

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – September 16, 2019**

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

**Absent:** Deputy Mayor Mary Ann Hendrikx

**Also Present:** CAO/Treasurer Cathy Case, Clerk Jennifer Turk, 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.

None.

Mayor Smith advised Council that he recently attending the MISA (Municipal Information Systems Association) in Whistler, British Columbia. Ontario has a MISA conference upcoming in Toronto October 21 to 23, 2019, which is during the FCM (Federation of Canadian Municipalities) Sustainable Communities Conference in Newfoundland.

**Minutes**

**MOVED by Councillor Clarke**

**SECONDED by Councillor MacKinnon**

**Resolved that the Minutes of the September 3, 2019 regular meeting minutes be approved and circulated. CARRIED.**

**Delegations and Timed Events**

7:00 PM Strathroy Middlesex General Hospital Foundation  
Presentation of Donation and Verbal Update

Council presented the Foundation with a donation cheque for \$15,000, as approved in the 2019 Budget.

Janet Grantham and Susan McLean gave a brief update regarding the statistics of residents in Adelaide Metcalfe that use the hospital.

Susan McLean advised Council of a tour being arranged of the imaging diagnostics department with a date to be determined.

7:05 PM                      Public Meeting

**MOVED by Councillor MacKinnon  
SECONDED by Councillor Brodie  
Resolved that the public meeting to hear Zoning By-law Amendment Z09-2019 (Keith McCormick, 4602 Egremont Drive), be opened at 7:07 pm. CARRIED.**

Zoning By-law Amendment Z09-2019  
Keith McCormick, 4602 Egremont Drive

Keith McCormick was in attendance for the application.

---

Planner Erin Besch reviewed Zoning By-law Amendment Application Z09-2019 to extend the temporary use of a second dwelling on the subject lands for a period of three (3) years, that was originally granted in 2007, and the applicant has reapplied for then extension every three years since that date, the most recent being in 2016. The temporary zoning by-law expires on October 17, 2019. The application proposes to extend the temporary zoning of the subject property as the Temporary Agriculture ((T-1) A-2) Zone, which permits a second dwelling unit as a temporary use. The applicant has advised that his mother-in-law still lives in the dwelling; therefore, the use is still required.

Through Planner Erin Besch's report, it has been recommended that Zoning By-law Amendment Z09-2019 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.

Keith McCormick had no comments.

There were no comments from members of the public in attendance. There were no comments from Council.

**MOVED by Councillor Clarke  
SECONDED by Councillor Brodie  
Resolved that the public meeting to hear Zoning By-law Amendment Application Z09-2019 (Keith McCormick, 4602 Egremont Drive), be closed at 7:09 pm and Council reconvene in regular session. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council approve the application for Zoning By-law Amendment Z09-2019 for 4602 Egremont Drive to extend the temporary zoning of the subject property as the Temporary Agriculture ((T-1) A-2) Zone, which permits a second dwelling unit as a temporary use, for a period of three (3) years and that all three readings be given to Zoning By-law No. 61 of 2019. CARRIED.**

7:20 PM

Committee of Adjustment

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council convene as the Committee of Adjustment for the purpose of hearing Minor Variance Application A08-2019 (Rick Govers and Sandra Young, 28714 Dolphin Road), and Consent Application B12-2019 (Carrigan & Jennifer MacDougall, 4225 Calvert Drive) at 7:20 pm. CARRIED.**

Minor Variance Application A08-2019

Rick Govers and Sandra Young  
28714 Dolphin Road

Rick Govers was in attendance for the application

Planner Erin Besch reviewed Minor Variance Application A08-2019, to permit the construction of an accessory building with a maximum height of 6.2 m (20.3 ft) from grade to peak, whereas the maximum building height for an accessory building is 5.0 m (16.4 ft) according to the Zoning By-law.

Through Planner Erin Besch's report, it has been recommended that Minor Variance A08-2019 be approved as the application is consistent with the Provincial Policy Statement; confirms 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.

Rick Govers had no comments.

There were no comments from the gallery.

Councillor Clarke inquired if the intent of the construction of the accessory building was to operate a business. Rick Govers advised Council, the accessory building would be for personal use to repair his own vehicles.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Application for Minor Variance A08-2019 by Rick Govers and Sandra Young, which seeks permission for the construction of an accessory building with a maximum height of 6.2 m (20.3 ft) from grade to peak, whereas the maximum building height for an accessory building is 5.0 m (16.4 ft), be granted, subject to the following condition:**

- 1. THAT the subject accessory building include eave and troughs along the lengths of the building's fascia and the related downspout be directed away from any neighbouring property to the satisfaction of the Township's Chief Building Official. CARRIED.**

Consent Application B12-2019

Carrigan & Jennifer MacDougall  
4225 Calvert Drive

There was no one in attendance for the application.

Planner Erin Besch reviewed application for Consent B12-2019. Erin Besch advised Council that this was a new application as the previously approved Consent Application B03-2018 on September 17, 2018, with a one (1) year time frame to complete all the conditions had lapsed September 19, 2019. Consent Application B12-2019 is to sever a surplus farm dwelling on a lot with a frontage of approximately 112.8 m (370 ft) along Calvert Drive and an area of approximately 0.6 ha (1.4 ac) from a farm holding with a lot area of approximately 41.1 ha (101.6 ac).

Through Planner Erin Besch's report, it has been recommended that Consent B12-2019 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 3, the requirements of the Township of Adelaide Metcalfe Zoning By-law would be satisfied.

Planner Erin Besch also advised Council that since the original Consent Application B03-2018 was approved by Council in September 2018, the County's policy has changed in regards to road widening dedications for both the retained parcel and severed parcel of lands.

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

Councillor MacKinnon inquired about Condition #14 - That the outstanding application fee of \$1,600 be paid in full for Consent application B12-2019. Planner Erin Besch advised Council that at the time of the report, the applicant had not paid the \$1,600 application fee as required, however, after the report was circulated, payment was received at the Township office.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Application for Consent B12-2019, submitted under Section 53 of the Planning Act, to permit the severance of a residence from a farm parcel, facilitating the creation of a new lot to dispose of a residence surplus to a farming operation, as a result of consolidation, at 4225 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 a Zoning By-law Amendment that recognizes the residential use of the severed lot of Consent B12-2019 and prohibits new dwellings on the retained lot of Consent B12-2019 be in full force and effect.**
- 4. That the hydro service for the lot to be severed be wholly contained without encroaching onto the lot to be retained. Or that a hydro easement be required in favour of the owner of the lot to be severed over the lot to be retained to allow access to the hydro service.**
- 5. That the owner provide road widening dedications 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 and the lands to be retained to the satisfaction of the County Engineer.**
- 6. That 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.**
- 7. That unless 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.**
- 8. That the habitability of the single detached dwelling be confirmed by the Township's Chief Building Official.**
- 9. 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.**
- 10. That 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.**

11. That independent accesses to the lands to be severed and the lands to be retained be confirmed, to the satisfaction of the Township.
12. That the owner enter into a severance agreement with the Township in order to advise future owners of the severed lot of Consent B12-2019 of normal farm practices occurring in the area as outlined in the Farming and Food Production Protection Act, 1998, as amended.
13. That any outstanding property taxes for the severed and retained lots of Consent B12-2019 be paid in full.
14. That the outstanding application fee of \$1,600 be paid in full for Consent application B12-2019.
15. That a preliminary survey showing the lands being severed 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 printed 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 Clarke**

**SECONDED by Councillor Brodie**

**Resolved that the Committee of Adjustment be closed at 7:27 PM and Council reconvene in regular session. CARRIED.**

### Correspondence

- A. Upcoming Conferences/Seminars/Meetings
  - 1) Public Meeting - Tuesday, September 24, 2019 @ 6:30 PM
  - 2) Council Meeting - Monday, September 30, 2019 @ 7 PM (Recap from September 24, 2019)
  - 3) Regular Council Meeting - Monday, October 7, 2019
  - 4) Public Meeting – Special Policy Area Planning Study – Thursday, October 17, 2019, 3 PM – 6 PM Open House, 6 PM Public Meeting
  - 5) Regular Council Meeting – Monday, October 21, 2019
  - 6) Regular Council Meeting – Monday, November 4, 2019
- B. Recommended Reading
  - 1) CC-1 Middlesex County – The Place We Call Home

Councillor MacKinnon expressed her concerns with this event that she attended. The event did not start on time as advertised, poor signage for direction into the venue, and there were not many tables for people to sit at.

- 2) CC-2 MTO - Speed Limit Pilot Project Letter  
CC-2 MTO - Speed Limit Pilot - Consultation

C. Action Required

- 1) CC-3 Strathroy-Caradoc - Minor Variance A22-2019 Public Notice

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council has no objections to the Municipality of Strathroy-Caradoc Minor Variance Application A22-2019. CARRIED.**

- 2) CC-4 Kitchener - Resolution - Reducing Litter and Waste in our Communities
- 3) CC-5 Larder Lake - Resolution - Electronic Delegation

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council support the Township of Larder Lake resolution regarding lobbying the provincial ministers to be allow for electronic delegation. CARRIED.**

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council receive and file Correspondence items CC-1, CC-2, and CC-4. CARRIED.**

**Staff Reports**

Clerk Jennifer Turk presented her report to Council.

- 1) C-1 Facilitating Services September 24 2019 Public Meeting

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Facilitating Services – September 24, 2019 Public Meeting as presented by the Clerk. CARRIED.**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that Council approve the services from Bryan Boyle and Associates for facilitating purposes for the Public Meeting scheduled for Tuesday, September 24, 2019 at 6:30 PM regarding the creation of a community hub and improvements to Kerwood Park in the amount of \$2,500 plus HST. CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

- 2) CAOTR-1 Invoice Payment Approval  
CAOTR-1 Invoice Payment Listing-Aug 31 to Sep 12 2019

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council approve the accounts listing for the period August 31, 2019 to September 12, 2019 in the amount of \$108,858.42 as presented. CARRIED.**

- 3) CAOTR-2 Interview Committee-Public Works Manager Recruitment

**MOVED by Councillor Clarke**

**SECONDED by Councillor MacKinnon**

**Resolved that Council approve Mayor Kurtis Smith, Councillor Mike Brodie, and CAO/Treasurer Cathy Case sit on the interview committee for the Public Works Manager Position. CARRIED.**

- 4) CAOTR-3 Financial Report

Councillor MacKinnon inquired if any monies have been received to date regarding the properties that are registered for tax collection. CAO/Treasurer Cathy Case advised Council that no accounts have been cleared.

Mayor Smith inquired if the Summer Student Public Works Labourer was still employed by the Township. CAO/Treasurer Cathy Case advised Council that Kyle was still working since Public Works Department is down one (1) staff member.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Financial Report including August Payroll as presented by the CAO/Treasurer. CARRIED.**

- 5) CAOTR-4 Request for Proposal-Sidewalk Engineering  
CAOTR-4 Request for Proposal-Sidewalk Engineering-Attachment

CAO/Treasurer Cathy Case advised Council that due to email technical difficulties, the Township was not able to receive external emails on Monday, September 16, 2019, therefore further information required by Council for sidewalk engineering from one firm was not received prior to Council meeting.



**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council approve the start time of 6:00 PM on Tuesday, September 24, 2019 to discuss sidewalk engineering tenders, prior to the Public Meeting taking place at 6:30 PM. CARRIED.**

CAO/Treasurer Cathy Case requested clarification from Council regarding possible venues to hold the Public Consultation Meeting for Special Policy Areas Planning Study on Thursday, October 17, 2019. Council directed staff to inquire the use of the Fire Hall due to accessibility and the anticipated number of people attending.

Councillor Clarke inquired who would receive notice of this meeting. CAO/Treasurer Cathy Case advised Council that the owners of the subject property(ies) and any property within 120 metres of each of the seven (7) Special Policy Areas would receive notice as per the Planning Act. The Notice would also be posted in the two (2) local newspapers, posted on the Township website and Facebook Page. Mayor Smith inquired if the sign at the Fire Hall could be changed to reflect the meeting information.

### **Other Business**

Councillor Brodie inquired about the property in Kerwood where the house was torn down, that there is no grass laid there, only weeds. CAO/Treasurer Cathy Case advised Council that the grass/weeds is cut by Township contractor and charges are billed to the property owner.

Mayor Smith inquired if Council was happy with the construction that took place at the CN tracks on Kerwood Road. Council directed staff to contact County of Middlesex regarding concerns brought forward.

Mayor Smith advised Council that properties in the Township appear to be getting cleaned up. Councillor Clarke advised Council that staff should be thanked for issuing letters and staying on top of complaints that are received at the office.

Mayor Smith advised Council that the Warden's Banquet is Saturday, November 9, 2019 at the Middlesex County Building.

### **By-laws**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

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

**By-law No. 61 of 2019 – Zoning By-law Amendment Z09-2019, Keith McCormick**

**By-law No. 62 of 2019 – Confirm Council Proceedings**

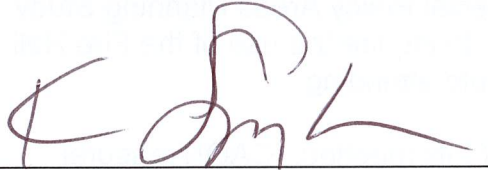
**And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

**Adjournment**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the meeting be adjourned at 7:51 pm. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk