

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – February 5, 2018**

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

Absent: Councillor Mary Ann Hendrikx

Also Present: CAO/Treasurer Cathy Case, Clerk Jennifer Turk, Public Works Manager Jeff Little, and Fire Chief Arend Noordhof

Jennifer Huff, Planner, County of Middlesex, and Erin Besch, Planner, County of Middlesex (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.

Deputy Mayor Stokman declared a conflict of interest on the proposed draft Zoning By-law amendment regarding property labelled 'CC (H-14)' on Map 7 of the proposed changes to the Zoning By-law due to being an abutting property owner to the said lands.

Delegations & Timed Events

7:05 PM Jennifer Huff, Planner, County of Middlesex
Erin Besch, Planner, County of Middlesex

Planner Jennifer Huff reviewed the final report of the proposed amendments to the Official Plan and Zoning By-law as recommended by staff and Council pertaining to the Interim Control By-law. The proposed amendments relate specifically to the area serviced by Strathroy-Caradoc under the servicing agreement. Council discussed further the final report with the Planner and provided direction.

At the appropriate time, Deputy Mayor Stokman reiterated his interest as declared, stepped back from Council table and did not participate in discussions.

7:30 PM Dave Hannam, Senior Planner, Zelinka Priamo Ltd.
28610 Centre Road
Site Development

Dave Hannam requested to address Council in regards to consideration of a site specific zoning for the proposed increase in maximum height for the hotel being revised as part of a site plan application.

As the Planner had no concerns with addressing the maximum height of the hotel for that property through a site specific amendment, Council requested that this be included in the final draft.

MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that Council defer the Interim Control By-law Final Report regarding proposed amendments to the Official Plan and Zoning By-law for the Commercial Corridor until the next regular meeting. CARRIED.

At this time, Council took a 5 minute recess.

Additional Agenda Items

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Stokman
Resolved that the email correspondence received from the McGuire & Weaver Family, dated February 3, relating to CAOTR-3 Report, Suncor Request for Reference be added to the agenda. CARRIED.

Minutes

MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that the Minutes of the January 22, 2018 regular meeting be approved as printed and circulated. CARRIED.

Correspondence

- 1) CC-1 FCM Conference 2018
- 2) CC-2 FCM – Canada Post Future
- 3) CC-3 Middlesex County Clerks & Treasurers Funspiel
- 4) CC-4 IPM Community Meetings – February 23 and 24
- 5) CC-5 Strathroy Grand Opening February 15th 2018
- 6) CC-6 2018 SCRCA AGM Invitation
- 7) CC-7 Cannabis Act – Update on Enforcement
- 8) CC-8 Lead the Change Collaborative Community Forum
- 9) CC-9 SMIFT Update

- 10) CC-10 Vision Zero Advocate – 2018 Conference
- 11) CC-11 2018 Farmland Forum Program Final
- 12) CC-12 Committee of Adjustment Strathroy-Caradoc

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council has no objections or concerns regarding the Committee of Adjustment Notice of Public Meeting with the Municipality of Strathroy-Caradoc for the application for Consent B1/18 on Wright Street. CARRIED

- 13) CC-13 Lakeshore – Marijuana Tax Revenue

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council support the resolution from the Town of Lakeshore regarding the allocation of tax revenues generated from the sale of marijuana to municipalities directly. CARRIED.

- 14) CC-14 Lakeshore – Population Projections Resolution

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council support the resolution from the Town of Lakeshore regarding the Government of Ontario be urged to grant more autonomy to lower-tier municipalities, to adopt and rely upon their own growth projections and estimates, especially for financial planning purposes. CARRIED.

- 15) CC-15 Too Far Too Fast Canada – Cannabis Resolution

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Sanders

Resolved that Council receive and file Correspondence items CC-1 to CC-11, and CC-15. CARRIED.

Staff Reports

Fire Chief Arend Noordhof presented his reports to Council.

- 1) FC-1 Annual Report of Fire Calls
- 2) FC-2 Annual Activity Report

MOVED by Deputy Mayor Stokman
SECONDED by Councillor MacKinnon
Resolved that Council accept the reports from the Fire Chief as presented.
CARRIED.

Clerk Jennifer Turk presented her report to Council.

3) C-1 Procedural By-law Update

Mayor Smith suggested to Council the following possible amendments to the draft Procedural By-law for Council to consider at the next meeting:

- a. 8.7 - (j) be changed to Council Comments & Inquiries
- b. 14.3 – Five (5) minutes be added for recess duration
- c. 15.1 – add four (4) hours for the duration of a council meeting

MOVED by Councillor Sanders
SECONDED by Deputy Mayor Stokman
Resolved that Council review the additions/changes made to the draft Procedural By-law and that any changes/revisions/clarifications be submitted and reviewed at the February 20, 2018 regular meeting. CARRIED.

4) C-2 Social Media Policy

Council discussed the newly created policy for the Township of Adelaide Metcalfe. Councillor MacKinnon inquired about a report being submitted to Council annually/semi-annually, from the Clerk, to advise Council of any inappropriate comments on the Township's social media accounts.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Stokman
Resolved that Council approve the Social Media Policy as presented by the Clerk and that Council approve the creation of the Township of Adelaide Metcalfe Facebook Page and Twitter account. CARRIED.

MOVED by Councillor Sanders
SECONDED by Deputy Mayor Stokman
Resolved that Council accept the reports of the Clerk as presented. CARRIED

CAO/Treasurer Cathy Case presented her report to Council.

5) CAOTR-1 Accounts Payable Listing – January 19 to February 1, 2018

MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that the accounts listing for the period January 19 to February 1, 2018 in the amount of \$90,203.67 be approved. CARRIED.

- 6) CAOTR-2 School Road Landfill – Follow Up
- 7) CAOTR-3 Suncor Request for Reference

Councillor Sanders asked that Staff contact Suncor regarding follow-up from the sound testing that was performed in December 2016 for the McGuire and Weaver family.

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council provide a letter of reference for Suncor Energy as a wind project developer and operator which in no way would indicate support for wind turbine projects within the Township. CARRIED.

Mayor Smith asked staff to read aloud the draft letter of reference for Council and for the public's knowledge.

- 8) CAOTR- 4 Request for Proposal – Digital Photocopier

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council direct staff to review the requests for proposal for the supply of one digital photocopier and determine which photocopier will best suit the needs of the Township and report back to Council. CARRIED.

- 9) CAOTR-4 Payroll – December 2017

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council receive the payroll report for the month of December 2017 as prepared by the CAO/Treasurer. CARRIED.

- 10) CAOTR-5 Financial Report

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the Financial Report as presented by the CAO/Treasurer. CARRIED.

Other: (Verbal Update)

The CAO/Treasurer advised Council that Dave Hannam was a scheduled delegation on the agenda. He had requested an opportunity to address Council on the zoning amendments which affect his client's development proposal.

The CAO/Treasurer advised Council that four (4) difference logo styles, with different versions for each style, was submitted by CR Creative Company Ltd.

The CAO/Treasurer advised Council that the next Parks & Recreation Committee Meeting would take place at the end of March, however not during the last week of March.

The CAO/Treasurer requested Council consider a proposed change to the start time to the next Regular Council Meeting, scheduled for Tuesday, February 20, 2018, due to the amount of content on the agenda.

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that the regular Council meeting scheduled for Tuesday, February 20, 2018 begin at 6:00 p.m. CARRIED.

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that Council accept the reports of the CAO/Treasurer as presented. CARRIED.

Other Business

Councillor Sanders inquired about the process for past retirement dinners. The CAO/Treasurer indicated to Council that past practices were unknown due to the amount of time that has elapsed since the last retirement dinner held for a Township employee. The CAO/Treasurer indicated that the process used for Eldon Bryant's Retirement Dinner would be the common practice moving forward.

Mayor Smith brought forth a resolution for Council's consideration at the next meeting regarding Council of the Township of Adelaide Metcalfe calling on the Ontario Ministry of Transportation to install digital overhead communication signs above Highway 402 west of the Kerwood Road, Exit 56 and east of Hickory Drive, Exit 69 to communicate with the travelling public by informing motorists of weather/road conditions, road closures, and reception centres during weather events and also to communicate everyday awareness objectives.

By-Laws

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that all three readings be given to:

By-law No. 4 of 2018, Confirm Council Proceedings

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

Adjournment

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that the meeting be adjourned at 9:03 PM. CARRIED.

Kurtis Smith, Mayor

Jennifer Turk, Clerk