



MINUTES
MUNICIPALITY OF THAMES CENTRE
REGULAR MEETING

November 27, 2023, 5:00 P.M.
Municipal Office - Council Chambers
4305 Hamilton Road, Dorchester, ON

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

Absent With Regrets: Mayor McMillan

Staff Present: D. Barrick, Chief Administrative Officer
D. Gallinger, Interim Treasurer
J. Craven, Director of Public Works
M. Bancroft, Director of Planning & Development Services
S. MacDonald, Director of Community Services & Facilities
S. Henshaw, Interim Clerk
J. Nethercott, Interim Deputy Clerk
T. Pitt, Drainage Superintendent
A. Kertesz, Planner
A. Storrey, Development Services Supervisor

Others Present: C. Bailey, Director of Information Technology Services for
Middlesex County
K. Hewitt, Ken Hewitt Consulting

1. CALL TO ORDER

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

2. ADDITIONS TO AGENDA

The Interim Clerk advised of the following additions and amendments to the November 27, 2023 agenda:

- Agenda Item 6.1 – Court of Revision – Op Den Kelder – Paton Drain 2023
 - Amended the order of procedures and wording of recommended motion to sit as Court of Revision

- Agenda Item 11.2 – CAO-013-23 – Information Technology (IT) Services – Amending Agreement with Middlesex County
 - Added the draft amending agreement “Information Technology Services Agreement” as an attachment
- Addition of a new staff report:
 - Agenda Item 11.5 – CAO-016-23 – Asset Management Plan – Continual Improvement

3. DISCLOSURE OF PECUNIARY INTEREST

No disclosures of pecuniary interest.

4. ANNOUNCEMENTS

Deputy Mayor Smibert introduced and welcomed Emily Schinbein, who is the new Director of Financial Services/Treasurer for the Municipality of Thames Centre, starting on December 4, 2023.

5. PRESENTATIONS/DELEGATIONS

No items.

6. PUBLIC MEETING - DRAINAGE

Resolution: 365-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Council adjourn its regular meeting at 5:01 p.m. in order to sit as the Court of Revision under the *Drainage Act* to consider the Op Den Kelder - Paton Drain 2023;

AND THAT Deputy Mayor Smibert, Councillor Heeman and Councillor Crockett have been appointed to sit as the members of the Court of Revision, with Deputy Mayor Smibert being the Chair.

6.1 Court of Revision - Op Den Kelder- Paton Drain 2023

The Drainage Superintendent provided a review of the assessment.

The Drainage Superintendent and the Interim Clerk advised that no appeals have been received.

There were no questions from members of the public regarding the assessment.

There were no questions from the members of the Court of Revision.

Resolution: 366-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT the Court of Revision, having met on behalf of the Op Den Kelder – Paton Drain 2023, and with no appeals being submitted, adopt the drainage assessment schedule dated August 16, 2023, as submitted by Spriet Associates Ltd.

Carried.

Resolution: 367-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT the Court of Revision be closed at 5:05 p.m. in order to move into Public Meetings pursuant to the *Planning Act*, to consider applications listed on the November 27, 2023 Council Agenda.

Carried.

7. PUBLIC MEETING - PLANNING

7.1 Zoning By-law Amendment Z30-23 (Jack Norman and Roseanne Stalker, Applicant; Zelinka Priamo Ltd. c/o Aliyah Richards, Agent) - 23061 Nissouri Road

The Director of Planning & Development Services presented Report No. PDS-071-23.

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.

Harry Froussios of Zelinka Priamo Ltd., Agent, was in attendance and stated they were not supportive of the staff recommendation and provided additional information.

John Charman, member of the public, was in attendance and inquired about the proposed location of the Additional Residential Unit (ARU).

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

Tina Hutton, member of the public, was in attendance and had no additional information to provide.

Council inquired about the following:

- request for reduced footprint
- repercussions of not clustering

Mr. Froussios answered a question from Council.

The Director of Planning and Development Services answered a question from Council.

Resolution: 368-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Application for Zoning By-law Amendment Z30-23 requested by Zelinka Priamo Ltd. c/o Aliyah Richards on behalf of Jack Norman and Roseanne Stalker for lands legally described as Part of Lot 26, Concession 2 (geographic Township of West Nissouri) and designated as Part 1 on Plan 33R-8660 and Part 1 on Plan 33R-17425 in the Municipality of Thames Centre and known municipally as 23061 Nissouri Road, be approved in principle, provided the proposed ARU has a floor area of 49% or less of the primary residential unit and that staff be directed to forward the implementing by-law for Council's consideration at the next regular meeting.

Carried.

7.2 Application for Temporary Use/Zoning By-law Amendment Z32-23 (Shelley Hunter, Applicant) - 6097 Cobble Hills Road

The Planner presented Report No. PDS-070-23.

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.

The Planner noted that the recommended motion was amended prior to the meeting and should read:

"THAT Application for Temporary-Use/Zoning By-law Amendment (Z32-23) requested by Shelley Hunter for lands legally described as Part of Lot 18, Concession 7 (geographic Township of West Nissouri), Municipality of Thames Centre and known municipally as 6097 Cobble Hills Road be approved, and that the implementing zoning by-law as included in the By-law portion of the November 27, 2023 agenda be passed by Council."

Shelley Hunter, Applicant, was in attendance and provided additional information.

There were no members of the public in attendance.

Council inquired about the following:

- age of the trailer
- difference between mobile home requirement and an ARU

The Applicant answered a question from Council.

The Director of Planning and Development Services answered a question from Council.

Resolution: 369-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Application for Temporary-Use/Zoning By-law Amendment (Z32-23) requested by Shelley Hunter for lands legally described as Part of Lot 18, Concession 7 (geographic Township of West Nissouri), Municipality of Thames Centre and known municipally as 6097 Cobble Hills Road be approved, and that the implementing zoning by-law as included in the By-law portion of the November 27, 2023 agenda be passed by Council.

Carried.

7.3 Zoning By-law Amendment Application Z33-23 (Mark John and Ryan Rundle, Applicant; Heather Rundle and Veronica John, Agent) - Southwest corner of Mossley Drive and Lewis Road

The Planner presented Report No. PDS-073-23.

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.

Heather Rundle, Applicant, was in attendance remotely and was experiencing technical difficulties.

Anson Bailey, member of the public, was in attendance and inquired on:

- location of entrance
- traffic and impact on farming operations

The Applicant answered Mr. Bailey's questions.

John Roelen, member of the public, was in attendance and inquired on:

- his previous inquiry with Municipality to put a second house on his property 2-3 years ago and was told it was not possible.

The Planner answered Mr. Roelen's questions.

There were no questions from members of Council.

Resolution: 370-2023

Moved by: C. Crockett

Seconded by: T. Heeman

THAT Application for Zoning By-law Amendment Z33-23 filed by Heather Rundle and Veronica John on behalf of Mark John and Ryan Rundle for lands legally described as Part of Lot 9, Concession 3, SRT (geographic Township of North Dorchester), Municipality of Thames Centre be approved in principle and that the staff be directed to bring forward the implementing by-law for Council's consideration at the next regular meeting.

Carried.

7.4 Application for Draft Plan of Condominium 39T-TC-CDM2301 (Putnam Road Holdings Inc. c/o Ken Rattan, Owner; Zelinka Priamo Ltd. c/o Matthew Campbell, Agent) - 3174 Putnam Road

The Director of Planning & Development Services presented Report No. PDS-072-23.

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.

The Director of Planning & Development Services advised that one public comment was received after the writing of the report from NGL Supply Co. Ltd, a propane storage facility on a neighbouring property, stating they have no concerns and are satisfied this proposal is consistent with calculated T.S.S.A. hazard distances regarding propane storage.

Matt Campbell of Zelinka Priamo Ltd., Agent, was in attendance and provided additional information.

There were no members of the public in attendance.

There were no questions from Council.

Resolution: 371-2023

Moved by: D. Lockie

Seconded by: C. Crockett

THAT Report No. PDS-072-23 dated November 27, 2023 related to Application for Draft Plan of Condominium (File No. 39T-TC-CDM2301) requested by Zelinka Priamo Ltd. c/o Aliyah Richards on behalf of Putnam Road Holdings Inc. (c/o Ken Rattan) for lands known municipally as 3174

Putnam Road be received;

AND THAT the Director of Planning and Development Services provide a subsequent report evaluating the said Application, taking into account all public and agency comments received, with a recommendation for Council's consideration at a future meeting.

Carried.

Resolution: 372-2023

Moved by: C. Crockett

Seconded by: D. Lockie

THAT the Planning Public Meetings adjourn at 5:56 p.m. in order to sit as Committee of Adjustment under the *Planning Act*, to consider Minor Variance Application A10-23.

Carried.

8. COMMITTEE OF ADJUSTMENT

8.1 Minor Variance Application A10-23 (Steve Brown and Anita Fernandes, Applicant) - 146 Byron Avenue

The Director of Planning & Development Services presented Report No. PDS-069-23.

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 have been no comments received from the public to date.

Steve Brown, Applicant, was in attendance and provided additional information.

There were no members of the public in attendance.

There were no questions from Committee Members.

Resolution: 373-2023

Moved by: D. Lockie

Seconded by: C. Crockett

THAT Application for Minor Variance A10-23 submitted by Steve Brown and Anita Fernandes to permit a reduced interior side yard width of 1.2 metres to allow the construction of an addition on the west side of an existing single detached dwelling, compared to the required side yard of 2 metres, for a property known municipally as 146 Byron Avenue, Dorchester, 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.

Resolution: 374-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT the Committee of Adjustment adjourn at 6:00 p.m. and Council reconvene its regular meeting.

Carried.

9. ADOPTION OF MINUTES

9.1 Regular Council Minutes - November 14, 2023

Resolution: 375-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT the minutes of the regular meeting of Council, held on November 14, 2023 be approved as circulated.

Carried.

10. CONSENT AGENDA

10.1 Middlesex-London Health Unit - Monthly Board of Health Update - October 2023

10.2 Middlesex County Council Meeting Highlights - November 21, 2023

10.3 West Nissouri Non-Profit Seniors' Complex - Request for Relief from Municipal Taxes

Resolution: 376-2023

Moved by: D. Lockie

Seconded by: C. Crockett

THAT Consent Agenda Items 10.1 and 10.2 be received as information.

Carried.

Resolution: 377-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT Consent Agenda Item 10.3 be received for information;
AND THAT this item be referred to the 2024 Budget Deliberations.

Carried.

11. REPORTS OF DEPARTMENTS

11.1 CAO-012-23 - Information Technology (IT) Services - Additional Policy Updates

Chris Bailey, Director of Information Technology Services for Middlesex County, was in attendance to answer any questions from Council.

Resolution: 378-2023

Moved by: D. Lockie

Seconded by: T. Heeman

THAT Report No. CAO-012-23 be received for information;

AND THAT the proposed policies, as attached to Report No. CAO-010-23, be adopted as presented;

AND THAT these proposed policies be added to the Corporate Section of the Thames Centre Policy Manual:

- “Information Security” Policy (CP-A-11.5)
- “Malware Protection” Policy (CP-A-11.6)
- “Wireless Access” Policy (CP-A-11.7)
- “IT Access Control” Policy (CP-A-11.8)

Carried.

11.2 CAO-013-23 - Information Technology (IT) Services - Amending Agreement with Middlesex County

Chris Bailey, Director of Information Technology Services for Middlesex County, was in attendance to answer any questions from Council.

Resolution: 379-2023

Moved by: C. Crockett

Seconded by: D. Lockie

THAT Report No. CAO-013-23 be received for information;

AND THAT Council authorize an amending agreement for the provision of Information Technology (IT) Services with the County of Middlesex;

AND THAT staff be directed to bring forward the agreement and implementing by-law for Council’s consideration at a future meeting.

Carried.

11.3 CAO-014-23 - 2024-2027 Thames Centre Strategic Plan - Amended Final Draft

Ken Hewitt, of Ken Hewitt Consulting, was in attendance to answer any questions from Council.

Resolution: 380-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT Report No. CAO-014-23 be received for information;

AND THAT the 2024-2027 Thames Centre Strategic Plan – Amended Final Draft be approved as presented.

Carried.

11.4 CAO-015-23 - Online Service Delivery for Municipal Payments

Resolution: 381-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Report No. CAO-015-23 be received for information.

Carried.

11.5 CAO-016-23 - Asset Management Plan - Continual Improvement

Amanda Storrey, Development Services Supervisor, was in attendance to present Report No. CAO-016-23.

The Development Services Supervisor and Chief Administrative Officer answered several questions from Council.

Resolution: 382-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT Report No. CAO-016-23 be received for information;

AND THAT Council authorize staff to enter into an agreement with PSD Citywide Inc. for professional asset management support to continue to build internal Asset Management capacity and to meet reporting directives set out though O. Reg 588/17.

Carried.

11.6 PW-ES-014-23 - By-law Amendment - Water Distribution and Sewage Works

The Director of Public Works noted an amendment in the attached draft by-law and that Section 3.3 should read:

"The rates of water works and sewage works shall be adjusted annually commencing with the first Bi-Monthly Billing in each new year, in accordance with the most current Thames Centre Fees & Charges By-law."

Resolution: 383-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Report No. PW-ES-014-23 be received for information;

AND THAT Council approve By-law 110-2023, as amended, being a by-law to provide for the maintenance, management, imposition and collection of rates and charges in connection with the Municipality of Thames Centre water distribution system and the Municipality of Thames Centre sewage works system, as included in the By-law portion of the November 27, 2023 agenda.

Carried.

11.7 PW-TS-005-23 - Mill Road - Reduction in Speed

The Director of Public Works answered a few of Council's questions regarding reducing the speed for the entirety of Mill Road.

Resolution: 384-2023

Moved by: C. Crockett

Seconded by: T. Heeman

THAT Report No. PW-TS-005-23 be received for information;

AND THAT the posted speed limit for the entirety of Mill Road be reduced from 80km/h to 50km/h;

AND THAT By-law 29-2019 be amended to reduce the speed along the entirety of Mill Road to 50km per hour;

AND THAT Staff install the appropriate signage and provide communication to the residents regarding this change.

Carried.

11.8 CS-017-23 - Dorchester Cooperative Nursery School

Resolution: 385-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT Report No. CS-017-23 be received for information;

AND THAT Council approve the Dorchester Cooperative Nursery School's offer of providing the Municipality with assets in lieu of their rent owing for September 2023, as specified within this report;

AND THAT Council directs staff to cancel the invoice issued to Dorchester Cooperative Nursery School for October 2023 rent;

AND THAT Council agrees to terminate the Facility License Agreement with Dorchester Cooperative Nursery School;

AND THAT Council approve allowing the Senior Centre to continue to use this space for various programs until the renovation project has been completed;

AND THAT Council directs staff to issue a Request for Proposals for interested parties to submit their Proposal for future use of the space.

Carried.

11.9 PDS-074-23 - Application for Part Lot Control Exemption PLC-02-23 - Dick Masse Homes Ltd. (Elliott Estates Subdivision - Phase 1)

Resolution: 386-2023

Moved by: T. Heeman

Seconded by: C. Crockett

THAT Application for Part Lot Control Exemption (PLC-02-23) by Dick Masse Homes Ltd. for lands located on the west side of Shirley Street south of Patrick Street in the village of Thorndale and legally described as Lot 14 on Plan 33M-829 be approved and that the implementing by-law be passed by Council and subsequently forwarded to the County of Middlesex for consideration of approval.

Carried.

12. UNFINISHED BUSINESS

No items.

13. NOTICE OF MOTION

No items.

14. NEW BUSINESS

No items.

15. BY-LAWS

15.1 By-law 110-2023 - Water and Wastewater By-law (AMENDED)

Being a by-law to provide for the maintenance, management, imposition and collection of rates and charges in connection with the Municipality of Thames Centre water distribution system and sewage works system

15.2 By-law 111-2023 - Appoint a Director of Financial Services/Treasurer

Being a By-law to appoint a Director of Financial Services/ Treasurer for The Corporation of the Municipality of Thames Centre

15.3 By-law 112-2023 - Extension of Agreement for Police Services

Being a By-law to authorize the extension of the existing Agreement with the Solicitor General for the provision of police services for the Municipality of Thames Centre

15.4 By-law 113-2023 - Part Lot Control Exemption (Elliott Estates Subdivision, Thorndale)

Being a by-law to exempt from part lot control, lands legally described as Lot 14 on Plan 33M-829, designated as Parts 1 and 2 on Plan 33R-21737 (geographic Township of West Nissouri) in the Municipality of Thames Centre, in the County of Middlesex (Elliott Estates Subdivision, Thorndale)

15.5 By-law 114-2023 - Temporary Use Agreement (Shelley Hunter)

Being a By-law to authorize the execution of a Temporary Use Agreement with Shelley Hunter relating to the property at Part of Lot 18, Concession 7 (geographic Township of West Nissouri), now the Municipality of Thames Centre

15.6 By-law 115-2023 - Amend Zoning (6097 Cobble Hills Road)

Being a By-law to amend By-law No. 75-2006, as amended, insofar as it relates to the lands located at Part of Lot 18, Concession 7 (geographic Township of West Nissouri), Municipality of Thames Centre, in the County of Middlesex

15.7 Bylaw 116-2023 - Amend Rate of Speed By-law (AMENDED)

Being a By-law to amend By-law No. 29-2019, being a by-law to prescribe a maximum rate of travel on certain sections of highways in the Municipality of Thames Centre

Resolution: 387-2023

Moved by: T. Heeman

Seconded by: D. Lockie

THAT By-laws 111-2023 through 115-2023 be adopted as presented;

AND THAT By-law 110-2023, be adopted as amended;

AND THAT By-law 116-2023, be adopted as amended.

Carried.

16. CLOSED SESSION

Resolution: 388-2023

Moved by: D. Lockie

Seconded by: C. Crockett

RESOLVED THAT Council adjourn to closed session at 6:38 p.m. pursuant to:

Section 239(2)(b) of the *Municipal Act*, being "personal matters about an identifiable individual, including municipal or local board employees" with respect to committee appointments.

Carried.

Resolution: 389-2023
Moved by: T. Heeman
Seconded by: D. Lockie

THAT the Closed Session be adjourned at 6:49 p.m.

Carried.

17. RISE AND REPORT

Deputy Mayor Smibert advised that during the closed session, Council considered matters under Section 239(2)(b) of the Municipal Act, being “personal matters about an identifiable individual, including municipal or local board employees” with respect to committee appointments.

Resolution: 390-2023
Moved by: T. Heeman
Seconded by: D. Lockie

THAT Council appoint Nancy Abra, Michelle Mundy, Sean Baker, and Kaela Carter to the Thames Centre Special Events Committee;
AND THAT the Interim Clerk be directed to update the Appointment By-law accordingly.

Carried.

18. CONFIRMATORY BY-LAW

18.1 By-law 117-2023 - Confirmatory By-law

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

Resolution: 391-2023
Moved by: T. Heeman
Seconded by: C. Crockett

THAT By-law 117-2023, being the Confirmatory By-law, be adopted as presented.

Carried.

19. MEETING SCHEDULE

Monday, December 11, 2023 at 9:00 a.m. (Budget Meeting)
Monday, December 11, 2023 at 5:00 p.m.
Tuesday, December 12, 2023 at 9:00 a.m. (Budget Meeting)

20. ADJOURNMENT

Resolution: 392-2023
Moved by: T. Heeman
Seconded by: D. Lockie

RESOLVED THAT the meeting adjourn at 6:51 p.m.

Carried.

M. Smibert, Deputy Mayor

S. Henshaw, Interim Clerk