



**CORPORATION OF THE
MUNICIPALITY OF NORTH GRENVILLE**

DRAFT MINUTES

Special Council Meeting No. 4

**April 8, 2020 at 10:00 a.m.
Held in the North Grenville Municipal Centre**

PRESENT Mayor Nancy Peckford
Deputy Mayor Jim McManaman
Councillor John Barclay
Councillor Doreen O'Sullivan
Councillor Kristin Strackerjan

Staff Present Gary Dyke, Chief Administrative Officer
Cahl Pominville, Director of Corporate Services/Clerk
Marcus Hewitt, Director of Finance
John Okum, Director of Emergency & Protective Services/Fire Chief
Karen Dunlop, Director of Public Works
Phil Gerrard, Director of Planning & Development
Palak Mehta, Deputy Clerk
Tammy Hurlbert, Acting Director of Parks, Recreation & Culture

A. APPROVAL OF AGENDA

SPC-2020-014

Moved by John Barclay
Seconded by Kristin Strackerjan

That the Special Council agenda for April 8, 2020 be approved as presented.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

B. DISCLOSURE OF INTEREST

Councillor Barclay noted a conflict of interest should garbage bag tags be brought forward for discussion during the meeting.

C. DEPARTMENT/ISSUE

1. COVID-19 Cost Containment Plan
A review and update was provided by Gary Dyke on reductions of revenue and increased expenses. We are looking to control costs, recover funds and mitigate any go-forward impacts to the Municipality. The types of cost containment items were reviewed. Approximately \$400,000 will be saved.

The meeting recessed at 10:16 a.m. due to technical difficulties
The meeting resumed at 10:52 a.m.

Gary Dyke provided a review of the Cost Containment Plan. Staff will report on a regular basis to Council. Staff are using a 90 day forecast.

- Councillor Barclay- Sought clarification on Municipal utility operations. Gary Dyke advised that there is Water and Sewer Dept. revenue lost with the waiving of interest and penalties. This loss cannot be recovered through taxes.

- Councillor Barclay- Are we filling positions in Public Works. Gary Dyke advised that we have identified with the Directors as to what positions would have to be filled.
- Mayor Peckford- What does it look like to not proceed with seasonal employees? Tammy Hurlbert advised that we are holding off on seasonal recruitments- grass cutting and pool. We are using full-time staff in the meantime. Karen Dunlop advised that Public Works has recruited for 2 of 3 summer positions. They have been told that it is on hold. Gary dyke added that we are using a minimum maintenance level for our outside facilities.
- Mayor Peckford- What if things return to normal end of June? Gary Dyke advised that we would then proceed.
- Councillor O'Sullivan- What is the status of the YMCA summer camps? Tammy Hurlbert advised that they are on hold. They will make announcements when the status changes.
- Councillor O'Sullivan- What is the status of dock at Curry Park? Gary Dyke advised that docks and boat launches are a public facility and are mandated to be closed by the Province.
- Councillor Strackerjan- What is the status of by-law staff recruitment? Gary Dyke advised that we are continuing due to need. All positions that were approved in the 2020 budget are proceeding.

SPC-2020-015

Moved by Doreen O'Sullivan
Seconded by Jim McManaman

That Staff Report CAO-001-2020 be received;

AND FURTHER THAT Council approve the COVID-19 2020 Budgetary Cost Containment Plan.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. COVID-19 Response Reserve & Cost Containment Fund Allocation Plan
 - An update and review was provided by Gary Dyke. The total reserve is approximately \$1.36M made up of reallocated money. We will need to have promotions for businesses as they start to reopen.

Questions of Council
Councillor Barclay

- How hard is the number for lost revenue for interest and penalty? Gary Dyke advised that the number is based on normal monthly interest and penalty received. Marcus Hewitt added that the \$110,000 is what we would normally receive during the period. Gary Dyke noted that there will be regular reporting back to Council.

Deputy Mayor McManaman

- How has the receipt of taxes been? Marcus Hewitt advised that figures are based on the March 31 deadline. Banks have paid taxes for their clients.

Councillor Barclay declared a conflict of interest and left the meeting.

Mayor Peckford

- There has been discussion about the selling of bag tags. Concerns have been received. Grocery stores have tags and will include them in pickup orders. Staff are requested to look at suggestions for a future meeting. An update was provided by Karen Dunlop. We receive revenue of over \$425,000 per year to offset a collection program of \$1.6M. 94% of tags are sold through the vendors. They do not receive a commission.
- It has been many years since an increase cost. Karen Dunlop noted that the program started at \$1. It has successfully increased recycling.

- What about online purchase? Karen Dunlop advised that B&H Grocers and Independent Grocers will add bag tags as a product. Gary Dyke noted that staff are looking at options for obtaining tags.
- Deputy Mayor McManaman- Bag tags have assisted with recycling. Without them even more garbage would be put out. Karen Dunlop advised that pickup costs would remain the same. There would be an increase of expenses to transfer garbage to a landfill site. We are seeing a massive increase of self-haul to the transfer station. Curbside would also increase.
- The Knights of Columbus and Salvation Army both have bag tags. Deputy Mayor McManaman advised that bag tags can be included with food delivery. Tags are readily available at numerous outlets. We need to be cautious that the Municipality does not acquire large deficits.
- What would the loss be for a temporary suspension? Karen Dunlop advised that we would lose \$11,000 per week based on a single free bag per week.

Councillor O'Sullivan

- Are we providing the retailers tags at a reduced rate? We should ensure they are not losing money. Gary Dyke advised that we will obtain information and present Council with options. Mayor Peckford confirmed having options prepared for Council for a future meeting.

Councillor Barclay returned to the meeting.

SPC-2020-016

Moved by	John Barclay
Seconded by	Jim McManaman

That Staff Report CAO-002-2020 be received;

AND FURTHER THAT Council approve the Allocation Plan for the funds in the COVID-19 Response Reserve and the funds identified in the COVID-19 Cost Containment Plan.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

3. COVID-19 - Municipal Operations Update
 - Mayor Peckford- Understands that Ottawa will continue to have their facilities closed until June 30. We have extended closures until further notice. This has been discussed this with County Council members. Gary Dyke recommended to Council that we tie our actions to the Provincial Order.
 - Mayor Peckford- Some events are on hold. Gary Dyke advised that we do not have clarity as to when we would open. Our forecast would be the end of June as well. We cannot commit to July and August opening. We will get information out to our user groups as quick as we can. We will provide ongoing updates
 - Mayor Peckford- By-Law enforcement. Gary Dyke advised that we took a position to support the Provincial Order for social distancing and groups. John Okum provided an update on By-Law Services. We will provide an educational approach.
 - Mayor Peckford- Update on burn ban. John Okum provided an update on the County-wide burn ban. We have not restricted propane or gas barbeques or devices. Wood fires are not permitted. We are concerned about brush and grass fires.
 - Councillor Strackerjan- Discussion on our Emergency & Protective Services staff being able to respond. John Okum advised that other authorities are encouraging people to stay at home. Stay off the roads and waterways.
 - Councillor Barclay- Sought clarity on the motion that we passed last week for enforcement. We are looking for self-compliance by our residents. What are the actions of the By-Law Officers on education? John Okum advised that we

are providing an educational approach. The Officer will use their discretion whether it is our by-law, OPP enforcement, public health issue and how we would approach it. Since we implemented this last week we have received a number of complaints. We have visited the business community. They are working very hard. The responsibility falls on each member of the community. Most people are following the rules. Some still choose to ignore the rules.

- Councillor O’Sullivan- What is the Provincial Order on non-essential travel? Do we have clear guidelines? Gary Dyke advised that there is not a lot of definition from the Province. It is for point to point travel. The Premier would issue further orders if people are not accountable.
- Councillor O’Sullivan- CBC is reporting increase in domestic violence. What support is available that we could post on our website? Gary Dyke advised that staff are constantly reviewing our communication pieces. Mayor Peckford added that we now have a dedicated victim services staff member due to the partnership with us. Councillor O’Sullivan noted that victim services staff meet their clients at safe places but many of those are now closed. Mayor Peckford advised that she will have a possible conversation with Victim Services as to options.
- Mayor Peckford advised that the County has received \$1M+ to support critical housing needs.
- Councillor O’Sullivan- Construction has been halted. What about the Jack Street project? Gary Dyke provided clarity on the order from the Province. Phil Gerrard advised that the order exempted any projects that are currently underway. We are still receiving applications and drawings but no building permit can be issued.
- Mayor Peckford- Is the Planning Dept. looking at how to hold public meetings? Phil Gerrard advised that there are zoning, etc. applications that require a public meeting. Staff will prioritize and look as to how and when we can have active engagement by the public.
- Mayor Peckford- Attended a meeting last week businesses on how to assist them. Have also contacted the retirement homes. She commends the work of staff at the retirement homes. Have also communicated with some Community Associations.
- Mayor Peckford- Meeting with the Eastern Ontario Regional Network (EORN) yesterday. Information was provided on planned upgrades.
- Councillor Barclay- Can we re-engage with our Advisory Committees? Councillor O’Sullivan advised that she sent an email to each of her Advisory Committees. Maybe a member of Council should contact their Committees.
- Mayor Peckford- Maybe have a CEDAC meeting? A business package has been prepared. Gary Dyke advised that staff are now working on how to engage the Committees. We will bring information back to Council. Councillor Barclay noted that a second meeting of Chairs and Vice Chairs may be an option.
- Mayor Peckford- Reviewed the Council schedule. There will be no meeting on April 15. County members have stayed with their usual meeting schedule. Would like to go back to our Tuesday meeting schedule and how often we would meet. Gary Dyke advised that during a state of emergency he suggested having strictly Council meetings on a bi-weekly basis so items could be addressed. The next meeting will be on April 21. Mayor Peckford noted that County is only holding Council meetings.

D. PERIOD FOR QUESTIONS FROM THE PUBLIC & MEDIA RELATING TO AGENDA ITEMS

Jenn Westendorp, Juice FM

1. Are bag tags going to be made available at Food Basics as well? Not everyone shops at the Independent or B&H. Karen Dunlop will reach out.
2. Council just voted in favour of spending \$180,000 for security and marketing to assist businesses in the community, but hesitates to temporarily suspend a program that financially impacts everyone in the community. Can the mayor explain the logic behind that? Mayor Peckford advised that \$120,000 is the revenue lost for three

months of waiving tag fees. We have concerns of impact to the tax base. Deputy Mayor McManaman advised that some of the funds established is using our current funds. It is not new money. Gary Dyke noted that \$180,000 is a one-time cost to assist businesses. Bag tags are an ongoing cost. We are looking to not create a deficit for the municipality. Mayor Peckford added that the provision of tags and delivery has been made available through the Salvation Army and the Knights of Columbus.

3. Question for Chief John Okum. Have there been any charges or fines, in relation to physical distancing or other Provincial mandates, in North Grenville at this time? John Okum advised that we have not issued any tickets or fines.
4. Follow-up for Chief Okum. With one By-Law Officer in place for the entire municipality at this time, how are complaints about people not complying going to be managed? John Okum provided information on how complaints are responded to. Both the Chief and Deputy Chief have assisted. We are acting on valid complaints. Gary Dyke advised that we are looking to reassign staff for the intake of complaints. Deputy Mayor McManaman asked what the general nature of the calls received are. John Okum noted such things as overcrowding at local stores, gatherings, neighbourhood activities, construction jobs.
5. Do municipal trails remain open at this time? Mayor Peckford advised that all municipal trails remain open at this time. Tammy Hurlbert noted that the intent of parks is for walk through, not for play or picnics.

E. ADJOURNMENT

1. Confirmation By-Law

By-Law 27-20

Moved by John Barclay

Seconded by Doreen O'Sullivan

That By-Law 27-20 to confirm the proceedings of Council at its Special Meeting held on April 8, 2020 be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

2. Resolution to Adjourn

SPC-2020-017

Moved by Kristin Strackerjan

Seconded by Jim McManaman

That this Special Meeting of Council adjourn at 12:51 a.m.

For (5): Nancy Peckford, Jim McManaman, John Barclay, Doreen O'Sullivan, and Kristin Strackerjan

CARRIED

NANCY PECKFORD
Mayor

CAHL POMINVILLE
Clerk