

**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE
SPECIAL MEETING MINUTES – February 3, 2020**

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

Call to Order

At 6:00 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 declared.

Budget Presentations

Acting Township Manager Morgan Calvert provided Council with an overview that this is the second (2nd) Budget meeting for 2020 Draft budget.

Acting Township Manager Morgan Calvert provided Council with an overview of the 2020 Budget, as well as the 2021 proposed challenges pertaining to the following budgets, answering questions from Council along the way:

- Administration
- Highway 81 Sewers

Councillor Brodie inquired if during the budget process, a presentation of line by line would occur. Acting Township Manager Morgan Calvert advised Council that this would take place at the third (3rd) Budget meeting scheduled for February 10, 2021.

Chief Building Official Shannon Black provided Council with an overview of the 2020 Budget, as well as the 2021 proposed challenges pertaining to the following budget, answering questions from Council along the way:

- Joint Building Services
- Sub Budget of Adelaide Metcalfe's portion

Fire Chief Arend Noordhof provided Council with an overview of the 2020 Budget, as well as the 2021 proposed challenges pertaining to the following budget, answering questions from Council along the way:

- Fire Department

Budget inquiries

Mayor Smith asked Acting Township Manager Morgan Calvert to address Council with some of the questions and answers provided for by staff, that have been received to date. These included:

1. Additional Full-time position of Foreman in the Public Works Department.
Answer: A full-time Public Works Foreman is proposed to alleviate the demand of duties that are within the Public Works Manager role in order shift focus in the office more than on roads. Public Works Manager Coulter Cahill provided additional information to Council that there are four (4) snow plow routes and each route requires six (6) hours to plow snow. Due to the amount of hours permitted and mandated by Ministry of Transportation for driving hours, this puts too much strain on staff, and requires the Public Works Manager to fulfill the duties as a snow plow operator.

Mayor Smith advised Council and the public watching that the Public Works Manager position as evolved in the last couple years and comes with more responsibilities than past Roads Superintendent position was responsible for.

2. Retaining two (2) landfill operators after Covid-19 pandemic has subsided. The Township currently has a working alone policy and having two (2) staff complies with this policy. Landfill fees will be reviewed by the incoming Treasurer as this service should be cost recovery.

Councillor Brodie advised Council that the two (2) positions are not requiring a lot of funds to maintain service at the landfill.

Councillor Clarke asked that the wages for the landfill be reviewed as the numbers didn't seem to be accurate.

Councillor Brodie if there would be maintenance fees at Kellam Road Landfill when it's closed to the public. Public Works Manager Coulter Cahill advised Council that grass cutting and grass/weed maintenance is still required as well as ground covering as the landfill settles.

3. OCWA Contract/Agreement for Kerwood Wastewater Treatment Facility. Cost of the contract is \$36,000 plus CPI index annually. This does not include emergency or call-ins, when the alarm goes off, for example due to excels ground water from rain. Rates for call-in vary between \$65 per hour to \$90 per

hour dependent on what is required for the call-in. OCWA contract was required as there was a compliance issue with Ministry of Environment.

Councillor Brodie advised Council that wages from the Fire Chief and past Chief Building Official were not allocated to this budget as they should have been to better provide Council and the public of what it cost to operate the facility.

Deputy Mayor Hendrikx inquired about public education regarding flushing wipes into the sanitary sewer system in Kerwood. Public Works Manager Coulter Cahill advised Council that there is a constant messaging going out on the Township social media and website pages reminding the public of this.

4. Cemeteries expense of \$14,000 – The expenses are dependent on what is required to maintain the thirteen (13) cemeteries that are maintained and operated by the Township.

Councillor Brodie inquired if the Gough Cemetery reserve could be used to offset this budget. Clerk/Acting Treasurer Jennifer Turk advised Council that those funds are strictly earmarked for that particular Cemetery.

5. Increase to Grass Cutting for Parks & Recreation. Revenue does show \$500 for land use (for hay at KWWTP), actuals are down for 2020 from Budget. Grass was cut up to and including November 2020 for all properties. The grass cutting contract is based on per cut/event. Hard to know how many cuts per year as this depends on weather. In looking at past budgets, these were the same numbers used in 2019, and 2018 (KWWTP), so these are historical values being used. The Parks & Rec could be lower to \$4,000 if so desired by Council.
6. Policing costs – There is no control over the expenses as Ontario Provincial Police as the enforcement unit in the Township. The amount comes straight from the province.
7. Auditing Services – Acting Township Morgan Calvert advised Council that a report was coming next week regarding this contracted service.
8. Janitorial – Costs reflected in 2020 was for a partial year as well did not include Covid. The monies received for the Covid grant would be used to offset this expense.
9. Fire Protective Gear – Monies is for new and used gear as needed or required for safety of personnel.

Acting Township Manager Morgan Calvert advised Council that the GL accounts as setup are not representative of their actual use and will be evaluated by the incoming Treasurer.

10. Provincial Offences – Strictly revenue that comes from the Province from fines that individuals pay within the Township boundary (ie Highway Traffic Act)
11. Highway 81 Sewers – Is \$28,000 revenue enough to offset expenses. This will be answered once Adelaide Metcalfe have a servicing agreement in place with Strathroy-Caradoc.
12. Fire Salaries & Wages – Councillor MacKinnon asked that the salaries and wages be reviewed to ensure accuracy to account a part-time Fire Chief.
13. 2020 Surplus – Councillor MacKinnon inquired what happens to the surplus from the 2020 Budget. Acting Township Manager Morgan Calvert advised Council that there will be a surplus in 2020, and this is a policy that the incoming Treasurer will address going forward with options for Council to consider.
14. Reserves – Councillor Brodie advised Council that there are quite a few funds in reserves and would like to use those for 2021 if possible. Acting Township Manager Morgan Calvert advised Council that staff will needs to trace back to where these reserves came from and if they are actually there as the GL is not completely accurate. The incoming Treasurer will look at the reserves and see if one of the options could be to reallocate to another reserve and use.

Mayor Smith advised Council to go through the budget and send any questions to Morgan to prepare an answer for review at the next Budget meeting February 10, 2021.

Next Steps

Acting Township Manager Morgan Calvert advised Council that the budget would be updated, as per the discussions at this meeting to bring back February 10, 2021 for review.

MOVED by Councillor Brodie

SECONDED by Councillor MacKinnon

Resolved that Council receive the 1st draft of the 2021 proposed budget as presented by the Acting Township Manager. CARRIED.

Mullifarry Drive Project

Councillor Brodie inquired if staff could investigate the potential to reduce the amount of construction time for Mullifarry Drive from three (3) years using other methods of financing as discussed at the last Budget meeting. Acting Township Manager Morgan Calvert advised Council that a staff report would be presented to Council at the next Budget meeting for Council to review.

Next Budget Meeting

The next budget meeting is scheduled for Wednesday, February 10, 2021 at 6:00 PM.

Adjournment

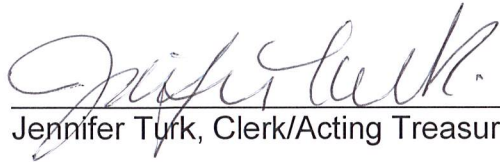
MOVED by Deputy Mayor Hendrikx

SECONDED by Councillor Brodie

Resolved that the Budget Council meeting be adjourned at 7:10 PM. CARRIED.



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

