

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
SPECIAL MEETING MINUTES – February 10, 2021**

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

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

**Closed Session**

In attendance for the Closed Session was Mayor Kurtis Smith, Deputy Mayor Mary Ann Hendrikx, Councillor Mike Brodie, Councillor Sue Clarke, and Councillor Betty Ann MacKinnon. Staff members present: Acting Township Manager Morgan Calvert, and Clerk/Acting Treasurer Jennifer Turk.

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**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; and**
- (d) labour relations or employee negotiations;**
- (j) a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; and**
- (3.1) The meeting is held for the purpose of educating or training the members; Human Resource Strategy at 5:32 PM. CARRIED.**

**MOVED by Councillor Brodie**

**SECONDED by Councillor Clarke**

**Resolved that the Closed Session be adjourned at 6:20 PM. CARRIED.**

**Call to Order**

At 6:25 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 declared.

### **Budget Presentations**

Acting Township Manager Morgan Calvert provided Council with a summary of budget activities to date.

Presentations at this budget meeting included:

- Asset Management Plan Review
- Proposed Development Charge Study
- Review of each Budget
- Review of questions received by Council and residents with answers provided

Councillor Clarke inquired about the timeline of completion for the development charge study. Acting Township Manager Morgan Calvert advised Council the process should take approximately six (6) months.

Councillor MacKinnon inquired about the actuals for the 2020 Budget. Clerk/Acting Treasurer Jennifer Turk advised Council that the actuals were Year to Date to November 2020, as December 2020 requires to stay open in order to post invoices coming in January and February 2021.

The following budgets were reviewed by Council:

1. General Revenues

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Under municipal revenue there's a 2020 income around \$200k. Is that modernization funds?

A: The Township received the modernization funds of \$308,000 in October of 2019. The Local Improvement's line item of about \$214,064 consists of recoveries for wheelie bins, dog tags, drains, Kerwood sewers, Kerwood sewer annual bills, HWY81 debenture.

2. Council

No further questions.

3. Administration

Councillor Brodie inquired about the \$200,000 Capital Purposes Reserve transfer from 2020. Clerk/Acting Treasurer Jennifer Turk advised Council that this would be discussed later in the meeting with her 2020 Budget Transfer Staff Report.

Councillor Clarke inquired about the audit increase. Acting Township Manager Morgan Calvert advised Council that a report was coming to Council at the February 16 Council meeting.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Administration- does mileage need to be less since restrictions are likely to be around for a little while longer?

A: Mileage / Travel was reduced from \$2,000 to \$1,000.

Q: Is it justified to keep the consulting/engineering the same since we downsized the office Reno's, or is that for something else?

A: The Consulting / Engineering was reduced from \$25,000 to \$10,000. Then was increased \$34,400 to \$44,400 to account for the Development Charges study to be completed in 2021. If the resulting Development Charges By-law gets adopted, the \$34,400 to undertake the study can be recovered through Development Charges.

Q: Administration, will there be any renovations or upgrades to the office as budgeted for 2020?

A: There are no renovations or upgrades planned to the municipal office at this time.

4. Fire Department

Fire Chief Noordhof advised Council that Fire Inspection Budget line also includes Fire Investigations which are dependent on the extent of the fire.

Councillor Brodie inquired if fire investigations have been billed back to the insurance company. Fire Chief Noordhof advised Council that this has never been done and advised Council that a fire claim with over \$500,000 loss, OFMEM is involved in the investigation. If the claim is under \$500,000, Adelaide Metcalfe Fire Department conducts the investigation at no cost.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Fire, is there a fee charged for fire inspection performed? No income budgeted. Just wondering if it should be a cost recovery item. \$8000 / 20 inspections = \$400/inspection.

A: Fee schedules will be reviewed in 2021. At this time, there are no fees charged for fire inspections. This line item has been reduced to \$6,000.

5. Policing

Councillor Clarke inquired if there was any grant monies received for 2020. Clerk/Acting Treasurer Jennifer Turk advised Council that there was approximately \$1,500 received, however not posted in the 2020 actuals.

6. Conservation

No further questions.

7. Building Inspection

8. Building Inspection – Sub Budget

No further questions

9. Animal Control

No further questions.

10. Livestock

No further questions.

11. Provincial Offences

No further questions.

12. By-law Enforcement

No further questions.

13. Roadways

Councillor Brodie inquired if \$15,000 was enough for fuel usage for Public Works Department. Public Works Manager Coulter Cahill advised Council that there is another fuel usage line item for Equipment and Machinery.

Councillor MacKinnon inquired what type of gravel was being purchased for Township gravel roads. Public Works Manager Coulter Cahill advised Council that the gravel is granular 'A'.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Roadway, fuel budget seems high? Rational?

A: Fuel budget was reduced from \$50,000 to \$15,000 to better align with anticipated usage in 2021.

Q: Roadways, is Melwood Dr asphalt to be included in the budget or not? It is listed in H but no dollar amount included.

A: This has not been included in the budget to date.

14. Hwy 81 Sewers

No further questions.

15. Kerwood Wastewater Treatment Facility

Deputy Mayor Hendrikx advised Council that she is hopeful that this budget becomes more of a user pay system rather than the whole Township paying for this service that is only in Kerwood. Acting Township Manager Morgan Calvert advised Council that this would be reviewed by the incoming Treasurer.

16. Waste Collection

Mayor Smith inquired what amount would be on the final tax bill for 2021. Clerk/Acting Treasurer Jennifer Turk advised Council that there will be an additional \$50 on the final tax bill due to the decision made by Council in August 2020 to go weekly from bi-weekly for rural residents.

Deputy Mayor Hendrikx advised Council that the wheelie bin system costs less than the old manual bag system.

Councillor Clarke advised Council that the recent newsletter did not state the additional \$50 for rural residents for garbage pickup.

Mayor Smith advised staff to prepare a communication for residents so they are aware and understand the fees.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: What is the \$80,000 revenue in Waste Collection?

A: In August 2020, Council changed the delivery program from bi-weekly pickup in the rural areas to weekly pickup. This resulted in an additional \$50 per household, however, due to the timing of the decision, and the final tax billing preparations, the additional \$50 per household was not applied to the 2020 billing, therefore is not reflected in the 2020 revenues but will be in the 2021 revenues.

The Township receives updated spreadsheets from BRA that identify wheelie bin change outs. \$80,000 is an estimated revenue at this time but can be expected to be higher based on changes within the system over the course of the year.

17. Landfill

Mayor Smith inquired if the salary and wages line item was correct. Acting Township Manager Morgan Calvert advised Council that the fees reflected personnel working at the landfill.

18. Recycling

No further questions.

19. Cemeteries

No further questions.

20. Trees

Mayor Smith inquired if there was going to be a program developed for 2021. Public Works Manager Coulter Cahill advised there would be a program coming forth for Council's review.

21. Parks & Rec

Councillor Brodie inquired if the grass cutting line item \$4,000 was enough. Councillor Brodie reiterated that he didn't want to see the care and maintenance of the grass fields go back to the state they were a couple years earlier. Public Works Manager Coulter Cahill advised that this was sufficient to keep the grass fields maintained.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Parks & rec- where is the \$100k in fees coming from?

A: This is the anticipated COVID19-ICIP grant from the Federal and Provincial Government. This line item is here in anticipation of a successful grant application.

## 22. Planning & Zoning

Deputy Mayor Hendrikx inquired if the County Levy could be broken out to reflect what Adelaide Metcalfe pays for this service from the County. Acting Township Manager Morgan Calvert advised Council that there is a broad weighted formula used across the County for all municipalities.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Planning and Zoning expenditures, will the legal invoices be allocated to the Planning and Zoning expenditures or will they be left in the Administration budget?

A: They will be allocated to the appropriate expenditure under the Planning and Zoning budget.

Q: Planning, how are the service provided by the county paid for since I do not see any wages or contract services? Are these services provided by the county, incorporated into why county taxes are collected?

A: These services are incorporated in the County levy.

## 23. Drain Maintenance

No further questions from Council.

Clerk/Acting Treasurer Jennifer Turk advised Council of a question that was received:

Q: Drain maintenance- it seems that the contract service is about double the normal budgeted salary expenses. Are we expecting a lot more work done here (like getting all the files completely updated)?

A: Adelaide Metcalfe was in a very fortunate position to be able to bring on the previous Drainage Superintendent for the salary. The contracted service is an all-inclusive and cost-recovery formula which includes wages and benefits (including vacation and time-off banks), mileage / travel, training and development, conference attendance, cellphone and management oversight to provision the service.

Q: Drain Maintenance, will the Grants-Ontario be the same as 2020 year?

A: A review of drains is currently underway. Depending on the outcome of this review that will be completed in 2021, will help to better understand the current situation for drains in the Township.

24. Tile Drainage  
No further questions.

Clerk/Acting Treasurer Staff Report

**2020 Budget Transfers**

Clerk/Acting Treasurer Jennifer Turk presented her report to Council outlining \$600,000 in transfers from 2020 for projects that did not occur.

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

**MOVED by Councillor MacKinnon**  
**SECONDED by Deputy Mayor Hendrikx**  
**Resolved that Council approve to transfer the \$200,000 back to the Capital Purposes Reserve from the 2020 Administration Budget, as the office renovation project is not moving forward. CARRIED.**

**MOVED by Councillor Brodie**  
**SECONDED by Councillor Clarke**  
**Resolved that Council approve to create the Sand/Salt Shed/Amalgamated Garages Reserve and reallocate the \$100,000 Capital Purposes from 2020 to this Reserve. CARRIED.**

**MOVED by Councillor MacKinnon**  
**SECONDED by Councillor Brodie**  
**Resolved that Council approve to create the Kerwood Park Upgrade Reserve and reallocate the \$200,000 from Recreation Purposes Reserve from 2020 to this Reserve. CARRIED.**

**MOVED by Councillor Clarke**  
**SECONDED by Councillor Brodie**  
**Resolved that Council approve to transfer the \$100,000 back to the One-Time Modernization Fund as the office renovation project is not moving forward. CARRIED.**



## **Closed Session #2**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**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; and**

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

**(j) a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; and**

**(3.1) The meeting is held for the purpose of educating or training the members; Human Resource Strategy at 7:45 PM. CARRIED.**

**MOVED by Councillor Brodie**

**SECONDED by Councillor MacKinnon**

**Resolved that the Closed Session be adjourned at 8:57 PM. CARRIED.**

## **Rise and Report**

**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor Brodie**

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

## **Budget Summary**

Acting Township Manager Morgan Calvert advised Council, based on discussions and directions tonight, the 2021 Draft Budget is set at a 0% increase from 2020 Budget.

## **Next Steps**

Acting Township Manager Morgan Calvert advised Council that the budget will be brought back at the March 15, 2021 Council meeting. Mayor Smith inquired how public participation would take place for the March 15 meeting. Clerk/Acting Treasurer Jennifer Turk advised Council that the meeting would be set up the same way as a webinar through Zoom, with a 5 min recess for public input, just as Drainage and Planning meetings are currently conducted. Notice will be placed in local newspapers and on the Township website as well as social media.

## **Next Budget Meeting**

The next budget meeting is scheduled for Monday, March 15, 2021 at 7:00 PM. The February 22, 2021 Budget meeting will be cancelled as it is not required.

Mayor Smith advised Council and the public watching that the next regular Council meeting was scheduled for Tuesday, February 16, 2021, as Monday is Family Day.

**Adjournment**

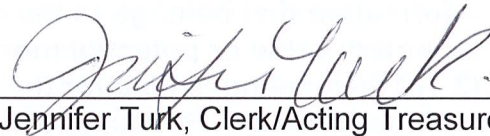
**MOVED by Deputy Mayor Hendrikx**

**SECONDED by Councillor Brodie**

**Resolved that the Budget Council meeting be adjourned at 9:04 PM. CARRIED.**



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer