

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – December 2, 2019**

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 Coulter Cahill

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.

Mayor Smith declared a pecuniary interest pertaining to Staff Report CBO-1 Building Permits Issued Report as a building permit was issued to a property owner who is his sister.

Minutes

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that the minutes of the November 18, 2019 Regular Meeting Minutes be approved as circulated. CARRIED.

Correspondence

A. Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting - Monday, December 16, 2019
- 2) Regular Council Meeting – Tuesday, January 28, 2020
- 3) Regular Council Meeting – Monday, February 3, 2020

B. Recommended Reading

- 1) CC-1 ROMA and OGRA - Future Opportunities - November 26 2019
- 2) CC-2 Middlesex County -Sale of Buildings - November 27 2019
- 3) CC-3 Middlesex County - Planning Advisory Committee - November 28 2019

C. Action Required

- 1) CC-4 Larder Lake - Resolution - Main Street Revitalization Fund

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council support the resolution from Township of Larder Lake regarding Main Street Revitalization Grant – Extension Request. CARRIED.

- 2) CC-5 Amherstburg - Resolution - Declare Climate Emergency

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive and file Correspondence items CC-1 to CC-3, and CC-5. CARRIED.

Staff Reports

Clerk Jennifer Turk presented the Chief Building Official's report in his absence.

- 1) CBO-1 Building Permit Listing Report

Councillor Clarke inquired about a fee for special event tent permits. CAO/Treasurer Cathy Case advised Council that additions or changes to the fee schedule for building permits requires public notification prior to by-law approval.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive the Building Permits Issued Report for the period May 17, 2019 to November 28, 2019 as presented by the Clerk. CARRIED.

Public Works Manager Coulter Cahill presented his reports to Council.

- 2) PWM-1 Disposal of Surplus Equipment

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive the Disposal of Surplus Equipment Staff Report as presented by the Public Works Manager. CARRIED.

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council deem the 2012 F-150 pickup truck to be surplus to the needs of the Township and that staff be directed to proceed with disposal of the surplus equipment as recommended. CARRIED.

3) PWM-2 Kerwood Sidewalk Snow Removal

CAO/Treasurer Cathy Case advised Council of the option to close sidewalks throughout the municipality as per section 16.8 of the Minimum Maintenance Standards.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Kerwood Sidewalk Snow Removal Staff Report as presented by the Public Works Manager. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council approve the proposal from Dun-Rite Landscaping for winter maintenance on both sides of the Kerwood Road sidewalks from Grace Street to Adele Street including the section from Kerwood Road west to the firehall entrance for the 2019-2020 winter season using Dun-Rite Landscaping as recommended by the Public Works Manager. CARRIED.

Councillor Clarke inquired clarification on the cost to maintain the sidewalks along Kerwood Road. Public Works Manager Coulter Cahill advised Council the maximum of \$4000.00 quoted is an upset limit; the contactor would then need specific permission to continue.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct the Public Works Manager to prepare a report on the temporary closure of sidewalks under section 16.8 of the Minimum Maintenance Standards, including a draft by-law for consideration at the next regular meeting. CARRIED.

CAO/Treasurer Cathy Case presented her reports to Council.

4) CAOTR-1 Dec 2-Invoice Payment Approval

CAOTR-1 Dec 2-Invoice Payment Listing November 16 to 27 2019

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Invoice Payment Approval – November 16 to November 27, 2019 as presented by the CAO/Treasurer. CARRIED.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council approve the accounts listing for the period November 2, 2019 to November 15, 2019 in the amount of \$72,370.76 as presented. CARRIED.

- 5) CAOTR-2 Dec 2-Christmas Tree Chipping Program
CAOTR-2 Dec 2-BRA-Christmas Tree Chipping Memo 2019

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council receive the Christmas Tree Chipping Program Report as prepared by the CAO/Treasurer. CARRIED.

- 6) CAOTR-3 Dec 2-Municipal Conferences 2020
CAOTR-3 Dec 2-Municipal Conferences 2020-Attachment

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Municipal Conferences 2020 Report as prepared by the CAO/Treasurer. CARRIED.

- 7) CAOTR-4 Dec 2-ABCA 2020 Budget
CAOTR-4 Dec 2-ABCA-Proposed 2020 Budget and Municipal Levies

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council receive the Ausable Bayfield Conservation Authority 2020 Proposed Budget Report as presented by the CAO/Treasurer. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the Proposed 2020 Budget from the Ausable Bayfield Conservation Authority be received and the levy amount be incorporated into the 2020 Township Budget. CARRIED.

- 8) CAOTR-5 Dec 2-SCRCA 2020 Budget
CAOTR-5 Dec 2-SCRCA Final-Draft Budget Booklet-Viewing Copy

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the St. Clair Region Conservation Authority 2020 Proposed Budget Report as presented by the CAO/Treasurer. CARRIED.

Deputy Mayor Hendrikx inquired how the levies for both St. Clair Region Conservation Authority and Ausable Bayfield Conservation Authority were distributed throughout the Township. CAO/Treasurer Cathy Case advised Council that both levies are distributed evenly throughout the Township on the property taxes.

MOVED by Councillor MacKinnon
SECONDED by Councillor Brodie
Resolved that the Proposed 2020 Budget from the St. Clair Region Conservation Authority be received and the levy amount be incorporated into the 2020 Township Budget. CARRIED.

- 9) CAOTR-6 Dec 2-OPP 2020 Billing Statement
CAOTR-6 Dec 2-OPP 2020 Annual Billing-Attachment

MOVED by Councillor MacKinnon
SECONDED by Councillor Clarke
Resolved that Council receive the OPP Municipal Policing 2020 Annual Billing Statement Report as prepared by the CAO/Treasurer. CARRIED.

MOVED by Councillor Brodie
SECONDED by Councillor Clarke
Resolved that the 2020 Policing Costs be incorporated into the Township 2020 Budget. CARRIED.

- 10) CAOTR-7 Dec 2-Automated Co-collection of Waste and Recycling
CAOTR-7 Dec 2-Waste and Recycling Collection Renewal

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the Automated Co-collection of Waste and Recycling Report as presented by the CAO/Treasurer. CARRIED.

MOVED by Councillor Clarke
SECONDED by Councillor Brodie
Resolved that Council approve the fees for the automated co-collection hybrid program as proposed in the Automated Co-collection of Waste and Recycling Report approved December 2, 2019. CARRIED.

Mayor Smith inquired when fees would be put on the property taxes. CAO/Treasurer Cathy Case advised Council that the fees would appear on the interim 2020 property tax bill as a local charge. Council directed staff to have the fees appear on the final 2020 property tax bill.

Mayor Smith advised Council of the holiday schedule change in pickup dates notice for 2019/2020 holiday season as presented by Bluewater Recycling Association.

Other Business

Bluewater Recycling Notification

Councillor Clarke inquired if there was an app that residents could download on their phones for information pertaining to when their pickup date would be, CAO/Treasurer Cathy Case advised Council that Bluewater Recycling Association already has an app that residents can download that contains pertinent information pertaining to Adelaide Metcalfe pickup dates.

2020 Draft Budget Review

Councillor MacKinnon inquired if dates were set for Council to review the draft 2020 Budget. CAO/Treasurer Cathy Case advised Council that no dates have been set as information has not yet been received to complete the capital portion of the budget for proposed 2020 projects.

Closed Session

In attendance for the Closed Session was Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon, CAO/Treasurer Cathy Case, Clerk Jennifer Turk, and Public Works Manager Coulter Cahill.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council hold a Closed Session meeting as provided for as per Section 239 (2) of the Municipal Act, 2001, as amended:

(b) personal matters about an identifiable individual, including municipal or local board employees at 7:42 PM. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that the closed session end at 8:00 PM and Council convene in open session. CARRIED.

Rise and Report

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council direct staff to proceed as discussed in Closed Session. CARRIED.

Other Business Continued

Councillor Clarke inquired how winter maintenance is determined on Township roadways. Public Works Manager Coulter Cahill advised Council that winter maintenance depends on the conditions, weather and road, as well what kind of roadway, whether gravel or tar and chip.

By-laws

MOVED by Councillor Clarke
SECONDED by Deputy Mayor Hendrikx
Resolved that all three readings be given to:
By-law No. 76 of 2019 – Confirm Council Proceedings
And that the by-laws 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 8:02 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

