

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
SPECIAL MEETING MINUTES – April 14, 2020
ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

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, Public Works Manager Coulter Cahill (by phone), Fire Chief Arend Noordhof (by phone), Director of Information Technology Morgan Calvert, as Moderator for the meeting

Call to Order

At 6:00 pm, Mayor Kurtis Smith called the meeting to order.

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.

2020 Budget

CAO/Treasurer Cathy Case presented Council with the 3rd draft budget from the discussions that took place at the March 10, 2020 Budget meeting.

CAO/Treasurer Cathy Case outlined the changes made to the budget answering questions from Council along the way.

Administration

Originally \$807,015.00, reduced to \$607,015.00. \$100,000 from the one time unconditional funding grant and \$100,000 from reserves to offset the office renovation costs.

Fire

Purchase of rescue truck revised to reflect Council resolution to fund from fire equipment reserves.

Mayor Smith inquired when the RFP for the rescue van would be returned with prices. CAO/Treasurer Cathy Case advised the RFP closes on May 11, 2020.

Building Inspections

Contracted/Purchased Service expense increased to reflect extended period for interim Chief Building Official services amid the hiring process for the positions under the Joint Building Services Agreement with North Middlesex and Southwest Middlesex.

Deputy Mayor Hendrikx inquired if the building inspector(s) were set hours or as required. CAO/Treasurer Cathy Case advised Council that the contract is on an as required basis. As of April 4, 2020 no new residential permits are being issued at this time due to Covid-19, however certain agricultural building permits are and inspections are still being performed for those permits that are being issued and any residential building permits that were issued prior to April 4, 2020.

Joint Building Services – Inspection

Councillor MacKinnon inquired if \$10,500 was enough in the budget to cover legal and insurance. CAO/Treasurer Cathy Case advised that the amount is an estimate with 1/3 being Adelaide Metcalfe's share.

By-law Enforcement

Councillor MacKinnon inquired about By-law Enforcement. CAO/Treasurer Cathy Case advised Council at the last budget meeting on March 10, 2020, there was a separate category created for By-law Enforcement with a cost of \$6,000. Currently the Township does not have By-law Enforcement.

Roadways

Increase of \$125,000 coming from reserves to offset the purchase of a new tandem snowplow truck.

Councillor Brodie inquired about the need of a new truck to replace Mack #1. Public Works Manager Coulter Cahill advised Council that Mack #1 was in good shape and did not necessarily need to be replaced. The trucks are aging. CAO/Treasurer Cathy Case advised Council that the new truck is intended to replace a truck, not necessarily Mack #1.

Councillor Clarke inquired about a report from the Public Works Manager in October 2020 to give an update of repairs done to the fleet in order to make a decision on replacement. Council agreed to remove the replacement of a tandem truck to a future budget.

Hard Top Road Maintenance

CAO/Treasurer Cathy Case advised Council that hot asphalt placement on Melwood Drive was being deferred to a future budget until planning applications are resolved.

Deputy Mayor Hendrikx inquired about moving the resurfacing project for Cuddy Drive to 2021. Public Works Manager Coulter Cahill advised Council that he would like to see this project stay for 2020 to keep up on maintenance of hard surfaced roadways. Councillor Clarke advised Council to keep with the plan of projects as outlined by the Public Works Manager. Mayor Smith also advised Council that costs can increase in the future if the recommended projects as set out by the Public Works Manager is not followed. Mayor Smith also inquired about a report from the Public Works Manager outlining all road projects that may require hard surface in the future.

Councillor Clarke inquired about the different tax rates and ratios (industrial, commercial vs agricultural) and the affect on the Township budget. CAO/Treasurer Cathy Case advised Council that the Tax ratios are set by the County of Middlesex and that commercial and industrial assessments are taxed at a higher rate than industrial and conversely, farmland is taxed a ¼ of the residential rate. Mayor Smith advised Councillor Clarke that there is a report from the County of Middlesex that he will forward to her as the ratios were set a couple meetings ago. Mayor Smith also advised that the new assessment cycle with 4-year phase in has been delayed one (1) year due to Covid-19.

Councillor Brodie advised Council that whether a business is on a County road vs Township road, the business should not be penalized one way or another. Mayor Smith advised Council that businesses usually require a site plan approval either from the Township or from the County dependent on the road that the business is situated on.

Roads-Capital Road Construction

CAO/Treasurer Cathy Case advised Council that the tar and chip project for School Road was removed from the budget following consultation with the County. It was noted that completion of road construction projects will be extended all over due to the current protocols.

Councillor Brodie advised Council that the section of School Road being referenced is in rough shape and inquired if School Road could be prepped through the 2020 summer and tar and chipped in 2021 Budget. Public Works Manager Coulter Cahill advised Council that prep work could be completed in 2020 summer by Public Works staff. Councillor Clarke inquired if the Public Works Manager could provide a cost to Council for prepping School Road. Mayor Smith inquired if School Road was at the end of the life span for tar and chip. Public Works Manager Coulter Cahill advised Council that the hard surfacing needs to be redone. Mayor Smith advised Council to move to an asphalt project. Councillor Brodie inquired about road traffic count report for Council to review.

Councillor Brodie inquired about Napier Bridge – Bridge #10 to reduce expense to \$40,000 and reduce load limit on the bridge. CAO/Treasurer Cathy Case advised Council that Township Engineer met on site with Public Works Manager and a contractor and that extent of maintenance work appeared to be than originally anticipated.

Sidewalk Construction

CAO/Treasurer Cathy Case advised Council that an updated report from Driven Engineering was circulated to Council for review prior to this meeting.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the installation of sidewalks for 2020 at:

- **Napperton North East**
- **Napperton North West**
- **Pike North East**

And that Council approve the installation of sidewalks for 2021 at:

- **Centre Road West**

And that staff be directed to begin the request for proposal for the approved sidewalk projects, and all sidewalks be installed in concrete. CARRIED.

Kerwood Waste Water (Sewer)

Slight increase to the consulting and engineering expense as consultant will be completing all testing requirements for the balance of the year.

Waste Collection

Bag Tag Revenue originally \$16,000.00, decreased to \$10,000.00 due to the suspension of the garbage bag tag program due to Covid-19 until May 1, 2020 (at least).

Councillor MacKinnon inquired about the wheelie bin program. CAO/Treasurer Cathy Case advised Council that the program has been delayed due to Covid-19 pandemic, to June 1, 2020.

Deputy Mayor Hendrikx advised Council that she had a Bluewater Recycling Association meeting on Thursday, April 16, 2020.

Kerwood Park

Councillor Brodie inquired if the engineering was completed for the proposed building at Kerwood Park. CAO/Treasurer Cathy Case advised Council that the engineering is being completed, however survey and design work is delayed due to Covid-19 and not being an essential service. All information received from user groups and Council discussion has been forwarded to engineers. The project will be in two (2) phases. Phase one in 2020, Phase two in 2021.

Building Permits

Councillor Clarke inquired about a building permit report outlining all building permits issued in the last sixty (60) days for the April 20, 2020 meeting.

Landfill – Waste Disposal

Deputy Mayor Hendrikx advised Council revenue for the landfill would be down, therefore expenses could be down. Councillor Clarke advised Council that with the landfill temporary closed, there would be a decrease in expenses and inquired about the survey at School Road Landfill. CAO/Treasurer Cathy Case advised Council that a survey is being conducted to confirm property lines for fencing and location of monitoring wells.

Councillor Brodie inquired if School Road Landfill was classified an essential service. CAO/Treasurer Cathy Case advised Council that waste collection is an essential service, however the Township offers curbside pickup for household waste. Staff are exploring processes and options to ensure safety of staff and residents when accessing the landfill, including cashless payment options. The CAO/Treasurer advised that there is \$12,500 in the 2020 budget for a small building and portable washrooms.

Next Meeting

Council inquired about changes to be made to the budget as discussed and bring back to the April 20, 2020 Council meeting for Council’s review.

Scheduling Closed Session

Mayor Smith inquired about scheduling a Closed Session for week of April 20, 2020.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that a Closed Session of Council be scheduled for Wednesday, April 22, 2020 at 6:00 PM to discuss personal matters, and property matters. CARRIED.

Mayor Smith reminded Council of the next regular Council meeting being held electronically, on Monday, April 20, 2020 at 7:00 PM.

Adjournment

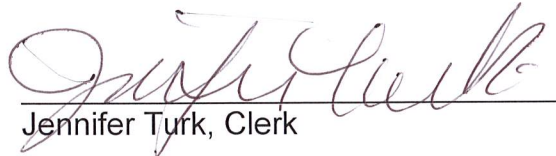
MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that the special Council meeting be adjourned at 7:33 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

