



Middlesex Centre Council Minutes
Regular Meeting of Council

March 25, 2026, 5:30 p.m.
Municipal Office - Council Chamber / Virtual
10227 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, Councillor Wayne Shipley

STAFF PRESENT: Brianna Hammer-Keidel - Municipal Clerk, Megan Kamermans - Deputy Clerk, Rob Cascaden - Director of Public Works and Engineering, Tiffany Farrell - Chief Administrative Officer, Colin Toth - Director of Emergency Services / Fire Chief, Wayne Ysebaert - Deputy Chief Building Official, Stephanie Bergman - Manager of Planning and Development, Justin Fidler - Manager of Community Services, Dan Fitzgerald - County Planner, Tim Williams - County Planner, Andrew Giesen - Manager of Transportation

1. CALL TO ORDER

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

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 March 25, 2026 council meeting.

4. DISCLOSURE OF PECUNIARY INTEREST

There are no Disclosures of Pecuniary Interest to note for the March 25, 2026 council meeting.

5. DELEGATIONS AND PRESENTATIONS

5.1 John Quartel - Delegation Re: Fourteen Mile Road Improvements

Jim Dickenson and John Quartel, members of the public, are in attendance to provide a delegation regarding Fourteen Mile Road improvements.

Resolution # 2026-059

Moved by: Councillor Shipley
Seconded by: Councillor Coles

THAT the delegation from John Quartel with respect to Fourteen Mile Road Improvements be received for information.

AND THAT the municipality begin to budget for future road improvements; setting aside funds every year for these projects.

6. ADOPTION OF THE MINUTES

6.1 Minutes of the March 11, 2026 Council Meeting

Resolution # 2026-060

Moved by: Councillor Shipley
Seconded by: Councillor Cates

THAT the minutes of the March 11, 2026 meeting of Council be adopted as printed.

CARRIED

7. PUBLIC MEETINGS

Resolution # 2026-061

Moved by: Councillor Cates
Seconded by: Councillor Berze

THAT Council move into Public Meetings at 5:54 p.m. pursuant to the Planning Act, R.S.O. 1990, as amended, to consider the applications listed on the March 25, 2026 Council agenda.

CARRIED

7.1 96 Harris Road (B-16-2025 & ZBA-5-2026) - Filed by Michelle Doornbosch

Dan Fitzgerald, County Planner, is in attendance to provide an overview of the application.

Michelle Doornbosch, the applicant, is in attendance to comment on the application.

Tony Scott is in attendance to comment on the application.

Andrea Ferrara is in attendance to comment on the application.

Resolution # 2026-062

Moved by: Councillor Berze

Seconded by: Mayor DeViet

THAT a condition be added to the approval of planning application B-16-2025 that reads as follows "THAT the owner be required to apply for a demolition permit and fully remove the existing accessory structure located on the remnant land, to the satisfaction of the Municipality, prior to the creation of the new lot."

DEFEATED

Resolution # 2026-063

Moved by: Councillor Cates

Seconded by: Deputy Mayor Brennan

THAT a condition be added to the approval of planning application B-16-2025 that reads as follows "THAT the Municipality conduct an inspection of the property to confirm that no commercial uses or storage is occurring on site, and that the existing accessory structure is suitable as a residential accessory use to the satisfaction of the Municipality, prior to the creation of a lot."

CARRIED

Resolution # 2026-064

Moved by: Deputy Mayor Brennan

Seconded by: Councillor Cates

THAT Report PLA-11-2026 re: Applications for Consent (B-16-2025) and Zoning By-law Amendment (ZBA-5-2026) be received;

AND THAT Consent Application B-16-2025 filed by Michelle Doornbosch in order to sever a lot with a frontage of approximately 27.2 metres (86.9 feet) on Harris Road, and an area of approximately 0.38 hectares (0.94

acres), and the retained a frontage of approximately approximately 9.5 metres (31.1 feet) on Harris Road, and an area of approximately 1.3 hectares (3.22 acres), for a property legally described as Plan 305 Lot 3, Pt Lot 2 S Harris Rd, Parts 1 and 3 on Reference Plan 33R13216 and Part 4 on Reference Plan 33R17011, in the Municipality of Middlesex Centre (former Township of Delaware), County of Middlesex, and is municipally known as 96 Harris Road; be **GRANTED** subject to conditions;

AND THAT Consent B-16-2025 be subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the *Planning Act* shall be given within two years of the date of the notice of the decision. The request for the Certificate of Consent shall be accompanied by a written submission that details how each of the conditions of severance has been fulfilled.
2. That the fee for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B-16-2025, and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
4. That the Owner's solicitor provide a Transfer in Preparation to the Municipality, together with a deposited reference plan and a Schedule describing the land to be transferred, for the purposes of the issuance of a Certificate of Consent.
5. That the Owner's solicitor submit an undertaking in a form satisfactory to the Municipality to register an electronic transfer of title consistent with the Consent decision.
6. That the severed and retained lot shall be serviced with Municipal water at the expense of the Owner prior to consent being granted to the satisfaction of the Municipality.
7. That the Owner provide confirmation that the private sewage disposal system that services the residence on the severed lot of Consent B-16-2025 is wholly contained on the said lot and that a

100% contingency area exists, to the satisfaction of the Municipality.

8. That any outstanding property taxes for the severed and retained lots of Consent B-16-2025 be paid in full.
9. That, if necessary a revised assessment schedule in accordance with the Drainage Act, as amended, be commissioned and paid for by the Owner.
10. That the owner pay a cash-in-lieu of parkland dedication in the amount consistent with Municipalities Fee By-law.
11. That the owner be required to pay \$8,222.69 for future road upgrades.
12. That, if necessary, the owner will be required to dedicate lands up to 10 m from the centerline of construction of Harris Road of the retained and severed parcels to the Municipality of Middlesex Centre for the purposes of road widening if the right of way is not already to that width.
13. That a Zoning By-law Amendment that recognizes the residential use of the severed and retained parcels, and the reduced lot frontage of the retained parcel of Consent B-16-2025 be in full force and effect.
14. That the driveway for 96 Harris Road be reconstructed to meet municipal design standards, with a minimum clearance of 1 metre from the new proposed property line as a result of consent application B-16-2025.
15. That the retained lands from consent application B-16-2025 apply for and receive an entrance permit.
16. That the applicant be required to construct a new laneway servicing the retained parcel and existing accessory building / future residential dwelling to the satisfaction of the Municipality.

17. That the Municipality conduct an inspection of the property to confirm that no commercial uses or storage is occurring on site, and that the existing accessory structure is suitable as a residential accessory use to the satisfaction of the Municipality, prior to the creation of a lot.

AND FURTHER THAT the reasons for granting Consent application B-16-2025 include:

- The proposal is consistent with the Provincial Planning Statement;
- The proposal conforms to the County of Middlesex Official Plan and the Middlesex Centre Official Plan; and
- The proposal complies with the Middlesex Centre Comprehensive Zoning By-law.

CARRIED

Resolution # 2026-065

Moved by: Councillor Hugh Aerts

Seconded by: Councillor Berze

THAT Zoning By-law Amendment application ZBA-5-2026, filed by Michelle Doornbosch to rezone portions of the subject land from the 'Existing Use (EU)' Zone to the 'Community Residential First Density (CR1)' Zone and a site-specific 'Existing Use (EU-6)' Zone for the land legally described as Plan 305 Lot 3, Pt Lot 2 S Harris Rd, Parts 1 and 3 on Reference Plan 33R13216 and Part 4 on Reference Plan 33R17011 and known as 96 Harris Road, Municipality of Middlesex Centre (former Township of Delaware), be APPROVED;

AND THAT holding symbol (h-4) be applied to the lands zoned "Community Residential First Density (CR1)" for those lands located on the retained parcel from consent application B-16-2025, to require a development agreement be entered into with the Corporation, and registered on title to the lands;

AND FURTHER 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

8. COUNCIL TO RISE FROM PUBLIC MEETINGS

Resolution # 2026-066

Moved by: Councillor Cates
Seconded by: Councillor Coles

THAT the public meetings adjourn at 6:43 p.m. and Council resume its regular meeting.

CARRIED

9. CONSENT AGENDA

Resolution # 2026-067

Moved by: Councillor Cates
Seconded by: Councillor Coles

THAT Consent items 9.1 and 9.2 and 9.4 through 9.5 listed on the March 25, 2026 agenda be adopted as recommended.

CARRIED

9.1 Budget to Actual February 2026

THAT Report CPS-19-2026 re: Budget to Actual February 2026 be received for information.

9.2 Corporate Goals 2026

THAT Report CPS-20-2026 re: Corporate Goals 2026 be received for information.

9.3 Staffing 2026 Alignment to Organizational Review

Resolution # 2026-068

Moved by: Deputy Mayor Brennan
Seconded by: Councillor Berze

THAT Report CPS-21-2026 re: Staffing 2026 Alignment to Organizational Review be received;

AND FURTHER THAT Council approves the staffing changes in Report CPS-21-2026 Staffing 2026 Alignment to Organizational Review as amended, including the addition of one part-time position within the Office of the CAO, and one full-time position in the Finance Department by 2026, and the restructuring of the Environmental Services team in 2026.

CARRIED

9.4 Replacement Grader Purchase

THAT Report PWE-16-2026 re: Replacement Grader Purchase be received;

AND THAT the purchase of a new John Deere 772P grader be awarded to Brandt in the amount of \$658,383.26 (including municipal portion of HST);

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

9.5 Budget Amendment for Wash Bay Grates

THAT Report PWE-19-2026 re: Budget Amendment for Wash Bay Grates be received;

AND THAT the 2026 Budget be amended to add a new capital project at a cost of \$100,000.00 (including non-refundable portion of HST) with the funds to be drawn from the Building and Facilities Reserve Fund;

AND FURTHER THAT the Mayor and Clerk be authorized to execute any necessary contract documents as may be required.

10. STAFF REPORTS

10.1 Application for Major Revision to Draft Plan of Subdivision (39T-MC0902) - Filed by WSP on behalf of South Winds Development Co. Inc.

Tim Williams, County Planner is in attendance to provide an overview of the Staff Report.

Resolution # 2026-069

Moved by: Councillor Cates

Seconded by: Councillor Coles

THAT Report PLA-09-2026 re: Application for Major Revision to Draft Plan of Subdivision (39T-MC0902) filed by WSP on behalf of South Winds Development Co. Inc. be received;

AND FURTHER THAT the County of Middlesex be advised that Middlesex Centre recommends the changes to draft plan approval for the land known legally as Part Lots 7 & 8, Concession 1, Part Lot 7, BF Concession, former Township of Lobo, Middlesex Centre, County File: 39T-MC0902, subject to the draft plan conditions appended to the Middlesex Centre report PLA-9-2026, and subject to a three (3) year lapse period.

CARRIED

10.2 Consolidation of Conservation Authorities in Ontario

Stephanie Bergman, Manger of Planning and Development is in attendance to provide an overview of the Staff Report.

Resolution # 2026-070

Moved by: Councillor Coles

Seconded by: Councillor Shipley

THAT Report PWE-18-2026 re: Consolidation of Conservation Authorities in Ontario be received for information.

CARRIED

11. NOTICE OF MOTION

There are no Notices of Motion to note for the March 25, 2026 council meeting.

12. CORRESPONDENCE

Resolution # 2026-071

Moved by: Councillor Cates

Seconded by: Councillor Coles

THAT Correspondence item 12.1 be received for information.

CARRIED

12.1 Middlesex County Council Highlights - March 10, 2026

13. COUNTY COUNCIL UPDATE

Deputy Mayor Brennan provides an update on the County Council meeting held on March 24, 2026. For further information on this agenda please visit the County of Middlesex website at <https://www.middlesex.ca/local-government/meeting-dates-and-agendas>.

14. OTHER BUSINESS

There is no Other Business to note for the March 25, 2026 council meeting.

15. CLOSED SESSION

Resolution # 2026-072

Moved by: Deputy Mayor Brennan

Seconded by: Councillor Berze

THAT the Council for the Municipality of Middlesex Centre recess to closed session in the Delaware Township Room at 7:21 p.m pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- Three items pursuant to Section 239 (2)(f) regarding advice subject to solicitor-client privilege, including communications necessary for that purpose (South Winds Development Matter; Arva Servicing; Ward 4 Property Matter);

- One item pursuant to Section 239 (2)(c) regarding a proposed or pending acquisition of land by the municipality or local board (Ward 1).

CARRIED

15.1 CALL TO ORDER

15.2 DISCLOSURE OF PECUNIARY INTEREST

15.3 CONSIDERATION OF MINUTES

15.3.1 Closed Session Meeting Minutes - January 28, 2026

15.4 CLOSED SESSION ITEMS

15.4.1 Advice Subject to Solicitor-Client Privilege (South Winds Development Matter)

15.4.2 Advice Subject to Solicitor-Client Privilege (Arva Servicing)

15.4.3 Advice Subject to Solicitor-Client Privilege (Property Matter - Ward 4)

15.4.4 Potential Acquisition of Property (Ward 1)

15.5 ADJOURNMENT

16. REPORT FROM CLOSED SESSION

Council reconvenes in the Council Chamber to report from Closed Session and resume its regular meeting.

17. CONSIDERATION OF BY-LAWS

Resolution # 2026-076

Moved by: Councillor Shipley

Seconded by: Councillor Coles

THAT By-Laws 2026-021 through to 2026-022 be adopted as recommended.

CARRIED

17.1 2026-021

Being a by-law to amend the Middlesex Centre Comprehensive Zoning By-law number 2005-005 with respect to Concession 9 N Part Lot 4 (geographic Township of London), known as 22342 Clarke Road, Municipality of Middlesex Centre, roll number: 393903403004300. (Reference: ZBA-09-2025 provisionally approved by Middlesex Centre Council on September 17, 2025.)

THAT By-law 2026-021 receive first, second, and third and final reading.

17.2 2026-022

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 March 25, 2026.

THAT By-law 2026-022 receive first, second, and third and final reading.

18. ADJOURNMENT

The next regular meeting of Council is scheduled for Wednesday, April 8 @ 9:30 a.m.

Resolution # 2026-077

Moved by: Councillor Berze

Seconded by: Councillor Cates

THAT the Council for the Municipality of Middlesex Centre adjourns the March 25, 2026 Council meeting at 9:06 p.m.

CARRIED

Aina DeViet, Mayor

Brianna Hammer-Keidel, Municipal Clerk