

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – October 5, 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 and Moderator for the meeting Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Public Works Manager Coulter Cahill, and Chief Building Official Shannon Black

**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.

None.

**Minutes**

**MOVED by Deputy Mayor Hendrikx  
SECONDED by Councillor MacKinnon  
Resolved that the minutes of the September 21, 2020 Virtual Regular Council meeting be approved and circulated. CARRIED.**

**Delegations and Timed Events**

None.

**Correspondence**

- A. Upcoming Conferences/Seminars/Meetings
- 1) Regular Virtual Council Meeting - Monday, October 19, 2020
  - 2) Planning Virtual Council Meeting - Tuesday, October 20, 2020
  - 3) Regular Council Meeting - Monday, November 2, 2020

B. Recommended Reading

- 1) CC-1 BRA - September 2020 Notes
- 2) CC-2 SCRCA Conservation Update - September 2020
- 3) CC-3 MMAH - Parkland Dedication, Development Charges and the Community Benefits Charges Authority
- 4) CC-4 D France - Stop Illicit Cannabis Grow Operations
- 5) CC-5 AMO - 2019 Annual Report
- 6) CC-6 - MPAC - September 2020 - InTouch
- 7) CC-7 AGCO - Public Notice - 51 Front St. W - Cannabis Retail Store Application

Councillor Clarke inquired about the locations of Kerwood and Strathroy that were noted on the notice from AGCO regarding a Cannabis Retail Store Application for 51 Front Street West. Clerk/Acting Treasurer advised Council that she would investigate with AGCO and report back to Council.

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

**Resolved that Council receive and file Correspondence Items CC-1 to CC-7.**

**CARRIED.**

**Staff Reports**

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

- 1) C-1 Holiday Closure Policy - Staff Report  
C-1 Holiday Closure Policy – Draft

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Holiday Season Office Hours - Time Off Policy (Holiday Closure Policy) Staff Report as presented by the Clerk/Acting Treasurer.**

**CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that Council approve the Holiday Closure Policy to define hours of operation during the holiday season. CARRIED.**

- 2) C-2 Council Meeting Schedule 2021

Mayor Smith inquired about the August 3, 2021 Council meeting to be moved to August 9, 2021.

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

**Resolved that Council receive the Council Meeting Schedule 2021 Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.**

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council approve the 2021 Regular Council Meeting schedule as recommended and presented by the Clerk/Acting Treasurer and staff be directed to post notice of the meetings of Council on the Township's website and Facebook Page; and amend August 3, 2021 Council Meeting to Monday, August 9, 2021. CARRIED.**

3) C-3 AP Sep 15 - Sep 28 2020 Report

C-3 Accounts Payable Sept 15 to Sept 28 2020 Listing

**MOVED by Councillor MacKinnon**

**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 September 15 to September 28, 2020 in the amount of \$672,544.43. CARRIED.**

### **Other Business**

#### **28610 Centre Road**

Deputy Mayor Hendrikx advised Council that she noticed movement at the subject property regarding the construction of the Holiday Inn hotel. Mayor Smith advised Council that CBO Shannon Black contacted the developer for a start date of when construction would be resuming due to Covid-19.

### **Closed Session**

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

**Resolved that Council delegate the Clerk duties to the Acting Township Manager Morgan Calvert for a portion of the Closed Session in particular Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; and (d) Labour relations or employee negotiations. CARRIED.**



**MOVED by Councillor Clarke**

**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:**

**(b) personal matters about an identifiable individual, including municipal or local board employees;**

**(d) Labour relations or employee negotiations;**

**(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and**

**(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board at 7:18 PM. CARRIED.**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Clarke**

**Resolved that the Closed Session be adjourned at 9:49 PM and reconvene in Open Session. CARRIED.**

#### Rise and Report

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor MacKinnon**

**Resolved that Council direct staff to proceed as discussed in Closed Session. CARRIED.**

#### By-laws

**MOVED by Councillor MacKinnon**

**SECONDED by Deputy Mayor Hendrikx**

**Resolved that all three (3) readings be given to:**

**By-law No 33 of 2020 – Site Plan Agreement – Creekside Ag**

**By-law No 59 of 2020 – Middlesex County Extension Agreement**

**By-law No 60 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

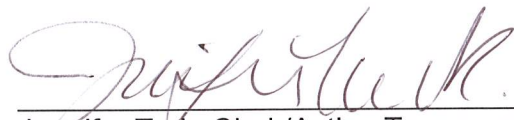
**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the meeting be adjourned at 9:51 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer