



**MUNICIPALITY OF NORTH MIDDLESEX  
REGULAR MEETING MINUTES**

**November 20, 2024, 6:00 p.m.**

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

Staff Present: Recreation and Facilities Manager Brandon Drew  
Chief Building Official, Arnie Marsman  
Drainage Superintendent, Joanne Sadler  
Executive Assistant/HR Coordinator, Donna Vanhooydonk  
Director of Corporate Services / Clerk, Alan Bushell  
Chief Administrative Officer, Carolyn Tripp  
Felicia Krista, Economic Development & Communications  
Coordinator  
Director of Finance/Treasurer, Ralph D'Alessandro

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

---

**1. CALL TO ORDER**

Mayor Ropp called the meeting to order at 6:00 p.m. with a quorum present by way of livestream on the North Middlesex You Tube Channel.

**2. DISCLOSURE OF PECUNIARY INTEREST**

*(Municipal Conflict of Interest Act – Section 5 requires any member of Council to declare a pecuniary interest and general nature thereof, prior to any*

consideration on that matter. Where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act. The disclosures become part of a Public Registry as required under the Act.

### **3. MINUTES OF PREVIOUS MEETINGS**

#### **3.1 Meeting Minutes for November 6, 2024**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** the attached minutes be approved as presented.

**CARRIED**

### **4. DELEGATIONS**

#### **4.1 Bog Line Smoke Show - BBQ Festival**

Nick Ince provided a presentation on behalf of the organization.

**Moved By:** B. Irwin

**Seconded By:** S. Nirta

**THAT** the presentation be accepted as information.

**CARRIED**

### **5. DEPARTMENTAL REPORTS**

#### **5.1 Report from Brandon Drew, Director of Economic Development and Community Services**

##### **5.1.1 Bog Line Smoke Show Event**

**Moved By:** S. Nirta

**Seconded By:** B. Irwin

**THAT** Council endorse the Bog Line Smoke Show as a Municipally Significant Event;

**AND THAT** Council authorize the Director of Economic Development and Community Services to execute a three-year agreement with Bog Line Smoke Show for use of the current Parkhill Fair Grounds;

**AND THAT** Council direct staff to charge no fee for their inaugural year and charge them the cost of staffing for years two and three.

**CARRIED**

5.2 Report from Arnie Marsman, Chief Building Official

**5.2.1 Third Quarter 2024 Building Activity Summary**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**THAT** the Third Quarter 2024 Building Activity Summary be received for information.

**CARRIED**

5.3 Report from Joanne Sadler, Drainage Superintendent

**5.3.1 Petition for Drainage Works by Owners (Section 4 Request) – New Municipal Drain**

**Moved By:** P. Hodgins

**Seconded By:** J. Keogh

**THAT** Council Receive the Petition for Drainage Works by Owners for a new municipal drain according to section 4 of the Drainage Act.

**THAT** Council appoints Spriet Associates Ltd., as engineer to the project.

**CARRIED**

5.4 Reports from Felicia Krista, Economic Development and Communications Coordinator

**5.4.1 Community Improvement Plan - Lucan Country Gardens**

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT** Council award Lucan Country Gardens located at 34603 Richmond St, with \$1,329.37 upon completion of their proposed rural economic development project as per the Municipality's Community Improvement Plan.

**CARRIED**

**5.4.2 Community Improvement Plan - Four Seasons Fashions, Gifts and More**

**Moved By:** S. Nirta

**Seconded By:** B. Irwin

**THAT** Council award Four Seasons Fashions, Gifts and More located at 214 Parkhill Main St., Parkhill with \$1380.96 upon completion of their proposed beautification project as per the Municipality's Community Improvement Plan.

**CARRIED**

**6. COMMITTEE REPORTS**

6.1 Lake Huron Primary Water Supply Joint Mgmt Board

Next meeting December 5, 2024.

6.2 ABCA (Cr. Cornelissen)

**6.2.1 Minutes and Agenda**

**6.2.2 Draft - 2025 Budget, Municipal Levies, and Meeting Notice**

6.3 BWRA (Cr. Keogh)

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

6.5 LSAC (Cr. Irwin, Deputy Mayor Hodgins)

The Trustees recommended that they constantly keep numbers regarding North Middlesex building and population growth up to date for consideration.

Verbal Recommendations from Councillor Irwin:

Recommended a delegation at the ROMA conference from the Municipality.

The CAO directed staff to arrange for a delegation at ROMA.

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

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

**6.7.1 Draft Minutes**

**6.7.2 Firefighter Employment Status**

**Moved By:** P. Hodgins

**Seconded By:** B. Irwin

**THAT** Council accept this report and approve the Employment Status of Firefighters policy.

**CARRIED**

**6.7.3 Firefighter Remuneration Policy**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** Council accept this report and approve the revised Firefighter Remuneration Policy (FD-2024-3).

**CARRIED**

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

6.9 Budget Committee (Mayor Mayor)

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

**6.10.1 Community Development Fund Policy**

**Moved By:** C. Daigle

**Seconded By:** S. Nirta

**THAT** the Community Development Fund Policy be approved and effective immediately;

**AND THAT** to the satisfaction of the Director of Economic Development and Community Services, the Schedules constituting the application forms attached to the Community Development Fund Policy, be updated to reflect the changes in the policy upon closure of the current application window.

**CARRIED**

**6.10.2 Draft Minutes**

A request has been made by the Committee that the following resolution be shared with Council as information:

"THAT Council be informed that financial reporting requirements will likely be requested as updates in the 2025 policy review; AND THAT the items of possible review could include but are not limited to:

- 10% holdbacks prior to reporting being submitted on large applications.
- Financial reporting deadlines.
- Possible disqualification of further applications for failure to report."

6.11 OCWA Client Advisory Board (CAO)

6.12 Middlesex County OPP Detachment Board

The inaugural meeting was held.

Initial discussions focused on statistics in the area, and the financial implications. It was established that they would have four meetings a year, with the next meeting taking place in February.

## 7. CORRESPONDENCE

7.1 OPP Funding - Townships of Tweed, Horton, and Howick

**Moved By:** J. Keogh

**Seconded By:** B. Irwin

THAT Council supports the circulated initiatives.

**CARRIED**

7.2 Ontario Building Code - Township of Papineau-Cameron

## 8. OTHER AND URGENT BUSINESS

Councillor Cornelissen - Asked for an update on the water billing. CAO Tripp - Water bills should be ready for public distribution in the upcoming weeks. No interest will be accrued during the Postal Strike.

Councillor Daigle - Requested clarification if the water bills being circulated are the most current cycles. CAO Tripp - It is the current cycle.

Councillor Irwin - Expressed to Council that he would like to explore the implications of the Craigwood facility closing.

Councillor Daigle - Concerned about deer jacking/poaching in the region. Would like the police to address the issue. Councillor Keogh - Suggested calling the Ministry of Natural Resources.

Councillor Daigle - Expressed concern in regards to factory farms causing road damage. Would like to have a study done that includes researching what other municipalities have done to deal with the issue, with a focus on cost recuperation.

Councillor Irwin - Provided an open invitation to a tour of Try Recycling on November 28th.

CAO Tripp & Council - A request will be made to the Ministry of Natural Resources for a delegation regarding coyote control.

#### 8.1 Henderson Drain - Clerical Error

The Clerk of the Municipality is authorized to correct clerical errors on documents, including By-Laws. A clerical error has been discovered on a drainage by-law from 2022, which means both the current Clerk and Drainage Superintendent are not the same people that originally worked on it.

Seeing as the staff involved are no longer with the corporation, the Clerk is bringing the issue to Council so that clear and concise direction can be made to satisfy a Provincial Ministry request for correction.

Relevant information supporting the correction:

- The Court of Revision being the body that provides an open and transparent mechanism for landowners to question the assessments, had the correct information.
- The By-law had inadvertently reported the Net Assessment instead of the Total Assessment, which is not in line with the direction of the Court of Revision.
- It is advantageous to the Municipality to correct the clerical error.
- The Clerk having reviewed the documentation, is of the opinion that this was a clerical error, not in line with the spirit and intent, and through that the direction of Council of the time.

**Moved By:** C. Daigle

**Seconded By:** P. Hodgins

**THAT** the clerical error on By-law 54 of 2022 be corrected to define the estimated total costs of drainage work be \$166,700.00.

**CARRIED**

**9. DEFERRED ITEMS FROM PREVIOUS MEETINGS**

**10. COMMUNICATIONS (Including County Council Meeting Report)**

10.1 Middlesex County - Council Highlights - November 12, 2024

**11. READING OF THE BY-LAWS**

**Moved By:** C. Daigle

**Seconded By:** J. Keogh

**THAT** By-law 091 of 2024 be read a first and second time.

(Provision for questions)

**CARRIED**

**Moved By:** P. Hodgins

**Seconded By:** B. Irwin

**THAT** By-law 091 of 2024 be read a third and final time.

**CARRIED**

11.1 091 of 2024 - Confirming

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

**Moved By:** S. Nirta

**Seconded By:** C. Daigle

**That the Open Meeting adjourn to Closed Meeting, to receive information under the following exception:**

**CARRIED**

12.1 Previous Minutes

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

**13. CONSIDERATION OF MATTERS ARISING FROM CLOSED MEETING**

**Moved By:** J. Keogh

**Seconded By:** P. Hodgins

**THAT** the Closed Meeting adjourn and return to Open Meeting with the following rise and report:

- Minutes of a previous meeting were approved.
- Council considered a matter protected under section 239(2)(b) of the Municipal Act.

**CARRIED**

**14. ADJOURNMENT**

**Moved By:** S. Nirta

**Seconded By:** J. Keogh

**THAT** the Meeting adjourn at 7:46.

**CARRIED**