

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – July 8, 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 Drainage Superintendent Jim Reeve (for part of the meeting)

**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 pecuniary interest regarding 7:20 PM Delegation Item, Napier School House, and Closed Session under the Municipal Act, Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board and employees; as his wife is the Secretary-Treasurer for the Napier Women's Institute.

**Additions to Agenda**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council accept the addition to hold a Closed Session pursuant to the Municipal Act, Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees; and (d) personal matters about an identifiable individual, including municipal or local board employees. CARRIED.**

**Minutes**

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the Minutes of the June 17, 2019 regular meeting minutes be approved as circulated. CARRIED.**

### Correspondence

- A. Upcoming Conferences/Seminars/Meetings
- 1) Regular Council Meeting - Monday, July 22, 2019
  - 2) Regular Council Meeting - Monday, August 12, 2019

Councillor Clarke advised Council that she would not be in attendance for the August 12, 2019 Council meeting.

- 3) Regular Council Meeting - Tuesday, September 3, 2019
- 4) Kerwood Firemen's Association Fish Fry – August 24, 2019, Kerwood Park
- 5) CC-1 Optimist - Sports Day & BBQ July 27 2019
- 6) CC-2 AMO - 2019 Conference Program Aug 18-21 Ottawa

- B. Recommended Reading
- 1) CC-3 ABCA - May 22 2019- Board Meeting Minutes
  - 2) CC-4 ABCA - General Manager's Report-June 20 2019
  - 3) CC-5 CN - 2019 CN in your Community

Councillor MacKinnon inquired if the contact information on the letter could be used to contact regarding the condition of the railroad tracks on Kerwood Road. CAO/Treasurer advised Council that a letter would be sent.

Mayor Smith advised Council that he contacted CN twice regarding the condition of the railroad tracks without a response.

- 4) CC-6 OPP - 2019 AMO Conference
- 5) CC-7 MMAH - Bill 108 More Homes, More Choices
- 6) CC-8 AMO - Cabinet Shuffle June 29 2019
- 7) CC-9 BRA-June 2019 Notes
- 8) CC-10 SWIFT News - Spring 2019
- 9) CC-11 SCOR - Minutes - Board of Directors  
CC-11 SCOR - Staff Report
- 10) CC-12 VON - Thank You

- C. Action Required
- 1) CC-13 Optimist - Letter Requesting Sponsorship  
CC-13 Optimist - Sports Day & BBQ July 24 2019
  - 2) CC-14 Warwick - Resolution Regarding Enforcement for Safety on Family Farms

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council support the resolution from the Township of Warwick regarding Enforcement for Safety on Family Farms. CARRIED.**

- 3) CC-15 Kerwood Firemen's Assoc - Request to Waive Fees

**MOVED by Councillor Clarke**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the request from the Kerwood Firemen's Association to waive the Kerwood Park rental fees for the annual Fish Fry held Saturday, August 24, 2019. CARRIED.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive and file Correspondence items CC-1 to CC-13. CARRIED.**

### Committee Minutes

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the Joint Health & Safety Committee March 21, 2019 Minutes as presented. CARRIED.**

### Staff Reports

Drainage Superintendent Jim Reeve presented his report to Council

1) DS-1 Drainage Superintendent Maintenance Report

Councillor MacKinnon inquired where the by-laws were to reflect the work to be performed on the drains. CAO/Treasurer Cathy Case advised Council that the listing provided in the report was for maintenance drains. By-laws for construction drains will be forth coming on the next agenda. CAO/Treasurer also advised Council that there is a staff report with a policy attached for Municipal Drain Assessment Billing Payment and Debenture for Council to review later in the agenda.

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the Drainage Maintenance Activity – First Half 2019 Report as presented by the Drainage Superintendent. CARRIED.**

Clerk Jennifer Turk presented her reports to Council

2) C-1 By-law Enforcement June 2019 Monthly Report

**MOVED by Councillor Clarke**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the By-law Enforcement Report as presented by the Clerk. CARRIED.**

3) C-2 Emergency Management July 2019

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the Emergency Management Program Committee Appointment – Update Staff Report as presented by the Clerk. CARRIED.**

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council approve the By-law to adopt an Emergency Management Program for the Township of Adelaide Metcalfe. CARRIED.**

4) C-3 Health & Safety July 2019

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the Township of Adelaide Metcalfe Joint Health & Safety Committee Report as presented by the Clerk. CARRIED.**

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Brodie**  
**Resolved that Council approve By-laws 50, 51, and 52 of 2019 as recommended by the Clerk for the structure and functions of the Joint Health & Safety Committee for the Township of Adelaide Metcalfe. CARRIED.**

5) C-4 Cat Control By-law Update Report  
C-4 Feral Cats Staff Report  
C-4 Draft Cat Control By-law

**MOVED by Councillor Clarke**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the Cat Control By-law Update Report as presented by the Clerk. Carried.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council defer the implementation of a cat control by-law until such time the Clerk has further information gathered from other parties involved. CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

6) CAOTR-1 Invoice Payment Approval  
CAOTR-1 Invoice Payment Approval Listing Jun 14 to Jul 4 2019

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the accounts listing for the period June 14, 2019 to July 4, 2019 in the amount of \$1,212,192.68 as presented by the CAO/Treasurer. CARRIED.**

- 7) CAOTR-2 Tax Collection Policy Report  
CAOTR-2 Tax Collection Policy

**MOVED by Councillor Clarke**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the Tax Collection Policy/Procedure as drafted by the CAO/Treasurer. CARRIED.**

- 8) CAOTR-3 Municipal Drain Assessment Billing Payment and Debenture Policy Report  
CAOTR-3 Drain Assessment Billing Payment Debenture Policy-DRAFT

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the Municipal Drain and Assessment Billing, Payment and Debenture Policy Report as presented by the CAO/Treasurer. CARRIED.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council accept the draft Municipal Drain Assessment Billing, Payment and Debenture Policy for review to be discussed at the next regular Council meeting for approval. CARRIED.**

- 9) CAOTR-4 SDCC Business Excellence Award Proposal

**MOVED by Councillor Clarke**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council not approve the \$400 sponsorship for a Strathroy District Chamber of Commerce award for 2019 year and that the request be brought forward for the 2020 Budget for consideration. CARRIED.**

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the Strathroy & District Chamber of Commerce Business Excellence Award Report as presented by the CAO/Treasurer. CARRIED.**

### **Delegations & Timed Events**

7:20 PM Dana Bernier  
Napier School House

Mayor Smith reiterated his pecuniary interest and left Council chambers.

Dana and Nancy Bernier were both present for the delegation. Dana presented Council with a package outlining their interest to purchase the Napier School House and additional road allowance, to allow for septic from the Township.

Deputy Mayor Hendrikx thanked the delegation and advised them that when Council had made a decision they would be notified.

Mayor Smith returned to chair the remainder of the meeting.

### **Other Business**

Deputy Mayor Hendrikx inquired about moving meeting dates in September as she will not be able to attend September 16 meeting.

Councillor Clarke inquired about the creation of a town hall meeting or citizen group to discuss future developments of Kerwood Park and/or the hub as outlined in the Township Strategic Plan. Mayor Smith asked that staff bring a report to Council to discuss options.

Deputy Mayor Hendrikx advised Council that if Kerwood Park is going to host more events, there needs to be upgrades done to the park.

Councillor MacKinnon inquired about having a policy binder for each Council member to have.

### **Closed Session**

Mayor Smith declared his pecuniary interest regarding Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees and (d) personal matters about an identifiable individual, including municipal or local board employees.

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that Council, the CAO/Treasurer, and the Clerk, move to closed session pursuant to Section 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; and (d) labour relations or employee negotiations; at 8:02 pm. CARRIED.**

**MOVED by Councillor Clarke**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that the closed session end at 9:12 pm and Council convene in open session. CARRIED.**

**Rise and Report**

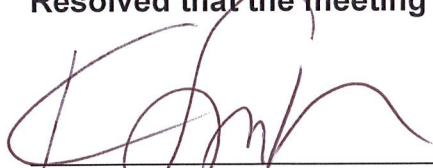
**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council direct staff to proceed as discussed in Closed Session. CARRIED.**

**By-laws**

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Clarke**  
**Resolved that all three readings be given to:**  
**By-law No. 49 of 2019 – Emergency Management Program**  
**By-law No. 50 of 2019 – Structure and Function of Joint Health & Safety Committee**  
**By-law No. 51 of 2019 – Health & Safety Policy**  
**By-law No. 52 of 2019 – Joint Health & Safety Committee Policy**  
**By-law No. 53 of 2019 – Site Plan Agreement – 9 Second Street**  
**By-law No. 54 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 Deputy Mayor Hendrikx**  
**SECONDED by Councillor MacKinnon**  
**Resolved that the meeting be adjourned at 9:15 pm. CARRIED.**

  
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Kurtis Smith, Mayor

  
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Jennifer Turk, Clerk

