

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – February 16, 2021  
ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

**Present:** Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon

**Also Present:** CAO Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Fire Chief Arend Noordhof and Public Works Manager Coulter Cahill

**Call to Order**

At 7:02 pm, Mayor Kurtis Smith called the meeting to order.

**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.

Deputy Mayor Hendrikx declared pecuniary interest regarding the 7:50 PM delegation with Marge Hendrikx-Rutten discussing her operations at Sydenham Ridge Estates as Deputy Mayor Hendrikx is a preferred vendor at this location.

Mayor Smith formally welcomed CAO Morgan Calvert to his first Council meeting as the CAO for the Township.

**Minutes**

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the minutes of the January 27, 2021 Budget meeting, February 1, 2021 regular Council meeting, February 3, 2021 Budget meeting, and February 10, Budget meeting be approved and circulated.**

**Correspondence**

**A. Upcoming Conferences/Seminars/Meetings**

- 1) Regular Council Meeting - Monday, March 1, 2021
- 2) Regular Council Meeting - Monday, March 15, 2021
- 3) Regular Council Meeting - Tuesday, April 6, 2021

- B. Recommended Reading
- 1) CC-1 MLSX BOH Update for January  
CC-1 BOH Monthly Update January 2021
- C. Action Required
- 1) CC-2 Asphodel Norwood - Resolution CSWB Plan - Extension Request
  - 2) CC-3 Guelph Eramosa Township - Resolution - Advocacy for Reform - MFIPPA Legislation

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council support the resolution from Guelph/Eramosa Township regarding Advocacy for Reform – Municipal Freedom of Information and Protection of Privacy Act legislation. CARRIED.**

- 3) CC-4 Conmee - Resolution - Criminal Record and Municipal Elections Act

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive and file Correspondence Items CC-1, CC-2, and CC-4. CARRIED.**

#### Delegations & Timed Events

7:05 PM Committee of Adjustment

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Brodie**  
**Resolved that Council convene as the Committee of Adjustment for the purpose of hearing Minor Variance Application A01-2021 (Susan Boersema, 3261 Mullifarry Drive), and Minor Variance Application A02-2021 (Mark & Lisa Bastiaansen, 9195 Townsend Line), at 7:21 pm. CARRIED.**

A01-2021 – Susan Boersema, 3261 Mullifarry Drive

Planner Stephanie Poirier advised the Committee of Adjustment that the applicant wishes to defer her application at this time.

Councillor MacKinnon inquired if the applicant could show on their sketch where their weeping tile is located and inquired to have the Drainage Superintendent investigate if Cuddy Drain runs through the subject property.

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Brodie**  
**Resolved that Council approve the request from the applicant to defer Minor Variance Application A01-2021 as requested by the applicant. CARRIED.**



A02-2021 – Mark & Lisa Bastiaansen, 9195 Townsend Line

There was no representation in attendance for the subject application.

Planner Stephanie Poirier reviewed Minor Variance application A02-2021, to seek relief from provisions of Section 6.2 of the Township of Adelaide Metcalfe Comprehensive Zoning By-law No. 34-2007 as it relates to the front yard setback of an addition onto an existing greenhouse/garden centre. More specifically, the owner is proposing to build a 3 m<sup>2</sup> (32 sq ft) addition to the storefront portion of the existing business with a front yard setback of 22 m (72 ft), whereas a front yard setback of 30 m (98 ft) is required. It is noted that the existing building has a front yard setback of approximately 23 m (75 ft).

The subject lands are 1.15 ha (2.83 ac) in size and contain commercial greenhouses, a retail store, a single detached dwelling, and detached garage. The lands are serviced by municipal water, a private septic system, and have existing entrances onto Townsend Line (County Road 12). Surrounding land uses are agricultural in nature.

Through Planner Stephanie Poirier's report, it has been recommended that Minor Variance A02-2021 be granted.

The Committee of Adjustment took a five (5) minute recess to allow the public to register for comment on the said application at 7:29 pm.

There were no further registrations for comment on the said application.

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved THAT Application for Minor Variance A02-2021, filed by Mark & Lisa Bastiaansen, for relief from Section 6.2 of the Township of Adelaide Metcalfe Comprehensive Zoning By-law No. 34-2007 in order to permit a 3 m<sup>2</sup> (32 sq ft) addition to the storefront portion of the existing business to be constructed with a front yard setback of 22 m (72 m), whereas a front yard setback of 30 m (98 ft) is required be GRANTED by the Committee of Adjustment. CARRIED.**

**MOVED by Councillor Clarke**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council adjourn as the Committee of Adjustment for the purpose of hearing Minor Variance Application A01-2021 (Susan Boersema, 3261 Mullifarry Drive), and Minor Variance Application A02-2021 (Mark & Lisa Bastiaansen, 9195 Townsend Line), at 7:35 pm. CARRIED.**

7:35 PM Frank Cowan Insurance & HMS Insurance  
Tony Commisso and Kathryn Veltman

Tony Commisso reviewed the 2021 Insurance program for the Township answering questions from Council throughout his presentation.

7:50 PM Marge Hendrikx-Rutten  
Sydenham Ridge Estates, 1425 Melwood Drive

Deputy Mayor Hendrikx reiterated her pecuniary interest and was moved virtually to the waiting room.

CAO Morgan Calvert advised Council of the following:

- Marge Hendrikx-Rutten would be the only delegation regarding the subject matter
- The delegation would have 15 minutes to address Council
- The delegation is pertaining to operations at Sydenham Ridge Estates, and
- This was not a planning meeting

Marge addressed Council about moving forward with her planning applications for Official Plan Amendment and Zoning By-law Amendment, in order to work towards site plan control and asked that the process move quickly as possible to not delay her business operations.

Council addressed the delegation with questions, pertaining to the operations of her business as well as mitigation measures for noise.

CAO Morgan Calvert advised Council and the delegation, of next steps, after the approval of the Official Plan Amendment, and Zoning By-law Amendment from Township Council, comes approval from the County of Middlesex as the delegated authority. Once approved from the County, site plan application process will begin with an agreement between the business and the Township, where, for example, noise mitigation could be part of the site plan agreement.

Mayor Smith advised Council and the delegation, that the next planning meeting was Monday, March 15, 2021, where the Official Plan Amendment and Zoning By-law Amendment applications would be reviewed by Council.

Deputy Mayor Hendrikx returned to her seat for the remainder of the meeting.



### **Staff Reports**

Fire Chief Noordhof presented his report to Council.

- 1) FC-1 MTO Access Agreement Report  
FC-1 MTO Agreement

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the MTO System Access Staff Report as prepared by the Fire Chief. CARRIED.**

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council approve the agreement with Minister of Transportation and the Township of Adelaide Metcalfe regarding invoicing for emergency services and that the CAO be authorized to sign the agreement, and the Mayor and Clerk be authorized to sign the bylaw and the corporate seal be attached. CARRIED.**

Public Works Manager Coulter Cahill presented his report to Council.

- 2) PWM-1 Back-up Generator Replacement Staff Report

Councillor Clarke inquired about the age of the generator. Public Works Manager Coulter Cahill advised Council that the age of the unit is 12 years old.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Back-Up Generator Replacement Staff Report as presented by the Public Works Manager. CARRIED.**

Clerk/Acting Treasurer Jennifer Turk presented her reports to Council.

- 3) C-1 Delegate Authority for MFIPPA

Deputy Mayor Hendrikx inquired if the process currently was different from past practices. Clerk/Acting Treasurer Jennifer Turk advised Council that staff is careful as to what information is being handed out when requested and following Municipal Freedom of Information processes as directed by the Clerk's Department.

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council receive the Delegate Authority for MFIPPA (Municipal Freedom of Information and Protection of Privacy Act) Report as presented by the Clerk/Acting Treasurer. CARRIED.**

**MOVED by Councillor Clarke**

**SECONDED by Councillor MacKinnon**

**Resolved that Council adopt the following resolution delegating the powers of Council to the Clerk to act as “Head” for MFIPPA purposes:**

**From the proposed by-law...**

**1. THAT under the act Council is appointed as the “Head” of the institution for MFIPPA purposes.**

**2. AND FURTHER THAT Council does hereby delegate its powers and authorizes the Municipal Clerk to act as “Head” of the Township for the purpose of administering the Municipal Freedom of Information and Protection of Privacy Act and for decisions made thereunder.**

**3. THAT this by-law shall come into force and take effect from and upon the final passing thereof. CARRIED.**

- 4) C-2 AP Jan 27 to Feb 10 AP Report  
C-2 Accounts Payable Jan 27 to Feb 10 2021 Listing

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the Invoice Payment Approval Report as presented by the Clerk/Acting Treasurer and that Council approve the accounts listing for the January 27 to February 10, 2021 in the amount of \$147,872.02. CARRIED.**

CAO Morgan Calvert presented his reports to Council.

- 5) CAO-1 Municipal Audit Services for 2020 Fiscal Year

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the External Audit Appointment Staff Report as presented by the CAO. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council appoint Graham Scott Enns as municipal financial auditor for 2020 fiscal year to complete the core audit and Financial Information Return. CARRIED.**



6) CAO-2 Joint Building Services Update Report

Council inquired questions regarding the joint building services with Middlesex Centre relating to:

- Transitioning to Middlesex Centre services
- Customer service
- Assistance to use electronic building permit software
- Inspectors for Adelaide Metcalfe

**MOVED by Councillor Clarke**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receives the Joint Building Services Update – Changes Staff Report as presented by the CAO. CARRIED.**

7) CAO-3 Electronic Building Permit Application Processes Feb 2021 report package

Deputy Mayor Hendrikx inquired if the software could be paid using the Modernization Grant. CAO Morgan Calvert advised Council that the Building Services Reserve is very restricted for use, however the one-time Modernization Funds are not.

**MOVED by Councillor Clarke**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the Electronic Building Permit Application Process Report as presented by the CAO. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council approve the \$9,000 electronic building permit software with Evolta for Could Permit and that the funds be used from the Building Services Reserve for the 2021 Budget, with subsequent costs to be incorporated in future budgets beginning 2022. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council authorize the CAO to sign the Evolta Software Agreement. CARRIED.**

**Other Business**

Deputy Mayor Hendrikx advised of a 5km walk she is participating in on Saturday, February 20, 2021 called “Coldest Night of the Year 2021”. Funds raised go towards charities serving people experiencing homelessness, hurt, and hunger.

**By-laws**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

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

**By-law No 10 of 2021 – Appoint CBO and Building Inspectors from Middlesex Centre**

**By-law No 11 of 2021 – Minister of Transportation Agreement**

**By-law No 12 of 2021 – Appoint By-law Enforcement Officers for Building Code Act**

**By-law No 13 of 2021 – Delegate Clerk as Head for MFIPPA Purposes**

**By-law No 14 of 2021 – Evolta Agreement – Electronic Building Permit Software**

**By-law No 15 of 2021 – Confirm Council Proceedings**

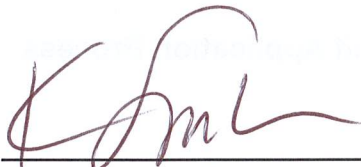
**And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

**Adjournment**

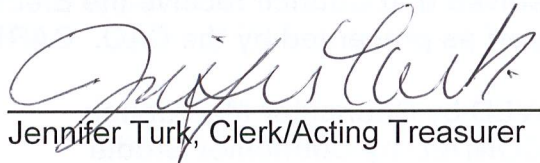
**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the meeting be adjourned at 8:21 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer