



Township of Southgate

Minutes of Special Council Meeting

March 30, 2022

9 AM

Electronic Participation

Members Present: Mayor John Woodbury
Deputy Mayor Brian Milne (left at 11:07 AM)
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
Aakash Desai, Asset Coordinator and Financial Analyst
Bev Fisher, Chief Building Official
Kevin Green, Facilities Manager
Terri Murphy, Economic Development Officer
Kayla Best, HR Coordinator
Holly Malynyk, Legislative Assistant

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 9:00 AM.

3. Confirmation of Agenda

No. 2022-163

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council confirm the agenda as presented.

Carried

Mayor Woodbury left the meeting briefly, Deputy Mayor Milne assumed the Chair.

4. Declaration of Pecuniary Interest

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

5. Committee of the Whole

5.1 Resolve into Committee of the Whole

No. 2022-164

Moved By Councillor Sherson

Seconded By Councillor Rice

Be it resolved that Council recess the Special Council meeting at 9:02 AM and move into the Committee of the Whole meeting to allow for fuller discussion regarding the Lystek International Inc Delegation, Council Code of Conduct, Roads, Recreation and Development Charges presentations.

Carried

Mayor Woodbury returned to the meeting and assumed the Chair.

5.2 Appointment of Chair

No. 2022-165

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that the Committee appoint Mayor Woodbury as Chair of the Committee of the Whole meeting on March 30, 2022.

Carried

6. Delegations & Presentations

6.1 Lystek International Inc - Mike Beswick, Sarah Mason-Renton and Simon Meulendyk

No. 2022-166

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that the Committee of the Whole receive the Lystek Presentation for information; and

That the Committee of the Whole recommend that Council receive the Lystek Presentation for information.

Carried

7. Reports of Municipal Officers

7.1 Council Code of Conduct - CAO Dave Milliner

No. 2022-167

Moved By Councillor Shipston

Seconded By Councillor Frew

Be it resolved that the Committee of the Whole received the Council Code of Conduct for information; and

That the Committee of the Whole recommend that Council receive the Council Code of Conduct for information.

Carried

7.2 PW2022-017 Southgate Roads Discussion - Public Works Manager Jim Ellis and Asset Coordinator & Financial Analyst Aakash Desai

No. 2022-168

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that the Committee of the Whole receive Staff Report PW2022-017 Southgate Roads Discussion for information; and

That the Committee of the Whole recommend that Council provide staff with any direction on the topics covered for implementation or future considerations.

Carried

Deputy Mayor Milne left the meeting at 11:07 AM and did not return.

Council recessed at 11:10 AM and returned at 11:20 AM.

Councillor Dobreen moved the following motion.

No. 2022-169

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that Council proceed past 12:00 PM.

Carried

7.3 Recreation Department Presentation - Facilities Manager Kevin Green

No. 2022-170

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that the Committee of the Whole receive the Recreation Department Presentation for information; and

That the Committee of the Whole recommend that Council provide staff with any direction on the topics covered in the Recreation Department Presentation.

Carried

Council recessed at 12:20 PM and returned at 12:50 PM.

7.4 Development Charges Presentation - Treasurer William Gott and Asset Coordinator & Financial Analyst Aakash Desai

No. 2022-171

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that the Committee of the Whole receive the Development Charges Presentation for information; and
That the Committee of the Whole recommend that Council receive the Development Charges Presentation for information.

Carried

8. Resolve back to Council

No. 2022-172

Moved By Councillor Sherson

Seconded By Councillor Frew

Be it resolved that the Committee resolve back to the Special Council meeting at 1:44 PM.

Carried

9. Motions Resulting from Committee of the Whole

9.1 Lystek International Inc. - Mike Beswick, Sarah Mason Renton and Simon Meulendyk

No. 2022-173

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive the Lystek International Inc. presentation for information.

Carried

9.2 Council Code of Conduct - CAO Dave Milliner

No. 2022-174

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive the Council Code of Conduct for information.

Carried

9.3 PW2022-017 Southgate Roads Discussion - Public Works Manager Jim Ellis and Asset Coordinator & Financial Analyst Aakash Desai

No. 2022-175

Moved By Councillor Sherson

Seconded By Councillor Frew

Be it resolved that the Council receive Staff Report PW2022-017 Southgate Roads Discussion for information; and

That Council provide staff with any direction on the topics covered for implementation or future considerations.

Carried

Councillor Rice left the meeting at 1:46 PM.

9.4 Recreation Department Presentation - Facilities Manager Kevin Green

No. 2022-176

Moved By Councillor Sherson

Seconded By Councillor Dobrean

Be it resolved that Council receive the Recreation Department Presentation for information; and

That Council provide staff with any direction on the topics covered in the Recreation Department Presentation.

Carried

9.5 Development Charges Presentation - Treasurer William Gott and Asset Coordinator & Financial Analyst Aakash Desai

No. 2022-177

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that Council receive the Development Charges Presentation for information.

Carried

10. Reports of Municipal Officers

10.1 Clerk Lindsey Green

10.1.1 CL2022-010 – Council Chambers Audio Visual Design and Installation – Request for Proposals Report

Councillor Rice returned to the meeting at 1:47 PM.

No. 2022-178

Moved By Councillor Frew

Seconded By Councillor Sherson

Be it resolved that Council receive Staff Report CL2022-010 for information; and

That Council approve the release of the Request for Proposals for the Council Chambers Audio Visual Design and Installation.

Carried

11. Closed Session

No. 2022-179

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council proceed into Closed Session at 1:52 PM in order to address matters relating to Solicitor-Client Privilege and Personal Matters about an Identifiable Individual (Subject: March 2, 2022 Council Delegation reporting out - Verbal Report), Personal Matters about an Identifiable Individual (Subject: 2021 CAO Review and 2022 Goals - Verbal Report); and

That HR Coordinator Kayla Best, Public Works Manager Jim Ellis, Fire Chief Derek Malynyk, Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

Carried

Council recessed at 1:53 PM and returned at 1:56 PM.

Fire Chief Derek Malynyk did not attend the meeting.

Public Works Manager Jim Ellis left the meeting at 2:35 PM and did not return.

No. 2022-180

Moved By Councillor Shipston

Seconded By Councillor Frew

Be it resolved that Council come out of Closed Session at 3:25 PM.

Carried

Council recessed at 3:25 PM and returned at 3:27 PM.

11.1 Solicitor-Client Privilege and Personal Matters about an Identifiable Individual (Subject: March 2, 2022 Council Delegation reporting out - Verbal Report)

No. 2022-181

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive the verbal report regarding the March 2, 2022, delegation to Council as information; and
That Council direct staff to provide an update regarding the March 2, 2022, Council delegation.

Carried

**11.2 Personal Matters about an Identifiable Individual
(Subject: 2021 CAO Review and 2022 Goals - Verbal Report)**

No. 2022-182

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that Council receive the verbal report regarding the 2021 CAO Review and 2022 Goals as information; and
That Council direct staff to bring the updated 2022 goals to the April 6, 2022, Council Meeting

Carried

12. Confirming By-law

Mayor Woodbury requested a recorded vote on the main motion.

No. 2022-183

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that by-law number 2022-041 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on March 30, 2022 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 (6): Mayor Woodbury, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Absent (1): Deputy Mayor Milne

Carried (6 to 0)

13. Adjournment

No. 2022-184

Moved By Councillor Dobreen

Be it resolved that Council adjourn the meeting at 3:30 PM.

Carried

Mayor John Woodbury

Clerk Lindsey Green