

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – September 3, 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 Fire Chief Arend Noordhof

**Closed Session**

Present at the Closed Session was Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon. Also present from staff was CAO/Treasurer Cathy Case and Clerk Jennifer Turk. Also present was Wayne Meagher and David Samuels, Middlesex County Barristers and Solicitors.

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**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;**
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;**
- (d) labour relations or employee negotiations; and**
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 6:00 PM. CARRIED.**

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the Closed Session end at 7:10 PM and Council convene in open session. CARRIED.**

**Call to Order**

At 7:15 PM, Mayor Kurtis Smith called the meeting to order. A moment of silent reflection was observed.

**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.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council supports the alternative form of security as proposed by the developer for site plan agreement at 28610 Centre Road in lieu of a letter of credit, and that the proposed alternative form of security is deemed sufficient as it provides the necessary protection to the Township, subject to the confirmation of by-law references and that the said security be registered on title to the satisfaction of the Middlesex County Barristers and Solicitors. CARRIED.**

### **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 Closed Session Item #2, Napier School House, under the Municipal Act, Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, as his wife is the Secretary-Treasurer for the Napier Women's Institute.

### **Minutes**

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the Minutes of the August 12, 2019 regular meeting be approved as amended and circulated. CARRIED.**

### **Delegations and Timed Events**

7:05 PM                      Four Counties Health Services Foundation  
Tom Jeffery, Chair  
Steph Ouellet, MHA VP of Strategic Partnerships

Council presented the foundations with \$5,000 donation as approved in the 2019 budget.

Tom Jeffery and Steph Ouellet gave Council an update regarding Four Counties Health Services Foundation.

7:20 PM                      Aggregate Ontario  
Gavin Houston, President and Founder

Gavin Houston provided Council with a presentation of who Aggregate Ontario is requesting the Township to become a member of the Aggregate Ontario Alliance.

**MOVED by Councillor MacKinnon**

**SECONDED Deputy Mayor Hendrikx**

**Resolved that Council receive and file the request from Aggregate Ontario for the Township to become a member with Aggregate Ontario Alliance and consider in the 2020 Budget. CARRIED.**

**Correspondence**

- A. Upcoming Conferences/Seminars/Meetings
- 1) Regular Council Meeting - Monday, September 16, 2019
  - 2) Regular Council Meeting - Monday, September 30, 2019 (Tentative)
  - 3) Public Meeting – Tuesday, September 24, 2019 @ 6:30 PM (Community Hub/Kerwood Park)
  - 4) Regular Council Meeting - Monday, October 7, 2019
  - 5) CC-1 SDCC - News  
CC-1 SDCC - 21st Annual Business Excellence Awards Nomination Form 2019  
CC-1 SDCC - Golf Registration 2019  
CC-1 SDCC - Golf Sponsorship 2019
  - 6) CC-2 Strathroy Caradoc - ZBA 13-2019 Public Notice
- B. Recommended Reading
- 1) CC-3 OGRA - June 2019 Highlights
  - 2) CC-4 CUPW - Future of Canada Post
  - 3) CC-5 SWIFT - 2019 Summer Edition
  - 4) CC-6 Ontario Cannabis Legalization Implementation Fund
  - 5) CC-7 BRA - Ontario Announces Next Steps to Improve Recycling and Tackle Plastic Waste
  - 6) CC-8 Frank Cowan - Client Communication
  - 7) CC-9 Enbridge Gas Inc - OEB Notice of Application
  - 8) CC-10 - P & D McLean - Letter Against Bio-Solids
- C. Action Required
- 1) CC-11 Town of Bradbury West Gwillimbury - Resolution - Never Forgotten National Memorial

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council receive and file Correspondence items CC-1 to CC-11. CARRIED.**

**Staff Reports**

- 1) C-1 By-law Enforcement August 2019 Monthly Report - Updated

**MOVED by Councillor Clarke**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council receive the By-law Enforcement Report for the period ending September 3, 2019 as presented by the Clerk. CARRIED.**

- 2) CAOTR-1 Invoice Payment Approval  
CAOTR-1 Invoice Payment Listing Aug 9 to 30 2019

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the accounts listing for the period August 9, 2019 to August 30, 2019 in the amount of \$738,901.17 as presented. CARRIED.**

- 3) CAOTR-2 Township Credit Card Policy  
CAOTR-2 Credit Card Policy-DRAFT

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive the Township Cred Card Policy Report as presented by the CAO/Treasurer. CARRIED.**

Deputy Mayor Hendrikx asked for clarification about the policy violations. Councillor Clarke advised that she had no issues with how the violations were worded in the draft policy as the violation would depend on the situation. CAO/Treasurer Cathy Case advised Council that most purchases would be approved through the budget, other purchases would be pre-approved before using the Township credit card and receipts are required to be submitted.

Mayor Smith inquired about the time limit of fourteen (14) days to submit a receipt. CAO/Treasurer Cathy Case advised Council that the receipt is needed to compare when the statement comes in and prevents the loss of receipts if the receipts are handed in a timely manner.

**MOVED by Councillor Brodie**  
**SECONDED by Councillor Clarke**  
**Resolved that Council approve the Township Credit Card Policy as drafted by the CAO/Treasurer. CARRIED.**

- 4) CAOTR-3 Naloxone Policy-Adelaide Metcalfe Fire Department  
CAOTR-3 Naloxone Policy-AMFD Operational Guideline  
CAOTR-3 Naloxone Policy-Community Partner MoU MLHU  
CAOTR-3 Naloxone Policy-DRAFT

Councillor Clarke inquired if the naloxone was an injectable or nasal spray. Fire Chief Noordhof advised Council that this was a one-time use nasal spray.

Councillor Brodie inquired why the naloxone program has taken so long for the fire department to obtain. CAO/Treasurer Cathy Case advised Council that information was needed from Frank Cowan Insurance Company, Middlesex-London Health Unit, and a policy drafted by the fire department as outlined in the agreement. Mayor Smith advised Council that staff is to make sure everything is in order prior to the implementation of the naloxone program.

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the Naloxone Program-Adelaide Metcalfe Fire Department Report as presented by the CAO/Treasurer. CARRIED.**

**MOVED by Councillor Brodie**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council approve the Naloxone Policy as presented. CARRIED.**

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council authorize the CAO/Treasurer to sign the Community Partner Memorandum of Understanding for Naloxone Distribution for the Township. CARRIED.**

5) CAOTR-4 Special Policy Areas Land Use Planning Study Public Consultation

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council receive the Special Policy Areas Land Use Planning Study Public Consultation Report as presented by the CAO/Treasurer. CARRIED.**

Councillor MacKinnon inquired if the public open house/meeting should be moved to the fire hall due to accessibility concerns with the parking lot at the municipal office. CAO/Treasurer Cathy Case advised Council that staff provides assistance to the planners, and this would be difficult for staff to do if the venue was moved to the fire hall.

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that the Public Consultation Open House and Public Meeting be held Thursday, October 17, 2019, 3 PM – 6 PM Open House, and 6 PM start for Public Meeting in regards to the Special Policy Areas Land Use Planning Study with location to be finalized. CARRIED.**

6) CAOTR-5 Walkers Drive & Tait's Road Intersection Concerns

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council accept the Walker Drive and Tait's Roads Intersection Report as prepared by the Public Works Manager and presented by the CAO/Treasurer. CARRIED.**

- 7) CAOTR-6 Request for Proposal-Sidewalk Engineering  
CAOTR-6 Request for Proposal Sidewalk Engineering Results

Council discussed adding additional sections of sidewalk in the Township that would be beneficial.

**MOVED by Councillor Brodie**  
**SECONDED by Councillor Clarke**  
**Resolved that staff be directed to add the sidewalk locations and obtain further information and revised quote as discussed to the Sidewalk Engineering Tender from Spriet Associates, Driven Engineering Inc., and B.M. Ross and Associates. CARRIED.**

- 8) CAOTR-7 Site Plan Agreement-28610 Centre Road

This report was discussed in Closed Session, earlier in the meeting, with a motion under Rise and Report.

### **Other Business**

Mayor Smith advised Council that he received first place in the VIP class at the Middlesex County Plowing Match.

### **Closed Session**

Present at the Closed Session was Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon. Also present from staff was CAO/Treasurer Cathy Case and Clerk Jennifer Turk.

**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; and**  
**(d) labour relations or employee negotiations at 8:49 PM. CARRIED.**

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that the Closed Session end at 9:16 PM and Council convene in Open Session. CARRIED.**

There was no Rise and Report from the Closed Session.

**Other Business Continued**

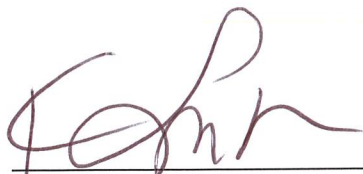
Councillor Clarke inquired what the agenda was going to look like at the Public Meeting schedule for Tuesday, September 24, 2019 at 6:30 PM in regards to the creation of a Community Hub and Improvements to Kerwood Park. Mayor Smith advised Council that community groups would be invited to attend and speak. Councillor Clarke suggested businesses be included as well. Councillor Brodie inquired who would be on the committee. CAO/Treasurer Cathy Case advised Council that a recep of the September 24 Public Meeting could be discussed at the tentative September 30, 2019 Council Meeting, where the discussion of creating a committee could take place at that time.

**By-laws**


**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that all three readings be given to:**  
**By-law No. 59 of 2019 – memorandum of Understanding with Middlesex-London Health Unit – Naloxone Program**  
**By-law No. 60 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 9:28 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk

