

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – August 4, 2020
ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

Present: Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Brodie, Councillor Sue Clarke and Councillor Betty Ann MacKinnon

Also Present: Township Manager and Moderator for the meeting Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Chief Building Official Shannon Black, and Drainage Superintendent Jim Reeve (for part of the meeting)

Call to Order

At 7:01 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.

Minutes

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that the minutes of the July 6, 2020 Virtual Regular Council meeting, July 22, 2020 Special Council meeting, and July 29 Virtual Planning meeting be approved and circulated. CARRIED.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1) Regular Council Meeting - Tuesday, September 8, 2020
 - 2) Regular Council Meeting - Monday, September 21, 2020
 - 3) Regular Council Meeting - Monday, October 5, 2020

- B. Recommended Reading
 - 1) CC-1 SCRCA - 2020 June Meeting Highlights
 - 2) CC-2 - ABCA - July 16-Agenda-Board of Directors
CC-2 ABCA - AGM's Report-July 16 2020
CC-2 ABCA - June 18-Board Meeting Minutes

- 3) CC-3 BRA - July 2020 Notes
- 4) CC-4 MECP - Environmental Assessment Modernization
- 5) CC-5 MMAH - Minister's Letter - COVID-19 Economic Recovery Act
- 6) CC-6 MGCS - Moving Towards a More digital-focused Service Model for Land Registration Services

C. Action Required

- 1) CC-7 Resolution - Township of South Glengarry - Long Term Care Homes

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council support the resolution from Township of South Glengarry regarding long-term care homes. CARRIED.

- 2) CC-8 Resolution - Chatham Kent - Emancipation Day
- 3) CC-9 Resolution - Oshawa - Covid-19 Funding
- 4) CC-10 Town of Orangeville Letter of Support OPP Diversity Training

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive and file Correspondence Items CC-1 to CC-6, CC-8 to CC-10. CARRIED.

- 5) CC-11 Awards Fire Chief of the Year - 2020 Guidelines

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council support the nomination of Fire Chief Arend Noordhof for the Fire Chief of the Year Award for 2020 from the Canadian Association of Fire Chiefs (CAFC). CARRIED.

Delegations & Timed Events

7:05 PM Heather Cormack, 26034 Kerwood Road
C4ST Riding Representative – Lambton –Kent-Middlesex
Canadians for Safe Technology

Heather Cormack presented her presentation to Council regarding the suspension of the 5G network rollout and to choose safe and reliable fibre connections.

Mayor Smith asked Acting Township Manager Morgan Calvert to bring a staff report to Council as Director of IT for the County of Middlesex to the next Council meeting.

Mayor Smith thanked the delegation.

7:20 PM Jennifer Kirkham, County of Middlesex
Community Safety & Well-Being Plan

Acting Township Manager Morgan Calvert advised Council that he has been working with the CAO's within Middlesex County to consolidate costs and efforts for a Community Safety & Well-Being Plan that is required under the Province's Safer Ontario Act, 2018 effective January 1, 2021.

Jennifer Kirkham presented to Council the approach to having a plan in place by January 1, 2021.

Acting Township Manager Morgan Calvert advised Council that the survey has not been launched on the Township Facebook Page or Website until Council was presented with this information.

Mayor Smith thanked the delegation.

Staff Reports

Drainage Superintendent Jim Reeve presented his report to Council.

- 1) DS-1 Ingold Field Drain and Ingold Drain Update
DS-1 Attach - 1 Email from Drainage Engineer - Ingold Field Drain
DS-1 Attach - 2 Drainage Engineer Recommendations

Councillor Brodie inquired if the recommended revisions were just on the assessment part of the drain. Drainage Superintendent Jim Reeve, confirmed that the revisions were just pertaining to the assessed lands to the Ingold-Field Drain. The billing for the Ingold Drain was to stay as it was invoiced.

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive the Ingold-Field Drain and Ingold Drain – Update Staff Report as presented by the Drainage Superintendent. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council direct staff to follow the adjustment recommendations to the assessments for the Ingold-Field Drain Repair 2019 as presented by the Drainage Engineer; and that the invoices be recalculated with the noted revisions. CARRIED.

Chief Building Official Shannon Black gave her verbal report to Council

- 2) CBO – Shannon Black – Verbal

Chief Building Official Shannon Black advised Council of the following summary of activities within the Building Department:

- Currently conducting inspections as requests come in
- Two (2) building inspectors start Monday, August 10, 2020
- Appointment By-law to be put in place for the two (2) inspectors for all three (3) municipalities – North Middlesex, Southwest Middlesex, and Adelaide Metcalfe
- Working on the fee study to be as close as possible to cost recovery. A potential consultant has been contacted to facilitate with the study.

Councillor Brodie inquired about the prioritization of permits and inspections as he has received concerns from residents regarding the Township being too difficult. Chief Building Official Shannon Black advised Council that it is difficult to organize priorities for three (3) municipalities when there is only one (1) person doing the job.

Acting Township Manager Morgan Calvert advised Council that time had been lost due to the Covid-19 pandemic, and getting the shared servicing agreement in place for Adelaide Metcalfe, however permits and inspections are not being ignored. Processes are being followed in order to sign permits and conduct inspections. Acting Township Manager Morgan Calvert also advised Council that the first Joint Building Committee took place July 9, 2020 and support was received from the three (3) municipalities.

Clerk/Acting Treasurer Jennifer Turk presented the Public Works Manager's staff report as Coulter Cahill was absent at the meeting.

3) PWM-1 Public Works Information Report

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council receive the Public Works Information Report prepared by the Public Works Manager. CARRIED.

Deputy Mayor Hendrikx inquired if there were any issues with the amount of rain received over the weekend. Clerk/Acting Treasurer Jennifer Turk advised Council that there were no major issues received. One minor issue received was the alarm at the Kerwood Sewer Plant due to the amount of rainfall. Public Works Manager Coulter Cahill attended the site as Arend Noordhof was away on vacation.

Mayor Smith inquired if information was posted on the Township website and Facebook Page regarding Kerwood Park being re-opened to the public. Clerk/Acting Treasurer Jennifer Turk advised Council that information has been posted accordingly.

Clerk/Acting Treasurer Jennifer Turk presented her reports to Council.

4) C-1 Residential Property Tax Comparison - Aug 2020

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the Residential Property Tax Comparison for 2020 Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

5) C-2 Janitorial Services

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the Janitorial Services Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

6) C-3 Clean Desk Policy Staff Report
C-3 Clean Desk Policy

MOVED by Councillor Clarke
SECONDED by Councillor Brodie
Resolved that Council receive the Clean Desk Policy Staff Report as presented by the Clerk/Acting Treasurer; and that Council approve the policy as presented, with an implementation date effective immediately. CARRIED.

Councillor Clarke advised Council that confidentiality is important in municipal government. Acting Township Manager Morgan Calvert advised Council that Privacy Policy was coming next.

7) C-4 Accounts Payable July 3 to July 28 2020 Listing Staff Report
C-4 Accounts Payable July 3 to July 28 2020 Listing Redacted

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council receive the Invoice Payment Approval Staff Report as presented by the Clerk/Acting Treasurer and that Council approve the accounts listing for the period July 3, 2020 to July 28, 2020 in the amount of \$410,463.60. CARRIED.

8) C-5 2020 Budget Expenditure Report
C-5 2020 Budget Expenditure Report – Listing

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the 2020 Budget Expenditure Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

Deputy Mayor Hendrikx advised Council that it was nice to see this report as it has never been presented to Council in the past. Clerk/Acting Treasurer Jennifer Turk advised that finance staff assisted with the creation of this report.

Other Business

Clerk/Acting Treasurer Jennifer Turk inquired as to a date for the next virtual Planning meeting, as there five (5) applications that require to be heard by the Committee of Adjustment/Council.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council schedule the next virtual planning meeting for Thursday, September 3, 2020; and that staff be directed to post the meeting date information on the Township website and Facebook Page. CARRIED.

Closed Session

Mayor Smith declared pecuniary interest regarding Closed Session Item #1 as the Mayor has family members that are involved in the matter.

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

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;
- (d) Labour relations or employee negotiations; and
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 8:12 PM. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that the Closed Session be adjourned at 9:41 PM and reconvene in Open Session. CARRIED.

Rise and Report

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council direct staff to proceed as discussed in Closed Session. CARRIED.

Other Business – Continued

Clerk/Acting Treasurer Jennifer Turk inquired if another date was available for Council to meet for the virtual planning meeting, as Councillor Brodie will not be able to attend.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council amend the motion from earlier in the meeting to reflect a change in date of the next virtual planning meeting stating the following:

“Moved by Councillor MacKinnon

Seconded by Councillor Brodie

Resolved that Council schedule the next virtual planning meeting for Thursday, September 3, 2020 at 7:00 PM. CARRIED.”;

And that the motion to amend be as follows:

Resolved that Council schedule the next virtual planning meeting for Wednesday, September 9, 2020 at 7:00 PM; and that staff be directed to post the meeting date information on the Township website and Facebook Page. CARRIED.

Clerk/Acting Treasurer Jennifer Turk advised Council that a motion was needed to have County Clerk, Kathy Bunting to take minutes at the August 12, 2020 Closed Session, as Clerk/Acting Treasurer Jennifer Turk would be absent from the meeting

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council schedule a Closed Special Meeting for Wednesday, August 12, 2020 at the County of Middlesex Administration Building. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council appoint County Clerk Kathy Bunting to take minutes at the Closed Special Meeting on August 12, 2020 at the County of Middlesex. CARRIED.

By-laws

Deputy Mayor Hendrikx Chaired this portion of the meeting as Mayor Smith declared a conflict as the applicant described in the proposed zoning by-law amendment is a family member.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that third and final reading be given to:

By-law No. 79 of 2020, Zoning By-law Amendment – Sanders, 5333 Calvert Drive

And that the by-law be signed by the Deputy Mayor and Clerk and have the Corporate Seal attached. CARRIED.

Mayor Smith returned to chair the remainder of the meeting.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that all three readings be given to:

By-law No 43 of 2020 – 2020 Electronic Meetings and Proxy Voting Amending By-law

By-law No 44 of 2020 – Robotham Drain 2017

By-law No 45 of 2020 – Ward Drain Extension 2017

By-law No 46 of 2020 – Appoint Members to Joint Building Committee

By-law No 47 of 2020 – Temporary Face Masks

By-law No 48 of 2020 – Appoint Building Inspectors

By-law No 49 of 2020 – Confirm Council Proceedings

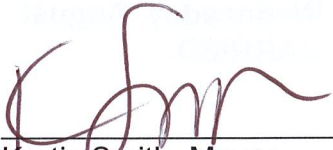
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the meeting be adjourned at 9:51 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer