

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
SPECIAL COUNCIL MEETING MINUTES – March 8, 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, Public Works Manager Coulter Cahill, Fire Chief Arend Noordhof, County of Middlesex Engineer Chris Traini, and Spriets Engineers Shanna McIlmurray and Kevin McIlmurray

**Call to Order**

At 2:02 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.

None

**International Women's Day**

Mayor Smith announced Happy International Women's Day and advised Council of a virtual event held earlier in the day that Councillor Clarke participated in that Community Futures Middlesex held.

**Kerwood Park Improvement Project**

CAO Morgan Calvert thanked County Engineer Chris Traini for the assistance in getting the information together regarding the improvement project for Kerwood Park.

CAO Morgan Calvert presented his presentation to Council:

- Project Summary
- Project Approach – 2-year phase in approach
- Budget
  - Phase 1 – Facility, including any work related to the pavilions
  - Phase 2 – upgrades to ball diamonds, dugouts, lighting, bleachers, parking lot, aesthetics and landscaping
  - Total Cost \$737,000
    - Phase 1 - \$415,000 - \$360,000 reserved to date. \$100,000 ICIP grant funding – waiting for response
    - Phase 2 - \$322,000 – will be leveraging grant funding opportunities and working with community partners to fundraise and seek other revenue opportunities
- Park Layout/Site Plan – December 2020 to March 2021 that included feedback from community groups, public, Staff and Council
  - Two (2) Accessible washrooms based on average use of the park. Additional portable washrooms may be required for larger events.
  - Kitchen with convenience window
  - Storage Space
  - Mechanical Room
- Future existence of the cement block barn/building at the entrance of the ball park

Council discussed the revised Park Layout/Site Plan.

Council discussed the current use and future use of the cement block barn/building at the entrance of the ball park, due to lack of storage for Township equipment.

Council discussed having an entrance from the storage room to the kitchen. County Engineer Chris Traini advised Council that with the storage of chemicals in the storage area for park maintenance, it would not be advisable to have an entrance to the kitchen for safety protocols.

Council discussed the option of constructing a second pavilion connected to the new facility building.

Council discussed the walkway from the building to the existing south pavilion to be accessible including accessible access from the gravel parking lot to the building, and accessible sidewalks from the public sidewalks to the entrance at Kerwood Park.

Council discussed keeping the concrete pad from the north pavilion. County Engineer Chris Traini advised Council the idea of the renovation/upgrade to the park is to preserve as much as possible to keep costs low for both phases.

Council discussed an outdoor cooking area for the Optimist Club and Fire Department. Spriets advised the need of fire suppression and range hoods required if there was to be any cooking on site.

Council discussed costs associated with the requirement of fire suppression and range hoods and discussed if a mobile food trailer would be better suited that the community groups could purchase to use for their annual events to deter increased costs for the Kerwood Park Improvement Project.

Council discussed the condition of the cement block barn/building at the entrance of the ball park and potential costs to upgrade the building for use.

Council discussed the need of a second pavilion to be installed, with the option of attaching the second pavilion to the new facility and tendering the second pavilion in Phase 1. County Engineer Chris Traini advised Council the intent of the revised designed facility was to allow for the flexibility for future needs from community groups and the Township to decide what is required in Phase 2, or for additional phases if required.

Council discussed the width of the serving window(s) in the new facility.

Council discussed the placement of the new facility.

Council discussed the condition of the north pavilion. Spriets advised Council that this pavilion was condemned in 2020 and requires to be demolished.

Spriets discussed with Council the need to treat the water on site. Public Works Manager Coulter Cahill advised Council and Spriets that the well on site is a deep well that provides 4 gpm of water. The water treatment equipment would be placed in the Mechanical room with an estimated cost of \$2,500.

Council discussed the aesthetics of the facility as well as winterizing the building to prevent freezing. The facility is designed to be maintenance free.

Council discussed the timeline of the project. Spriets advised Council that the project may be ready to go to tender in three (3) to four (4) weeks. The tender would close by middle of April, with construction to commence in May. It is anticipated construction would take three (3) to four (4) months. By August 2021, the facility should be finished construction.

Council gave staff direction to amend the revised facility plan as discussed and bring back to Council before tendering the project for Phase 1:

- Demolish north pavilion
- Install second pavilion attached to facility as an option
- Install two (2), four foot servicing windows

Council will hold a Special Council meeting prior to tendering Phase 1. After the tender closes, Council will have an idea of how much Phase 1 will cost.

Public Works Manager Coulter Cahill advised Council he was in favour of the second pavilion being included in Phase 1. Fire Chief Noordhof advised having longer servicing windows would be beneficial.

Councillor Clarke inquired for the need to install charging stations. County Engineer Chris Traini advised Council that there is no legislative requirement at this time. Deputy Mayor Hendrikx advised Council to include in Phase 2.

Council discussed sidewalk options to be included in Phase 1. County Engineer Chris Traini advised Council that there will be concrete work in Phase 2.

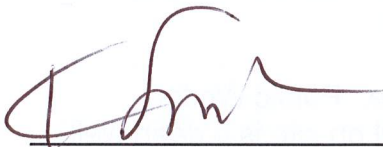
Mayor Smith thanked everyone for joining the meeting.

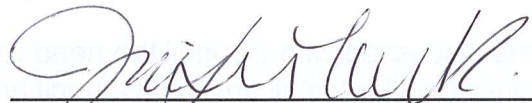
**Adjournment**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that the Special Council Meeting be adjourned at 3:11 PM. CARRIED.**

  
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Kurtis Smith, Mayor

  
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Jennifer Turk, Clerk/Acting Treasurer