AND RESPONSIBILITES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or

volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.

- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the North Middlesex Strategic Plan and the Economic Development Strategy.
- Assist in the implementation, evaluation and update of the Economic Development Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence economic development and tourism opportunities in North Middlesex including marketing and branding strategies to attract investment and promote local businesses.
- Act in an advisory capacity to businesses within North Middlesex by providing information on issues related to the benefits of doing business here.
- Advise on economic opportunities to aid in the growth and progress of North Middlesex as a desirable place to do business.
- Support the growth of a variety of businesses to encourage a sustainable business environment.
- Increase the quantity and diversity of employment opportunities to enhance local entrepreneurship.

- Promote appropriate business retention and expansion to maintain the viability of the existing historic downtowns
- Identify barriers or issues that may impede economic development and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

AUTHORITY

As EDAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

EDAC or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

EDAC or any member of EDAC does not have authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered by Council before any action by staff may be taken. Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of Economic Development Committee are to be reviewed yearly for the purpose of improving the functioning and effectiveness of the committee.

ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles and responsibilities.

I. CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council at year end and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;

- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.
- II. VICE-CHAIRPERSON:
- Act in the position of the Chairperson in the absence of the Chairperson;
 - Otherwise, regular Committee member role.
- III. COMMITTEE MEMBERS:
- Attend regular Committee meetings;
 - Advise the Chairperson if unable to attend a meeting;
 - Actively participate in Committee meetings;
 - Active participate in carrying out the responsibilities of the EDAC.
- IV. RECORDING SECRETARY
- Ensure that there is a quorum present in order to proceed with a meeting.
 - The Recording Secretary's duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
 - The Recording Secretary shall ensure that the draft meeting minutes are prepared and approved by the Chair and/or Vice Chair prior to the next Committee agenda, if possible.
 - Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.
- V. DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

VI. REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where EDAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Directions from Council must only be acted upon by EDAC or staff upon Council's approval.

VII. TERM

The Committee shall be appointed for a four year term concurrent with the term of Council.

VIII. REMUNERATION

None.

IX. MEETINGS

Generally, meetings will be held in the Shared Services Centre, Library Programming Room on the first (1st) Monday of the month at 7:00 pm on a bi-monthly basis or at the call of the Chair. Once yearly meetings schedules have been finalized they will be posted on the Council Meeting schedule on the municipal website at [North Middlesex Website](#)

Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, one other Council member and three (3) other voting members

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

X. AGENDAS

Agendas are developed by the Chair and Secretary with input from other applicable staff.

XI. CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest under the *Municipal Conflict of Interest Act*.

XII. TERMS OF REFERENCE

These Terms of Reference are established by by-law and can only be altered by

Council. The Committee will review the Terms of Reference a minimum of once per year and shall make recommendations for any changes through a motion.

XIII. CODE OF CONDUCT

As a Committee of Council, EDAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards and the Procedural By-law.

XIV. OPERATIONAL BUDGET

EDAC may be granted a yearly operational budget as part of the Economic Development budget to fund minor activities, event attendance and other incidentals. All major EDAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.



THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NUMBER 005 OF 2025

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL ON
JANUARY 22, 2025.**

WHEREAS under Section 5(1) of the Municipal Act, 2001, S.O. c.25 the powers of a municipality shall be exercised by its council.

AND WHEREAS under Sub-Section 3 of Section 5 of the Municipal Act, 2001 S.O. 2001 c.25, the powers of every Council of a municipality shall be exercised by by-law.

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Municipality of North Middlesex be confirmed and adopted by By-law.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY
OF NORTH MIDDLESEX ENACTS AS FOLLOWS:**

1.The action of the Council of the Municipality of North Middlesex in respect to each recommendation contained in the reports of the Committees, and each motion and resolution passed and other action taken by Council at the January 22, 2025 meeting is hereby adopted and confirmed as if the same were expressly included with this By-law.

2.The Mayor and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.

3.The Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Municipality of North Middlesex to all documents referred to in said Section 1.

READ A FIRST AND SECOND TIME THIS 22nd DAY OF JANUARY 2025

READ A THIRD AND TIME AND FINALLY PASSED THIS 22nd DAY OF JANUARY 2025

MAYOR

CLERK



**THE CORPORATION OF THE
MUNICIPALITY OF NORTH MIDDLESEX
BY-LAW NO 006 OF 2025**

***Being a By-law to Establish the Terms of Reference for the
Recreation Advisory Committee***

WHEREAS Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS By-law Number 108 of 2022 appointed members to serve on various committees including the Recreation Advisory Committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by by-law, the Recreation Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX ENACTS AS A BY-LAW AS FOLLOWS:

1. Committee Title

That a Committee to be known as the Recreation Advisory Committee (RAC) is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply.

3. Policies/Procedures

- 3.1 That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Recreation Advisory Committee.

Recreation Advisory Committee

- 3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*, Customer Service Standard - Ontario Regulation 191/1.

4. Records

That the records of the Recreation Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By-law.

5. Composition

That the Recreation Advisory Committee shall consist of not more than Nine (9) , and no less than Five (5) members appointed by Council as follows:

Voting Members

- Nine (9) members who are residents and/or ratepayers of the Municipality including three (2) members of Council, (1) ex-officio member being the Mayor, and 6 (six) members being a minimum of 18 years of age, and not an employee of the Municipality, and can represent various segments of the business community. All nine (9) will be voting members.

A balance of business continuing and robust public consultations shall be maintained, as such, the RAC may continue business (if quorum conditions are met), while engaging in recruitment measures if active membership drops to or below 7.

- Two (2) member of Council (of which one (1) shall be Chair and one (1) shall be appointed Vice-Chair)
- Quorum of the committee is set at 50% + one (1) of current voting membership who do not hold ex-officio status. In addition, for quorum to be met, two (2) members of Council must be present.
- The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee. However, if the Mayor is in attendance, they can be included in determining if RAC has quorum present by means of being counted as a member of Council.

Recreation Advisory Committee

i. Non-Voting Staff Members

a) Staff Liaison

The Director of Community Services or designate shall be a staff liaison to the Committee and shall be a non-voting member.

b) Recording Secretary

A Recording Secretary shall be a non-voting member.

In making its citizen appointments, Council shall have regard for the diversity of recreation interests, geographic locations of facilities or residency and qualifications to fulfill the mandate of the Committee.

Citizen members will be:

- Actively involved and engaged people with a well-developed network within recreation, arts & culture and service clubs;
- From a broad spectrum of the community and representing a cross-section of the recreation activities and community groups involved; and,
- Strong proponents for recreation and community usage of parks, trails and facilities

6. Terms of Office

- I. That members-at-large shall be appointed through a public appointments process by Council for one Council term or if they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term.
- II. A committee position may become vacant by way of resignation, disqualification or by being absent from meetings of the committee for six successive months without authorization. If a committee member is absent for three months, the secretary will contact the member and notify them of the impending vacancy. After six months' time, the position may be declared vacant and the Committee may make a recommendation to Council to appoint a new member to fill the vacated position through a public appointments process.

Recreation Advisory Committee

7. Mandate

That the Recreation Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

8. Force and Effect

That By-law 042 of 2023 be rescinded and this By-law shall come into force and take effect on the date of its passing.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 22nd day of January, 2025.

MAYOR

CLERK

SCHEDULE "A" TO
BY-LAW 006 OF 2025
RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Recreation Advisory Committee is a Committee of Council that acts as an advisory body on matters related to recreation including:

- Reviewing the recreation needs of the community;
- Assisting with the development of recreation and facilities level of service
- Ensuring programs and services attain the expected level of service
- Best management practices with regards to policies, practices and programs concerning parks, recreation and facilities;
- Provide feedback on issues and concerns regarding recreation, parks and facilities;
- Ensuring programs and services are accessible

1. MANDATE

The Recreation Advisory Committee (RAC) will make recommendations to Council on matters that will foster and enhance a strong and stable recreation environment that is consistent with the attributes of a sustainable community. The RAC provides recommendations on issues pertaining to the encouragement, co-ordination and development of activities relating to the enhancement of recreation within North Middlesex. RAC will liaise with existing recreation and minor sports groups and facilitate the development of new recreation options through support and provision of opportunities for new recreation growth to benefit the quality of life and prosperity in North Middlesex.

2. DEFINITIONS

"Advisory" - having or exercising power to make recommendations but not to take action or to enforce such powers.

"Council" - refers to the current elected Council for the Municipality of North Middlesex.

"Director of Community Services" - is the Director of Community Services for the Municipality of North Middlesex.

"Recreation Advisory Committee (RAC)" - is a Committee of Council for the Municipality of North Middlesex.

"Municipality" - is the Municipality of North Middlesex

3. CONFLICT OF INTEREST

Indirect pecuniary interest

For the purposes of this Act, any member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, s. 2.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

4. DUTIES AND RESPONSIBILITIES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff and each other.

- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.
- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, at its first meeting, or as soon as practicable.
- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the North Middlesex Strategic Plan and other related plans.
- Assist in the implementation, evaluation and update of any Recreation Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence recreation opportunities in North Middlesex including marketing and branding strategies to attract additional users/user groups.
- Act in an advisory capacity to recreation groups within North Middlesex by providing information on issues related to the benefits utilizing North Middlesex recreation facilities.
- Support the growth of a variety of recreation opportunities to encourage a vibrant and healthy community.
- Identify barriers or issues that may impede access to recreation and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

5. AUTHORITY

As RAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

RAC or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

RAC or any member of RAC does not have authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered by Council before any action by staff may be taken.

Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

6. COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of Recreation Advisory Committee are to be reviewed yearly for the purpose of improving the functioning and effectiveness of the committee.

7. ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles and responsibilities.

I. CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council at year end and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.

II VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson;
- Otherwise, regular Committee member role.

III. COMMITTEE MEMBERS:

- Attend regular Committee meetings;
- Advise the Chairperson if unable to attend a meeting;
- Actively participate in Committee meetings;
- Active participate in carrying out the responsibilities of the RAC.

IV. RECORDING SECRETARY

- Ensure that there is a quorum present in order to proceed with a meeting.
- The Recording Secretary's duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- The Recording Secretary shall ensure that the draft meeting minutes are prepared and approved by the Chair and/or Vice Chair prior to the next Committee agenda, if possible.
- Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.

8. DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a recommendation must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. As an ex-officio member of all committees, the Mayor may attend any committee meeting but may not vote in an instance whereby three (3) other Council members are present and voting. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the Municipal Act, 2001 as amended.

9. REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where RAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Recreation Advisory Committee

Directions from Council must only be acted upon by RAC or staff upon Council's approval.

10. TERM

The Committee shall be appointed for a four year term concurrent with the term of Council.

11. REMUNERATION

None.

12. MEETINGS

Generally, meetings will be held in the North Middlesex Community Centre on the third (3rd) Tuesday of the month at 6:00 pm on a quarterly basis or at the call of the Chair. Once yearly meetings schedules have been finalized they will be posted on the Council Meeting schedule on the municipal website at:

www.northmiddlesex.on.ca

Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, one other Council member and three (3) other voting members

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

13. AGENDAS

Agendas are developed by the Chair and Secretary with input from other applicable staff.

14. CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest under the *Municipal Conflict of Interest Act*.

15. TERMS OF REFERENCE

Recreation Advisory Committee

These Terms of Reference are established by by-law and can only be altered by Council. The Committee will review the Terms of Reference a minimum of once per year and shall make recommendations for any changes through a motion.

16. CODE OF CONDUCT

As a Committee of Council, RAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards and the Procedural By-law.

17. OPERATIONAL BUDGET

RAC may be granted a yearly operational budget as part of the Recreation budget to fund minor activities, event attendance and other incidentals. All major RAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.



THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NUMBER 007 OF 2025

**BEING A BY-LAW TO AMEND THE APPOINTMENT OF MEMBERS TO SERVE ON
VARIOUS COMMITTEES FOR THE MUNICIPALITY OF NORTH MIDDLESEX**

WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems It advisable to recognize, establish, and make appointments to certain committees;

AND WHEREAS the appointments of Council Members to the committees shall be for the Term of Council;

AND WHEREAS By-law 083 of 2023 appoints the Members of Various Committees;

AND WHEREAS By-law 003 of 2025, prescribes changes to the composition of Economic Development Advisory Committee;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY
OF NORTH MIDDLESEX ENACTS AS FOLLOWS:**

1. THAT By-law 083 of 2023 be amended in the following manner:

Repeal and replace Section 3.a.i. being the Economic Development Advisory Committee appointments with:

“ i. Members: Sara Nirta, Bill Irwin”

READ A FIRST AND SECOND TIME THIS 22nd DAY OF JANUARY 2025

READ A THIRD AND TIME AND FINALLY PASSED THIS 22nd DAY OF JANUARY 2025

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NO. 008 of 2025

Being a By-Law to exempt from Part Lot Control certain lands in the Municipality of North Middlesex (formerly Town of Parkhill), County of Middlesex and being Part of Lots K & R, Plan 358(C), designated as Parts 4, 5, 6, 7, 9, 10, 13 & 16 on 33R-9391

WHEREAS:

- A. The Corporation of the Municipality of North Middlesex (formerly Town of Parkhill) (hereinafter referred to as "North Middlesex") is a municipality and local municipality as defined by the *Municipal Act, 2001*, S.O. 2001, c. 25;
- B. Parts 4, 5, 6, 7, 9, 10, 13 and 16 as in Registered Plan 33R-9391 (hereinafter referred to as "33R-9391") are Lots and part of Block K and R on Registered Plan of Subdivision 358 from 1875 (hereinafter referred to as "Plan 358C");
- C. Consent file numbers B01/89 and B02/89, subdividing parts of Block K and R as set out in 33R-9391 were granted by North Middlesex on May 2, 1989 and are subject to a Severance and Development Agreement dated June 2, 2022 (Instrument # ER1467829);
- D. Merritt Estates (Parkhill) Inc. wishes to create four (4) lots in a manner that is not exactly the same as approved on May 2, 1989 and set out in 33R-9391;
- E. Parts 5, 7, 10, and 16 as in 33R-9391 are no longer required by North Middlesex for road widening purposes as a result of North Middlesex having received the transfer of Block 20 as in 33M-368 for road widening purposes;
- F. Pursuant to Section 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, the Council of a local municipality may enact a by-law providing that Section 50(5) relating to part lot control does not apply to certain designated land within a registered plan of subdivision or part or parts thereof;
- G. Opendoor Homes Inc. has applied to North Middlesex to exempt, by by-law, appropriate parts of Lots K & R, Plan 358(C) from part lot control to create four (4) residential Lots;
- H. By-law 074-2022, enacted on June 15, 2022, regulated Part Lot Control Exemption for lands owned by Merritt Estates (Parkhill) Inc. whereas Opendoor Homes Inc. is the new owner.
- I. Council wishes to enact a new by-law identical to By-law 074-2022, except the expiry date shall be one (1) year from the date of passing and reflect the change in ownership.

NOW THEREFORE the Council of The Corporation of the Municipality of North Middlesex does hereby enact as follows:

1. Subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, shall not apply to the following lands and premises:

Part of Lots K & R, Plan 358(C), designated as Parts 4, 5, 6, 7, 9, 10, 13 & 16 as in 33R-9391; Municipality of North Middlesex (formerly Town of Parkhill), County of Middlesex, comprising a total number of four (4) parcels and each parcel to be marketed to individual transferees in accordance with the following descriptions:

- i. Part of Lot R, Plan 358(C), designated as Parts 4 & 5 on 33R-9391;
- ii. Part of Lots K & R, Plan 358(C), designated as Parts 6 & 7 on 33R-9391;
- iii. Part of Lot K, Plan 358(C), designated as Parts 9 & 10 on 33R-9391;
- iv. Part of Lot K, Plan 358(C), designated as Parts 13 & 16 on 33R-9391.

2. Pursuant to subsection 50(7.3) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended or replaced, this by-law shall expire one (1) year from the date of final passing, unless it shall have prior to that date been repealed or extended by the Council of The Corporation of the Municipality of North Middlesex.

3. This by-Law shall come into force and take effect as of the date of final passing.

By-law read a first, second and third time, and finally passed this 22nd day of January, 2025.

Brian Ropp, Mayor

Alan Bushell, Clerk