

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – March 5, 2018**

Present: Mayor Kurtis Smith, Deputy Mayor Nick Stokman, Councillor Mary Ann Hendrikx, Councillor Betty Ann MacKinnon, and Councillor Gerald Sanders

Also Present: CAO/Treasurer Cathy Case, Clerk Jennifer Turk, Fire Chief Arend Noordhof, and Public Works Manager Jeff Little (for part of the meeting)

Call to Order

At 7:02 pm, Mayor Kurtis Smith called the meeting to order. A moment of silent reflection was observed.

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.

Deputy Mayor Stokman declared a conflict of interest on By-law 9 of 2018 Zoning By-law Amendment and on By-law 8 of 2018 Official Plan Amendment regarding property labelled 'CC (H-14)' on Map 7 of the proposed changes to the Zoning By-law due to being an abutting property owner to the said lands.

Minutes

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that the Minutes of the February 20, 2018 regular meeting be approved as amended and circulated. CARRIED.

Correspondence

- 1) CC-1 Bluewater Recycling Association, February 2018 Minutes
- 2) CC-2 Ausable Bayfield Conservation Authority – Annual Awards
- 3) CC-3 Middlesex Hospital Alliance – Mayor's Breakfast
- 4) CC-4 City of Cornwall Resolution – Remediation of Abandoned Contaminated Properties

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council support the resolution from the City of Cornwall regarding asking Ontario to better promote and support remediation of contaminated properties in urban centres. CARRIED.

MOVED by Councillor Hendrikx
SECONDED by Councillor MacKinnon
Resolved that Council receive and file Correspondence items CC-1 to CC-3. CARRIED.

Staff Reports

Fire Chief Arend Noordhof presented his report to Council.

- 1) FC-1 Draft Regulations Under the Fire Protection and Prevention Act, 1997

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Stokman
Resolved that Council direct the Fire Chief and CAO/Treasurer to submit comments on behalf of the Township to the MCSCS outlining concerns with the proposed draft regulations under the Fire Protection and Prevention Act, 1997. CARRIED.

MOVED by Councillor Sanders
SECONDED by Councillor Hendrikx
Resolved that Council accept the report from the Fire Chief as presented. CARRIED.

Public Works Manager Jeff Little presented his reports to Council

- 2) PW-1 Summer Student

MOVED by Deputy Mayor Stokman
SECONDED by Councillor Hendrikx
Resolved that Council approves including the cost for a contract summer student position to assist in municipal operations in the 2018 budget. CARRIED.

Verbal Updates

Public Works Manager Jeff Little reported on his attendance to the Ontario Good Roads Association (OGRA) Conference.

Public Works Manager Jeff Little advised Council on an overflow situation that occurred at School Road Landfill due to the recent snow melts. Berm work was completed to prevent further discharge and the Ministry of Environment was informed.

Council discussed with the Public Works Manager the condition of Township paved roadways from the use of livestock farmers vehicles causing possible damage to the edge of the roadway.

MOVED by Councillor Hendrikx
SECONDED by Deputy Mayor Stokman
Resolved that Council accept the report from the Public Works Manager as presented. CARRIED.

Clerk Jennifer Turk presented her reports to Council.

3) C-1 Lame Duck Staff Report

MOVED by Councillor MacKinnon
SECONDED by Councillor Hendrikx
Resolved that Council receive the Council Restricted Act, Municipal Act, 2001, as amended provision (most commonly known as the ‘Lame Duck’ periods) staff report for information purposes; and

Further that the Clerk be directed to prepare the necessary by-law prior to Nomination Day (July 27, 2018), delegating authority to the CAO/Treasurer from July 27, 2018 to December 3, 2018 to:

- a) **Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the Township which has a value exceeding \$50,000 at the time of disposal;**
- b) **Be the authority to hire or dismiss any officer from/to employment with the Township of Adelaide Metcalfe; and**

Further that the by-law shall come into force and effect only in the event that less than 75% percent of the current Members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Election as determined by the Clerk. CARRIED.

4) C-2 Emergency Response Plan Update

MOVED by Councillor Hendrikx
SECONDED by Deputy Mayor Stokman
Resolved that Council approve the Emergency Response Plan as presented and amended by the Clerk/Alternate Emergency Management Coordinator and that a by-law be drafted for the next Council meeting in order to adopt the plan. CARRIED.

5) C-3 Procedural By-law Update

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that Council does not approve members of Council to participate electronically for any meetings of council; that members of Council shall be physically present at meetings in order to partake in discussions and/or voting on Council business; and

Further that Council approve the Procedural By-law as presented and amended by the Clerk and that Council direct staff to bring the by-law to the next Council meeting for passing. CARRIED.

6) C-4 Staff Report Template

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council approve the Staff Report template as presented by the Clerk and amended by Council; and

Further that Council direct staff to implement the template for all future reporting to Council for Staff Reports. CARRIED.

MOVED by Councillor Sanders

SECONDED by Councillor MacKinnon

Resolved that Council accept the reports of the Clerk as presented. CARRIED.

CAO/Treasurer Cathy Case presented her reports to Council.

7) CAOTR-1 Accounts Payable February 16 to March 1, 2018

MOVED by Councillor Hendrikx

SECONDED by Councillor Sanders

Resolved that the accounts listing for the period February 16 to March 1, 2018 in the amount of \$151,784.41 be approved. CARRIED.

8) CAOTR-2 2018 Budget Process

MOVED by Councillor Sanders

SECONDED by Deputy Mayor Stokman

Resolved that the Council of the Township of Adelaide Metcalfe meet on Wednesday, March 21, 2018 at 6:00 pm to review the 2018 Draft Township Budget. CARRIED.

9) CAOTR-3 Payroll for January 2018

MOVED by Councillor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council receive the payroll report for the month of January 2018 as prepared by the CAO/Treasurer. CARRIED.

10)CAOTR-4 Financial Report

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council accept the Financial Report as presented by the CAO/Treasurer. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Hendrikx

Resolved that Council accept the reports of the CAO/Treasurer as presented. CARRIED.

Closed Session

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Hendrikx

Resolved that Council, the CAO/Treasurer, and the Clerk move into closed session pursuant to Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees at 8:14 pm. CARRIED

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Sanders

Resolved that the Closed Session end at 8:25 pm and that Council reconvene in regular session. CARRIED.

Rise and Report

MOVED by Deputy Mayor Stokman

SECONDED by Councillor Sanders

Resolved that Council direct Staff to proceed with the Financial Assistant position as directed by Council and discussed in Closed Session. CARRIED.

Other Business

Deputy Mayor Stokman reported on his attendance to the International Plowing Match meeting.

Mayor Smith reported on his attendance to the Strathroy District Chamber of Commerce event, MP, MPP, Mayor Luncheon. Mayor Smith was also a presenter at this meeting.

Mayor Smith indicated to Council of the next Middlesex County Council meeting taking place March 6, 2018. The County budget was taking place in the morning with a proposed 0% tax increase in the County portion. Mayor Smith also advised Council of a delegation regarding development of 9 Second Street and the location of accesses.

Mayor Smith and Councillor Sanders reported on attending the Ontario Good Roads Association (OGRA) Conference

By-laws

Deputy Mayor Stokman reiterated his conflict of interest as declared, stepped back from Council table and did not participate in discussions.

MOVED by Councillor MacKinnon

SECONDED by Councillor Sanders

Resolved that all three readings be given to:

By-law No. 8 of 2018 – Interim Control By-law – Official Plan Amendments

By-law No. 9 of 2018 – Interim Control By-law – Zoning By-law Amendments

By-law No. 10 of 2018 – Confirm Council Proceedings

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


Deputy Mayor Stokman returned to Council table.

Adjournment

MOVED by Deputy Mayor Stokman

SECONDED by Councillor MacKinnon

Resolved that the meeting be adjourned at 8:35 pm. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk