



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING
AGENDA**

Wednesday, May 6, 2026

6:00 p.m.

**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 April 22 2026 Regular Council Meeting

Recommended Motion:

That the attached minutes be approved as presented

Recommended Motion:

THAT Regular Session recess to convene Public Meeting - Drainage as listed on the agenda.

4. PUBLIC MEETING - DRAINAGE

4.1 Meeting to Consider - Brown Drain

1. Overview of work required – Engineer/ Drainage Superintendent
2. Questions from affected landowner, if any present
3. Inquire - if anyone in attendance would like to add or remove their name(s) from petition
4. Questions from Members of Council

4.2 Decision

Recommended Motion:

THAT Council receives Report DIO-37-2026 regarding “Meeting to Consider Engineer’s Report – Brown Drain (2026)” for information;

AND THAT Council accepts the Final Report for the Brown Drain (2026), prepared by R. Dobbin Engineering Inc., dated April 9, 2026;

AND THAT the first sitting of the Court of Revision on behalf of the Brown Drain (2026) be scheduled to be held on June 3, 2026, at approximately 5:50p.m

Recommended Motion:

THAT Public Meeting - Drainage adjourn and be proceeded by Regular Session as listed on the agenda.

5. DELEGATIONS

5.1 Middlesex Federation of Agriculture - MFA Update 2026

6. DEPARTMENTAL REPORTS

6.1 Report from Manager of Economic Development and Community Engagement - DEDCS-11-2026 - CIP Application located at 242 Ardross St.

Recommended Motion:

THAT Council receives Report DEDCS-11-2026 regarding “CIP Application – 242 Ardross Street ARU” for information;

AND THAT Council award the owners of 242 Ardross Street, Parkhill, \$10,000.00 toward the construction costs, \$356.79 toward planning and building fees, and \$1,050.00 toward the professional fees for their additional residential unit project.

6.2 Report from Manager of Economic Development and Community Engagement - DEDCS -13-2026 CIP Application Located at 34077 Neil Rd.

Recommended Motion:

THAT Council receives Report DEDCS-13-2026 regarding “CIP Application – 34077 Neil Road ARU” for information;

AND THAT Council deny the owners of 34077 Neil Road, Lucan, \$10,000.00 toward the construction costs, \$2,500.00 toward planning and building fees, and \$1,500.00 toward the professional fees for their additional residential unit project, as the project is outside the eligible areas identified within the North Middlesex Community Improvement Plan.

- 6.3 Report from Director of Economic Development and Community Services - DEDCS-12-2026 Enhancing Access to Spaces for Everyone Grant

Recommended Motion:

THAT Council receive the report DEDCS-12-2026 titled “Enhancing Access to Spaces for Everyone Grant” as information;

AND THAT Council direct staff to apply for the Enhancing Access to Spaces for Everyone Grant to install a paved pathway network in the Parkhill Sports Park.

- 6.4 Report from Director of Corporate Services / Municipal Clerk - RTC Joint Compliance Audit Committee

Recommended Motion:

THAT the 2026 Municipal Election - Joint Compliance Audit Committee report be received for information;

AND THAT Council adopt the By-Law to establish a Joint Middlesex County 2026 Election Compliance Audit Committee in accordance with the Municipal Elections Act, 1996, as amended.

- 6.5 Report from Director of Corporate Services / Municipal Clerk - RTC North Middlesex Animal Control Award and Update

Recommended Motion:

THAT Council receive this report for information;

AND THAT Council acknowledge the award of the contract for comprehensive animal control services to Southwest Middlesex Animal Shelter, at an estimated annual cost of \$30,000, for a one (1) year term commencing July 3, 2026, with optional renewal for up to two (2) additional two (2) year terms, in accordance with the Request for Proposal and the Municipal Procurement Policy.

7. COMMITTEE REPORTS

- 7.1 Lake Huron Primary Water Supply Joint Mgmt Board
- 7.2 ABCA (Cr. Cornelissen)
- 7.3 BWRA (Cr. Keogh)
- 7.4 EDAC (Cr. Irwin, Deputy Mayor Hodgins)
- 7.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)
 - 1. October 30 2025- Meeting Minutes
 - 2. April 28 2026 - LSAC Recommendations
- 7.6 Recreation Committee (Cr. Daigle, Cr. Nirta)
- 7.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)
- 7.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)
- 7.9 OCWA Client Advisory Board (CAO)
- 7.10 Middlesex County OPP Detachment Board (Cr. Irwin)

8. CORRESPONDENCE

8.1 Parkhill Optimist Club Request

9. OTHER AND URGENT BUSINESS

10. DEFERRED ITEMS FROM PREVIOUS MEETINGS

10.1 North Middlesex Parking Enforcement Update
(Director of Corporate Services / Municipal Clerk to follow up)

11. COMMUNICATIONS (Including County Council Meeting Report)

11.1 Conference Report - ROMA - Corporate Services, Economic Development, Human Resources

11.2 Conference Report - Infrastructure and Operations, Public Works - Good Roads

11.3 Middlesex County - North Middlesex 2025 Planning Summary Report

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

Recommended Motion:

That the Open Meeting adjourn to Closed Meeting

To receive information under the following exception:

(d) Labour Relations or Employee Negotiations - Contract Update

Past Minutes

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. READING OF THE BY-LAWS

Recommended Motion:

THAT By-laws 027 041 048 049 be read a first and second time

Recommended Motion:

THAT By-laws 027 048 049 be read a third and final time

14.1 027 of 2026 - Establish an Election Compliance Audit Committee

14.2 041 of 2026 - Brown Drain
(First and Second)

14.3 048 of 2026 - Interim CAO Appointment

14.4 049 of 2026 - Confirming

15. ADJOURNMENT

Recommended Motion:

That the Meeting adjourn at _____



**MUNICIPALITY OF NORTH MIDDLESEX
REGULAR MEETING MINUTES**

April 22, 2026, 5:00 p.m.

- Members Present: Mayor Brian Ropp
Deputy Mayor Paul Hodgins
Councillor Ward 1 Sara Nirta Virtual
Councillor Ward 2 Bill Irwin
Councillor Ward 3 Charles Daigle
Councillor Ward 4 John Keogh
Councillor Ward 5 Adrian Cornelissen
- Staff Present: Director of Economic Development and Community Services,
Brandon Drew
Director of Corporate Services / Clerk Ashley Cook,
Deputy Clerk, Amber Mandich
Director of Fire and Emergency Services, Scott Jones
Human Resources and Health and Safety, Anica Peter
Manager of Public Works, Brandon McLeod
Felicia Krista, Manager of Economic Development &
Community Engagement
Deputy Treasurer, Neil Konzelman
Director of Infrastructure and Operations, Sam Shannon

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.

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- 1. CALL TO ORDER**
 - 2. DISCLOSURE OF PECUNIARY INTEREST**

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.

Councillor Daigle - Item 7.10 Business Relations

Councillor Irwin - Item 7.10 Business Relations

3. MINUTES OF PREVIOUS MEETINGS

3.1 Meeting Minutes for April 8 2026 Regular Council Meeting

Moved By: J. Keogh

Seconded By: B. Irwin

That the attached minutes be approved as presented

CARRIED

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

Moved By: C. Daigle

Seconded By: P. Hodgins

**THAT the Open Meeting adjourn to Closed Meeting at
To receive information under the following exception:**

(b) personal matters about an identifiable individual, including municipal or local board employees, staffing update, HR Update

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, Ontario Energy Board

Past minutes

CARRIED

5. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING

Rise and Report: Council received a staffing update, and received legal advice subject to solicitor-client privilege.

Moved By: C. Daigle

Seconded By: B. Irwin

THAT the Closed Meeting adjourn and return to Open Meeting without recommendations

CARRIED

Moved By: B. Irwin
Seconded By: C. Daigle

THAT Regular meeting recess, to convene Public Meeting, including Committee of Adjustment

CARRIED

6. PUBLIC MEETING INCLUDING COMMITTEE OF ADJUSTMENT

6.1 Notice of Public Meeting to consider Application MV-04-2026 located at 25963 King St.

6.1.1 Planners Evaluation Report

6.1.2 Provision for Applicant Remarks

Applicant present in person.

6.1.3 Provision for Written Submissions

6.1.4 Provision for Public Comments

6.1.5 Provision for Committee Questions

Councillor Cornelissen inquired whether the well location would be impacted. Staff confirmed that the well location would not be affected.

6.1.6 Decision

Moved By: J. Keogh
Seconded By: C. Daigle

THAT the Application for Minor Variance MV-4-2026, to permit for the construction of one (1) accessory structure that is approximately 37.16 m² (400 ft²) in floor area and 3.0 m (9.84 ft) in height as measured from grade to peak within the front yard of the subject lands, be GRANTED subject to the following conditions:

1) That the relief solely applies to the accessory structure being constructed and in the same general location as shown

on the site sketch submitted with the subject application.

2) That 911 addressing shall be confirmed and signage shall be posted, to the satisfaction of the County of Middlesex and the Municipality of North Middlesex.

3) That the accessory structure shall be used exclusively for personal storage purposes and shall not be used for human habitation, home occupation, home industry, or any commercial or business activity, unless otherwise permitted by the Municipality through the appropriate approval process and in accordance with all applicable legislation and regulations.

Reasons

The intent of the Municipality of North Middlesex Official Plan is maintained;

The intent of the Municipality of North Middlesex Zoning By-law is maintained;

The variance is considered minor in nature;

The variance is for the appropriate use and development of the lands.

CARRIED

6.2 Notice of Public Meeting to consider Application MV-05-2026 located at 34077 Neil Rd.

6.2.1 Planners Evaluation Report

6.2.2 Provision for Applicants Remarks

Applicant present in person.

6.2.3 Provision for Written Submissions

6.2.4 Provision for Public Comments

6.2.5 Provision for Council Questions

6.2.6 Decision

Moved By: C. Daigle

Seconded By: P. Hodgins

THAT the Application for Minor Variance MV-5-2026, to permit a Minimum Distance Separation I setback of 117.0 m from the proposed detached additional residential unit and the

neighbouring livestock facility at 34080 Neil Road, be
GRANTED subject to the following conditions:

- 1) That the relief solely applies to the additional residential unit as shown on the site sketch submitted with the subject application.
- 2) That 911 addressing shall be confirmed and the required signage shall be posted, to the satisfaction of the County of Middlesex and the Municipality of North Middlesex.

CARRIED

6.3 Notice of Public Meeting to consider Application ZBA-04-2026 26951 Coldstream Rd.

6.3.1 Planner's Evaluation Report

6.3.2 Provision for Applicant Remarks

Owner present in person, applicant present online.

6.3.3 Provision for Written Submissions

6.3.4 Provision for Public Comments

6.3.5 Provision for Council Questions

6.3.6 Decision

Moved By: J. Keogh

Seconded By: C. Daigle

**THAT Council receive the report for information for Zoning By-law Amendment application ZBA-04-2026, which proposes to rezone the 'Severed Parcel' of Consent B1-2026 from 'General Agricultural (A1) Zone' to a site-specific 'Agricultural Small Holding Exception 48 (AG1-48) Zone' and to rezone the 'Retained Parcel' of Consent B15-2025 from 'General Agricultural (A1) Zone' to a site-specific 'General Agricultural Exception 121 (A1-122) Zone';
AND FURTHER THAT the rezoning application ZBA-04-2026 be APPROVED..**

Reasons

Consistency with the Provincial Planning Statement would not

**be maintained;
Conformity with the County of Middlesex Official Plan would not be maintained;
Conformity with the North Middlesex Official Plan would not be maintained.**

CARRIED

6.4 Notice of Public Meeting to consider Application B2-2026 / ZBA-03-2026 located at 35065 Cassidy Rd.

6.4.1 Planner's Evaluation Report

6.4.2 Provision for Applicant Remarks

Applicant present in person.

6.4.3 Provision for Written Submissions

6.4.4 Provision for Public Comments

6.4.5 Provision for Council/Committee Questions

6.4.6 Decision

Moved By: B. Irwin

Seconded By: C. Daigle

THAT the application for Consent B2-2026, submitted under Section 53 of the Planning Act be GRANTED by the Committee of Adjustment subject to the conditions listed on the Planner's Evaluation Report.

CARRIED

Moved By: C. Daigle

Seconded By: J. Keogh

THAT Public Meeting, including Committee of Adjustment adjourn and Regular meeting convene.

CARRIED

7. DEPARTMENTAL REPORTS

7.1 Report from Planner - Masar Condominium and ZBA Consolidated

Applicant and agent were present via Zoom.

Councillor Cornelissen inquired whether the subject lands are considered a brownfield and if any remediation work has been completed. Staff confirmed work had been completed and development would be subject to all regulations.

Emergency Services advised that they have no concerns.

Moved By: P. Hodgins

Seconded By: S. Nirta

THAT Council receives the report for information for the subject Plan of Subdivision (File No. 39T-NM2302), Plan of Condominium (File No. 39T-NM-CDM2301), and Zoning By-law Amendment (File No. ZBA-2-2023) applications;

AND FURTHER THAT Plan of Subdivision application 39T-NM-2302 and the associated Draft Plan conditions be ENDORSED and the resolution be forwarded to the County of Middlesex for consideration and approval;

AND FURTHER THAT Plan of Condominium application 39T-NM-CDM2302 and the associated Draft Plan conditions be ENDORSED and the resolution be forwarded to the County of Middlesex for consideration and approval;

AND FURTHER THAT the Zoning By-law Amendment application ZBA-02-2024 be APPROVED and that the associated implementing By-law be read a first, second, and third and final time in open session.

CARRIED

7.2 Report from Planner - OPA18 Northwoods

Discussion took place regarding the protection of the woodlots.

Councillor Cornelissen inquired about the Urban Reserve designation, noting that a portion of the lands are currently within the designation while other portions are outside.

Staff advised that the watermain would require further review. It was noted that a holding provision could be applied, and servicing confirmation would be required prior to development proceeding.

Moved By: B. Irwin
Seconded By: P. Hodgins

THAT Council receive the report for Official Plan Amendment No. 18 for information, AND FURTHER THAT Official Plan Amendment OPA 18 be ADOPTED and forwarded to the County of Middlesex for consideration of approval.

CARRIED

7.3 Report from Deputy Treasurer - Treasury Q1 2026

Staff advised that the Q2 budget variance report is forthcoming.

Councillor Cornelissen expressed appreciation for the work completed.

Moved By: J. Keogh
Seconded By: C. Daigle

THAT Council receives Report FS-02-2026 regarding the “Treasury Division – 2026 Q1 Report” for information.

CARRIED

7.4 Report from Director of Infrastructure and Operations - DIO-36-2026 - Infrastructure and Operations Q1 2026

General discussion took place regarding Phragmites control, including the potential for a small pilot program and whether efforts would be coordinated with County of Middlesex or focused on municipal corridors.

Moved By: C. Daigle
Seconded By: S. Nirta

THAT Council receives Report DIO-26-2026 regarding the “Infrastructure and Operations Department – 2026 Q1 Report” for information.

CARRIED

7.5 Report from Director of Fire and Emergency Services - FES-01-2026- Fire and Emergency Services Q1 2026

Deputy Mayor Hodgins inquired about call volumes and any observed trends related to carbon monoxide incidents.

Moved By: P. Hodgins

Seconded By: A. Cornelissen

THAT Council receives Report FES-01-2026 regarding the “Fire and Emergency Services Department – 2026 Q1 Report” for information.

CARRIED

- 7.6 Report from Director of Corporate Services / Clerk - Corporate Services Q1 2026

Deputy Mayor Hodgins inquired about Voter List management for the upcoming 2026 Municipal Election. Staff advised on the timelines associated with the document.

Moved By: C. Daigle

Seconded By: B. Irwin

THAT Council receive the report entitled, “RTC – Corporate Services Q1 2026” for information.

CARRIED

- 7.7 Report from Director of Economic Development and Community Engagement - DEDCS-07-2026 Economic Development and Community Services Q1 2026

Moved By: B. Irwin

Seconded By: P. Hodgins

THAT Council accept the report titled “DEDCS-07-2026 – Economic Development & Community Services – 2026 Q1 Report” for information.

CARRIED

- 7.8 Report from Director of Economic Development and Community Engagement - DEDCS-08-2026 - A1 Canadian Plowing Match

Moved By: S. Nirta

Seconded By: J. Keogh

THAT Council file the report titled “DEDCS-08-2026 – Canadian Plowing Match Sponsorship” for information;

AND THAT Council direct staff to proceed with the Bronze Level Sponsorship utilizing the budgeted funds under the council donations line.

CARRIED

7.9 Report from Manager of Economic Development and Community Engagement - DEDCS-06-2026 CIP Application Royal Albatross

Moved By: S. Nirta

Seconded By: B. Irwin

THAT Council receives Report DEDCS-06-2026 regarding “CIP Application – Royal Albatross Holdings” for information;

AND THAT Council award Royal Albatross Holdings, located at 201 Dutchess Ave, Parkhill, \$3,325.09 toward the construction costs for their beautification program project;

AND THAT Council award Royal Albatross Holdings, located at 201 Dutchess Ave, Parkhill, a further \$3,226.11 toward the construction costs and \$2,500.00 toward the professional fees associated with the conversion, expansion, and redevelopment program project.

CARRIED

7.10 Report from Manager of Economic Development and Community Engagement - DEDCS-09-2026 - CIP Application Crown and Fox Ontario Inc.

Moved By: S. Nirta

Seconded By: P. Hodgins

THAT Council receives Report DEDCS-09-2026 regarding “CIP Application – 1001498278 Ontario Inc.” for information;

AND THAT Council award 1001498278 Ontario Inc., located at 143 Ailsa Craig Main Street, a further \$10,000 toward the construction costs, and \$2,500.00 toward the professional fees, and \$173.00 towards permit fees associated with the conversion, expansion, and redevelopment program project.

CARRIED

- 7.11 Report from Manager of Economic Development and Community Engagement - CIP Application Parkhill Carnegie Library

Moved By: S. Nirta

Seconded By: C. Daigle

THAT Council receives Report DEDCS-09-2026 regarding “CIP Application – Parkhill Carnegie Gallery,” for information;

AND THAT Council award the Parkhill Carnegie Gallery, located at 233 Parkhill Main Street, Parkhill, \$7,894.37 toward the construction costs for their beautification program project;

AND THAT Council’s approval of the application be contingent upon receipt of 50% cost-sharing funding from the County of Middlesex under the Community Improvement Plan (CIP), failing which the application shall be denied.

CARRIED

- 7.12 Report from Director of Infrastructure and Operations - DIO-36-2026 - Ailsa Craig Yard and Leaf Waste Site

Discussion took place regarding the collection process.

Staff noted that collection cycles are anticipated in October and November. It was identified that approximately two staff members would be required for an 8-hour standard workday to complete the collection.

Notification to residents will be provided through tax and water bills and other means of corporate communications.

Moved By: B. Irwin

Seconded By: C. Daigle

THAT Council receives Report DIO-36-2026 regarding the “Review of Ailsa Craig Leaf and Yard Waste Site” for information;

AND THAT Council, following deferral of the matter at its April 8, 2026 meeting, direct Staff to proceed with a 2026 pilot program for seasonal leaf and yard waste collection;

AND THAT the pilot program include the communities of Ailsa Craig, Parkhill, and Nairn, focusing on the fall seasonal collection;

AND THAT the pilot program be delivered within the existing operating budget, utilizing planned equipment rental and existing staff complement;

AND THAT Staff report back to Council following completion of the pilot program with findings, participation levels, operational impacts, and recommendations for future service delivery

CARRIED

- 7.13 Report from Director of Corporate Services / Clerk - Tidy Yard By-Law Modernization

Moved By: S. Nirta

Seconded By: P. Hodgins

THAT Council receive the report titled “Tidy Yard By-law Modernization” for information;

AND THAT Council endorse the repeal of By-law 28 of 2020, being the existing Tidy Yard By-law;

AND THAT Council adopt the proposed updated Tidy Yard By-law, attached as Appendix “A”, to improve clarity, strengthen enforcement provisions, and better address current operational requirements;

AND THAT staff be authorized to proceed with the necessary steps to obtain approval of the set fines from the Ministry of the Attorney General.

CARRIED

- 7.14 Report from Director of Corporate Services / Clerk- Municipal Parking By-Law Review and Modernization

Staff provided an overview of the Parking By-law Review and draft document.

Council received the report for information and review. Discussion took place regarding the proposed updates and overall approach of the draft by-law. Discussion took place regarding implementation considerations, including how the updated by-law would be applied across the municipality. Enforcement capacity and approach were also discussed,

along with observed parking trends and related issues informing the review.

Moved By: S. Nirta

No seconder – motion failed.

THAT Council receives the report titled “Municipal Parking By-Law Review and Modernization”;

AND THAT Council approves the associated proposed Parking By-Law 040 of 2026 in principle, and considers for adoption during the reading of the by-laws;

AND THAT Council direct staff to submit the set fine schedule to the Province and proceed with the implementation upon approval.

Defeated

Moved By: S. Nirta

Seconded By: P. Hodgins

THAT the report entitled "RTC- Municipal Parking By-Law Review and Modernization" be deferred.

CARRIED

8. COMMITTEE REPORTS

8.1 Lake Huron Primary Water Supply Joint Mgmt Board

8.2 ABCA (Cr. Cornelissen)

8.2.1 April 16 2026 - Board of Directors Meeting Agenda

8.2.2 Regional Consolidation of Conservation Authorities – Update and ERO Decision

8.3 BWRA (Cr. Keogh)

8.4 EDAC (Cr. Irwin, Deputy Mayor Hodgins)

Councillor Irwin provided an update regarding the last EDAC meeting, outlining good representation from staff.

8.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

Upcoming LSAC April 28 2026.

- 8.6 Recreation Committee (Cr. Daigle, Cr. Nirta)
- 8.7 Policies Review Committee (Mayor Ropp, Deputy Mayor Hodgins, Cr. Daigle)
- 8.8 Fire Committee (Mayor Ropp, Cr. Cornelissen, Cr. Daigle)
- 8.9 OCWA Client Advisory Board (CAO)
- 8.10 Middlesex County OPP Detachment Board (Cr. Irwin)

9. CORRESPONDENCE

- 9.1 1st Parkhill Scouts - Continued Support
- 9.2 McGillivray Public School - Thank You
- 9.3 Fee Waiver Request - Ledgerwood

10. OTHER AND URGENT BUSINESS

- 10.1 National Volunteer Week - Cr. Irwin

Moved By: B. Irwin

Seconded By: A. Cornelissen

THAT the Council of the Municipality of North Middlesex hereby supports National Volunteer Week, and recognizes the invaluable contributions of volunteers within the community; and further,

THAT Council expresses its appreciation through this motion to all volunteers for their dedication, time, and commitment to enhancing the quality of life for residents of North Middlesex.

CARRIED

- 10.2 Jeremy Hansen Recognition Initiative Update

11. DEFERRED ITEMS FROM PREVIOUS MEETINGS

12. COMMUNICATIONS (Including County Council Meeting Report)

- 12.1 Conference Report - North Eastern Fire Education Conference April 22 2026
- 12.2 Middlesex County Council Meeting Highlights - April 14 2026
- 12.3 Municipal Election Joint Candidate Session - April 28 2026

Registration Link:

https://us06web.zoom.us/webinar/register/WN__4R_oanATGKUr__45TXGuw#/registration

13. READING OF THE BY-LAWS

Moved By: J. Keogh

Seconded By: C. Daigle

That By-laws 035, 039, 042, 043, 045- 047 be read a first and second time

CARRIED

Amendment:

Moved By: S. Nirta

Seconded By: P. Hodgins

Provision for questions

That By-laws 035, 039, 042, 043, 045-047 be read a third and final time

CARRIED

13.1 035 of 2026 - Tidy Yard

13.2 039 of 2026 - Clandeboye Drain

13.3 040 of 2026 - North Middlesex Parking By-Law

13.4 042 of 2026 - 2026 Maintenance Drain Repair Costs Collection

13.5 043 of 2026 - ZBA-04-2026 26951 Coldstream Rd

13.6 045 of 2026 - OPA18

13.7 046 of 2026 - ZBA-02-2024 Masar

13.8 047 of 2026 - Confirming

14. ADJOURNMENT

Moved By: S. Nirta

Seconded By: J. Keogh

That the Meeting adjourn at _____

CARRIED

MAYOR

CLERK

REPORT TO: Mayor and Members of Council

PREPARED BY: Joanne Sadler, Drainage Superintendent

DEPARTMENT: Infrastructure & Operations

DIVISION: Drainage

MEETING DATE: May 6, 2026

SUBJECT: Report DIO-37-2026 – Meeting to Consider Engineer’s Report – Brown Drain (2026)

PROPOSED MOTION

THAT Council receives Report DIO-37-2026 regarding “Meeting to Consider Engineer’s Report – Brown Drain (2026)” for information;

AND THAT Council accepts the Final Report for the Brown Drain (2026), prepared by R. Dobbin Engineering Inc., dated April 9, 2026;

AND THAT the first sitting of the Court of Revision on behalf of the Brown Drain (2026) be scheduled to be held on June 3, 2026, at 5:50p.m.

STAFF RECOMMENDATION

THAT Council receives Report DIO-37-2026 regarding “Meeting to Consider Engineer’s Report – Brown Drain (2026)” for information;

AND THAT Council accepts the Final Report for the Brown Drain (2026), prepared by R. Dobbin Engineering Inc., dated April 9, 2026;

AND THAT the first sitting of the Court of Revision on behalf of the Brown Drain (2026) be scheduled to be held on June 3, 2026, at 5:50p.m.

EXECUTIVE SUMMARY

This report presents the Engineer’s Report for the construction and improvement of the Brown Drain (2026) under Section 78 of the *Drainage Act*. A Notice of Request for Drain

Major Improvements was received, and R. Dobbin Engineering Inc. was appointed by Council at their July 16, 2025 meeting.

The total estimated cost of the work is \$239,624.00, which includes engineering, estimate for tendering, inspection and contract administration, daylighting and surveying utilities, allowances, and ABCA fee.

LINK TO STRATEGIC PRIORITIES

Infrastructure By developing and adopting plans to reduce the impacts of climate change

Fiscal Responsibility By seeking fiscal sustainability by balancing service needs, demands, and growth

BACKGROUND

This project was initiated by an improvement request from Triple A Acres to replace the Brown Drain to today's coefficient. An on-site meeting was held August 7, 2025 where landowners discussed improving Branch "A" along with the Main Drain. It was requested that the drain be designed to the 50mm in 24hr coefficient which is above today's grantable coefficient of 38mm in 24hrs. An informal meeting was held to discuss the draft report on April 9, 2026, and at this meeting landowners and members from OCWA (Ontario Clean Water Agency) were in attendance. All landowners agreed with proposed draft report and requested that the drain be installed and completed prior to November 30, 2026. Members of OCWA, reviewed the design and had no concerns with the proposed watermain lowering.

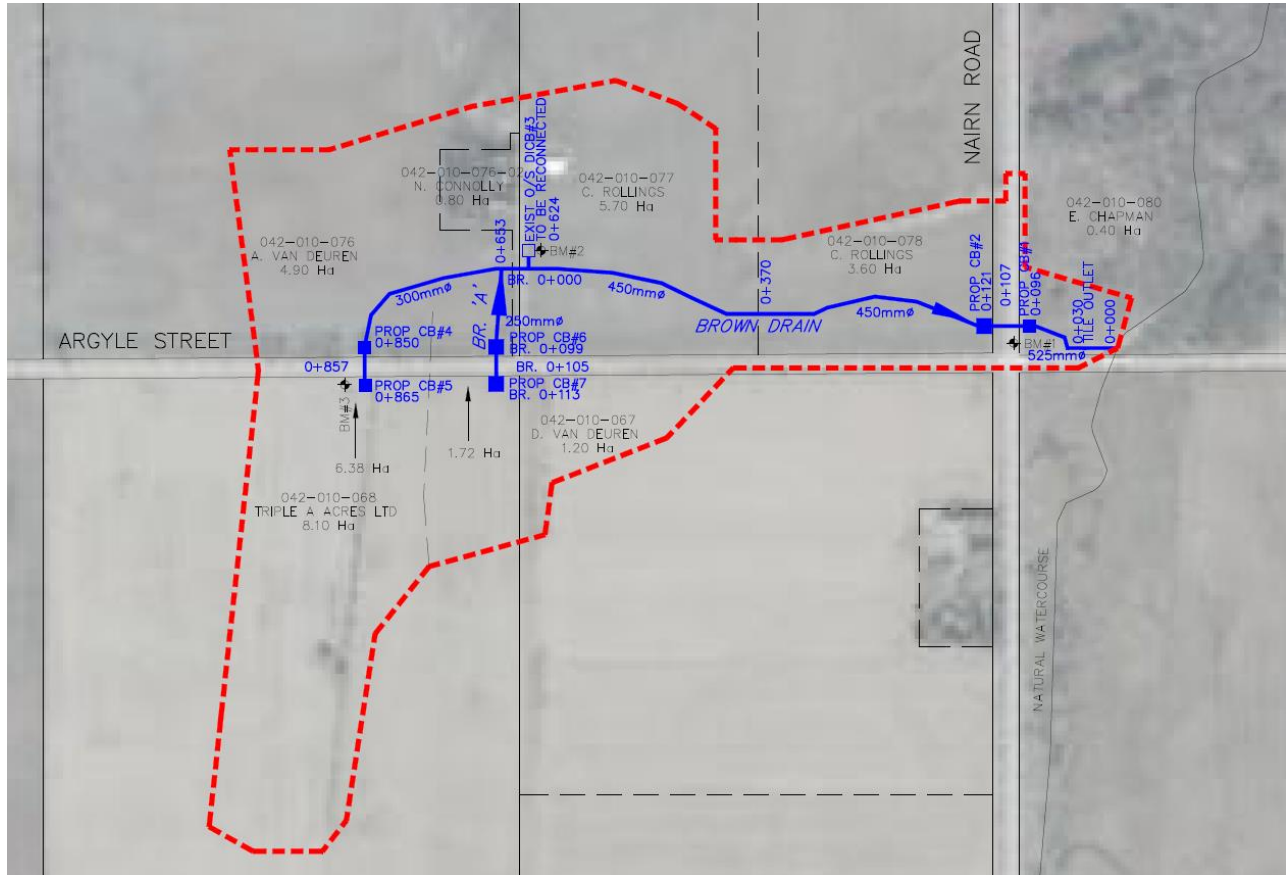
The Brown Drain and Branch "A" are currently not rated according to the Department of Fisheries and Oceans (DFO) classification as presented by the Ontario Ministry of Agriculture, Food and Rural Affairs' Agriculture Information Atlas. The drain will require approval from Ausable Bayfield Conservation Authority and the Department of Fisheries and Oceans prior to construction.

DISCUSSION

This drain serves six (6) agricultural properties and one (1) non-agricultural property in North Middlesex and is located on five (5) agricultural properties and one (1) non-agricultural property on Argyle Street. It crosses over Nairn Road to one (1) agricultural property before entering the natural water course on that property. The proposed drain is designed to accommodate a drainage coefficient of 50mm in 24 hours, and will require two (2) road crossings; one (1) on Argyle Street which will be completed by open cut and

one (1) on Nairn Road that will be completed by jack and boring. OCWA was consulted regarding watermain lowering on Nairn Road and had no concerns.

The location of the Brown Drain is highlighted in the below image:



FINANCIAL

The estimated cost of the project is \$239,624.00, broken down as follows:

- Construction and materials: \$188,624.00
- Allowances: \$5,510.00
- Engineering, tendering, inspection, and contract administration: \$37,700.00
- Daylighting and surveying utilities: \$3,300.00
- ABCA fee: \$450.00
- Net HST: \$4,040.00

Assessments have been allocated to the affected landowners, the Municipality of North Middlesex (roads & watermain), and County of Middlesex in accordance with Section 21-26 of the *Drainage Act*.

- Utilities: \$53,085.00 (North Middlesex Watermain: \$51,202.00)
- Public lands: \$73,531.00 (North Middlesex: Argyle Street \$39,882.00)
- Agricultural landowners: \$107,551.00
- Non-agricultural landowners: \$5,457.00
- Total assessment: \$239,624.00

Grant eligibility for agricultural assessments may apply under OMAFRA’s Agricultural Drainage Infrastructure Program (ADIP) for portions of the cost, excluding special benefit assessments related to enhanced design. All costs are subject to final tender and actual construction costs.

ATTACHMENT

- Brown Drain (2026) Report, prepared by R. Dobbin Engineering Inc., dated April 9, 2026.

Prepared By: **Joanne Sadler, Drainage Superintendent**

Reviewed By: Samuel Shannon, Interim Chief Administrative Officer

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer

April 9, 2026

The Mayor and Council
Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, ON
N0M 2K0

Gentlemen and Mesdames:

Re: Brown Drain (2026)

In accordance with your instructions, R. Dobbin Engineering Inc. has undertaken an examination of the Brown Drain in the Municipality of North Middlesex.

Authorization under the Drainage Act

This Engineers Report that has been prepared under Section 78 of the Drainage Act as per a request from an affected Landowner.

R. Dobbin Engineering Inc. was appointed by council on July 16, 2025.

Under Section 78 of the Drainage Act, Council may undertake and complete the maintenance or repair of any drainage works constructed under a bylaw passed under this Act or its predecessor. Section 78 is to be used where it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under Section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

Existing Conditions

The Brown Drain commences as a 200mm dia. tile on the south (drawing south) side of Argyle Street in the property with Roll Number 042-010-068. The drain then crosses the roadway and travels in a northeasterly direction for approximately 70m before turning and heading in generally an easterly direction as a 250mm dia. tile for approximately 600m. The drain then crosses Nairn Road with an offset catch basin on both sides of the road. East of Nairn Road the

drain continues as a 300mm dia. tile to its outlet in the open channel portion of the Brown Drain. The open channel continues easterly for 30m where it then outlets into a watercourse on the north side of Nairn Road in the property with Roll Number 042-010-080.

Branch 'A' commences on the south side of Argyle Street, crosses the roadway and continues as a 150mm dia. tile in a northerly direction to its outlet in the main drain.

Background

Under an Engineer's report dated October 12, 1990 the Brown Drain and Branch 'A' was incorporated/constructed under a petition. At this time, the open channel from the natural watercourse to the tile outlet was deepened, the tile drain was replaced downstream of Nairn Road and the remainder of the infrastructure was incorporated. The report did not speak to the initial installation of the incorporated infrastructure.

Drain Classification

The Brown Drain & Branch 'A' are currently Not Rated according to the Department of Fisheries and Oceans (DFO) classification as presented by the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas.

Approvals

The drain will require approval from the Ausable Bayfield Conservation Authority and the Department of Fisheries and Oceans. Construction cannot commence without necessary approvals.

On-Site Meeting

A site meeting was held on August 7th, 2025.

The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Joanne Sadler (Drainage Superintendent, Municipality of North Middlesex)
- Kristyn Wilson (Drainage Clerk, Municipality of North Middlesex)
- Amanda Van Duren (Landowner)
- Glen Rollings (Landowner)

The following is a brief summary of the meeting:

- General discussion of the Drainage Act and Landowners rights under the Drainage Act.
- Landowner discussed improving Branch 'A' along with the main drain.
- Landowners discussed the river level at the outlet affects the upstream lands.

- It was later requested that the drain be designed to the 50mm/ 24hr coefficient.
- No adverse soil conditions were noted at the site meeting.

Draft Report

A draft report, dated March 3, 2026 was sent to all the affected Landowners and a meeting was held on April 9, 2026 to go over the report and address any questions and concerns related to the draft report. The following were present at the meeting:

- Josh Warner (R. Dobbin Engineering)
- Joanne Sadler (Drainage Superintendent, Municipality of North Middlesex)
- Kristyn Wilson (Drainage Clerk, Municipality of North Middlesex)
- Rod Dupuis (Ontario Clean Water Agency)
- Craig Scott (Ontario Clean Water Agency)
- Kristyn Wilson (Drainage Clerk, Municipality of North Middlesex)
- Glenn Rollings (Landowner)
- John Van Deuren (Landowner)
- Anne Marie Van Deuren (Landowner)

The following is a brief summary of the meeting:

- Landowners requested that the drain be completed prior to November 30, 2026.
- No major concerns were brought forward.

Design

The proposed drain shall be designed to accommodate a drainage coefficient of 50mm / 24 hours. Tile design criteria includes a minimum tile depth of 760mm.

Recommendations

It is therefore recommended that the following work be carried out:

1. The open channel downstream of the tile outlet be cleaned to accommodate the proposed tile (Station 0+000 to 0+030).
2. The Brown Main Drain shall be replaced from Station 0+030 to 0+865. The existing tile drain shall be crushed and abandoned as part of the drainage works. The watermain on Nairn Road shall be lowered in order to support the proposed improvements.
3. The Brown Drain Branch "A" from the Main Drain (Station Br 0+000) to just south of Argyle Street (Station Br 0+113) shall be replaced and the existing drain shall be crushed and abandoned as part of the drainage works.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared an Estimate of Cost in the amount of \$239,624, including engineering of the report, attending the Meeting to Consider the Report, attending the Court of Revision, and an estimate for tendering, contract administration and inspection. Appearances before appeal bodies have not been included in the cost estimate.

A plan has been prepared showing the location of the work and the approximate drainage area. A profile is included showing the depths and grades of the proposed work.

Assessment

As per Section 21 of the Drainage Act, the Engineer in their Report shall assess for benefit and outlet for each parcel of land and road liable for assessment. Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works.

The cost of any approvals, permits or any extra work, beyond that specified in this Report that is required by any utility, government ministry or organization (federal or provincial), or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The estimated cost of the drainage works has been assessed in the following manner:

1. As per Section 26 of the Drainage Act, the roads and utilities have been assessed the increased cost of the drainage works caused by the existence of the works of the public

utility or road. The road crossings, with the exception of the extra cost to locate and work around utilities, have been assessed with 100% of the estimated cost assessed as a special benefit assessment to the road authority. The utilities have been assessed with 100% of the estimated cost to work around that utility and the daylighting costs as a special benefit assessment to that utility. The road crossings and the cost to locate and work around utilities shall be tendered separately with the actual cost-plus engineering being assessed to the owner of the road authority or utility as a special benefit assessment. The special benefit assessments to roads and utilities shall be calculated as follows:

Telecom Special Benefit Assessment= $1.0176 \text{ (Net Tax)} \times \text{Tendered Cost to Locate and Work Around Telecom} \times 1.25 \text{ (For Engineering)} + \$825 \text{ (Daylighting and Surveying Utilities)}$

Watermain Special Benefit Assessment= $1.0176 \text{ (Net Tax)} \times \text{Tendered Cost to Locate and Work Around Watermain} \times 1.25 \text{ (For Engineering)} + 1.0176 \text{ (Net Tax)} \times \text{All costs as part of Watermain Lowering on Nairn Road} \times 1.20 \text{ (For Engineering)} + \$2,475 \text{ (Daylighting and Surveying Utilities)}$

Nairn Road Special Benefit Assessment= $1.0176 \text{ (Net Tax)} \times \text{Tendered Costs for all items under Crossing Replacement except the Utilities} \times 1.25 \text{ (For Engineering)}$

Argyle Street Special Benefit Assessment= $1.0176 \text{ (Net Tax)} \times \text{Tendered Costs for all items under Crossing Replacements except the Utilities} \times 1.25 \text{ (For Engineering)}$

2. Catch Basins have generally been assessed as a benefit assessment with 50% of the estimated cost assessed to the upstream property and 50% assessed to the downstream property.
3. The open channel works have been assessed with 10% of the cost applied as a benefit assessment and the remainder applied as outlet assessment to the upstream lands and roads based on equivalent hectares. The tile drain on the property with Roll Number 042-010-080 has been assessed with 40% of the cost applied as a benefit assessment and the remainder applied as outlet assessment to the upstream lands and roads based on equivalent hectares.
4. The additional cost to provide a drainage coefficient above the 38mm/24hrs has been assessed to the watershed, based on equivalent hectares. The cost has been applied as a special benefit to agricultural properties. These costs shall be pro-rated with the rest of the drainage works but will not be eligible for grant as per OMAFA ADIP Policies.

5. The remaining cost of the drainage works has generally been assessed with 50% of the cost applied as a benefit assessment and the remainder applied as outlet assessment to the upstream lands and roads based on equivalent hectares.

All final costs included in the cost estimate of this report, except as identified above, shall be pro-rated based on the Composite Schedule of Assessment. Any additional costs shall be assessed in a manner as determined by the Engineer in accordance with the Drainage Act.

Allowances

Under Section 29 of the Drainage Act, the Engineer in his report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from drainage works. This shall be considered an allowance for right-of-way.

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, land and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per Section 29 of the Drainage Act for right-of-way and as per Section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$50,000.00 per hectare (\$20,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

Access and Working Area

Access to the work site for construction and future maintenance shall be from Nairn Road and Argyle Street and along the length of the drainage works. Access shall generally be restricted to a width of 6 metres. For future maintenance, access may be along the property lines at the Drainage Superintendents discretion.

The working area for the construction and future maintenance of the proposed tile drain downstream of Nairn Road shall be restricted to a width of 10m normally centred on the proposed tile drain due to the number of trees. The working area for the construction and future maintenance of the remainder of the tile drain shall be restricted to a width of 22m normally centred on the proposed tile drain. The working area for the open channel shall be from the south side (road side) of the channel and shall be restricted to one lane. The working area shall extend 10m past the length of the drain to allow for vehicles to turn around.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 5m of either side of the proposed drain without prior written permission of Council. Attention is also drawn to Sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Agricultural Grant

If available, it is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non-agricultural properties are shown separately in the Schedule of Assessment.

The cost to enclose the municipal drain and provide a tile drain above the design coefficient of 38mm/24hrs has been assessed as a special benefit assessment and will not be eligible for grant based on the current ADIP policies.

Maintenance

The Brown Drain (Main Drain) and Brown Drain Branch “A” shall be maintained and repaired in accordance with the specification and drawings contained in this report.

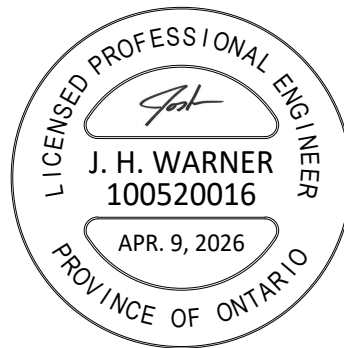
The Brown Drain (Main Drain) and Brown Drain Branch “A”, except for the road crossings, shall be maintained and repaired in the same proportions as contained in the applicable Schedule of Assessment, less special benefit assessments.

The additional costs as a result of a road or utility shall be assessed to the owner of the road or utility as per Section 26 of the Drainage Act. Therefore, the road crossings on Nairn Road (Station 0+096 to 0+121) & Argyle Street (Station 0+850 to 0+865) (Main Drain) and Station 0+099 to 0+113 (Branch “A”), excluding basins, shall be maintained and repaired at the expense of the road authority.

Yours truly,



Josh Warner, P. Eng.
R. Dobbin Engineering Inc



Brown Drain
Municipality of North Middlesex
April 9, 2026

ALLOWANCES

Allowances have been made as per Sections 29 & 30 of the Drainage Act for Right of Way and damages to lands and crops.

Conc.	Lot or part	Roll No.	Owner	Section 29 (\$)	Section 30 (\$)	Total (\$)
2	Lot 14	042-010-068	Triple A Acres Ltd	-	200	200
3	Lot 14	042-010-076	A. Van Deuren	-	1,880	1,880
	Pt. Lot 14	042-010-076-02	N. Connolly		100	100
	W 1/2 Lot 15	042-010-077	C. Rollings	-	1,540	1,540
	E 1/2 Lot 15	042-010-078	C. Rollings	-	1,490	1,490
	Lot 16	042-010-080	E. Chapman	-	300	300
TOTAL ALLOWANCES				\$0	\$5,510	\$5,510

Estimate of Cost

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Pre-Construction Meeting	1	LS	200	200
Brushing and Tree Removal	1	LS	2,500	2,500
Benchmark Loop	1	LS	500	500
Locate and Decommission Existing Tile	1	LS	3,000	3,000
Remove and Dispose Existing 400mmø CSP Outlet Pipe	1	LS	1,500	1,500
Restoration and Seeding	1	LS	1,000	1,000
Rip Rap at Catch Basins as Directed	10	tonne	150	1,500
Silt Fence	1	LS	200	200
<u>Brown Drain</u>				
Channel Excavation and Trucking	30	m	30	900
Strip and Place Topsoil for Tile Drain	789	m	6	4,734
525mmø HDPE Pipe	66	m	200	13,200
Rodent Grate at Outlet	1	ea	500	500
Rip Rap at Outlet	15	tonne	150	2,250
450mmø Concrete Tile	526	m	60	31,560
450mmø HDPE Pipe Under Driveway c/w Bedding	6	m	175	1,050
Granular "A" Backfill for Driveway	15	tonne	30	450
Remove and dispose of Existing Tile under Driveway	1	LS	100	100
300mmø Concrete Tile	197	m	48	9,456
Connect Existing DICB to Main Drain w/ 250mmø HDPE Pipe @ Station 0+624	6	m	100	600

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
Nairn Road Crossing				
Traffic Control	1	LS	800	800
Daylight and Work Around Telecom Utility	1	LS	800	800
Video & Grout Existing Tile under Roadway	1	LS	1,500	1,500
510mmØ Steel Casing Installed by Jack & Boring	25	m	700	17,500
Restoration and Ditch Grading	1	LS	800	800
<u>Watermain Lowering</u>				
Cut and Cap Existing Watermain	2	each	200	400
200mmØ PVC Watermain Pipe installed by Directional Drilling c/w tracer wire	15	m	1,400	21,000
Hot tap existing watermain with 50mmØ corporation stop, c/w stainless steel saddle for supply during testing procedure. To be removed and corporation stop to be permanently closed upon completion	1	each	1,000	1,000
Supply and install Couplers at connections	2	each	1,000	2,000
Connect new 200mmØ watermain to existing. Both connections to be completed the same day	1	LS	9,500	9,500
New watermain to undergo pressure testing, leakage testing and bacteriological testing as per Municipal Standards prior to connection	1	LS	2,000	2,000
Remove and dispose offsite existing watermain	15	m	60	900
Restoration	1	LS	500	500
Argyle Street Road Crossing				
Traffic Control	1	LS	800	800
Daylight and Work Around Watermain	1	LS	1,500	1,500
Remove Existing Tile and Dispose of Unsuitable Backfill Material	1	LS	600	600
300mmØ HDPE Smooth Wall Pipe (Open Cut) c/w Bedding	15	m	150	2,250
Supply and Install Granular "A" Backfill	50	tonne	30	1,500
Supply and Install 100% Crushed Granular "M" Dolomite	20	tonne	35	700
Restoration and Ditch Grading	1	LS	800	800
Catchbasin #1 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Catchbasin #2 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Catchbasin #4 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Catchbasin #5 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Remove Existing Catch Basin and Lead at Station 0+096	1	LS	800	800
Remove Existing Catch Basin and Lead at Station 0+121	1	LS	800	800
Locate and Connect Existing Tile	50	ea	100	5,000

<u>Item Description (Supply and Install New)</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost (\$)</u>	<u>Total (\$)</u>
<u>Branch 'A'</u>				
Strip and Place Topsoil for Tile Drain	99	m	6	594
Connect to Existing 450mmø Tile at Station BR. 0+000	1	LS	200	200
Supply and Install 250mmø Concrete Tile	99	m	40	3,960
Argyle Street Road Crossing				
Traffic Control	1	LS	800	800
Daylight and Work Around Watermain	1	LS	1,500	1,500
Remove Existing Tile and Dispose of Unsuitable Backfill Material	1	LS	600	600
250mmø HDPE Smooth Wall Pipe (Open Cut) c/w Bedding	14	m	125	1,750
Supply and Install Granular "A" Backfill	50	tonne	30	1,500
Supply and Install 100% Crushed Granular "M" Dolomite	20	tonne	35	700
Restoration and Ditch Grading	1	LS	800	800
Catchbasin #6 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Catchbasin #7 (900mm x 1200mm) c/w Connections	1	LS	3,000	3,000
Locate and Connect Existing Tiles	5	each	100	500
Contingency	1	LS	50	9,070
				<hr/>
			Sub Total	188,624
			Allowances	5,510
			Engineering	26,200
			Daylighting and Surveying Utilities	3,300
			Estimate for Tendering, and Additional Inspection and Contract Administration	11,500
			ABCA Fee	450
			Total Estimate excluding HST	235,584
			Non-Recoverable HST (1.76%)	4,040
			Total Estimate	\$ 239,624

SCHEDULE OF ASSESSMENT (BRANCH "A")

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities								
	Watermain Utility			Municipality of North Middlesex	2,819	-	-	2,819
						-	-	2,819
Public Lands								
	Argyle Street	0.65		Municipality of North Middlesex	8,158	3,968	2,150	14,276
					8,158	3,968	2,150	14,276
Agricultural Lands								
2	Lot 14	1.72	042-010-068	Triple A Acres Ltd		1,984	1,422	3,406
	Lot 15	1.20	042-010-067	D. Van Deuren		-	992	992
3	Lot 14	0.68	042-010-076	A. Van Deuren		5,402	562	5,964
						-	7,386	2,976
								10,362
				Total Utilities	2,819			
				Total Public Lands	14,276			
				Total Agricultural Lands	10,362			
				Total Assessment	\$27,457			

SCHEDULE OF ASSESSMENT (MAIN DRAIN)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities								
	Watermain Utility			Municipality of North Middlesex	48,383	-	-	48,383
	Telecom Utility			Bell Telecom	1,883	-	-	1,883
					50,266	-	-	50,266
Public Lands								
	Nairn Road	0.60		County of Middlesex	27,264	5,024	1,361	33,649
	Argyle Street	1.70		Municipality of North Middlesex	8,810	3,967	12,829	25,606
					36,074	8,991	14,190	59,255
Non Agricultural Lands								
3	Pt. Lot 14	0.80	042-010-076-02	N. Connolly		2,986	2,471	5,457
					-	2,986	2,471	5,457
Agricultural Lands								
2	Lot 14	8.10	042-010-068	Triple A Acres Ltd	1,078	906	18,224	20,208
	Lot 15	1.20	042-010-067	D. Van Deuren	160	-	1,693	1,853
3	Lot 14	4.90	042-010-076	A. Van Deuren	652	10,842	9,029	20,523
	W 1/2 Lot 15	5.70	042-010-077	C. Rollings	758	13,750	8,591	23,099
	E 1/2 Lot 15	3.60	042-010-078	C. Rollings	479	15,666	3,580	19,725
	Lot 16	0.40	042-010-080	E. Chapman	53	11,501	227	11,781
					3,180	52,665	41,344	97,189
Total Utilities					50,266			
Total Public Lands					59,255			
Total Non Agricultural Lands					5,457			
Total Agricultural Lands					97,189			
Total Assessment					\$212,167			

COMPOSITE SCHEDULE OF ASSESSMENT (MAIN DRAIN AND BRANCH "A")

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Utilities								
	Watermain Utility			Municipality of North Middlesex	51,202	-	-	51,202
	Telecom Utility			Bell Telecom	1,883	-	-	1,883
					53,085	-	-	53,085
Public Lands								
	Naim Road	0.60		County of Middlesex	27,264	5,024	1,361	33,649
	Argyle Street	1.70		Municipality of North Middlesex	16,968	7,935	14,979	39,882
					44,232	12,959	16,340	73,531
Non Agricultural Lands								
3	Pt. Lot 14	0.80	042-010-076-02	N. Connolly	-	2,986	2,471	5,457
					-	2,986	2,471	5,457
Agricultural Lands								
2	Lot 14	8.10	042-010-068	Triple A Acres Ltd	1,078	2,890	19,646	23,614
	Lot 15	1.20	042-010-067	D. Van Deuren	160	-	2,685	2,845
3	Lot 14	4.90	042-010-076	A. Van Deuren	652	16,244	9,591	26,487
	W 1/2 Lot 15	5.70	042-010-077	C. Rollings	758	13,750	8,591	23,099
	E 1/2 Lot 15	3.60	042-010-078	C. Rollings	479	15,666	3,580	19,725
	Lot 16	0.40	042-010-080	E. Chapman	53	11,501	227	11,781
					3,180	60,051	44,320	107,551
				Total Utilities	53,085			
				Total Public Lands	73,531			
				Total Non Agricultural Lands	5,457			
				Total Agricultural Lands	107,551			
				Total Assessment	\$239,624			

Estimated Net Assessment

Net assessment subject to OMAFRA ADIP Policy and actual construction costs.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment (\$)	Estimated Grant (\$)	Allowances (\$)	Estimated Net Assessment (\$)
Utilities								
	Watermain Utility			Municipality of North Middlesex	51,202			51,202
	Telecom Utility			Bell Telecom	1,883			1,883
Public Lands								
	Nairn Road	0.60		County of Middlesex	33,649			33,649
	Argyle Street	1.70		Municipality of North Middlesex	39,882			39,882
Non Agricultural Lands								
3	Pt. Lot 14	0.80	042-010-076-02	N. Connolly	5,457		100	5,357
Agricultural Lands								
2	Lot 14	8.10	042-010-068	Triple A Acres Ltd	23,614	7,512	200	15,902
	Lot 15	1.20	042-010-067	D. Van Deuren	2,845	895		1,950
3	Lot 14	4.90	042-010-076	A. Van Deuren	26,487	8,612	1,880	15,995
	W 1/2 Lot 15	5.70	042-010-077	C. Rollings	23,099	7,447	1,540	14,112
	E 1/2 Lot 15	3.60	042-010-078	C. Rollings	19,725	6,415	1,490	11,820
	Lot 16	0.40	042-010-080	E. Chapman	11,781	3,909	300	7,572
					239,624	34,790	5,510	199,324

Brown Drain
Municipality of North Middlesex
April 9, 2026

SPECIFICATION OF WORK

1. Location

The work in this specification is located in Lot 14, 15 and 16, Concession 2 and 3, in The Municipality of North Middlesex.

2. Scope of Work

The work included in this specification includes, but is not limited to, the following:

- Brown Drain (Main Drain):
 - 30m of open channel deepening
 - Watermain lowering on Nairn Road
 - 835m of proposed tile drain replacement c/w catch basins and includes:
 - Road Crossing on Nairn Road complete by Jack and Bore
 - Road Crossing on Argyle Street complete by open cut

- Brown Drain (Branch “A”):
 - 113m of proposed tile drain replacement c/w catch basins and includes:
 - Road Crossing on Argyle Street complete by open cut

3. General

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in their tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent and Engineer who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

All excess material shall be disposed offsite at the expense of the Contractor.

The drain shall be completed prior to November 30, 2026 should there be no appeals.

4. Plans and Specifications

This Specification of Work shall take precedence over all plans and general conditions pertaining to the Contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

5. Health and Safety

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

When applicable the Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision).

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of non-compliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the Contract.

The Contractor shall also ensure that only competent workers are employed onsite and that appropriate training and certification is supplied to all employees.

6. Utilities

The Contractor is responsible for organizing locates and exposing all the utilities along the length of the drainage works. The utilities shall be located prior to the installation of any tile. If any utilities interfere with the proposed drainage works in a manner not shown on the accompanying Estimate of Cost or profile the Contractor shall notify the Drainage Superintendent and Engineer.

The Contractor is responsible for coordinating the replacement of additional utilities with the utility company if they interfere with the proposed drain. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act.

All additional costs to work around and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering (25% of the cost) shall be borne by that utility.

7. Traffic Control

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The contractor shall schedule any obstruction of existing driveways with the owners at least two full working days in advance. The Traffic Plan must be approved by the Municipality and County prior to the commencement of any road closures.

- a) The Contractor shall supply, erect and maintain all detour signs and special signs necessary for detours to divert traffic from the area under construction as directed by the Road Superintendent or Engineer. All this work shall be at the Contractor's expense.
- b) The Contractor shall be responsible for supplying, erecting and maintaining all signs, supports, barricades, flashers, cones, etc. in the construction area and at the boundaries of the work as part of the above detours, all to the satisfaction of the Engineer or Drainage Superintendent. All this work shall be done by the Contractor at their own expense.
- c) The Contractor shall not be allowed to proceed with construction activities unless proper signage and flagmen are present. Flagging procedures, signage and detours shall conform to the recommendations of Book 7, Temporary Conditions, Ontario Traffic Manual, issued by the Ministry of Transportation. Conformance shall be enforced by the Ministry of Labour Inspector.
- d) If work is being completed on a Road and or Road Allowance in North Middlesex, the Contractor is required to complete a Road Allowance Work Permit Application available on their website: <https://www.northmiddlesex.on.ca/media/591>. No fees are required.

8. Pre-Construction Meeting

There is a requirement for a pre-construction meeting to be held prior to any construction taking place. The meeting shall be scheduled by the Contractor. The Landowners, Engineer, Municipality of North Middlesex, and the County of Middlesex shall be notified of the pre-construction meeting at least 48 hours prior.

9. Access and Working Area

Access to the work site for construction and future maintenance shall be from Nairn Road and Argyle Street and along the length of the drainage works. Access shall generally be restricted to a width of 6 metres. For future maintenance, access may be along the property lines at the Drainage Superintendents discretion.

The working area for the construction and future maintenance of the proposed tile drain downstream of Nairn Road shall be restricted to a width of 10m normally centred on the proposed tile drain due to the number of trees. The working area for the construction and future maintenance of the remainder of the tile drain shall be restricted to a width of 22m normally centred on the proposed tile drain. The working area for the open channel shall be from the south side (road side) of the channel and shall be restricted to one lane. The working area shall extend 10m past the length of the drain to allow for vehicles to turn around.

10. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the locations shown on the Plan and Profile drawings. Where these elevations are on existing structures to be replaced, they shall be transferred by the Contractor prior to the removal. Once the Contractor has located the existing tile and a general alignment has been determined, R. Dobbin Engineering will add additional benchmarks along the length of the drainage works if requested by the Contractor.

11. Removals

The culverts, catch basins, hickenbottoms, outlet pipe, unsuitable or not required excavated material, etc. shall be removed in their entirety and shall be disposed offsite at the expense of the Contractor. Tile under road crossings shall be removed in their entirety.

12. Brushing and Tree Removal

For the tile drain all brush, trees, woody vegetation, stumps etc. shall be removed within the working corridor. For the open channel all brush, trees, woody vegetation, stumps etc. shall be removed within the channel cross-section and working area in order to facilitate construction or as determined by the Drainage Superintendent or Engineer.

A mechanical grinder attached to an excavator shall be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut. The Contractor shall stockpile the trees and brush in a single pile on the property in which they were removed or dispose of the trees and brush offsite. The Contractor is responsible for the burning of the trees and brush. The Contractor is responsible for obtaining all necessary permits for any disposal sites. Burning of the trees and brush is subject to local bylaws and guidelines of the Ministry of the Environment Conservation and Parks.

Certain trees may be left in place at the discretion of the Drainage Superintendent or Engineer.

13. Excavation of Open Channel

For construction and future maintenance, the open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in this Engineers Report. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

The excavated material shall be trucked offsite.

14. Locate and Abandon Existing Drain

The existing tile drain shall be exposed at the discretion of the Drainage Superintendent or Engineer and Contractor in order to adequately determine the proposed alignment. The existing municipal drain shall be abandoned and crushed.

15. Strip and Place Topsoil

The Contractor shall strip the topsoil for a width of 6m normally centered on the proposed drain. The topsoil shall be stockpiled at the edge of the working allowance for the duration of the tile installation. Once the tile is installed, the Contractor shall level the topsoil over the drain to its pre-construction condition.

16. Installation of Tile

The Contractor shall supply, install, and backfill the specified sizes of tile and pipe to the depths and grades as shown on the drawings.

Concrete tile shall conform to ASTM C412, 2000D. Tile shall have a circular interior and exterior shape.

Where the concrete tile depth is greater than 2.5m the tile shall be bedded to the spring line with clear stone.

HDPE pipe shall be CSA Approved smooth wall gasketed pipe with bell and spigot joints (320 kPa) and shall include clear stone bedding to the spring line under gravel driveways and accesses. The pipe shall be backfilled with Granular "A" under driveways.

It is intended that the proposed tile run in the low run and/or adjacent the existing tile. The exact location is to be determined at the time of construction.

The trenching and laying of the concrete tile shall be done by wheel machine. An excavator must be used in areas of soil instability, unless approved by the Engineer. All tile joints shall be wrapped with a minimum 300mm width of Mirafi P150 (or approved

equal) filter fabric. The filter fabric shall be overlapped by 450mm at the top of the tile. The tile shall be laid in straight lines or on smooth gradual curves with a minimum radius or 25m.

Where approved by the Engineer (or specified) concrete tile may be laid in tighter curves by saw cutting joints. The maximum deflection of one concrete tile joint shall be 22 degrees. Turns of greater than 22 degrees shall require the use of manufactured bends (HDPE smooth wall).

Laser control shall be used to ensure proper grades. The grades calculated on the Profile are to the invert of the tile and pipe with allowances to be made by the Contractor for the wall thickness of the tile and pipe. The depths shown and figured are from ground level to the invert of the pipe along the line of the proposed drain. Should an error appear in the figured depth at any station or stations, the grade shall be made to correspond with that shown on the Profile without extra charge.

Wheel Machine

A wheel machine shall be used to excavate the trench to allow for a round bottom. Prior to backfilling, the tile shall be covered manually to a depth of approx. 100mm over the pipe to ensure that the tile and pipe are not displaced by large clumps of earth. The trench shall be backfilled with excavated material free of stones, broken tile or other deleterious material. All stones larger than 100mm in diameter evident immediately after construction shall be picked up by the Contractor and disposed offsite. The Landowners are responsible for stones after that. The material shall be left windrowed over the trench to allow for settlement.

Excavator

When concrete tile is installed with an excavator, the tile must be installed as per the manufacturer's recommendations **complete with bedding to the spring line**. The bedding, except where the depth of the tile is greater than 2.5m, shall be included in the Contractors unit price for this item if being completed by excavator. Prior to backfilling, the tile shall be covered manually to a depth of approx. 100mm over the pipe to ensure that the tile and pipe are not displaced by large clumps of earth. The trench shall be backfilled with excavated material free of stones, broken tile or other deleterious material. All stones larger than 100mm in diameter evident immediately after construction shall be picked up by the Contractor and disposed offsite. The Landowners are responsible for stones after that. The material shall be left windrowed over the trench to allow for settlement.

If the land level must be lowered in order to carry out trenching operations, then it is up to the Contractor to determine if it is necessary and include any extra cost involved. They shall first strip the topsoil to its full depth and stockpile it along one side of the working width and then grade the area to allow the trenching to be carried out. All excavated

material shall be windrowed on the side opposite the trench that the topsoil is stockpiled. After trenching and backfilling operations are complete, the topsoil shall be spread to its original depth.

All areas disturbed by construction, except the material windrowed over the trench, shall be left in a condition suitable for cultivation.

The Contractor shall not operate any trenching or backfill equipment, delivery trucks or equipment, pickup trucks or other vehicles along or over the trench during or after construction. The Contractor shall be responsible for any damage caused by any equipment or vehicles operated over the trench. If the Contractor must cross the trench, they will do so in one area.

The Landowners are also warned to minimize farm equipment crossing over the trench or along the length of the trench for 1 year after construction in order to protect the tile.

17. Outlet Works

The outlet works for the drain shall consist of HDPE smooth wall pipe as shown on the profile (320 kPa) with a manufactured rodent rotating grate. It shall be installed at the outlet to the open channel.

Erosion protection made up of rip rap and filter fabric shall be installed on the channel side slope from the bottom of the channel to the top of the bank and for a distance of 1m on either side of the outlet. Rip rap shall be made up of 150mm to 300mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400mm below finished grade. After grading, a layer of filter fabric (Mirafi P150 or approved equal) is to be placed with any joints overlapped a minimum of 600mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

18. Road Crossings Argyle Street

Where High Density Polyethylene Pipe is specified, the Contractor shall supply, install, and backfill the HPDE smooth wall gasketed pipe with bell and spigot joints (320 KPa) or approved equivalent under road crossings. Future pipe and culvert replacements shall be to the same specifications.

Where corrugated steel pipe (CSP) is specified, the Contractor shall supply, install, and backfill aluminized CSP with a minimum wall thickness of 2.0mm in all cases. All corrugation profiles shall be of helical lockseam manufacture using 68 x 13mm corrugations. Future culvert replacements shall be to the same specifications.

The proposed tile shall be installed in the same general location as the existing tile, unless otherwise stated on the drawings or in the specification. The location of the tile may be moved a short distance if approved by the Engineer or Drainage Superintendent.

The bottom of the excavation shall extend 150mm below the bottom of the tile with any over excavation backfilled with ¾" clear stone material. When the tile has been installed to the proper grade and depth, the excavation shall be backfilled with ¾" clear stone from the bottom of the excavation to 300mm above the proposed tile. The clear stone shall be considered bedding. Care shall be taken to ensure that the backfill on either side of the pipe or culvert does not differ by more than 300mm so that the pipe is not displaced. Within the road allowance the pipe shall be backfilled to 150mm below finished grade with OPS Granular "A". Outside the road allowance excavated material can be used. Granular "A" shall be mechanically compacted to 100% modified standard proctor density.

The ditch shall be graded to ensure the surface water is collected to the catch basins on all road crossings.

The Contractor shall be responsible for maintenance of the pipes for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with granular "A".

19. Watermain Lowering

The watermain lowering shall be completed by Directional Drilling.

The existing watermain is 200mm dia. PVC. The existing watermain shall be removed at the discretion of the Engineer, Municipality and OCWA. The size and material of the watermain shall be verified by the Contractor prior to the ordering of any materials.

The Contractor shall be responsible for notifying the Municipality of North Middlesex, Ontario Clean Water Agency and the Engineer prior to lowering of the watermain.

The watermain shall be installed in accordance with OPSS, local Municipal standards and with a minimum cover below the proposed tile of 500mm.

The proposed watermain shall be Certa-Lok PVC Pipe or approved equivalent.

Contractor shall confirm the line and grade of existing mains by means of excavation prior to commencing pipe installation. Physical ties are to be free from bends and elbows.

The distribution system shall be backflow protected and pressured tested to 1050 kPa for a period not less than two hours. All leaking joints, fitting and/ or appurtenances shall be tightened and all defective materials shall be removed and replaced. The maximum allowable leakage is 1.85L per day per mm of diameter, per km of length and all necessary

steps to reduce the leakage to the allowable amount shall be taken. When the installation is completed and the leakage test and pressure test results are satisfactory, the system shall be thoroughly swabbed and flushed to remove all debris and unwanted material. The system shall be disinfected using a chlorine solution maintained at a minimum concentration of 50mg/L throughout the length of the watermain. The residual concentration at the end of the 24 hours shall be a minimum of 25mg/L. If the test of the chlorine solution is satisfactory, the contents of the watermain shall be flushed out completely and recharged with municipal water. Water samples of the recharge water in the system shall be analyzed for contamination and the system shall not be put into operation until test results indicate no contamination. Disinfection procedures shall be repeated as necessary. All testing and disinfection shall be carried out by the Contractor in the presence of the Municipality’s representative and in accordance with current provincial standards.

20. Nairn Road Culvert and Tile Replacement

The Contractor shall supply and install a steel pipe casing by boring and jacking to the depths and grades as shown on the Profile. The steel casing shall have a minimum thickness of 9.5mm. All work shall be completed in accordance with OPSS 416. Cathodic protection is not required.

21. Grout Existing Culvert and Tile Under Nairn Road

This item is to include videoing the existing tile prior to grouting to ensure all connections are rerouted and filling the existing tile under Nairn Road with grout.

The grout shall contain 25kg of type 10 Portland Cement per cubic metre. Portland cement shall conform to the requirements of CSA CAN3-A5M. The gradation shall conform to Table 1 of CSA Standard. The slump of unshrinkable fill shall be between 150mm and 200mm. The maximum 28 days compression strength shall not exceed 0.40 MPa, as measured in accordance with CAN-A23.2-9C. At no time will water be added to the concrete on site. Concrete which is unworkable or that is too stiff to produce a satisfactory product is to be discarded.

22. Catch Basins

Structure	Station	Size (mm)	Grate Elev. (m)	Outlet Pipe Elev. (m)	Inlet Pipe Elev. (m)
CB #1	0+096	900x1200	228.85	227.36 (E) 525 HDPE	227.39 (W) 510 Steel
CB #2	0+121	900x1200	228.97	227.45 (E) 510 Steel	227.50 (W) 450

CB #3	0+624	Existing Offset	230.09	To Be Re-Connected to Proposed Tile with 250mm Tile	
CB #4	0+850	900x1200	231.03	229.70 (N) 300	229.71 (S) 300
CB #5	0+865	900x1200	231.00	229.78 (N) 300	229.80 (S) 250 k/o
CB #6	BR. 0+099 (BR "A")	900x1200	230.72	229.45 (N) 250	229.46 (S) 250
CB #7	BR. 0+113 (BR "A")	900x1200	230.53	229.55 (W) 250	229.57 (E) 250 k/o

The catch basins shall be square precast concrete structures as noted above and shall have a birdcage type grate. The catch basins shall be located with the backside at the property line and at the locations identified on the Plans. When specified the catch basins shall have a berm constructed on the downstream end. The top of the berm shall be 0.60m above the inlet elevation. The berm shall have a 2:1 front slope and 5:1 back slope with a 1m wide top. The height and back slopes can be increased under the direction of the Drainage Superintendent in order to reduce erosion and facilitate farming. Care shall be taken to ensure this does not negatively impact upstream lands. The berms shall be constructed using excess materials on site. If more material is required it shall be supplied at the expense of the drainage works.

The catch basins shall be made with the top sections separate from the base sections in order to allow riser sections to be installed or removed as necessary (i.e. the base section shall not extend for more than 150mm above the top of the highest opening in the base section). The wall thickness of all structures shall be 115mm and each shall have a 300mm sump. Birdcage grates shall be manufactured with a bar spacing no larger than 50mm.

The catch basins shall be set at the final elevations as directed by the Drainage Superintendent. The catch basins shall be set on a layer of clear stone. The clear stone shall be extended up to the spring line of the inlet and outlet pipe connections.

The tile at the connection to the catch basins shall be concreted on both the inside and outside prior to backfilling. Any pipe or tile shall not protrude more than 50mm inside the wall.

As part of this item the Contractor shall grade the area in the vicinity of the basin to ensure proper drainage.

Rip rap may be installed at the catch basins as determined by the Engineer or Drainage Superintendent.

The Drainage Superintendent or Engineer may change a birdcage type grate on a catch basin to a concrete lid or sloped birdcage grate at the request of a Landowner.

23. Seeding/Restoration

All areas disturbed by construction shall be restored to their pre-construction state.

All grass areas disturbed by construction, shall be restored with 50mm of screened topsoil and seeded. The timing of the seeding shall be approved by the Drainage Superintendent or Engineer. The side slopes of the open channel shall be restored with seed.

24. Subsurface Drainage

All existing subsurface drains encountered during construction shall be reconnected to the open channel and tile drain unless otherwise noted on the drawings or as directed by the Drainage Superintendent.

A suitable length of equivalent sized PE agricultural tubing shall be used to connect the drain to the open channel and tile drain. Manufactured fittings shall connect the PE tile to the existing drain and to the concrete tile. The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile.

25. Environmental Considerations

The Contractor shall take care to adhere to the following considerations.

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- Material shall not be in areas regulated by the Conservation Authority or Ministry of Natural Resources.
- All granular and erosion control materials shall be stockpiled a minimum of 3.0m from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall

be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.

- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

A light duty silt fencing shall be installed down-gradient of the work for the duration of construction.

The light duty silt fencing shall be supplied and installed in accordance with OPSS 577 and OPSD 219.110. The light duty silt fencing shall be removed once construction is complete.

County Rd 17

10" Tile under Telephone Box

7200 ft from Daymonds.
470 ft from George
350 ft from Robert Robinson
7920 ft of 4" tile

Joseph's Glass

GRAVEL PIT

HOOKS ON 1ST DRAIN - BALANCE DESTROYED

TRIP ROAD

LOT 15 Con 3
EAST WILLIAMS

FENCE LINE
Between 10-50 acre farms

Mary Brown
3600 ft from Daymonds.
930 ft from George
4530 ft of 4" Plastic

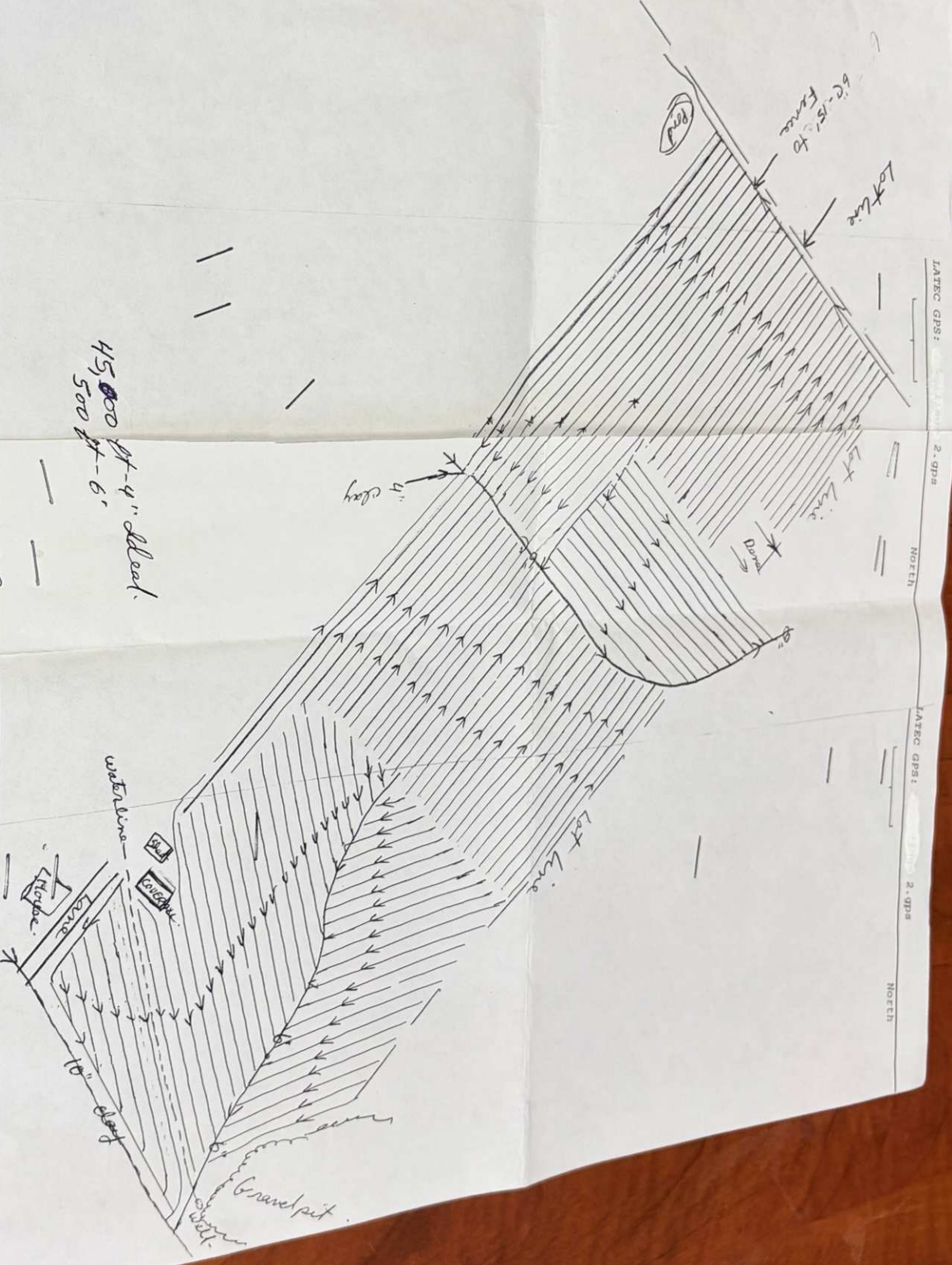
CLAY 4"
35
35
35
50
50
50

30 Spaces

Customer: Margaret Brown
 Location: Lot 15 Con 3
 Scale: 200 feet
 Spacing: 4" Wms.
 C Robert Robinson Contracting Ltd

Customer: Margaret Brown
 Location: Lot 15 Con 3
 Scale: 200 feet
 Spacing: 4" Wms.
 C Robert Robinson Contracting Ltd

45,000 ft² 4" bleed.
 500 ft - 6'



LOT 13

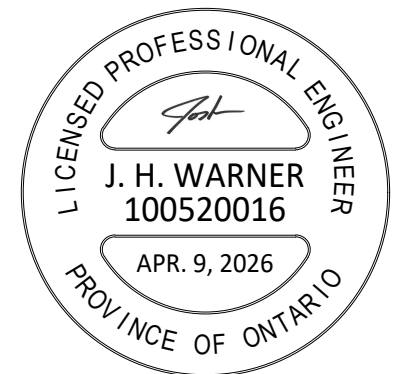
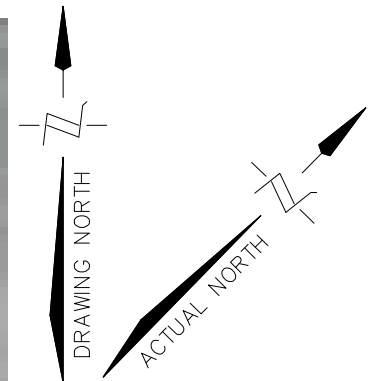
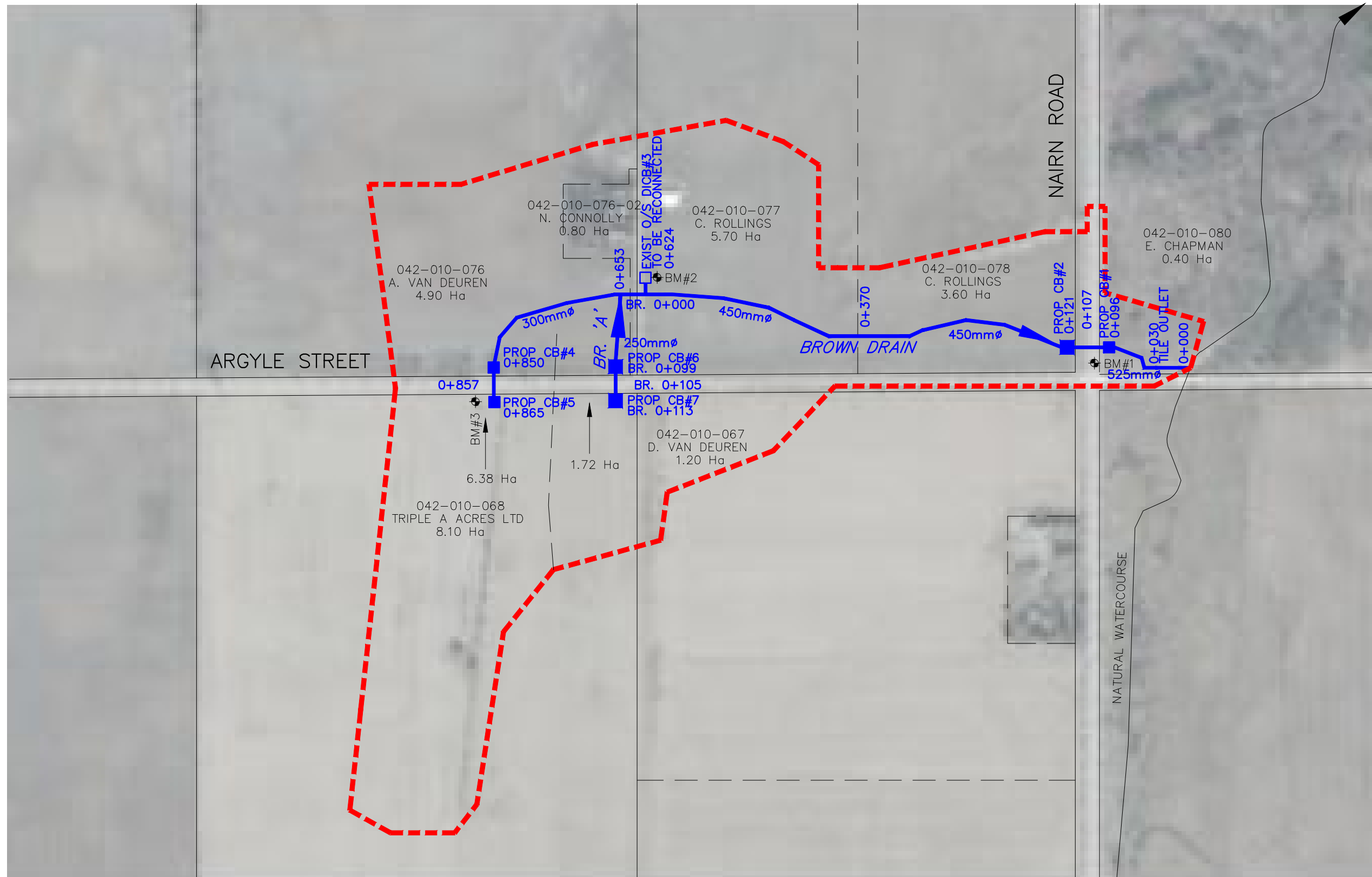
LOT 14

LOT 15

LOT 16

CONC 3

CONC 2



LEGEND

- DRAINAGE AREA
- BROWN DRAIN
- EXISTING WATERCOURSE



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.
2025-1756

APPROVED	NO.	REVISIONS	DATE	BY
J. WARNER				
CHECKED	1	FINAL REPORT	APR. 9, 2026	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1: 5,000
0 40 80

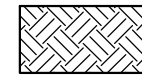
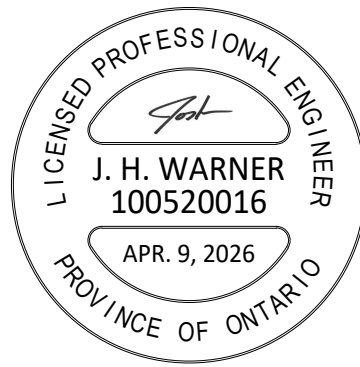
MUNICIPALITY of NORTH MIDDLESEX
BROWN DRAIN
PLAN

1
OF 3

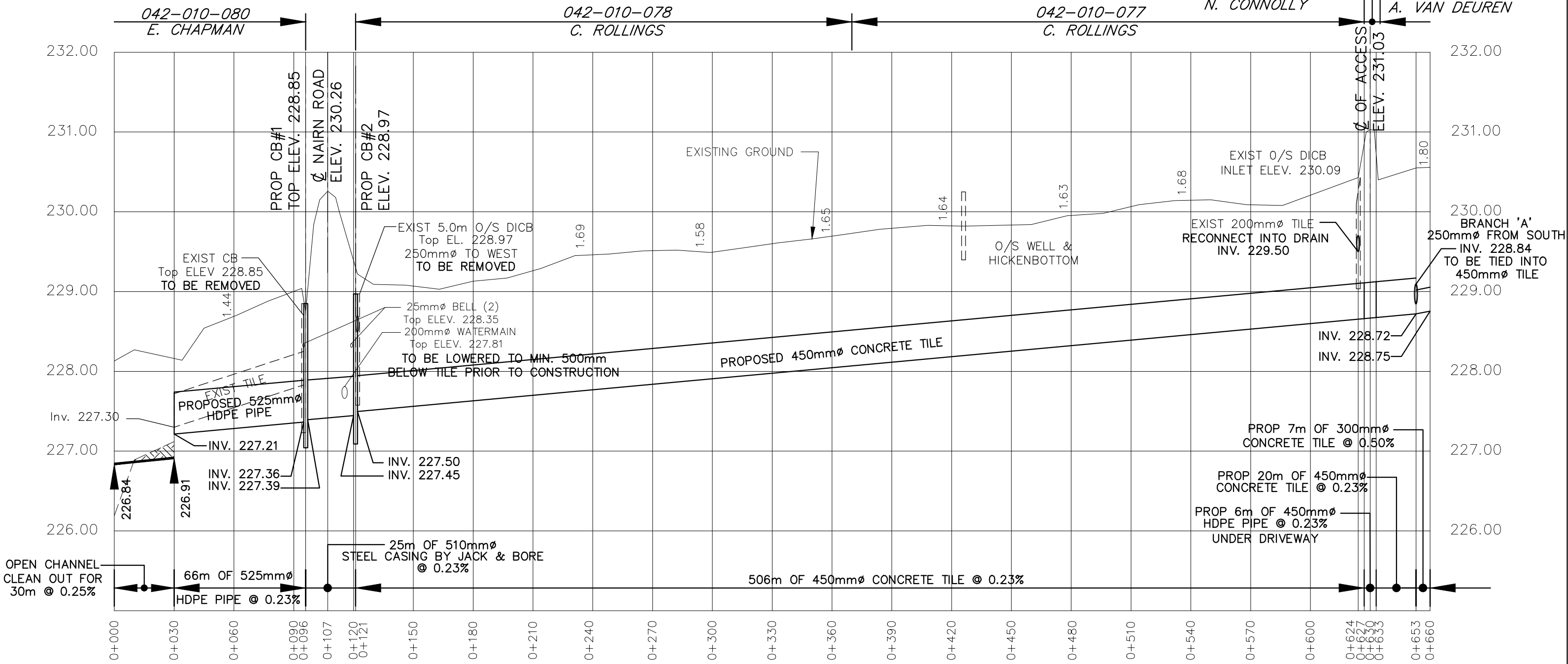
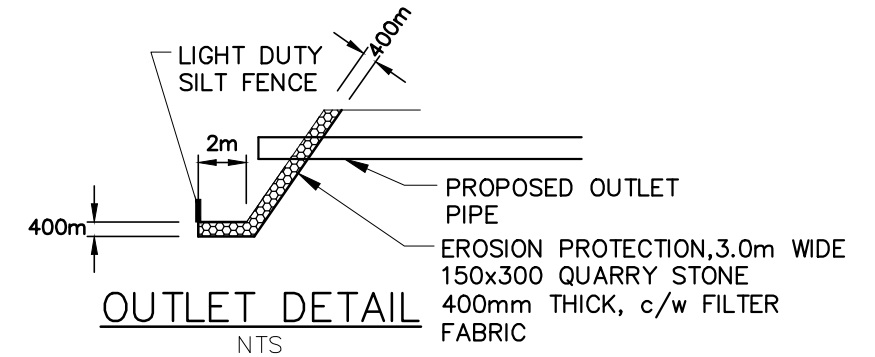
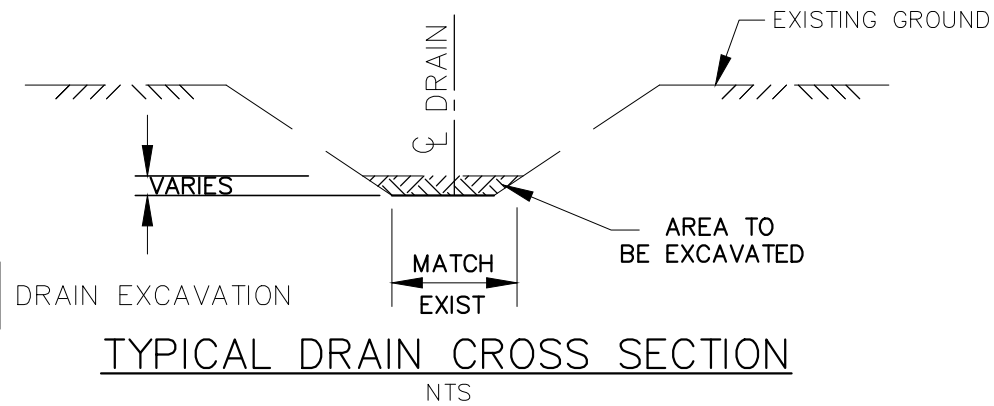
Last Updated: February 26, 2026

GENERAL NOTES

- BENCHMARK No.1 ELEV. 229.21
EXISTING TOP OF EAST END OF CSP
CROSSING NAIRN ROAD. APPROX. 10m
SOUTH OF PROPOSED CROSSING. ST. 0+107
 - BENCHMARK No.2 ELEV. 230.09
EXISTING INLET ELEVATION OF EXISTING
PRIVATE DICB LOCATED EAST OF DRIVEWAY
FOR MN# 10802. AT STATION 0+624
- UPPER NUMBERS ARE DEPTH FROM
GROUND TO INVERT OF CONCRETE TILE.



DRAIN EXCAVATION



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Brown Drain Profile 1

PROJECT No.
2025-1756

APPROVED	J. WARNER	NO.	REVISIONS	DATE	BY
CHECKED	B. VAN RUITENBURG	1	FINAL REPORT	APR. 9, 2026	CS
DRAWN	C. SAUNDERS	SCALE: 1:2,000			

0 20 40

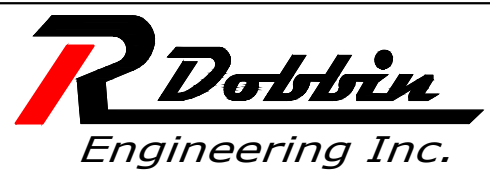
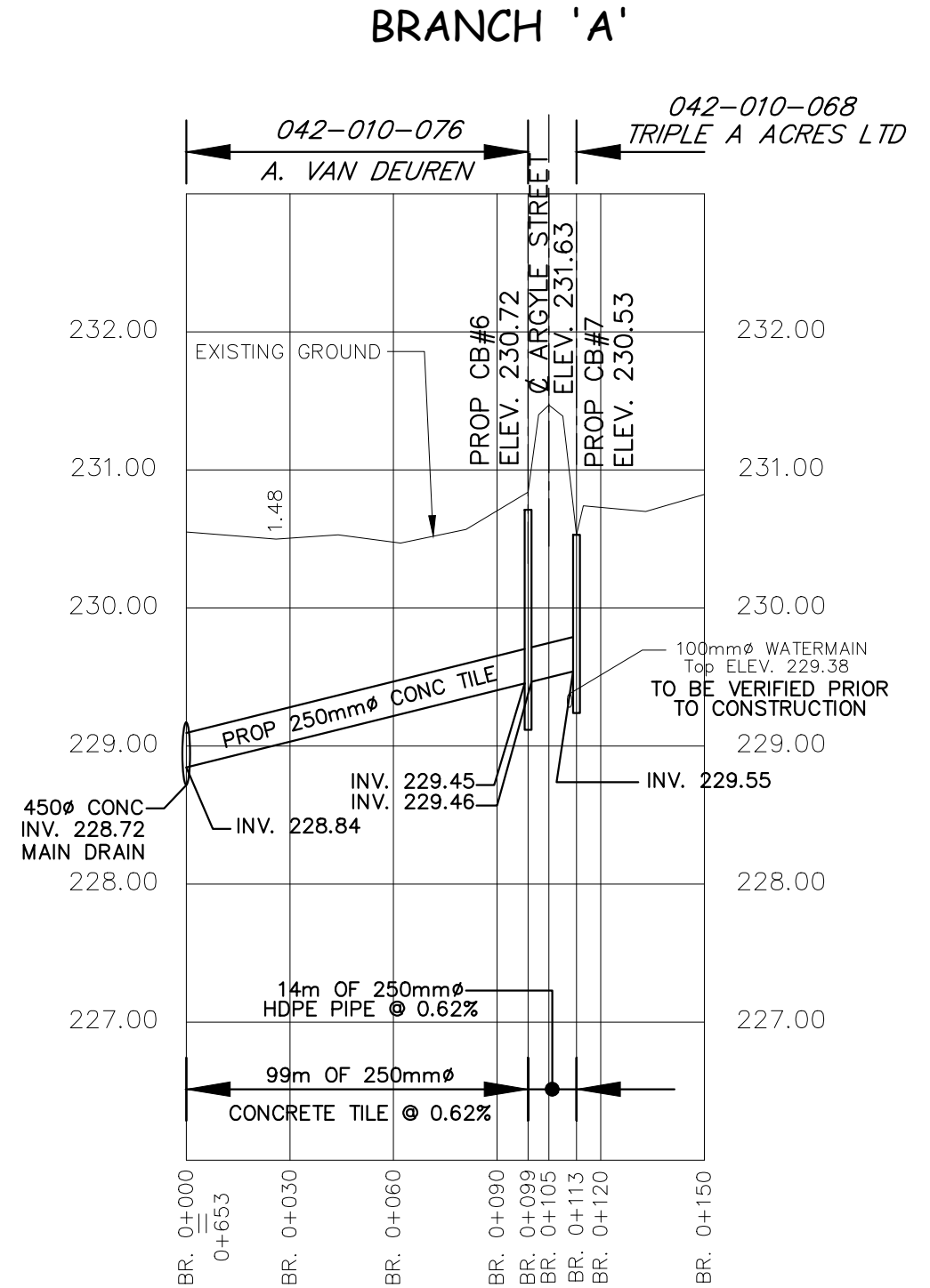
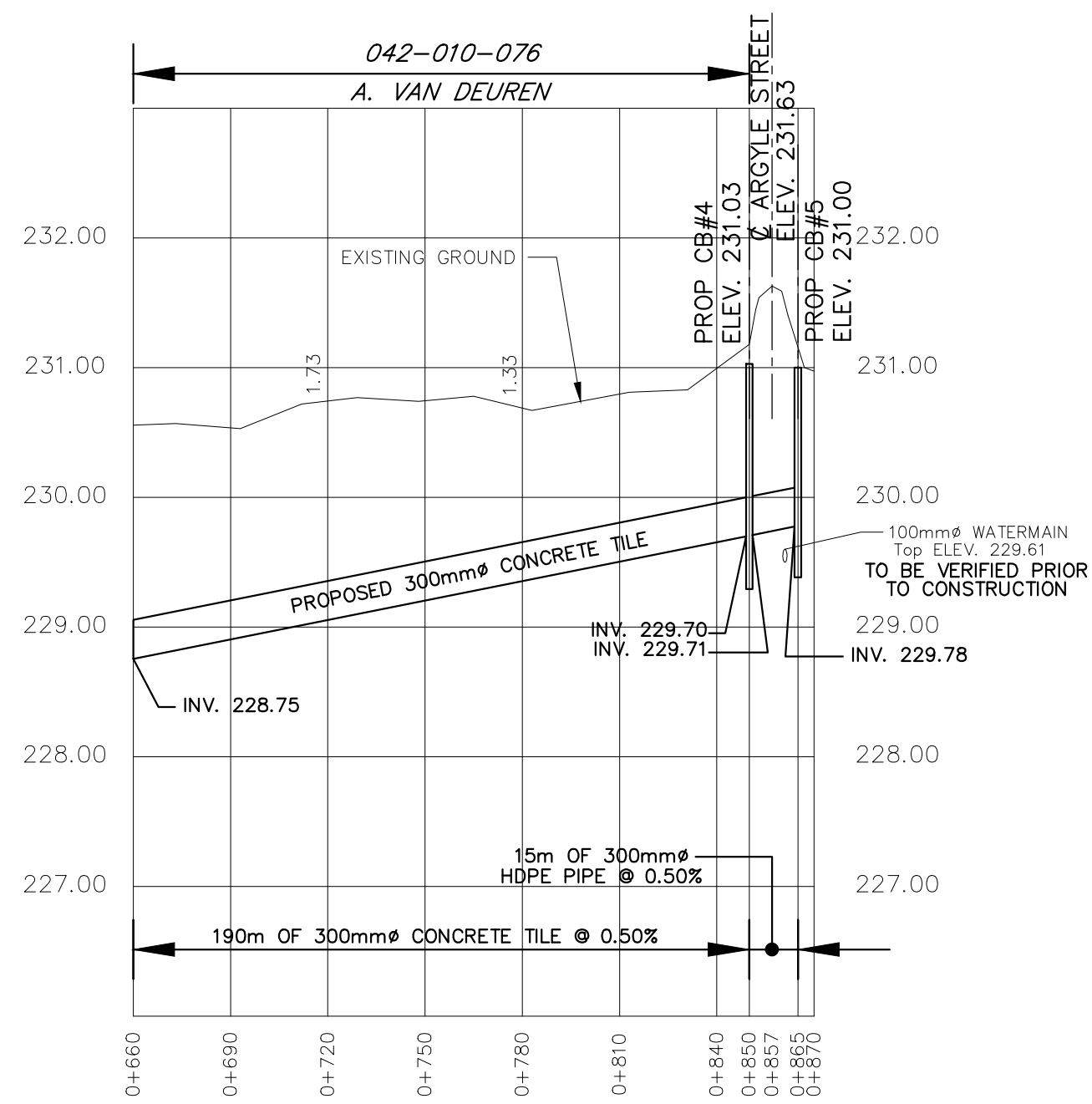
MUNICIPALITY of NORTH MIDDLESEX

BROWN DRAIN
PROFILE

Page 57 of 151

GENERAL NOTES

- 1. BENCHMARK No.2 ELEV. 230.09
EXISTING INLET ELEVATION OF EXISTING PRIVATE DICB LOCATED EAST OF DRIVEWAY FOR MN# 10802. AT STATION 0+624
 - 2. UPPER NUMBERS ARE DEPTH FROM GROUND TO INVERT OF CONCRETE TILE.
- BENCHMARK No.3 ELEV. 231.68
NAIL IN HYDRO POLE ON SOUTH SIDE OF ARGYLE STREET.
WEST OF PROPOSED CROSSING. ST. 0+865



4218 Oil Heritage Road
Petrolia Ontario, NON 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Brown Drain and Brown Drain Branch 'A' Profile

PROJECT No.
2025-1756

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	APR. 9, 2026	CS

APPROVED
J. WARNER

CHECKED
B. VAN RUITENBURG

DRAWN
C. SAUNDERS

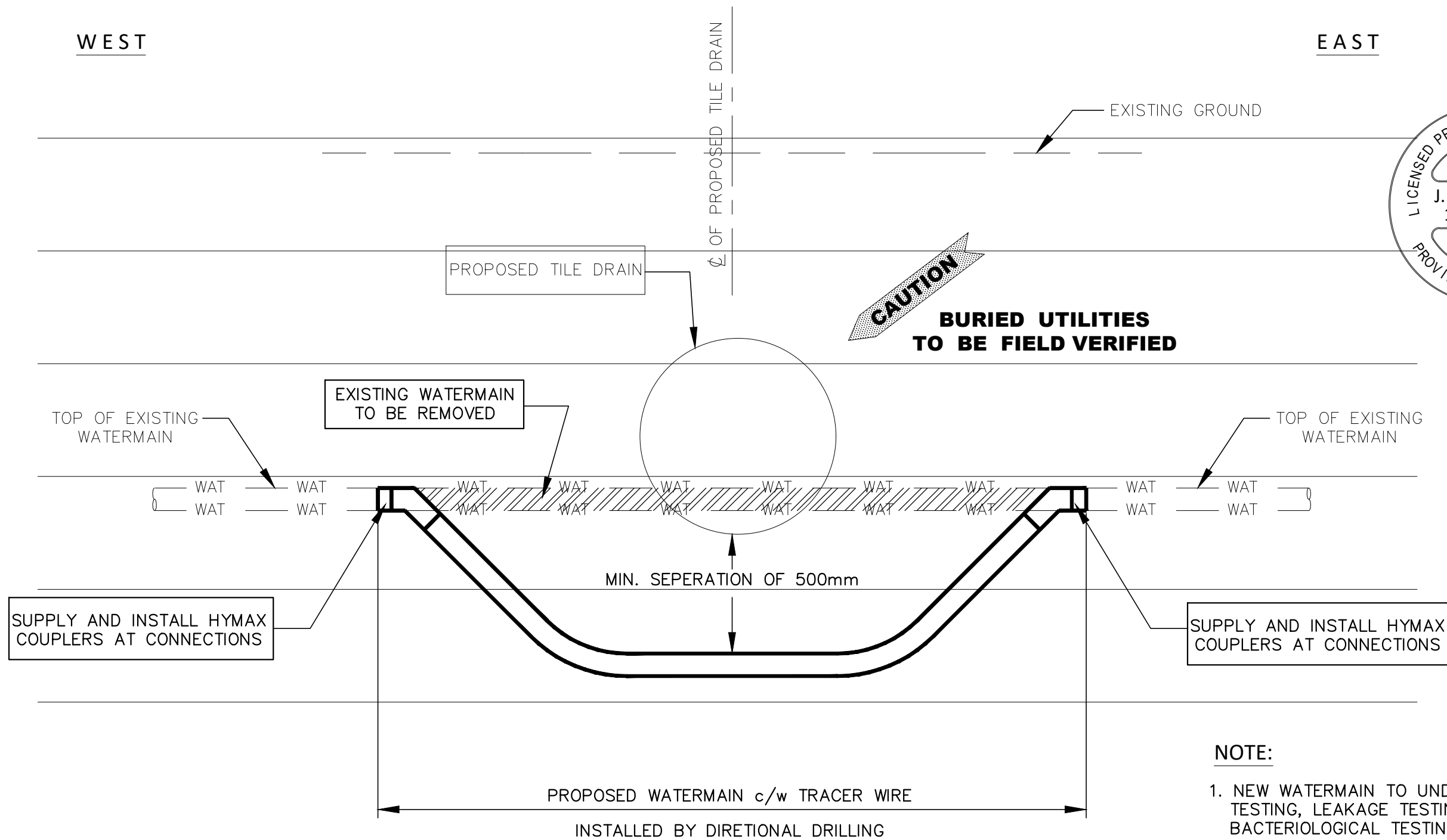
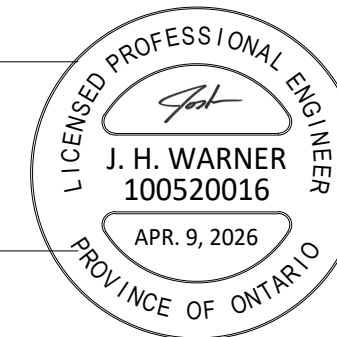
SCALE: 1:2,000
0 20 40 60m

MUNICIPALITY of NORTH MIDDLESEX
BROWN DRAIN & BROWN DRAIN BRANCH 'A'
PROFILE

3
OF 3

WEST

EAST

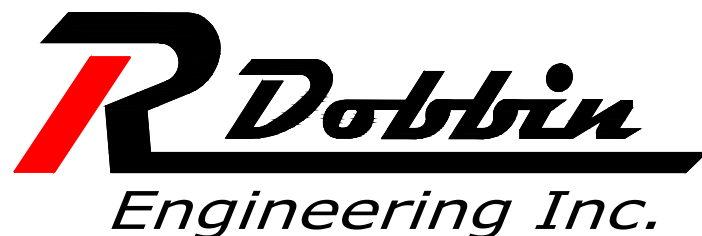


NOTE:

1. NEW WATERMAIN TO UNDERGO PRESSURE TESTING, LEAKAGE TESTING AND BACTERIOLOGICAL TESTING AS PER MUNICIPAL STANDARDS.
2. CONNECTIONS TO EXISTING WATERMAIN TO BE COMPLETED THE SAME DAY.

WATERMAIN LOWERING DETAIL

NTS



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233



MFA UPDATE 2026

AGRICULTURE IS AN ECONOMIC DRIVER IN MIDDLESEX

- 2518 Farms
- Employ over 27,000 people
- \$1.4 billion in farm cash receipts
- Top 3 commodities: Grains, Poultry and Hogs
- Strong agriculture = strong communities!

Source: OMAFA 2025 County Profiles



WHY WE NEED TO PROTECT FARMLAND

- ✔ Bill 21 - Protect Our Food Act
- ✔ Legacy Lots
- ✔ Conservation Authorities

Agriculture land is productive, essential valuable, finite and non renewable!



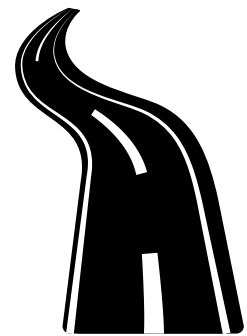
CARGILL SARNIA

- located on the boundary between the City of Sarnia and the Village of Point Edward
- Being threatened by 2 proposed residential developments in close proximity
- Handles 35% of Ontario's export grain and is a major importer of local fertilizer.
- Area federations and farmers urge municipalities and Cargill to implement appropriate zoning buffers between the grain terminal and surrounding sensitive land uses

SUPPORTING THE AGRICULTURE SECTOR



Reliable broadband internet for business development and utilizing precision agriculture technology.



Roads, bridges and culverts to transport farm equipment and distribute agri-food products.



Access to natural gas to attract and retain businesses in rural communities.



WIND TOWERS

- 300 ft high + 70 ft for blades
- Concrete base proposed 10 ft (3-4 m) deep
- Constructed with concrete and rebar
- Estimated production = 6 MW per tower
- Landowner concerns:
- Removal of base at end of life
- Proposal is to only remove 1 m of concrete from base – this is not enough to return land to production

RAILWAYS

- \$45M to improve safety nationally
- Railways refuse to acknowledge Drainage Act
- Court Case supports municipality position
- Farm crossings upgrade costs



HIGH SPEED RAIL

- Toronto to Quebec City
- 300 km per hour
- Requires new dedicated fenced infrastructure
- Major impacts to farmland remain unresolved
- Alternative is high frequency rail
- 200 km per hour
- Can use existing infrastructure once upgraded
- Prioritize passenger rail over freight rail

BATTERY ENERGY STORAGE SYSTEMS

- Lots of unknowns
- Fire suppression
- End of use (recycling vs landfill)
- Estimated Ontario will need to expand from 42,000 to 88,000 MW by 2050
- Could lose up to 2.2M acres of land



MEDIAN RESULTS OF 151 COST OF COMMUNITIES STUDIES

Service	Residential	Industrial	Agriculture
Fire/Police/Ambulance	↑	↔	↔
Municipal Services	↑	↑	↑
Recreation	↑	↓	↔
Sewer/Water	↑	↑	↓
Revenue : Expenses	\$1.16	\$0.30	\$0.37

Source: American Farmland Trust

OFA MUNICIPAL RESOURCES

<https://ofa.on.ca/growag/>

- Economic Snapshots of Agriculture Sector
- Agriculture Matters Guide
- Guide to Support Agriculture in your Municipality
- Agriculture Considerations When Designing Municipal Roadways
- Agriculture Economic Development Initiatives
- Welcome to Rural Ontario





Thank You!

Instructions

- Applicants must pre-consult with municipal staff prior to filling out application
- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attach to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- We recommend that the applicant keep a copy of the application form for your own record
- Please ensure that the application has been signed by the property owner or authorized agent

Application Requirements

- Complete and Signed Application Form
- Drawings
- Two (2) Financial Quotes per eligible item
- Any Other Documents Required by the Municipality at the Pre-Consultation

APPLICANT AND PROPERTY OWNER INFORMATION

Registered Property Owner

Name:	Sara Nirta
If Corporation, Signing Officer to contact:	

Authorized Agent (If Any)

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

Subject Property Information

Civic Address:	242 Ardross St Parkhill ON N0M 2K0
----------------	------------------------------------

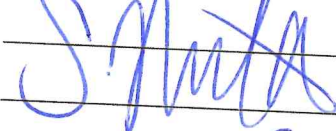
Legal Description (Lot and Plan No., Assessment Roll No.):
PLAN 327 LOT 47 to 48 Roll: 395405204007104.0000

APPLICANT AGREEMENT

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at Parkhill this 15th day of April

Signature of Owner/s: 
SARA A NIRTA

PROGRAM CHECK LIST

Please place a check next to the program that you are applying for (Financial Incentive Summary attached to this application):

Open for 2026

Business/Commercial Stream

- Beautification Program
- Rural Economic Development Program
- Accessibility Program
- Brownfield Study Program
- Conversion, Expansion & Redevelopment Program

Residential/Affordable Housing Stream

- Additional Residential Unit Program
- Affordable Rental Housing Unit Program

Please note that available programs and funding methods are determined by Municipal Council on an annual basis.

DESCRIPTION OF PROPOSED IMPROVEMENT PROJECT

The project involves constructing a new 24' x 40' Additional Residential Unit (ARU), being a self-contained residential dwelling intended to provide additional housing on the property.

I have attached a site plan of the proposed ARU. **Marked as document "A"**

ELIGIBLE COSTS

Please provide a list of the costs that are eligible for the project below.

Eligible Cost Item	Actual/Estimated Cost
1. CONSTRUCTION COSTS MATCHING GRANT (**See the 2 quotes attached)	
89/99 Contracting Est	
B.ische Construction Est	\$71,295.43 (Not including HST)
2. PLANNING AND BUILDING GRANT	\$86,761.67 (Not including HST)
Costs for the building permit	
	\$713.59 + HST = \$806.36 (PAID)
3. PROFESSIONAL FEES MATCHING GRANT	
Property sketches and building design and site plan - Richard Awad	\$1300.00 (Not including HST) (PAID)
Larmer Heating and Cooling - professional fees for heating and cooling designs	\$800.00 + HST = \$904.00 (PAID)

Prices must be exclusive of HST.

1. Construction Costs Grant

For clarity, the two attached contractor quotes (Marked as Document "B") are for the exterior building work only, including framing and roofing for the proposed 24' x 40' ARU. They do not include separate costs associated with electrical, plumbing, concrete work, excavation, or tree removal.

2. Planning Grant

The building permit fee of \$806.36 was paid.

3. Professional Fees Matching Grant

Attached is a quote from AGM for \$2,840.00 plus HST for lot boundary marking only. For clarity, this service does not include a survey plan, sketch, or any follow-up documentation, and is limited solely to physically marking the property boundaries on site. Marked as document "C".

Also attached is a quote from Richard Awad for \$1,300.00. His services included not only identifying the property boundaries, but also preparing the project sketches. I proceeded with retaining this company as it was an "all in price", whose pricing I considered reasonable for the services provided. Marked as document "D".

As part of the proposed 24' x 40' Additional Residential Unit project, I was required to obtain professional heating and cooling measurements and related design documentation in order to comply with Code and permit requirements. I contacted several companies in an effort to obtain assistance with this aspect of the project. The company, Larmer Plumbing and Heating, ultimately retained, was the first to respond, and it was only after I had made the decision to proceed with them that other companies replied. In order to avoid unnecessary delay, keep the project moving forward in a timely manner, and reduce the risk of increased costs, I retained Larmer Plumbing and Heating whose pricing I considered fair and reasonable for the services required. More specifically, I retained Larmer Plumbing and Heating who then retained an engineer from TinWorX to complete the heating measurement requirements for a Permit, as well as Noble to prepare the professional indoor heating design required for the permit application. Larmer Plumbing and Heating billed me for both of these professional services, as reflected in the attached invoice. In these circumstances, although only one quote is available for this portion of the work, I respectfully submit that the expense was necessary, reasonable, and incurred in good faith to ensure the project could proceed without delay and in compliance with permit requirements. Marked as document "E".

Application Agreement

- I/We hereby apply for a grant under the North Middlesex Community Improvement Plan.
- I/We hereby agree to abide by the requirements and provisions of the North Middlesex Community Improvement Plan.
- I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.
- I/We hereby agree that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.
- I/We hereby agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.
- I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.
- I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is not paid.
- I/We hereby agree the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the requirements and provisions specified in the North Middlesex Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.
- I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the requirements and provisions of the program. The Municipality is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant. This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the Town of Parkhill, this 15th day of April, 2026

Sara Nirta
Name of Owner


Signature of Owner SARA NIRTA



Quote



105 MILL STREET
 PARKHILL ON, N0M2K0
 JUSTIN LACEY
 NICK ROCK
 8999CONTRACTING.INFO@GMAIL.COM

DATE OF INVOICE	WORK START DATE	WORK END DATE
QUOTE NUMBER	VALID UNTIL	PAYMENT DUE BY
90		

CLIENT

Sara McCormick
 Parkhill, On

MATERIAL	QTY	UNIT PRICE	TOTAL
Framing material			15,729.75
Windows and doors			6,1341.43
Siding			4,733.87
Steel roof			6,189.13
Cham clad post			800.00
Eves trough			2,440.00
Fusion stone			6,000.00
Over head door VDK			3,882.76

DESCRIPTION OF WORK

- Framing of 24x40 garage with loft
 - window install included in framing cost
 - install steel roof
 - install vinyl siding
 - install eves trough with 4 downs spout locations
 - install of fusion stone
- Pricing is with out HST**

LABOR	HOURS	RATE	TOTAL
Framing			11,271.25
Steel roof install	60	\$80 per man an hour.	4,800.00
Siding install	120	\$80 per man an hour.	9,600.00
Install cham clad post			400.00
Fusion Stone skirt	40	\$80 per man an hour.	3,200.00
TOTAL LABOR			29,271.25

TERMS AND CONDITIONS

Please make check payable to 8999 CONTRACTING.

MISCELLANEOUS CHARGES	HOURS / QTY	RATE	TOTAL
We will require a 50% down payment before starting and any changes or add on will be extra (unless otherwise discussed)			
TOTAL MISCELLANEO US			

THANK YOU

*For questions concerning this quote,
please contact*

JUSTIN LACEY
NICK ROCK
8999CONTRACTING.INFO@GMAIL.CO
M

HST#73861 2951

CUSTOMER SIGNATURE

TAX RATE	13%
TOTAL TAX	
OTHER	
TOTAL	

ESTIMATE



Prepared For

Sara Nirta
242 Ardross St
Parkhill, Ont



B. Ische construction

2442 Elginfield Road
Parkhill, Ontario N0M 2K0
Phone: (226) 448-1034
Email: benische@ymail.com

Estimate # 439
Date 30/03/2026
Business / Tax # Tax# 841575772

Description	Quantity	Total
Granny Suite Lumber Truss package Fasteners Roofing Window door Package Siding soffit fascia trough Labour Pricing subject to change due to material pricing at time of purchase	1	\$86,761.67
Subtotal		\$86,761.67
Total		\$86,761.67



Sara Nirta <saranirta@gmail.com>

Re: 242 Ardross Street, Parkhill ON

2 messages

Juan Zapata <jzapata@agm.on.ca>
To: Sara Nirta <saranirta@gmail.com>
Cc: Theresa Moore <tmoore@agm.on.ca>

Mon, Oct 20, 2025 at 2:30 P

Hello Sara,

Thank you for your message and for requesting a quote for survey services.

Full Boundary Staking

To conduct the survey and set Survey Bars at all four property corners, as well as intermediate points along the side and rear property lines, the fee is **\$2,490 + HST**, plus **disbursements** (plan search, supplies, mileage, etc.) estimated at **\$350 + HST**.

Please note that this service does **not** include any survey plan, sketch, or follow-up documentation — it is strictly the physical marking of the property boundaries on the ground.

We are available to complete the survey on **November 7th**. If you agree with the above quote and timeline, please reply to this message with your contact information.

As part of our standard policy, we require a **50% deposit** (\$1,245) to open the file and proceed with the necessary searches. For payment, please contact **Theresa Moore**, who is copied on this email. We accept **Visa, MasterCard, and e-Transfers**.

Should you have any questions or concerns, please don't hesitate to contact me.

Kind regards,

regards,

Juan D. Zapata, O.L.S.
Vice-President | Manager of Surveying Services
AGM | Survey Division
T: 519-685-5300 (London) | 519-631-2212 (St. Thomas) | D: 519-685-5301 x231 | E:
jzapata@agm.on.ca
3514 White Oak Road, London, ON N6E2Z9 | 15 St. Catharines Street, St. Thomas, ON N5P 2V7



"Our job is to make your job easier"



Larmer Plumbing & Heating Ltd.

234 ANNA ST.
 PARKHILL, ON N0M 2K0
 519-878-6760
 cliffherrington123@gmail.com

Invoice

Date	Invoice #
4/15/2026	2884

Invoice To
Sara Nirta

P.O. No.	Terms	Project
	Net 15 Days	

Qty	Description	Rate	Amount
	HEATING DESIGN FOR ARU		
1	Heat Loss/Gain and HRV Design by TinWorx Inc.	500.00	500.00
1	In-floor Heating Loop Design by Noble	300.00	300.00
			Sales Tax Summary
			HST/GST@13.0% 104.00
			Total Tax 104.00
Thank you for your business.		Total	\$904.00

GST/HST No. 102975919

REPORT TO: Mayor and Members of Council

PREPARED BY: Felicia Krista, Manager of Economic Development & Community Engagement

DEPARTMENT: Economic Development

DIVISION: Economic Development

MEETING DATE: May 6, 2026

SUBJECT: Report DEDCS-11-2026 – CIP Application – 242 Ardross Street ARU

PROPOSED MOTION

THAT Council receives Report DEDCS-11-2026 regarding “CIP Application – 242 Ardross Street ARU” for information;

AND THAT Council award the owners of 242 Ardross Street, Parkhill, \$10,000.00 toward the construction costs, \$356.79 toward planning and building fees, and \$1,050.00 toward the professional fees for their additional residential unit project.

STAFF RECOMMENDATION

THAT Council receives Report DEDCS-11-2026 regarding “CIP Application – 242 Ardross Street ARU” for information;

AND THAT Council award the owners of 242 Ardross Street, Parkhill, \$10,000.00 toward the construction costs, \$356.79 toward planning and building fees, and \$1,050.00 toward the professional fees for their additional residential unit project.

EXECUTIVE SUMMARY

The North Middlesex Community Improvement Plan (CIP), approved in 2021 and consolidated in January 2026, continues to serve as a flexible incentive program supporting economic development and community improvement, with enhanced focus on housing opportunities. Updates to the 2026 CIP include increased construction cost

eligibility from \$5,000 to \$10,000 and the continuation of all program streams, including the Residential/Affordable Housing Stream. An application has been received for 242 Ardross Street, Parkhill, to construct a new 24' x 40' additional residential unit (ARU), contributing to increased local housing supply. The applicant meets all program requirements and is recommended for funding in the total amount of \$11,406.79 under the CIP's Additional/Affordable Housing Stream.

LINK TO STRATEGIC PRIORITIES

Economic Development By promoting economic growth through implementation of the Economic Improvement Plan

BACKGROUND

The North Middlesex CIP was approved at the May 12th, 2021, Meeting of Council, with a recent January 2026 Consolidation made to the program. The CIP provides an incentive toolbox that can be used to support economic development and community improvement projects throughout the Municipality. Council has the option of selecting which financial incentive programs, funding methods and budget on an annual basis. The 2026 CIP has been revised to enhance its impact on both economic development and housing opportunities within the municipality. The 2026 CIP fund has had some changes to the framework during the consolidation process. Construction costs for most streams were increased from \$5,000 to \$10,000 per project. This year's CIP remains extended to open all available streams within the current CIP framework:

Business/Commercial Stream

1. Beautification
2. Rural Economic Development
3. Accessibility
4. Brownfield Study Program
5. Conversion, Expansion & Redevelopment Program

Residential/Affordable Housing Stream

1. **Additional Residential Unit Program**
2. Affordable Rental Housing Unit Program

DISCUSSION

The applicant currently owns the property located at 242 Ardross Street, Parkhill, ON, and is planning to add an additional residential unit (ARU) on the property. The project includes constructing a new 24' x 40' ARU, being a self-contained residential dwelling

intended to provide additional housing on the property. As a part of the ARU project, the applicant was required to obtain professional heating and cooling measurements and related design documentation in order to comply with code and permit requirements. The applicant is eligible to receive \$10,000 for 50% of the construction costs, as the costs associated with the project well exceed the maximum. The applicant is eligible to receive \$356.79 for 50% of the planning/building fee costs, as the costs associated with the project are well within the maximum. Further, the applicant is eligible to receive \$1,050 for 50% of the professional fees costs, as the costs associated with the project are well within the maximum. The applicant provided all necessary supporting documentation, a completed and signed application, drawings for the project, and the applicant owns a property in the designated area for this project in relation to the CIP. The applicant has been deemed eligible for funding in the total amount of \$11,406.79, in accordance with the program guidelines, under the Additional/Affordable Housing Stream of the CIP. The applicant is a member of Council. The application has been reviewed in accordance with the CIP criteria and standard evaluation process.

FINANCIAL

Approved Operational Budget

2026 Opening Balance	Funds Dedicated to Date	Proposed Funding	Proposed Closing Balance
\$25,000.00 <i>Residential/Affordable Housing Stream</i>	\$0.00 <i>Residential/Affordable Housing Stream</i>	\$11,406.79 <i>Residential/Affordable Housing Stream</i>	\$13,593.21 <i>Residential/Affordable Housing Stream</i>
\$25,000.00 <i>Business/Commercial Stream</i>	\$25,000.00 <i>Business/Commercial Stream</i>	\$0.00 <i>Business/Commercial Stream</i>	\$0.00 <i>Business/Commercial Stream</i>

This application is a match for the County’s community improvement program and staff expect to receive funding back from the County of approximately \$5,500.00.

ATTACHMENT

- North Middlesex CIP Application Form: 242 Ardross Street
- Supporting documentation (quotes, drawings).

Prepared By: **Felicia Krista, Manager of Economic Development & Community Engagement**

Reviewed By: Brandon Drew, Director of Economic Development & Community Services

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer



5663D Egremont Dr, Building 2, Unit 2 Ilderton, ON, N0M 2A0
 Phone: 519-298-2662 Email: estimating@concretus.ca

Jose & Sarah Coelho

March 10, 2026

Lot 34077 Neil Rd, Lucan. On

Concretus Specialties Ltd is pleased to submit our quotation for the project posted above. Foundation walls, footings, and floors are based off the following drawings **March 2026 Preliminary Plans** /Correspondence submitted by: **Jose Coelho**

1.FOOTINGS Form and pour footings as per following dimensions. 6"x 20" rebar included 2 x 15m as per plans
2.FOUNDATION WALLS Form and pour Fdn Walls as per following dimensions. 7'- 10"x 10" Fdn Wall 5' wall
3.SPRAY AND WRAP Supply and place tar coating and place Delta Membrane with strips, caulking and patching tie holes.
4.WEEPING TILE AND STONE Supply 4" perforated tile adjacent to footings located around basement walls only.
5.STONE Supply and install 5" ¾" clear stone under basement floor slab and 6" tile banked to meet building code.
6.WARRANTY 1-year warranty from the date of pouring covers only water leaking only at the tie hole locations. Concretus Specialties Ltd is not responsible for settlement cracks in foundation.
7.STANDARDS in accordance to Ontario Building Code.
8.WINDOWS Supplied by others. Concretus will place windows or build bulk heads to suit wall dimension (x2) rebar included
9.WINTER HEAT CHARGES will apply Nov 1 to April 15 Annually
10. CONCRETE FLOORS S+P in accordance with CSA A23.1-00 clause 17.6.7.2. Price is based on pouring all flatwork as a package price. Additional charges may apply for multiple pours.
CONCRETE ALLOWANCES
BASEMENT 25Mpa 3" _____ 8 Cubic meters
PORCH/Coldroom 32Mpa 6" _____ 14 Cubic meters
FOOTING 20Mpa _____ 7 Cubic meters
BILLING ALLOWANCES
\$2,800.00
\$4,900.00

Items 1-10



Price _____ \$37,956.00

Billing allowance is for progress billing purposes only. Contract price above includes basement and porch

The above listed proposal is made on the basis of current material and union labour cost. A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before the agreement becomes binding. Proposal contingent on available manpower, equipment to perform and ready mix supply.



Additional:

Any changes pertaining original priced drawings provided by customer must be agreed to by Concretus Specialties Ltd.
Please see unit rates below:

- Concrete pumps and Conveyor belts price varies
- S+P Sump pump pits \$375.00
- Rebar (10m \$1.85 per Lf) (15m \$2.35 per Lf) (20m \$2.75 per Lf)
- Additional concrete/labour to place (footings \$245), (walls \$250) and (flat work \$260) per cubic meter
- Additional stone \$48.00 per M/T
- 2x4 Ledge \$2.85Lf -Brick Ledge \$7.95 per Sf
- S+P Deck Sonotubes \$275.00 Each – up to 5'
- Winter heat \$26.00 per cubic meter (This charge only applies during- November 1 to April 15)
- Labour rates (Labourers \$75) and (Formans \$90) Single hour cost
- Concrete Accelerators (1% \$14.00) and (2% \$18.50) per cubic meter
- Foundation Additives (Type-1 weather mix \$28.50) and (Type-2 weather mix \$32.50) per cubic meter. Non-Chloride
- Flatwork Additives (Type-1 Weathermix -1 30.50), (Type 2 Weathermix-2 \$34.50), (Type-3 Weathermix \$36.50) Non-Chloride
- Additional additives - charges may apply based on weather and temperatures

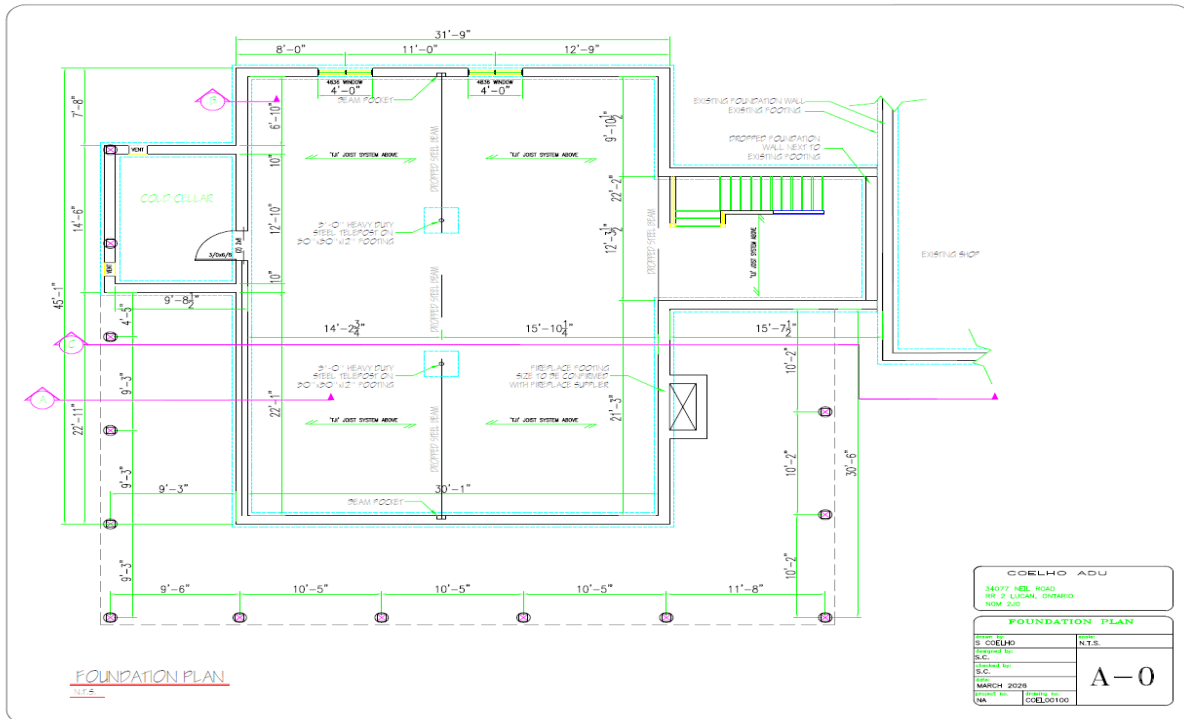
Concretus Specialties Ltd is not responsible for:

- Demolition, excavating, ramps or temporary means of access.
- Soil conditions, weather damage, frost protection, tarping, poly under slabs, heaters, heating concrete of frost damage.
- Removing straw, dewatering or mud removal (charges may apply).
- Lines, grades, and elevations.
- Lumber for porches or fruit cellar slabs and bulkheads to garage slabs. Pump trucks, conveyor belts (if required).
- Providing area for concrete washout – to be determined by contractor.
- Wood bucks and/or cold room door additional charge if builder does not supply.

NOTES:

HST is not included in this quotation.
Pumps or belts not included in the package price. All pumping charges billed directly to the customer by Pumping Suppliers
Terms-Net 30 days from invoicing, 3.5% interest charged on overdue accounts
Conveyor belt \$350 per load
Contract price is based off proper means of access
Sump pit (x1) supplied and installed included
Drill dowel and epoxy into all existing structures included
13 x column piers included
Poly under basement floors noy included. S+P \$1.50 Per Sf Extra
Brick ledge, if any, not included
Foundation footing or wall rebar, not otherwise noted above, if any, not included – details not provided
Contract value is subject to change based upon industry/economic fluctuations. (Suppliers costs, surcharges, etc.)

Foundation Plan



ACCEPTANCE

You are hereby authorized to furnish all material and labour to complete the work listed above, for which the undersigned personnel agree to pay the amount mentioned in proposal above, and according to the terms thereof. In the result of dimensional changes or design modification, the purchaser will be responsible to pay any additional charges mentioned in the literature above.



Date: _____ Signature: _____

Instructions

- Applicants must pre-consult with municipal staff prior to filling out application
- If the space provided is insufficient to respond to the question, please provide additional information on a separate page, clearly marked as to the subject question, and attach to the application form
- Please attach financial quotes, drawings or other required information as appropriate
- We recommend that the applicant keep a copy of the application form for your own record
- Please ensure that the application has been signed by the property owner or authorized agent

Application Requirements

- Complete and Signed Application Form
- Drawings
- Two (2) Financial Quotes per eligible item
- Any Other Documents Required by the Municipality at the Pre-Consultation

APPLICANT AND PROPERTY OWNER INFORMATION

Registered Property Owner

Name:	Jose & Sarah Coelho
If Corporation, Signing Officer to contact:	

Authorized Agent (If Any)

Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Telephone:		Facsimile:		Email:	

Subject Property Information

Civic Address:	34077 neil rd - CON 3 N PT LOT 24
----------------	-----------------------------------

Legal Description (Lot and Plan No., Assessment Roll No.):
CON 3 N PT LOT 24 3954000020058000000

- Are property taxes for the subject property in arrears? Yes ___ No X
- Are there any outstanding orders registered against the subject property? Yes ___ No X
- Are there any outstanding violations under the Fire Code? Yes ___ No X
- Grants previously been received from the Municipality for subject property? Yes ___ No X

Please describe grants received, including total amount:

AUTHORIZATION

If this application is to be signed by an agent or solicitor on behalf of the property owner/s, complete this section. This section should be signed by the property owners/or if held by a corporation, by a signing officer (name and position) of the corporation.

I hereby authorize _____ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____

Signature of Owner/s: _____

Received by (Office Use Only) _____

APPLICANT AGREEMENT

I/We hereby certify that the information given herein is true, correct and complete in every respect and understand that the Municipality reserves the right to verify any information contained herein. I/We agree to the terms and conditions of the programs for which the application is being made.

This section should be signed by the property owner/s, agent or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at Neil Rd this 22 day of Apr

Signature of Owner/s: [Handwritten Signature]

PROGRAM CHECK LIST

Please place a check next to the program that you are applying for (Financial Incentive Summary attached to this application):

Open for 2026

Business/Commercial Stream

Residential/Affordable Housing Stream

- Beautification Program
- Rural Economic Development Program
- Accessibility Program
- Brownfield Study Program
- Conversion, Expansion & Redevelopment Program

- Additional Residential Unit Program
- Affordable Rental Housing Unit Program

Please note that available programs and funding methods are determined by Municipal Council on an annual basis.

DESCRIPTION OF PROPOSED IMPROVEMENT PROJECT

This project involves the creation of a new Additional Residential Unit (ARU) to provide safe and attainable housing for our senior family members. The project will Join an existing workshop to a self-contained secondary suite for our family.

The primary focus of the work is to ensure the unit is fully compliant with Building and Fire Codes to provide a secure environment. Our Design will incorporate a 1st floor bedroom minimizes steps (if any) create barrier-free access, reinforcements in bathroom walls for grab bars, and zero-step entrances to support our senior families future mobility.

By creating this unit, we are supporting the Municipality's goal of increasing housing diversity and provides housing construction that allow residents to age in place with our family close by and taking care of them. The Municipality has noted a lack of "attainable and diverse housing" as a major challenge, and our proposal helps and creates a public benefit.

The dwelling is specifically designed to support multi-generational living and aging in place. We are providing a dedicated suite for senior family members which directly relieves the local burden on Long-Term Care facilities. It allows for immediate family caregiving and social integration within a familiar neighborhood, rather than relying on institutionalized housing within the area.

We believe this Meets the Municipality's strategic goal of providing diverse and attainable housing options that address the evolving needs of our senior population.

ELIGIBLE COSTS

Please provide a list of the costs that are eligible for the project below.

Eligible Cost Item	Actual/Estimated Cost
Construction Costs	400000
Planning and Building	2500
Professional Fees	1500

Prices must be exclusive of HST.

Application Agreement

I/We hereby apply for a grant under the North Middlesex Community Improvement Plan.

I/We hereby agree to abide by the requirements and provisions of the North Middlesex Community Improvement Plan.

I/We hereby certify that the information contained in this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/We hereby agree that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/We hereby agree that any work carried out prior to written receipt from the Municipality of grant application is not eligible for the grant.

I/We hereby grant permission to the Municipality or its agents to inspect the property to which this application applies.

I/We hereby agree that the grant may be delayed, reduced or cancelled if the project is not completed, not completed as approved, or if the person(s) undertaking the eligible works is not paid.

I/We hereby agree the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the requirements and provisions specified in the North Middlesex Community Improvement Plan. Participants in the program whose application has been approved will receive their grant, subject to meeting the requirements and provisions of the program.

I/We hereby agree all grants will be calculated and awarded in the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the requirements and provisions of the program. The Municipality is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant. This section should be signed by the property owner(s), agent, or if held by a corporation, by a signing officer (name and position) of the corporation.

Dated at the West Rd 34077, this 22 day
of April, 2026

Jose Coelho
Name of Owner

[Signature]
Signature of Owner

Request for Quote



QUOTE

FOOTING AND FOUNDATION

KNE London Forming

2045 River Rd London
London, Ontario N5W-6C4
519-652-9506

RFQ presented to

Date
March 10, 2026

Services Performed by:
KNE London Forming Inc.
2045 River Rd.
London Ont.
N5W 6C4

Services Performed for:
Jose and Sarah Coelho

Project: 34077 Neil rd. Lucan

We are pleased to submit our formwork quotation to supply labor and equipment for the following scope of work, on the above noted project. **Plans Dated March 2026**

Footing, Foundation and Damp proofing: \$26,950.00 + HST

SCOPE OF WORK TO BE COMPLETED

- Form and pour 6" x 20" footings, as per plan, approx.216.'
- Form and pour 8'2"x9" foundation walls, approx.182.'
- Form and pour 8'2"x10" foundation walls, approx.34.'
- Install window bucks (2), or pour in place windows, windows supplied by others
- Supply and place 6" anchor bolts
- Supply and place rebar as per plans
- Supply & place 150mm of ¾" stone in basement
- Supply & place 4" weeping tile, in sock, with 6" stone cover
- Supply and place sump pit with lid as per plans
- Patch & damp proof walls, supply & install foundation wrap

Concrete Allowance Footings, pads, and piers: 8m³

Concrete Allowance Foundation: 44.5m³

*If required any specific mix design or higher strength concrete, extra cost will be charged.

NOTES:

-Client to provide a set of 24" x 36" IFC architectural and structural drawings approved by the municipality

-We require a copy of the approved site grading plan

-Access to site must be provided.

-Winter heat charges extra to above (\$1112.21)

-All Environmental charges are included

-Winter heat charges will apply from nov.1st to April 15th

-1% calcium, \$14/m³, 2% calcium \$19/m³

-Footings and walls priced with 20mpa concrete

-Pump charges extra (Min for Footings \$950 / Min for Walls \$1200)

-Additional footing and wall concrete and Labour \$205/m³

-Additional ¾ Stone required at \$45.00 mt

-Any additional 15m rebar required not listed will be charged accordingly to supply & place additional rebar for footings or walls, if required, \$1.92/ft

-Additional charge of \$400 for winter clean up (straw and tarps removal and placement)

-Quote is valid for 30 days

KNE Concrete is not responsible:

-for any work regarding dewatering, mud, or straw removal extra charge

- for basement stake out and setting of initial grades
- Any additional excavating by hand or machine that may be required is the responsibility of others or additional charges may occur
- for conditions which result in the cracking of concrete
- for any damage to existing curbs and walks and driveways
- frost protection

NOTE ** Must have area for mixer and pump clean out, if area is not designated a clean out charge will apply******

TERMS OF THE CONTRACT

1. KNE London Forming Inc. shall not be responsible for the cost of providing any of the following:
 - a. All grades' lines and elevations on site.
 - b. Supply of hydro to site, and any inclement weather protection.
 - c. If garbage bins are required, they are to be provided by the GC or the client.
2. Customers onsite a set of drawings prior to commencement.
3. 100% due and payable upon our completion. H.S.T. is not included in the prices quoted and should be added to invoices.
4. Prices quoted are subject to any increase or decrease of Federal or Provincial taxes. HST is not included in the prices quoted and should be added to invoices. Due to the ongoing market conditions, material pricing is subject to change without notice.

Any additional work performed by KNE London Forming Inc. beyond the specifications of the contract due to change orders, drawing revisions, requests for extra's, including but not limited to, any other alterations, shall be an extra to the contract and charged at unit prices as estimated by KNE London Forming Inc.

1. If work does not commence within 45 days of the date of approval by KNE London Forming Inc. as set out below, KNE London Forming Inc. shall be entitled in its sole, absolute, and unfettered discretion to terminate the contract upon giving notice of termination.

This quotation is not a contract, but becomes effective, and shall be deemed a contract when accepted by an authorized representative of the Purchaser and approved by KNE London Forming Inc. as evidenced by their respective signatures.

KNE London Forming Inc. IS HEREBY AUTHORIZED TO COMMENCE WORK AS SPECIFIED AND PAYMENT WILL BE MADE AS OUTLINED ABOVE.

IN WITNESS WHEREOF, the parties hereto have caused this RFQ to be effective as of the day, month and year first written above.

Submitted by: Frank Klassen

KNE London Forming Inc.

By:

Name:

By:

Name:

Plans Submitted +++

REPORT TO: Mayor and Members of Council

PREPARED BY: Felicia Krista, Manager of Economic Development & Community Engagement

DEPARTMENT: Economic Development

DIVISION: Economic Development

MEETING DATE: May 6, 2026

SUBJECT: Report DEDCS-13-2026 – CIP Application – 34077 Neil Road ARU

PROPOSED MOTION

THAT Council receives Report DEDCS-13-2026 regarding “CIP Application – 34077 Neil Road ARU” for information;

AND THAT Council deny the owners of 34077 Neil Road, Lucan, \$10,000.00 toward the construction costs, \$2,500.00 toward planning and building fees, and \$1,500.00 toward the professional fees for their additional residential unit project, as the project is outside the eligible areas identified within the North Middlesex Community Improvement Plan.

STAFF RECOMMENDATION

THAT Council receives Report DEDCS-13-2026 regarding “CIP Application – 34077 Neil Road ARU” for information;

AND THAT Council deny the owners of 34077 Neil Road, Lucan, \$10,000.00 toward the construction costs, \$2,500.00 toward planning and building fees, and \$1,500.00 toward the professional fees for their additional residential unit project, as the project is outside the eligible areas identified within the North Middlesex Community Improvement Plan.

EXECUTIVE SUMMARY

The North Middlesex Community Improvement Plan (CIP), approved in 2021 and consolidated in January 2026, continues to serve as a strategic tool to support economic development and community improvement, with recent updates increasing construction

cost thresholds and expanding all program streams. The 2026 CIP framework includes both Business/Commercial and Residential/Affordable Housing streams, aligning with Council's priorities to enhance economic growth and housing opportunities. An application has been submitted to construct an Additional Residential Unit (ARU) at 34077 Neil Road to provide safe and attainable housing for senior family members, with all required documentation completed. However, the property falls outside of the CIP's designated eligible areas, and while funding could be considered at Council's discretion, the applicant is not eligible under the current program criteria.

LINK TO STRATEGIC PRIORITIES

Economic Development By promoting economic growth through implementation of the Economic Improvement Plan

BACKGROUND

The North Middlesex CIP was approved at the May 12th, 2021, meeting of Council, with a recent January 2026 Consolidation made to the program. The CIP provides an incentive toolbox that can be used to support economic development and community improvement projects throughout the Municipality. Council has the option of selecting which financial incentive programs, funding methods and budget on an annual basis. The 2026 CIP has been revised to enhance its impact on both economic development and housing opportunities within the municipality. The 2026 CIP fund has had some changes to the framework during the consolidation process. Construction costs for most streams were increased from \$5,000 to \$10,000 per project. This year's CIP remains extended to open all available streams within the current CIP framework:

Business/Commercial Stream

1. Beautification
2. Rural Economic Development
3. Accessibility
4. Brownfield Study Program
5. Conversion, Expansion & Redevelopment Program

Residential/Affordable Housing Stream

1. Additional Residential Unit Program
2. Affordable Rental Housing Unit Program

DISCUSSION

The applicant currently owns the property located at 34077 Neil Road, Lucan, ON, and plans to add an additional residential unit (ARU) to the property. The project involves the creation of a new ARU to provide safe and attainable housing for their senior family members. The project will join an existing workshop to a self-contained secondary suite for their family. The applicant is not eligible for the ARU Grant in the CIP as the location of the property is outside of the eligible areas identified within the CIP. The CIP sets the settlement boundaries as the eligible areas as the intended outcome of the stream is to create an increased number of residential units so that there is diversified housing within communities. This allows more places to live for service workers who help support the workforce needed for the sustainability of downtown businesses.

If it is the Council’s wish, the applicant could receive \$10,000 for 50% of the construction costs, as the costs associated with the project well exceed the maximum, \$2,500 for 50% of the planning/building fee costs, as the costs associated with the project are well within the maximum. Furthermore, the applicant would receive \$1,500 for 50% of the professional fees, as the costs associated with the project are well within the maximum. The applicant provided all necessary supporting documentation, a completed and signed application, and drawings for the project, but the applicant owns a property outside the designated area for this project in relation to the CIP.

FINANCIAL

Approved Operational Budget

2026 Opening Balance	Funds Dedicated to Date	Proposed Funding	Proposed Closing Balance
\$25,000.00 <i>Residential/Affordable Housing Stream</i>	\$0.00 <i>Residential/Affordable Housing Stream</i>	\$0.00 <i>Residential/Affordable Housing Stream</i>	\$25,000.00 <i>Residential/Affordable Housing Stream</i>
\$25,000.00 <i>Business/Commercial Stream</i>	\$25,000.00 <i>Business/Commercial Stream</i>	\$0.00 <i>Business/Commercial Stream</i>	\$0.00 <i>Business/Commercial Stream</i>

ATTACHMENT

- North Middlesex CIP Application Form: 34077 Neil Road
- Supporting documentation (quotes, drawings).

Prepared By: **Felicia Krista, Manager of Economic Development & Community Engagement**

Reviewed By: Brandon Drew, Director of Economic Development & Community Services

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer



REPORT TO: Mayor and Members of Council

PREPARED BY: Brandon Drew, Director of Economic Development & Community Services

DEPARTMENT: Community Services

DIVISION: Facilities and Parks

MEETING DATE: May 7, 2025

SUBJECT: Report DEDCS-12-2026 – Enhancing Access to Spaces for Everyone Grant

PROPOSED MOTION

THAT Council receive the report DEDCS-12-2026 titled “Enhancing Access to Spaces for Everyone Grant” as information;

AND THAT Council direct staff to apply for the Enhancing Access to Spaces for Everyone Grant to install a paved pathway network in the Parkhill Sports Park.

STAFF RECOMMENDATION

THAT Council receive the report DEDCS-12-2026 titled “Enhancing Access to Spaces for Everyone Grant” as information;

AND THAT Council direct staff to apply for the Enhancing Access to Spaces for Everyone Grant to install a paved pathway network in the Parkhill Sports Park.

EXECUTIVE SUMMARY

The Enhancing Access to Spaces for Everyone Grant provides up to \$60,000 in fully funded support for projects that improve accessibility and promote active, inclusive community living for people with disabilities and older adults. Staff have identified the development of an AODA-compliant paved pathway at the Parkhill Sports Park as a strong candidate, addressing a long-standing accessibility need while remaining within the program’s funding limit with an estimated budget of \$58,925. The project will proceed only

if grant funding is secured and is expected to have no impact on the 2026 budget, with minimal long-term maintenance costs.

LINK TO STRATEGIC PRIORITIES

Staff, Culture, Work Environment By providing high-quality public services

Fiscal Responsibility By continuing to pursue funding from various levels of government and external organizations

Quality of Life, Recreation, Parks, and Culture By creating and maintaining high-quality public spaces and promote aging in place in the community

BACKGROUND

The Enhancing Access to Spaces for Everyone Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults. It supports these individuals to live more active, healthy, safe and socially connected lives within their communities.

The program offers up to \$60,000 in grant to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

DISCUSSION

Staff have identified a future capital improvement as meeting the criteria for this project, with pathways through parks having been a discussion for multiple budget cycles as a needed accessibility improvement for North Middlesex parks. With a grant available offering 100% funding, Staff believe this is an opportunity to complete the largest park pathway that North Middlesex would have, located at the Parkhill Sports Park, while staying under the maximum funding eligibility of \$60,000.00.

A rough draft of where the proposed paved path will be is highlighted below. Note that more formal drawings will be prepared for the actual design and tender of the project, should funding be received.



Proposed specifications on the proposed pathway is as follows:

- Linear length = 280m
- Proposed area = 610m²

Proposed Budget

Item	Budgeted Cost
Granular A	\$2,500.00
Granular B	\$9,000.00
Asphalt	\$18,000.00
Curb Work	\$2,000.00
Tactile Plates	\$4,175.00
Grounds Restoration	\$5,000.00
Removals	\$5,750.00
Contingency	\$5,000.00
Electrical	\$7,500.00

Total	\$58,925.00
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The total funding request will be \$58,925.00, and the project will not proceed without receiving the grant funding to do so. The trail installed will be AODA-compliant and include proper lighting and design considerations that includes width, slopes, etc.

FINANCIAL

This grant is 100% funding, and the project will have no net impact on the 2026 capital budget. Long-term maintenance and replacement costs will have a minimal impact on future operating budgets.

ATTACHMENT

Prepared By: **Brandon Drew, Director of Economic Development & Community Services**

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer



Joint Middlesex County 2026 Election Compliance Audit Committee

Terms of Reference

Date:

Adopted:

1. Definitions

In this document, the following terms have the following meanings:

- a. **“Act”** or **“MEA”** means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. **“Applicant”** means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate’s or third-party advertiser’s election campaign finances.
- c. **“Application”** means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. **“Auditor”** means a person appointed by the Joint Middlesex County 2026 Election Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the *Act*.
- e. **“Auditor’s Report”** means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. **“Candidate”** means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. **“Clerk”** means the Clerk of a member municipality in Middlesex County, or their designate.
- h. **“Committee”** means the Joint Middlesex County 2026 Election Compliance Audit Committee established pursuant to Section 88.37 of the *Act*.
- i. **“Compliance Audit”** means an audit conducted by an auditor, appointed by the Joint Middlesex County 2026 Election Compliance Audit Committee, of a candidate’s election campaign finances; contributions to a candidate; a registered third party’s campaign finances; and/or contributions to a registered third party.
- j. **“Council”** means the Council of a member municipality in Middlesex County, including the Council of the Township of Adelaide Metcalfe, Township of Lucan Biddulph, Municipality of Middlesex Centre, Municipality of North Middlesex, Municipality of Southwest Middlesex, Municipality of Strathroy-Caradoc, Municipality of Thames Centre, and the Village of Newbury, as the context requires.
- k. **“Municipality”** means a member municipality in Middlesex County, including the Corporation of the Township of Adelaide Metcalfe, the Corporation of the Township of Lucan Biddulph, the Corporation of the Municipality of Middlesex Centre, the Corporation of the Municipality of North Middlesex, the Corporation of

the Municipality of Southwest Middlesex, Municipality of Strathroy-Caradoc, the Corporation of the Municipality of Thames Centre, and the Corporation of the Village of Newbury.

- I. **“Registered Third Party”** means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. Enabling Legislation

Section 88.37 of the *Act* requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said *Act* relative to a possible contravention of the *Act*'s election campaign finance provisions.

3. Term

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. Mandatory Orientation Session

Committee members are required to attend one (1) mandatory orientation session. Committee members will be paid an honorarium of \$200.00 for attendance at the orientation session plus mileage at the current rate established by the host municipality. The cost of the mandatory orientation session shall be divided equally among the member municipalities.

5. Meetings

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the *Act*, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

6. Mandate

The Committee is required to act in accordance with the powers and obligations set out in the MEA.

The Committee will be required to:

- a. Consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. If the application is granted, appoint an auditor to conduct a compliance audit;
- c. Receive the auditor's report;
- d. Consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, opt to commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. Consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

7. Composition

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership shall be drawn from the following interest holder groups:

- a. Accounting and audit professionals – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. Academics – college or university professors with expertise in political science or local government administration;
- c. Legal professionals – lawyers or paralegals with experience in municipal law, municipal election law or administrative law;
- d. Professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and

- e. Other individuals with knowledge of the campaign financing rules of the MEA.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local boards;
- b. Employees or officers of the Municipality or local boards;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. Any candidate running for office on Municipal Council or a local board during the term for which the Committee has been established; or
- b. Any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

8. Appointment Process

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Middlesex County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. Demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the *MEA* and related regulations;
- b. Proven analytical and decision-making skills;
- c. Experience working on a committee, administrative tribunal, task force or similar setting;
- d. Demonstrated knowledge of quasi-judicial proceedings;
- e. Availability and willingness to attend meetings; and

- f. Excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

9. Compensation

Members of the Committee shall be paid an honorarium of \$200.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

10. Staff Support

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the Act.

The Clerk at any time has the right to develop additional administrative practices and procedures.

11. Application by Elector

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party; or
- iv. The date on which the registered third party's extension, if any, expires.

12. Roles and Responsibilities

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. Within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. Give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. Within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances,

the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and

- v. Give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. Within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. Give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. Within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. Give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- iv. Within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and

- v. Give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.
- d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. Within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. Give notice of the committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

13. Appeal

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.



REPORT TO: Mayor and Members of Council

PREPARED BY: Ashley Cook, Director of Corporate Services / Municipal Clerk

DEPARTMENT: Corporate Services

DIVISION: Clerk

MEETING DATE: May 6, 2026

SUBJECT: 2026 Municipal Election - Joint Compliance Audit Committee

PROPOSED MOTION

THAT the 2026 Municipal Election - Joint Compliance Audit Committee report be received for information;

AND THAT Council adopt the By-Law to establish a Joint Middlesex County 2026 Election Compliance Audit Committee in accordance with the *Municipal Elections Act, 1996*, as amended.

STAFF RECOMMENDATION

THAT the 2026 Municipal Election - Joint Compliance Audit Committee report be received for information;

AND THAT Council adopt the By-Law to establish a Joint Middlesex County 2026 Election Compliance Audit Committee in accordance with the *Municipal Elections Act, 1996*, as amended.

EXECUTIVE SUMMARY

In accordance with the *Municipal Elections Act, 1996*, municipalities are required to establish a Compliance Audit Committee prior to October 1 in an election year to address matters related to campaign finances and contributions. Consistent with past practice, Middlesex County and its member municipalities propose to establish a Joint Compliance Audit Committee to efficiently satisfy these legislative requirements.

The proposed Terms of Reference outline the Committee’s mandate, structure, appointment process, and operational procedures. Following approval by all participating municipalities, Middlesex County will coordinate a joint recruitment process for committee members.

This collaborative approach supports cost-sharing, administrative efficiency, and consistency in decision-making across the region. Associated costs include member honoraria, mileage, and shared orientation expenses, with Middlesex County facilitating recruitment and initial advertising.

LINK TO STRATEGIC PRIORITIES

Staff, Culture, Work Environment By providing high-quality public services

Fiscal Responsibility By seeking fiscal sustainability by balancing service needs, demands, and growth

BACKGROUND

Section 88.37 of the *Municipal Elections Act, 1996*, as amended requires each municipal Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions.

Historically, Member Municipalities within Middlesex County have established a “Middlesex Election Joint Compliance Audit Committee” to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the *Municipal Elections Act, 1996*.

DISCUSSION

The attached draft Middlesex Election Joint Compliance Audit Committee Terms of Reference provides for the Committee Term, Meeting Overview, Mandate, Composition, Appointment Process, Compensation, Role of Staff, Application Process, Roles and Responsibilities and Appeal overview.

A Compliance Audit Committee is a statutory body required under the *Municipal Elections Act, 1996* to oversee matters related to municipal election campaign finances. The Committee is responsible for considering applications from eligible electors requesting a compliance audit of a candidate’s or registered third-party advertiser’s financial statements, determining whether an audit should be granted, and reviewing the findings of any completed audit. Where appropriate, the Committee may also commence legal proceedings in relation to identified contraventions of the *Act*.

Establishing a Compliance Audit Committee is a legislative requirement for municipalities. The Committee plays an important role in supporting transparency, accountability, and public confidence in the municipal election process for the 2026 election.

Once all Middlesex County Member Municipalities have established a Joint Compliance Audit Committee and approved a Committee Terms of Reference by By-Law, recruitment for committee members will begin. Middlesex County will facilitate the recruitment process on behalf of member municipalities. Advertising for prospective Committee Members will include the placement of ads in local newspapers, job posting sites, and by posting ads on each respective municipal website. More information about the Committee Member Appointment Process is outlined in Section 7 of the attached Terms of Reference.

FINANCIAL

Costs associated with the recruitment process, including advertising expenses, will be incurred by Middlesex County as part of its coordination role.

Members of the Committee shall be paid an honorarium of \$200.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

The cost of a mandatory orientation session will be divided equally among the eight (8) member municipalities.

ATTACHMENT

- Attachment 1 – Joint Compliance Audit Terms of Reference
- Attachment 2 – Draft By-Law

Prepared By: **Ashley Cook, Director of Corporate Services / Municipal Clerk**

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer

REPORT TO: Mayor and Members of Council

PREPARED BY: Ashley Cook, Director of Corporate Services / Municipal Clerk

DEPARTMENT: Corporate Services

DIVISION: By Law Enforcement

MEETING DATE: May 6, 2026

SUBJECT: North Middlesex Animal Control Award and Update

PROPOSED MOTION

THAT Council receive this report for information;

AND THAT Council acknowledge the award of the contract for comprehensive animal control services to Southwest Middlesex Animal Shelter, at an estimated annual cost of \$30,000, for a one (1) year term commencing July 3, 2026, with optional renewal for up to two (2) additional two (2) year terms, in accordance with the Request for Proposal and the Municipal Procurement Policy.

STAFF RECOMMENDATION

THAT Council receive this report for information;

AND THAT Council acknowledge the award of the contract for comprehensive animal control services to Southwest Middlesex Animal Shelter, at an estimated annual cost of \$30,000, for a one (1) year term commencing July 3, 2026, with optional renewal for up to two (2) additional two (2) year terms, in accordance with the Request for Proposal and the Municipal Procurement Policy.

EXECUTIVE SUMMARY

In July 2025, Council approved a pilot program to expand animal control services to include feral and stray cat management, addressing a previously identified service gap within the Municipality’s dog-only contract model. The pilot has resulted in a sustained

reduction in cat-related service requests and improved support for vulnerable sectors and emergency response situations.

As the existing dog control contract approached expiry, a procurement process was undertaken to secure ongoing animal control services. The Request for Proposal closed on April 8, 2026, and resulted in one compliant submission from the current cat control provider, who has successfully delivered services under the pilot program since 2025.

The proposal meets the requirements for a combined dog and cat control service model. Staff are recommending it be awarded to support service continuity, integration, and improved operational efficiency.

The annual contract value of \$30,000 represents a marginal variance of \$1,950.00 from the approved 2026 Budget of \$28,050. This variance will be managed within existing By-Law Enforcement contracted services budgets. Failure to proceed would result in a potential service gap upon contract expiry and the loss of recent service improvements achieved through the pilot program.

LINK TO STRATEGIC PRIORITIES

Fiscal Responsibility By seeking fiscal sustainability by balancing service needs, demands, and growth

Quality of Life, Recreation, Parks, and Culture By creating and maintaining high-quality public spaces and promote aging in place in the community

BACKGROUND

In July 2025, staff brought forward a report identifying a significant service gap within the Municipality’s animal control portfolio. Historically, animal control services were limited to dog control through a contracted service provider (Lobo Animal Care Centre), with no formal mechanism in place to address feral or stray cats.

This gap resulted in recurring service requests related to stray and feral cats, which were not being actively managed under the existing service model. In response, Council approved a pilot project to introduce cat control services as an expansion of the Municipality’s animal control program.

Since the implementation of the pilot project in mid-2025, staff have observed a complete and sustained reduction in service requests related to feral and stray cats, which were previously received on a frequent (often daily) basis. The pilot program has also supported broader community outcomes, including participation in vulnerable sector responses and assistance during provincial and regional emergency evacuation events.

While the Municipal animal control pilot project specifically expanded service to address feral and stray cats, the following table presents the full animal control service delivery profile for the 2025 reporting period, including both cat-related services as part of the pilot and existing dog control services delivered under the Municipality’s ongoing contract. This combined view is provided to illustrate overall service demand, demonstrate the impact of the pilot within the broader animal control system, and allow for a clear comparison of service activity and outcomes during the transition period.

The following tables summarizes animal control service activity for 2025, comparing dog and cat-related service volumes before and after implementation of the pilot program:

<u>Indicator</u>	<u>Pre-Pilot</u>	<u>Post-Pilot</u>	<u>Outcome</u>
Stray/Feral Cat Calls	Frequent (daily occurrence)	Rare/isolated	Service Gap Resolved
Response to Vulnerable Situations	Ad Hoc	Structured Support in Place	Improved Coordination
Emergency Response Participation	None	Active Contribution	Strengthen Regional Response
Service Delivery Model	Dog-Only Contract	Dog and Cat Contract	Expanded Scope and Increased Service Delivery
Public Complaint Volume	High (cat-related) Moderate (dog-related)	Minimal complaints Both contracts steady	Improved service satisfaction Service Gap Closed

As illustrated above, the implementation of the cat control pilot program resulted in a significant and sustained reduction in cat-related service requests, which are now limited to isolated occurrences and no longer represent a recurring service demand to be addressed by municipal staff. Dog control service levels remained stable throughout the reporting period compared to past trends, reflecting the continuation of the Municipality’s existing service model.

There have been measurable changes in call volume, and the pilot program has also resulted in an expansion of service capacity.

In addition to routine animal control services, Southwest Animal Shelter has demonstrated the capacity to support the Municipality in vulnerable sector situations and emergency response activities. This includes assisting with the safe handling and temporary care of animals during circumstances such as resident displacement, as well as providing support during regional and provincial emergency events where animal control resources are required.

This enhanced level of service represents a significant improvement over the previous service model, where such supports were not formally available, and contributes to broader municipal emergency preparedness and response efforts.

As the existing dog control contract approached expiry, staff were required to initiate a procurement process in accordance with the Municipality's Procurement Policy to ensure the continued provision of animal control services. In consideration of the expanded service model resulting from the cat control pilot program, the tender was structured to seek a comprehensive animal control provider for a combined service model including both cats and dogs.

DISCUSSION

The Municipality's experience with both the historical dog control contract and the subsequent cat control pilot program provides an opportunity to evaluate the effectiveness of a split-service delivery model and consider options for future service integration. Historically, animal control services were limited to dog control through a contracted provider (Lobo Animal Centre). As this service did not include the management of feral or stray cats, a separate contract was implemented through the approved pilot program to address this service gap (Southwest Animal Shelter).

The use of two distinct service providers has highlighted the administrative and operational complexities associated with a split-service model. In contrast, the cat control pilot program has demonstrated the benefits of a more integrated approach, including improved service outcomes and a reduction in administrative coordination. These findings support consideration of a single-provider model for comprehensive animal control services.

Southwest Middlesex Animal Shelter has responded to ongoing service calls directly and provided localized service support at 21 locations within the Municipality during the current 1-year pilot program expiring in July 2026. The provider works collaboratively with municipal staff as required, provides reporting in accordance with contract expectations,

and maintains access to a 24-hour by-appointment facility to support direct resident engagement. This facility also serves as a key service point for cat control-related matters, enhancing accessibility and responsiveness for the community.

Dog control services are provided by Animal Care Centre Lobo and have remained a consistent and long-standing component of the Municipality's animal control service model. The provider has maintained regular responsiveness to service calls, including support for lost and found dogs, and has provided an accessible service to residents when required. Reporting requirements have been met in accordance with contractual obligations, and the provider has worked collaboratively with municipal staff over a number of years to support ongoing service delivery.

With the expiry of the dog control contract approaching, staff commenced a procurement process. Accordingly, a tender was issued to secure ongoing animal control services. The Request for Proposals closed on April 8, 2026, and resulted in one compliant submission. The submission was received from the current cat control service provider, Southwest Middlesex Animal Shelter, which has been delivering services under the Municipality's pilot program since mid-2025.

The proposal was reviewed against the requirements of the RFP and was determined to meet the stated service scope for comprehensive animal control services, including both dog and cat control. Given the provider's demonstrated performance under the pilot program and established service delivery within the Municipality, the submission aligns with the intended outcomes of the procurement process. This model supports improved enforcement and compliance capacity while reducing administrative burden on municipal staff by transferring responsibility for adoption coordination and placement activities to the contracted provider. This correction addresses a service gap in the previous delivery structure, resulting in improved service efficiency and operational effectiveness.

The 2026 animal control budget of \$28,050 was established prior to market testing through the procurement process and therefore reflected an estimate of anticipated service costs. The procurement process resulted in a single compliant submission with an annual lump sum cost of approximately \$30,000, representing a marginal variance of \$1,950.00 above the allocated budget.

This variance is considered minimal in the context of the overall service scope and is anticipated to be offset by the transition to a fixed-cost model, which eliminates variable expenses associated with mileage claims and per-animal fees. The proposed structure provides improved budget certainty, reduces administrative processing requirements, and removes exposure to fluctuating service costs over the term of the contract.

If the Municipality does not proceed with the recommended award, there is a risk of service disruption given the expiry of the existing dog control contract and the absence of an alternative contracted provider. This would result in a gap in animal control services, particularly for dog-related matters, and may reduce the Municipality’s ability to respond to stray or lost animals in a timely manner.

Additionally, the operational efficiencies and service improvements achieved through the cat control pilot program would not be sustained, and the Municipality would lose the benefits associated with an integrated service delivery model, including reduced administrative coordination and improved emergency response support.

Overall, the recommended award supports the transition toward a consolidated animal control service model aligned with municipal objectives of efficiency and enhanced community response.

FINANCIAL

Funded through the 2026 Animal Control Contracted Services budget, with a \$1,950.00 variance to be mitigated within existing By-Law Enforcement contracted services budget items.

ATTACHMENT

- N/A

Prepared By: **Ashley Cook, Director of Corporate Services / Municipal Clerk**

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer



**Municipality of North Middlesex
Local School Advisory Committee
Draft Meeting Minutes**

Date: October 30,2025

Time:6:00pm

Location: Shared Services Parkhill

1. Call to Order

The meeting was called to order at 6:07pm by the Chair.

2. Roll Call

Present:

Deputy Mayor co chair

Mayor Brian Ropp- exco-

Brandon Drew

Tammy Maguire

Tonya Nichol

Meghan Lee

Krista Munn

Shanelle

Nicole Thachuk

Michelle Carroll (Secretary)

Regrets:

Chair Councillor Bill Urwin

CAO Carolyn Tripp

Rose Ann Mclellan

Kristen Hofstra

Nick Ince

3. Approval of Minutes from Previous Meeting

The meeting minutes of the xxx meeting were reviewed.

Moved by: B. Drew
Seconded by: N. Thahchuk

THAT the minutes of the Local School Advisory Committee meeting dated xxx, be approved as presented.

CARRIED

4. Disclosure of Pecuniary Interest

None

5. Previous Business

a) BR Feedback from MPP was encouraging: once hearing news of the closure, have had 3 of 4 meetings, went well, are aware of growth charts, no plans to close NM schools, asking for follow up meeting. November 8 is meeting with Provincial Appointed Supervisor. We need his support, how long are we safe for(how much notice if we did close), needing a new sign and don't want to spend the money if we are being closed down, its all about land development. It was an exterior report that isn't holding any weight, we need to stop the bussing of kids to other schools, what's alternative for closing? No capital investments(new super school) They said 8 years ago East Williams would go down in attendance.. new development in Nairn (shovels in ground would help) people want to walk to school. Trustees are off the table, not sure about this coming year for elections, should be interesting, we are not the only school board going through this.

b)BO Bog Line Smoke Show raised \$6545 per school, such a great turn out/event, this year they want to share with the scouts, would like schools to provide where money was spent, June 20/2026 is next event.

c)BO Survey issued Chair Urwin will have results later, we want to do an open house at the high school (Jan.2026), MPP to be present, see how communities feel, themes- bussing, no interest in new school. Discuss programs being offered, put an end to kids going outside boundaries, what if we joined with Catholic school and had shared services like SDCI it would save on bussing for both, something has to give, we need buses there is a shortage. EW kids some went to NMDHS, WW most went to NMDHS.

6. New Business

a) 6. NMDHS now has a boys hockey team, bringing it back, but no basketball team, Municipality has donated the ice for team, maybe rotate yearly between basketball and hockey.

7. Other or Urgent Business

a) Mayor Ropp spoke to Arlene Morell -TVSB rep, and she told him she was not coming

back to the LSAC meetings. He's not sure what happened, he was just passing along the message.

NMDHA is taking apparel to public schools, incentive, high school has no budget for- shirts/hoodies, maybe apply for CDF asking for funds to make apparel, going to do a survey to see where to spend money from Bog Line proceeds, home and schools can

raise money for support(unity for feeder schools) \W\ can collaborate with high school to help out, promote Marauders game(hockey game, playing on big gym/court).

Ticket to the Trades fair is in April 2026, promote the school, get speakers to inspire, Liuna, influence the trades, be a cool experience in the school, having it annually.

Anyone interested can go to TTT, co-op info from the Navy/Army departments get the word out, work with Legion air and Army.

The more eyes on the TTT the better, get other schools to come out.

We need a decision by the board to stop the kids from going to SDCI.

Seeing a lot more young families in area, longer route for high school, but good for public schools

BR- The County has been to Medway twice for career days, should expand to NM, career paths, income got invited to speak, informative, offer to all schools, Clerk and CAO and Mayor, public services, really good experience.

Can we make a list of questions for BR when meeting with the PAS, yes send them to Chair Urwin. MPP will be attending as well

Is there a timeline for Nairn subdivision? Developers are still moving forward as planned.

8. Adjournment

Meeting was adjourned at 7:15pm by the Chair.

Moved by: N.Thahchuk

Seconded by: K. Munn

THAT the meeting be adjourned.

CARRIED


CHAIR


SECRETARY



**MUNICIPALITY OF NORTH MIDDLESEX
LOCAL SCHOOL ADVISORY COMMITTEE
COMMITTEE RECOMMENDATIONS**

The following are recommendations made by the Local School Advisory Committee following the April 28, 2026 meeting for Council's Consideration:

**MOVED BY: P. Hodgins
SECONDED BY: T. Maguire**

THAT the North Middlesex Local School Advisory Committee request Council's support to

advocate for local school needs through a delegation with the Association of Municipalities of Ontario to the Ontario Ministry of Education;

AND THAT Council endorse and forward this request to AMO, advocating for provincial support for the sustainability and success of local schools.

Carried.

Municipality of North Middlesex
Attention: Council and Administration
Parkhill, Ontario

Dear Members of Council,

On behalf of the Parkhill Optimist Club, we respectfully request consideration of a \$5,000 council donation to support our 2026 community programming.

Unfortunately, the deadline for the Community Development Grant was missed due to an administrative error by the Optimist Club when completing the application process. We sincerely apologize for this oversight and are requesting that Council consider support through a direct donation in place of the grant application.

The Parkhill Optimist Club is a volunteer-run organization dedicated to supporting youth, families, and community engagement in Parkhill and the surrounding area. Our members work year-round to organize events that bring residents together and provide positive opportunities for local families.

Requested funds would be used to help cover facility rentals, event supplies, insurance, youth programming materials, and general event costs for several upcoming initiatives, including:

- Oratorical Contest – Youth public speaking competition with scholarship opportunities
- Easter Egg Hunt – Free family event for local children
- Family Fun Day – Community games, food, and activities
- Parkhill Car Show – Event drawing visitors to the area
- Community Musical Fundraiser – Entertainment event supporting youth programming
- Ongoing support for Canada Day Fireworks and New Year's Eve Community Skate

The Parkhill Optimist Club is proud to contribute to the vibrancy of North Middlesex through volunteer service and community events. Council's support would help us continue offering affordable and accessible programming for residents of all ages.

Thank you for your time and consideration. We would be pleased to provide any further information if required.

Sincerely,

Byron Wilson, Joyce Hutchinson



Treasurer, secretary
Parkhill Optimist Club
Parkhill, Ontario

REPORT TO: Mayor and Members of Council

PREPARED BY: Ashley Cook, Director of Corporate Services / Municipal Clerk,
Felicia Krista, Manager of Economic Development & Community Engagement,
Anica Peter, Manager of Human Resources and Health & Safety

DEPARTMENT: Corporate Services, Administrative and Finance, Economic
Development

DIVISION: Clerk, Economic Development, Human Resources

MEETING DATE: May 6, 2026

SUBJECT: RTC – Rural Ontario Municipal Association Conference 2026

LINK TO STRATEGIC PRIORITIES

Staff, Culture, Work Environment By providing high-quality public services

BACKGROUND

The Rural Ontario Municipal Association (ROMA) Annual Conference is a key provincial event that brings together municipal elected officials, staff, and provincial representatives to discuss issues affecting rural municipalities across Ontario. The conference provides a forum for advocacy, policy dialogue, and knowledge-sharing on priority matters such as infrastructure, housing, emergency services, economic development, and municipal finance. The conference was held January 18-20, 2026, at the Sheraton Centre Toronto Hotel in Toronto, Ontario.

<https://www.roma.on.ca/ontarios-rural-leaders-conference/program>

DISCUSSION

The Director of Corporate Services / Clerk, Manager of Economic Development & Community Engagement, and Manager of Human Resources and Health & Safety attended the 2026 ROMA Conference held January 18–20, 2026, at the Sheraton Centre Toronto Hotel in Toronto, Ontario.

Programming included keynote presentations, ministerial forums, workshops, and concurrent sessions focused on key rural municipal issues such as infrastructure, housing, governance, economic development, and emergency services.

1. Strengthening Municipal–Provincial Relationships

A central component of the conference was participation in delegation meetings and discussions with provincial ministries, including direct engagement with the Honourable Rob Flack, Minister of Municipal Affairs and Housing.

These interactions supported:

- Advocacy for municipal priorities such as infrastructure funding and housing needs
- Alignment of local initiatives with provincial programs
- Identification of funding opportunities and resources

The conference reinforced the importance of maintaining strong, collaborative relationships with provincial partners to effectively advance municipal priorities.

2. Accurate and Transparent Communication with Residents

Sessions emphasized the growing importance of clear, accurate, and timely communication in an environment of declining local journalism and increasing misinformation.

Key takeaways included:

- The need for proactive and transparent communication strategies
- Ensuring residents are well-informed on municipal decisions and services
- Building public trust through clarity, accessibility, and accountability

Examples from municipalities such as Clarington and Port Hope highlighted innovative approaches to engaging residents and businesses effectively.

3. Indigenous and Municipal Relationships

The conference highlighted the importance of strengthening relationships between municipalities and Indigenous communities.

Key themes included:

- Building respectful and collaborative partnerships
- Supporting meaningful engagement and ongoing dialogue

- Recognizing shared priorities and opportunities for growth

These discussions reinforced the importance of continued relationship-building to support inclusive and respectful community development.

4. Governance and Code of Conduct

Sessions focused on evolving expectations surrounding governance and accountability, particularly regarding updated municipal codes of conduct.

Discussion points included:

- Roles and responsibilities of Council members
- Accountability frameworks and enforcement mechanisms
- Managing complaints and maintaining professional conduct

These insights emphasized the increasing expectations placed on municipal leadership to uphold integrity and public trust.

5. Broader Rural Priorities and Emerging Issues

The conference addressed a wide range of ongoing and emerging challenges impacting rural municipalities, including:

- Infrastructure pressures and asset management planning
- Housing development and economic growth
- Healthcare access in rural communities
- Connectivity and broadband infrastructure

These discussions highlighted the continued need for collaboration across all levels of government.

6. Networking and Knowledge Sharing

Staff had the opportunity to network with Members of Provincial Parliament, including Lambton–Kent–Middlesex MPP Steve Pinsonneault, as well as municipal leaders, Chief Administrative Officers, and sector professionals.

The Welcome Reception and Trade Show further supported:

- Relationship building

- Sharing of best practices
- Collaboration across municipalities

These interactions contribute to continuous improvement and innovation within the Municipality of North Middlesex.

FINANCIAL

Costs associated with conference attendance were included and approved in the 2026 Budget.

ATTACHMENT

- N/A

Prepared By: **Ashley Cook, Director of Corporate Services / Municipal Clerk, Felicia Krista, Manager of Economic Development & Community Engagement, Anica Peter, Manager of Human Resources and Health & Safety**

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer

REPORT TO: Mayor and Members of Council

PREPARED BY: Brandon McLeod, Manager of Public Works

DEPARTMENT: Infrastructure & Operations

DIVISION: Public Works

MEETING DATE: May 6, 2026

SUBJECT: DIO-20-2026 – Good Roads Conference – 2026

EXECUTIVE SUMMARY

The Good Roads Conference (GRC26) provided valuable insights into emerging issues and best practices impacting roads and infrastructure across Ontario, including leadership development, technology, delegations, trade show, political figures, and health and safety. Key sessions highlighted updates to getting big things done on budget & on time, as well as Minimum Maintenance Standards for Municipal Highways (O. Reg 239/02 MMS) that are directly applicable to North Middlesex operations. Additional discussions on politics of road safety, Ontario phragmites action plan, Ontario underground mapping strategy, and building better rural road: innovation, safety, and service on rural and low volume roads.

LINK TO STRATEGIC PRIORITIES

Staff, Culture, Work Environment By providing high-quality public services

BACKGROUND

The Ontario Good Roads Association (OGRA) has been around for 130 years and started the conference in 1984. Good Roads annual conference brings together members and affiliated enterprises for a three-day summit of road-forward thinking. The speaker roster is always first-class, the exhibit hall is loaded with innovations, and the learning is cutting edge.

DISCUSSION

The 2026 conference highlighted several topics relevant to North Middlesex. A seminar highlighted the proposed amendments to the O.Reg 239/02 Minimum Maintenance Standards for Municipal Highway (MMS). The panel discussion focused on the updating winter maintenance, operational flexibility, significant weather event, and risk mitigation.

Another session was building better rural roads: innovation, safety, and service on rural and low volume roads. The key points the panel talked about was drainage is key for roads, a new bio product that hardens the sub-base of a road, and new technology that help maintain roads.

Various key speakers included Dan Gardner, Dr. Missy Cummings, Mayor Olivia Chow, various representatives from provincial governments, etc.

Several announcements and/or updates were provided on funding opportunities that included the following:

- Northern Ontario Resource Development Support Fund;
- Ontario Transit Investment Fund;
- Community Sport and Recreation Infrastructure Fund;
- Buy Ontario for Fleet and Capital Projects; and
- Northern Rideshare Pilot.

Several of these funding opportunities will likely apply to North Middlesex, and Staff will be actively monitoring their status and actioning application accordingly.

FINANCIAL

This conference was incorporated in the 2026 Operational Budget.

ATTACHMENT

- N/A

Prepared By: **Brandon McLeod, Manager of Public Works**

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

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

Approved By: Samuel Shannon, Interim Chief Administrative Officer

Our Values:

Community

Innovation

Collaboration

Stewardship



Meeting Date: April 8, 2026

Submitted by: Ashley Sawyer, Planner

Subject: North Middlesex 2025 Planning Summary Report

BACKGROUND:

The Planning Department provides the Municipality of North Middlesex with planning advisory services in accordance with the Planning Services Agreement and has done so since January 2017. The Planning Department prepares an annual summary which outlines the Planning Services provided to the Municipality working with local staff.

The following activity was undertaken in 2025 compared to previous years:

Planning Applications										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Official Plan Amendments	0	2	0	1	1	1	0	1	2	2
Zoning By-law Amendments	9	8	7	14	12	20	12	12	23	19
Minor Variances	6	8	7	12	7	6	8	5	14	11
Consents to Sever	14	9	9	16	7	15	14	15	22	17
Site Plan Approval	4	2	1	0	7	2	1	5	1	5
Part Lot Control Approval	0	0	0	0	0	0	0	0	0	2
Total	33	29	24	43	34	44	39	38	62	56

Plans of Subdivision / Condominium										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Applications	0	1	2	0	0	1	1	4	2	1
Draft Plan Approvals	0	0	2	1	0	0	1	1	1	0
Extension of Draft Plan Approvals	0	0	0	0	0	2	1	2	1	3
Change to Draft Plan Approvals	0	0	0	0	1	0	0	0	0	0
Final Plan Approvals	0	0	0	0	1	1	0	1	0	0
Open Files	2	3	5	5	5	4	6	9	9	12
Active Files	0	2	3	3	3	4	5	8	8	11

ANALYSIS:

In 2025, the County advanced several county-wide policy initiatives and special projects in support of municipal interests. This work included the completion of County Official Plan Amendment No. 4, which was adopted by County Council and submitted to the Province for approval. Amendment No. 4 completes the County Official Plan Update and responds to changes in provincial policy, clarifies and refines existing County policies, and aligns the Official Plan with the 2025 County Council Strategic Plan.

Amendment No. 4 also updates the County planning framework to reflect provincial objectives related to growth management and population, housing, and employment forecasts, while supporting consistency and coordination between the County and local municipal official plans. The update process included the Middlesex 2056 engagement program and addressed applicable legislative requirements. Staff analysis informed policy directions across five topic areas: Agriculture, Economy, Growth and Development, Housing, and Additional Considerations.

In parallel, staff supported participating local municipalities with Housing Accelerator Fund Phase 2 initiatives. This support focused on reviewing existing zoning permissions, identifying barriers to housing delivery, and assisting with zoning by-law amendments intended to enable additional housing opportunities. This work has applicability for all local municipalities.

Throughout 2025, the Province continued to introduce planning-related legislative and regulatory changes. Ontario Regulation 257/25 reduced requirements for minor variances by permitting up to a ten percent reduction in setbacks from property lines. The Province also announced its intention to consolidate Ontario’s conservation authorities, proposing a reduction from 36 authorities to nine regional conservation authorities. These and other changes have altered planning processes and increased municipal implementation

responsibilities. Monitoring and responding to ongoing provincial reforms will remain an important focus in 2026.

Operational improvements were also achieved through expanded use of the Cloud Permit e-permitting system. In 2025, the system was expanded to accept both local planning applications and County planning applications. The platform allows applicants to submit pre-consultation requests, file applications, and communicate directly with staff. Expanded use of Cloud Permit is improving efficiency, transparency, accountability, and planning data management across the County.

If a proposed use or structure does not conform to the requirements in the Zoning By-law an amendment may be necessary. In 2025, there were 19 applications to amend North Middlesex's Zoning By-law. The type of rezoning applications varied, including rezoning applications accompanied by consent applications related to the severance of a residence surplus to a farming operation, a general housekeeping amendment, temporary uses for a detached ARU and for a 'granny flat', a rezoning application accompanied by an Official Plan Amendment for a privately initiated urban boundary expansion in Ailsa Craig, for a home industry in a detached accessory structure, to implement a holding symbol and to remove a holding symbol.

A Plan of Subdivision allows land to be divided into smaller building lots in a comprehensive manner. Most subdivision applications take a number of months if not years to reach draft approval and subsequently final approval and registration. In 2025, one new plan of subdivision application was received for a combined total of approximately 121 dwelling units in the form of single detached dwellings and townhomes. This application was deemed incomplete as a portion of the lands are currently outside of the Ailsa Craig urban settlement area boundary, and it was determined that an Official Plan Amendment to bring the entirety of the subdivision lands into the urban settlement area boundary is necessary before the subdivision can proceed.

In 2025, there were nine active plans of subdivision within North Middlesex. With the increased interest in attainable housing, staff have been working with applicants to explore a broader range of housing types, and as a result there has been an increase in medium density housing in the form of townhomes within plans of subdivision. Staff note that many of the ongoing plans of subdivision in Parkhill were waiting to proceed until sanitary capacity was made available through the de-sludging of the municipal lagoons.

Developments that are anticipated to enter into a Subdivision Agreement in 2025 includes Westwood Estates – Phase 2 (39 single-detached dwellings), Lieury (7 single-detached dwellings), Westwood Meadows (98 single-detached dwellings and 66 street-facing townhome units – Phasing Plan to be approved by Municipality). The Forest Trails Subdivision (178 single-detached dwelling and approximately 77 townhome units), Nairn Trails South Subdivision (140 to 210 single-detached and townhome units – Lotting Plan

and Phasing Plan to be determined) and Maser Subdivision (13 single-detached dwellings) are currently anticipated to proceed to Draft Plan approval in 2026.

A Plan of Condominium allows land to be divided into smaller units with shared or common areas in a comprehensive manner. Most condominium applications take several months if not years to reach draft approval and subsequently final approval and registration. In 2025, two condominium files were active. The Maser Condominium (14 townhome units) is anticipated to enter into a Condominium Agreement in 2026. The McIver Condominium (6 single-detached dwellings) is anticipated to seek final approval in 2026 as well.

Plans of Subdivision / Condominium End of 2025 Status					
Development	Location	Status	Density*		
			Low	Medium	High
39T-NM-CDM1701 (McIver)	Nairn	Draft Plan Approved	6	0	0
39T-NM1802 (VanderMolen)	Ailsa Craig	Final Approved	8	0	0
39T-NM1801 (Westwood Estates)	Parkhill	Draft Plan Approved	85	0	0
		Final Approved	33	0	0
39T-NM2101 (Ausable Bluffs)	Ailsa Craig	Draft Plan Approved	88	55	0
		Final Approved	162	22	0
39T-NM2201 (Westwood Meadows)	Parkhill	Draft Plan Approved	98	66**	0
39T-NM2303 (Lieury)	Lieury	Draft Plan Approved	7	0	0
39T-90010 (Brand/Jarvis)	Hungry Hollow	Draft Plan Approved	8	0	0
39T-NM2301 (Forest Trails)	Parkhill	Pending Draft Plan Approval	178**	77**	0
39T-NM2401 (Nairn Trails South)	Nairn	Pending Draft Plan Approval	170**	28**	0
39T-NM2302 (Masar)	Parkhill	Pending Draft Plan Approval	13	0	0
39T-NM-CDM2301 (Masar)	Parkhill	Pending Draft Plan Approval	14	0	0
39T-NM-2501 (Northwoods)	Ailsa Craig	Pending Draft Plan Approval	69	52	0
Total			939	300	0

*Note: Low = Singles / Semis, Medium = Townhouses, High = Greater Than Townhouses

***Estimated development yield*

Consent applications can take a number of forms, severance, easements, lot additions, mortgage charge among others. In 2025, there were 17 consent applications. Of those 17 applications, 7 were for residential lot creation, 4 were for residences surplus to a farm dwelling, 5 were for lot additions, and 1 was for a hydro easement.

If a proposed use or structure meets the general intent and purpose of the Zoning By-law but there are some proposed deviations from the standards, a minor variance application may be appropriate. There were 11 applications for a minor variance in 2025. The application types included lot standard variances, accessory structure location and height relief, setback relief, and Minimum Distance Separation II relief.

Site Plan Control is a technical development review process to ensure site development matters are built and maintained and is generally required for higher density residential, commercial and industrial development. The site plan process is largely a local Municipal process with assistance from Planning. In 2025, there were five site plan control applications for a kennel, an on-farm diversified use, a mixed-use residential commercial development, a daycare and a medium density townhome development. In addition to the 2025 applications, there are currently five site plan control files ongoing that were approved in previous calendar years.

North Middlesex encourages pre-application consultation meetings prior to the submission of most development applications. The pre-consultation meetings are intended to speed up the application process by ensuring that the applicant is aware of the required steps, supporting documents, and application fees. In 2025, the number of projects which staff pre-consulted on was 17 with topics ranging from settlement area boundary expansions, to residential subdivisions, to on-farm diversified uses. Recent changes to the Planning Act no longer require pre-consultation meetings for most application types. However, staff and most applicants continue to find value in these meetings as a way to clearly identify submission requirements at the outset of the process.

There was one Ontario Land Tribunal matter in 2025 that resulted in a settlement, and there are no outstanding appeals currently before the Tribunal. In addition to providing core planning services, planning staff also assist Municipal staff by providing inquiry support for planning, development and building-related matters. Looking at 2025, planning enquiries are robust, and it is anticipated that applications will continue at similar levels to the past few years, which is higher than historic levels.



**THE CORPORATION OF THE MUNICIPALITY OF NORTH
MIDDLESEX**

BY-LAW 027 OF 2026

A BY-LAW TO ESTABLISH A JOINT MIDDLESEX COUNTY 2026 ELECTION COMPLIANCE AUDIT COMMITTEE IN ACCORDANCE WITH *THE MUNICIPAL ELECTIONS ACT, 1996, AS AMENDED*.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the *Municipal Elections Act, 1996*, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Municipality of North Middlesex wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

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

1. THAT a committee, to be known as the Joint Middlesex County 2026 Election Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the *Municipal Elections Act, 1996*, as amended.
2. THAT the business of the Joint Middlesex County 2026 Election Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in *Appendix "A"* attached hereto and forming a part of this By-law.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

PASSED IN COUNCIL this 6th day of May 2026.

MAYOR, Brain Ropp

CLERK, Ashley Cook



THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NUMBER 041 of 2026

BEING A BY-LAW TO PROVIDE FOR DRAINAGE WORKS IN THE MUNICIPALITY OF NORTH MIDDLESEX, IN THE COUNTY OF MIDDLESEX, BEING KNOWN AS THE BROWN DRAIN (2026)

WHEREAS the requisite number of owners have petitioned the Council of the Municipality of North Middlesex, in the County of Middlesex, in accordance with the provisions of the Drainage Act, 1990 requesting that the following lands and roads be drained by drainage works:

- As described in the Engineer's Report of April 09, 2026.

AND WHEREAS the Council of the Municipality of North Middlesex has procured a report under Section 78 of the *Drainage Act*, authored by Josh Warner, P. Eng. R. Dobbin Engineering Inc, as set out in the attached Engineer's Report.

AND WHEREAS the estimated total cost of constructing the drainage works is \$239,624.00.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX PURSUANT TO THE DRAINAGE ACT, 1990, ENACTS AS FOLLOWS:

1. **THAT** the Engineer's Report is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith;
2. **THAT** the Corporation of the Municipality of North Middlesex may borrow on the credit of the Corporation the amount of \$239,624.00, the amount necessary for the construction of the drainage works;
3. **THAT** the Corporation may issue debentures for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the Act;
 - b) commuted payments made in respect of lands and roads assessed within the municipality;
 - c) money paid under Section 61(3) of the Act; and

d) money assessed in and payable by another municipality.

AND THAT such debenture shall be made payable within five (5) years from the date of the debenture and shall bear interest at a rate not higher than 2% over the rate charged by Infrastructure Ontario on the date of sale of such debentures;

4. **THAT** a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and road as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five (5) years after passing of this By-law;
5. **THAT** all roads and utilities assessments will be invoiced as commuted payments and will be due within 30 days of being invoiced;
6. **THAT** all future maintenance shall be assessed in accordance with the Engineer's Report on a pro-rated basis.
7. **THAT** this by-law shall come into force and take effect immediately upon the final passing thereof and may be cited as the Brown Drain (2026) By Law 041 of 2026.

Read a first and second time the 6th day of May 2026.

Mayor, Brian Ropp

Clerk, Ashley Cook

Read a third time and passed this 15th day of July 2026.

Mayor, Brian Ropp

Clerk, Ashley Cook



MUNICIPALITY OF NORTH MIDDLESEX

048 of 2026

BEING A BY-LAW TO APPOINT AN INTERIM CHIEF ADMINISTRATIVE OFFICER(CAO)

WHEREAS Section 229 of the Municipal Act, 2001, S.O. 2001, c.M. 25, as amended, provides for the appointment of a Chief Administrative Officer who shall be responsible for:

- a) Exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- b) Performing such other duties as are assigned by the Municipality;

AND WHEREAS the Council of the Municipality of North Middlesex deems it expedient to appoint an Interim (CAO) Chief Administrative Officer, who shall exercise all the authority, powers and rights of a Chief Administrative Officer

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

1. **THAT** Samuel Shannon be and is hereby appointed to the position of Interim Chief Administrative Officer for the Municipality of North Middlesex, effective April 22 2026;
2. **THAT** said, Sammuel Shannon shall, with respect to the Municipality of North Middlesex and the administration of its affairs, exercise all the authority, powers and rights of these positions.
3. **THAT** By-Law 062 of 2023 be hereby repealed as of May 6 2026.

READ A FIRST, AND SECOND TIME THIS May 6 2026.

READ A THIRD TIME AND FINALLY PASSED THIS May 6 2026.

MAYOR

CLERK



THE MUNICIPALITY OF NORTH MIDDLESEX

BY-LAW NUMBER 049 OF 2026

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL ON

May 6, 2026

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 at the May 6, 2026 meeting 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 said meetings 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 6TH DAY OF MAY 2026

READ A THIRD TIME AND FINALLY PASSED THIS 6TH DAY OF MAY 2026

MAYOR

CLERK