

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – May 22, 2018**

Present: Mayor Kurtis Smith, Deputy Mayor Nick 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, and Planner Erin Besch (for part of the meeting)

Call to Order

At 7:00 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.

Councillor MacKinnon declared conflict of interest regarding Staff Report CAOTR-4 Grogast Subdivision – Transfer of Block as Councillor MacKinnon is an employee of the solicitor representing Grogast Farm Ltd.

Minutes

**MOVED by Councillor Hendrikx
SECONDED by Deputy Mayor Stokman
Resolved that the Minutes of the May 7, 2018 regular meeting, be approved and circulated. CARRIED.**

Delegations & Timed Events

7:05 PM Four Counties Hospital Services Foundation

Tom Jeffery, Board Chair, Martha Wortner, Administrative Assistant, and Steph Ouellet, MHA VP of Strategic Partnerships attended on behalf of Four Counties Health Services Foundation and accepted a donation from Council in the amount of \$5,000.

Tom Jeffery, and Steph Ouellet presented an update to Council regarding the Foundation and their current fundraising efforts.

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 B06-2018 (James and Lisa de Bruyn, 2180 Egremont Drive) at 7:25 pm. CARRIED.

Consent B06-2018

James and Lisa de Bruyn, 2180 Egremont Drive

James and Lisa de Bruyn were in attendance for the meeting.

Planner Erin Besch reviewed application for Consent B06-2018 to sever a surplus farm dwelling on a lot with a frontage of approximately 103 m (338 ft) along Egremont Drive and an area of approximately 1 ha (2.47 ac) from a farm holding with a lot area of approximately 81 ha (200 ac).

Through Planner Erin Besch's report, it has been recommended that Consent B06-2018 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 requirements of the Township of Adelaide Metcalfe Zoning By-law would be satisfied.

James and Lisa de Bruyn advised Council that they did not want to reduce the lot to be severed, as recommended by Planner Erin Besch. James de Bruyn indicated to Council that the hydro pole that services the house on the proposed severed lot and the garage would not be with the house if Council approved the revised area of the lot to be severed to be approximately 0.5 ha.

There was no one from the gallery wishing to speak to the application.

Mayor Smith asked the applicants if they had considered splitting the 200 ac parcel into two (2) 100 acre parcels for future planning purposes. Planner Erin Besch advised Council that this option was not considered. CAO/Treasurer Cathy Case advised the applicants that this application could be deferred until the next Committee of Adjustment to allow time for staff to investigate if this option was possible. James and Lisa de Bruyn opted to continue with the proposed application before the Committee of Adjustment.

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Application for Consent B06-2018, submitted under Section 53 of the Planning Act, to permit the severance a surplus farm dwelling, at 2180 Egremont 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 a Zoning By-law Amendment that recognizes the residential use of the severed lot of Consent B06-2018 and prohibits new dwellings on the retained lot of Consent B06-2018 be in full force and effect.**
- 4) That the owner provide road widening dedications to the County of Middlesex of up to 15 metres from the centerline of Egremont Drive (County Road 22) along the frontage of the lands to be severed, to the satisfaction of the County Engineer.**
- 5) That, if located on the severed lot, the 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.**
- 6) That a qualified septic installer provide risers to grade, as well as effluent filter be installed on the existing tank. The qualified septic installer shall also confirm the condition and location of the existing septic bed and show that it is functioning properly.**
- 7) That the habitability of the single detached dwelling be confirmed to the satisfaction of the Township.**
- 8) 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.**
- 9) 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.**

- 10) That independent accesses to the lands to be severed and the lands to be retained are provided, to the satisfaction of the Township.
- 11) That the owner enter into a severance agreement with the Township in order to advise future owners of the severed lot of Consent B06-2018 of normal farm practices occurring in the area as outlined in the Farming and Food Production Protection Act, 1998, as amended.
- 12) That any outstanding property taxes for the severed and retained lots of Consent B06-2018 be paid in full.
- 13) 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.
- 14) That two paper copies and one digital 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 3, the requirements of the Township of Adelaide Metcalfe Zoning By-law are satisfied. CARRIED.

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the Committee of Adjustment be closed at 7:39 p.m. and Council reconvene in regular session. CARRIED.

Correspondence

Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting - Monday, June 4, 2018 at 7:00 PM
- 2) Regular Council Meeting - Monday, June 18, 2018 at 7:00 PM
- 3) Regular Council Meeting - Tuesday, July 9, 2018 at 7:00 PM
- 4) CC-1 Strathroy & District Chamber of Commerce – Business & Breakfast

Recommended Reading

- 1) CC-2 ABCA – Minutes and Board Highlights
- 2) CC-3 2018 SCRCA Conservation April Meeting Highlights
- 3) CC-4 Minister of Seniors Affairs – Seniors' Month June 2018

- 4) CC-5 Environmental Commissioner of Ontario – Environment, Energy, and Climate Resources for Municipalities

Action Required

- 1) CC-6 Minister of Senior Affairs – Senior Achievement Award
- 2) CC-7 Township of Selwyn – Resolution – Hockey Season Re-Alignment

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council support the resolution from Township of Selwyn regarding Hockey Season Re-alignment. CARRIED.

MOVED by Councillor Hendrikx

SECONDED by Deputy Mayor Stokman

Resolved that Council receive and file Correspondence items CC1 – CC6. CARRIED.

Committee Minutes

CM-1 Emergency Control Group Minutes April 24, 2018

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that Council receive the April 24, 2018 Emergency Control Group Minutes as presented. CARRIED.

Staff Reports

Public Works Manager Jeff Little presented his report to Council.

- 1) PW-1 Kerwood Wind LP Request – Seed Road

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council approve the refund of the security deposit to Kerwood Wind LP as recommended by the Public Works Manager. CARRIED.

MOVED by Councillor Sanders

SECONDED by Councillor Hendrikx

Resolved that Council accept the report from the Public Works Manager as presented. CARRIED

CAO/Treasurer Cathy Case presented her reports to Council.

- 2) CAOTR-1 Accounts Payable May 4 to May 17, 2018

MOVED by Councillor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that the accounts listing for the period May 4 to May 17, 2018 in the amount of \$114,084.12 be approved. CARRIED.

3) CAOTR-2 Agri-Business Tour Sponsorship

MOVED by Councillor Sanders
SECONDED by Councillor MacKinnon
Resolved that Council approve the Agri-Business Tour Sponsorship of \$250.00 as recommended by the CAO/Treasurer. CARRIED.

4) CAOTR-3 Severance and Shared Use Agreement – 2894 Napperton Drive

MOVED by Councillor Hendrikx
SECONDED by Council MacKinnon
Resolved that Council authorize the Mayor and Clerk to sign the Severance and Shared Use Agreement for 2894 Napperton Drive as recommended by the CAO/Treasurer. CARRIED.

Councillor MacKinnon reiterated her pecuniary of interest and exited Council chambers.

5) CAOTR-4 Grogast Subdivision – Transfer of Block

MOVED by Councillor Sanders
SECONDED by Councillor Hendrikx
Resolved that Council authorize the Mayor and CAO/Treasurer to sign the Acknowledgement and Direction on behalf of the Township for the transfer of Block 13-Road Widening as recommended by the CAO/Treasurer. CARRIED.

Councillor MacKinnon returned to Council chambers and resumed her seat.

6) CAOTR-5 Tenders & Quotes 12-2018 to 16-2018

12-2018 – 2018 Single Surface Treatment

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council accept the tender from MSO Construction Limited for the 2018 Single Surface Treatment requirements in the amount of \$266,700.00 plus HST as recommended by the Public Works Manager. CARRIED.

13-2018 – 2018 Cold Recycled Asphalt Leveling Course

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council accept the tender from Norjohn Contracting and Paving Limited for the 2018 Cold Recycled Asphalt Leveling Course for Scotchmere Drive project in the amount of \$269,460.00 plus HST as recommended by the Public Works Manager. CARRIED.

14-2018 – Class 5 Aggregate

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the tender from McKenzie & Henderson Ltd. for the supply of 2,000 tonnes of Class 5 Aggregate in the amount of \$16.95 per tonne plus HST as recommended by the Public Works Manager. CARRIED.

15-2018 – High Density Polyethylene Pipe

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council accept the tender from Ideal Pipe for the supply of 2018 High Density Polyethylene Pipe as specified in the tender document in the amount of \$34,027.51 plus HST as recommended by the Public Works Manager. CARRIED.

16-2018 – New Well & Pumping System Installation – Napier Garage

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the tender from Laskey's Services for a New Well and Pumping System Installation in the amount of \$10,141.00 plus HST subject to adjustment based on the final location of the well as recommended by the Public Works Manager. CARRIED.

7) CAOTR-6 Financial Report Including April Payroll

CAO/Treasurer Cathy Case advised Council that the 2017 audit was completed.

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council receive the financial report including the payroll report for the month of April 2018 as prepared by the CAO/Treasurer. CARRIED.

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

Other Business

Councillor Sanders asked Public Works Manager about the catch basin on Napier Road. Public Works Manager Jeff Little advised Council that the catch basin on Napier Road, north of Melwood Drive on the west side was completely covered in dirt and gravel that required maintenance.

Deputy Mayor Stokman inquired about the summer student position. Public Works Manager Jeff Little advised Council that interviews are being conducted with one (1) more to go before a decision would be made.

Mayor Smith gave Council an update pertaining to SWIFT and the unserved or underserved broadband areas in Middlesex County.

Mayor Smith advised Council that VON Middlesex-Elgin was at County Council and gave a presentation regarding their services and their annual Run Walk 'n Roll.

Mayor Smith advised Council of the proposed solar projects occurring in the municipality of Southwest Middlesex that will affect the Adelaide Metcalfe Transfer Station.

Mayor Smith advised Council of the Grand Re-opening of Denning's Ltd that is occurring Sunday, May 27, 2018 at their Strathroy location. Details pertaining to the grand re-opening will be emailed by the Clerk.

By-laws


CAO/Treasurer Cathy Case advised Council of By-law No. 21 of 2018, a Zoning By-law Amendment for Ralph Bos Meats Ltd. The specified reference plan was received at the office Friday, May 25, 2018.

MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that third and final reading be given to:
By-law No. 21 of 2018 – Zoning By-law Amendment Ralph Bos Meats Ltd.
And that the by-law be signed by the Mayor and Clerk and have the Corporate seal attached. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that all three readings be given to:
By-law No. 26 of 2018 – Council Code of Conduct
By-law No. 27 of 2018 – Severance and Shared Use Agreement – 2894 Napperton Drive
By-law No. 28 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 8:13 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

