

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – September 21, 2020
ELECTRONIC MEETING PARTICIPATION – LIVE STREAM TO YOUTUBE**

Present: Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Sue Clarke and Councillor Betty Ann MacKinnon

Absent: Councillor Mike Brodie

Also Present: Township Manager and Moderator for the meeting Morgan Calvert, Clerk/Acting Treasurer Jennifer Turk, Public Works Manager Coulter Cahill, Chief Building Official Shannon Black, and Fire Chief Arend Noordhof

Call to Order

At 7:03 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.

Due to Councillor Clarke being absent at the September 9, 2020 Virtual Planning meeting, Councillor Clarke declared a pecuniary interest regarding Consent Application B02-2020, at 27748 Kerwood Road, as this property is owned by a member of the family.

Minutes

**MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that the minutes of the September 8, 2020 Virtual Regular Council meeting, and September 9, 2020 Virtual Planning meeting be approved and circulated. CARRIED.**

Delegations and Timed Events

7:05 PM Chris Bailey, ITS Manager, County of Middlesex
Ryan Price, Business Analyst, County of Middlesex

IT Policies

Chris Bailey presented his report to Council regarding the following IT policies for Township:

- Acceptable Use of Technology
- Cellphone and Mobile Device Policy
- User Accounts and Passwords
- Protection of Privacy and Confidentiality of Information Policy

Councillor MacKinnon inquired about formatting the policies to the Township template. ITS Manager Chris Bailey advised Council that he would complete the policies following the template of the Township.

Mayor Smith inquired if the IT department from the County of Middlesex was going to all the lower tier municipalities in Middlesex County presenting these policies. Chris Bailey advised Council that the department was making their rounds to have a uniform policy relating to IT across the board.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council approve the following IT policies as presented by the County of Middlesex, Information Technology Services Manager Chris Bailey:

- **Acceptable Use of Technology**
- **Cellphone and Mobile Device Policy**
- **User Accounts and Passwords**
- **Protection of Privacy and Confidentiality of Information Policy**

And that the policies be circulated to staff for implementation. CARRIED.

Township Website

Chris Bailey presented his report regarding the website proposal for the Township noting that there were a few non-compliance items relating to the website and AODA that comes into effect January 1, 2021.

Mayor Smith advised Council that there has been no major updates to the Township's website in about 10 years.

Councillor Clarke inquired about the timeline of completion. Chris Bailey advised Council that this project should be completed by the end of 2020. Acting Township Manager Morgan Calvert advised Council that the completion date will be a challenge as quite a bit of work is needed from Township staff to move data/information over to the new site.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council approves the proposal from Digital Echidna and the Statement of Work from Middlesex County ITS to begin working towards the implementation of a new Township website. CARRIED.

Mayor Smith thanked the delegation and they made their exit from the virtual meeting.

7:20 PM Dan Carter, CEO, Canadian Hemp Farmers Alliance

Dan Carter was not in attendance for this delegation. Mayor Smith resumed with the remainder of the agenda.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1) Virtual Regular Meeting - Monday, October 5, 2020
 - 2) Virtual Regular Council Meeting - Monday, October 19, 2020
 - 3) Virtual Planning Meeting - Tuesday, October 20, 2020

- B. Recommended Reading
 - 1) CC-1 ABCA – GM's Report – September 17, 2020
CC-1 ABCA – July 16, 2020 – Board Meeting Minutes
CC-1 ABCA – September 17, 2020 – Agenda Board of Directors
 - 2) CC-2 Enbridge Pipelines Integrity Dig Brochure
CC-2 Enbridge Pipelines Integrity Digs – 2020 Map

MOVED BY Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council receive and file Correspondence Items CC-1 and CC-2. CARRIED.

Committee Minutes

- 1) CM-1 Joint Health & Safety Committee – January 9, 2020 minutes

MOVED by Councillor Clarke
SECONDED by Deputy Mayor Hendrikx
Resolved that Council approve the Joint Health & Safety Committee minutes from January 9, 2020. CARRIED.

Deputy Mayor Hendrikx inquired about the meeting from April 16, 2020. Joint Health & Safety Coordinator Arend Noordhof advised Council that April 16, 2020 meeting was cancelled due to Covid-19 and was rescheduled for September 3, 2020. The minutes from January 9, 2020 were approved by the committee at the September 3, 2020 meeting. Next Joint Health & Safety Committee meeting is in October.

Staff Reports

Public Works Manager Coulter Cahill presented his reports to Council.

- 1) PWM-1 KWWTP-OCWA Report
PWM-1 OCWA Agreement Sep 2020

Councillor MacKinnon inquired about language in the contract where notices would go to the Acting Township Manager, that is a contract position. Acting Township Manager Morgan Calvert advised Council that the language should be changed to reflect either the Clerk or Public Works Manager. Councillor Clarke advised Council that the notices should go to the Public Works Manager who will be overseeing the contract.

Deputy Mayor Hendrixx inquired about the cost of the contract and how that would be recovered, by all residents in Adelaide Metcalfe or those that benefit from the service. Acting Township Manager Morgan Calvert advised Council that the costs of the OCWA contract would be cost recovery, meaning those benefitting from the services will pay for the contract. Mayor Smith advised Council that the fees charged to residents should be reviewed in 2021 Budget.

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrixx
Resolved that Council accept the Kerwood Waste Water Treatment Plant-Ontario Clean Water Agency Staff Report as presented by the Public Works Manager.
CARRIED.

MOVED by Deputy Mayor Hendrixx
SECONDED by Councillor MacKinnon
Resolved that Council endorse the emergency nature of the situation regarding the Kerwood Wastewater Treatment Facility, and that Council approve the servicing agreement between Ontario Clean Water Agency and The Corporation of The Township of Adelaide Metcalfe for the maintenance and operation of the Kerwood Wastewater Treatment Facility. CARRIED.

Acting Township Manager Morgan Calvert thanked Fire Chief Noordhof for his years of service as Supervisor to the Kerwood Wastewater Facility.

- 2) PWM-2 Grass Cutting Report

MOVED by Councillor Clarke
SECONDED by Deputy Mayor Hendrixx
Resolved that Council accept the Grass/Weed Cutting Services Report as presented by the Public Works Manager and that Council direct staff to tender the Grass/Weed Cutting Services for the 2021, 2022 and 2023 seasons implementing a 3 strike Policy. CARRIED.

Councillor Clarke advised Council and staff that she had received a complaint from a ratepayer regarding weeds at both Township garages.

Mayor Smith advised to make sure the list of properties is included in the tendering process for grass cutting for 2021, 2022, and 2023.

Clerk/Acting Treasurer Jennifer Turk presented her reports to Council

- 3) C-1 Asset Management - Update Sep 2020
C-1 Adelaide Metcalfe Road Assessment Street Scan Information

MOVED by Councillor MacKinnon

Seconded by Councillor Clarke

Resolved that Council receive the Application for Grant Funding-Municipal Asset Management Program – Update Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

- 4) C-2 Time Off Policy Staff Report
C-2 Time Off Policy – Draft

Councillor Clarke inquired about maintaining hours of operation through the Christmas season as other businesses operate to maintain level of service. Public Works department would be different as weather plays a factor into road/sidewalk maintenance.

Mayor Smith advised Council that staff would be required to use vacation time or banked time in order to have the days off or the time off would be unpaid time.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrixx

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

- 5) C-3 Accounts Payable Staff Report Sep 1 -14 2020
C-3 Invoice Payment Listing

Deputy Mayor Hendrixx inquired about the interest charge on the accounts payable pertaining to the Visa statement. Clerk/Acting Treasurer advised Council that if receipts are not submitted in a timely manner by staff, this can delay payment to Visa, which was the case with this listing. Councillor Clarke inquired about a policy to remedy this issue. Acting Township Manager Morgan Calvert advised Council that staff would review the Credit Card Policy and follow-up with Council.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that staff be directed to review the Credit Card Policy to reflect Visa statements to be paid on time to eliminate accrued interest. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

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 1 to September 14, 2020 in the amount of \$157,054.21. CARRIED.

Acting Township Manager Morgan Calvert presented his report to Council.

6) TM-1 - Staff Report in Response to 5G Delegation

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the 5G delegation at the August 4, 2020 Council meeting as presented by Heather Cormack, C4ST Riding Representative – Lambton-Kent-Middlesex; and that Council direct the Acting Township Manager to forward a letter to Heather Cormack, outlining that Council thanks Ms. Cormack for her delegation and that Council will continue to monitor for any new information and that at this time, Council is kindly unable to approve the delegation request at this time. CARRIED.

Other Business

None.

Closed Session

MOVED by Councillor MacKinnon

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;**
- **(d) Labour relations or employee negotiations at 8:01 PM. CARRIED.**

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the Closed Session be adjourned at 8:22 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

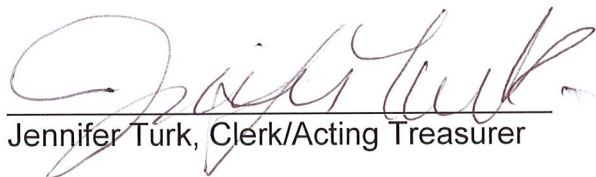
**MOVED by Councillor Clarke
SECONDED by Councillor MacKinnon
Resolved that all three (3) readings be given to:
By-law No 57 of 2020 – OCWA Agreement
By-law No 58 of 2020 – Confirm Council Proceedings
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.**

Adjournment

**MOVED by Deputy Mayor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that the meeting be adjourned at 8:24 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

