

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – February 11, 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 Jeff Little

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.

None declared.

Minutes

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that the Minutes of the January 21, 2019 regular meeting, be approved as circulated. CARRIED.

Correspondence

Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting - Tuesday, February 19, 2019
- 2) Regular Council Meeting - Monday, March 4, 2019
- 3) Budget Meeting – Wednesday, March 6, 2019 10:00 AM
- 4) Regular Council Meeting - Monday, March 18, 2019
- 5) OGRA Conference – February 24 – 27, 2019, Sheraton Centre

Mayor Smith advised Council that Public Works Manager Jeff Little, and himself would be attending the OGRA Conference in Toronto, Ontario.

- 6) CC 1 - AMO - 2019 Conference August 18-21, 2019
- 7) CC 2 - SDCC - Upcoming Events

Mayor Smith advised Council that he would be speaking at the Strathroy and District Chamber of Commerce event, Mayor, MP and MPP Luncheon on Friday February 22, 2019.

- 8) CC 3 - SCRCA - Annual General Meeting February 28 2019

Recommended Reading

- 1) CC 4 - Strathroy Caradoc - Notice of Passing Zoning By-law Amendment - Bluewater Trailers
CC 4 - Strathroy Caradoc - Zoning By-law Amendment - Bluewater Trailers - By-law
- 2) CC 5 - AMO - Office of the President - Joint & Several Liability Review
- 3) CC 6 - Drinking Water Source Protection - Approval - Source Protection Plan Amendments
- 4) CC 7 - MOF - Enforcement of Ontario's Cannabis Legalization Framework

Action Required

- 1) CC 8 - Thames Centre - General Dynamics Resolution

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council support the Municipality of Thames Centre to implore the Federal Government NOT to cancel the existing trade deal between Canada and Saudi Arabia for the provision of military vehicles built by General Dynamics in London, Ontario, and are asking municipal Council to support Thames Centre position by directing staff to send a resolution of support to the Prime Minister's Office and to the local MPP and MP. CARRIED.

- 2) CC 9 - Drinking Water Source Protection - Appointment of Municipal Rep

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council appoint Ian Brebner as the municipal representative for Lambton Shores, North Middlesex, Lucan Biddulph, Warwick, Adelaide Metcalfe, and Middlesex Centre to the Source Protection Committee. CARRIED.

- 3) CC 10 - ABCA - Nominate a Conservationist of the Year
- 4) CC 11 - CiB - 2019 Ontario Registration Form
- 5) CC 12 - Team Canada World Plowing Championships - Request of Support

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council receive Action Required Correspondence CC-12, Team Canada World Plowing Championships – Request of Support, and defer to the 2019 Budget deliberations. CARRIED.

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Brodie
Resolved that Council receive and file correspondence items CC-1 to CC-7, CC-10, and CC-11. CARRIED.

Delegations and Timed Events

7:05 PM Optimist Club of Kerwood Adelaide Metcalfe
Members in attendance: Dwayne Ayris, and Ron Thuss

RE: REQUEST OF OPTIMIST HALL

Club member Ron Thuss presented his proposal of a 60' x 40' hall to be built by the Township at Kerwood Park beside the existing pavilion.

Ron Thuss explained to Council that the club is losing their current meeting space due to the church closing and the building going up for sale.

A proposed drawing of Kerwood Park outlining the building was presented to Council for review.

RE: REQUEST OF COMMUNITY EVENT

Club member Dwayne Ayris presented his proposal of having a chicken BBQ as a community event called Adelaide Metcalfe Days.

Dwayne Ayris is looking for volunteers from the Township to help with putting on the event. Tentative date is Saturday, July 27, 2019.

7:30 PM 2019 Municipal Insurance Renewal
Tony Commisso, Regional Manager, Frank Cowan Company
Kathryn Veltman, HMS Insurance

Tony Commisso reviewed the 2019 Municipal Insurance Renewal document with Council answering questions throughout the presentation.

Deputy Mayor Hendrikx inquired about insurance for the Township to have an ice rink at Kerwood Park. Tony Commisso advised Council that there would be a checklist for Council to go through.

CAO/Treasurer Cathy Case asked for additional information on equipment breakdown coverage for Wastewater facility in Kerwood as recommended by Murray Sinclair.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the 2019 Municipal Insurance Program Report as prepared by the CAO/Treasurer. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council approve the 2019 Municipal Insurance Program as presented. CARRIED.

Staff Reports

Public Works Manager Jeff Little presented his reports to Council.

1) PWM 1 - Overview of Public Works Annual Responsibilities

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the Overview of Public Works Annual Responsibilities Information Report as prepared by the Public Works Manager. CARRIED.

2) PWM 2 - 2019 Road Training Course

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council approve sending Coulter Cahill and Ron Dymond to the recommended courses at the TJ Mahony Road School as offered by OGRA from May 6 to 8, 2019 and that the costs for registration and expenses be incorporated into the 2019 budget. CARRIED.

3) PWM 3 - Request for Relief from Load Limits

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that staff be directed to create a policy, as a schedule to the Load Restriction Bylaw, to address requests for exemptions to the by-law during half load season for Council's consideration. CARRIED.

Councillor Clarke inquired when Inadale Drive would be tar and chipped. Public Works Manager Jeff Little advised Council that this would be discussed at the Budget Meeting.

Public Works Manager Jeff Little gave a verbal on the following issues:

- fuel pump failure on one of the trucks. Expected cost is approximately \$2,200 plus labour
- furnace at Napier Garage quit but has been repaired. Replacement of the unit will be discussed during 2019 Budget deliberations.

Clerk, Jennifer Turk presented her reports to Council

- 4) C 1 - Workplace Drug and Alcohol Policy Update
C 1 - Workplace Drug & Alcohol Policy - Final Draft

Mayor Smith inquired if the policy pertained to the Adelaide Metcalfe Fire Department. Clerk Jennifer Turk advised Council that the policy was for all staff including volunteers.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council approve the Workplace Drug and Alcohol Policy, as amended, and the appropriate by-law be passed by Council. CARRIED.

- 5) C 2 - Workplace Violence and Harassment Policy Update
C 2 - Workplace Violence and Harassment Policy - Final Draft

Councillor Clarke inquired if training could be investigated for new Council and staff. Clerk, Jennifer Turk advised Council that staff would investigate.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the Workplace Violence and Harassment Policy, as amended and the appropriate by-law be passed by Council. CARRIED.

- 6) C 3 - Indemnification By-law Report
C 3 - Indemnification By-law

Councillor MacKinnon inquired if the by-law could be forwarded to Frank Cowan Company for comment.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council receive the Indemnification By-law Staff Report as presented by the Clerk and the appropriate by-law be passed by Council at the next Council meeting. CARRIED.

- 7) CAOTR 1 - Invoice Payment Approval Jan 18 to Feb 7 2019
CAOTR 1 - Invoice Payment Listing Jan 18 to Feb 7 2019

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council approve the accounts listing for the period January 18, 2019 to February 7, 2019 in the amount of \$80,088.10 as presented. CARRIED.

- 8) CAOTR 2 - Essentials of Municipal Fire Protection - A Decision Makers' Guide Seminar

Councillor Clarke and Councillor MacKinnon expressed interest in attending the seminar.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive the Essentials of Municipal Fire Protection – A Decision Makers' Guide Report as prepared by the CAO/Treasurer. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council supports the attendance of the Fire Chief, Deputy Fire Chief, CAO/Treasurer, Clerk, and all members of Council at the Essentials of Municipal Fire Protection Seminar being held on March 26, 2019. CARRIED.

- 9) CAOTR 3 - Mosquito Larviciding Program

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive the Mosquito Larviciding Program Report as prepared by the CAO/Treasurer. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council supports the action by the Middlesex London Health Unit to reduce the risk of West Nile Virus and that the Clerk be directed to issue a letter of support as requested. CARRIED.

- 10) CAOTR 4 - Council Remuneration

CAOTR 4 - Council Remuneration Comparison

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the report on Council Remuneration as prepared and presented by the CAO/Treasurer. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council defer a decision on Council Remuneration to the 2019 Budget deliberations. CARRIED.

11) CAOTR 5 - Special Meeting-Closed Session

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council convene in closed session on Monday March 4, 2019 at 5:00 pm under section 239 (2) (b)(d) and Section 239 (3.1) of the Municipal Act.

CARRIED.

12) CAOTR 6 - Grass Cutting and Trimming

CAOTR 6 - Grass Cutting and Trimming-Attach 1

CAOTR 6 - Grass Cutting and Trimming-Attach 2

CAOTR 6 - Grass Cutting and Trimming-Attach 3

CAOTR 6 - Grass Cutting and Trimming-Attach 4

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to cancel the contract with the current grass cutting and trimming contractor. CARRIED

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to prepare a tender for the 2019/2020 grass cutting and trimming season for Council consideration at the next meeting.

CARRIED.

Other Business

Discussion – From delegation with Optimist Club of Kerwood Adelaide Metcalfe

Re: Impacts to Strategic Plan

Council discussed the proposed construction of a building as a meeting hall at Kerwood Park.

Bluewater Recycling Association

Deputy Mayor Hendrikx advised Council of her attendance at the annual meeting.

Deputy Mayor Hendrikx advised Council that Brad Richards, board representative for this area, was elected Chair. Deputy Mayor Hendrikx advised Council that the wheelie bins may become mandatory to continue collection services.

ROMA 2019 Conference

Deputy Mayor Hendrikx advised Council that there were 1200 attendees at the 2019 ROMA Conference. Keynote speaker was of Lance Secretan and advised Council that Dennis Crevits was elected as Zone 1 Board member.

County Council

Mayor Smith advised Council that County Council was tomorrow as well as Library Committee meeting.

By-laws

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that all three readings be given to:

By-law No. 12 of 2019 – Workplace Drug and Alcohol Policy

By-law No. 13 of 2019 – Workplace Violence and Harassment Policy

By-law No. 14 of 2019 – Confirm Council Proceedings

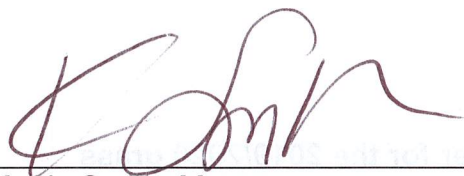
And that the by-law be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

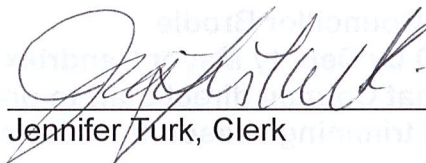
MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that the meeting be adjourned at 10:08 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk