



Township of Southgate

Minutes of Council Meeting

February 5, 2020

9:00 AM

Council Chambers

Members Present: Mayor John Woodbury
Councillor Barbara Dobreen
Councillor Jason Rice
Councillor Jim Frew
Councillor Martin Shipston

Members Absent: Deputy Mayor Brian Milne
Councillor Michael Sherson

Staff Present: Dave Milliner, CAO
Jim Ellis, Public Works Manager
William Gott, Treasurer
Derek Malynyk, Acting Fire Chief
Clinton Stredwick, Planner
Lindsey Green, Deputy Clerk
Elisha Hewgill, Legislative Assistant
Kayla Best, HR Coordinator

1. Call to Order

Mayor Woodbury called the meeting to order at 9:00 AM.

2. Open Forum-Registration begins 15 minutes prior to meeting

No members of the public spoke at open forum.

3. Confirmation of Agenda

No. 2020-036

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council confirm the agenda as amended to move By-law 2020-011 and By-law 2020-012 until after the Closed Session meeting.

Carried

4. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

5. Delegations & Presentations

5.1 Grey County Federation of Agriculture Presentation

No. 2020-037

Moved By Councillor Shipston

Seconded By Councillor Frew

Be it resolved that Council receive the Grey County Federation of Agriculture presentation as information.

Carried

6. Adoption of Minutes

No. 2020-038

Moved By Councillor Rice

Seconded By Councillor Dobreen

Be it resolved that Council approve the minutes from the January 15, 2020 Council and Closed Session meetings as presented.

Carried

7. Reports of Municipal Officers

7.1 Fire Chief Derek Malynyk

7.1.1 FIRE2020-004- Southgate Fire Prevention Officer

No. 2020-039

Moved By Councillor Shipston

Seconded By Councillor Frew

Be it resolved that Council receive Staff Report FIRE2020-004 for information; and

That Council approve the draft job description for the Southgate Fire Prevention Officer as presented; and

That Council direct staff to review and evaluate the draft job description for the Fire Prevention Officer position through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

That Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Southgate Fire Prevention Officer job description for approval.

Carried

7.1.2 FIRE2020-005- Volunteer Deputy Fire Chief

No. 2020-040

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council receive Staff Report FIRE2020-005 for information; and

That Council approve the draft job description for the Southgate Volunteer Deputy Fire Chief position as presented; and

That Council direct staff to review and evaluate the draft job description for the Volunteer Deputy Fire Chief position through the Southgate Job Evaluation Committee for a recommended hourly rate within the Employee Pay Grid for comparison purposes; and

That Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee, staff recommendation and the final version of

the Southgate Volunteer Deputy Fire Chief job description for approval.

Carried

7.2 Deputy Clerk Lindsey Green

7.2.1 CL2020-003 – Police Service Board Request to Purchase Covert Speed Monitoring Device

No. 2020-041

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2020-003 as information; and

That Council approve the Southgate Police Service Board request to participate in the joint purchase of a covert speed monitoring device with Chatsworth, Grey Highlands, and Georgian Bluffs; and

That Council approve an upset limit of \$1,500 towards to purchase of the covert speed monitoring device to be funded from the 2020 Police Service Board Budget.

Carried

7.2.2 CL2020-004 – Site Plan Amending Agreements – Orlan Martin and Misty Meadows Market Inc.

No. 2020-042

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2020-004 for information; and

That Council consider approval of By-law 2020-013 and 2020-014 authorizing the entering into site plan amending

agreements for Orlan Martin (SP6-18) and Misty Meadows Market Inc. (SP2-17).

Carried

7.2.3 By-law 2020-013 - SP6-19 Amending Site Plan Agreement - Orlan Martin

No. 2020-043

Moved By Councillor Shipston

Seconded By Councillor Dobreen

Be it resolved that by-law number 2020-013 being a by-law to amend Schedule A of Site Plan Control Agreement By-law 2018-080 (SP6-18) and to repeal By-law 2019-041 and By-law 2019-118 be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.2.4 By-law 2020-014 - SP2-17 Amending Site Plan Agreement - Misty Meadows Market Inc.

No. 2020-044

Moved By Councillor Rice

Seconded By Councillor Dobreen

Be it resolved that by-law number 2020-014 being a by-law to amend Schedule B of Site Plan Control Agreement By-law 2017-146 (SP2-17) and to repeal By-law 2019-159 be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.2.5 CL2020-005-Procedural By-law Updates

No. 2020-045

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2020-005 for information; and

That the amendments to the procedure by-law as outlined in this staff report be considered for approval at the February 19, 2020 Regular Meeting of Council; and

That Council provide staff with any additional recommendations or suggestions for consideration by February 12, 2020.

Carried

7.3 Treasurer William Gott

7.3.1 FIN2020-004 2020 Funding Request

No. 2020-046

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2020-004 2020 Funding Request be received as information; and

That Council approves a grant of \$2,500 to the Holstein Agro Expo and Rodeo.

Carried

7.4 Public Works Manager Jim Ellis

7.4.1 PW2020-004 Dundalk Well D3 & D4 PLC Upgrades and Replacement Tender Award

No. 2020-047

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PW2020-004 for information; and

That Council award the Dundalk Well D3 & D4

Programmable Logic Controller (PLC) Upgrades,
Replacement and Programming Tender to Summa
Engineering Limited in the amount of \$152,510.45
including HST.

Carried

**7.4.2 PW2020-005 Municipal Sidewalk Machine Tender
Award**

No. 2020-048

Moved By Councillor Rice

Seconded By Councillor Frew

Be it resolved that Council receive Staff Report PW2020-005 for information; and

That Council approve the Municipal Sidewalk Machine Tender award to Work Equipment for a refurbished 115 HP Trackless MT57 with new engine, with ribbon blower, sand/salt spreader, V plow, and water tank in the amount of \$147,905.00 plus HST.

Carried

**7.4.3 PW2020-007 225579 Farmland Lease for 2020 Crop
Season**

No. 2020-049

Moved By Councillor Shipston

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report PW2020-007 for information; and

That Council direct staff to proceed with a Request for Proposal process to lease the farmland at 225579 Southgate Road 22 starting April 1st, 2020 for the 2020 crop season.

Carried

**7.4.4 PW2020-008 One Year Contract Position ES/TAPS
Operator-Labourer Dundalk**

No. 2020-050

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report PW2020-008 for information; and

That Council approve the internal/external posting for a one-year contract position for an ES/TAPS Operator/Labourer Dundalk.

Carried

**7.4.5 PW2020-009 Cemetery Caretaker TAPS
Operator/Labourer 1 Year Contract Position**

No. 2020-051

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PW2020-009 for information; and

That Council approve the internal posting of a 1-year contract position for Cemetery Caretaker TAPS Operator/Labourer (Hopeville).

Carried

Council recessed at 10:06 AM and returned at 10:15 AM.

7.5 Chief Administrative Officer Dave Milliner

7.5.1 CAO2020-005 Municipal Clerk Appointment

No. 2020-052

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive staff report CAO2020-005 as information; and

That Council appoint Lindsey Green as the Township of Southgate's Acting Clerk by Municipal By-law 2020-021.

Carried

7.5.2 By-law 2020-021 - Acting Clerk Appointment

No. 2020-053

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that by-law number 2020-021 being a by-law to appoint an Acting Municipal Clerk for the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.5.3 CAO2020-006 Southgate Economic Development Update Report

No. 2020-054

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CAO2020-006 as information; and

That Council direct staff to develop a budget analysis of the 2020 Economic Development budget to ensure the costs of a summer student and a RED project could be both funded and provide that information in a report to Council.

Carried

7.5.4 CAO2020-007 Southgate Grant Funding Opportunities

No. 2020-055

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CAO2020-007 as information; and

That Council approve that Southgate staff proceed with a RED Fund application to apply for funding to develop an Economic Development Strategic Plan for the Township of Southgate to support the Township's business community.

Carried

7.5.5 CAO2020-008 Watra Resort Lands Update

No. 2020-056

Moved By Councillor Frew

Seconded By Councillor Dobreen

Be it resolved that Council receive staff report CAO2020-008 as information; and

That Council grant a 6 and a half month extension to August 31, 2020, to allow the Watra Residents Association sufficient time to work through the Forfeited Corporate Property Act, 2015 to address ownership issues related to Watra Open Space lands and to assume the intent of the original Watra Resorts Limited Subdivision Agreement approved by the Township of Egremont in 1979.

Carried

7.5.6 CAO2020-010 Community Foundation Grey Bruce

No. 2020-057

Moved By Councillor Frew

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report CAO2020-010 as information; and

That Council provide direction to staff to proceed with setting up a Southgate Community Foundation Fund Agreement with Community Foundation Grey Bruce to

establish a Township endowment fund to provide future sustainable support for Community Not-for-Profit Organizations; and

That Council have discussions and provide staff with verbal direction as to the amount of seed funding that should be considered as a start-up fund to establish a Southgate Community Foundation Fund; and

That Council direct the Treasurer and the CAO to return with a report on how to budget for seed funding in 2020, as well as develop a Donor Advised Community Agreement for approval at a future Council meeting.

Carried

7.6 Planner Clinton Stredwick

7.6.1 PL2020-001- ZBA C15-19 - Emerson and Barbara Martin

No. 2020-058

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report PL2020-001 for information; and

That Council Consider approval of By-law 2020-015.

Carried

7.6.2 By-law 2020-015 - ZBA C15-19 - Emerson Martin

No. 2020-059

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that by-law number 2020-015 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.6.3 PL2020-002 - ZBA C18-19 - Ivan S Martin

No. 2020-060

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PL2020-002 for information; and

That Council consider approval of by-law 2020-016.

Carried

7.6.4 By-law 2020-016 - ZBA C18-19 - Ivan Martin

No. 2020-061

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that by-law number 2020-016 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.6.5 PL2020-003 - ZBA C20-19 - Powdermax Inc

No. 2020-062

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PL2020-003 for information; and

That Council consider approval of By-law 2020-017.

Carried

7.6.6 By-law 2020-017 - ZBA C20-19 - Powdermax Inc.

No. 2020-063

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that by-law number 2020-017 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.6.7 PL2020-004 - ZBA C22-19 - 26771488 Ontario Inc.

No. 2020-064

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report PL2020-004 for information; and
That Council consider approval of By-law 2020-019.

Carried

7.6.8 By-law 2020-019 - ZBA C22-19 - 2677188 Ontario Inc.

No. 2020-065

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that by-law number 2020-019 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

8. Consent Items

8.1 Regular Business (for information)

No. 2020-066

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council approve the items on the Regular Business consent agenda dated February 5, 2020 and direct staff to proceed with all necessary administrative actions.

Carried

8.1.1 CAO2020-009 Mount Forest Louise Marshall Hospital Renovation Project Update & Request for Funding Support

8.1.2 CAO2020-011 Southgate CAO Update January 2020

8.1.3 PW2020-006 Department Report

8.1.4 2020-01-16 Librarian CEO Report and 4th Quarter Stats

8.1.5 December 2019 Cheque Registers

8.2 Correspondence (for information)

No. 2020-067

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council approve the items on the Correspondence consent agenda dated February 5, 2020 and direct staff to proceed with all necessary administrative actions.

Carried

8.2.1 Councillor Shipston ROMA Report - received January 26, 2020

8.2.2 Councillor Dobreen ROMA Report - received January 28, 2020

8.2.3 2020 GRCA Budget Package and Municipal Levy - received January 27, 2020

**8.2.4 GCFA/BCFA Politicians Meeting Invitation - received
January 27, 2020**

8.3 Resolutions of Other Municipalities (for information)

No. 2020-068

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council approve the items on the Resolutions of Other Municipalities consent agenda dated February 5, 2020 and direct staff to proceed with all necessary administrative actions

Carried

**8.3.1 Municipality of West Grey Saugeen Mobility and
Regional Transit Resolution - received January 29,
2020**

8.4 Closed Session (for information)

None.

9. County Report

Councillor Dobreen attended the County Council meeting as the alternate member. She commented that members received a very robust update about the joint Community Safety and Well-Being Plan with Bruce and Grey Counties and their member Municipalities and how that is working. She added that some housekeeping amendments were made to the County Official Plan and that Council directed staff to draft a new forest management by-law.

10. Members Privilege - Good News & Celebrations

Councillor Frew and Mayor Woodbury updated members that Grey County OPP Detachment Commander Martin Murray has left the organization and has taken on a new position. A discussion was held about the appointment of a new Detachment Commander in the near future.

CAO Milliner discussed a media release that was shared on Monday about the joint Community Safety and Well Being Plan between Grey

and Bruce Counties and their member Municipalities. Find more information about the plan [here](#). He also added that himself and Grey County CAO Kim Wingrove delegated to the Ontario Minister of Finance at a consultation held in Owen sound on various topics including provincial downloading of services, healthcare issues including the Local Health Integration Network as well as the education system.

CAO Milliner discussed a media release that was shared on Monday about the joint Community Safety and Well Being Plan between Grey and Bruce Counties and their member Municipalities. Find more information about the plan here. He also added that himself and Grey County CAO Kim Wingrove delegated to the Ontario Minister of Finance at a consultation held in Owen sound on various topics including provincial downloading of services, healthcare issues including the Local Health Integration Network as well as the education system.

Councillor Dobreen added that she attended a consultation in Barrie with regards to conservation authorities and mentioned a second event being held that would be of benefit for staff to attend.

Councillor Dobreen moved the following motion.

No. 2020-069

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council proceed past noon.

Carried

11. Closed Meeting

No. 2020-070

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council proceed into closed session at 11:29 AM in order to address matters relating to Personal Matters about an Identifiable Individual (Subject: Tax Arrears Extension Agreements - Verbal Report), Personal Matters about an Identifiable Individual(s) (Subject: Employee Leaves Update - Staff Report CAO2020-012C);

and

That Human Resources Coordinator Kayla Best, Treasurer William Gott, Public Works Manager Jim Ellis, Deputy Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

Carried

Council recessed at 11:31 AM and returned at 11:34 AM.

Treasurer William Gott left Council Chambers at 11:52 AM and did not return.

Public Works Manager Jim Ellis left Council Chambers at 11:58 AM and did not return.

No. 2020-071

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council come out of Closed Session at 12:09 PM.

Carried

**11.1 Personal Matters about an Identifiable Individual
(Subject: Tax Arrears Extension Agreements - Verbal
Report)**

No. 2020-072

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive the verbal report regarding tax arrears extension agreements as information.

Carried

**11.2 Personal Matters about an Identifiable Individual(s)
(Subject: Employee Leaves Update - Staff Report
CAO2020-012C)**

No. 2020-073

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council receive closed session Staff Report CAO2020-012C for information.

Carried

12. By-laws and Motions

12.1 By-law 2020-011 - Tax Arrears Extension Agreement

No. 2020-074

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that by-law number 2020-011 being a by-law to authorize an extension agreement pursuant to Section 378 of the Municipal Act, 2001, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

12.2 By-law 2020-012 - Tax Arrears Extension Agreement

No. 2020-075

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that by-law number 2020-012 being a by-law to authorize an extension agreement pursuant to Section 378 of the Municipal Act, 2001, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk sealed with the seal of the Corporation and entered into the by-law book.

Carried

13. Confirming By-law

No. 2020-076

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that by-law number 2020-018 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on February 5th, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

14. Adjournment

No. 2020-077

Moved By Councillor Frew

Be it resolved that Council adjourn the meeting at 12:12 PM.

Carried

Mayor John Woodbury

Deputy Clerk Lindsey Green