



**The Corporation of the Municipality of St.-Charles**

# **MINUTES**

## **Regular Meeting of Council**

**May 19, 2021 at 6:00 PM**

**Electronic Meeting (via Zoom)**

**St.-Charles, Ontario**

<b>MEMBERS PRESENT:</b>	Mayor:	Paul Schoppmann
	Councillor:	Monica Loftus
	Councillor:	Paul Branconnier
	Councillor:	Richard Lemieux
	Councillor:	Jackie Lafleur
<b>STAFF PRESENT:</b>	Chief Administrative Officer:	Denis Turcot
	Clerk:	Tammy Godden
	Director of Finance / Treasurer:	Pamela McCracken
	Director of Operations:	Travis De Benedet
<b>PUBLIC PRESENT:</b>	3 (electronically)	

### **1.0 MEETING CALLED TO ORDER & ROLL CALL**

#### **1.1 Resolution to open the meeting**

**2021-113**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on May 19, 2021.**

Carried

## **2.0 ADOPTION OF AGENDA**

### **2.1 Resolution to adopt the agenda**

**2021-114**

**Moved by: Councillor Lafleur**

**Seconded by: Councillor Branconnier**

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held May 19, 2021 be adopted as presented.

Carried

## **3.0 DISCLOSURES OF PECUNIARY INTEREST**

None declared.

## **4.0 PRESENTATIONS AND DELEGATIONS**

Nil.

## **5.0 ANNOUNCEMENTS AND INQUIRIES BY COUNCIL AND MEMBERS OF THE GENERAL PUBLIC**

*(Note - Inquiries of the General Public to be provided to Clerk in writing by 12:00 noon on May 19, 2021)*

Nil.

## **6.0 NOTICE OF MOTIONS**

Nil.

## **7.0 CLOSED SESSION**

### **7.1 Resolution to enter into closed session**

**2021-115**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:02 p.m. this 19th day of May, 2021 to discuss:

\_\_\_\_\_ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, as authorized under Section 239 (2) (e) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update - Litigation re Property Sold in Error

Carried

**7.2 Resolution to adopt the minutes of closed session meetings**

**7.3 Resolution to reconvene to open session**

**2021-116**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 6:28 p.m.

Carried

**Verbal Report from the Mayor Following Closed Session**

Upon reconvening to the open session, the Mayor reported that information was received and instructions were provided to the staff.

**8.0 ADOPTION OF MINUTES**

**8.1 Resolution to adopt the minutes of meetings**

**2021-117**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Branconnier**

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Regular Meeting of Council held January 20, 2021
- Special Meeting of Council held February 2, 2021
- Committee of the Whole Meeting held February 3, 2021
- Special Meeting of Council held February 10, 2021
- Special Meeting of Council held February 17, 2021
- Regular Meeting of Council held February 17, 2021

Carried

**9.0 CORRESPONDENCE FOR INFORMATION**

**9.1 Resolution to receive correspondence for information**

**2021-118**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lemieux**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Copy of letter from Plympton-Wyoming, dated April 20, 2021 regarding Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
2. Email from Cambridge, dated April 22, 2021 regarding City of Cambridge Council Resolution - April 20, 2021 - Paid Sick Leave;
3. Letter from Ontario Provincial Police, dated April 23, 2021 regarding 2022 Municipal Policing Billing Statement Property Count;
4. Copy of letter from Fort Erie, dated April 27, 2021 regarding Province Investigating and Updating Source Water Protection Legislation;
5. Copy of letter from Fort Erie, dated April 27, 2021 regarding Township of Archipelago - Road Management Action on Invasive Phragmites;
6. Copy of letter from Barrie, dated April 30, 2021 regarding National 3-Digit Suicide and Crisis Hotline;
7. Copy of letter from Brantford, dated April 30, 2021 regarding Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities;
8. Letter from Information and Privacy Commissioner of Ontario, dated April 30, 2021 regarding IPC File Number MR20-00058;
9. Copy of letter from Aurora, dated May 3, 2021 regarding Correspondence from Mayor Allan Thompson, Town of Caledon; Re: Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
10. Copy of letter from Leamington, dated May 5, 2021 regarding Advocacy for Reform Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
11. Email from Grey Highlands, dated May 7, 2021 regarding Support for 988 - 3 Digit Crisis Hotline;
12. Letter from Ministry for Seniors and Accessibility, dated May 7, 2021 regarding 2021 Senior of the Year Award;
13. Copy of letter from Burpee and Mills, dated May 11, 2021 regarding Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline;
14. Email from Georgian Bay, dated May 12, 2021 regarding Road Management Action on Invasive Phragmites; and,
15. Copy of letter from Plympton-Wyoming, dated May 14, 2021 regarding Support for City of Brantford Request.

and directs staff to:

- draft a Resolution in support on items 1, 5, 6, 9, 11, 13, 14

Carried

## **10.0 STANDING COMMITTEE RECOMMENDATIONS/REPORTS - MOTIONS**

### **10.1. ENVIRONMENTAL SERVICES COMMITTEE**

**Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur**

Nil.

**10.2. FINANCE COMMITTEE**

**Chair Councillor Jackie Lafleur / Council**

**10.2.1 Resolution to receive the Cash Disbursement Register for the month of April 2021.**

**2021-119**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lemieux**

BE IT RESOLVED THAT the Cash Disbursement Register for the month of April 2021 be received in the amount of:

- \$208,468.51

Carried

**10.2.2 Report to Council - Canada Post and PaySimply**

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to amend By-Law 2021-09 to include the option of using the online service provided by Pay Simply.

**10.2.3 Report to Council - PIL Reconciliation**

The Director of Finance presented the report as provided in the agenda package.

**10.2.4 Report to Council - Safe Restart Grant Funding Update**

The Director of Finance presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to have air purifiers in all municipal buildings.

**10.2.5 Report to Council - Update - Tax Notice Warning Letters**

The Director of Finance presented the report as provided in the agenda package. The Director of Finance further advised that since preparation of the report an additional request from a resident regarding repayment of arrears was received. Following discussion, Council agreed with the

recommendation that any payment proposals be for a period of one (1) year maximum.

**10.3. GENERAL GOVERNMENT COMMITTEE**

**Chair Councillor Paul Branconnier / Council**

**10.3.1 Resolution stemming from April 21, 2021 Regular Meeting of Council  
- Department Head Goals**

**2021-120**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lafleur**

WHEREAS by Resolution Number 2020-149 Council for the Corporation of the Municipality of St.-Charles adopted Policy No. HR-002 Non-Union Personnel Policy;

AND WHEREAS Council deems it necessary to amend this Policy;

BE IT THEREFORE RESOLVED THAT the following clause be added to Policy No. HR-002 Non-Union Personnel Policy

8.4.1 By January 31st of every year, the CAO shall report to Council a summary of all Department Head performances, excluding probationary reviews which are to be completed prior to probation end. The report shall also include proposed goals for the upcoming year for each employee. The goals should include proposed professional development, department improvement and any other items as identified in the performance review. Once reviews and goals are approved by Council, each department head will move to the following steps or receive the previous year CPI increase as approved by Council. The increase shall be prorated to the respective Department Head's anniversary date.

Carried

**10.3.2 Resolution stemming from May 5, 2021 Committee of the Whole Meeting - Employee Assistance Program**

**2021-121**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lemieux**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the addition of the Elite EAP (Employee Assistance Program) to the benefits provided to the full-time non-union employees at a cost of \$270.00 per year.

Carried

**10.3.3 Report to Council - Update - Nepewassi Lake Road Property**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to obtain a legal opinion regarding the sale of the vacant land.

#### **10.3.4 Report to Council - Publication of Meeting Agendas**

The Clerk presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation that meeting agendas be published to Council and to the public at the same time.

#### **10.4. HEALTH SERVICES COMMITTEE**

**Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux**

##### **10.4.1 Report to Council - Community Transportation Initiative - Year 3 Report**

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer further reported that St-Charles usage is approximately 1% - 3% of the 180 trips reported. Following discussion, Council agreed that the Municipality should undertake some advertising / promotions of the transportation service.

##### **10.4.2 Report to Council - Sudbury East Municipal Association Community Safety Planning Committee**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to post for volunteers for a period of two (2) weeks.

##### **10.4.3 Public Health Sudbury & Districts unapproved minutes of February 18, 2021**

Council received the Public Health Sudbury & District unapproved minutes of February 18, 2021.

#### **10.5. PARKS & RECREATION SERVICES COMMITTEE**

**Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann**

Nil.

#### **10.6. PLANNING & DEVELOPMENT COMMITTEE**

**Chair Councillor Jackie Lafleur / Co-Chair Councillor Paul Branconnier**

**10.6.1 Resolution stemming from May 5, 2021 Committee of the Whole Meeting - SEBBS Travel Trailer Licensing By-Law Review and ZBA Update**

**2021-122**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lafleur**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves amending the current Zoning By-Law Amendment Application to include the addition of Park Model Trailers as an allowable use on Waterfront Commercial Tourist and Commercial Tourist Zones.

Deferred

**10.7. PROTECTION TO PERSONS & PROPERTY COMMITTEE**

**Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann**

**10.7.1 Canine Control Report for the month of April 2021**

Council received the Canine Control Report for the month of April 2021.

**10.8. SOCIAL & FAMILY SERVICES COMMITTEE**

**Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux**

Nil.

**10.9. TRANSPORTATION SERVICES COMMITTEE**

**Chair Councillor Paul Branconnier / Co-Chair Councillor Jackie Lafleur**

**10.9.1 Report to Council - Calcium Tender Results and Recommendation 2021**

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to award the contract to Pollard Highway Products.

**2021-123**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**



WHEREAS a Request for Quote was issued for the supply and application of liquid calcium chloride (35%) on approximately 70 km of municipal gravel roads;

AND WHEREAS Tenders were received from Da-Lee Dust Control in the amount of \$78,750.00 + HST; and from Pollard Highway Products in the amount of \$36,000.00 + HST;

BE IS RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees to award the contract for the supply and application of liquid calcium chloride (35%) to Pollard Highway Products.

Carried

### **11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)**

Mayor Paul Schoppmann

Nil.

### **12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)**

Councillor Monica Loftus

Nil.

### **13.0 SUDBURY EAST PLANNING BOARD (SEPB)**

Councillor Jackie Lafleur / Councillor Paul Branconnier

#### **13.1 Report to Council - Update - Questions Relating to the Sudbury East Planning Board's 2021 Budget**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to approve the Sudbury East Planning Board 2021 Apportionment.

**2021-124**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

WHEREAS at its Regular Meeting held May 19th, 2021, Council was presented with the Sudbury East Planning Board's 2021 apportionment for the Municipality of St.-Charles and annual Audited Financial Statements;

AND WHEREAS Council deems it desirable to approve the said apportionment;

BE IT THEREFORE RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves the Sudbury East Planning Board's 2021 apportionment for the Municipality of St.-Charles in the amount of \$21,868.00.

Carried

**13.2 Resolution to receive the Sudbury East Planning Board's 2020 Audited Financial Statements.**

**2021-125**

**Moved by: Councillor Lafleur**

**Seconded by: Councillor Branconnier**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby receives the Sudbury East Planning Board's 2020 Audited Financial Statements.

Carried

**14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)**

Mayor Paul Schoppmann / Councillor Richard Lemieux

**15.0 BY-LAWS**

**15.1 First and second reading**

**2021-126**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-15 Being A By-Law To Enter Into A Letter Of Understanding With Aide Aux Séniors De Sudbury Est / Sudbury East Seniors Support Inc.

Carried

**15.2 Third and final reading**

**2021-127**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Branconnier**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-15.

Carried

**16.0 ADDENDUM (if required and by resolution)**

**17.0 ADJOURNMENT**

**17.1 Confirmation By-Law**

**2021-128**

**Moved by: Councillor Loftus**

**Seconded by: Councillor Lafleur**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives first and second reading to the following By-Law:

- By-Law 2021-16 Being A By-Law To Confirm The Proceedings Of Council At Its Committee Of The Whole Meeting Held May 5th, 2021 And At Its Regular Meeting Of Council Held May 19th, 2021

Carried

**2021-129**

**Moved by: Councillor Branconnier**

**Seconded by: Councillor Lafleur**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-16.

Carried

**17.2 Resolution to adjourn the meeting**

**2021-130**

**Moved by: Councillor Lemieux**

**Seconded by: Councillor Loftus**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:27 p.m. on May 19, 2021.

Carried

  
PAUL SCHOPPMANN, MAYOR

  
TAMMY GODDEN, CLERK