

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

Tuesday, May 21, 2024

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

Regrets: Councillor Brodie

Also Present: Morgan Calvert - CAO, Johnny Pereira - Treasurer, Mike
Barnier - Clerk, Erin Besch - Planner

ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE

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. MINUTES OF PREVIOUS MEETINGS

MOVED by Councillor Kingma

SECONDED by Councillor MacKinnon

THAT the minutes of the Adelaide Metcalfe Council held on May 6th, 2024
be adopted as printed.

CARRIED.

5. DELEGATIONS & TIMED EVENTS

5.a COMMITTEE OF ADJUSTMENT

MOVED by Councillor MacKinnon
SECONDED by Councillor Kingma

THAT Council convene as the Committee of Adjustment at 7:02 pm.
CARRIED.

5.a.a Application for Consent (B05-2024) - Owner: Bas-Tim Inc. & Mark Bastiaansen - 9219 Townsend Line

Applicant Mark Bastiaansen was in attendance.

Erin Besch presented the report for Application for Consent B05-2024.

Besch stated that the purpose of Application for Consent B05-2024 to permit the severance of a residence from a larger farm parcel that has been deemed surplus to the needs of the farming operation.

Besch explained that the report indicated that the property contained a private water supply but stated that the property was actually serviced by a municipal water supply.

Besch recommended approval of Application for Consent B05-2024 with conditions.

Applicant Mark Bastiaansen offered no objection to the recommendation.

Mayor Clarke suggested removal of condition 7 which required a potable water supply as the property is serviced by a municipal water supply.

MOVED by Councillor Noordhof
SECONDED by Councillor MacKinnon

THAT Application for Consent B05-2024, submitted under Section 53 of the Planning Act, 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 two years 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 any outstanding property taxes for the severed and retained lots of Consent B05-2024 be paid in full.**
- 4. That a Zoning By-law Amendment that recognizes the residential use of the severed lot of Consent B05-2024 and prohibits new dwellings on the retained lot of Consent B05-2024 be in full force and effect.**
- 5. That the owner dedicate lands up to 15 m from the centerline of construction of County Road 12 (Townsend Line) across the severed and retained parcels to the County of Middlesex for the purposes of road widening if the right of way is not already to that width.**
- 6. 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 is wholly contained on the severed lands and confirm that the clearance distance from the septic system to the well is adequate.**
- 7. That a municipal 9-1-1 address be assigned to the 'lands to be retained', to the satisfaction of the Township.**
- 8. That independent accesses to the lands to be severed and the lands to be retained are provided, to the satisfaction of Township, if necessary.**
- 9. That a preliminary survey showing the lands being severed, any required land dedication, 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.

10. That one digital copy of the reference plan be submitted to the satisfaction of the Township.

Reasons:

- **Consistency with the Provincial Policy Statement would be maintained;**
- **Conformity with the County of Middlesex Official Plan would be maintained; and,**
- **Conformity with the Township of Adelaide Metcalfe Official Plan would be maintained.**

CARRIED.

5.a.b COMMITTEE OF ADJUSTMENT ADJOURNMENT

MOVED by Councillor Kingma

SECONDED by Councillor MacKinnon

THAT Council adjourn the Committee of Adjustment at 7:10 pm and reconvene in regular session of Council.

CARRIED.

5.b 2023 AUDITED FINANCIAL STATEMENTS (Graham Scott Enns LLP)

Jennifer Buchanan presented the draft 2023 Audited Financial Statements.

Buchanan stated that it was Graham Scott Enns LLP opinion that the Municipality's financial statements presented fairly, in all material respects, the financial position of the Municipality as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Mayor Clarke asked for clarification on what was included in "Other" under revenues. Buchanan explained that "Other" included one-off items including interest income, donations, and other collections.

Councillor Kingma inquired about the historical discrepancy of the Centre Road debentures. Pereira explained that staff had been investigating the debentures and indicated that the Township had paid off the initial debt but there is still receivables outstanding from residents along Highway 81.

MOVED by Councillor Noordhof

SECONDED by Councillor Kingma

THAT Council APPROVE the 2023 Audited Financial Statements as presented.

CARRIED.

6. CORRESPONDENCE

6.a Upcoming Conferences/Seminars/Meetings

6.a.a Adelaide Metcalfe Meeting of Council - Monday, June 17th, 2024 at 7:00 pm

6.a.b County of Middlesex - Development Charges Public Meeting - Wednesday, June 26, 2024 at 1:00 pm (Middlesex County Council Chambers - 399 Ridout Street North, London, ON)

6.a.c Adelaide Metcalfe Meeting of Council - Monday, July 15th, 2024 at 7:00 pm

6.b Recommended Reading

6.b.a (CC-1) Ausable Bayfield Maitland Valley Source Protection Region - Municipal Newsletter - May 2024

6.b.b (CC-2) Ausable Bayfield Conservation Authority (ABCA) - Annual General Meeting Minutes - April 18 2024

6.b.c (CC-3) Western Ontario Wardens Caucus (WOWC) - Submissions to the Environmental Registry

6.c Action Required

6.c.a (CC-4) Resolution - Multi-Municipal Energy Working Group - Unwilling Host for Wind Energy Projects

MOVED by Councillor MacKinnon
SECONDED by Councillor Noordhof

THAT Council receive and file Council Correspondence items CC-1, CC-2, CC-3 and CC-4.

CARRIED.

7. STAFF REPORTS

7.a First Quarter 2024 Building Activity Summary (Wayne Ysebaert - Deputy Chief Building Official)

Deputy Chief Building Official Wayne Ysebaert presented the First Quarter 2024 Building Activity Summary report.

Ysebaert indicated a slow down in historical residential permits as compared to 2023 first quarter. Ysebaert explained that the same trend was apparent in the other municipalities that Middlesex Centre provides building services to.

MOVED by Councillor MacKinnon
SECONDED by Councillor Noordhof

THAT the First Quarter 2024 Building Activity Summary be received for information

CARRIED.

7.b Operating Budget to Actual - April 2024 (J. Pereira)

Johnny Pereira presented the Operating Budget to Actual for April 2024.

Pereira stated that spending and revenue collection appear to be on pace with the approved budget.

MOVED by Councillor MacKinnon
SECONDED by Councillor Noordhof

THAT the Operating Budget to Actual Report for April 2024 be received for information.

CARRIED.

8. OTHER BUSINESS

Councillor Kingma inquired about the status of the new procedural By-Law review. Barnier explained that the Procedural By-Law will be presented at the June Council meeting.

Councillor Kingma inquired about Council remuneration on the municipal website. Barnier indicated that he would investigate and post the remuneration if it wasn't already posted.

Mayor Clarke explained that she had attended the first Ontario Provincial Police Detachment Board meeting and would provide further details at another meeting.

Mayor Clarke explained that she had attended a meeting at the Canadian Association of Mental Health office in Strathroy. Mayor Clarke indicated that approximately fifteen (15) organizations were in attendance and commented on the broad scope of mental health issues. Mayor Clarke stated that she had obtained business cards and brochures to include at the front lobby of the municipal office for those requiring assistance.

9. BY-LAWS**9.a By-Law 35 of 2024 - Confirming May 21st, 2024****9.b BY-LAW RECOMMENDATION**

MOVED by Councillor Kingma

SECONDED by Councillor MacKinnon

THAT By-Law 35 of 2024 (Confirming May 21, 2024) receive first, second and third and final reading.

CARRIED.

10. ADJOURNMENT

MOVED by Councillor Kingma

SECONDED by Councillor MacKinnon

THAT the meeting be adjourned at 7:41 PM.

CARRIED.

Sue Clarke, Mayor

Michael Barnier, Clerk