

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – March 2, 2020**

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

Also Present: CAO/Treasurer Cathy Case, Clerk Jennifer Turk, Public Works Manager Coulter Cahill (for part of the meeting)

Call to Order

At 7:00 pm, Mayor Kurtis Smith called the meeting to order. A moment of silent reflection was observed.

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 Deputy Mayor Hendriks

Resolved that the minutes of the February 18, 2020 Regular Council Meeting, and the minutes of the February 20, 2020 Budget Meeting be approved as circulated.

CARRIED.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
- 1) Budget Meeting – Tuesday, March 10 @ 5:30 PM
 - 2) Special Policy Area Review – Thursday, March 12, 2020
3:00 PM – Open House, 7:00 PM Public Meeting
 - 3) Regular Council Meeting - Monday, March 16, 2020
 - 4) Regular Council Meeting - Monday, April 6, 2020
 - 5) Regular Council Meeting - Monday, April 20, 2020
 - 6) CC-1 SCOR - Support Agri-Food and Manufacturing Workshop

B. Recommended Reading

- 1) CC-2 ABCA - Agenda Annual Meeting Feb 20 2020
CC-2 ABCA - Board of Directors Minutes Dec 19 2019
CC-2 ABCA - General Manager's Report February 20 2020
- 2) CC-3 BRA - February 20 2020 Note
- 3) CC-4 Ministry of the Solicitor General - 2019 Emergency Management Compliance

C. Action Required

- 1) CC-5 Strathroy-Caradoc - Consideration Meeting - Amiens Road Drain 2019

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council appoint Deputy Mayor Hendrikx to attend the Consideration Meeting at the Municipality of Strathroy-Caradoc for the Amiens Road Drain 2019 on March 16, 2020 at 6:00 PM. CARRIED.

- 2) CC-6 County of Middlesex - Circulation Letter 39T-SC-CDM2001
CC-6 County of Middlesex - Planning Justification Report
CC-6 County of Middlesex - Proposed Draft Plan
CC-6 Strathroy-Caradoc - Notice of Applications

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council direct staff to provide further information to Council regarding the proposed 20 unit Condominium in the Municipality of Strathroy-Caradoc, located at Part Lot 2, Part Lot 4, Plan 326, for the March 16, 2020 Council meeting. CARRIED.

- 3) CC-7 Township of Puslinch - Resolution - Electronic Delegation

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council support the resolution from the Township of Greater Madawaska and Township of Puslinch allowing electronic delegations to the Provincial Ministers. CARRIED.

- 4) CC-8 Township of Puslinch - Resolution - Bill 132

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council support the Township of Puslinch resolution regarding AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act. CARRIED.

- 5) CC-9 Southwest Middlesex - Resolution - Bill 156
CC-9 Township of Madoc - Resolution - Bill 156

MOVED by Councillor Brodie
SECONDED by Deputy Mayor Hendrikx
Resolved that Council support the Municipality of Southwest Middlesex resolution regarding the intent of Bill 156, Security from Trespass and Protecting Food Safety Act, 2019. CARRIED.

MOVED by Councillor Clarke
SECONDED by Councillor MacKinnon
Resolved that Council receive and file Correspondence Items CC-1 to CC-4. CARRIED.

Staff Reports

Public Works Manager Coulter Cahill presented his reports to Council.

- 1) PWM-1 Wardell Drive Petition Report

MOVED by Councillor Clarke
SECONDED by Councillor Brodie
Resolved that Council receive the Wardell Drive Petition Report as presented by the Public Works Manager. CARRIED.

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council direct staff to advise the Municipality of North Middlesex of the Wardell Petition and begin discussions on the hard surfacing of Wardell Drive and that the Public Works Manager provide an updated report to Council on Wardell Drive. CARRIED.

- 2) PWM-2 Pre Budget Approval Tendering

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council receive the Pre Budget Approval Tender Report as presented by the Public Works Manager and that staff be directed to proceed with the tender for Spring Maintenance Gravel in advance of final budget approval and that the results be incorporated into the 2020 budget. CARRIED.

Councillor Brodie inquired if there were any other public works tenders that should seek pre-approval prior to the 2020 budget being finalized. Public Works Manager Coulter Cahill advised Council that brine could also be incorporated to be tendered.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council direct staff to include the tender for dust control in advance of the final budget approval and that the results be incorporated into the 2020 budget. CARRIED.

Clerk Jennifer Turk presented her report to Council.

- 3) C-1 Integrity Commissioner, Meeting Investigator, and Municipal Ombudsman
C-1 Integrity Commissioner, Meeting Investigator, and Municipal Ombudsman -
Draft Agreement

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council receive the Integrity Commissioner, Meeting Investigator, and Municipal Ombudsman Staff Report as presented by the Clerk. CARRIED.

CAO/Treasurer Cathy Case presented her reports to Council.

- 4) CAOTR-1 Invoice Payment Approval
CAOTR-1 Invoice Payment Approval List-Feb 15 to Feb 28 2020

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Invoice Payment Approval – February 15, 2020 to February 28, 2020 Staff Report as presented by the CAO/Treasurer, and that Council approve the accounts listing in the amount of \$181,207.54 as presented. CARRIED.

- 5) CAOTR-2 Auditor Letters
CAOTR-2 Auditor Letters-Attach 1-Audit Findings
CAOTR-2 Auditor Letters-Attach 2-Audit Planning
CAOTR-2 Auditor Letters-Attach 3-Audit Engagement
CAOTR-2 Auditor Letters-Attach 4-Management Representation

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Auditor Letters Staff Report as presented by the CAO/Treasurer; and that Council authorize the Mayor to sign the Audit Findings, Audit Planning and Audit Engagement letters for 2018 from Graham Scott Enns on behalf of the Township of Adelaide Metcalfe; and that the CAO/Treasurer be authorized to sign the 2018 Management Representation Letter. CARRIED.

- 6) CAOTR-3 Enbridge Natural Gas Expansion Program Report
CAOTR-3 Enbridge Natural Gas Expansion Program-Attach 1-Update Letter
CAOTR-3 Enbridge Natural Gas Expansion Program-Attach 2-Anticipated
Submission Requirements
CAOTR-3 Enbridge Natural Gas Expansion Program-Attach 3-Sample Support
Letter
CAOTR-3 Enbridge Natural Gas Expansion Program-Attach 4-Union Gas Line
Map

Councillor Brodie advised Council of his concerns in making sure the letter of support is submitted by the deadline by staff. Council discussed other areas for possible natural gas expansion throughout the Township.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Enbridge Natural Gas Expansion Program Staff Report as presented by the CAO/Treasurer and that staff be directed to further investigate other possible areas throughout the Township for natural gas expansion for the March 16, 2020 Council meeting. CARRIED.

- 7) CAOTR-4 Suncor Adelaide Wind Project Road Use Agreement Letter of Credit Request
CAOTR-4 Suncor Adelaide Wind Project Road Use Agreement-Attach 1-
Approved Haul Route

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receive the Suncor Adelaide Wind Project Road Use Agreement Line of Credit Request Staff Report as presented by the CAO/Treasurer. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council approve a reduction to the Letter of Credit required under the Road Use Agreement between Suncor Adelaide Wind Limited Partnership and the Township to \$50,000.00 as per section 6.2 of the Agreement. CARRIED.

Delegations and Timed Events
Closed Session

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

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 7:41 PM. CARRIED.

In attendance for the Closed Session was Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon. Staff present was CAO/Treasurer Cathy Case, and Clerk Jennifer Turk. Also in attendance was Meaghan Carlson, from Baroudi Law Professional (for part of the meeting)

7:30 PM Meaghan Carlson, Baroudi Law Professional (*for part of the meeting*)

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that the Closed Session end at 9:32 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 discussed in Closed Session regarding Human Resource matters. CARRIED.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the Joint Building Committee Agreement with the Municipality of Southwest Middlesex and the Municipality of North Middlesex; that the Mayor and Clerk be authorized to sign the agreement on behalf of the Township; and that an appropriate authorizing by-law be approved at the next regular meeting. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council approve the agreement with RSM Building Consultants for building services including Chief Building Official to commence immediately; that the CAO/Treasurer be authorized to sign the agreement on behalf of the Township; and that an appropriate authorizing by-law be approved at the next regular meeting. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council appoint Paul Hillenaar as Chief Building Official for the Township of Adelaide Metcalfe and that Gerald Moore, Jon Crummer, Rick Block, and Mike McKean as Building Inspectors pursuant to the Building Code Act effective March 3, 2020 and that the enabling by-law be given all three readings. CARRIED.

Other Business

Kerwood Park Improvements

Deputy Mayor Hendrikx brought forward of list of items received from the Adelaide Metcalfe Kerwood Optimist Club and Kerwood Firemen's Association for requests into the new construction of the building at Kerwood Park. Mayor Smith advised Council that this project is to be Council driven due to liability and health & safety of those that use and rent the facility. Mayor Smith advised Council that the blueprint drawing of the building will be created brought to Council for approval first prior to being sent to outside organizations that would benefit from the building.

Leaders Luncheon – Strathroy District Chamber of Commerce

Deputy Mayor Hendrikx advised Council that she attended the subject event in place of Mayor Smith and gave a short speech and radio interview with MyFM.

Community Futures Office

Councillor Clarke advised Council that the new Community Futures Office will be located in downtown Ilderton.

OGRA Conference

Mayor Smith advised Council that him, Councillor Brodie, and Public Works Manager Coulter Cahill attended the conference in Toronto. There was also a delegation scheduled with Ministry of Transportation in regards to the electronic signage on Highway 402 from a resolution that the previous Council supported and passed.

Mayor Smith advised Council that retiree Richard Elliott received his thirty-two (32) year award at the conference.

Cat By-law

Mayor Smith advised Council that he received an email regarding the status of the cat by-law for the Township and asked that staff bring a report forward at the April 6, 2020 Council meeting pertaining to the status.

By-laws

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that the third and final reading be given to:

By-law No. 7 of 2020 – Zoning By-law Amendment – Buttery

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

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that all three readings be given to:

By-law No. 10 of 2020 – Stop Sign By-law

By-law No. 11 of 2020 – Bluewater Recycling Association Agreement

By-law No. 12 of 2020 – Appoint CBO and Building Inspectors

By-law No. 13 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 MacKinnon

SECONDED by Councillor Brodie

Resolved that the meeting be adjourned at 9:54 PM. CARRIED.

Re-Open Meeting

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that the Council meeting of March 2, 2020 be re-opened due to one (1) unfinished item. CARRIED.

Scheduling of Special Council Meeting

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

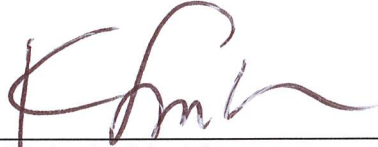
Resolved that Council schedule a Closed Session for Tuesday, March 10, 2020 at 4:00 PM, prior to the Budget Meeting, commencing at 5:30 PM under the Municipal Act, Section 239 (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. CARRIED.

Adjournment

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that the meeting be adjourned at 10:01 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

