

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – May 4, 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 (by telephone due to technical difficulties)

Also Present: CAO/Treasurer Cathy Case, Clerk and Moderator for the meeting Jennifer Turk

Absent: 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 Deputy Mayor Hendrikx
SECONDED by Councillor Brodie
Resolved that the minutes of the April 20, 2020 Regular Council meeting, be approved as amended and circulated. CARRIED.**

Delegation and Timed Events

7:05 PM William (Bill) Menzie, Municipal Enforcement Unit
RE: By-law Enforcement Services

Bill Menzie, Chief of Operation with Municipal Enforcement Unit (MEU) outlined his services for by-law enforcement.

Councillor MacKinnon inquired why Town of Petrolia was not listed as a past municipality where MEU provided services for. Bill Menzie advised Council that there are other municipalities that MEU has performed by-law enforcement for and can get references upon request.

Councillor Clarke inquired how many staff MEU has employed and where the office is located. Bill Menzie advised Council there are currently eight (8) including himself and the office is stationed in Sarnia.

Deputy Mayor Hendrikx inquired if there was a recurring offence, if the same By-law Enforcement Officer would be assigned to the same recurring offence. Bill Menzie advised Council that this would be dependent on the situation.

Councillor Brodie inquired how on-call services would work. Bill Menzie advised Council that it would be complaint based from complaints received by the Clerk, and based off calls received after hours from residents.

Mayor Smith inquired how the billing/agreement would work. Bill Menzie advised Council that the cost is an hourly rate that includes everything (example: mileage).

Mayor Smith thanked Bill for his time and advised that no decision was being made tonight by Council.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1) Regular Council Meeting - Tuesday, May 19, 2020
 - 2) Regular Council Meeting - Monday, June 1, 2020
 - 3) Regular Council Meeting - Monday, June 15, 2020

- B. Recommended Reading
 - 1) CC-1 - MLHU - BOH - Update February 2020
 - 2) CC-2 MTO - Notice of Study Commencement
 - 3) CC-3 Solicitor General - Amendments to Police Services Act - Community Safety and Well Being Plan
 - CC-3 Appendix A - Resource Document - Data Sources to support CSWB Planning - EN
 - CC-3 Appendix B - Resource Document - Funding opportunities to support CSWB Planning - EN
 - CC-3 Appendix C - FAQs version 2 - CSWB Planning - Updated Apr 2020 - EN
 - CC-3 Appendix D - CSWB Planning Framework A Shared Commitment in Ontario (Booklet 3, v2) - EN

- C. Action Required
 - 1) CC-4 Mapleton - Resolution - Farm Tax Rate Program
 - CC-4 Wellington County - Committee Report - Farm Tax Rate Program

Councillor MacKinnon inquired if Council could have the tax rates from the County for comparison. CAO/Treasurer Cathy Case advised Council that those figures can be made available to Council for review.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council support the resolution from the Township of Mapleton and Wellington County regarding Farm Tax Rate Program. CARRIED.

- 2) CC-5 Gravenhurst - Resolution - Garden Centres Deemed Essential
CC-5 Muskoka - Resolution - Garden Centres Deemed Essential
- 3) CC-6 Township of Armour_Resolution_Rural Internet

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council support the resolution from Township of Armour regarding high-speed connectivity in rural Ontario. CARRIED.

- 4) CC-7 Letter Request to Regulate and Enforce Odour and Lighting Nuisances Related to the Cultivation of Cannabis Plants
CC-7 Amend Public Nuisance By-law

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Clarke

Resolved that Council receive and file Correspondence Items CC-1 to CC-3, CC-5, and CC-7. CARRIED.

Staff Reports

Public Works Manager Coulter Cahill was absent at the meeting. CAO/Treasurer Cathy Case presented his report to Council.

- 1) PWM-1 Roadside Dumping report

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the Roadside Dumping Report prepared by the Public Works Manager. CARRIED.

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council direct staff to keep documenting how much is being dumped and report back to Council. CARRIED.

Councillor Clarke inquired if the Township's dumping protocol could be posted on the Township Facebook Page and Township website for residents.

Clerk Jennifer Turk presented her reports to Council.

- 2) C-1 Waste and Recycling Collection - Wheelie Bin Program

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Waste & Recycling Collection – Wheelie Bin Program Staff Report as presented by the Clerk. CARRIED.

- 3) C-2 Petition for Drainage Works - Dodge and Dodge-Lightfoot Drains
C-2 Petition for Drainage Works - Form 1

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council receive the Petition for Drainage Works – Dodge and Dodge Lightfoot Drains Staff Report as presented by the Clerk. CARRIED.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council accept the Petition for Drainage Works by Owners for Concession 6, East Pt Lot 9, East Pt Lot 10, West Pt Lot 10, West Pt Lot 11, and that Spriet Associates be appointed to determine the validity of the petition. CARRIED.

- 4) C-3 By-law Enforcement Monthly Report - April 2020

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council the By-law Enforcement Staff Report for the period ending April 30, 2020 as presented by the Clerk. CARRIED.

- 5) C-4 Pool Fence By-law (from April 20, 2020 Council Meeting)
C-4 Pool Fence By-law 40 of 2001
C-4 By-law No 19 of 2020 - Pool Fence

Deputy Mayor Hendrikx inquired if the minimum pool fence height and gates could stay at 4ft instead of the proposed 5ft. Clerk Jennifer Turk advised Council that this by-law was drafted in consultation with the interim CBO Paul Hillenaar as he has had experience with issuing building permits for pools. The last edition of the current pool fence by-law is from 2001 and requires updating.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Pool Fence By-law Staff Report as presented by the Clerk and that the by-law be approved by Council. DEFEATED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council receive the Pool Fence By-law Staff Report as presented by the Clerk and that the by-law be approved by Council, as amended, that the fence and gates minimum requirements be 4ft. CARRIED.

Councillor MacKinnon opposed the motion.

6) C-5 Council Meeting Schedule - Jul Aug Sep 2020

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council receive the Council Meeting Schedule – July, August, and September 2020 as presented by the Clerk and that Council approve the recommendation as presented by the Clerk for the following regular Council meeting dates:

- **Monday, July 6, 2020**
- **Monday, July 20, 2020**
- **Tuesday, August 4, 2020**
- **Monday, August 17, 2020**
- **Tuesday, September 8, 2020**
- **Monday, September 21, 2020**

and staff be directed to post notice of the meetings of Council on the Township's website and Facebook Page. CARRIED.

7) C-6 Scheduling Closed Meeting Session - May 6 2020

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council schedule a Closed Session Meeting for Wednesday, May 6, 2020 at 6:00 PM to permit discussion of items relating to Section 239 (2) of the Municipal Act:

- (a) the security of the property of the municipality or local board;**
- (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;**
- (d) labour relations or employee negotiations;**
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and**
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. CARRIED.**

8) C-7 Integrity Commissioner, Meeting Investigator, and Municipal Ombudsman (from March 2, 2020 Council Meeting. By-law and agreement can be found under By-laws

MOVED by Councillor Clarke

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Integrity Commissioner, Meeting Investigator, and Municipal Ombudsman Staff Report as presented by the Clerk and the by-law and agreement be approved by Council. CARRIED.

- 9) CAOTR-1 Invoice Payment Approval Report
CAOTR-1 Invoice Payment Approval Listing-April 17 to 29 2020

Councillor Clarke inquired about the \$86.49 interest charge. CAO/Treasurer Cathy Case advised this was interest charge from a late payment on one of the credit cards.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that Council receive the Invoice Payment Approval Staff Report as presented by the CAO/Treasurer and that Council approve the accounts listing for the period April 18 to April 29 2020 in the amount of \$57,791.67 as presented. CARRIED.

- 10) CAOTR-2 Pre Budget Approval-Sidewalk Construction Engineering
CAOTR-2 Sidewalk Construction Phase Proposal 20-1016 2020-04-20

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council approve the Pre Budget Approval Sidewalk Construction Engineering Report as presented by the CAO/Treasurer and that the CAO/Treasurer be authorized to accept the proposal from Driven Engineering as submitted in advance of the final budget approval and that the results be incorporated into the 2020 budget. CARRIED.

Other Business

St. Clair Region Conservation Authority

Councillor MacKinnon inquired about the outstanding portion of the levy from the Township to the conservation authority. CAO/Treasurer Cathy Case advised Council that payment would be submitted once May Interim property taxes were collected.

Building Permits/Planning Applications

Councillor Clarke inquired about any updates to non-essential building permits and planning applications. CAO/Treasurer advised that nothing has changed relating to non-essential building permits. Applications are still being accepted and processed however are not being granted to applicants until the provincial restrictions are lifted. CAO/Treasurer Cathy Case advised Council that planning applications were still on hold, however Strathroy-Caradoc and Middlesex Centre were moving ahead with a virtual planning meeting at the end of the month and their procedure was going to be

observed to see if Adelaide Metcalfe could implement and proceed with planning applications waiting to be heard.

By-laws

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that all three readings be given to:

By-law No. 20 of 2020 – Independent Resolutions Agreement

By-law No. 21 of 2020 – Pool Fence, as amended

By-law No. 22 of 2020 – Confirm Council Proceedings

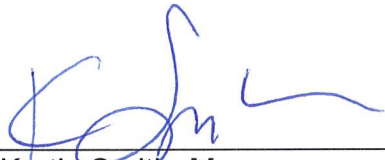
And that the by-laws be signed by the Mayor and Clerk and have the corporate seal attached. CARRIED.

Adjournment

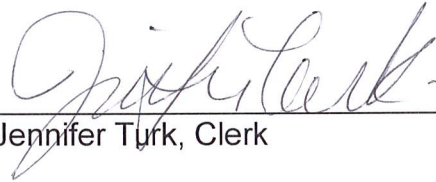
MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that the meeting be adjourned at 8:01 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk

