

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – February 1, 2021
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 Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Chief Building Official Shannon Black, and Public Works Manager Coulter Cahill

Call to Order

At 7:04 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 Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that the minutes of the January 11, 2021 Virtual Regular Council/Planning meeting be approved and circulated. CARRIED.

Correspondence

A. Upcoming Conferences/Seminars/Meetings

- 1) Regular Council Meeting – Monday, February 1, 2021 @ 7:00 PM
- 2) Budget Meeting – Wednesday, February 3, 2021 @ 6:00 PM
- 3) Budget Meeting – Wednesday, February 10, 2021 @ 6:00 PM
- 4) Regular Council Meeting – Tuesday, February 16, 2021 @ 7:00 PM
- 5) Budget Meeting – Monday, February 22, 2021 @ 6:00 PM
- 6) Regular Council Meeting, Monday, March 1, 2021 @ 7:00 PM
- 7) Regular Council Meeting/Budget, March 15, 2021 @ 7:00 PM
- 8) CC-1 Middlesex County - Application 2020-01 - Forestry - 1179 Egremont Drive

B. Recommended Reading

- 1) CC-2 SCRCA - 2021 Approved Budget
CC-2 SCRCA - Conservation Update - January 2021
CC-2 SCRCA - 2020 December Meeting Highlights
CC-2 SCRCA - 2020 November Meeting Highlights
- 2) CC-3 ABCA - BOD Special Meeting Agenda Jan 27
- 3) CC-4 BRA - BOD Highlights Jan 21
- 4) CC-5 Strathroy-Caradoc - Notice of Study Commencement - Official Plan Update
- 5) CC-6 MNRF - Proposed Regulation for Compressed Air Energy Storage in Reservoirs
- 6) CC-7 MMAH - Modernization Program - Intake 2

C. Action Required

- 1) CC-8 MP Peter Julian - Resolution - Bill C-213 - Canada Pharmacare Act
- 2) CC-9 South-West Oxford - Resolution - Support Automatic Speed Enforcement (photo radar)
- 3) CC-10 Laird - Resolution - Interim Cap on Gas Plant and Greenhouse Gas Pollution
- 4) CC-11 West Grey - Resolution Sch. 8 of Bill 229 - Protect Support and Recover from Covid-19 Act
- 5) CC-12 Stormont Dundas and Glengarry - Resolution - Small Businesses to Reopen

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council support the resolution from Stormont, Dundas, and Glengarry regarding the Province of Ontario allow small businesses to immediately reopen with the required health guidelines and protocols in place. CARRIED.

- 6) CC-13 MLHU - 2021 Request for Mosquito Larviciding

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council support the local action by the Middlesex London Health Unit to reduce the risk of West Nile Virus including, Larviciding catch basins and other surface water locations within the Township of Adelaide Metcalfe for 2021. CARRIED.

- 7) CC-14 Township of Augusta - Resolution - Ontario Fire College

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council support the resolution from the Township of Augusta regarding the closure of the Ontario Fire College. CARRIED.

**MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Clarke
Resolved that Council receive and file Correspondence Items CC-1 to CC-11.
CARRIED.**

Staff Reports

Fire Chief Noordhof presented his report to Council

- 1) FC-1 Feb1 2020 Fire Chiefs Report
FC-1 2020 ANNUAL FIRE DEPT ACTIVITY REPORT
FC-1 2020 FD Activity Report

Fire Chief Arend Noordhof noted the report was down in activity due to Covid-19 pandemic.

Councillor Clarke inquired about other resources for training due to the recent closure of the Ontario Fire College. Fire Chief Arend Noordhof advised Council that there are other resources such as in-house training, Office of the Fire Marshal, and Grimsby Regional Training Centre.

Mayor Smith noted the numbers were low for 2020 compared to previous years.

**MOVED by Councillor MacKinnon
SECONDED by Councillor Brodie
Resolved that Council receive the Adelaide Metcalfe Fire Department 2020 Annual Activity Report as presented by the Fire Chief. CARRIED.**

Public Works Manager Coulter Cahill presented his report.

- 2) PWM-1 Off Road Vehicle Regulation Changes
PWM-1 Off Road Vehicle Regulation Changes - Attachment

Public Works Manager Coulter Cahill provided clarification to Council that the Province of Ontario allowed ORVs effective January 1, 2021, however municipalities had the chance to implement a by-law to prohibit on area roadways. County of Middlesex implemented a by-law at their January County Council meeting.

Discussions took place regarding allowing or not allowing ORVs on Township roadways.

Mayor Smith advised Council that if a by-law was implemented, nothing would change except from a legal point of view.

Discussions took place with the legalities of using an ORV (age to drive, how many passengers, age of passengers, etc)

MOVED by Councillor Clarke
SECONDED by Councillor MacKinnon
Resolved that Council receive the Off Road Vehicle Regulation Changes Staff Report as presented by the Public Works Manager. CARRIED.

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Brodie
Resolved that Council table to implement a by-law to regulate ORVs on Township roadways. CARRIED.

Mayor Smith advised Council that information proper use of ORVs on the Township social media would be helpful. Councillor MacKinnon advised Council that having the County by-law posted on our website and social media sites would also be helpful.

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

3) C-1 Freedom of Information Requests 2020

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the Freedom of Information Requests Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

4) C-2 Council Remuneration 2020
C-2 Council Remuneration 2020 Attachment

Councillor Brodie inquired about the need of the Deputy Mayor position being on the ballot at the next election in 2022. Clerk/Acting Treasurer Jennifer Turk advised Council that a report will come forth to Council where Council can decide to change the composition of the Council.

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Clarke
Resolved that Council receive the 2020 Statement of Council Remuneration Staff Report as presented by the Clerk/Acting Treasurer; and staff be directed to post on the Township website. CARRIED.

5) C-3 Canada Summer Jobs Grant 2021

Councillor Brodie inquired if the Township was not successful in obtaining the Canada Summer Jobs Grant, could Council chose to use the one-time Modernization dollars for the summer student position. Acting Township Manager Morgan Calvert advised Council that this option can be used to hire a summer student for the Clerk's Department for the Records Retention Program.

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

- 6) C-4 Animal Control Services
C-4 Animal Control Services Agreement

Councillor Clarke advised the public watching and Council that this agreement would strictly be to deal with dogs and not other animals.

Moved by Deputy Mayor Hendrikx
SECONDED by Councillor Clarke
Resolved that Council receive the Animal Control Services Contract Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Councillor Brodie
Resolved that Council approve the agreement for Animal Control Services with Vicki Kyle and the Mayor and Clerk be authorized to sign the by-law. CARRIED.

- 7) C-5 Personal Protective Equipment Staff Report

Councillor Clarke inquired what expenses in the past had been incurred by the Public Works Department and Building Department. Public Works Manager Coulter Cahill Advised Council that \$500 per season per employee has been the verbal practice which accounts for two (2) shirts, two (2) pairs of pants, two (2) sweaters, and two (2) long-sleeve shirts.

Councillor Brodie inquired what type of clothing was mandated. Public Works Manager Coulter Cahill advised Council that high visibility clothing is mandated as they do work at night with winter road maintenance (snow plowing). Councillor MacKinnon inquired about adding \$200 per administration employee to the PPE Policy. Mayor Smith inquired if there was a policy in place currently. Clerk/Acting Treasurer Jennifer Turk advised Council that there is a policy in place from 2013, however does not speak to dollar amount able to be spent on each department. Mayor Smith asked that the policy be brought forth to Council for review. Clerk/Acting Treasurer advised Council that a policy would be brought forth with amendments for Council's review.

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive the PPE Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council approve the amendments to the Personal Protective Equipment Policy for the Township of Adelaide Metcalfe, and that the policy be brought back for review at the next Council meeting. CARRIED.

- 8) C-6 AP Jan 6 to 26 2021
C-6 Accounts Payable Jan 6 to Jan 26 2021 Listing updated

Councillor Clarke inquired about the expenses pertaining to the OCWA contract for the Kerwood Wastewater Treatment Facility. Public Works Manager Coulter Cahill advised Council that the current contract does not cover call-ins or emergency calls when the alarm sounds at the facility due to high water levels (example).

Councillor MacKinnon inquired about the \$16,000 and \$2,000 repair to the fire engine #1 for the fire department. Fire Chief Noordhof advised Council that this expense was for parts and labour to the transmission. Fire Chief Noordhof also advised that this is the first large expense in ten (10) years.

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 January 6 to 26, 2021 in the amount of \$180,558.76. CARRIED.

Acting Township Manager Morgan Calvert presented his reports to Council.

- 9) TM-1 Proposed Regulating Bylaws - Farm Wedding Special Events

Acting Township Manager Morgan Calvert recommends that Council review the Official Plan Amendment and Zoning By-law Amendment applications for 1425 Melwood Drive at the planning meeting in March, then look at regulating by-laws through site plan after applications have been approved.

Discussions took place regarding the pros and cons of having a business license in the Township.

Discussions took place regarding the pros and cons of having a nuisance and noise by-law in place for the Township.

Deputy Mayor Hendrikx inquired who residents could call regarding complaints of noise or nuisance. Clerk/Acting Township Clerk Jennifer Turk advised Council that residents can contact OPP to enforce such by-laws, or residents can contact the Municipal By-law Enforcement Officer. At this time staff is working on a 4-step complaint policy to ensure education and training is being met as a directive of Council. The last step would be for staff to contact the By-law Enforcement Officer for compliance.

Discussions took place regarding how the Township would deal with noise/nuisance complaints throughout the Township.

Deputy Mayor Hendrikx advised Council she had a conflict with regarding to one venue in the Township, that being Sydenham Ridge Estates at 1425 Melwood Drive.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receives the Proposed Regulating Bylaws - Farm Wedding Special Events Staff Report as presented by the Acting Township Manager.

CARRIED.

Mayor Smith inquired what the next steps would be. Acting Township Manager Morgan Calvert inquired with the Clerk/Acting Treasurer as to what can and can't be done. Clerk/Acting Treasurer Jennifer Turk advised Council that a staff report came to Council with a staff recommendation from the Planner in December 2020, to approve the applications. Council chose to not approve the applications, and investigate the subject proposed by-laws as presented by the Acting Township Manager, therefore, notices of the meeting will need to be re-circulated as per the Planning Act, to outside agencies and staff for the March 15, 2021 Planning meeting.

Discussions took place regarding the delay with the planning applications at 1425 Melwood Drive.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council not entertain the Farm Wedding Special Events Business Licensing Bylaw at this time. CARRIED.

10) TM-2 Employment Land Study Staff Report

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council receives the Employment Land Study Staff Report as presented by the Acting Township Manager. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council approves to undertake the Employment Land Study, contracting Findlater & Associates Inc. in the amount of \$7,980 + HST, to complete the study. CARRIED.

Other Business

Deputy Mayor Hendrikx advised Council of her attendance to the ROMA Conference virtually and the discussions that took place regarding the Community Safety Well-Being Plan that was to be in compliance January 1, 2021.

Closed Session

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:

- (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 regarding; Disposition/Future of Municipal Lands at 8:48 PM. CARRIED.**

MOVED by Councillor Clarke

SECONDED by Councillor MacKinnon

Resolved that Council adjourn the Closed Session at 9:06 PM and reconvene in Open Session. CARRIED.

Rise and Report

January 27, 2021 – Closed Session

Clerk/Acting Treasurer Jennifer Turk advised Council that as a result of Closed Session discussions from January 27, 2021, the Chief Administrative Officer has been hired for the Township of Adelaide Metcalfe and the position was awarded to Acting Township Manager Morgan Calvert.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council authorize the Mayor to sign the draft employment agreement as amended for the Chief Administrative Officer employment agreement. CARRIED.

February 1, 2021 – Closed Session

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

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

By-laws

**MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council give third and final reading to:
By-law No 70 of 2020 – Knip-Ball Drain 2020
And that the by-law be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

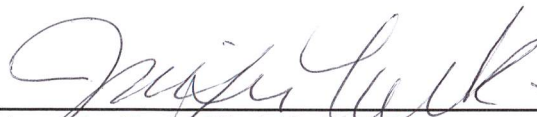
**MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Brodie
Resolved that all three readings be given to:
By-law No 5 of 2021 – Animal Control Services Agreement
By-law No 6 of 2021 – Appoint Vicki Kyle – Animal Control Officer
By-law No 7 of 2021 – CAO Employment Agreement
By-law No 8 of 2021 – Appoint Morgan Calvert, CAO
By-law No 9 of 2021 – 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 Clarke
SECONDED by Councillor MacKinnon
Resolved that the meeting be adjourned at 9:10 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

