

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CL2020-013**

**Title of Report:** CL2020-013 – Council Calendar Amendment During COVID-19 Pandemic

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** April 15, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-013 for information; and **That** Council approve of amendments to the Council meeting calendar for future Council meetings during the COVID-19 pandemic and Provincial and Township of Southgate declared emergencies to begin at 9:00 AM with a backup time of 7:00 PM on the same day should electronic technology fail at the 9:00 AM attempt; and **That** the regular Council meeting schedule resume once the COVID-19 pandemic ends, the Provincial and Township of Southgate emergency declarations are lifted, and in-person Council meetings may continue.

### **Background:**

Due to the global COVID-19 pandemic and the Provincial and Municipal emergency declarations in place, local Councils have been given the latitude to continue Council meetings electronically by the passage of Bill 187 – the Municipal Emergency Act, 2020, and amendments to Southgate's Procedural By-law, put into effect at the April 1, 2020 Special Council Meeting. Southgate has chosen to utilize GoToMeeting Conference Call software to continue with Council meetings electronically.

### **Staff Comments:**

With the extra high phone communications both on land lines and cell service through the day, we have been seeing access problems to complete telephone call connections. In anticipation of these challenges and our Council meetings relying on the public telephone systems access, staff are recommending amendments to the Council Calendar for future Council meetings during the COVID-19 pandemic and declared emergencies to begin at 9:00 AM with a back-up time of 7:00 PM on the same day, should the technology fail us, during the attempt to connect at 9:00 AM. If the phone line does not allow us to connect, or a quorum of Council cannot be obtained during the first 15 minutes of the meeting, it will automatically be postponed and will begin at 7:00 PM on the same day.

### **Financial Implications:**

There are no financial implications to the municipality as a result of this report.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public. Community Action Plan 2019-2023 – Goal 6 – Citizen

Engagement – Action 6: The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community. Strategic Initiatives – 6-E: The Township will have acquired and be utilizing on-line public meeting software.

**Concluding Comments:**

That Council approve of amendments to the Council Calendar for Council meetings to begin at 9:00 AM and 7:00 PM as a backup time during the COVID-19 pandemic and Provincial and Municipal emergency declarations in place.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Lindsey Green, Acting Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None.