



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

**January 20, 2021 at 6:00 PM
Electronic Meeting (via Zoom)
St.-Charles, Ontario**

MEMBERS PRESENT: Mayor: Paul Schoppmann
Councillor: Monica Loftus
Councillor: Paul Branconnier
Councillor: Richard Lemieux
Councillor: Jackie Lafleur

ALSO PRESENT: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden
Director of Finance / Treasurer: Pamela McCracken
Fire Chief: James Bertoia
Chief Building Official: Andrea Tarini

PUBLIC PRESENT: 6 (electronically)

1.0 MEETING CALLED TO ORDER & ROLL CALL

1.1. Resolution to open the meeting

2021-01

**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 January 20, 2021.
Carried

2.0 ADOPTION OF AGENDA

2.1. Resolution to amend the agenda

2021-02

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

WHEREAS an issue urgent in nature came to the attention of the Clerk on January 19, 2021 following the deadline for preparation of the Agenda and the Clerk deems it necessary that this matter be added to the Agenda for immediate consideration by Council.

AND WHEREAS before any addition may be dealt with at Council, a resolution must be passed by two-thirds (2/3) of the Members.

BE IT THEREFORE RESOLVED THAT the agenda for the Regular Meeting of Council held January 20, 2021 be amended by adding the following at the end of Item 7.1.

Resolution to enter into closed session:

- 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 on Ongoing Litigation Matter

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose, as authorized under Section 239 (2) (f) of the Municipal Act, 2001, as amended;

Topic #1 - Update on Ongoing Litigation Matter

Carried

2.2. Resolution to adopt the agenda

2021-03

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held January 20, 2021 be adopted as amended.

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 January 20, 2021)

5.1. Mayor Schoppmann - Re: Two (2) Recent Meeting regarding COVID

Mayor Schoppmann advised that he had recently participated in two (2) Zoom meetings. The first was with the Premier regarding the COVID vaccine rollout and steps being taken and wanting Municipalities to be involved. We have received a notice from Public Health and they are having their first meeting this Friday and our CAO will be taking part. The second was with Minister Clark and concerning getting the message out to stay home, stay safe. Message to get out is to stay within our own area.

5.2. Mayor Schoppmann - Re: Two (2) Upcoming Committee Meetings

Mayor Schoppmann advised that there are two (2) Committee Meetings coming up next week. One (1) regarding the arena and the other regarding roads. Both meetings involves matters which will be intertwined with the budget. Feels Council should be involved in all the meetings to avoid duplication and whether they should just be part of the Budget Meeting. Following discussion, Council agreed to go ahead with the Committee Meetings as planned.

6.0 NOTICE OF MOTIONS

Nil.

7.0 CLOSED SESSION

7.1. Resolution to enter into closed session

2021-04

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 6:12 p.m. this 20th day of January, 2021 to discuss:

_____ personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;

Topic #1 - Director of Finance / Treasurer Probation End

Topic #2 - Firefighter Recruit

Topic #3 - Arena Worker

Topic #4 - Fire Chief Disregard of Council Directive

_____ labour relations or employee negotiations, as authorized under Section 239 (2) (d) of the *Municipal Act, 2001*, as amended;

Topic #1 - Director of Finance / Treasurer Probation End

Topic #2 - Arena Worker

Topic #3 - Fire Chief Disregard of Council Directive

_____ 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 on Ongoing Litigation Matter

_____ advice that is subject to solicitor-client privilege, including communications necessary for that purpose, as authorized under Section 239 (2) (f) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update on Ongoing Litigation Matter

Carried

7.2. Resolution to reconvene to open session

2021-05

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 6:51 p.m.

Carried

Verbal Report from Mayor following the Closed Session

Upon reconvening to the open session, the Mayor reported information was received and instructions were provided to the Chief Administrative Officer.

8.0 ADOPTION OF MINUTES

8.1. Resolution to adopt the minutes of meetings

2021-06

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 October 21, 2020

Carried

9.0 CORRESPONDENCE FOR INFORMATION

9.1. Resolution to receive correspondence for information

2021-07

Moved by: Councillor Lemieux

Seconded by: Councillor Loftus

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

1. Email from Manitoulin-Sudbury District Services Board dated November 26, 2020, regarding 2021 DSB Approved Budget & 2020 3rd Quarter Financial Report;
2. Email from Hamilton dated December 5, 2020, regarding Interim Cap on Gas Plant and Greenhouse Gas Pollution;
3. Email from Hamilton dated December 5, 2020, regarding Temporary Cap on Food Delivery Service Charges
4. Email from Southwest Middlesex dated December 7, 2020, regarding Municipal Drainage and CN Rail Resolution;
5. Email from Leamington dated December 7, 2020, regarding Cannabis Resolution;
6. Email from Orangeville dated December 8, 2020, regarding Bill 229;
7. Email from Puslinch dated December 8, 2020, regarding Bill 229;
8. Letter from Caisse Alliance dated December 10, 2020, regarding donation;
9. Email from Marmora and Lake dated December 11, 2020, regarding Bill 229;
10. Email from Chatham-Kent dated December 14, 2020, regarding Bill 229;
11. Email from Dufferin County dated December 14, 2020, regarding Aggregate Resource Property Valuation Assessment Criteria;
12. Email from Matachewan dated December 14, 2020, regarding Grants;
13. Email from Carleton Place dated December 15, 2020, regarding COVID-19 and Childcare Funding Impacts;
14. Email from Perth South dated December 16, 2020, regarding Municipal Drainage and CN Rail Resolution;
15. Email from Ministry of Children, Community and Social Services dated December 16, 2020, regarding Building a Strong Foundation for Success: Reducing Poverty in Ontario;
16. Email from Lake of Bays dated December 17, 2020, regarding AODA Website Compliance Extension Request;
17. Email from Kitchener dated December 18, 2020, regarding Cannabis Retail;

18. Letter from Public Health Sudbury & Districts dated December 21, 2020, regarding 2021 Operating Budget;
19. Email from Kingsville dated December 21, 2020, regarding Small Business;
20. Copy of letter from Black River - Matheson dated December 22, 2020, regarding Insurance Renewals;
21. Email from Amherstburg dated December 22, 2020, regarding Development Approval Requirements for Landfills;
22. Email from Lincoln dated December 23, 2020, regarding Cannabis Retail;
23. Email from Lincoln dated December 23, 2020, regarding Greenhouse Gas Pollution;
24. Copy of letter from Sudbury East Planning Board dated January 7, 2021, regarding Consent Application B/07/21/SC;
25. Copy of letter from Sudbury East Planning Board dated January 7, 2021, regarding Consent Application B/08/21/SC;
26. Email from Huron-Kinloss dated January 7, 2021, regarding Veterans Property Tax Exemption;
27. Email from Charlton and Dack dated January 7, 2021, regarding Insurance Premiums;
28. Copy of letter from Sudbury East Planning Board dated January 11, 2021, regarding Consent Application B/09/21/SC;
29. Copy of letter from Sudbury East Planning Board dated January 12, 2021, regarding Consent Application B/06/21/SC and Zoning By-Law Amendment Application ZBA 21-02SC;
30. Email from West Gray dated January 13, 2021, regarding Bill 229.

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 stemming from December 9, 2020 Regular Meeting of Council - Records Management Software

2021-08

Moved by: Councillor Lafleur

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the purchase of The Ontario Municipal Records Management System (TOMRMS) through The Information Professionals with an initial set up fee of including a

full-day of training at a cost of \$4,000.00 plus HST and an annual subscription of \$350.00 plus HST.

Carried

10.2.2. Resolution to receive the Cash Disbursement Register for the month of December 2020

2021-09

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT the Cash Disbursement Register for the month of December 2020 be received in the amount of:

- \$365,712.22

Carried

10.2.3. Report to Council - 2019 Financial Indicator Review

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

10.2.4. Report to Council - 2021 Budget

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation that until the 2021 budget is approved to set a 2021 limit on expenditure of 25% of last year's budget and no capital purchases be made without Council approval.

2021-10

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

WHEREAS the Corporation of the Municipality of St.-Charles finalizes the annual budget providing for expenditures from year to year;

AND WHEREAS expenditures will continue prior to the budget being finalized in a fiscal year;

NOW THEREFORE BE IT RESOLVED THAT:

1. Until such time as Council gives final passage to the Corporation of the Municipality of St.-Charles 2021 Budget, municipal departments are hereby authorized to incur up to 25% of the previous year's approved expenditures for operating costs.
2. Capital expenditures sought prior to Council's setting of the 2021 Budget shall be

brought forward for Council approval.

3. Municipal Department Heads be advised of this direction from Council.

Carried

10.2.5. Resolution stemming from December 9, 2020 Regular Meeting of Council - Cemetery Software

2021-11

Moved by: Councillor Loftus

Seconded by: Councillor Lafleur

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves the purchase of Managed Cemeteries software through The Managed Municipality with an initial set up cost of \$11,600.00 plus HST and an annual subscription of 15% plus HST.

Carried

10.3. GENERAL GOVERNMENT COMMITTEE

Chair Councillor Paul Branconnier / Council

10.3.1. Report to Council - Grants - United Way and CTAF

The Chief Administrative Officer presented the report as provided in the agenda package.

10.3.2. Report to Council - Additional Help

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed with the recommendation to extend full-time hours to the employee currently scheduled for a reduction in hours. The extension will be reviewed and brought back to Council in March.

10.3.3. Report to Council - COVID Update

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council generally agreed with the following recommendations: 1) Service Ontario will remain open for the time being; 2) a Special Meeting will be called to review and discuss the 2021 Budget; 3) the Chief Administrative Officer, Clerk and Director of Finance / Treasurer will work from home whenever possible.

10.3.4. Report to Council - 2021 Summer Students

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the

recommendation to apply for the 2021 Canada Summer Jobs program for four (4) students.

10.4. HEALTH SERVICES COMMITTEE

Chair Councillor Monica Loftus / Co-Chair Councillor Richard Lemieux
Nil.

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. Report to Council - SEBBS Shared Services

The Chief Building Official presented the Sudbury East Building and By-Law Services Shared Service Report as provided in the agenda package. The Chief Building Official then presented the proposed Shared Service Agreement as provided in the agenda package. Following discussion, Council was not in agreement with the recommendation to change the location of the administration of the shared service. The Chief Building Official will report Council's position to the other municipalities and report back to Council.

10.6.2. Report to Council - EDO Request for Budget Funds

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council was not in agreement with the recommendation to include the addition of \$11,600.00 in the 2021 budget and provided direction to opt out of the Economic Development shared service for the time being. The Chief Administrative Officer will advise the Economic Development Officer of Council's decision.

10.7. PROTECTION TO PERSONS & PROPERTY COMMITTEE

Chair Councillor Richard Lemieux / Co-Chair Mayor Paul Schoppmann

10.7.1. 4th Quarter Report to Council - Fire Department

The Fire Chief presented the report as provided in the agenda package.

10.7.2. Report to Council - Firefighter Resignations and Roster Clean-Up

The Fire Chief presented the report as provided in the agenda package. Council agreed with the recommendation to accept the resignations and removals as presented.

2021-12

Moved by: Councillor Lafleur

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles accepts the resignations of and approves the removal of the following individuals as volunteer firefighters with the St.-Charles Fire Department:

- Pam Laroque
- Pierre Laroque
- Scott Lauber
- Gary Wiggins
- Jean Lafleur
- Jason St. Jean
- Brad Pothier
- Jordan Lemieux
- Scott Simon
- Rory Hilts
- Dan Pothier

Carried

10.7.3. Report to Council - Appointment of Volunteer Firefighters - Vaillant, Dawson & Frappier

Note: Councillor Lemieux was disconnected and not available during the vote on Resolution 2021-13

2021-13

Moved by: Councillor Loftus

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints the following members to the St.-Charles Fire Department as volunteer firefighters:

- Keith Dawson
- Caitlin Frappier

Carried

10.7.4. Canine Control Report for the month of December 2020

Note: Councillor Lemieux was reconnected

Council received the Canine Control Report for the month of December 2020.

10.7.5. Report to Council - Appoint Representative to the Community Safety and Well-Being Planning Committee

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Councillor Loftus volunteered to sit on the Community Safety and Well-Being Planning Committee.

Note: Councillor Lemieux was disconnected and not available during the vote on Resolution 2021-14

2021-14

Moved by: Councillor Lafleur

Seconded by: Councillor Branconnier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby appoints Monica Loftus to the Community Safety and Well-Being Planning Committee for the years 2021 to 2022.

Carried

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 - Propane Furnace Installation Public Works Garage

Note: Councillor Lemieux was reconnected

The Chief Administrative Officer presented the report as provided in the agenda package.

10.9.2. Report to Council - OGRA Delegation Request

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to submit a delegation request for the OGRA Conference with the Minister of Infrastructure to discuss cleaning of our lagoon and re-building of Lake Road.

11.0 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD (MSDSB)

Mayor Paul Schoppmann
Nil.

12.0 ST.-CHARLES PUBLIC LIBRARY BOARD (SCPLB)

Councillor Monica Loftus

12.1. St.-Charles Public Library Board minutes of November 12, 2020

Council received the St.-Charles Public Library Board minutes of November 12, 2020.

13.0 SUDBURY EAST PLANNING BOARD (SEPB)

Councillor Jackie Lafleur / Councillor Paul Branconnier
Nil.

14.0 SUDBURY EAST MUNICIPAL ASSOCIATION (SEMA)

Mayor Paul Schoppmann / Councillor Richard Lemieux
Nil.

15.0 BY-LAWS

15.1. First and second reading

2021-15

Moved by: Councillor Lemieux

Seconded by: Councillor Branconnier

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

- By-Law 2021-01 - Being A By-Law To Appoint The Committee Of Adjustment For The Corporation Of The Municipality Of St.-Charles
- By-Law 2021-02 - Being A By-Law To Provide For An Interim Tax Levy For The Year 2021
- By-Law 2021-03 - Being A By-Law To Authorize Borrowing From Time To Time To Meet Current Expenditures During The Fiscal Year Ending December 31st, 2021

Carried

15.2. Third and final reading

2021-16

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-01.

Carried

2021-17

Moved by: Councillor Lafleur

Seconded by: Councillor Lemieux

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-02.

Carried

2021-18

Moved by: Councillor Branconnier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-03.

Carried

16.0 ADDENDUM (if required and by resolution)

Nil.

17.0 ADJOURNMENT

17.1. Confirmation By-Law

2021-19

Moved by: Councillor Loftus

Seconded by: Councillor Lemieux

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 2021-04 - Being A By-Law To Confirm The Proceedings Of Council At Its Special Meeting Of Council Held December 21st, 2020 And At Its Regular Meeting Of Council Held January 20th, 2021

Carried

2021-20

**Moved by: Councillor Lemieux
Seconded by: Councillor Loftus**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2021-04.

Carried

17.2. Resolution to adjourn the meeting

2021-21

**Moved by: Councillor Loftus
Seconded by: Councillor Branconnier**

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 9:36 p.m. on January 20, 2021.

Carried


PAUL SCHOPPMANN, MAYOR


TAMMY GODDEN, CLERK