

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – May 19, 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 (by telephone)

**Also Present:** Clerk/Acting Treasurer and Moderator for the meeting Jennifer Turk, Fire Chief Arend Noordhof, Public Works Manager Coulter Cahill, and Planner Erin Besch (for part of the meeting)

**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.

Mayor Smith declared pecuniary interest in regards to item P-2, Strathroy-Caradoc Proposed Condominium at 430 Head Street, as he is a land owner in the catchment area of the proposed condominium.

**Minutes**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that the minutes of the May 4, 2020 Regular Virtual Council meeting, be approved and circulated. CARRIED.**

**Correspondence**

- A. Upcoming Conferences/Seminars/Meetings
  - 1) (Virtual) Regular Council Meeting - Monday, June 1, 2020
  - 2) (Virtual) Regular Council Meeting - Monday, June 15, 2020
  - 3) (Virtual) Regular Council Meeting - Monday, July 6, 2020
  - 4) CC-1 Amiens Road Drain 2019 - Consideration Meeting - Strathroy-Caradoc
  - 5) CC-2 Strathroy-Caradoc ZBA 05-2020 June 1 Notice of Public Meeting\_540 Albert Street

B. Recommended Reading

- 1) CC-3 MLHU - BOH - Update April 2020 (1)  
CC-3 MLHU - BOH - Update April 2020 (2)
- 2) CC-4 CN - Notice - Vegetation Control Program
- 3) CC-5 County of Middlesex - Unserviced or Underserviced Broadband Areas  
SWIFT

C. Action Required

- 1) CC-6 Town of Grimsby Resolution re Support for Commercial Rent Assistance  
Program
- 2) CC-7 Montague - Resolution Letter to the PM re Financial Aid Plan - FINAL  
CC-7 protecting-vital-municipal-services  
CC-7 Tax Letter
- 3) CC-8 Frontenac - Resolution - Premier of Ontario - Residential Construction

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor Clarke**

**Resolved that Council receive and file Correspondence Items CC-1 to CC-8.  
CARRIED.**

**Staff Reports**

Planner Erin Besch presented her reports to Council.

- 1) P-1 2019 Annual Planning Update

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the Adelaide Metcalfe 2019 Planning Summary  
Report as presented by Planner Erin Besch. CARRIED.**

Mayor Smith reiterated his pecuniary interest and turned his video off from the virtual meeting. Deputy Mayor Hendrikx chaired this portion of the meeting.

- 2) P-2 Strathroy Caradoc Proposed Condominium - 430 Head Street

Planner Erin Besch advised Council that there was a community meeting held virtually May 20 and May 25. Further information regarding the meeting would be circulated to Council.

Councillor Clarke inquired about the process for planning applications to be heard during Covid-19. Planner Erin Besch advised Council that she is waiting for direction from the Township to move forward.

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the Preliminary Information for Head Street Condominium Plan Report as presented by Planner Erin Besch. CARRIED.**

Planner Erin Besch exited the virtual meeting.

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

3) C-1 Spriets Assoc - Office Reno Kerwood Park May 2020

Mayor Smith advised Council to have another review of the office renovations, in particular the basement renovations pertaining to the waiting area.

**MOVED by Councillor Brodie**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive the Spriets Associates – Update Office Renovations/Kerwood Ball Park Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.**

4) C-2 Deferral of Penalty and Interest - Update May 2020

Councillor Clarke inquired if the office has received any inquiries regarding tax payments for the May 2020 installment date. Clerk/Acting Treasurer Jennifer Turk advised Council that no inquiries have been made to the office, however the office is aware Council has been approached regarding tax relief due to Covid-19.

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council receive the Deferral of Penalty and Interest – Update Staff Report as presented by the Clerk/Acting Treasurer and that Council direct the Clerk/Acting Treasurer to waive the application of penalty to outstanding 2020 property tax accounts for the month of June. CARRIED.**

5) C-3 AGM - Survey Update

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council receive the AGM – Update Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.**

6) C-4 Fire Rescue Van - RFP Results

Mayor Smith inquired if Fire Chief Noordhof had any comments regarding the Fire Rescue Van RFP. Fire Chief Noordhof advised Council that only two (2) tenders were received of the five (5) RFP's placed.

Councillor Clarke inquired if the HST was recoverable. Clerk/Acting Treasurer Jennifer Turk advised Council that the Township receives 84% back of the HST.

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Brodie**

**Resolved that Council receive the Fire Rescue Van – RFP Results Staff Report as presented by the Fire Chief and Clerk/Acting Treasurer. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council approve the tender for the Fire Rescue Van submitted by LaFleur Industries in the amount of \$348,870.00 plus HST (\$45,353.10), totaling \$394,223.10 as recommended by the Fire Chief. CARRIED.**

7) C-5 School Road Landfill Improvements - Update

Councillor Clarke inquired about receipts that could be issued by the landfill operators. Clerk/Acting Treasurer Jennifer Turk advised Council that at this time receipts cannot be issued but if landfill operators record the information, the office can issue and mail out a receipt.

Councillor MacKinnon inquired about a building with a washroom located at the landfill. Public Works Manager Coulter Cahill advised Council that he is investigating options for a building at the landfill. A portable washroom is on site.

Councillor Clarke inquired how many staff members would be required to operate the landfill. Public Works Manager Coulter Cahill advised Council that two (2) people would be sufficient. One to direct residents where to offload waste, and one to conduct traffic control as only three (3) vehicles are allowed at one time in the landfill due to Covid-19 restrictions.

**MOVED by Councillor Brodie**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council receive the School Road Landfill – Update Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.**

8) C-6 Accounts Payable Listing Apr 30 - May 14 2020 Report  
C-6 Accounts Payable Listing Apr 30 - May 14 2020

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**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 period April 30, 2020 to May 14, 2020 in the amount of \$85,314.78. CARRIED.**

- 9) C-7 2020 Budget - Update  
C-7 2020 Draft Budget and Reserves  
C-7 2020 Draft Budget Updated – Amended

Mayor Smith inquired about Council looking at the tax rate increase rather than an increase over the 2019 levy. Clerk/Acting Treasurer Jennifer Turk advised Council at the March 10, 2020 Council meeting, a report was presented to Council regarding the municipal tax rate. Municipal assessments will be up due to the ending of the 4-year phase in from MPAC. The Township does not have control over the assessments, but does have control over the tax rate. Mayor Smith recommended a 0% tax rate increase based on the budget as presented. This would also leave approximately \$62,000 that could be moved into reserves. Clerk/Acting Treasurer Jennifer Turk advised Council that the new 4-year phase for assessments from MPAC was delayed to 2021.

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Clarke**  
**Resolved that Council receive the 2020 Budget – Update as presented by the Clerk/Acting Treasurer. CARRIED.**

**MOVED by Councillor Brodie**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the 2020 Budget, as presented by the Clerk/Acting Treasurer with a 0% increase to the municipal tax rate with is equivalent to \$283,725.59 over the 2019 Budget. CARRIED.**

**MOVED by Councillor Brodie**  
**SECONDED by Councillor Clarke**  
**Resolved that Council approve \$62,563.26 be moved to Working Capital Reserves for 2020. CARRIED.**

### **Other Business**

#### **Bluewater Recycling Association – Wheelie Bin Program**

Mayor Smith advised Council that a 6 month review may be needed as he received a call from a resident that expressed concern with bi-weekly pickup from weekly pickup. Mayor Smith advised Council that the bins were delivered over the weekend, however the wheelie bin program does not start until June 2 for residents south of Napperton Drive and June 9 for residents north of Napperton Drive.

Councillor Clarke inquired if there was a map indicating pickup dates. Clerk/Acting Treasurer Jennifer Turk advised Council that Bluewater Recycling Association mailed out flyers end of April. The flyer is also located on our Facebook Page as well as our website.

**By-laws**

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

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

**By-law No 23 of 2020 – Service Agreement with County of Middlesex**

**By-law No 24 of 2020 – Interim Control By-law Extension – Special Policy Areas**

**By-law No 25 of 2020 – Morgan Drain Branch ‘C’ 2017**

**By-law No 26 of 2020 – McKeen Drain 2017**

**By-law No 27 of 2020 – Confirm Council Proceedings**

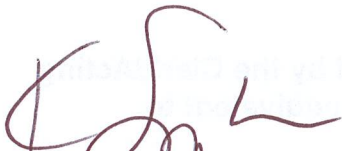
**And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

**Adjournment**

**MOVED by Councillor MacKinnon**

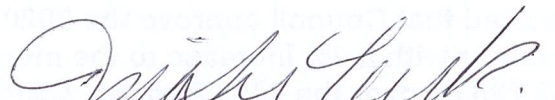
**SECONDED by Deputy Mayor Hendrikx**

**Resolved that the meeting be adjourned at 7:50 PM. CARRIED.**



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Kurtis Smith, Mayor



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Jennifer Turk, Clerk/Acting Treasurer