

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – June 18, 2018**

**Present:** Mayor Kurtis Smith, Deputy Mayor Stokman, Councillor Betty Ann MacKinnon, Councillor Mary Ann Hendrikx, and Councillor Gerald Sanders

**Also Present:** CAO/Treasurer Cathy Case, Clerk Jennifer Turk, Public Works Manager Jeff Little, Chief Building Official Jeff Denomy, and Planner Erin Besch (for part of the meeting)

**Closed Session**

**MOVED by Councillor MacKinnon  
SECONDED by Councillor Hendrikx  
Resolved that Council, the CAO/Treasurer, the Clerk, and the Public Works Manager (for part of the closed session meeting) move to closed session pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and (d) labour relations or employee negotiations at 6:35 pm. CARRIED.**

**MOVED by Councillor Hendrikx  
SECONDED by Councillor MacKinnon  
Resolved that the closed session end at 6:53 pm. CARRIED.**

**Call to Order**

At 7:00 pm, Mayor Kurtis Smith called the meeting to order. A moment of silent reflection was observed.

**Rise and Report**

**MOVED by Councillor MacKinnon  
SECONDED by Deputy Mayor Stokman  
Resolved that OMERS Membership be offered to other-than-continuous full time employees who are not required to join the OMERS Plan as a condition of their employment. CARRIED.**

**Declaration of Pecuniary Interest and General Nature Thereof**

The Municipal Conflict of Interest Act requires any member of Council to declare a pecuniary interest and the general nature thereof; and where the interest of a member of Council has not been disclosed by reason of the member's absence from a meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

None declared.

### **Addition to Agenda**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Sanders**

**Resolved that Council approve the addition of staff report from the Public Works Manager regarding M.T.O. Underpass Reconstruction – School Road. CARRIED.**

### **Minutes**

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor MacKinnon**

**Resolved that the Minutes of the June 4, 2018 regular meeting, be approved as circulated. CARRIED.**

### **Correspondence**

Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting – Monday, July 9, 2018
- 2) Regular Council Meeting – Monday, July 23, 2018
- 3) Regular Council Meeting – Monday, August 13, 2018
- 4) CC-1 Middlesex London Paramedic Services Invitation June 21, 2018

Mayor Kurtis informed Council that the Middlesex London Paramedic Services Invitation was postponed due to unforeseen circumstances. No new date was scheduled.

- 5) CC-2 County of Middlesex – Wardens Golf Tournament
- 6) CC-3 SCRCA Bus Tour Invitation – June 28 2018
- 7) CC-4 FCHS Annual Golf Tournament July 13 2018
- 8) CC-5 North Huron – Blyth Festival July 19 2018
- 9) CC-6 Strathroy & District Chamber of Commerce – Events Update

Recommended Reading

- 1) CC-7 SCRCA Conservation Update – June 2018
- 2) CC-8 Ontario Aggregate Resources Corporation – Annual Report

**MOVED by Councillor Sanders**

**SECONDED by Councillor Hendrikx**

**Resolved that Council receive and file correspondence items CC-1 to CC-8. CARRIED.**

**Delegations & Timed Events**

7:05 PM PUBLIC MEETING

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that the public meeting to hear Zoning By-law Amendment Application ZBA06-2018 (1600978 Ontario Inc. c/o Melinda Rombouts, 2941 Napperton Drive) be opened at 7:07 pm. CARRIED.**

Zoning By-law Amendment ZBA06-2018

1600978 Ontario Inc. c/o Melinda Rombouts, 2941 Napperton Drive

The applicant was in attendance at the meeting.

Planner Erin Besch reviewed Zoning By-law Amendment Application ZBA06-2018 to amend the zoning of a portion of the subject lands from the Environmental Protection (EP) Zone to the Agriculture (A) Zone to facilitate the construction of a greenhouse.

Through Planner Erin Besch's report, it has been recommended that Zoning By-law Amendment ZBA06-2018 be approved as the application is consistent with the Provincial Policy Statement; conforms to the Official Plans of both the Township of Adelaide Metcalfe and the County of Middlesex; and the requirements of the Township of Adelaide Metcalfe Zoning By-law would be satisfied.

There were no comments from the public in attendance. Council had no questions or concerns.

**MOVED by Councillor Sanders**

**SECONDED by Deputy Mayor Stokman**

**Resolved that the public meeting to hear Zoning By-law Amendment Application ZBA06-2018 (1600978 Ontario Inc. c/o Melinda Rombouts, 2941 Napperton Drive) be closed at 7:12 pm. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council approve the application for Zoning By-law Amendment ZBA06-2018 for 2941 Napperton Drive to amend the zoning of a portion of the subject lands from the Environmental Protection (EP) Zone to the Agriculture (A) Zone to facilitate the construction of a greenhouse and that Council proceed with the first and second reading of the implementing by-law with third and final reading to be provided once a Site Plan Approval has been granted. CARRIED.**

7:20 PM Fred Cahill – Speed Reduction Request on Melwood Drive

Fred Cahill addressed Council regarding speed concerns on Melwood Drive.

CAO/Treasurer Cathy Case explained the process which would involve developing a procedure to review all roadways in the Township to determine priorities and how to enforce on Township roadways if speed was reduced.

Fred Cahill requested that the length of the roadway on Melwood Drive to be reduced is approximately ¼ mile long and to be reduced to 50 km/h.

Councillor Sanders advised Fred Cahill that possibly a bigger sign would be more effective as enforcement for the requested reduced speed would still be an issue.

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Stokman**

**Resolved that Council direct staff to investigate and report back to Council regarding the speed reduction for Melwood Drive. CARRIED.**

7:40 PM      Mr. Ed Iutzi and Ms. Lori Kanters – Request of Sidewalk Installation on Centre Road

Mr. Iutzi addressed Council regarding the need of a sidewalk along Centre Road from Pannell Lane to Second Street.

A petition of forty-two (42) signatures and a copy of Mr. Iutzi's presentation was handed to the CAO/Treasurer.

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor Hendrikx**

**Resolved that Council direct staff to gather information and provide Council a report for the installation of a sidewalk on Centre Road as well as other areas in the Township. CARRIED.**

### **Staff Reports**

Chief Building Official Jeff Denomy presented his report to Council.

- 1) CBO-1 Building Permits Issued Report

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the Building Permits Issued Report as submitted by the Chief Building Official. CARRIED.**

Public Works Manager Jeff Little presented his report to Council.

2) PW-1 M.T.O. Underpass Reconstruction – School Road

Public Works Manager Jeff Little advised Council that the bridge work was initially expected to start August 8, but has been moved up to start July 3. Two (2) week notice was being given to property owners in the area by Ministry of Transportation.

**MOVED by Councillor Hendrikx**

**SECONDED by Councillor Sanders**

**Resolved that Council approve the earlier date of July 3, 2018 for the closing of School Road between Egremont Drive and Mullifarry Drive as required for MTO to have the overpass work completed. CARRIED.**

3) PW-2 Verbal Update

Public Works Manager Jeff Little gave Council a verbal update of what has been happening in Public Works:

- dust control has been completed
- maintenance gravel is half way completed
- roadside grass trimming is still ongoing
- trimming of trees/grass at the bridges is still ongoing
- new tandem truck has arrived
- large section on Langan Drive between Kerwood Road and Townsend Line is being repaired due to a blowout. This is repaired under the Road Patching Budget for 2018. The length being repaired is approximately 110 feet.

**MOVED by Councillor Sanders**

**SECONDED by Deputy Mayor Stokman**

**Resolved that Council accept the verbal update from the Public Works Manager as presented. CARRIED.**

Clerk Jennifer Turk presented her report to Council.

4) C-1 Employee Code of Conduct

**MOVED by Councillor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council review the updated draft Employee Code of Conduct and that any changes/revisions/clarifications be submitted and reviewed at the July 9, 2018 regular meeting. CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

5) CAOTR-1 Invoice Payment Approval – May 31 to June 13, 2018

**MOVED by Councillor Sanders**

**SECONDED by Councillor MacKinnon**

**Resolved that the accounts listing for the period May 31 to June 13, 2018 in the amount of \$413,123.43 be approved. CARRIED.**

6) CAOTR-2 Vacancy Unit Rebate Stakeholder & Public Input Survey

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the Vacancy Unit Rebate Stakeholder and Public Input Survey Report as prepared by the CAO/Treasurer. CARRIED.**

7) CAOTR-3 Tender 17-2018 Corrugated Steel Pipe

**MOVED by Councillor Sanders**

**SECONDED by Councillor MacKinnon**

**Resolved that Council accept the tender from Atlantic Industries Limited for the supply of 2018 Corrugated Steel Pipe as specified in the tender document in the amount of \$9,739.82 plus HST as recommended by the Public Works Manager. CARRIED.**

8) CAOTR-4 Financial Report including May Payroll

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the Financial Report including May 2018 Payroll as presented by the CAO/Treasurer. CARRIED.**

### **Other Business**

Councillor Sanders complimented staff on how good Kerwood Park looked for the annual Optimist baseball tournament. Public Works Manager Jeff Little informed Council that he complimented a couple of staff that were responsible for the maintenance work that took place at the park. Councillor Sanders did note to staff that the concrete in the old pavilion was cracked and heaved in spots. Public Works Manager Jeff Little advised Council that there were other building maintenance to be done and that would be investigated.

Deputy Mayor Stokman inquired about the paving of Centre Road (Highway 81) as it was indicated in the fall of 2017 from County of Middlesex staff that the roadway would be first on the list for 2018 to be completed. Mayor Smith advised Council that he would ask County staff for an update.

Mayor Smith advised Council that Middlesex London Health Unit was moving from 50 King Street to the City Plaza in London. Superior Court informed County Council of the decision with an outline of recommendations for future situations.

Mayor Smith advised Council that County Councillor Aina DeViet was running to be elected on the County Caucus at the 2018 AMO Conference being held in August 2018.

Mayor Smith advised Council of the Glendon Drive Streetscape Municipal Class Environment Assessment being conducted that involves roundabouts and multi-lanes of traffic.

Mayor Smith advised Council of traffic lights that are being installed at the intersection of Ilderton Road and Egremont Drive in fall 2018.

Mayor Smith advised Council of the new Accessibility Coordinator, Sam McFarlane and that the annual accessibility report had been presented to County Council.

Councillor Hendrikx inquired about a complaint that she and other Councillors had received regarding parked vehicles in the Village of Kerwood. CAO/Treasurer Cathy Case advised Council that a formal complaint had been received and staff would be investigating the matter.

#### By-laws

**MOVED by Councillor Sanders**

**SECONDED by Deputy Mayor Stokman**

**Resolved that first and second reading be given to:**

**By-law No. 33 of 2018 – Zoning By-law Amendment – 1600978 Ontario Inc c/o Melinda Rombouts**

**And that the by-law be signed by the Mayor and Clerk. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that all three readings be given to:**

**By-law No. 31 of 2018 – Information Technology (IT) Agreement**

**By-law No. 32 of 2018 – Adopt 2018 Tax Rate**

**By-law No. 34 of 2018 – Confirm Council Proceedings**

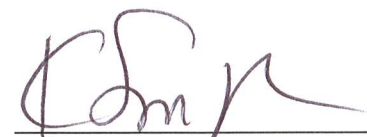
**And that the by-law be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

#### Adjournment

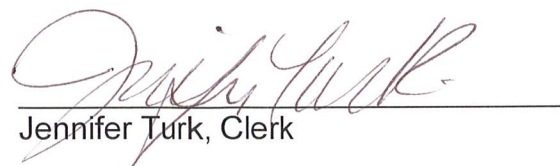
**MOVED by Councillor Sanders**

**SECONDED by Councillor Hendrikx**

**Resolved that the meeting be adjourned at 8:32 pm. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk

