



**MINUTES**  
**MUNICIPALITY OF THAMES CENTRE**  
**REGULAR MEETING**

**March 25, 2024, 5:00 P.M.**  
**Hybrid Council Meeting (Virtual and In-Person)**  
**Municipal Office - Council Chambers**  
**4305 Hamilton Road Dorchester, ON**

Members Present: Mayor McMillan  
Deputy Mayor Smibert  
Councillor Heeman  
Councillor Crockett  
Councillor Lockie

Staff Present: D. Barrick, Chief Administrative Officer  
J. Craven, Director of Public Works  
M. Bancroft, Director of Planning & Development Services  
N. Dorken, Director of Fire & Emergency Services/Fire Chief  
S. MacDonald, Director of Community Services & Facilities  
E. Schinbein, Director of Financial Services/Treasurer  
J. Nethercott, Director of Legislative Services/Clerk  
S. Henshaw, Deputy Clerk  
S. Zylstra, Communications Coordinator  
A. Kertesz, Planner

Others Present: C. Bailey, Director of Information Technology Services,  
Middlesex County

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**1. CALL TO ORDER**

Mayor McMillan called the meeting to order at 5:00 p.m.

**2. ADDITIONS TO AGENDA**

No additions to the agenda.

**3. APPROVE AGENDA**

**Resolution: 89-2024**

**Moved by: M. Smibert**

**Seconded by: D. Lockie**

**THAT** the March 25, 2024 Regular Council Meeting Agenda be **APPROVED** as circulated.

**Carried.**

**4. DISCLOSURE OF PECUNIARY INTEREST**

**4.1 C. Crockett - Minor Variance Application A2-24 (Ryan Crawford & Chantel Crockett, Applicant; V&V Homes c/o Luke Vandenbosch, Agent) - 2304 Mossley Drive**

Applicant and property owner of the address requesting the minor variance.

**4.2 T. Heeman – LS-006-24 – Municipal Approval for Licensed Retail Stores to Sell Beverage Alcohol Products on Specified Holidays**

I am primarily employed by an Alcoholic Beverage producer.

**5. ANNOUNCEMENTS**

Mayor McMillan read correspondence from the Canadian Association of Municipal Administrators (CAMA) acknowledging Chief Administrative Officer David Barrick's 10 years of service in municipal government management roles.

**6. PRESENTATIONS/DELEGATIONS**

No items.

**7. PUBLIC MEETING - PLANNING**

**Resolution: 90-2024**

**Moved by:** M. Smibert

**Seconded by:** T. Heeman

**THAT** Council **ADJOURN** its regular meeting at 5:03 p.m. and move into Public Meetings pursuant to the *Planning Act*, to consider applications listed on the March 25, 2024 Council Agenda.

**Carried.**

**7.1 Applications for Consent B2-24, B3-24, B4-24 & B5-24 & Zoning By-law Amendment Z2-24 (Sherry Lynn Pye & Lawrence Pye, Applicant; Michael Pye, Agent) - 2270 Rath Street, Putnam**

The Director of Planning & Development Services presented Report No. PDS-020-24.

The Director of Planning & Development Services advised that comments received from circulated agencies and staff at the time of the writing of the report have been summarized in the planning report. There were no comments received from the public.

Michael Pye, Agent, was in attendance remotely and provided additional information.

There were no members of the public in attendance.

Council inquired on the following:

- Focus on lot patterns to the south vs. the north
- Size of the lots
- Agent's future use on retained portion

The Director of Planning and Development Services answered questions from Council.

The Agent answered questions from Council.

**Resolution: 91-2024**

**Moved by:** D. Lockie

**Seconded by:** M. Smibert

**THAT** Applications for Consent B2-24, B3-24, B4-24 and B5-24 **BE DEFERRED** to allow the applicant an opportunity to address the concerns raised by the Director of Planning and Development Services with respect to extending the depth of the lots to be severed consistent with the existing lot pattern located south of the subject lands to ensure conformity with the Municipality's Official Plan.

**Carried.**

**7.2 Applications for Consent B1-24 & Zoning By-law Amendment Z1-24 (Steven Bradley, Applicant) - 24089 Wellburn Road**

The Planner presented Report No. PDS-019-24.

The Planner advised that comments received from circulated agencies and staff at the time of the writing of the report have been summarized in the planning report. There were no comments received from the public.

Steven Bradley, Applicant, was in attendance and provided additional information.

There were no members of the public in attendance.

There were no questions from Council.

*Councillor Crockett left the meeting at 5:32 p.m.*

**Resolution: 92-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** Application for Consent B1-24 requested by Steven Bradley to sever a parcel of land containing a dwelling surplus to a farming operation as a result of farm consolidation having a frontage of approximately 73 metres along Wellburn Road and an area of approximately 0.8 hectares for lands legally described as Part of Lot 34, Concession 5 (geographic Township of West Nissouri), Municipality of Thames Centre, and known municipally as 24089 Wellburn Road be **APPROVED**, subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act 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 consent has been fulfilled and the required fee.
2. That the applicant provide a road widening dedication to the County of Middlesex across the frontage of the lands to be severed and the lands to be retained measuring up to 18 metres from the centreline of County Road 27 (Wellburn Road) if the right of way is not already to that width.
3. That the applicant obtain a rezoning approval to prohibit any new residential use on the lands to be retained being the remnant farm parcel.
4. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as

amended, with such costs to be paid in full to the appropriate engineering firm, all to the satisfaction of the Drainage Superintendent.

5. That all applicable property taxes, municipal fees and charges be paid to the Municipality.
6. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official.
7. That the proponent provide evidence from an Ontario Land Surveyor which confirms with respect to the lands to be severed that all structures will be compliant with applicable zoning by-law setbacks and the existing private on-site sewage disposal system and well are wholly contained and compliant with applicable setbacks as required by the Ontario Building Code.
8. That the necessary deeds, transfers and charges for certificates and /or instruments necessary for registration be submitted electronically to the Municipality, all of which are to be fully executed.
9. That an electronic version of a deposited reference plan be submitted to legally describe the lands affected and in general conformity with this decision, all to the satisfaction of the Municipality.

#### **REASONS**

- The application is consistent with the Provincial Policy Statement.
- Conformity with the County Official Plan and Municipal Official Plan would be maintained.
- The requirements of the Zoning By-Law are capable of being satisfied through the requested rezoning.
- The matters set out in Section 51(24) of the *Planning Act* would be satisfied.

**Carried.**

**Resolution: 93-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**THAT** Application for Zoning By-law Amendment Z1-24 requested by Steven Bradley for lands legally described as Part of Lot 34, Concession 5 (geographic Township of West Nissouri), Municipality of Thames Centre, and known municipally as 24089 Wellburn Road, be **APPROVED** in principle;

**AND THAT** staff **BE DIRECTED** to prepare the necessary Zoning By-law Amendment for Council's consideration at the next regular meeting.

**Carried.**

### **7.3 Close Public Meetings**

**Resolution: 94-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** the Planning Public Meetings adjourn at 5:34 p.m. in order to sit as Committee of Adjustment under the *Planning Act*, to consider the application listed on the March 25, 2024 Council Agenda.

**Carried.**

**8. COMMITTEE OF ADJUSTMENT**

**8.1 Minor Variance Application A2-24 (Ryan Crawford & Chantel Crockett, Applicant; V&V Homes c/o Luke Vandebosch, Agent) - 2304 Mossley Drive**

*C. Crockett declared a conflict on this item. (Applicant and property owner of the address requesting the minor variance.)*

The Planner presented Report No. PDS-016-24.

The Planner advised that comments received from circulated agencies and staff at the time of the writing of the report have been summarized in the planning report. There were no comments received from the public.

Luke Vandebosch, Agent, was in attendance and had no additional information to provide.

There were no members of the public in attendance.

There were no questions from Committee Members.

**Resolution: 95-2024**  
**Moved by:** T. Heeman  
**Seconded by:** M. Smibert

**THAT** Application for Minor Variance A2-24, filed by Luke Vandebosch on behalf of Ryan Crawford and Chantel Crockett to permit the construction of a lean-to addition with a floor area of approximately 74.3 square metres to an existing accessory building with a floor area of approximately 148 square metres for lands legally described as Part of Lot 13, Concession 2, SRT (geographic Township of North Dorchester), Municipality of Thames Centre, and designated as Part 1 on Plan 33R-2365 and known municipally as 2304 Mossley Drive, be **APPROVED**.

**REASONS**

- The general intent and purpose of the Official Plan would be maintained;
- The general intent and purpose of the Zoning By-law would be maintained;
- The effects of the variance are considered minor in nature; and
- The variance is desirable for the appropriate use and development of the land.

**Carried.**

**8.2 Adjourn Committee of Adjustment**

**Resolution: 96-2024**  
**Moved by:** M. Smibert  
**Seconded by:** T. Heeman

**THAT** the Committee of Adjustment **ADJOURN** at 5:38 p.m. and Council reconvene its regular meeting.

**Carried.**

**9. ADOPTION OF MINUTES**

**9.1 Regular Council Minutes - March 11, 2024**

**Resolution: 97-2024**

**Moved by:** D. Lockie

**Seconded by:** T. Heeman

**THAT** the minutes of the regular meeting of Council, held on March 11, 2024, be **APPROVED** as circulated.

**Carried.**

**10. CONSENT AGENDA**

**Resolution: 98-2024**

**Moved by:** D. Lockie

**Seconded by:** M. Smibert

**THAT** Council support Consent Agenda Item 10.3 from Tay Valley Township regarding the Declaration of a Climate Change Crisis;

**AND THAT** the Municipality of Thames Centre officially declares a Climate Change Crisis for the purposes of naming, framing and deepening our commitment in our climate action plan to protecting our local ecosystems, local economy and our community from climate change;

**AND THAT** this resolution be revisited each term of Council and within the first year of the new Council;

**AND THAT** this resolution be provided to Prime Minister Justin Trudeau, and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to Premier Ford and all Ontario ministers with portfolios related to climate change, and to the Honourable Rob Flack, MPP, and Karen Vecchio, MP.

**Carried.**

**Resolution: 99-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**THAT** Council support Agenda Item 10.2, from the City of Quinte West, regarding Housing Funding;

**AND THAT** the Municipality of Thames Centre calls on the Federal Government to re-evaluate their lack of funding for municipalities with a population of less than 50,000 in rural Ontario and to make available funding for infrastructure programs to help build infrastructure to help much-needed new homes;

**AND THAT** the Province of Ontario be asked to invest more than the currently allocated \$200M in their Housing Enabling Water Systems Fund;

**AND THAT** this resolution be circulated to Prime Minister Justin Trudeau, Federal Minister for Housing, Premier Doug Ford, the Provincial Ministers of MOI, MMAH, and to the Honourable Rob Flack, MPP, and Karen Vecchio, MP, for their support.

**Carried.**

**Resolution: 100-2024**

**Moved by:** D. Lockie

**Seconded by:** M. Smibert

**THAT** Consent Agenda Items 10.1 and 10.4 be **RECEIVED** for information.

**Carried.**

**10.1 Lambton County - Uploading Highway Infrastructure and Increase to Ontario Community Infrastructure Fund**

**10.2 City of Quinte West - Housing Funding**

**10.3 Tay Valley Township - Declaration of Climate Change Crisis**

**10.4 Middlesex County Council Meeting Highlights - March 12, 2024**

**11. REPORTS OF DEPARTMENTS**

**11.1 F-003-24 - 2023 Council and Board Remuneration and Expenses**

**Resolution: 101-2024**

**Moved by:** M. Smibert

**Seconded by:** T. Heeman

**THAT** Report No. F-003-24 be **RECEIVED** for information.

**Carried.**

**11.2 PW-ES-002-24 - 2023 Drinking Water Systems Summary Reports**

**Resolution: 102-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** Report No. PW-ES-002-2 **BE RECEIVED** for information;

**AND THAT** the 2023 Drinking Water Systems Summary Reports for the Dorchester and Thorndale Drinking Water Systems **BE RECEIVED** as required under Section 11 of O. Reg 170/03.

**Carried.**

**11.3 LS-006-24 - Municipal Approval for Licensed Retail Stores to Sell Beverage Alcohol Products on Specified Holidays**

*T. Heeman declared a conflict on this item. (I am primarily employed by an Alcoholic Beverage producer.)*

**Resolution: 103-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**THAT** Report No. LS-006-24 be **RECEIVED** for information;

**AND THAT** Council **AUTHORIZE** staff to provide written Municipal Approval upon request for the selling of beverage alcohol products on holidays and in accordance with Provincial requirements and regulations.

**Carried.**

**11.4 PDS-017-24 - Deeming By-law & Road Closing By-law Request; Ellen Smulders (Applicant); 3775 Gore Road**

**Resolution: 104-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** Report No. PDS-017-24 be received for information.

**AND THAT** the following by-laws be **ADOPTED** by Council at a future meeting once Ellen Smulders covers all legal expenses incurred by the Municipality:

A by-law to deem all the lots comprising Blocks 3, 4, 7, 8, 11 and 12; being the undesignated lots identified as PINs 08172-0165 (LT), 08172-0178 (LT), 08172-0190 (LT) and 08172-0193 (LT); those parts of Pendarves Street, Bandon Street, Glyn Street and Bruce Street between Market Ground and unnamed street identified by 08172-0203 (LT); and those parts of Market Ground, Niles Street, Hamilton Street and the unnamed street 08172-0203 (LT) between Dendarves Street and the Canadian National Railway on Plan 128 (geographic Township of North Dorchester), now in the Municipality of Thames Centre in the County of Middlesex, to no longer be considered lots on a registered plan of subdivision;

A by-law for the purpose of selling and closing the road allowances identified as Pendarves Street, Bandon Street, Glynn Street, Market Ground, Bruce Street, part of Niles Street north of the Canadian National Railway, Hamilton Street and the unnamed street identified as PIN 08172-0203 (LT) located on Lot 3, Concession 2 (geographic Township of North Dorchester) in the Municipality of Thames Centre, County of Middlesex.

**Carried.**

**11.5 PDS-018-24 - Applications for Draft Plan of Subdivision 39T-TC2102, Draft Plan of Condominium 39T-TC-CDM2303 & Zoning By-law Amendment Z28-23; 246 North Inc. (Owner); Zelinka Priamo Ltd. (Agent); 246 North Street, Dorchester**

*Councillor Crockett rejoined the meeting at 6:03 p.m.*

Council inquired on the following:

- Development Charges - financing costs to extend wastewater
- Other projects north of the river

The Director of Planning and Development Services answered Council's questions.

**Resolution: 105-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** Council for the Municipality of Thames Centre **RECOMMENDS** the issuance of draft plan approval to the County of Middlesex for Application for Draft Plan of Condominium (File No. 39T-TC-CDM2303) requested by Zelinka Priamo Ltd. on behalf of 246 North Inc. for lands known municipally as 246 North Street, Dorchester and subject to the conditions attached to Report No. PDS-018-24, provided the draft plan is amended with respect to the following: that "Lot 7" be renamed "Block 7" and that a



0.3 metre (1 ft) reserve apply along the north side of the Village Gate Drive extension along the frontage of renamed Block 7; and that Block 8 be deleted and that those lands be added to the Village Gate Drive road allowance.

**AND THAT** Council for the Municipality of Thames Centre **RECOMMENDS** the issuance of draft plan approval to the County of Middlesex for Application for Draft Plan of Subdivision (File No. 39T-TC2102) requested by Zelinka Priamo Ltd. on behalf of 246 North Inc. for lands known municipally as 246 North Street, Dorchester and subject to the conditions attached to Report No. PDS-018-24, provided the draft plan is amended by eliminating Block 10 along the rear of Units 6 to 14 (inclusive) and the said Units be extended to the mutual rear lot line of the existing Village Gate Subdivision single detached lots.

**AND THAT** Application for Zoning By-law (Z28-23) be **APPROVED** in principle and that planning staff be directed to prepare the implementing by-law for Council's consideration at the next regular meeting.

**Carried.**

## **12. REPORTS OF COMMITTEES**

**Resolution: 106-2024**

**Moved by:** D. Lockie

**Seconded by:** T. Heeman

**THAT** Reports of Committees Agenda Items 12.1 and 12.2 be **APPROVED** as presented.

**Carried.**

### **12.1 Thames Centre Sports Wall of Fame Committee Minutes - March 12, 2024**

**Resolution: TCSWOFC-009-2024**

**Moved by:** D. Robinson

**Seconded by:** J. Maudsley

**THAT** the Thames Centre Sports Wall of Fame Committee **DECLINE** to hold a Thames Centre Sports Wall of Fame Ceremony in 2024, based on the nominations received not meeting the set criteria.

**Carried.**

### **12.2 Thames Centre Special Events Committee Minutes - March 13, 2024**

**Resolution # TCSEC-006-2024**

**Moved by:** J. Kraft

**Seconded by:** M. Mundy

**THAT** the Thames Centre Special Events Committee form a subcommittee for sponsorships.

**Carried.**

**Resolution # TCSEC-007-2024**

**Moved by:** N. Abra

**Seconded by:** S. Baker

**THAT** the movie night in Thorndale be scheduled for Friday, July 12<sup>th</sup>, 2024;  
**AND THAT** the movie night in Dorchester be scheduled for Friday, August 9<sup>th</sup>, 2024;  
**AND THAT** the Festival of Lights be scheduled for Friday, November 22<sup>nd</sup>, 2024;  
**AND THAT** the New Year's Eve be scheduled for Tuesday, December 31<sup>st</sup>, 2024.

**Carried.**

**Resolution # TCSEC-008-2024**

**Moved by:** J. Kraft

**Seconded by:** N. Abra

**THAT** Cornfest be extended to Friday, September 6, 2024 to incorporate a 2-day vendor market.

**Carried.**

**13. UNFINISHED BUSINESS**

No items.

**14. NOTICE OF MOTION**

No items.

**15. NEW BUSINESS**

No items.

**16. BY-LAWS**

Mayor McMillan introduced Chris Bailey, Director of Information Technology Services for Middlesex County.

The Chief Administrative Officer provided a recap to Council on the IT Services Agreement.

**16.1 By-law 23-2024 - IT Services Agreement**

Being a by-law to authorize the execution of an Information Technology Services Amending Agreement with The Corporation of the County of Middlesex for the provision of IT Services to the Municipality of Thames Centre.

**Resolution: 107-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**THAT** By-law 23-2024 be adopted as presented.

**Carried.**

**17. CLOSED SESSION**

**Resolution: 108-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**RESOLVED THAT** Council adjourn to closed session at 6:20 p.m. pursuant to Section 239(2) (e) & (j), of the *Municipal Act, 2001* in order for Council to consider information about litigation or potential litigation, including matters

before administrative tribunals, affecting the municipality or local board and a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

**Carried.**

**18. RISE AND REPORT**

Mayor McMillan advised at 7:31 p.m. that during the closed session, Council considered information regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value and provided direction to staff.

**19. CONFIRMATORY BY-LAW**

**19.1 By-law 24-2024 - Confirmatory By-law**

Being a by-law to adopt, confirm and ratify matters dealt with by resolution of the Municipality of Thames Centre

**Resolution: 109-2024**

**Moved by:** T. Heeman

**Seconded by:** M. Smibert

**THAT** By-law 24-2024, being the Confirmatory By-law, be adopted as presented.

**Carried.**

**20. MEETING SCHEDULE**

Monday, April 15, 2024 at 5:00 p.m. (Thorndale Lions Community Centre)

Monday, April 29, 2024 at 5:00 p.m.

**21. ADJOURNMENT**

**Resolution: 110-2024**

**Moved by:** M. Smibert

**Seconded by:** D. Lockie

**RESOLVED THAT** the meeting adjourn at 7:33 p.m.

**Carried.**

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S. McMillan, Mayor

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J. Nethercott, Clerk