

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – December 7, 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: Township Manager Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Chief Building Official Shannon Black, and Public Works Manager Coulter Cahill

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 regarding Staff Report C-1, Kerwood Sanitary Sewer Fees as she has a family member that owns property within the servicing area in Kerwood.

Minutes

**MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that the minutes of the November 16, 2020 Virtual Regular Council/Planning meeting be approved and circulated. CARRIED.**

Councillor Clarke abstained from voting as she was absent from this Council meeting and declared a conflict. Mayor Smith asked that the November 16, 2020 minutes reflect her declaration.

Delegations and Timed Events

7:05 PM Chris Bailey, Manager of IT, County of Middlesex
RFP – Township Phone System

Chris Bailey presented his report to Council.

Councillor MacKinnon inquired who the primary contact from the Township office would be for the new system going forward. Chris Bailey advised Council that the contact person would be any staff person from the office. Councillor MacKinnon inquired if all staff would be trained on the new phone system. Chris Bailey advised Council that the County would approach training as “Train-the-Trainor” approach, however would be available on site to train any staff member required. Councillor MacKinnon advised staff to not use acronyms going forward in documents to Council as acronyms used in the RFP were not found to know what they meant.

Councillor Clarke inquired if the contractor should be providing training to staff rather than the County of Middlesex. Chris Bailey advised Council that the RFP was implemented this way to reduce costs and keep the contractor from coming onsite due to Covid-19.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council approve the Phone System Procurement and Implementation Project as presented by Chris Bailey, Manager ITS, County of Middlesex. CARRIED.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to fund the entirety of this project using the one-time municipal modernization fund. CARRIED.

Mayor Smith thanked Chris Bailey for his attendance and report.

7:20 PM Brian McDougall, General Manager, St. Clair Region Conservation
Authority
2021 Budget and Update of Programs and Services

Brian McDougall presented an overview of services and programs offered from the conservation authority.

Brian McDougall presented an overview of the budget process including 2021 General Levy Assessment for the Township.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
- 1) Regular Council Meeting - Monday, December 21, 2020
 - 2) Regular Council Meeting - Monday, January 11, 2021
 - 3) ROMA 2021 Virtual Conference – January 25 – 26, 2021
 - 4) Regular Council Meeting - Monday, February 1, 2021
 - 5) OGRA 2021 Virtual Conference – February 22 – 25, 2021
- B. Recommended Reading
- 1) CC-1 FCHS Foundation - Thank you
 - 2) CC-2 FCHS Foundation - Fall 2020 Newsletter
 - 3) CC-3 MMAH - Ontario Rebuilding Recovery Initiative
 - 4) CC-4 ABCA - GM's Report-Nov 19 2020
CC-4 ABCA - November 19-Agenda-Board of Directors
CC-4 ABCA - October 15 –Board Meeting Minutes
 - 5) CC-5 ABCA - 2021 Approved Budget
 - 6) CC-6 MEA Board Announcement 2020-2021
 - 7) CC-7 BRA - November 2020 Notes
- C. Action Required
- 1) CC-8 ABCA - Municipal Resolution_Nov 18 2020
CC-8 SCRCA – CA Act_Proposed_Resolution_for_Municipalities
CC-8 SCRCA - Municipal letter Bill 229 Nov 2020
CC-8 SCRCA - Summary of Proposed Amendments Implications for CA Boards Nov 17

Councillor MacKinnon inquired if Delegate Brian McDougall could provide an update or overview pertaining to the proposed resolution. Brian McDougall advised Council that he was aware of the concerns relating to Bill 229, however, it was unclear if the Bill passed in legislation today.

MOVED by Deputy Mayor Hendriks

SECONDED by Councillor MacKinnon

Resolved that Council support the resolutions from Ausable Bayfield Conservation Authority and St. Clair Region Conservation Authority regarding Bill 229, Protect, Support and Recover from Covid-19 Act – Schedule 6 – Conservation Authorities Act. CARRIED.

- 2) CC-9 Township of Howick - Resolution - Tile Drain Loan Program

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council support the resolution from the Township of Howick regarding Tile Drain Loans. CARRIED.

3) CC-10 TVDSB - RETF Survey media release

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive and file Correspondence items CC-1 to CC-7, and CC-10. CARRIED.

Staff Reports

Public Works Manager Coulter Cahill presented his report to Council.

1) **PWM-1 Christmas Tree Chipping Report
PWM-1 Christmas Tree Chipping Memo 2020**

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Christmas Tree Chipping Program Staff Report as presented by the Public Works Manager. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve participation in the Christmas Tree Chipping Program offered by Bluewater Recycling Association. CARRIED.

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

2) **C-1 Kerwood Sanitary Sewer Fees Staff Report**

Councillor Clarke reiterated her conflict of interest and did not take part in the discussion.

Councillor Brodie inquired what was in reserves for the subject service. Clerk/Acting Treasurer Jennifer Turk advised Council that there was just over \$516,000.00 in reserves. Councillor Brodie inquired the age of the infrastructure. Clerk/Acting Treasurer Jennifer Turk advised Council the system was heading into it's 11th year. Councillor Brodie inquired what the annual amount was per user. Clerk/Acting Treasurer Jennifer Turk advised Council that the annual amount of \$675.00 is added to the property taxes and has been this amount for ten (10) years.

Mayor Smith inquired about the debenture. Clerk/Acting Treasurer Jennifer Turk advised Council that there were still some properties that had a debenture to pay for the installation of the sewer system. There are ten (10) years left to pay on the debenture.

Deputy Mayor Hendrikx advised Council that costs for utility expenses never stay consistent for ten (10) years and an increase should be considered by Council.

Mayor Smith advised Council that reserves was never part of the user pay system, the \$25,000.00 reserves was part of the general municipal levy. Councillor MacKinnon advised Council that when this system was implemented, Council of the day didn't want to increase fees, therefore fees stayed as they are today.

Councillor Brodie inquired how many years left on the OSIFA loan. Clerk/Acting Treasurer Jennifer Turk advised Council that there is ten (10) more year left to pay on the load. Councillor Brodie inquired for more information from staff. Acting Township Manager Morgan Calvert advised more information could be brought forward to Council at a later Council meeting.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the Kerwood Sanitary Sewer Fees Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to provide more information regarding a user pay sewer system at a future meeting. CARRIED.

Deputy Mayor Hendrikx inquired if this would delay the budget approval process. Clerk/Acting Treasurer Jennifer Turk advised Council that this would delay approving the budget as this infrastructure is included in the operation portion of the budget for the Township.

Councillor Brodie expressed concerns with public attendance being virtual due to the current pandemic. Mayor Smith agreed with Councillor Brodie's concerns.

Councillor Clarke abstained from voting due to her declared conflict.

**3) C-2 Accounts Payable Nov 10 to 30 2020 Staff Report
C-2 Accounts Payable Nov 10 to Nov 30 2020 Listing**

Councillor Clarke inquired what properties were surveyed, pertaining to the AGM invoice. Clerk/Acting Treasurer Jennifer Turk advised Council that she would email Council those details as she was participating in the meeting from home rather than the office. Public Works Manager Coulter Cahill advised Council that Napier Public Works Yard, County Lane and School Road Landfill were two (2) properties that were surveyed.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council receive the Invoice Payment Approval Report as presented by the Clerk/Acting Treasurer and that Council approve the accounts listing for the November 10 – November 30, 2020 in the amount of \$1,515,127.67. CARRIED.

**4) C-3 Procedural By-law - Update Staff Report
C-3 Procedural By-law – Draft**

Deputy Mayor Hendrikx inquired if the chat feature on Zoom could be deactivated in relation to the section of the proposed by-law pertaining to “Members of Council shall not communicate during a meeting”. Clerk/Acting Treasurer Jennifer Turk advised Council that the chat feature is used between staff and the Mayor in order to conduct the Council meeting.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council receive the Draft Procedural By-law Staff Report as presented by the Clerk/Acting Treasurer; and that the draft Procedural By-law be brought back in final form for approval at the next Council meeting. CARRIED.

Other Business

Annual Christmas Dinner

Councillor MacKinnon inquired about a donation to be made to a local charity since staff and Council could not gather for Christmas festivities due to the Covid-19 pandemic. Councillor Brodie inquired about gift cards to be issued to staff.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council direct staff to use the 2020 allocated funds from the annual Christmas Council Staff Dinner and put towards the issuance of gift cards to all staff members to support a local business or food store. CARRIED.

Beaver Concerns in Municipal Drains

Deputy Mayor Hendrikx inquired about the appointment of a trapper to deal with complaints and concerns about beavers in municipal drains. Councillor Clarke inquired about having the Drainage Superintendent come to the next Council meeting to report on the matter and the process. Clerk/Acting Treasurer Jennifer Turk advised Council that there is no appointment of a trapper for the Township however, she did receive a request earlier this year to trap in municipal ditches, and the request was forwarded onto the Drainage Superintendent for approval. Public Works Manager Coulter Cahill advised Council that there are two (2) trappers in the Township that are contacted when beaver concerns arise. The Drainage Superintendent is contacted as an investigation is required. Deputy Mayor Hendrikx advised Council that the contact information for the local trappers is not available to the public. Mayor Smith advised Council that the a report will come to Council at a future meeting.

Closed Session

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:

- (a) the security of the property of the municipality or local board;**
- (b) personal matters about an identifiable individual, including municipal or local board employees;**
- (d) labour relations or employee negotiations;**
- (e)) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;**
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 8:21 PM. CARRIED.**

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that the Closed Session be adjourned at 10:39 PM, and Council reconvene in Open Session. CARRIED.

Rise and Report

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council direct Staff to proceed as directed in Closed Session. CARRIED.

By-laws

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council give third and final readings to:

**By-law No 72 of 2020 – Zoning By-law Amendment Z05-2020 Get R Done Farms/
Van Den Enyden**

**By-law No 73 of 2020 – Official Plan Amendment OPA01-2020 Get R Done
Farms/Van Den Enyden**

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

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council give all three (3) readings to the following by-laws:

By-law No 75 of 2020 – RSM Building Consultants - Agreement

By-law No 76 of 2020 – Appoint By-law Enforcement Officer

By-law No 77 of 2020 – Building Inspector Appointment – Josh Ransome

By-law No 78 of 2020 – Building Inspector Appointment – Donald Johnson RSM

By-law No 79 of 2020 – Confirm Council Proceedings

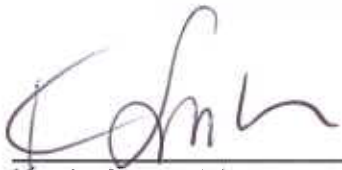
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that the meeting be adjourned at 10:42 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer