

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – April 20, 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 and Moderator for the meeting Jennifer Turk, and Public Works Manager Coulter Cahill (by phone)

**Call to Order**

At 7:00 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.

Councillor Clarke declared pecuniary interest in regards to the Property Standards request submitted for 27748 Kerwood Road, as a family member owns this property.

**Minutes**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the minutes of the April 6, 2020 Regular Council meeting, the minutes of the April 14, 2020 Budget meeting, be approved as circulated.**

**CARRIED.**

**Property Standards Committee**

Councillor Clarke reiterated her pecuniary interest.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council convene as the Property Standards Committee for the purpose of hearing Property Standards Request for 27748 Kerwood Road and that the meeting be opened at 7:02 pm. CARRIED.**

Clerk Jennifer Turk reviewed her background information report with the committee and advised them of an email submitted from the property owner to request an extension to November 1, 2020 due to Covid-19 pandemic.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that the Property Standards Committee accept the extension date request from Alexander Clarke for the property standards complaint at 27748 Kerwood Road and that the extension date request of November 1, 2020 be granted. CARRIED.**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the Property Standards Committee Meeting be closed at 7:04 pm and Council reconvene in regular session. CARRIED.**

### Correspondence

- A. Upcoming Conferences/Seminars/Meetings
  - 1) Regular Council Meeting - Monday, May 4, 2020
  - 2) Regular Council Meeting - Tuesday, May 19, 2020
  - 3) Regular Council Meeting - Monday, June 1, 2020
  - 4) Emergency Management Program Committee Meeting – Tuesday, April 21, 2020, hosted by Bettina Weber

Clerk Jennifer Turk advised Council this date has changed to Thursday, April 23, 2020 after the weekly Emergency Control Group teleconference. An email from Primary CEMC Bettina Weber was issued earlier in the day April 14, 2020.

- B. Recommended Reading
  - 1) CC-1 OGRA - Heads UP Alert - 2020 20201 Board of Directors
  - 2) CC-2 K Bunting - County Road and Bridge Assumption - Approval
  - 3) CC-3 BRA - March 26 2020 Notes
    - CC-3 BRA - 2019 Annual Report
    - CC-3 BRA - April 16 2020 Minutes
  - 4) CC-4 Solicitor General & MMAH - March 17 2020 Emergency Declared
  - 5) CC-5 Solicitor General & MMAH - Seasonal Trailer Parks & Recreational Campgrounds Order
  - 6) CC-6 Solicitor General & MMAH - Planning Matters
  - 7) CC-7 Conservation Update - April 2020
  - 8) CC-8 Solicitor General & MMAH - Labour Deployment
  - 9) CC-9 ABCA - Agenda-Board of Directors
    - CC-9 ABCA - GM's Report-April 23 2020
    - CC-9 ABCA February 20 Meeting Minutes



**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive and file Correspondence Items CC-1 to CC-9.**  
**CARRIED.**

**Staff Reports**

Public Works Manager Coulter Cahill presented his report to Council

- 1) PWM-1 Bridge 10-Napier Bridge-Gross Vehicle Weight Limit Report

Councillor Brodie inquired what the plan would be if there was an emergency that existed and vehicles needed to cross the bridge. Public Works Manager Coulter Cahill advised Council that EMS and police would be able to cross the bridge but due to weight limits, the fire trucks would have to go around.

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive the Bridge #10 - Napier Bridge Gross Vehicle Weight Limit Report as presented by the Public Works Manager. CARRIED.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council direct staff to move forward with lowering the Gross Vehicle Weight Limit on Bridge #10 - Napier Bridge in accordance with Spriet Associates recommendations. CARRIED.**

Clerk Jennifer Turk presented her reports to Council.

- 2) C-1 Social Media Progress Report #4

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive the Social Media – Progress Report #4 as presented by the Clerk. CARRIED.**

- 3) C-2 Building Permits Mar 1 to Apr 4 2020

Clerk Jennifer Turk advised Council that a more detailed summary of building permits issued since January 1, 2019 would be included in the Closed Session Staff Report for the April 22, 2020 Closed Session Council Meeting.

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the Building Permits Issued Report for the period March 1, 2020 to April 4, 2020 as presented by the Clerk. CARRIED.**

- 4) C-3 By-law Enforcement Feb Mar 2020 Monthly Report  
C-3 By-law Enforcement Report - February 2020 Attach 1  
C-3 By-Law Enforcement presentation Attach 2

Councillor Brodie advised Council to not rush into a contract for by-law enforcement at this time.

Mayor Smith advised Council that is important to continue to move forward. The Township currently does not have a By-law Enforcement Officer and to hear a presentation from Municipal Enforcement Unit (MEU) as well as have other options to employ this position, available at the next Council meeting.

Clerk Jennifer Turk advised Council that the costs for the position, if awarded to MEU, would be call-in only driven by complaints received. Councillor Clarke inquired if MEU could issue tickets, for example, to a parking by-law. Councillor MacKinnon advised Council that MEU could issue tickets under the Provincial Offences Act. Clerk Jennifer Turk advised Council that MEU would be contacted to come by virtual delegation, to the next Council meeting to present to Council their services as well as have other options available for Council's review.

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council receive the By-law Enforcement Staff Report for the period ending March 31, 2020 as presented by the Clerk. CARRIED.**

- 5) C-4 Pool Fence By-law  
C-4 Pool Fence By-law 40 of 2001  
C-4 By-law No 19 of 2020 - Pool Fence

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council receive the Pool Fence By-law Staff Report as presented by the Clerk and staff be directed to bring the draft by-law back to the next Council meeting for Council discussion/approval. CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

- 6) CAOTR-1 Invoice Payment Approval  
CAOTR-1 Invoice Payment Approval Listing April 3 to April 17 2020

Deputy Mayor Hendrikx inquired what time period the fees paid for Chief Building Official were. CAO/Treasurer Cathy Case advised Council the fees were for the month of March.



**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the Invoice Payment Approval Staff Report as presented by the CAO/Treasurer and that Council approve the accounts listing for the period April 3 to April 17, 2020 in the amount of \$119,507.28 as presented. CARRIED.**

- 7) CAOTR-2 Bluewater Recycling Association-Automated Waste and Recycling Collection Update  
CAOTR-2 BRA Wheelie Bins Brochure

CAO/Treasurer Cathy Case advised Council that Bluewater Recycling indicated that the flyer should be circulated to Township residents by the end of April. CAO/Treasurer Case advised Council that residents who have signed up for “no admail” delivery with Canada Post, will not receive the flyer.

Mayor Smith advised Council that he requested one change on the brochure and that was “North” and “South” Adelaide Metcalfe, not “Adelaide” and “Metcalfe”.

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Bluewater Recycling Association – Waste and Recycling Collection Update Staff Report as presented by the CAO/Treasurer. CARRIED.**

- 8) CAOTR-3 2020 Budget-Update from April 14 2020  
CAOTR-3 2020 Budget-Driven Engineering-Sidewalk Designs-Full Report 19-2036 2020-04-14  
CAOTR-3 2020 Budget-DraftvApril20

CAO/Treasurer Cathy Case advised Council that she is still waiting for information pertaining to the following:

- Park plan from Spriets – Due to Covid-19 – restrictions are in place for field work
- Office Renovations – Due to Covid-19 – workplace restrictions are affecting plan preparation
- Sidewalk Report
- Fire Van Rescue – RFP is due May 11, 2020.

Councillor Brodie inquired when the budget would be completed. CAO/Treasurer Cathy Case anticipates after the RFP for the fire truck is closed, Council will be able to approve the 2020 budget.

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the 2020 Budget-Update from April 14 2020 Staff Report for information purposes as presented by the CAO/Treasurer. CARRIED.**

9) CAOTR-4 Financial Report

**MOVED by Councillor Clarke**

**SECONDED by Councillor Brodie**

**Resolved that Council receive the Financial Report including February 2020 and March 2020 Payroll as presented by the CAO/Treasurer. CARRIED.**

**Other Business**

Bluewater Recycling Association

Deputy Mayor Hendrikx advised Council that she attended a meeting recently. Annual information report and minutes from that meeting are contained in this agenda.

Business Help Centre

Councillor Clarke advised Council that the Business Help Centre has completed their move to downtown Ilderton by Tim Hortons.

April 20, 2020 – Agenda Items

Councillor Brodie advised Council that there didn't seem to be much on the agenda. Mayor Smith advised that normally there would be planning on this agenda, however, due to Covid-19, planning applications are on hold. Clerk Jennifer Turk advised Council that the Township is waiting for further information/direction from the Province of Ontario and County of Middlesex on how best to move forward with planning applications during the provincial emergency.

County of Middlesex

Mayor Smith advised Council that County Council is holding virtual County Council meetings using the Zoom app.

Mayor Smith advised Council that an Economic Development Committee is being assembled that will include himself, Cara Finn from County of Middlesex, and Middlesex County Warden, as well as the Business Help Centre president and representatives from business and industry across Middlesex. A survey will be circulated to business to survey how they are coping during the pandemic.

Mayor Smith advised Council that Middlesex London Health Unit has fully moved out of King Street address and advised Council that the office equipment that was left behind from the move can be used from lower tier municipalities that require it.

Township Office Renovations

Councillor Brodie inquired about a backup plan for staff since the office renovations have been delayed due to Covid-19. CAO/Treasurer Cathy Case advised that there are office dividers and desks available from the County that can be used to create offices for staff until the office renovation can start.



**By-laws**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that all three readings be given to:**

**By-law No. 19 of 2020 – Confirm Council Proceedings**

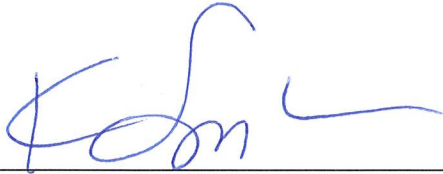
**And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

**Adjournment**

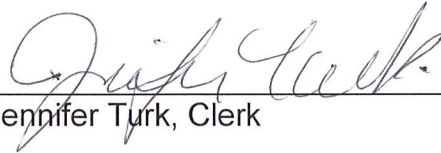
**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the meeting be adjourned at 7:43 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk

