



Middlesex Centre Council Minutes
Regular Meeting of Council

September 3, 2025, 9:00 a.m.
Municipal Office - Council Chamber / Virtual
10277 Ilderton Road, Coldstream, Ontario / Virtual

COUNCIL PRESENT: Mayor Aina DeViet
Deputy Mayor John Brennan
Councillor Hugh Aerts
Councillor Frank Berze
Councillor Sue Cates
Councillor Wayne Shipley
Councillor Jean Coles

STAFF PRESENT: Michael Di Lullo - Chief Administrative Officer
Brianna Hammer-Keidel - Municipal Clerk
Megan Kamermans - Deputy Clerk
Rob Cascaden - Director of Public Works and Engineering
Tiffany Farrell - Director of Corporate Services
Arnie Marsman - Director of Building Services / Chief Building
Official
Scott Mairs - Director of Community Services
Colin Toth - Director of Emergency Services / Fire Chief
Sophie Baysarowich - Communications & Legislative Services
Assistant
Stephanie Bergman - Manager of Planning
Heather Kepran - Manager of Strategic Communications

1. CALL TO ORDER

Mayor DeViet calls the meeting to order at 9:00 a.m. Members of the public are invited to participate in this meeting of Council by attending the meeting in-person at the Council Chamber at the Middlesex Centre Municipal Office located at 10227 Ilderton Road (Coldstream).

Members of the public may also access the meeting which will be live-streamed on the Middlesex Centre YouTube channel or by contacting the Municipal Clerk to receive a registration link to join the meeting electronically.

Members of the public wishing to appear as a delegation can register for the meeting by visiting middlesexcentre.ca/participating-council-meetings or by contacting the Municipal Clerk at (519) 666-0190 by 4:30 p.m. on the Monday of the week of the scheduled meeting. All requests to delegate are subject to the provisions of the Middlesex Centre Procedure By-law.

Members of the public can choose to delegate in-person or by electronic participation. Accessible formats and communication supports are available upon request.

2. LAND ACKNOWLEDGEMENT

The Municipality of Middlesex Centre recognizes that we are gathering on the traditional territory of the Anishinaabe, Haudenosaunee, and Leni-Lunape Peoples. We acknowledge the enduring presence of First Nation, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.

Our neighbouring First Nations communities which continue to live as sovereign Nations include the Chippewas of the Thames First Nation, Oneida Nation of the Thames, and Munsee Delaware Nation.

3. ADDITIONS TO THE AGENDA

Pillar Non-Profit Network is unable to attend today's meeting and item 7.1 will be removed from the agenda.

4. DISCLOSURE OF PECUNIARY INTEREST

There are no Disclosures of Pecuniary Interest to note for the September 3, 2025 council meeting.

5. CLOSED SESSION - PART A

Closed Session Part B occurs as Item 15 on the September 3, 2025 agenda.

Resolution # 2025-200

Moved by: Councillor Cates

Seconded by: Councillor Shipley

THAT the Council for the Municipality of Middlesex Centre adjourn to closed session at 9:03 a.m. pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- One matter pursuant to Section 239 (2)(e) regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Development Matter - Ward 4).

CARRIED

5.1 CLOSED SESSION ITEMS - PART A

- 5.1.1 Call to Order
- 5.1.2 Disclosure of Pecuniary Interest
- 5.1.3 Legal Matter (Development Matter - Ward 4)
- 5.1.4 Return to Open Session

5.2 CLOSED SESSION ITEMS - PART B

- 5.2.1 Call to Order
- 5.2.2 Confirmation of Minutes - Minutes of August 6, 2025 Closed Session
- 5.2.3 Security of Municipal Property (Cyber Security)
- 5.2.4 Legal Matter (OLT Proceedings)
- 5.2.5 Personal Matter (Municipal Staff)

6. RISE AND REPORT FROM CLOSED SESSION

7. DELEGATIONS AND PRESENTATIONS

7.1 Pillar Non-Profit Network

Maureen Cassidy, CEO, and Victor Igboanusi, Policy Analyst of Pillar Non-Profit Network are unable to attend today's council meeting. This presentation will return at a later council meeting.

8. ADOPTION OF THE MINUTES

8.1 Regular Council Meeting Minutes - August 6, 2025

Resolution # 2025-203

Moved by: Councillor Berze

Seconded by: Councillor Cates

THAT the minutes of the Middlesex Centre Council meeting held on August 6, 2025 be adopted as printed.

CARRIED

9. CONSENT AGENDA

Resolution # 2025-204

Moved by: Councillor Shipley
Seconded by: Councillor Cates

THAT Items 9.1 through 9.11 listed under the heading of Consent Agenda for September 3, 2025 be adopted as recommended.

CARRIED

9.1 Cost of Living Adjustment for 2026

THAT Report CAO-20-2025 re: Cost of Living Adjustment for 2026 be received;

AND THAT the cost of living adjustment of two percent receives pre-budget approval for 2026, to be applied to employee wages effective January 1 for the calendar year.

9.2 Budget to Actual July 2025

THAT Report CPS-42-2025 re: Budget to Actual Report for July 2025 be received for information.

9.3 Amendment to Development Charge By-law 2024-064

THAT Report CPS-43-2025 re: Amendment to Development Charge By-law 2024-064 be received;

AND THAT By-law 2025-064, being a by-law to amend By-law 2024-064 for the imposition of development charges for the Municipality of Middlesex Centre, be adopted.

9.4 Budget 2026 Survey Results

THAT Report CPS-46-2025 re: Budget 2026 Community Survey Results be received for information.

9.5 Tender Award for Supply of the Komoka WWTP Aeration Blowers

THAT Report PWE 43-2025 re: Tender Award for Supply of the Aeration WWTP Aeration Blowers be received;

AND THAT Council approve the tender award to APG-Neuros in the amount of \$172,445 (including the non-refundable portion of HST);

AND FURTHER THAT the Mayor and Clerk be authorized to execute the necessary contract documents.

9.6 Tender Award Glendon Drive Watermain Twinning Project

THAT Report PWE-47-2025 re: Tender Award for the Glendon Drive Watermain Twinning Project be received;

AND THAT Council approve the tender award to ASG Excavating Ltd. in the amount of \$846,782.99 (including the non-refundable portion of HST);

AND THAT the Mayor and Clerk be authorized to execute the necessary contract documents;

AND FURTHER THAT Council approve a capital budget amendment to increase the 2025 capital budget for project 22-4314 Glendon Drive Watermain Twinning from \$607,457 to \$990,939.37.

9.7 Middlesex Centre Water Distribution System 2025 Annual Inspection Summary

THAT the 2025 Ministry of Environment, Conservation & Parks (MECP) Annual Inspection Report for the Middlesex Centre Water Distribution System be received for information.

9.8 Melrose Drinking Water System 2025 Annual Inspection Summary

THAT the 2025 Ministry of Environment, Conservation & Parks (MECP) Annual Inspection Report for the Melrose Water System be received for information.

9.9 Birr Water System 2025 Annual Inspection Summary

THAT the 2025 Ministry of Environment, Conservation & Parks (MECP) Annual Inspection Report for the Birr Water System be received for information.

9.10 Ice Academy Licence Agreement

THAT Report CMS-08-2025 re: Ice Academy Licence Agreement be received;

AND THAT the Mayor and Clerk be authorized to execute the agreement between with the Ice Academy of Montreal – London Campus on behalf of the Municipality.

9.11 Community Services Advisory Committee Meeting Minutes - July 7, 2025

THAT the Community Services Advisory Committee Meeting Minutes of July 7, 2025, be received for information.

10. STAFF REPORTS

10.1 Update to Delegated Authority By-law for Administrative Functions

Brianna Hammer-Keidel, Manager of Legislative Services & Municipal Clerk is in attendance to provide an overview of the Staff Report.

Resolution # 2025-205

Moved by: Councillor Shipley

Seconded by: Councillor Cates

THAT Report CLK-03-2025 re: Update to Delegated Authority By-law for Administrative Functions be received;

AND THAT the draft Delegated Authority By-law attached to Report CLK-03-2025 as Attachment 1 be approved;

AND FURTHER THAT By-law 2025-063 be adopted.

CARRIED

10.2 Financial Software Project

Tiffany Farrell, Director of Corporate Services is in attendance to provide an overview of the Staff Report.

Resolution # 2025-206

Moved by: Councillor Coles

Seconded by: Councillor Shipley

THAT Report CPS-45-2025 re: Financial Software Project be received;

AND THAT the 2026 temporary staffing costs included in Report CPS-45-2025 receive pre-budget approval.

CARRIED

10.3 Volunteer Recognition Program

Heather Kepran, Manager of Strategic Communications, is in attendance to provide an overview of the staff report.

Resolution # 2025-207

Moved by: Councillor Coles

Seconded by: Councillor Hugh Aerts

THAT Report CPS-47-2025 re: a new Volunteer Recognition Program be received;

AND THAT the Volunteer Recognition Program appended to this report be endorsed;

AND FURTHER THAT funds required to offer the Volunteer Recognition Program be incorporated into the municipal operating budget.

CARRIED

11. NOTICE OF MOTION

There are no Notices of Motion to note for the September 3, 2025 council meeting.

12. CORRESPONDENCE

Resolution # 2025-208

Moved by: Councillor Berze

Seconded by: Councillor Cates

THAT the Council for the Municipality of Middlesex Centre receives Correspondence items 12.1 through 12.4 for information.

CARRIED

12.1 St. Clair Region Conservation Authority - 2025 April Meeting Highlights

12.2 St. Clair Region Conservation Authority - 2025 June Meeting Highlights

12.3 Middlesex-London Health Unit Board of Health Meeting Summary - July 24, 2025

12.4 Middlesex County Council Highlights - August 12, 2025

13. COUNTY COUNCIL UPDATE

Deputy Mayor Brennan provides an update on the County Council meeting held on August 12, 2025. For further information on this agenda please visit the County of Middlesex website: <https://www.middlesex.ca/local-government/meeting-dates-and-agendas>

14. OTHER BUSINESS

There is no Other Business to note for the September 3, 2025 council meeting.

15. CLOSED SESSION - PART B

Resolution # 2025-209

Moved by: Councillor Cates

Seconded by: Councillor Berze

THAT the Council for the Municipality of Middlesex Centre adjourn to closed session at 9:56 a.m. pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- One matter pursuant to Section 239 (2)(a) regarding the security of the property of the municipality or local board (Cyber Security Update);
- One matter pursuant to Section 239 (2)(e) regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (OLT Proceedings); and
- One matter pursuant to Section 239 (2)(b) regarding personal matters about identifiable individuals (Municipal Staff).

CARRIED

16. RISE AND REPORT FROM CLOSED SESSION

17. CONSIDERATION OF BY-LAWS

Resolution # 2025-210

Moved by: Councillor Cates

Seconded by: Councillor Hugh Aerts

THAT By-laws 2025-053, 2025-054 and 2025-063 through to By-law 2025-066 be adopted as printed.

CARRIED

17.1 2025-053

Being a by-law to provide drainage works to be known as construction of the McQueen Kennings Drain.

THAT By-law 2025-053 receive third and final reading.

17.2 2025-054

Being a by-law to provide drainage works to be known as construction of the Moir Drain.

THAT By-law 2025-054 receive third and final reading.

17.3 2025-063

Being a by-law to delegate certain powers and duties under the Municipal Act, 2001 and other Acts and to repeal By-law 2024-073.

17.4 2025-064

Being a by-law to amend By-law 2024-064 for the imposition of development charges for the Corporation of the Municipality of Middlesex Centre.

17.5 2025-065

Being a by-law of the Corporation of the Municipality of Middlesex Centre to authorize the Mayor and Clerk to execute an agreement between the municipality and the Ice Academy of Montreal.

17.6 2025-066

Being a by-law to amend the Middlesex Centre Comprehensive Zoning By-law number 2005-005 with respect to Concession 8 S Part Lot 31 (geographic Township of London), Municipality of Middlesex Centre, roll number: 393903407014000.

17.7 2025-067

Being a By-law to adopt and confirm all actions and proceedings of the Council of the Municipality of Middlesex Centre at the Council meeting held on September 3, 2025.

18. ADJOURNMENT

Resolution # 2025-211

Moved by: Councillor Berze

Seconded by: Councillor Shipley

THAT the Council for the Municipality of Middlesex Centre adjourns the September 3, 2025 Council meeting at 10:50 a.m.

CARRIED

Aina DeViet, Mayor

Brianna Hammer-Keidel, Municipal Clerk