



**Township of Cramahe Council
Minutes
March 3, 2020**

Minutes of a regular meeting of Council held on Tuesday, March 3, 2020 at 07:00 PM, in the Council Chambers

ROLL CALL

Present Were: Mayor M. Martin
Deputy Mayor S. Arthur
Councillor D. Clark
Councillor T. Gilligan
Councillor E. Van Egmond

Also Present: CAO/Treasurer, A. McNichol
Clerk, J. Hyde
Compliance Coordinator, H. Grant
Fire Chief, T. Burgess

CALL TO ORDER

Mayor Martin called the meeting to order at 7:00PM

As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting.

This territory is covered by the Williams Treaty.

RECORDING EQUIPMENT

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting.

An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting. As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today's meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and

Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

CONFIRMATION OF AGENDA

Moved by Councillor: Gilligan Seconded by Councillor: Clark

Resolution No. 2020-101

Be it resolved that Council confirm the agenda, as amended; and

That the update on information for the education and training of Council (IT Security Update - Bakertilly Report), Staff Report PLAN 15-20 and By-law 2020-27 be deferred; and

That a Notice of Motion be introduced regarding Council meeting date change request; and

That a County Report be included prior to By-laws.

"CARRIED"

DISCLOSURES OF PECUNIARY INTEREST

None.

ADOPTION OF MINUTES

Moved by Councillor: Van Egmond Seconded by Deputy Mayor: Arthur

Resolution No. 2020-102

Be it resolved that Council confirm the minutes of the following meeting(s), as presented:

- February 18, 2020 - Council Meeting.

"CARRIED"

REPORTS OF MUNICIPAL OFFICERS

TREA 13-20 Re: Required Disclosure re: Budget Impacts per Ontario Regulation 284/09

Moved by Councillor: Gilligan Seconded by Councillor: Van Egmond

Resolution No. 2020-103

Be it resolved that Council receive Report TREA-13-20 for information.

"CARRIED"

OPER 05-20 Re: 418 Hunt Road Site Alteration Request

Moved by Councillor: Van Egmond Seconded by Councillor: Clark

Be it resolved that Council receive Report OPER 05-20, for information; and
That Council deny the proposal from the owner of 418 Hunt Road; and
That Council direct staff to advise the requester of their decision to adhere to the Site Alteration By-Law 2017-18.

With the permission of Council, the mover and seconder withdrew this motion.

Resolution No. 2020-105

Moved by Councillor: Gilligan Seconded by Deputy Mayor: Arthur

That Council suspend the rules under Section 3.24 of Procedure By-law 2007-10, to allow for the requestor to speak to this item.

“CARRIED”

Resolution No. 2020-106

Moved by Deputy Mayor: Arthur Seconded by Councillor: Van Egmond

That Council defer this request to staff to report back following further calculations and reconciliation.

“CARRIED”

CLERKS 02-20 Re: Procedure By-law Updates

Moved by Councillor: Gilligan Seconded by Councillor: Clark

Resolution No. 2020-105

Be it resolved that Council receive Staff Report CLERK 02-20 for information; and

That the following members be appointed as Liaisons to the following committees:

- Infrastructure - Mayor Martin (Councillor Clark/Deputy Mayor Arthur);
- Protection Services - Councillor Gilligan (Deputy Mayor Arthur);
- Planning, Building & Development - Councillor Clark;
- General Governance - Deputy Mayor Arthur;
- Facilities & Recreation - Councillor Van Egmond (Councillor Clark); and

That Council consider approval of By-law 2020-29.

AMENDMENT TO THE MAIN MOTION:

Moved by Deputy Mayor: Arthur Seconded by Councillor: Clark

Resolution No. 2020-106

That Council direct staff to make the following changes to the Proposed Procedure By-law:

- **Section 3.5** Remove the Community Services, Finance and Planning & Development Committee and insert “Committee of the Whole: Tuesday’s 6PM
- **Section 3.10 Add “Committee of the Whole”** shall be comprised of Community Services, Finance and Planning & Development. The Committee of the Whole agenda will be divided into the various sections and the

appointed council liaison/champion will be the member responsible for chairing the section of the agenda and associated reports.

- **Section 11.1 amend to read as follows:**
 - Call to Order
 - Open Delegation for Items on Agenda
 - Statutory Public Meeting(s) (if required)
 - Confirmation of Agenda
 - Declaration of Pecuniary Interest
 - Community Services
 - Reports of Municipal Officers
 - Delegations/Presentations
 - Finance
 - Reports of Municipal Officers
 - Delegations/Presentations
 - Planning & Development
 - Reports of Municipal Officers
 - Delegations/Presentations
 - Open Forum
 - Closed Meeting (if required)
 - Adjournment

That Council direct staff to prepare a report on amending Council remuneration to include a per diem for Members of Council; and

That Council meetings be changed to begin at 6PM.

“CARRIED”

MAIN MOTION AS AMENDED:

Resolution No. 2020-107

Be it resolved that Council receive Staff Report CLERK 02-20 for information; and

That the following members be appointed as Liaisons to the following committees:

- Infrastructure - Mayor Martin (Councillor Clark/Deputy Mayor Arthur);
- Protection Services - Councillor Gilligan (Deputy Mayor Arthur);
- Planning, Building & Development - Councillor Clark;
- General Governance - Deputy Mayor Arthur;
- Facilities & Recreation - Councillor Van Egmond (Councillor Clark); and

That Council consider approval of By-law 2020-29; and

That Council direct staff to make the following changes to the Proposed Procedure By-law:

- **Section 3.5** Remove the Community Services, Finance and Planning & Development Committee and insert “Committee of the Whole: Tuesday’s 6PM
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 - Delegations/Presentations
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 - Closed Meeting (if required)
 - Adjournment

That Council direct staff to prepare a report on amending Council remuneration to include a per diem for Members of Council; and

That Council meetings be changed to begin at 6PM.

“CARRIED”

CLERK 03-20 RE: Committee of Adjustment Terms of Reference

Moved by Deputy Mayor: Arthur Seconded by Councillor: Clark

Resolution No. 2020-108

Be it resolved that Council receive Staff Report CLERKS 03-20, for information; and

That Council approve the Committee of Adjustment Terms of Reference; and

That Council consider By-law 2020-28 being a By-law to Constitute and Appoint Members to the Committee of Adjustment.

"CARRIED"

CLERKS 05-20 Re: Proposed Change in Agenda Management Software

Moved by Councillor: Clark Seconded by Councillor: Gilligan

Resolution No. 2020-109

Be it resolved that Council receive Staff Report CLERKS 05-20; and

That Council approve the switch from iCompass to eScribe Agenda Management Software.

"CARRIED"

Notice of Motion re: Council Meeting Date Change Request

Moved by Councillor: Gilligan Seconded by Councillor: Van Egmond

Resolution No. 2020-110

Whereas Council has requested a meeting date change of the March 17, 2020 regular meeting of council to the following week,

Be it resolved that Council direct staff to make the necessary changes to provide notice of the March 17, 2020 council meeting date change to March 24, 2020.

"CARRIED"

ITEMS FOR INFORMATION

(a) Resolution from Northumberland County dated February 19, 2020 regarding Conservation Authorities 141 - 142

(b) Correspondence from the Ministry of Municipal Affairs and Housing re: Provincial Policy Statement, 2020. 143 - 146

(c) Correspondence from the Ministry of Municipal Affairs and Housing re: 2020 Annual Repayment Limit (ARL)

Moved by Councillor: Gilligan Seconded by Councillor: Van Egmond

Resolution No. 2020-111

Be it resolved that Council receive item(s) a, b, and c for information.

"CARRIED"

COUNTY REPORT

Mayor Martin provided an update on the following recent discussions at the County:

- Update on defibrillators;
- New development fees are moving ahead;
- Currently 15 new hire postings for Paramedics with 503 applications received;
- With garbage tag costs having increased, there is a \$350 fine if caught reselling.

BY-LAWS

By-law 2020-24 Memorandum of Understanding - Ontario Health Team - Northumberland

Moved by Councillor: Van Egmond Seconded by Councillor: Clark

Resolution No. 2020-112

Be it resolved that Council approve By-law 2020-24, being a By-law to authorize the entering of a Memorandum of Understanding between Ontario Health Team -

Northumberland and the Township of Cramahe, be read a first, second and third time, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

"CARRIED"

By-law 2020-28 Appoint Committee of Adjustment Members

Moved by Councillor: Seconded by Councillor:

Resolution No. 2020-113

Be it resolved that Council approve By-law 2020-28, being a By-law to Constitute and Appoint Members to the Committee of Adjustment, be read a first, second and third time, signed by the Mayor and the Clerk, sealed and included into the By-law book.

"CARRIED"

By-law 2020-29 Procedure By-Law

Moved by Councillor: Gilligan Seconded by Councillor: Clark

Resolution No. 2020-114

Be it resolved that Council approve By-law 2020-29, as amended, being a by-law to govern the proceedings of Council and Committees, and to repeal and replace By-law 2007-10, read a first, second and third time, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

"CARRIED"

By-law 2020-32 Public Sector Digest Agreement

Moved by Councillor: Van Egmond Seconded by Deputy Mayor: Arthur

Resolution No. 2020-115

Be it resolved that Council approve By-law 2020-32, being a By-law to authorize the entering of an Agreement between Public Sector Digest and the Township of Cramahe, read a first, second and third time, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

"CARRIED"

CLOSED SESSION

Moved by Deputy Mayor: Arthur Seconded by Councillor: Gilligan

Resolution No. 2020-116

Be it resolved that Council proceed into closed session at 8:54PM in order to address matters about an identifiable individual(s) (CLERK 06-20C and ADMIN 05-20); Proposed Disposition and Sale of Land (verbal update verbal update by CAO/Treasurer Arryn McNichol); and

That CAO/Treasurer Arryn McNichol and Clerk Joanne Hyde remain in attendance.

"CARRIED"

Moved by Councillor: Van Egmond Seconded by Councillor: Clark

Resolution No. 2020-117

Be it resolved that Council move out of closed session at 9:41PM.

“CARRIED”

Moved by Councillor: Gilligan Seconded by Councillor: Clark

Resolution No. 2020-118

Be it resolved that Council receive Staff Report CLERKS 06-2020C; for information; and

That Council receive the proposed Deputy Clerk Job Description, as attached; and

That Council approve the appointment of Holly Grant as Deputy Clerk, starting April 1, 2020, through Municipal By-law, at the next available meeting.

“CARRIED”

Moved by Councillor: Gilligan Seconded by Councillor: Clark

Resolution No. 2020-119

Be it resolved that Report ADMIN-05-20 be received for information; and

That three new temporary job descriptions, being the Accounts Payable & Finance Clerk, Payroll and Asset Management Coordinator, and Receptionist be created and internally advertised for 10 days as per the Collective Agreement; and

That these new temporary positions remain in place for the duration of the Asset Management Plan Update & the new Enterprise Software Implementation to a maximum duration of 11 months in order to champion these initiatives; and

That the additional funding for the temporary staff changes entirely be funded from the 2020 Budget (FCM Asset Management Grant and Modernization Funding Reserve)

“CARRIED”

Moved by Councillor: Van Egmond Seconded by Councillor: Clark

Resolution No. 2020-120

Be it resolved that Council receive the verbal update from CAO/Treasurer A. McNichol regarding potential litigation; and

That staff be directed to proceed as discussed in closed session.

“CARRIED”

Moved by Councillor: Clark Seconded by Councillor: Gilligan

Resolution No. 2020-121

Be it resolved that Council receive the verbal update from CAO/Treasurer A. McNichol regarding the proposed sale and disposition and sale of land(s) (Colborne Creek) for information; and

That Council direct staff to proceed with an updated opinion of value for the outstanding surplus lands as discussed in closed session; and

That the lands located within Colborne Creek be declared surplus.

“CARRIED”

CONFIRMATORY BY-LAW

Moved by Councillor: Van Egmond Seconded by Deputy Mayor: Arthur

Resolution No. 2020-122

Be it resolved that By-law 2020-30, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Cramahe, read a first, second and third time, finally passed, signed by the Mayor and Clerk, sealed and included into the By-law book.

"CARRIED"

MOTION TO ADJOURN

Moved by Councillor: Van Egmond Seconded by Councillor: Gilligan

Resolution No. 2020-123

Be it resolved that Council adjourn the meeting at 9:44PM.

Mandy Martin, Mayor

Joanne Hyde, Clerk