



Middlesex Centre Council Minutes
Regular Meeting of Council

September 17, 2025, 5:30 p.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 Jean Coles

REGRETS: Councillor Wayne Shipley

STAFF PRESENT: Michael Di Lullo - Chief Administrative Officer, Brianna Hammer-Keidel - Municipal Clerk, Megan Kamermans - Deputy Clerk, Tiffany Farrell - Director of Corporate Services, Scott Mairs - Director of Community Services, Arnie Marsman - Director of Building Services / Chief Building Official, Stephanie Bergman - Manager of Planning and Development, Sophie Baysarowich - Communications & Legislative Services Assistant, Marion Cabral - County Planner, Andrew Giesen - Manager of Transportation

1. CALL TO ORDER

Mayor DeViet calls the meeting to order at 5:30 p.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

There are no Additions to the Agenda to note for the September 17, 2025 Council meeting.

4. DISCLOSURE OF PECUNIARY INTEREST

There are no Disclosures of Pecuniary Interest to note for the September 17, 2025 Council meeting.

5. DELEGATIONS AND PRESENTATIONS

5.1 Middlesex Federation of Agriculture

Crispin Colvin, OFA Director for Lambton-Middlesex, is in attendance to deliver a presentation on behalf of the Middlesex Federation of Agriculture.

6. PUBLIC MEETINGS

Resolution # 2025-212

Moved by: Councillor Cates

Seconded by: Councillor Coles

THAT Council move into Public Meetings at 5:53 p.m. pursuant to the Planning Act, R.S.O. 1990, as amended, to consider the applications listed on the September 17, 2025 Council agenda.

CARRIED

6.1 Application for Zoning By-law Amendment (ZBA-6-2025) for 20636 Pulham Road; Filed by Mahmoud Soufan

Marion-Frances Ramos Cabral, Planner for the County of Middlesex, is in attendance to provide an overview of the application.

Resolution # 2025-213

Moved by: Councillor Cates

Seconded by: Deputy Mayor Brennan

THAT Zoning By-law Amendment application (ZBA-6-2025) for a temporary use zone, filed by Mahmoud Soufan, to permit two single-detached dwellings on one property for up to three years to allow a new residence to be constructed on the land known as 20636 Pulham Road, be APPROVED;

AND THAT the owner be required to enter into a Temporary Use Agreement with the Municipality and submit a deposit of \$50,000 to ensure the removal of the existing residence.

CARRIED

6.2 Application for Zoning By-law Amendment (ZBA-10-2025) for 4847 Bells Road; Filed by JP Viramontes on behalf of Jennifer Viramontes and Connie Viramontes

Marion-Frances Ramos Cabral, Planner for the County of Middlesex, is in attendance to provide an overview of the application.

Jennifer and Connie Viramontes, the applicants, are in attendance to answer any questions that council may have.

Resolution # 2025-214

Moved by: Councillor Coles

Seconded by: Councillor Cates

THAT Zoning By-law Amendment application (ZBA-10-2025) for a temporary use zone, filed by JP Viramontes on behalf of Jennifer and Connie Viramontes, to permit two single-detached dwellings on one property for up to three years to allow a new residence to be constructed on the land known as 4847 Bells Road, be APPROVED;

AND THAT the owner be required to enter into a new Temporary Use Agreement with the Municipality and submit a total deposit of \$15,000 to ensure the removal of the existing residence.

CARRIED

6.3 Application for Zoning By-law Amendment (ZBA-8-2025) for 24538 New Ontario Road; Filed by Hillbro Farms Limited

Marion-Frances Ramos Cabral, Planner for the County of Middlesex, is in attendance to provide an overview of the application.

Courtney Sinclair, the agent, is in attendance virtually to comment on the application.

Resolution # 2025-216

Moved by: Councillor Aerts

Seconded by: Deputy Mayor Brennan

THAT Zoning By-law Amendment Application (ZBA-8-2025), filed by Hillbro Farms Limited, to rezone the lands known as 24538 New Ontario Road from the 'Agricultural (A1)' zone to 'Surplus Residence (SR)' Zone, 'Open Space (OS)' Zone, and 'Agricultural – No Residences (A3)' Zone for the severed and retained lands of consent application B-2-2024, BE APPROVED;

AND THAT the implementing By-law be forwarded to Council for consideration once a deposited reference plan has been provided to the satisfaction of the Municipality.

CARRIED

6.4 Application for Zoning By-law Amendment (ZBA-9-2025) for 22342 Clarke Road; Filed by Findlater & Associates Inc. (c/o Stewart Findlater) on behalf of Vanhie Farms Ltd.

Marion-Frances Ramos Cabral, Planner for the County of Middlesex, is in attendance to provide an overview of the application.

Resolution # 2025-217

Moved by: Councillor Berze

Seconded by: Councillor Cates

THAT Zoning By-law Amendment Application (ZBA-9-2025), filed by Findlater & Associates Inc. (c/o Stewart Findlater) on behalf of Vanhie Farms Ltd., to rezone the lands known as 22342 Clarke Road from the 'Agricultural (A1)' zone to 'Surplus Residence (SR)' Zone and 'Agricultural – No Residences (A3)' Zone for the severed and retained lands of consent application B-7-2025 BE APPROVED;

AND THAT that the implementing By-law be forwarded to Council for consideration once a deposited reference plan has been provided to the satisfaction of the Municipality.

CARRIED

7. COUNCIL TO RISE FROM PUBLIC MEETINGS

Resolution # 2025-218

Moved by: Councillor Cates
Seconded by: Councillor Coles

THAT the public meetings adjourn at 6:30 p.m. and Council resume its regular meeting.

CARRIED

8. ADOPTION OF THE MINUTES

8.1 Regular Council Meeting Minutes - September 3, 2025

Resolution # 2025-219

Moved by: Councillor Coles
Seconded by: Councillor Berze

THAT the minutes of the September 3, 2025 meeting of Council be adopted as printed.

CARRIED

9. CONSENT AGENDA

Resolution # 2025-220

Moved by: Councillor Cates
Seconded by: Councillor Berze

THAT Consent items 9.1 through 9.7 listed on the September 17, 2025 agenda be adopted as recommended.

CARRIED

9.1 2026 Municipal and School Board Election Voting Method and Vendor Agreement

THAT Report CLK-04-2025 re: 2026 Municipal and School Board Election Voting Method and Vendor Agreement be received;

AND THAT Council approve an alternative method of voting (telephone and internet) for the 2026 Municipal and School Board Election;

AND THAT the Mayor and Clerk be authorized to execute an agreement for eVoting Services with Intelivote Systems Inc. for the 2026 Municipal & School Board Election;

AND FURTHER THAT By-law 2025-68 and By-law 2025-69 be referred to the Consideration of By-laws section of the agenda for approval.

9.2 Bee City Canada Designation/Resolution

THAT Report CMS-10-2025 re: Bee City Canada Designation/Resolution be received;

AND THAT Council endorse the attached resolution to designate the Municipality of Middlesex Centre as a designated Bee City Canada community.

9.3 Abilities Centre Licence Agreement

THAT Report CMS-11-2025 re: Abilities Centre Licence Agreement be received;

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

9.4 Community Services Refund Policy

THAT Report CMS-12-2025 re: Community Services Refund Policy be received;

AND THAT Council approves the attached Community Services Refund Policy as presented in this report, effective October 1, 2025.

9.5 Budget to Actual August 2025

THAT Report CPS-48-2025 re: Budget to Actual August 2025 be received for information.

9.6 Kilworth SWMF Cleanout Tender Award

THAT Report PWE-49-2025 re: Kilworth SWMF Cleanout Tender Award be received;

AND THAT Council approve the tender award to J-AAR Civil Infrastructures Ltd. in the amount of \$629,907.25 (excluding HST);

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

9.7 Culvert C-576 Precast Culvert Purchase Award

THAT Report PWE 50-2025 re: Culvert C-576 Precast Culvert Purchase Award be received for information;

AND THAT Council award the purchase of precast culvert to IECS Group Inc. in the amount of \$198,076.19 (including municipal portion of HST);

AND FURTHER THAT the Mayor and Clerk be authorized to execute any necessary purchase agreements with IECS Group Inc.

10. STAFF REPORTS

10.1 Municipal Office Renovation Project Costs

Scott Mairs, Director of Community Services is in attendance to provide and overview of the Staff Report.

Resolution # 2025-221

Moved by: Deputy Mayor Brennan

Seconded by: Councillor Cates

THAT Report CMS-09-2025 re: Municipal Office Renovation Project Costs be received;

AND THAT Council approve the allocation of additional funding in the amount of \$239,780.88 to support the completion of the Municipal Office Renovation, as outlined in this report, to be funded through the Building Department Reserve Fund;

AND FURTHER THAT any additional overages not yet captured in this report be withdrawn from the Buildings and Facilities Reserve Fund and reported to Council in the quarterly capital budget to actual reports.

CARRIED

11. NOTICE OF MOTION

There are no Notices of Motion to note for the September 17, 2025 Council meeting.

12. CORRESPONDENCE

Resolution # 2025-222

Moved by: Councillor Berze

Seconded by: Councillor Coles

THAT the Council for the Municipality of Middlesex Centre receives correspondence item 12.1 for information.

CARRIED

12.1 Middlesex County Council Meeting Highlights - September 9, 2025

13. COUNTY COUNCIL UPDATE

Deputy Mayor Brennan provides an update from the September 9, 2025 meeting of Middlesex County Council. Please visit the Middlesex County website for full meeting minutes and highlights.

14. OTHER BUSINESS

There is no Other Business to note for the September 17, 2025 Council meeting.

15. CLOSED SESSION

Resolution # 2025-223

Moved by: Councillor Cates

Seconded by: Councillor Coles

THAT the Council for the Municipality of Middlesex Centre adjourn to closed session at 6:42 p.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)(b) regarding personal matters about an identifiable individual, including municipal or local board employees (Annual CAO Performance Review).

CARRIED

15.1 CALL TO ORDER

15.2 DISCLOSURE OF PECUNIARY INTEREST

15.3 CONSIDERATION OF MINUTES

15.3.1 Closed Session Meeting Minutes - September 3, 2025

15.4 CLOSED SESSION ITEMS

15.4.1 Annual CAO Performance Review

15.5 ADJOURNMENT

16. RISE AND REPORT FROM CLOSED SESSION

17. CONSIDERATION OF BY-LAWS

Resolution # 2025-225

Moved by: Councillor Cates

Seconded by: Deputy Mayor Brennan

THAT By-Laws 2025-068 through to 2025-073 listed on the September 17, 2025 Council agenda be adopted as printed.

CARRIED

17.1 2025-068

Being a by-law of the Corporation of the Municipality of Middlesex Centre to authorize the use of telephone and internet voting as an alternative voting method for the 2026 Municipal and School Board Election.

17.2 2025-069

Being a by-law of the Corporation of the Municipality of Middlesex Centre to authorize the execution of an agreement between the Municipality of Middlesex Centre and Intelivote Systems Inc.

17.3 2025-070

Being a by-law to amend the Middlesex Centre Comprehensive Zoning By-law number 2005-005 with respect to Concession 3 PT Lot 32 (geographic Township of London), Municipality of Middlesex Centre, roll number: 393903406021400

17.4 2025-071

Being a by-law to amend the Middlesex center comprehensive zoning by-law number 2005-005 with respect to Concession 2 PT Lot 12 (geographic Township of Delaware), Municipality of Middlesex Centre, roll number: 393901903006302

17.5 2025-072

Being a by-law of the Corporation of the Municipality of Middlesex Centre to authorize the execution of an Agreement between the Municipality of Middlesex Centre and the Abilities Centre – London Campus

17.6 2025-073

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 17, 2025.

18. ADJOURNMENT

Resolution # 2025-226

Moved by: Councillor Berze
Seconded by: Councillor Coles

THAT the Council for the Municipality of Middlesex Centre adjourns the September 17, 2025 Council meeting at 7:17 p.m.

CARRIED

Aina DeViet, Mayor

Brianna Hammer-Keidel, Municipal Clerk

