

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – March 19, 2018**

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

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

Call to Order

At 7:03 pm, Mayor Kurtis Smith called the meeting to order. A moment of silent reflection was observed.

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.

Phillips Drain – Appointment of Members for Court of Revision

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Mayor Kurtis Smith and Deputy Mayor Nick Stokman be appointed to the Court of Revision for the Phillips Drain 2017 and that Mayor Kurtis Smith be appointed as chair for the Phillips Drain 2017 Court of Revision. CARRIED.

Minutes

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that the Minutes of the March 5, 2018 regular meeting be approved and circulated. CARRIED.

Correspondence

- 1) CC-1 OGRA – 2018-2019 Board of Directors
- 2) CC-2 AMO – Cannabis Implementation – Municipal Funding Announcements

- 3) CC-3 SCOR – Annual General meeting
- 4) CC-4 Middlesex County – Annual Meeting
- 5) CC-5 Strathroy & District Chamber of Commerce Biz After Biz
- 6) CC-6 Smart Cities Expo World Forum 2018
- 7) CC-7 Renfrew Forestry Request to Province Resolution
- 8) CC-8 Cannabis Municipal Knowledge Exchange Forum

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that Council authorize CAO/Treasurer Cathy Case, Clerk Jennifer Turk, and Chief Building Official Jeff Denomy to attend the Cannabis Municipal Knowledge Exchange Forum on March 28, 2018. CARRIED.

- 9) CC-9 Municipal National Public Works Week Proclamation
- 10) CC-10 Adelaide Metcalfe Optimist Club Request

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council recognizes the Optimist Club of Adelaide Metcalfe Annual Ball Tournament, being held June 8, 9, and 10, 2018 at the Kerwood Ball Park, as the Kerwood Community Festival and that the Optimist Club of Adelaide Metcalfe is applying for a Special Occasion Permit for the event and that the rental fee for Kerwood Ball Park for the Optimist Club of Adelaide Metcalfe be waived. CARRIED.

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council receive and file Correspondence items CC-1 to CC-7, and CC-9. CARRIED.

Delegations & Timed Events

7:10 PM PUBLIC MEETING

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that the public meeting to hear Zoning By-law Amendment Application ZBA02-2018 (John T Bos Poultry Farms Ltd., and Jason Wiersema, 28237 Pike Road/28083 Pike Road) be opened at 7:10 p.m. CARRIED

Zoning By-law Amendment ZBA02-2018

John T Bos Poultry Farms Ltd. 28237 Pike Road/Jason Wiersema, 28083 Pike Road

Jason Wiersema was in attendance for the meeting.

Planner Erin Besch reviewed Zoning By-law Amendment Application ZBA02-2018 to amend the zoning of the severed parcel and the parcel to be enlarged created through Consent B03-2017 from General Agriculture (A) Zone to Rural Residential (RR) Zone in order to recognize the residential use of the lands and prohibit agricultural uses.

Through Planner Erin Besch's report, it has been recommended that Zoning By-law Amendment ZBA02-2018 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.

Jason Wiersema had no comments. 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 ZBA02-2018 (John T Bos Poultry Farms Ltd., and Jason Wiersema 28237 Pike Road/28083 Pike Road) be closed at 7:14 p.m. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council approve the application for Zoning By-law Amendment ZBA02-2018 for 28237 Pike Road/28083 Pike Road to amend the zoning of the severed parcel and the parcel to be enlarged created through Consent B03-2017 from General Agriculture (A) Zone to Rural Residential (RR) Zone in order to recognize the residential use of the lands and prohibit agricultural uses and that Council proceed with first and second readings of the implementing by-law. CARRIED.

7:25 PM COMMITTEE OF ADJUSTMENT

MOVED by Councillor Sanders

SECONDED by Councillor Hendrikx

Resolved that Council convene as the Committee of Adjustment for the purpose of hearing Consent Application B02-2018 (D & S Dodge & Sons Ltd., 6259 Calvert Drive), at 7:25 p.m. CARRIED.

Consent B02-2018

D & S Dodge & Sons Ltd., 6259 Calvert Drive

Delmar Dodge and Brian Mendonca were in attendance for the meeting.

Planner Erin Besch reviewed application for Consent B02-2018 to sever a surplus farm dwelling on a lot with a frontage of 20 m (65 ft) along Calvert Drive and an area of

approximately 0.6 ha (1.5 ac) from a farm holding with a lot area of approximately 30 ha (75 ac).

Through Planner Erin Besch's report, it has been recommended that Consent B02-2018 be approved subject to conditions 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 subject to Condition 4, the Township of Adelaide Metcalfe Zoning By-law would be satisfied.

Delmar Dodge commented on condition #3 as he would like to keep the original lot measurements presented with the application for any future maintenance on the water well and septic system.

The Committee of Adjustment commented on extending the severed portion of the property to extend to the municipal drain located at the front of the property.

There was no comment from members of the public in attendance and no further comments from the Committee of Adjustment.

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Application for Consent B02-2018, submitted under Section 53 of the Planning Act, to permit the severance of a surplus farm dwelling, at 6259 Calvert Drive be GRANTED subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within one year 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.
2. That the applicant's solicitor submits an undertaking in a form satisfactory to the Secretary-Treasurer of the Committee of Adjustment to register an electronic transfer of title exactly consistent with the Acknowledgement and Direction executed by the applicants and the decision of the Committee of Adjustment.
3. That the area of the lot to be severed be approximately 0.6 ha (1.5 ac) with a depth of approximately 119m (390 ft) and width of 77 m (255 ft) with the northerly property line delineated by the southerly limit of the existing McCaw Municipal Drain to the satisfaction of the Township.
4. That a Zoning By-law Amendment that recognizes the residential use of the severed lot of Consent B02-2018 and prohibits new dwellings on the retained lot of Consent B02-2018 be in full force and effect.
5. That the owner provide road widening dedication to the County of Middlesex of up to 15 metres from the centerline of Calvert Drive (County Road 10) along the frontage of the lands to be severed, to the satisfaction of the County Engineer.

6. That the existing shed and any debris be removed from the lands to the satisfaction of the Township.
7. That the existing garage be inspected by a qualified professional and the inspection report be provided to the Township for determination of structural adequacy and/or identification of any remedial works that may be required to bring the existing building into conformity with the minimum construction standards for a residential accessory building or otherwise removed to the satisfaction of the Township.
8. That unless be replaced, the existing septic system is to be inspected by a qualified septic installer and the inspection report be provided to the Township for determination as to any replacement or remedial works that may be required. The qualified septic installer shall also confirm the location of the existing septic system and confirm that the clearance distance from the septic system to the well is adequate.
9. That the habitability of the single detached dwelling be confirmed to the satisfaction of the Township.
10. That an adequate and potable on-site water supply be demonstrated to exist on the land to be severed, to the satisfaction of the Township.
11. That, as necessary, drain assessment schedules be revised in accordance with the Drainage Act, as amended, to be commissioned and paid for by the owners, to the satisfaction of the Township.
12. That independent accesses to the lands to be severed and the lands to be retained are provided, to the satisfaction of the Township and County of Middlesex.
13. That the owner enter into a severance agreement with the Township in order to advise future owners of the severed lot of Consent B02-2018 of normal farm practices occurring in the area as outlined in the Farming and Food Production Protection Act, 1998, as amended.
14. That any outstanding property taxes for the severed and retained lots of Consent B02-2018 be paid in full.
15. That a preliminary survey showing the lands being severed, any required land dedication, and the location of all buildings and structures including their setbacks from the property lines and the location of the private water well and septic system be submitted to the satisfaction of the Township prior to being deposited at the Land Registry Office.
16. That two hard copies and one digital (electronic copy) of the reference plan be submitted to the satisfaction of the Township.

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 subject to Condition 4, the requirements of the Township of Adelaide Metcalfe Zoning By-law are satisfied. **CARRIED.**

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that the Committee of Adjustment be closed at 7:43 p.m. and Council reconvene in regular session. CARRIED.

7:45 PM COURT OF REVISION – PHILLIPS DRAIN 2017

Members present for the Court of Revision on the Phillips Drain 2017 were Kurtis Smith, Nick Stokman, and Drainage Superintendent from the Municipality of Southwest Middlesex Elizabeth Cummings.

MOVED by Nick Stokman
SECONDED by Elizabeth Cummings
Resolved that the Court of Revision for the Phillips Drain 2017 be opened. CARRIED.

MOVED by Elizabeth Cummings
SECONDED by Nick Stokman
Resolved that verbal and/or written appeals on the Phillips Drain 2017 assessment be received at this Court of Revision. CARRIED.

Clerk Jennifer Turk advised that no written or verbal appeals were received. Ratepayers in attendance were Andrew Campbell, Wayne Campbell, and Ervin Bryant. No comments received from the members of the Court of Revision or from the ratepayers in attendance.

MOVED by Nick Stokman
SECONDED by Elizabeth Cummings
Resolved that the assessments for the Phillips Drain 2017 be confirmed as presented in the Engineer's report dated July 14, 2017 and that the Court of Revision be closed. CARRIED.

7:55 PM COURT OF REVISION – MCKEEN DRAIN 2017

MOVED by Councillor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that the Court of Revision for the McKeen Drain 2017 be opened. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Stokman
Resolved that verbal and/or written appeals on the McKeen Drain 2017 assessment at this Court of Revision be received. CARRIED.

Clerk Jennifer Turk advised that no written or verbal appeals were received. Ratepayers in attendance were Natalie Geerts, and Junior VanGeffen. No comments from the

members of the Court of Revision. Junior VanGeffen asked for clarification on the appeal period and when tendering would take place.

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that the assessments for the McKeen Drain 2017 be confirmed as presented in the Engineer's report dated December 20, 2017 and that the Court of Revision be closed. CARRIED.

Staff Reports

Chief Building Official Jeff Denomy presented his reports to Council.

- 1) CBO-1 Permit Listing

MOVED by Councillor Sanders

SECONDED by Councillor Hendrikx

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

- 2) CBO-2 Extension Request for Second Dwelling

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council permit the existing dwelling to remain for an additional six months or until September 19, 2018. CARRIED.

- 3) CBO-3 Second Dwelling Requests

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council require requests for second dwelling to be approved through temporary use by-law as per the Planning Act; that staff be authorized to proceed with the drafting of a temporary use agreement to be a condition of the temporary use by-law; and that the minimum refundable deposit be \$10,000.00 to ensure the removal of the existing dwelling, as recommended by the Chief Building Official. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the report from the Chief Building Official as presented. CARRIED.

Clerk Jennifer Turk presented her reports to Council.

- 4) C-1 Highway 402 Resolution Update

5) C-2 Corporate Resources Policy

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that council approve the Use of Corporate Resources Policy as recommended and presented by the Clerk and that Council pass a by-law to adopt the policy that provides direction to members of Council and all staff on the administration of corporate resources with respect to election campaign matters. CARRIED.

6) C-3 Election Sign By-law

MOVED by Councillor Hendrikx

SECONDED by Councillor Sanders

Resolved that Council pass the attached by-law to address candidate and third party advertising and election materials in the Township of Adelaide Metcalfe. CARRIED.

7) C-4 Appointment of Municipal Weed Inspector

MOVED by Deputy Mayor Stokman

SECONDED by Council MacKinnon

Resolved that Council receive the Appointment of Municipal Weed Inspector Staff Report as presented by the Clerk; And further that Council approves the appointment of Mark Brown to be weed inspector for the Township of Adelaide Metcalfe and Council approves the accompanying by-law to give effect to same. CARRIED.

8) C-5 Zoning By-law Amendments – Third and Final Readings

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council proceed with the third and final readings of the following by-laws, By-law No. 32 of 2017, By-law 37 of 2017 and By-law No. 46 of 2017 all pertaining to Zoning By-law Amendments. CARRIED.

MOVED by Councillor Hendrikx

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the reports of the Clerk as presented. CARRIED.

9) CAOTR-1 Phillips Drain 2017 Court of Revision (*dealt with early in meeting*)

10) CAOTR-2 Accounts Payable March 2 to 14, 2018

MOVED by Councillor Hendrikx
SECONDED by Deputy Mayor Stokman
Resolved that the accounts listing for the period March 2 to March 14, 2018 in the amount of \$75,143.51 be approved. CARRIED.

11)CAOTR-3 Public Sector Salary Disclosure for 2017

MOVED by Councillor Sanders
SECONDED by Councillor MacKinnon
Resolved that Council accept the Public Sector Salary Disclosure Report as presented by the CAO/Treasurer. CARRIED.

12)CAOTR-4 Statement of Council Remuneration 2017

MOVED by Councillor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council accept the 2017 Statement of Council Remuneration as prepared by the CAO/Treasurer. CARRIED.

13)CAOTR-5 Financial Report Including Payroll Report

MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that Council accept the Financial Report including February 2018 Payroll as presented by the CAO/Treasurer. CARRIED.

14)CAOTR-6 Drain Balance Write Offs 2017

MOVED by Councillor Hendrikx
SECONDED by Councillor Sanders
Resolved that the Council of the Township of Adelaide Metcalfe approve the 2017 Drain Balance Write Offs as presented and recommended by the CAO/Treasurer. CARRIED.

15)CAOTR-7 Transfers to Reserves 2017

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council allocate \$3,219.00 raised through 2017 taxation to the Reserve for Capital Purposes and that these funds be used in 2018 to fund the completion of the Branding Strategy. CARRIED.

MOVED by Councillor Sanders
SECONDED by Deputy Mayor Stokman
Resolved that Council allocate \$15,000.00 raised through 2017 taxation to the Reserve for Capital Purposes and that these funds be used in 2018 to fund the completion of the Salary/Wage Grid Review. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council transfer \$3,699.50 received in 2017 as cash-in-lieu of parkland to the Reserve for Recreation Purposes. CARRIED.

MOVED by Councillor Sanders
SECONDED by Councillor MacKinnon
Resolved that Council transfer \$10,000.00 received in 2017 for the final instalment of the Mar for Mayors donation to the Reserve for Signs-Mar for Mayors. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council establish a Reserve for Gough Cemetery and that the bequest of \$15,580.00 received in 2017 be transferred to the Reserve for Gough Cemetery for care and maintenance of the cemetery. CARRIED.

Budget Meeting – Time Change

Councillor Sanders requested that the start time change from 6:00 PM to 1:30 PM for the Budget Meeting set for Wednesday, March 21, 2018

MOVED by Councillor Sanders
SECONDED by Councillor MacKinnon
Resolved that Council approve the start time change from 6:00 pm to 1:30 pm for the Budget Meeting set for Wednesday, March 21, 2018. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Stokman
Resolved that Council accept the reports of the CAO/Treasurer as presented. CARRIED.

Closed Session

MOVED by Deputy Mayor Stokman
SECONDED by Councillor Hendrikx
Resolved that Council, the CAO/Treasurer, and the Clerk move into closed session pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (d) labour relations or employee negotiations at 8:14 pm. CARRIED

MOVED by Councillor Hendrikx
SECONDED by Deputy Mayor Stokman
Resolved that the Closed Session end at 8:31 pm and that Council reconvene in regular session. CARRIED.

Rise and Report

MOVED by Councillor Sanders
SECONDED by Deputy Mayor Stokman
Resolved that Council approve a 1.75% cost of living increase to the wage/salary grid retroactive to January 1, 2018. CARRIED.

Other Business

Mayor Smith advised Council of a delegation at County Council regarding development of 9 Second Street and the location of accesses. The County of Middlesex Engineer was requested by County Council to present a report of options for the development.

Councillor MacKinnon inquired about London Middlesex Health Unit's future address of business. Mayor Smith advised Council that County Council has requested a Provincial assessor review the situation.

Councillor MacKinnon inquired about the excess lands being sold at Strathmere Lodge. Mayor Smith advised Council that there was no purchase to date.

By-laws

MOVED by Councillor Sanders
SECONDED by Councillor MacKinnon
Resolved that the third and final readings be given to:
By-law No. 32 of 2017 – Zoning By-law Amendment Paas
By-law No. 37 of 2017 – Zoning By-law Amendment Walker
By-law No. 46 of 2017 – Zoning By-law Amendment Geerts Farms Ltd.
By-law No. 51 of 2017 – Emergency Management Program
And that the by-law be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that all three readings be given to:

By-law No. 11 of 2018 – Council Procedural By-law

By-law No. 12 of 2018 – Delegation of Authority to Municipal Officials

By-law No. 13 of 2018 – Zoning By-law Amendment – Bos Wiersema

By-law No. 14 of 2018 – Corporate Resources Policy

By-law No. 15 of 2018 – Election Sign By-law

By-law No. 16 of 2018 – Appointment of Municipal Weed Inspector

By-law No. 17 of 2018 – Confirm Council Proceedings

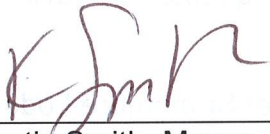
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

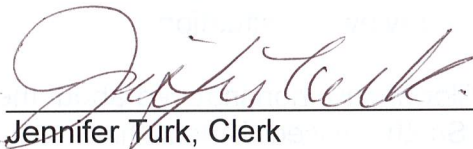
MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that the meeting be adjourned at 8:47 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk