



**The Corporation of the
Township of Lucan Biddulph
COUNCIL MINUTES**

**May 6, 2025, 6:00 p.m.
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON**

Present:	Mayor C. Burghardt-Jesson Deputy Mayor D. Manders Councillor D. Regan Councillor A. Westman Councillor J. Hodgins
Also Present:	T. Merner, Deputy Clerk K. Langendyk, Director of Finance/Treasurer J. Little, Director of Public Works L. deBoer, Economic Development Coordinator D. Cook, Director of Community Services & Facilities
Staff Absent	R. Reymer, CAO/Clerk Dan Fitzgerald, Manager of Planning

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor C. Burghardt-Jesson called the meeting to order at x:x pm and began with reciting the Township of Lucan Biddulph Indigenous land acknowledgment statement.

2. **DISCLOSURE OF PECUNIARY INTEREST & NATURE THEREOF**

3. **ADDITIONS TO THE AGENDA**

4. **ANNOUNCEMENTS**

This week is Emergency Preparedness Week. Emergencies come in all sorts of forms. Everyone has a role to play in an emergency. This week provides an opportunity for you to take action to ensure you are prepared to protect yourself, your family and your community during an emergency. This year, the theme is *Be Prepared. Know Your Risks*. The intent of the theme is to encourage Canadians to understand the risks in their area and learn what actions they can take to protect themselves and their families. It can be as simple as making an emergency kit with items found around your home, creating a family emergency plan, or becoming more informed about the hazards in your area.

There are many events that can be considered an emergency. Earlier this year, there was an incident at the arena that was an emergency. A hockey player participating in the Men's Rec League suffered a cardiac arrest. This was, needless to say a serious situation, one that required quick and appropriate action. There were many that were involved, but I felt it important during Emergency Preparedness Week, to acknowledge one person in particular.

Jorja Matthews, a Lucan Biddulph employee—a customer service rep in the Parks and Rec Department, jumped to action that Sunday morning. Jorja, who is fully trained in First Aid and of course the AED, took charge of the situation and knew exactly what needed to be done and ensured it was carried out. Everyone involved, comments on how poised, confident and in charge Jorja was. In these situations, emotions can run high, a teammate and friend's life was at stake and the quick actions of Jorja and bystanders were instrumental in the positive outcome that occurred that Sunday morning.

We prepare ourselves for events in our lives. In Lucan Biddulph, staff and council representatives regularly meet as the Community Emergency Control Group. We are always actively preparing in the event we face an emergency. As much as we prepare, I think we all ask ourselves...how will I respond. Well Jorja responded and I think it is a lesson for all of us. I still receive comments on how Jorja stood up under this pressure.

I know the hockey player and his family will be forever grateful for Jorja's involvement. There were many people involved on that Sunday morning and obviously the AED had something to do with the outcome (Darcey will be speaking to AED's in our community later in the meeting)—but as an employer, I want to thank and acknowledge Jorja. It is incredibly gratifying to see an employee step up under pressure.

On behalf of the Township and the Biddulph Blanshard (Granton) Fire Department, I would like to recognize the retirement of Deputy Chief Mike Fletcher. Mike joined the

Fire Department on August 25 2007. He moved up through the ranks eventually becoming Deputy Chief. Chief Steve Toews shares memories of Mike being the one in charge of the breakfasts and the annual dinner every year. These events have been incredibly successful and the money raised has been donated directly back in the community. On behalf of the Township Council & Staff, the BBFD and our residents, we want to thank Mike for his dedication to the Fire Department and for the safety of our community! Congratulations Mike on a well deserved retirement.

5. **CLOSED SESSION**

6. **PUBLIC MEETINGS**

7. **DELEGATIONS AND PRESENTATIONS**

7.1 **Presentation to Jorja Matthews**

Mayor C. Burghardt-Jesson presented Jorja Matthews with a Certificate of Appreciation for her quick and courageous actions during a medical emergency that took place at the Community Centre earlier this year.

8. **ADOPTION OF MINUTES**

Resolution No. 2025-120

Moved by J. Hodgins

Seconded by A. Westman

THAT the regular council meeting minutes of April 22, 2025 and special meeting minutes of April 29, 2025 be approved as circulated/amended.

CARRIED

9. **CONSENT AGENDA**

Resolution No. 2025-121

Moved by A. Westman

Seconded by D. Regan

THAT Consent Items 9.1 through 9.10 listed on the May 6, 2025 agenda be received for information and adopted as recommended.

CARRIED

9.1 **AMO Conference Delegation Requests**

Councillor D. Regan commented on potential delegation requests for the AMO Conference. Discussion took place regarding requests for Ministry of Infrastructure, Ministry of Municipal Affairs and Housing, Ministry of Agriculture Food and Agribusiness and the Ministry of Energy.

- 9.2 Middlesex County Council Highlights
- 9.3 MLPS Press Release - CEO
- 9.4 ROMA April Board Update
- 9.5 BRA Annual Report 2024
- 9.6 Letter to City of London - Regional Transportation Planning and Engagement
- 9.7 Resources for Provincial Day of Action on Litter
- 9.8 AMO Watchfile
- 9.9 Whitfield Drain – Appoint Drainage Superintendent

J. Little explained that erosion is taking place on the Whitfield Drain between Beech Street and Gibson Crescent and a new drainage report is required in order to proceed with the necessary repairs.

THAT the Township of Lucan Biddulph council appoint Spriet Associates London Ltd. under Section 4 (or 78) of the Drainage Act to prepare a drainage report for the requested work to the Whitfield Drain subject to the required 30 days' notice to the applicable Conservation Authority.

- 9.10 PR-12-2025 Parks & Recreation Activity Update

THAT report no. PR-12-2025 be received for information.

10. **CORRESPONDENCE**

Resolution No. 2025-122

Moved by J. Hodgins

Seconded by D. Manders

THAT Council receive and file correspondence items 10.1 through 10.5.

CARRIED

- 10.1 Resolution - Township of Champlain - Surveillance Monitoring Heavy Vehicles Ontario
- 10.2 Resolution - Parry Sound - Call for inclusive research to reflect diversity of Canadian communities
- 10.3 Resolution - Town of Georgina - Salt Management
- 10.4 Resolution - OSM Township - Daylight Savings Time

10.5 Resolutions - Strong Mayor Powers

11. COMMITTEE REPORTS

11.1 Bluewater Recycling

11.2 CEDC

11.3 Lake Huron

11.4 Fire Boards

11.5 ABCA and UTRCA

11.6 Parks & Recreation

11.7 Trails & Connectivity

12. STAFF REPORTS

12.1 CAO/Clerk

12.1.a CAO-12-2025 Nicoline Avenue Lot RFP Results

T. Merner reviewed report CAO-12-2025 and advised an Agreement of Purchase and Sale is currently being prepared. She noted the infrastructure relocation is scheduled to begin in June and the closing date of the sale transaction will take place later this summer.

Resolution No. 2025-123

Moved by D. Manders

Seconded by D. Regan

THAT report no. CAO-12-2025 be received for information.

CARRIED

12.2 Building/By-law Enforcement

12.3 Finance

12.3.a FIN-04-2025 - 2024 Anticipated Surplus

K. Langendyk reviewed the anticipated general surplus from 2024 and noted that while there are several options for allocating the funds to reserves, she recommended directing it to the Tax Stabilization Reserve. This would help replenish funds previously used for a strategic property purchase in 2024. She also noted that staff is recommending the creation of a new reserve specifically for Building Permits.

Discussion from members followed regarding the potential benefits of establishing a dedicated building permits reserve, clarification on the total surplus amount which was \$378,000 plus an additional \$68,773.76 and an explanation of the factors that contributed to the surplus.

Resolution No. 2025-124

Moved by D. Regan

Seconded by D. Manders

*THAT Report No. FIN-04-2025 be received for information;
AND FURTHER THAT a new reserve called "Building Permits" be created;
AND FURTHER THAT Council direct the Treasurer to allocate the 2024 general surplus to the tax rate stabilization reserve.*

CARRIED

12.3.b FIN-05-2025 Budget to Actual March 31 2025

K. Langendyk presented the first quarter budget-to-actual statements, noting it is still early in the year and seasonal fluctuations significantly impact the budget at this stage. Deputy Mayor D. Manders inquired whether there were any financial concerns related to snow removal during the past season and K. Langendyk responded noting snow removal costs were not as high as initially anticipated.

Resolution No. 2025-125

Moved by J. Hodgins

Seconded by D. Regan

THAT report no. FIN-05-2025 be received for information.

CARRIED

12.3.c FIN-06-2025 2025 Annual Repayment Limit (ARL)

K. Langendyk presented the 2024 Annual Repayment Limit report and discussion followed regarding current interest rates with Infrastructure Ontario for long term loans.

Resolution No. 2025 - 126

Moved by A. Westman

Seconded by D. Regan

THAT report no. FIN-06-2025 be received for information.

CARRIED

12.4 Planning

12.5 Public Works

12.5.a PW-13-2025 MT Trackless Repair

J. Little reviewed a report regarding repairs needed to the MT6 Trackless Unit (sidewalk plow). He advised a recent inspection of the unit took place by Trackless and recommended repairs were noted which would extend the lifespan of the unit. Discussion followed regarding regular preventative maintenance for this machine and the entire fleet of equipment.

Resolution No. 2025-127

Moved by D. Manders

Seconded by D. Regan

THAT Report No. PW-13-2025 be received by council for information.

CARRIED

12.6 Parks & Recreation

12.6.a PR-09-2025 Lions Club Donation

D. Cook advised the Lucan District Lions Club have generously donated funds to cover the cost of adding red clay to the Market Street baseball diamond. He noted that with this donation staff is recommending previously allocated funds from the budget for the red clay be put towards new dugouts this year. D. Cook advised the new dugouts project was deferred to 2026 and it would now make sense to move it up and have both projects at this diamond completed this year. He further recommended formal naming of the park as Lions Market Street Park. Mayor C. Burghardt-Jesson thanked the Lucan Lions club for their generous contribution.

Resolution No. 2025-128

Moved by D. Regan

Seconded by A. Westman

THAT Report No. PR-09-2025 be received

AND THAT Council accept the donation of \$29,365.36 from the Lucan District Lions Club toward the supply and installation of red clay at the Market Street ball diamond;

AND THAT Council approve the formal naming of the park as Lions Market Street Park, including appropriate signage and updates to Township communications and mapping;

AND THAT Council reallocate previously budgeted reserve funds for the red clay conversion project toward the construction of new dugouts at the Market Street diamond.

CARRIED

12.6.b PR-10-2025 Granton Pavilion Repairs

D. Cooke reviewed a report regarding repairs required to the Granton Pavilion in order to avoid further damage in future. Discussion followed regarding the current safety of the building and the timing of the repairs to ensure summer rentals are not disturbed if possible.

Resolution No. 2025-129

Moved by A. Westman

Seconded by D. Manders

THAT report no PR-10-2025 be received;

AND THAT Council directs staff to proceed with Granton pavilion repairs utilizing funds from the Parks & Recreation reserve.

CARRIED

12.6.c PR-11-2025 AED Donations for Municipal Parks

D. Cook presented a report regarding donations made towards additional AED units for parks in our community. Discussion followed regarding risks of potential tampering and how they will be monitored and checked regularly to ensure proper function.

Resolution No. 2025-130

Moved by A. Westman

Seconded by J. Hodgins

THAT report no. PR-11-2025 be received;

AND THAT Council accept the donation of three Automated External Defibrillators (AEDs) and SaveStation enclosures from the Lucan Optimist Club, Lucan Ilderton Minor Baseball, in partnership with the Merner Family, Lucan Minor Soccer and the Regan Family.

CARRIED

12.7 Economic Development

13. OTHER BUSINESS

14. NOTICES OF MOTIONS

15. COUNCILLOR'S COMMENTS

Councillor A. Westman commented of the successful pitch-in day recently and e-waste fundraiser for the Lucan Scouts & Guides.

Mayor C. Burghardt-Jesson advised she and Councillor Regan attended the OSUM Conference recently in Collingwood and lots of interesting topics were covered including tariffs, council relationships, cyber attacks and more. She further noted there was great ideas presented from an economic development side during a walking tour of Collingwood's historic downtown.

16. BY-LAWS

Resolution No. 2025-131

Moved by J. Hodgins

Seconded by A. Westman

*THAT By-laws 21-2025 through 22-2025, inclusive, be read a first, second and third and final time and **BE ADOPTED.***

CARRIED

16.1 By-law 21-2025 to provide for the adoption of estimates and setting the Tax Rates and to further provide for penalty and interest in default thereof for 2025

16.2 Bylaw 22-2025 - to adopt and confirm all actions and proceedings of the Council of the Township of Lucan Biddulph at the Council meeting held on May 6, 2025

17. ADJOURNMENT

Resolution No. 2025-132

Moved by D. Manders

Seconded by D. Regan

RESOLVED that the Council meeting be adjourned at 6:36 p.m.

CARRIED

Mayor

Clerk