

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

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

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

Closed Session

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council, the CAO/Treasurer, the Clerk, the Planner, and the Chief Building Official/By-law Enforcement Officer move to closed session pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 6:47 pm. CARRIED.

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the closed session end at 7:01 pm. CARRIED.

Call to Order

At 7:02 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.

Minutes

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

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

Rise and Report

MOVED by Councillor Hendrikx

SECONDED by Deputy Mayor Stokman

Resolved that Council authorize the Mayor and CAO/Treasurer to sign the Conditional Building Permit Agreement with 1600978 Ontario Inc. upon receipt and approval of a septic system design and plan from Art Bos Engineering to the satisfaction of the Chief Building Official. CARRIED.

Delegation

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 ZBA15-2018 (Brenda Pedden-Boyce, 10625 Townsend Line) be opened at 7:05 pm. CARRIED

Zoning By-law Amendment ZBA15-2018

Brenda Pedden-Boyce, 10625 Townsend Line

Authorized Agent: Peter Boyce

There was no representation in attendance for the application.

Planner Erin Besch reviewed Zoning By-law Amendment Application ZBA15-2018 to extend the temporary zoning of a portion of the subject property as the Temporary Agriculture ((T-2) A-3 Zone, which permits a golf driving range and associated learning centre as a temporary use. The balance of the property will remain General Agriculture (A) Zone.

Through Planner Erin Besch's report, it has been recommended that Zoning By-law Amendment ZBA15-2018 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.

Councillor Hendrikx questioned the shape of the land being re-zoned. Planner Erin Besch advised Council that she was unsure, however, does not change the use of the lands.

Mayor Smith inquired if the front piece of property should be included in the re-zoning. Planner Erin Besch advised Council that the application could be deferred to contact the applicant and ask about including the front piece of property. Planner Erin Besch advised Council, the application was to extend the date of the temporary zoning.

No further comments from Council.

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that the public meeting to hear Zoning By-law Amendment Application ZBA15-2018 (Brenda Pedden-Boyce, 10625 Townsend Line) be closed at 7:11 pm. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council approve the application for Zoning By-law Amendment ZBA15-2018 for 10625 Townsend Line to extend the temporary zoning of a portion of the subject property as the Temporary Agriculture ((T-2) A-3) Zone, which permits a golf driving range and associated learning centre as a temporary use. The Balance of the property will remain General Agriculture (A) Zone and that Council proceed with the first, second, and third reading of the implementing by-law. CARRIED.

7:15 PM Robert Foster and Jennifer Buchanan
Graham Scott Enns, LLP
2017 Draft Financial Statements

Robert Foster of Graham Scott Enns LLP reviewed the draft 2017 Financial Statements with Council, answering any questions throughout the presentation.

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council receive the 2017 Financial Statements as presented by Graham Scott Enns LLP; that the Mayor be directed to sign the Audit Findings on behalf of the Township of Adelaide Metcalfe; and that the CAO/Treasurer be authorized to sign the Management Representation Letter. CARRIED.

7:30 PM Don Van Gorkum
Request to Waive Building Permit Fee

The above delegation was not in attendance for the meeting. Mayor Smith advised Council that this request would be discussed during Staff Report CBO 2 – Building Permit Fee Waived Request.

Correspondence

Upcoming Conferences/Seminars/Meetings

- 1) Inaugural Meeting - Monday, December 3, 2018
- 2) Regular Council Meeting - Monday, December 10, 2018
- 3) Regular Council Meeting - Monday, January 7, 2019
- 4) CC 1 - North Middlesex Mayor Shipway Retirement Nov 28 2018
- 5) CC 2 - Adelaide Metcalfe Inaugural Meeting Invitation Dec 3 2018
- 6) CC 3 - Thames Centre Mayor Maudsley Retirement Dec 5 2018
- 7) CC 4 - TVDSB - 2018 Inaugural Meeting Dec 11 2018
- 8) CC 5 - Middlesex County Inaugural Meeting Dec 13 2018

Recommended Reading

- 1) CC 6 - ABCA - Board of Directors Agenda & Minutes Nov 8 2018
- 2) CC 7 - AMO - MMAH Review Current Model Resolution
- 3) CC 8 - AMO - Cannabis Retail Regulations Released

Action Required

- 1) CC 9 - Township of McKellar Resolution - AMO and Provincial Discussions Open to Public
- 2) CC 10 - MMAH - 2019 ROMA Conference Delegation Request

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council receive and file correspondence items CC-1 to CC-10.

CARRIED.

Committee Minutes

- 1) CM 1 – ECG November 13, 2018 Minutes

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council receive the November 13, 2018 Emergency Control Group Minutes as presented. CARRIED.

Staff Reports

Chief Building Official/By-law Enforcement Officer Jeff Denomy presented his reports to Council.

- 1) CBO 1 – Permit Listing Report August 29 – September 13, 2018

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council accept the Building Permits Issued Report as submitted by the Chief Building Official/By-law Enforcement Officer. CARRIED.

- 2) CBO 2 – Building Permit Fee Waived Request Van Gorkum

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council waive the building permit fee of \$166.20 for Grace Canadian Reformed Church for a 12 foot by 20 foot storage shed. CARRIED.

CAO/Treasurer Cathy Case presented her reports to Council.

- 3) CAOTR 1 - Invoice Payment Approval – November 2 - 15, 2018

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the accounts listing for the period November 2 - 15, 2018 in the amount of \$309,033.23 be approved. CARRIED.

- 4) CAOTR 2 – Site Plan Control and Conditional Building Permit Agreement – 2941 Napperton Drive

CAO/Treasurer Cathy Case advised Council this was discussed in Closed Session with the following motion, as a result from the Closed Session, as passed by Council during the Rise and Report:

MOVED by Councillor Hendrikx

SECONDED by Deputy Mayor Stokman

Resolved that Council authorize the Mayor and CAO/Treasurer to sign the Conditional Building Permit Agreement with 1600978 Ontario Inc. upon receipt and approval of a septic system design and plan from Art Bos Engineering to the satisfaction of the Chief Building official. CARRIED.

- 6) CAOTR 3 – Financial Report Including October Payroll

MOVED by Councillor Sanders
SECONDED by Deputy Mayor Stokman
Resolved that Council accept the Financial Report including October 2018 Payroll as presented by the CAO/Treasurer. CARRIED.

Public Works Manager Jeff Little gave Council a verbal update.

Napier garage has water. The next step will be to de-commission the old well.

Speed reduction signs are installed on Pike Road, however are not installed on Melwood Drive. This is scheduled to be completed this week.

Deputy Mayor Stokman inquired about the construction on School Road at Highway 402 overpass. Public Works Manager Jeff Little advised Council that the road is still closed by the contractor.

Other Business

Councillor Sanders indicated that retired Road Superintendent Eldon Bryant gave him a card to give to Council and Staff. Mayor Smith opened the thank you card and read it to Council and Staff.

Mayor Smith also read a thank you card from Strathmere Lodge Auxiliary.

Councillor Hendriks advised Council and Staff that she was able to find the newsletter(s) she was looking for, that she previously said that she could not find on the Township website. She apologized if her comment made staff feel like they were not doing their job.

Deputy Mayor Stokman advised Council that the Remembrance Day service on November 11, 2018 was well attended and organized. He also inquired about new flags for the Fire Hall. CAO/Treasurer Cathy Case advised Council that this was being out sourced as the past supplier was no longer in business. The flag from the office was offered for the service, however was declined by the Fire Chief.

Deputy Mayor Stokman gave a thank you speech to Council and Staff.

Councillor Sanders gave a thank you speech to Council and Staff.

Mayor Smith advised Council of County Council that took place Tuesday, November 13, 2018 where Optimist Students were presented with certificates of appreciation and lapel pins in recognition of Optimist International Youth Appreciation. The students also participated in a mock council meeting.

Mayor Smith advised Council of the Long Service Awards that were presented to County staff in recognition of 25 years, 30 years, 35 years, and 40 years of service. At

this time, County Councillors announce their running for Warden. Mayor Smith announced he is running for Warden for 2019 term, as well as Mayor Joanne Vanderheyden from Strathroy-Caradoc.

At this time, Mayor Smith gave a short speech to Council outlining his enjoyment working with Council during the past four (4) years.

By-laws

Deputy Mayor Stokman inquired about By-law No. 58 of 2018 – Libro Agreement regarding Corporate Remote Deposit Capture and Online Banking. CAO/Treasurer Cathy Case advised Council that the practice to proceed with this process was previously approved by Council at an earlier meeting. The agreement is a standard agreement.

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Sanders

Resolved that all three readings be given to:

By-law No. 58 of 2018 – Libro Agreement – Corporate Remote Deposit Capture & Online Banking

By-law No. 59 of 2018 – Zoning By-law Amendment ZBA15-2018 Boyce

By-law No. 60 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

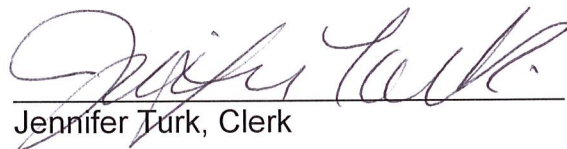
MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that the meeting be adjourned at 8:13 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

