

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES**

**Monday, January 13, 2025**

**Present:** Councillor Brodie, Mayor Clarke, Councillor MacKinnon,  
Councillor Kingma, Councillor Noordhof

**Also Present:** Morgan Calvert - CAO, Coulter Cahill - Public Works  
Manager, Johnny Pereira - Treasurer, Mike Barnier - Clerk,  
Dan Parker - Fire Chief

**ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

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**1. CALL TO ORDER**

At 7:00 pm, Mayor Clarke called the meeting to order.

**2. SILENT REFLECTION - \*\*NOTE\*\* CELL PHONES AND ELECTRONIC  
DEVICES TO BE SET ON SILENT OR VIBRATE**

**3. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

No Pecuniary Interest declared.

**4. ADDITIONS TO THE AGENDA**

**MOVED** by Councillor Kingma

**SECONDED** by Councillor MacKinnon

**THAT the Agenda for the January 13, 2025 Meeting of Council be approved.**

**CARRIED.**

**5. MINUTES OF PREVIOUS MEETINGS**

**MOVED** by Councillor Brodie

**SECONDED** by Councillor Noordhof

**THAT the minutes of the Adelaide Metcalfe Council held on December 16th,  
2024 be adopted as printed.**

**CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Noordhof**

**THAT the minutes of the Adelaide Metcalfe Council held on December 23rd, 2024 be adopted as printed.**

**CARRIED.**

**6. CONSENT AGENDA**

**6.a Middlesex-London Health Unit (MLHU) - Board of Health Meeting Summary - December 12 2024**

**6.b Middlesex-London Health Unit (MLHU) - Monitoring Food Affordability and Implications for Public Policy and Action**

**6.c Ministry of Municipal Affairs and Housing (MMAH) - Minister's Letter to Heads of Council - Code of Conduct**

**MOVED by Councillor Kingma**

**SECONDED by Councillor MacKinnon**

**THAT Items 6.a through 6.c listed under the heading of Consent Agenda for January 13, 2025 be adopted as recommended.**

**CARRIED.**

**7. CORRESPONDENCE**

**7.a Resolution - Township of Terrance Bay - Billy Bishop Airport Support**

**7.b Resolution - Township of Puslinch - TAPMO Letter regarding Pre Budget Announcement**

**7.c Resolution - Municipality of Kincardine - Property Taxation Implications - Non-Market Valuation of Electricity**

**7.d Resolution - Town of Kearney - More Homes Built Faster Act - Cutting Red Tape to Build More Homes Act**

**MOVED by Mayor Clarke**

**SECONDED by Councillor MacKinnon**

**THAT Council support the resolution from the Town of Kearney regarding the More Homes Built Faster Act**

**CARRIED.**

**7.e Resolution - City of Woodstock - Child Welfare Services Funding**

**MOVED by** Councillor Noordhof

**SECONDED by** Councillor Kingma

**THAT Council receive and file Correspondence Items 7.a, 7.b, 7.c, and 7.e**

**CARRIED.**

**8. STAFF REPORTS**

**8.a Tender Results - Toohill Drain (A. Neely)**

Coulter Cahill presented the *Tender Results – Toohill Drain* report on behalf of Andrew Neely.

Cahill indicated that the Township had received three (3) tender submissions and recommended proceeding with the submission from Van Bree Infrastructure in the amount of \$237,990.00.

**MOVED by** Councillor MacKinnon

**SECONDED by** Councillor Kingma

**THAT Council APPROVE the tender received from VanBree Infrastructure in the amount of \$237,990.00(plus HST) for the re-construction of the Toohill Drain.**

**CARRIED.**

**8.b Bid Results - Self-Contained Breathing Apparatus (D. Parker)**

Chief Dan Parker presented the *Bid Results – Self-Contained Breathing Apparatus* report.

Parker outlined the procurement process for acquiring Self-Contained Breathing Apparatus (SCBA), noting that the process was carried out in collaboration with Middlesex County procurement services.



Parker explained that the procurement involved two stages, with the final two bidders' products undergoing an onsite evaluation at the Kerwood Fire Station, where firefighters assessed their performance.

Parker stated that following the second evaluation stage, AJ Stone received the highest overall score.

Councillor Kingma asked about the estimated delivery timeline for the SCBA units. Chief Parker responded that delivery was expected within six to eight weeks and anticipated that the units would be installed on the trucks by March 1st.

Councillor Kingma also inquired whether the Township's Mutual Aid partners used similar equipment. Chief Parker confirmed that both Strathroy-Caradoc and Southwest Middlesex employed the same SCBA models.

**MOVED by Councillor Noordhof**

**SECONDED by Councillor Kingma**

**THAT the Fire Chief be authorized and directed to award the Request for Proposal #AM-2024-08 in the amount of \$233,033.00 before taxes to AJ Stone, and that the Fire Chief be authorized to execute, on behalf of the Township of Adelaide Metcalfe, all agreements and other documents necessary to implement this award.**

**CARRIED.**

**8.c Tender Results - Breathing Air Compressor Fill Station and Air Storage System (D. Parker)**

Chief Dan Parker presented the *Tender Results – Breathing Air Compressor Fill Station and Air Storage System* report.

Parker outlined the procurement process for acquiring the Breathing Air Compressor Fill Station, explaining that the new compressor was necessary to properly fill the recently purchased Self-Contained Breathing Apparatus (SCBA) units. Parker noted the procurement process was conducted in partnership with Middlesex County procurement services.

Parker stated that FireChek Protection Services of Sudbury submitted the lowest tender and also offered the most cost-effective semi-annual service for the unit.

Parker explained that the existing surplus compressor unit would be auctioned through GovDeals.

Councillor Kingma asked whether there was a backup plan in case the air compressor failed. Chief Parker responded that the Township would coordinate with neighboring communities that use the same system.

**MOVED by Councillor Brodie**

**SECONDED by Councillor Noordhof**

**THAT the Fire Chief be authorized and directed to award the Request for Tender #AM-2024-10 in the amount of \$52,374.35 before taxes to FireChek Protection Services, and that the Fire Chief be authorized to execute, on behalf of the Township of Adelaide Metcalfe, all agreements and other documents necessary to implement this award.**

**CARRIED.**

**8.d 2025 Water and Wastewater By-Law (J. Pereira)**

Johnny Pereira presented the *2025 Water and Wastewater By-Law* report.

Pereira explained that the report, along with the attached By-Law, outlined the fees for water and wastewater services in 2025 as per the servicing agreement with the Municipality of Strathroy-Caradoc. Pereira noted that the water rate was set at 1.5 times the Strathroy-Caradoc rate, while wastewater charges were the same rate.

**MOVED by Councillor Kingma**

**SECONDED by Councillor Brodie**

**THAT the 2025 Water and Wastewater By-law be APPROVED.**

**CARRIED.**

**8.e IESO LT2 RFP and Wind Turbines (M. Calvert)**

Morgan Calvert presented the *IESO LT2 RFP and Wind Turbines* report.

Calvert provided an overview of the growing demand for additional electrical capacity in Ontario and the Independent Electricity System Operator's (IESO) resulting Request for Proposal (RFP) process to address this need. Calvert noted that in September 2024, Council received a presentation from Venfor Inc. regarding a proposed wind



turbine development spanning both Adelaide Metcalfe and Brooke-Alvinston.

Calvert emphasized that Council needed a full understanding of the process before determining whether the Township would be a 'willing host' for additional wind turbines. Calvert explained that the report outlined several outstanding questions regarding the potential development.

He further noted that Brooke-Alvinston had retained legal counsel from Miller Thomson LLP to advise on the procurement process and suggested that Council consider engaging the same legal firm to ensure efficiency.

Councillor Kingma asked to what extent the Township would utilize Miller Thomson's expertise and inquired about the costs involved. Calvert clarified that Venfor Inc. would cover the legal costs through a retainer agreement.

Councillor Kingma also asked whether Brooke-Alvinston had conducted any community engagement on the matter. Calvert was unsure, but Mayor Clarke mentioned that many residents had attended a Council meeting in Brooke-Alvinston regarding the proposed project. Mayor Clarke anticipated that community engagement would take place in Adelaide Metcalfe before any decisions were made and asked Councillor Kingma if he supported proceeding with engagement. Councillor Kingma stressed that engagement should happen sooner rather than later. Calvert agreed, noting that community engagement was a key aspect of formally declaring the Township as a willing host. Calvert recommended that engagement take place once the Township could provide clear answers to outstanding questions.

Mayor Clarke added that, to her knowledge, Venfor Inc. had not yet secured all the necessary properties for the proposed development.

Councillor Brodie expressed support for retaining Miller Thomson in collaboration with Brooke-Alvinston, given that there would be no direct cost to the Township.

Councillor Kingma inquired whether the Ministry of Environment, Conservation and Parks (MECP) had changed regulations regarding noise levels and setback requirements. Calvert stated that he was unsure of the technical aspects of turbine siting. Councillor Kingma expressed concerns about the significantly larger size of the proposed turbines and the potential lack of updated setback considerations.

Councillor Brodie also asked about the current discussions with Brooke-Alvinston. Calvert explained that only preliminary conversations had taken place and that he was seeking to establish a joint agreement between Adelaide Metcalfe, Brooke-Alvinston, and Venfor Inc. to continue discussions.

**MOVED by Councillor Kingma**

**SECONDED by Councillor Noordhof**

**THAT Council direct the CAO to partner with Brooke-Alvinston to compile the necessary information required by Council to make an informed decision regarding whether or not the Township wishes to be a host to any particular project through the IESO's procurement process**

**CARRIED.**

**8.f Community Improvement Plan (CIP) Annual Review and 2025 Program Launch (M. Calvert)**

Morgan Calvert presented the *Community Improvement Plan (CIP) Annual Review and 2025 Report Launch* report.

Calvert noted that while there were no CIP applications in 2024, there had been a few inquiries. Calvert explained that feedback received regarding the CIP was incorporated into the report, including a recommendation to activate the *Conversion and Redevelopment Program* for 2025.

He suggested shifting to a structured intake period for applications in 2025 rather than maintaining an open intake.

Calvert also highlighted that Middlesex County was expected to have funding available for CIP projects in 2025, which could potentially cover up to 50% of successful applications.

Councillor Kingma supported the move to a structured intake period.

Councillor Kingma proposed that, starting in 2026, the CIP should be limited to the Centre Road corridor. Councillor Kingma advocated for a "surgically targeted" approach to maximize impact by supporting long-term, viable businesses along Centre Road, which serves as a gateway to a neighboring community. Kingma emphasized that this strategy could help strengthen relationships with key businesses contributing significantly



to the Township's assessment. He inquired about the process for implementing such changes.

Councillor Noordof opposed a targeted approach, explaining that since CIP funds are collected from taxpayers across the Township, the program should remain accessible to all eligible applicants rather than being restricted to a specific area.

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**THAT Council activate the Countryside, Façade and Signage, Site Beautification, Accessibility, and Conversion, Expansion, and Redevelopment programs for the 2025 CIP program.**

**AND FURTHER THAT Council direct staff to launch the 2025 Community Improvement Plan Program.**

**CARRIED.**

## **9. OTHER BUSINESS**

Councillor Kingma acknowledged the passing of two of the Township's long-time farmers, namely Evan Perry and Keith Wilson.

Mayor Clarke expressed thanks to Basil and Jeanette Martin for their efforts on the public ice rink at Kerwood Park.

Mayor Clarke explained that she and Councillor Noordhof had attended Volunteer Firefighter Service Awards dinner. Mayor Clarke expressed gratitude for the residents who had volunteered for many years and also noted the amount of "Junior Firefighters" in attendance.

Councillor Kingma indicated that Middlesex County had issued a survey concerning their Strategic Plan if residents wished to provide feedback.

## **10. BY-LAWS**

**10.a By-Law 1 of 2025 - 2025 Water & Wastewater Charges**

**10.b By-Law 2 of 2025 - Confirming December 13th, 2025**

**10.c BY-LAW RECOMMENDATIONS**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**



**THAT By-Law 1 of 2025 (Water & Wastewater Charges) and By-Law 2 of 2025 (Confirming January 13th, 2025) receive first, second, and third and final readings.**

**CARRIED.**

**11. ADJOURNMENT**


**MOVED** by Councillor Brodie


**SECONDED** by Councillor Noordhof

**THAT the meeting be adjourned at 8:39 PM.**

**CARRIED.**



  
Sue Clarke, Mayor

  
Michael Barnier, Clerk