

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE  
COUNCIL MINUTES – May 7, 2018**

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

**Also Present:** CAO/Treasurer Cathy Case, Clerk Jennifer Turk, and Public Works Manager Jeff Little

**Call to Order**

At 7:00 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.

None declared.

**Minutes**

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Sanders**

**Resolved that the Minutes of the April 16, 2018 regular meeting, and April 23, 2018 special meeting, be approved and circulated. CARRIED.**

**Correspondence**

**Upcoming Conferences/Seminars/Meetings**

- 1) Regular Council Meeting - Tuesday, May 22, 2018 at 7:00 PM
- 2) Regular Council Meeting - Monday, June 4, 2018 at 7:00 PM
- 3) Regular Council Meeting - Monday, June 18, 2018 at 7:00 PM
- 4) FCM Conference – May 31 – June 2, 2018, Halifax, NS
- 5) Emergency Management – June 19, 2018, 10am - Noon
- 6) AMO Conference – August 19 – 22, 2018, Ottawa, ON
- 7) CC-1 TVDSB – Community Planning and Facility Collaboration Meeting
- 8) CC-2 County of Middlesex – Wardens Golf Tournament

**Recommended Reading**

- 1) CC-3 AMO - 2018-2020 Board of Directors Nominations
- 2) CC-4 AMO - National Housing Strategy
- 3) CC-5 Bluewater Recycling Assoc. - Board of Directors Meeting Highlights April 2018
- 4) CC-6 FCM - Update - FCM on The Agenda
- 5) CC-7 OMAFRA - 2018 Premier's Award for Agri-Food Innovation Excellence

Mayor Smith noted that Andrew Campbell was the recipient for the 2017 Premier's Award for Agri-Food Innovation Excellence.

- 6) CC-8 SWIFT - Spring 2018 Newsletter
- 7) CC-9 SCRCA - 2017 Annual Report
- 8) CC-10 ABCA - Board of Directors Meeting
- 9) CC-11 ABCA - Watershed Report 2018
- 10) CC-12 Ministry of Transportation - #CycleOn Action Plan 2.0
- 11) CC-13 County of Middlesex - Declaration OPA No. 11

**Action Required**

- 1) CC-14 Ernie Hardeman MPP - Bill 16 Respecting Municipal Authority Over Landfilling Sites
- 2) CC-15 Town of Lakeshore - Resolution Renovation Demolition

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council supports Bill 16, Respecting Municipal Authority Over Landfilling Sites Act introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities. CARRIED.**

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor Hendrikx**

**Resolved that Council receive and file correspondence items CC-1 to CC-13, and CC-15. CARRIED.**

**Staff Reports**

Public Works Manager Jeff Little presented his report to Council.

- 1) PW-1 Mullifarry Sign Request

Mayor Smith inquired about the need of the signage after the children that require the school bus service are no longer at that address. Public Works Manager Jeff Little advised Council that the need for the signage would be reviewed every year

**MOVED by Councillor Hendrikx**

**SECONDED by Deputy Mayor Stokman**

**Resolved that Council approve the installation of two (2) School Bus Stop Warning Signs on Mullifarry Drive as recommended by the Public Works Manager and that the Public Works Manager determine the location of the placement of the warning signs. CARRIED.**

2) PW-2 Public Works Information Report

Deputy Mayor Stokman inquired if the preventative maintenance procedure to the oil pan was performed on the other two (2) dump trucks. Public Works Manager Jeff Little advised Council that the procedure was only performed on Mack #1 truck.

Public Works Manager Jeff Little advised Council that Public Works employees Richard Elliott placed 8<sup>th</sup>, and Coulter Cahill placed 1<sup>st</sup>, overall, at the 2018 Truck Roadeo.

**MOVED by Councillor Sanders**

**SECONDED by Deputy Mayor Stokman**

**Resolved that Council accept the information report prepared by the Public Works Manager. CARRIED.**

Councillor Sanders inquired why the culverts on Mullifarry Drive were not replaced at the time of paving that occurred couple years ago. Public Works Manager Jeff Little advised that culverts were likely satisfactory at the time.

Public Works Manager Jeff Little informed Council that the south part of the Township took the brunt of the wind storm that took place Friday, May 4, 2018. Only one (1) closure at Tait's Road and Scotchmere Drive due to hydro pole and wires across roadways. Mayor Smith advised Council that there was good communication between the Clerk and Public Works Manager, as information was getting out on Facebook in a timely manner.

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor MacKinnon**

**Resolved that Council accept the reports from the Public Works Manager as presented. CARRIED.**

Clerk Jennifer Turk presented her reports to Council.

3) C-1 Council Code of Conduct

Mayor Smith inquired if County of Middlesex's Council Code of Conduct was used in the creation of the Township's. Clerk Jennifer Turk advised Council that two (2) municipalities in the County of Middlesex as well as the County was used in the creation of the policy.

**MOVED by Councillor Sanders**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve the Council Code of Conduct Policy as presented by the Clerk, as amended. CARRIED.**

4) C-2 Council Code of Conduct Update & Review

**MOVED by Deputy Mayor Stokman**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council accept the report Council Code of Conduct – Declaring Pecuniary Interest – Review, as prepared by the Clerk. CARRIED.**

**MOVED by Councillor Hendrikx**  
**SECONDED by Deputy Mayor Stokman**  
**Resolved that Council accept the reports of the Clerk as presented. CARRIED.**

CAO/Treasurer Cathy Case presented her reports to Council.

5) CAOTR-1 Invoice Payment Approval – April 13 to May 3, 2018

**MOVED by Councillor Hendrikx**  
**SECONDED by Councillor MacKinnon**  
**Resolved that the accounts listing for the period April 13 to May 3, 2018 in the amount of \$150,405.83 be approved. CARRIED.**

6) CAOTR-2 Logo Design – Branding Strategy

**MOVED by Councillor Sanders**  
**SECONDED by Councillor MacKinnon**  
**Resolved that Council approve design #2 as the new logo for the Township of Adelaide Metcalfe. CARRIED.**

7) CAOTR-3 Tenders and Quotes – 06-2018 to 11-2018

06-2018 – Phillips Drain 2017 Tender

**MOVED by Councillor Sanders**  
**SECONDED by Deputy Mayor Stokman**  
**Resolved that Council accept the tender from Van Bree Drainage and Bulldozing Limited for the repair of the Phillips Drain 2017 in the amount of \$85,450.00 plus HST as recommended by Engineer Mike DeVos of Spriet Associates. CARRIED.**

07-2018 – McKeen Drain 2017 Tender

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Sanders**

**Resolved that Council accept the tender from Van Bree Drainage and Bulldozing Limited for the repair of the McKeen Drain 2017 in the amount of \$47,550.00 plus HST as recommended by Engineer Mike DeVos of Spriet Associates. CARRIED.**

08-2018 – Grass Cutting & Trimming Tender

**MOVED by Councillor Sanders**

**SECONDED by Deputy Mayor Stokman**

**Resolved that Council accept the tender from Vandy's Lawn & Landscape Maintenance for grass cutting and trimming for the 2018/2019 seasons. CARRIED.**

09-2018 – Maintenance Gravel Tender

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the tender from McKenzie & Henderson Ltd. for the supply of 14,000 tonnes of Granular M gravel in the amount of \$12.23 per tonne plus HST subject to the submission of proof of insurance, hold harmless agreement and WSIB certificate, as recommended by the Public Works Manager. CARRIED.**

10-2018 – Backhoe & Rotary Broom Tender

**MOVED by Councillor MacKinnon**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the tender from Kucera Group Alvinston for the supply of a new Case 580SN WT Backhoe in the amount of \$136,117.00 plus HST as recommended by the Public Works Manager. CARRIED.**

**MOVED by Councillor Sanders**

**SECONDED by Councillor Hendrikx**

**Resolved that Council accept the tender from Kucera Group Alvinston for the supply of a rotary broom as an attachment to the Case 580SN WT Backhoe in the amount of \$12,095.00 plus HST as recommended by the Public Works Manager. CARRIED.**

11-2018 – Trailer Tender

**MOVED by Councillor Hendrikx**

**SECONDED by Councillor Sanders**

**Resolved that Council accept the quote from Bluewater Trailers for the supply of one 2018 Deck-over Trailer in the amount of \$7,585.00 plus HST as recommended by the Public Works Manager. CARRIED.**

8) CAOTR-4 Landfill – Update and Temporary Closure

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor Sanders**

**Resolved that Council support the temporary closure of the School Road Landfill as recommended by the CAO/Treasurer and Public Works Manager; and that Kellam Road Landfill be opened an additional Saturday per month during the School Road Landfill closure. CARRIED.**

**MOVED by Councillor Hendrikx**

**SECONDED by Councillor MacKinnon**

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

**Other Business**

Mayor Smith advised Council of a recent presentation from MPAC (Municipal Property Assessment Corporation) that pertained to the next cycle of assessments to take place in 2019.

Mayor Smith also advised Council that the County is preparing service agreements for legal and IT. CAO/Treasurer Cathy Case advised Council that a report would come to Council as agreements are received.

**By-laws**

**MOVED by Deputy Mayor Stokman**

**SECONDED by Councillor MacKinnon**

**Resolved that all three readings be given to:**

**By-law No. 25 of 2018 – 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 Stokman**

**SECONDED by Councillor MacKinnon**

**Resolved that the meeting be adjourned at 8:00 pm. CARRIED.**



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Kurtis Smith, Mayor



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Jennifer Turk, Clerk

