

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – July 6, 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, Public Works Manager Coulter Cahill, Fire Chief Arend Noordhof, 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.

Introductions

Acting Township Manager Morgan Calvert introduced Chief Building Official for the Joint Building Services between Southwest Middlesex, North Middlesex, and Adelaide Metcalfe, Shannon Black to Council.

Chief Building Official Shannon Black thanks Council for the employment opportunity. Mayor Smith welcomed Shannon to Adelaide Metcalfe staff.

Minutes

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the minutes of the June 15, 2020 Regular Virtual Council meeting, and June 17, 2020 Special Council meeting be approved and circulated, as amended. CARRIED.

Delegations & Timed Events

7:05 PM Shelley & Wade Ingold, 3862 Scotchmere Drive
RE: Ingold Drain & Ingold-Field Drain Invoices

Shelley and Wade Ingold presented Council with questions regarding the billing and assessment process for the two (2) drain invoices they received from worked that was completed in 2019.

Drainage Superintendent Jim Reeve was present for this portion of the meeting answering questions throughout the presentation.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to investigate the billing and assessment process, as well as other options available regarding the invoicing for Ingold Drain and Ingold-Field Drain. CARRIED.

Mayor Smith thanked Mr. and Mrs. Ingold exited the virtual meeting.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1) Regular Council Meeting - Tuesday, August 4, 2020
 - 2) Regular Council Meeting - Monday, August 17, 2020
 - 3) Regular Council Meeting - Tuesday, September 8, 2020

- B. Recommended Reading
 - 1) CC-1 BRA - June 2020 Notes
 - 2) CC-2 Tribunals Ontario - Memo
 - 3) CC-3 SCRCA - Conservation Update - June 2020
 - 4) CC-4 ABCA - GM'sReport-June18 2020
CC-4 ABCA - June 18-Agenda-Board of Directors
CC-4 ABCA - May21-BoardMeetingMinutes
 - 5) CC-5 CN - Ontario Capex

- C. Action Required
 - 1) CC-6 BRA - Resolution - Transition of the Blue Box Program to Full Producer Responsibility

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council support the resolution from Bluewater Recycling Association regarding the transition of the Blue Box Program to Full Producer Responsibility. CARRIED.

MOVED by Councillor Brodie
SECONDED by Councillor Clarke
Resolved that Council receive and file Correspondence Items CC-1 to CC-5.
CARRIED.

Staff Reports

Fire Chief Noordhof presented his report to Council.

- 1) FC-1 Kerwood Wastewater Treatment Plant - Staff Report

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council receive the KWWTP Monitoring Well Staff Report as presented by KWWTP Supervisor. CARRIED.

Public Works Manager Coulter Cahill presented his reports to Council

- 2) PWM-1 Tenders & Quotes Staff Report
PWM-1 Tender 05-2020 Stone Chip Results

MOVED by Councillor Brodie
SECONDED by Deputy Mayor Hendrikx
Resolved that Council accept the tender from Earl Blane Trucking Limited for the supply of 1,900 tonnes of 6mm Stone Chip Aggregate in the amount \$14.62 per tonne plus HST as recommended by the Public Works Manager. CARRIED.

PWM-1 Tender 06-2020-Single Surface Treatment Tender Result

MOVED by Councillor MacKinnon
SECONDED by Councillor Clarke
Resolved that Council accept the tender from Norjohn Contracting and Paving Limited for the supply of 83,950 m² of Single Surface Treatment in the amount \$0.35 per m² plus HST (Apply) and \$2.42 per m² plus HST (Supply & Apply) as recommended by the Public Works Manager. CARRIED.

PWM-1 Tender 07-2020-New Sidewalk Program Results

MOVED by Councillor Brodie
SECONDED by Deputy Mayor Hendrikx
Resolved that Council accept the tender from AutoForm Contracting London Ltd. for the construction of new sidewalks on Napperton Drive and Pike Road in the amount of \$136,120.20 plus HST, as recommended by the Public Works Manager. CARRIED.

PWM-1 Tender 08-2020-Bonded Wearing Course Treatment Results

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council accept the tender from Norjohn Contracting and Paving Ltd. for the supply of 25,200 m² of Bonded Wearing Course Treatment in the amount of \$9.60 per m² plus HST, as recommended by the Public Works Manager. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council accept the Tenders and Quotes Staff Report as presented by the Public Works Manager. CARRIED.

- 3) PWM-2 Covid-19 Business Management Plan Staff Report
PWM-2 2020 COVID 19 PW Department Business Plan AM

Acting Township Manager Morgan Calvert advised Council that the Fire Department has specialized training dealing with pandemics and call-outs. Administration and Public Works business plans will be different from the Fire Department. All business plans will be a living document and will have changes made to them as pandemics change.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive the Covid-19 – Public Works Business Management Plan Staff Report as presented by the Public Works Manager. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council approve the Covid-19 Business Management Plan for the Public Works Department as presented by the Public Works Department. CARRIED.

Clerk/Acting Treasurer Jennifer Turk presented her reports to Council

- 4) C-1 Covid-19 Business Management Plan Staff Report
C-1 Adelaide Metcalfe COVID 19 Admin Business Plan

Clerk/Acting Treasurer Jennifer Turk advised Council, that much like the Emergency Management Plan for the Township, this document will be updated on a regular basis to keep current and relevant to pandemic situations.

MOVED by Deputy Mayor Hendrik
SECONDED by Councillor MacKinnon
Resolved that Council receive the Covid-19 – Administration Office Business Management Plan Staff Report as presented by the Clerk/Acting Treasurer.
CARRIED.

MOVED by Councillor Clarke
SECONDED by Deputy Mayor Hendrikx
Resolved that Council approve the Covid-19 Business Management Plan for the Administration Office as presented by the Clerk/Acting Treasurer. CARRIED.

- 5) C-2 Waste and Recycling Collection - Wheelie Bin Program - Service Delivery
C-2 CAOTR-2 Attach 1-Automated Collection Info
C-2 CAOTR-2 Attach 2-System Financing Comparison
C-2 CAOTR-2 Attach 3-Comparative System User Fees
C-2 CAOTR-2 Attach 4-Proposed Notice of Change
C-2 Attach 5 Garbage Recycling Concerns
C-2 Attach 6 Assistance Form
C-2 Attach 7 Automated Systemv3
C-2 Attach 8 Municipal EPS Proposal Package

Councillor MacKinnon inquired if direction was given to staff to perform a 6-month review of the wheelie bin program after implementation in June 2020. Mayor Smith advised Council that there was discussion but no direction was given to staff.

Mayor Smith inquired how residents would be able to change the size of their bins based on the change in the pickup schedule from bi-weekly to weekly.. Clerk/Acting Treasurer Jennifer Turk advised Council that residents would contact Bluewater Recycling Association to change their bin size. Bluewater Recycling Association will then inform the Township of the bin size changes so the change can be made to the property tax accurately.

MOVED by Councillor Clarke
SECONDED by Councillor Brodie
Resolved that Council receive the Waste and Recycling Collection – Wheelie Bin Program – Service Delivery Staff Report as presented by the Clerk. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council amend the motion from December 2, 2019 stating the following:

“Moved by Councillor Clarke

Secinded by Councillor Brodie

Resolved that Council approve the fees for the automated co-collection hybrid program as proposed in the Automated Co-collection of Waste and Recycling Staff Report approved December 2, 2019. CARRIED.”;

And that the motion to amend be as follows:

Resolved that Council approve the additional fees of \$33,100.22 for the automated co-collection program on a weekly collection basis for all of the Township of Adelaide Metcalfe and costs be reflected as such, and that staff implement a communication strategy as soon as possible with Bluewater Recycling Association. CARRIED.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council not proceed with the Expanded Polystyrene Recycling Service, as presented by Bluewater Recycling Association at this time. CARRIED.

- 6) C-3 Accounts Payable June 13 - July 2 2020 Staff Report
C-3 Accounts Payable June 13 to July 3 2020 Listing

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

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 June 13, 2020 to July 2, 2020 in the amount of \$547,870.77. CARRIED.

Acting Township Manager Morgan Calvert presented his report to Council.

- 7) TM-1 Council Meeting July 20 Cancellation

Acting Township Manager Morgan Calvert inquired to Council regarding cancelling the August 17, 2020 Regular Electronic Council meeting, as well as the July 20, 2020 Regular Electronic Council meeting to accommodate vacation schedules.

Councillor Clarke inquired about the scheduling of the next planning meeting after July 29, 2020. Acting Township Manager Morgan Calvert advised Council that the process to hold planning meetings electronically is being tested July 29, 2020. Staff will assess the process after the July 29, 2020 meeting, and amend and proceed with the next meeting dependent on Council's schedule. Electronic planning meetings will be held separately from Council meetings, due to the process involved.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive the July 20, 2020 Council Meeting - Cancellation Staff Report as presented by the Acting Township Manager. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council amend the motion from May 4, 2020 as approved by Council:

“MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the Council Meeting Schedule – July, August, and September 2020 as presented by the Clerk and that Council approve the recommendation as presented by the Clerk for the following regular Council meeting dates:

- **Monday, July 6, 2020**
- **Monday, July 20, 2020**
- **Tuesday, August 4, 2020**
- **Monday, August 17, 2020**
- **Tuesday, September 8, 2020**
- **Monday, September 21, 2020**

and staff be directed to post notice of the meetings of Council on the Township’s website and Facebook Page. CARRIED.”;

And that the motion to amend be as follows:

Resolved that Council approve the meeting schedule for the months of July, August, and September 2020 as follows:

- **Monday, July 6, 2020**
- **Tuesday, August 4, 2020**
- **Tuesday, September 8, 2020**
- **Monday, September 21, 2020**

And that staff be directed to post notice of the cancellations on the Township’s website and Facebook Page. CARRIED.

Other Business

Second Street Paving

Deputy Mayor Hendrikx advised Council of the positive feedback she had received from businesses regarding the paving of Second Street that was being conducted.

Holiday Inn – Centre Road

Mayor Smith inquired about the status of construction of the Holiday Inn along Centre Road in Adelaide Metcalfe. Clerk/Acting Treasurer Jennifer Turk advised Council that an email had been received from the contractor and construction would resume shortly.

By-laws

**MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that third and final reading be given to:
By-law No. 8 of 2020, Zoning By-law Amendment – MacDougall, 4225 Calvert Drive
And that the by-law be signed by the Mayor and Clerk and have the Corporate Seal attached. CARRIED.**

**MOVED by Councillor MacKinnon
SECONDED by Councillor Clarke
Resolved that all three readings be given to:
By-law No 39 of 2020 – Drain Construction Debenture By-law
By-law No 40 of 2020 – Confirm Council Proceedings
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

Closed Session – Other Business Continued

**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:**

- (a) security of the property of the municipality or local board;
- (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; and
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose at 8:41 PM. CARRIED.

Mayor Smith declared pecuniary interest as he has a family member that has an interest in the subject matter and he was virtually placed in the waiting room on the Zoom application.

Mayor Smith was invited back into the electronic Council meeting.

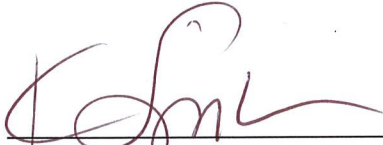
**MOVED by Councillor Clarke
SECONDED by Councillor MacKinnon
Resolved that the Closed Session be adjourned at 9:04 PM and reconvene in Open Session. CARRIED.**

Rise and Report

MOVED by Councillor Clarke
SECONDED by Councillor Brodie
Resolved that staff be directed to proceed as discussed in Closed Session.
CARRIED.

Adjournment

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that the meeting be adjourned at 9:06 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

