

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
COUNCIL MINUTES – November 16, 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

Also Present: Township Manager Morgan Calvert, Moderator for the meeting Greg Marles, Clerk/Acting Treasurer Jennifer Turk, Chief Building Official Shannon Black, and Planner Stephanie Poirier (for part of the meeting)

Call to Order

At 7:00 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

Mayor Smith advised Council of the positive comments he has received with the installation of the sidewalks along Napperton Drive and Pike Road. Mayor Smith shared a picture with Council he received by email of a gentleman, using an assistive device to walk, in the area of where the sidewalks were installed.

Minutes

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that the minutes of the November 2, 2020 Virtual Regular Council/Planning meeting be approved and circulated. CARRIED.

Councillor Clarke abstained from voting as she was absent from this Council meeting and declared pecuniary interest at the November 2, 2020 meeting.

Delegations and Timed Events

Public Meeting

7:05 PM OPA02-2020 & Z05-2020, Get R Done Farms/Van Den Eynden
1419 & 1441 Langan Drive

There was no representative in attendance for the subject planning applications.

Planner Stephanie Poirier presented her Recommendation Report to Council.

The purpose of this report is to provide Council and the public with information regarding the relevant policies and regulatory context that relate to a proposed Official Plan Amendment and Zoning By-law Amendment for two properties that are located at the southeast corner of Langan Drive and Wilson Road in the Township of Adelaide Metcalfe, known municipally as 1419 and 1441 Langan Drive.

The purpose and effect of the Official Plan Amendment is to redesignate a portion of the subject lands from 'Agricultural Area' to 'Aggregate Extraction' to permit the expansion of an existing sand and gravel operation (License No. 2321).

The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the subject lands from the 'General Agricultural (A) Zone' to the 'Extractive Resource (E) Zone' to permit the expansion of the existing sand and gravel operation.

During the evaluation of the application, it was determined that there is an apparent error on Schedule 'A-1' of the Township's Official Plan, which identified the location of the existing aggregate operation incorrectly. This application also proposes to redesignate the incorrect area from 'Aggregate Extraction' to 'Agricultural Area' to rectify this apparent mapping error.

Planner Stephanie Poirier advised Council, as per the Aggregates Act, an Open House was scheduled for October 13, 2020 where one (1) resident attended whose concerns were addressed in the planning report.

There were no comments from members of Council.

A five (5) minute recess commenced at 7:16 pm, to allow further comments to be received by those registering to speak on the applications.

At 7:22 pm, the planning portion of meeting commenced with no further comments.

MOVED by Councillor MacKinnon
SECONDED by Councillor Clarke
Resolved that Official Plan Amendment No. 14 be adopted by Township of Adelaide Metcalfe Council and forwarded to the County of Middlesex for consideration of approval, and further that the Zoning Bylaw Amendment ZBA05-2020 be approved. CARRIED.

Mayor Smith noted that there were three (3) consent applications postponed until December 21, 2020.

Planner Stephanie Poirier advised Council that the wrong date was given on the notices and this would allow any individual to be able to comment on the applications, as per the Planning Act.

Mayor Smith thanked Planner Stephanie Poirier for her attendance and Stephanie left the virtual meeting.

Greg Marles, also exited from the virtual meeting, as this concluded the planning portion of the meeting.

Correspondence

- A. Upcoming Conferences/Seminars/Meetings
 - 1. Regular Council Meeting – Monday December 7, 2020
 - 2. Regular Council Meeting - Monday, December 21, 2020
 - 3. Regular Council Meeting – Monday, January 11, 2021
 - 4. CC-1 Invite Letter to Women's Caucus -November 23 2020

- B. Recommended Reading
 - 1. CC-2 AGCO - Public Notice - Liquor Sales License

- C. Action Required
 - 1. CC-3 Belleville - Resolution - AODA Web-Site Support

MOVED by Councillor MacKinnon
SECONDED by Deputy Mayor Hendrikx
Resolved that Council support the Resolution from the City of Belleville regarding AODA – web site support. CARRIED.

MOVED by Councillor Brodie
SECONDED by Councillor MacKinnon
Resolved that Council receive and file Correspondence items CC-1 and CC-2. CARRIED.

Staff Reports

Clerk/Acting Treasurer Jennifer Turk presented Public Works Manager Coulter Cahill's staff report to Council, in his absence.

- 1) PWM-1 Grass Cutting Tender Staff Report
PWM-1 Grass Cutting Services-Tender Summary

Councillor MacKinnon advised Council that Mollard's Groundskeeping has done a very good job. Mayor Smith reiterated the same comment.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council accept the tender submitted by Mollard's Groundskeeping at the cost of \$777.00 plus HST per event for year of 2021; \$815.85 plus HST per event for year of 2022; \$856.64 plus HST per event for year 2023; subject to the submission of proof of insurance, hold harmless agreement and WSIB certificate as recommended by the Public Works Manager. CARRIED.

Clerk/Acting Treasurer Jennifer Turk presented her reports to Council.

- 2) C-1 Records Management Policy - Staff Report
C-1 Adelaide Metcalfe Records Management Policy
C-1 Records Retention Schedule 2019 - Schedule 'C'
C-1 Electronic Signature Policy

Deputy Mayor Hendrikx inquired how records would be handled for the Drainage Department. Clerk/Acting Treasurer Jennifer Turk advised Council that records for the Drainage department would be digitalized as the rest of the records would be for the Township. It is hoped that in 2021, staff would submit a grant application to Canada Summer Jobs for a summer student that could focusing solely on records management with inputting all records electronically.

Councillor MacKinnon inquired how disposition of records would be handled with each department. Clerk/Acting Treasurer Jennifer Turk advised Council that the Clerk would review the record to the records retention schedule and use a form currently used that is signed off by the department head and the Clerk for disposition (shredding).

Mayor Smith advised Council that he was very excited for Laserfiche to be a part of the Township records.

MOVED by Councillor MacKinnon

SECONDED by Deputy Mayor Hendrikx

Resolved that Council receive the Records Management Policy Staff Report as presented by the Clerk/Acting Treasurer. CARRIED.

MOVED by Councillor Clarke

SECONDED by Councillor Brodie

Resolved that Council authorize the delegation of authority to the Municipal Clerk for establishing and amending Retention Periods for the records of the Corporation of the Township of Adelaide Metcalfe. CARRIED.

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor MacKinnon

Resolved that Council approve and adopt the Township of Adelaide Metcalfe Records Management Policy, to establish the framework for the creation, implementation and maintenance of the Township of Adelaide Metcalfe Record Management Program to ensure that full and accurate records are created, captured, maintained and disposed of in accordance with legislative and operational requirements. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council approve staff to use the Modernization Funding towards to the implementation of the Records Management Program, specifically the purchase of two (2) more licenses for Laserfiche, Adobe Professional 2020 (2 licenses), plotter, and scanner. CARRIED.

- 3) C-2 Accounts Payable Oct 27 to Nov 9 2020
C-2 Accounts Payable Oct 27 to Nov 9 2020 Listing

Clerk/Acting Treasurer Jennifer Turk advised Council that due to her attendance being from home, she was unable to answer any questions from Council that they may have regarding the expenses for the subject period. Clerk/Acting Treasurer Jennifer Turk advised Council to email any questions, they may have.

MOVED by Councillor Brodie

SECONDED by Councillor Clarke

Resolved that Council receive the invoice payment approval staff report as presented by the Clerk/Acting Treasurer and that Council approve the accounts payable listing for the October 27 to November 9, 2020 in the amount of \$63,877.85. CARRIED.

Other Business

None

Closed Session

MOVED by Deputy Mayor Hendrikx

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 7:42 PM. CARRIED.

MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that the Closed Session be adjourned at 8:45 PM, and Council reconvene in Open Session. CARRIED.

Rise and Report

MOVED by Councillor MacKinnon

SECONDED by Councillor Brodie

Resolved that Council direct Staff to proceed as directed in Closed Session. CARRIED.

By-laws

MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

**Resolved that Council give first and second readings to the following by-laws
By-law No 70 of 2020 Knip-Ball Drain 2020**

**By-law No 72 of 2020 Zoning By-law Amendment Z05-2020, Get R Done Farms,
Van Den Eynden**

**By-law No 73 of 2020 Official Plan Amendment OPA02-2020, Get R Done Farms,
Van Den Eynden**

And that the Mayor and Clerk be authorized to sign the said by-laws. CARRIED.

MOVED by Councillor MacKinnon

SECONDED by Councillor Clarke

Resolved that Council give all three (3) readings to the following by-laws:

By-law No 71 of 2020 Records Management Program

By-law No 74 of 2020 Confirm Council Proceedings

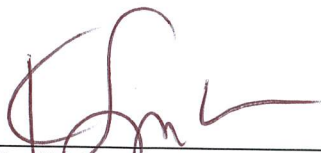
And that the Mayor and Clerk be authorized to sign the by-laws and the Corporate seal be attached. CARRIED.

Adjournment

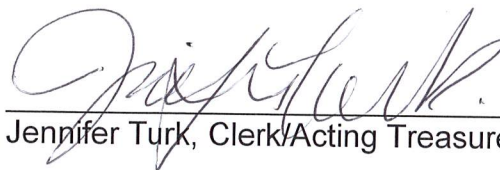
MOVED by Councillor Brodie

SECONDED by Deputy Mayor Hendrikx

Resolved that the meeting be adjourned at 8:49 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

