

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – December 10, 2018**

Present: Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon

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

Call to Order

At 7:01 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 declared.

Addition to Agenda

**MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council approve the addition of Correspondence, Recommended Reading CC-15, from the Clerk regarding ROMA Board of Directors Zone Representative Nominations 2019-2023, Staff Report CAOTR-10, from the CAO/Treasurer regarding Council Remuneration, and Staff Report CAOTR-11, from the CAO/Treasurer regarding supplemental list of Accounts Payable from December 7 to December 10, 2018. CARRIED.**

Minutes

**MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that the Minutes of the November 19, 2018 regular meeting, and the minutes of the December 3, 2018 Inaugural meeting be approved as circulated. CARRIED.**

Delegation

7:00 PM Miraya Minten
Update – Team Canada Dance

Ms. Miraya Minten circulated pictures and gave an update to Council of the Team Canada Championship Dance that took place in Prague, Czech Republic September 2018.

Mayor Smith thanked Miraya for the update and congratulated her on her accomplishments.

7:15 PM Committee of Adjustment

Minor Variance A04-2018
Ed & Jody Brouwer, 14 Hoefnagels Crescent

MOVED by Councillor Clarke
SECONDED by Deputy Mayor Hendrikx
Resolved that Council convene as the Committee of Adjustment for the purpose of hearing Minor Variance Application A04-2018 (Ed & Jody Brouwer, 14 Hoefnagels Crescent) at 7:15 pm. CARRIED.

There was no representation in attendance for the application.

Clerk Jennifer Turk reviewed application for Minor Variance A03-2018 to seek relief from the Township of Adelaide Metcalfe Comprehensive Zoning By-law No 34-2007 as it relates to the height of an accessory building. Applicant is seeking permission to construct an accessory building with a maximum height of 7.9 m (26 ft), whereas the maximum height is 5 m in the by-law.

Through the Planner's report, it has been recommended that Minor Variance A03-2018 be approved as the application is considered minor in nature; provides an appropriate use of the land; maintains the general intent and purpose of the Township of Adelaide Metcalfe Official Plan; and maintains the general intent and purpose of the Township of Adelaide Metcalfe Zoning By-law.

There was no comment from members of the public in attendance. Councillor Clarke inquired what the intent of the accessory building was. CAO/Treasurer Cathy Case advised the committee that the accessory building was to store their recreation vehicle (motorhome).

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Application for Minor Variance A04-2018 filed by Ed & Judy Brouwer for relief from Section 5.1.3 of the Zoning By-law to permit the construction of an accessory building with a maximum height of 7.9 m (26 ft) from grade to peak be granted following to the subject condition:

- 1. That the subject accessory building include eaves 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.**

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that the Committee of Adjustment be closed at 7:20 p.m. and Council reconvene in regular session. CARRIED.

7:30 PM P-1 Retail Cannabis Information Report

CAO/Treasurer Cathy Case advised Council to defer discussion of the report provided by the Planner, to Staff Report CAOTR-8 Ontario Cannabis Legalization Implementation Fund.

Correspondence

Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting - Monday, January 7, 2019
- 2) Regular Council Meeting - Monday, January 21, 2019
- 3) Regular Council Meeting - Monday, February 4, 2019
- 4) County of Middlesex Inaugural Meeting and Dinner – December 13, 2018
- 5) CC-1 ROMA - 2019 Annual Conference Registration Information
- 6) CC-2 OGRA - 2019 Conference Registration Form

Recommended Reading

- 1) CC-3 Bluewater Recycling Association - November 2018 Highlights
- 2) CC-4 Ministry of Municipal Affairs and Housing - Message from Minister Steve Clark
- 3) CC-5 Ministry of Municipal Affairs and Housing - Update Message from Minister Steve Clark
- 4) CC-6 AMO - Policy Update - Fire News
- 5) CC-7 AMO - Policy Update - Government Announces New Social Assistance Reform Plan
- 6) CC-8 AMO - Policy Update - Ontario Government Releases New Environment Plan for Consultation
- 7) CC-9 AMO - Policy Update - Provincial Government Releases Fall Economic Statement
- 8) CC-10 Four Counties Health Services - Fall 2018 Newsletter

- 9) CC-11 Ontario Good Roads Assoc. - 2019-2020 Board of Directors
- 10) CC-12 County of Lambton - Bear Creek Bridge Class Environmental Assessment

Action Required

- 1) CC-13 Town of Kearney - Resolution - Voters' List in Ontario (Support from Northern Bruce Peninsula)
- 2) CC-14 Bluewater Recycling Assoc. - Annual Christmas Tree Chipping Program
- 3) CC-15 ROMA Board of Directors 2019-2023 Nominations

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council support Correspondence CC-13, the resolution from Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters' list. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council approve the Township's participation in the annual Christmas Tree Chipping Program provided by Bluewater Recycling Association and that the drop off depot be at the Adelaide Public Works Yard. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive and file Correspondence items CC-1 to CC-12, CC-15. CARRIED.

Staff Reports

Public Works Manager Jeff Little presented his reports to Council.

- 1) PWM-1 Minimum Maintenance Standard

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve Ontario Regulation 239 as the Minimum Maintenance Standards for the Township and that the Clerk be directed to prepare the by-law for Council review and approval. CARRIED.

- 2) PWM-2 Winter Maintenance

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council adopts the Winter Maintenance Program as outlined by the Winter Maintenance Program Report prepared by the Public Works Manager. CARRIED.

Clerk Jennifer Turk presented her reports to Council.

3) C-1 Change of Council Schedule 2019

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the recommended Council meeting scheduled for January and February 2019 as presented by the Clerk; that being January 14 & 21 and February 11 & 19, 2019. CARRIED.

4) C-2 2018-2022 Councillor Appointment to Committees and Boards

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council accept the 2018 to 2022 Councillor Appointments to Committees and Boards Report as presented by the Clerk; and that the following Councillors be appointed as listed below, and staff be directed to proceed with the appointment by-law for Council approval at the next Council meeting:

- a) **St. Clair Region Conservation Authority: Councillor Betty Ann MacKinnon (Dec 1 2018 – Nov 14 2022)**
- b) **Bluewater Recycling Association: Deputy Mayor Mary Ann Hendrikx (Dec 1 2018 – Nov 14 2022). CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

5) CAOTR-1 Invoice Payment Approval – November 16 to December 6, 2018

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the accounts listing for the period November 16 to December 6, 2018 in the amount of \$262,226.04 as presented. CARRIED.

6) CAOTR-2 Invoice Payment Year End

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council authorize the continuation of payment of accounts and invoices approved in the 2018 budget prior to the next regular Council meeting. CARRIED.

7) CAOTR-3 Ausable Bayfield Conservation Authority 2019 Proposed Budget

MOVED by Councillor MacKinnon
SECONDED by Councillor Brodie
Resolved that Council receive the proposed 2019 budget from the Ausable Bayfield Conservation Authority and the levy amount be included in the 2019 Township Budget. CARRIED.

8) CAOTR-4 St. Clair Region Conservation Authority 2019 Draft Budget

MOVED by Councillor MacKinnon
SECONDED by Councillor Clarke
Resolved that Council receive the proposed 2019 budget from the St. Clair Region Conservation Authority and the levy amount be included in the 2019 Township Budget. CARRIED.

9) CAOTR-5 OPP Municipal Policing 2019 Annual Billing Statement

CAO/Treasurer Cathy Case advised Council that OPP would be coming to a future Council meeting to provide Council with an overview of services and an update from 2018.

Councillor Brodie inquired the cost of OPP services for other municipalities. CAO/Treasurer Cathy Case advised Council that OPP costs for services are similar across all municipalities with a base amount per household. Township of Adelaide Metcalfe's is \$359.58 per household.

MOVED by Councillor Brodie
SECONDED by Councillor Clarke
Resolved that Council receive the OPP Municipal Policing 2019 Annual Billing Statement Report as prepared by the CAO/Treasurer. CARRIED.

10) CAOTR-6 Strategic Plan Review

Councillor MacKinnon expressed concern regarding hiring a consultant to review the current Strategic Plan.

Councillor Clarke expressed concerns regarding hiring a consultant to review the current Strategic Plan as a lot of the plan has not been completed to date.

Councillor Brodie and Deputy Mayor Hendrikx also agreed with Councillors MacKinnon and Clarke.

Mayor Smith advised Council that the Strategic Plan is reviewed and updated every three (3) to four (4) years and inquired to Council how to move forward with updating the plan.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council approve the scheduling of the review of the Strategic Plan for Wednesday, January 9, 2019 at 1:00 pm and staff be directed to provide notice as per Providing for Public Notice by-law. CARRIED.

11) CAOTR-7 Designating Signing Authority

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council designate the Mayor and Deputy Mayor as elected signing authority and the CAO/Treasurer and Clerk as staff signing authority with the requirement for one elected person and one staff person to countersign all cheques and approve online banking transactions as recommended by the CAO/Treasurer and that the Clerk be directed to prepare a by-law to implement Council direction. CARRIED.

12) CAOTR-8 Ontario Cannabis Legalization Implementation Fund
P-1 Retail Cannabis Information Report

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive the Information Report regarding Retail Cannabis as presented by the CAO/Treasurer, and that Council acknowledges the deadline date to make a decision no later than January 22, 2019. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council receive the Ontario Cannabis Legalization Implementation Fund Report as prepared by the CAO/Treasurer and that the report be reviewed in conjunction with the report from County Planning Department. CARRIED.

13) CAOTR-9 Middlesex County Road Widening Policies

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Middlesex County Road Widening Policies report as prepared by the CAO/Treasurer for information purposes. CARRIED.

14) CAOTR-10 Council Remuneration

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council accept the Council Remuneration Report as provided by the CAO/Treasurer and that Council Remuneration be included on the agenda for the first meeting in 2019. CARRIED.

15) CAOTR-11 Invoice Payment Approval – December 7 to December 10, 2018

Councillor MacKinnon inquired about the invoice payment for The Truck Shop. Public Works Manager Jeff Little advised Council that the invoice was for minor repairs such as brakes, electrical work, and hydraulic lines, this also included winter maintenance.

Councillor Clarke inquired about Napier Well. Public Works Manager Jeff Little advised Council that the well at Napier garage is complete including the decommissioning.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council approve the accounts listing for the period December 7 to December 10, 2018 in the amount of \$40,337.35 as presented. CARRIED.

Other Business

CAO/Treasurer Cathy Case advised Council of the Biz after Biz that is coming up Thursday, December 13, 2018. Tickets are free, however RSVP is required.

CAO/Treasurer Cathy Case advised Council of the hours of operation between Christmas and New Years. Councillor Clarke inquired about the hours of operation for Christmas Eve and New Years Eve. CAO/Treasurer Cathy Case advised Council that the office would be closed for Christmas Eve, however would be open 9am to 3pm New Years Eve.

CAO/Treasurer Cathy Case advised Council of the following topics for Council's discussion in the new year:

- HR policies regarding the wage grid results
- Insurance carrier to attend a future Council meeting to discuss the Township's plan
- OPP to attend regarding programs in the community such as Lock It or Lose It
- St. Clair Region Conservation Authority and Ausable Bayfield Conservation Authority
- Planning 101 – County Planning Department to provide overview of services
- iPads are here however, County IT needs to be onsite to setup the ipads and new Councillors with username, passwords, and Township emails
- SCOR – update of annual report

CAO/Treasurer Cathy Case advised Council to let staff know of any changes to the business card prototype.

Mayor Smith advised Council that County of Middlesex doesn't know if they will proceed with their membership with SCOR.

Mayor Smith advised Council of the County Inaugural Meeting and Dinner on December 13, 2018. Mayor Smith announced he would be seeking the Warden position.

By-laws

Councillor Clarke inquired about extra costs with the Local Authority Services Agreement. CAO/Treasurer Cathy Case advised Council that there are no extra costs. Every five (5) years the Township updates the Energy Plan, and every year the Township is required to report on energy consumption.

Councillor MacKinnon inquired if there was any other uses for the Energy Planning Tool (EPT). CAO/Treasurer Cathy Case advised Council that the EPT is only for reporting.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that all three readings be given to:

By-law No. 63 of 2018 – Local Authority Services Agreement

By-law No. 64 of 2018 – Confirm Council Proceedings

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

Adjournment

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that the meeting be adjourned at 9:16 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

