

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – June 1, 2020  
ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

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

**Absent:** Councillor Mike Brodie

**Also Present:** Township Manager and Moderator for the meeting Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Public Works Manager Coulter Cahill, and Planner Erin Besch (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 Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that the minutes of the May 19, 2020 Regular Virtual Council meeting, be approved and circulated. CARRIED.**

**Delegations & Timed Events**

7:05 PM Allan McRobert, 25231 Wood Road  
RE: Landlocked Parcel – Planning Proposal

Allan McRobert presented Council with his proposal of merging all three of his properties (25391 Wood Road, 25319 Wood Road, and land lock parcel 3946 000 020 08800 0000) and applying for a consent application to sever the two (2) houses along Wood Road.

Mayor Smith inquired how the landlocked parcel came about. Allan McRobert advised Council that the parcel was purchased as landlocked.

Mayor Smith inquired how to move forward with Allan McRobert's request. Planner Erin Besch advised Council that at a previous consultation on March 2, 2020, Mr. McRobert was advised that merging the properties is not a Township requirement and Mr. McRobert can merge the three (3) properties by going to his lawyer and registering the properties at the land registry office with the new property lines. Planner Erin Besch advised Council that the severances for the two (2) houses is not an issue as long as the property owner files two (2) consent applications with applicable fees. In order to sever the two (2) houses, the applications would follow Official Plan Amendment No. 10, agricultural consent policies.

Mr. McRobert advised Council that he does not want to pay the fees for two (2) consent applications and inquired if the fees could be split between the Township and himself. Mayor Smith advised Council that the fees are per the fee schedule of the Township.

Councillor MacKinnon inquired if Planner Erin Besch could produce a report to Council at the next meeting. Mayor Smith advised Council that once the consent applications were submitted to the Township, Planner Erin Besch would produce a report, to keep in line with the planning application process.

7:30 PM County of Middlesex  
RE: Servicing Agreement with Township

Township Manager Morgan Calvert introduced the following County employees to Council:

- Bill Rayburn, CAO
- Jessica Ngai, Human Resources
- Cindy Howard, Finance
- Chris Traini, Engineering and Roads

#### Bill Rayburn

Bill Rayburn presented Council with an overall approach to the servicing agreement between the County of Middlesex and Township of Adelaide Metcalfe, as well as the servicing agreement for Highway 81

#### Jessica Ngai

Jessica Ngai presented Council with her tasks that include organizational review, and compensation grid development

#### Cindy Howard

Cindy Howard presented Council with her tasks that include providing financial services support such as payroll, financial audit, and collecting outstanding revenues.

#### Chris Traini

Chris Traini presented Council with his tasks that include Kerwood Park improvements, municipal office renovations, public works garage consolidation, and working closely with the Public Works Manager to assist with tendering and procurement processes.

### **Correspondence**

- A. Upcoming Conferences/Seminars/Meetings
- 1) Regular Council Meeting - Monday, June 15, 2020
  - 2) Regular Council Meeting - Monday, July 6, 2020
  - 3) Regular Council Meeting - Monday, July 20, 2020
- B. Recommended Reading
- 1) CC-1 ABCA - AGM Report May 2020  
CC-1 ABCA - Board of Directors May 2020  
CC-1 ABCA - Minutes April 2020
  - 2) CC-2 SCRCA - Meeting Highlights May 7 2020
  - 3) CC-3 BRA - Meeting Highlights May 2020
- C. Action Required
- 1) CC-4 Cambridge - Resolution - Provincial Funding
  - 2) CC-5 City of Kitchener - Resolution - Universal Basic Income

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive and file Correspondence Items CC-1 to CC-5.  
CARRIED.**

### **Staff Reports**

Public Works Manager Coulter Cahill presented his reports to Council.

- 1) PWM-1 FCM Grant - Asset Management  
PWM-1 FCM Grant Listing Attachment

**MOVED BY Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Application for Grant Funding - Municipal Asset Management Program Staff Report as presented by the Public Works Manager. CARRIED.**

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor Clarke**

**Resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our roads asset management program including:**

- Vehicle based automated data collection for roads
- Road assessment data processing
- Pavement Management Software utilizing a GIS based software analytics platform. CARRIED.

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that the Township of Adelaide Metcalfe commits up to \$3000 from the 2020 budget toward the costs of the FCM Municipal Asset Management Program. CARRIED.**

2) PWM-2 Public Works Information Report

**MOVED by Councillor Clarke**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council receive the Public Works Information Report as presented by the Public Works Manager. CARRIED.**

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

3) C-1 COLA Increase Staff Report

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council receive the COLA (Cost of Living Adjustment) Staff Report as presented by the Clerk. CARRIED.**

**MOVED by Deputy Mayor Hendrikx**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve a 2% cost of living adjustment increase to all staff and Council, retro to January 1, 2020. CARRIED.**

4) C-2 Appoint Acting Treasurer

**MOVED by Councillor Clarke**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council receive the Appoint Acting Treasurer Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Clerk Jennifer Turk be appointed as Interim Treasurer and that the Interim Treasurer may, if necessary to fulfill one of her duties under Section 286(1)(a-g) of the Municipal Act, 2001, as amended, be able to contact an accountant for appropriate advice and that the appropriate by-law be given three readings. CARRIED.**

5) C-3 Accounts Payable Listing May 15 - May 28 2020 Report  
C-3 Accounts Payable Listing



Councillor MacKinnon inquired about the payable to Spriets Associates in the amount of \$3,722.90 for Drainage Maps. Clerk/Acting Treasurer Jennifer Turk advised Council that this was an item that was approved in the 2019 Budget. This is for new drainage maps to be made. The office has received an electronic copy but no paper copies or copies for the wall mount have been produced to date.

**MOVED by Councillor Clarke**

**SECONDED by Councillor MacKinnon**

**Resolved that Council receive and approve the Invoice Payment Approval Report as presented by the Clerk/Acting Treasurer and that Council approve the accounts listing for the period May 15, 2020 to May 28, 2020 in the amount of \$95,107.86. CARRIED.**

Township Manager Morgan Calvert presented his report to Council.

6) TM - 1 Joint CBO Update

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council receive the Chief Building Official / Joint Building Services Shared Service Update as presented by the Acting Township Manager. CARRIED.**

### **Other Business**

#### **School Road Landfill**

Councillor Clarke inquired about the number of residents that used the landfill on Saturday, May 30, 2020. Clerk/Acting Treasurer Jennifer Turk advised Council there were 57 vehicles that used the landfill. Some transactions were cash, cheque and debit using the square.

#### **Recycling Wheelie Bins**

Deputy Mayor Hendrikx inquired if a larger bin would be located at the public works yard to provide residents an option for dropping off recycling that are on bi-weekly pickup. Mayor Smith advised Council that this was only discussed. Mayor Smith also advised that residents could call Bluewater Recycling Association and asked for another wheelie bin at no charge as recycling is free.

Councillor Clarke inquired about the spring loaded lids on the wheelie bins. Wheelie bin delivered to her residence did not have the spring loaded lid to prevent garbage/recycling from dumping on roadway if the bin falls over. Deputy Mayor Hendrikx, representative for the Township with Bluewater Recycling Association, advised that the bins that are on roadways with larger traffic volume received the bins with spring loaded lids.

4<sup>th</sup> Line Cemetery

Mayor Smith inquired about the complaint received regarding long grass at the cemetery. Public Works Manager Coulter Cahill advised Council that the contractor had equipment breakdown and received approval to cut the grass on the weekend.

By-laws

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that the following by-law receive first and second readings:**

**By-law No. 30 of 2020 – Conkey Drain Branch ‘A’**

**And that the by-law be signed by the Mayor and Clerk. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

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

**By-law No 28 of 2020 – Appoint Joint Chief Building Official**

**By-law No 29 of 2020 – Appoint Acting Treasurer**

**By-law No 31 of 2020 – Confirm Council Proceedings**

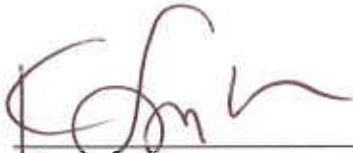
**And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

Adjournment

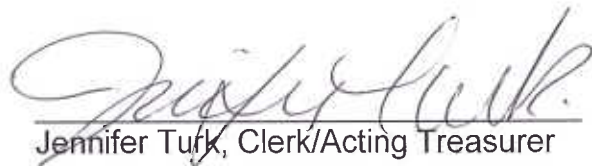
**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that the meeting be adjourned at 8:15 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer