

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – March 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: CAO Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Public Works Manager Coulter Cahill, and Fire Chief Arend Noordhof

Call to Order

At 7:02 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 Brodie
Resolved that the minutes of the February 16, 2021 Virtual Regular Council/Planning meeting be approved and circulated. CARRIED.**

Delegations & Timed Events

7:05 PM Katie Den Bok & Deanna Baldwin, KPMG
RE: Financial Services Review

Katie presented the final report to Council regarding a recent financial services review for the Township.

Katie reviewed key findings with Council.

Councillor Brodie inquired about an overview of the municipalities that were used as a comparator to Adelaide Metcalfe for the service review. Katie reviewed the financial indicators and benchmarking analysis of the Township.

Mayor Smith thanked the delegations.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive and approve the Financial Services Review Final Report as presented by Katie DenBok, KPMG and staff be directed to submit the reporting to the Ministry in order to receive funds and finalize the reporting for the Municipal Modernization Funding Grant. CARRIED.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1) Special Council Meeting – Monday, March 8, 2021 @ 2 PM
 - 2) Regular Council Meeting - Monday, March 15, 2021 @ 7PM
 - 3) AMO-Land Use Planning – Beyond the Basics – Virtual
Thursday, March 25, Thursday, April 15, OR Thursday, April 29
 - 4) Regular Council Meeting - Tuesday, April 6, 2021 @ 7PM
 - 5) Regular Council Meeting - Monday, April 19, 2021 @ 7PM

- B. Recommended Reading
 - 1) CC-1 ABCA December 17-BoardMeetingMinutes
CC-1 ABCA February 18-Agenda-Board of Directors
CC-1 ABCA GM's Report-Feb 18, 2021
CC-1 ABCA January 27-SpecialBoardMeetingMinutes
 - 2) CC-2 BRA February 2021 Notes

Councillor MacKinnon inquired about the process to dispose of batteries from cars as electric cars are becoming more frequent in the market. Deputy Mayor Hendrikx advised Council, as a representative for Adelaide Metcalfe, that she would inquire with Bluewater Recycling Association.

- 3) CC-3 AMCTO An Open Letter to Ontario Municipal Councils

- C. Action Required
 - 1) CC-4 CUPW STTP Request for Support for Delivering Community Power_E
CC-4 CUPW STTP Mailing informations for SUPPORT DELIVERING
COMMUNITY POWER_E2
CC-4 CUPW STTP resolutionSUPPORT DELIVERING COMMUNITY
POWER_E2

Councillor Clarke inquired staff for more information regarding the request for support that was being requested.

- 2) CC-5 North Middlesex - Resolution - Support for Rural Education Task Force

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council support the resolution from North Middlesex regarding the support to rural municipalities and consider the recommendations and changes to applicable policies to ensure schools remain viable and allow them to offer the best education possible for students. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive and file Correspondence Items CC-1 to CC-3. CARRIED.

Staff Reports

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

- 1) C-1 Appoint Weed Inspector
C-1 Attachment No 1 Weed Inspector Letter 2021
C-1 Attachment No 2 - OMAFRA Listing of Noxious Weeds
C-1 Attachment No 3 - OMAFRA Noxious Weeds FAQ

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council receive the Appointment of a Municipal Weed Inspector Staff Report as presented by the Clerk/Acting Treasurer; and that Council enact an appointment by-law for Mark Brown, County of Middlesex Weed Inspector for the Township of Adelaide Metcalfe as the Municipal Weed Inspector. CARRIED.

- 2) C-2 Public Sector Salary Disclosure 2020 Reporting

Councillor Brodie expressed concern with the \$100,000 threshold staying the same without cost of living being a factor.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Public Sector Salary Disclosure Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

- 3) C-3 2020 Budget Expenditure Report
C-3 2020 Budget Expenditure Listing

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council receive the 2020 Budget Expenditure Report as submitted by the Clerk/Acting Treasurer. CARRIED.

- 4) C-4 Accounts Payable Feb 11 to Feb 24 2021 Report
C-4 Accounts Payable Feb 11 to Feb 24 2021 Listing

Deputy Mayor Hendrikx inquired about application fees for site plan to cover the costs of reviews by outside agencies. Clerk/Acting Treasurer Jennifer Turk advised Council that the application fee of \$3,000.00 does not cover the expenses for this particular site plan application, and advised a revision of planning application fees to a more cost recovery process, where the applicant would be responsible for those fees instead of the burden of costs to taxpayers.

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 February 11 to February 24, 2021 in the amount of \$226,888.94. CARRIED.

CAO Morgan Calvert presented his report to Council.

- 5) CAO-1 Municipal Modernization Program
CAO-1 MMP Program Guidelines Intake 2 Guide

Councillor Brodie inquired about using the grant funding towards renovations to the municipal office as the office space is underutilized. CAO Morgan Calvert advised Council that he will further investigate using Capital Covid dollars.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Municipal Modernization Program Staff Report as presented by the CAO. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council allocate the Remaining Unconditional One-time Modernization Funds per Table 1.2, below:

Project	Allocation
Asset Management – Software: preventative maintenance, condition tracking, replacement and decommission, reporting, work order management	\$35,000
Website Enhancements	\$35,000
Laserfiche – workflow development and automation	\$100,000
Office 365 Implementation – enhanced collaboration and information provision	\$20,500
Municipal Office Internet Connection	\$25,000
Payroll Services Automation	\$13,557
Total Allocation	\$229,057

Table 1.2

CARRIED.

MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor Clarke
Resolved that Council approve to use of the Building Services Reserve for the purchase of the Scanner/Plotter for the Joint Building Services and not the Unconditional One-time Modernization Funding. CARRIED.

MOVED by Councillor MacKinnon
SECONDED by Councillor Brodie
Resolved that Council direct the CAO and Treasurer to proceed with a submission of an Expression of Interest for the Intake 2 of Municipal Modernization Program, deadline March 15, 2021. CARRIED.

MOVED by Councillor Clarke
SECONDED by Councillor MacKinnon
Resolved that Council delegate authority to the Chief Administrative Officer to manage spending of the Remaining Unconditional One-time Modernization Funds based on the following parameters:

- **Funds must be used based on the allocation in Table 1.2;**
- **Project expenses must not exceed the allocated amount in Table 1.2;**
- **Any changes required to the allocations in Table 1.2 must be approved by Council;**
- **The Unconditional One-time Modernization Funds must be used to ensure more efficient and effective service delivery or municipal operations of the Township;**
- **Council maintains the ability to re-allocate the Unconditional One-time Modernization funds at its discretion;**

- **That the Township’s Procurement policy be followed as required, and;**
- **The CAO shall report to Council from time-to-time any expenditures made using the Unconditional One-time Modernization Funds. CARRIED.**

Other Business

Deputy Mayor Hendrikx advised Council of two (2) upcoming events held by the Kerwood Optimist Club:

1. Saturday, March 27, 2021 from 5pm to 7pm – Chili Dinner. Cost is \$10 per person
2. Saturday, April 10, 2021 – Bottle Drive

Clerk/Acting Treasurer Jennifer Turk advised Deputy Mayor Hendrikx, that if staff was provided with a poster, that the information would be shared on the Township website and social media page.

Councillor Clarke advised the public watching of community participation at the March 8, 2021 Special Council meeting regarding the Kerwood Park Upgrade/Renovation Project. In particular, participation from service clubs that would use the Kerwood Park for their events.

By-laws

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that all three readings be given to:

By-law No 16 of 2021 – Appoint Municipal Auditor for 2020 Fiscal – Graham Scott Enns

By-law No 17 of 2021 – Appoint Municipal Weed Inspector – Mark Brown

By-law No 18 of 2021 – Confirm Council Proceedings

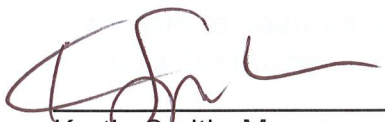
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

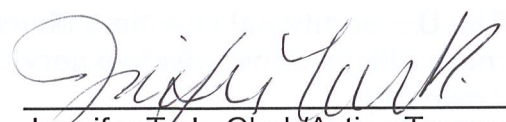
MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that the meeting be adjourned at 7:56 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer