

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

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

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

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 conflict of interest regarding Correspondence Item No. CC-15 from City of Hamilton, resolution regarding NAFTA – Dairy Supply Management Program, as a large percentage of Deputy Mayor Stokman's income is derived from a commodity that is in the Fair Farm Pricing System.

Introduction

Mayor Smith introduced the Township's Financial Assistant, Jessica Buttery who started with the Township October 9, 2018.

Delegation

7:05 PM Bert Beyens
Presentation of Congratulations from Council

On behalf of Council, Mayor Smith presented Bert Beyens with a certificate of congratulations for being the 2018 Canadian Senior Conventional Champion in competition plowing that was held in Cornhill, New Brunswick in September 2018

Minutes

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the Minutes of the October 9, 2018 regular meeting, be approved as circulated. CARRIED.

Correspondence

At the appropriate time, Deputy Mayor Stokman reiterated his conflict of interest as declared, and pushed back from the Council table.

Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting – Monday, November 19, 2018
- 2) Inaugural Meeting – Monday, December 3, 2018
- 3) Regular Council Meeting – Monday, December 17, 2018
- 4) ROMA Conference January 27-29, 2019 – Toronto – Housing is open for booking at the Sheraton
- 5) OGRA Conference February 24-27, 2019 – Toronto – Housing opens November 6, 2018 at 10:00 am
- 6) CC-1 2018 County of Middlesex Warden's Banquet

Recommended Reading

- 1) CC-2 Thank You from Fred & Gail Cahill
- 2) CC-3 Certificate of Appreciation from Middlesex County Plowing Match
- 3) CC-4 AMO - 2017 Federal Gas Tax Annual Report
- 4) CC-5 AMO Policy Updates
- 5) CC-6 AMO - Bill 36 Ontario Cannabis Statute Law Amendment Act, 2018
- 6) CC-7 ROMA Call for Nominations 2019-2023
- 7) CC-8 ABCA Board of Director Minutes
- 8) CC-9 2018 SCRCA September Meeting Highlights
- 9) CC-10 BRA - October 2018 Minutes
- 10) CC-11 Premier Doug Ford - Hwy 402 Overhead Signs
- 11) CC-12 Assoc. of Ontario Road Supervisors - Eldon Bryant Retirement
- 12) CC-13 MCSCS - Information on Fire Regulations
- 13) CC-14 OMAFRA - Notification of NASM Plan Approval

Action Required

- 1) CC-15 City of Hamilton - Resolution - Dairy Supply Management
- 2) CC-16 Ministry of Tourism - Ontario Medal for Good Citizenship

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council receive and file correspondence items CC-1 to CC-16. CARRIED.

Deputy Mayor Stokman returned to Council table.

Staff Reports

Public Works Manager Jeff Little presented his report to Council.

- 1) PWM-1 Public Works Information Report

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that Council approve the Public Works Information Report prepared by the Public Works Manager. CARRIED.

Clerk Jennifer Turk presented her reports to Council.

- 2) C-1 Council Meeting Schedule December 2018

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council approve to hold the Inaugural meeting on Monday, December 3, 2018 at 7:00 pm as recommended by the Clerk. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council approve to move the Monday, December 17, 2018 Council meeting to Monday, December 10, 2018 at 7:00 pm as recommended by the Clerk, and notice of the meetings of Council for the month of December be posted on the Township's website and Facebook page. CARRIED.

- 3) C-2 Lame Duck Report - Update

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council accept the Lame Duck (Restricted Acts of Council) – Update Report as presented by the Clerk for information purposes. CARRIED.

- 4) C-3 West Adelaide Cemetery By-law Update

MOVED by Councillor Sanders

SECONDED by Councillor Hendrikx

Resolved that Council accept the West Adelaide Cemetery By-Law Staff Report as presented by the Clerk and that Council consider to approve By-law 55 of 2018, a by-law to regulate the West Adelaide Cemetery, with the Mayor and Clerk authorized to sign the said by-law. CARRIED.

5) C-4 Speed Limit By-law November 2018

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Stokman

Resolved that Council accept the Speed Limit By-law Staff Report as presented by the Clerk and that Council consider to approve By-law No. 56 of 2018, with the Mayor and Clerk authorized to sign the said by-law. CARRIED.

Councillor Sanders thanked CAO/Treasurer Cathy Case and Public Works Manager Jeff Little for their quick response to the two (2) speed reduction requests from residents for Pike Road and Melwood Drive.

Mayor Smith inquired about a future process for additional speed reductions requests throughout the Township. Public Works Manager Jeff Little advised Council that requests for speed reductions would be reviewed on an individual basis.

CAO/Treasurer Cathy Case presented her reports to Council.

4) CAOTR-1 Invoice Payment Approval – October 5 to November 1, 2018

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that the accounts listing for the period October 5 to November 1, 2018 in the amount of \$359,915.75 be approved. CARRIED.

5) CAOTR-2 Adelaide Landfill – 2018 Monitoring Results

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council receive the 2018 Monitoring Program Results for the Adelaide Landfill. CARRIED.

6) CAOTR-3 Main Street Revitalization Initiative Information

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council accept the Main Street Revitalization Initiative Information Report as presented by the CAO/Treasurer. CARRIED.

7) CAOTR-4 Quote and Request for Proposal

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that Council accept the quote from McDonnell Motors Ltd. for the supply of a 2019 F150 Super Cab 4x2 in the amount of \$27,553.00 plus HST as recommended by the Chief Building Official. CARRIED.

CAO/Treasurer Cathy Case informed Council that there were no tenders received for the Kerwood Park Plan. Deadline was Monday, November 5. Five (5) engineering firms that have done work for the Township in the past were contacted. CAO/Treasurer recommended that the tender be recirculated in January 2019.

8) CAOTR-5 Township Signage – Mar for Mayors Project

Council discussed the different samples that were presented.

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council proceed with the option on Page 2 as discussed and approved for Township Signage (Mar for Mayors) Project. CARRIED.

Council/Staff Christmas Party

CAO/Treasurer Cathy Case gave Council two (2) dates to pick from to book the Council/Staff Christmas Party as dates are filling up fast.

Council decided on Friday, November 16, 2018 at Amy's in Strathroy for the Council/Staff Christmas Party.

Other Business

Councillor MacKinnon inquired about any complaints received regarding the recent 2018 Municipal Elections as she had received a complaint from a resident that they experienced trouble with getting online to vote. Mayor Smith advised Council that there would be a report coming to Council from the Clerk. Clerk Jennifer Turk advised Council that there were some complaints but mainly user related. The Clerk advised Council that an Accessibility Report would be coming to Council as well as a report outlining any complaints received.

Councillor MacKinnon inquired about the wage study report from Fred Galloway. CAO/Treasurer advised that work on the study is underway.

Councillor MacKinnon inquired about job performances for the CAO/Treasurer. CAO/Treasurer advised Council that the Township needed a formalized process. Process from other municipalities were being gathered for job performances conducted on other CAO's.

Councillor MacKinnon inquired about job performances being conducted on other staff. CAO/Treasurer advised Council that the form was being updated.

Councillor MacKinnon inquired about job descriptions for other office positions since the position of Clerk and Financial Assistant were hired. CAO/Treasurer Cathy Case advised Council that the job descriptions currently in place are satisfactory for what is currently needed.

Deputy Mayor Stokman advised Council that at a recent Bluewater Recycling Association meeting, he was informed that there are only two (2) manual trucks as part of the fleet for Bluewater Recycling Association. Deputy Mayor Stokman strongly recommends that the Township consider the wheelie bins before the Township has no choice but to go that route.

Deputy Mayor Stokman informed Council that the tire program will be ending December 31, 2018 and any tires in the Township landfills should be picked up by January 29, 2019.

Deputy Mayor Stokman inquired about the Cuddy Drain bore project. CAO/Treasurer Cathy Case advised Council that there has not been a response from Suncor to date.

Deputy Mayor Stokman inquired about the Highway 81 Servicing Agreement with the Municipality of Strathroy-Caradoc. CAO/Treasurer Cathy Case advised Council that no meeting has taken place to date.

Deputy Mayor Stokman inquired about the 2017 Financial Statements. CAO/Treasurer Cathy Case advised the auditors would be here at the next meeting to present and review with Council.

Councillor Hendrikx inquired about the Township newsletter not on Township website. CAO/Treasurer Cathy Case advised Council that there was not a newsletter sent out with the tax bills in 2018. There is a newsletter expected to go out end of year as a flyer provided the rotating strike with Canada Post has been resolved.

Councillor Hendrikx inquired about having a blank page on the agenda for Councillors to make notes. CAO/Treasurer Cathy Case advised Council that attachments to the agenda provide information to the public. If an additional page is inserted into the agenda for Council to make notes it will appear empty to the public. Staff will follow-up with County IT.

By-laws

**MOVED by Councillor MacKinnon
SECONDED by Councillor Sanders
Resolved that third and final reading be given to:
By-law No. 53 of 2018 – Zoning By-law Amendment ZBA14-2018 MacKellar
And that the by-law be signed by the Mayor and Clerk. CARRIED.**

**MOVED by Deputy Mayor Stokman
SECONDED by Councillor Sanders
Resolved that all three readings be given to:
By-law No. 55 of 2018 – West Adelaide Cemetery
By-law No. 56 of 2018 – Speed Limit
By-law No. 57 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 Deputy Mayor Stokman
SECONDED by Councillor Hendrikx
Resolved that the meeting be adjourned at 8:23 pm. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk

