



## **Township of Southgate**

### **Minutes of Council Meeting**

September 15, 2021  
7:00 PM  
Electronic Participation

Members Present: Mayor John Woodbury  
Deputy Mayor Brian Milne  
Councillor Barbara Dobreen  
Councillor Michael Sherson  
Councillor Jason Rice  
Councillor Jim Frew  
Councillor Martin Shipston

Staff Present: Dave Milliner, Chief Administrative Officer  
Lindsey Green, Clerk  
Jim Ellis, Public Works Manager  
William Gott, Treasurer  
Bev Fisher, Chief Building Official  
Lacy Russell, Librarian CEO  
Terri Murphy, Economic Development Officer  
Clinton Stredwick, Planner  
Kayla Best, HR Coordinator  
Elisha Milne, Legislative Assistant  
Holly Malynyk, Customer Service and Support

#### **1. Electronic Access Information**

Council recordings will be available on the Township of Southgate [YouTube Channel](#) following the meeting.

#### **2. Call to Order**

Mayor Woodbury called the meeting to order at 7:00 PM.

**3. Open Forum - Register in Advance**

Heather Arnott, Tom Arnott and Monica Caprini spoke to Council in regard to Item No. 8.8.2 - Wilder Lake Subdivision Zoning report. Cory Henry spoke to Council in regard to Item No. 8.7.1 - Southgate COVID-19 Draft Vaccination Policy.

**4. Confirmation of Agenda**

No. 2021-515

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**Be it resolved that** Council confirm the agenda as presented.

**Carried**

**5. Declaration of Pecuniary Interest**

Deputy Mayor Milne declared a conflict of interest to Item No. 8.8.1 - PL2021-079 - Wilder Lake Subdivision Zoning report due to the developer being a family member and did not participate in the discussion or voting of the item.

**6. Delegations & Presentations**

**6.1 Launch Pad YATC Presentation - Emily Morrison**

No. 2021-516

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive the Launch Pad YATC presentation as information.

**Carried**

**7. Adoption of Minutes**

No. 2021-517

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council approve the minutes from the September 1, 2021 Council meeting as presented.

**Carried**

## **8. Reports of Municipal Officers**

### **8.1 Treasurer William Gott**

#### **8.1.1 FIN2021-028 Building Condition Assessments RFP**

No. 2021-518

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report FIN2021-028 Building Condition Assessments RFP as information; and

**That** Council awards the Building Condition Assessments tender to Bold Engineering Inc. for \$21,700 plus HST.

**Carried**

### **8.2 Chief Building Official Bev Fisher**

#### **8.2.1 CBO2021-005 - Noise By-Law 2021-132 Exemption Request**

No. 2021-519

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CBO2021-005 for information; and

**That** Council approve the proposed Noise By-law Exemption request received from Ms. Johnston and Mr. Schram for October 10, 2021, at 165 and 175 Gold Street, Dundalk.

**Carried**

### **8.3 Clerk Lindsey Green**

#### **8.3.1 CL2021-023 - Recognition of September 30th as National Day of Truth and Reconciliation**

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Whereas** the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

**Whereas** the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

**Whereas** all Canadians and all orders of government have a role to play in reconciliation; and

**Whereas** Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

**Whereas** the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday,

**Therefore be it resolved that** the Council of the Township of Southgate does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

Councillor Dobreen moved the following amendment to the main motion.

**Amendment:**

No. 2021-520

**Moved By** Councillor Dobreen  
**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council amend the motion to add further clauses that state: "**That** Council approve the lowering of the flags throughout the Township on September 30, 2021, in recognition of the National Day for Truth and Reconciliation and **That** Council direct staff to return to a future Council meeting with amendments to the current Displaying Flag Policy No. 51 to include the lowering of the flags for this day in future years."

**Carried**

**Motion as Amended:**  
No. 2021-521

**Moved By** Councillor Dobreen  
**Seconded By** Councillor Rice

**Whereas** the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

**Whereas** the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

**Whereas** all Canadians and all orders of government have a role to play in reconciliation; and

**Whereas** Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

**Whereas** the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a

statutory holiday,

**Therefore be it resolved that** the Council of the Township of Southgate does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities; and

**That** Council approve the lowering of the flags throughout the Township on September 30, 2021 in recognition of the National Day for Truth and Reconciliation; and

**That** Council direct staff to return to a future Council meeting with amendments to the current Displaying Flag Policy No. 51 to include the lowering of the flags for this day in future years.

**Carried**

#### **8.4 Public Works Manager Jim Ellis**

##### **8.4.1 PW2021-RFP Dundalk Wastewater Treatment Facility Expansion**

No. 2021-522

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PW2021-045 for information; and

**That** Council approve the release of the RFP for the Dundalk Wastewater Treatment Facility Expansion as part of the on-going Environmental Assessment process.

**Carried**

#### **8.5 Economic Development Officer Terri Murphy**

##### **8.5.1 ED02021-002 - 2137569 Ontario Inc (GREENLID) Purchase and Sale of Eco Park Lands**

No. 2021-523

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive staff report EDO2021-002 as information; and

**That** Council approve the purchase and sale agreement for 12 acres plus or minus of lands in the Eco Park to 2137569 Ontario Inc O/A GREENLID; and

**That** Council consider approval of Southgate By-law 2021-135 to execute this purchase and sale agreement.

**Carried**

#### **8.5.2 By-law 2021-135 - Purchase and Sale Agreement - 2137569 Ontario Inc. (GreenLid)**

Mayor Woodbury requested a recorded vote on the motion.

No. 2021-524

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2021-135 being a by-law to authorize a purchase and sale agreement between 2137569 Ontario Inc. and the Corporation of the Township of Southgate 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.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

## **8.6 HR Coordinator Kayla Best**

### **8.6.1 HR2021-019 – CAO Succession Planning**

No. 2021-525

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report HR2021-019 for information; and

**That** Council review the CAO Succession Plan – CAO Planned Retirement Document and provide feedback; and

**That** Council direct staff to proceed with an internal posting for an intent to apply for the upcoming CAO vacancy; and

**That** Council direct staff to bring a closed session report to the October 6, 2021 Council Meeting to discuss the applications from the Intent to Apply; and

**That** Council appoint Kayla Best, HR Coordinator to lead and coordinate the process of hiring the new CAO to fill the planned upcoming vacancy.

**Carried**

#### **8.6.2 HR2021-020 – Library Assistant Digital Services**

No. 2021-526

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report HR2021-020 for information; and

**That** Council approve the draft job description for the Library Assistant – Digital Services; and

**That** Council direct staff to review and evaluate the draft job description for the Library Assistant – Digital Services through the Southgate Job Evaluation Committee for a recommended placement on the Employee Pay Grid; and

**That** Council direct staff to report back to the October 6<sup>th</sup> Council meeting with a report from the Job Evaluation Committee and the final version of the Library Assistant – Digital Services job description for approval.



**Carried**

## **8.7 Chief Administrative Officer Dave Milliner**

### **8.7.1 CAO2021-064 Draft Southgate COVID-19 Vaccination Policy**

Council recessed at 8:28 PM and returned at 8:40 PM.

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** Council receive staff report CAO2021-064 as information; and

**That** Council approve the draft Southgate COVID-19 Vaccination Policy dated September 15, 2021 as presented; and

**That** Council direct staff based on resolution approval of this draft policy to proceed with the Human Resources Coordinator requesting information, collecting employee vaccination data in confidence if provided and holding one on one employee education sessions related to COVID-19 immunization requirements; and

**That** Council consider approving the Southgate COVID-19 Vaccination Policy at the October 6, 2021 meeting.

Councillor Dobreen moved the following amendment to the main motion.

**Amendment:**

No. 2021-527

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council amend the motion to state the following: "**That** Council receive staff report CAO2021-064 as information and **That** Council receive the draft Southgate COVID-19 Vaccination Policy dated September 15, 2021 as presented and agree in principle with the policy and **That** Council direct staff to revise the vaccination policy to include clearer provisions under the

"Accommodation" section of the policy as discussed and **That** Council direct staff to proceed with the Human Resources Coordinator requesting information, collecting employee vaccination data in confidence, if provided, and holding one on one employee education sessions related to COVID-19 immunization requirements while the policy is being revised and **That** Council consider approving a revised Southgate COVID-19 Vaccination Policy by Municipal By-law at the October 6, 2021 meeting, as discussed."

**Carried**

**Motion as Amended:**

No. 2021-528

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** Council receive staff report CAO2021-064 as information; and

**That** Council receive the draft Southgate COVID-19 Vaccination Policy dated September 15, 2021 as presented and agree in principle with the policy; and

**That** Council direct staff to revise the vaccination policy to include clearer provisions under the "Accommodation" section of the policy as discussed; and

**That** Council direct staff to proceed with the Human Resources Coordinator requesting information, collecting employee vaccination data in confidence, if provided, and holding one on one employee education sessions related to COVID-19 immunization requirements while the policy is being revised; and

**That** Council consider approving a revised Southgate COVID-19 Vaccination Policy by Municipal By-law at the October 6, 2021 meeting, as discussed.

**Carried**

Councillor Dobreen moved the following motion.

No. 2021-529

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed past 10:00 PM.

**Carried**

## **8.8 Planner Clinton Stredwick**

### **8.8.1 PL2021-079 - Flato Glenelg Phase II Support Resolution**

No. 2021-530

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report PL2021-079 for information; and

**That** Council consider passing a resolution of support for the County Official Plan amendment expanding the settlement area of Dundalk for the Project known as Flato Glenelg phase II.

**Carried**

### **8.8.2 PL2021-079 - Wilder Lake Subdivision Zoning**

Deputy Mayor Milne declared a conflict of interest to Item No. 8.8.1 - PL2021-079 - Wilder Lake Subdivision due to the developer being a family member and did not participate in the discussion or voting of the item.

No. 2021-531

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PL2021-079 for information; and

**That** Council consider approval of Zoning By-law 2021-137 at the next Council meeting; and

**That** Council direct staff to prepare a report regarding a mandatory inspection program and how it might be implemented to inspect pre-existing septic systems conditions as future safeguards to protect Wilder Lake; and

**That** Council direct staff to investigate limiting motorized boats on the lake, if we have those enforcement powers; and

**That** Council direct staff to investigate preparing a Township wide illumination by-law to address Dark Sky policies for future development.

**Carried**

**9. By-laws and Motions**

None.

**10. Notice of Motion**

None.

**11. Consent Items**

**11.1 Regular Business (for information)**

No. 2021-532

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated September 15, 2021 and direct staff to proceed with all necessary administrative actions.

**Carried**

**11.1.1 PW2021-044 DWQMS External Audit**

**11.1.2 PW2021-046 Department Report**

**11.1.3 FIRE2021-010 - Pumper 11 Update**

## **11.2 Correspondence (for information)**

No. 2021-533

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated September 15, 2021 as information.

**Carried**

### **11.2.1 GRCA Summary of the General Membership Meeting – August 27, 2021**

## **11.3 Resolutions of Other Municipalities (for information)**

No. 2021-534

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated September 15, 2021 as information.

**Carried**

### **11.3.1 City of Brantford - Year of the Garden 2022 - received August 27, 2021**

### **11.3.2 Town of South Bruce Peninsula - Lottery Licensing to Assist Small Organizations - received August 30, 2021**

### **11.3.3 Township of Larder Lake - Include PSA Test for Men into Medical Care - received August 30, 2021**

### **11.3.4 Plympton-Wyoming - Affordable Housing - received August 31, 2021**

### **11.3.5 Plympton-Wyoming - Bill-C 313 Banning Symbols of Hate - received August 31 2021**

**11.3.6 Municipality of Grey Highlands - Grey Gables  
128 Bed Facility Support - received September 3,  
2021**

**11.3.7 Tay Valley Township - Lottery Licensing to  
Assist Small Organizations - received September 7,  
2021**

**11.3.8 City of Port Colborne - Phase Out Ontario's Gas  
Plants - received September 8, 2021**

**11.4 Closed Session (for information)**

None.

**12. County Report**

Mayor Woodbury and Deputy Mayor Milne reviewed highlights from the most recent County Council meeting. Further information can be found [here](#). Deputy Mayor Milne added that the County Council meetings are returning to in-person meetings beginning October 14, 2021. The meetings will continue to be available to livestream online.

**13. Members Privilege - Good News & Celebrations**

Mayor Woodbury noted that the last pop-up COVID-19 Vaccine Clinic was a success. Councillor Dobreen commented on the success of the Dundalk Agricultural Society's truck and tractor pull and thanked them for their hard work in making the event a success.

**14. Closed Meeting**

None.

**15. Confirming By-law**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-535

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2021-138 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 September 15,

2021 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.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

## **16. Adjournment**

No. 2021-536

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 10:13 PM.

**Carried**

---

Mayor John Woodbury

---

Clerk Lindsey Green