

## Minutes

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Regular Meeting of Council  
Municipality of Calvin  
July 26, 2022  
7:00 p.m.  
ELECTRONIC MEETING  
Meeting ID: 894 4943 2331

The regular meeting of Council was held this date by Zoom electronic meetings (due to Covid-19 pandemic).

### **ATTENDANCE**

Council: Mayor Pennell  
Councillor Cross  
Councillor Castelijm  
Councillor Shippam

Staff: Teresa Scroope- Clerk  
Mary Stock- Deputy Clerk  
Jacob Grove-Landfill & Recreation Manager  
Chris Whalley-Roads Superintendent  
Barbara Major- Elections Clerk

### **1.CALL TO ORDER**

Chair Mayor Pennell called the meeting to order at "7:02" pm.

### **2.SUSPEND PROCEDURE BY-LAW**

#### **2022-263: Suspend Procedure By-Law**

Moved By: Councillor Castelijm

Seconded By: Councillor Cross

#### **NOW THEREFORE BE IT RESOLVED THAT:**

"Section 7 of the Procedure By-Law, related to agenda, be suspended until such time when the Procedural By-Law is updated."

**"Carried"**

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijm     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**3. APPROVAL OF AGENDA**

**2022-264: Approval of Agenda**

Moved By: Councillor Shippam

Seconded By: Councillor Cross

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin hereby approve the agenda as circulated and amended.”

**"Carried"**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijm     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**4. DECLARATIONS OF DISQUALIFYING INTEREST (PECUNIARY) - "NIL"**

**5. APPROVAL OF MINUTES OF THE MOST RECENT MEETINGS**

**2022-265: Approval of Minutes**

Moved By: Councillor Shippam

Seconded By: Councillor Castelijm

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin hereby approve the minutes for the Regular Council Meeting July 12, 2022 as amended and minutes from the Special Budget Meeting July 14, 2022”.

**"Carried"**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijm     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## **6. COUNCIL DIRECTION FROM PREVIOUS MEETINGS**

➤ July 12, 2022

1. Mayor Pennell Delay in Person Council Meetings

### **6. 1. 2022-266: In person Council Delay:**

Moved by: Councillor Shippam

Seconded by: Councillor Castelijn

#### **NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin Council Meetings In person will not be resumed until further notice from Mayor Pennell in consultation with Council.”

**Recorded Vote:**

**“Carried”**

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>                      |
|--------------------------|-------------------------------------|-------------------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Councillor Castelijn     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Councillor Cross         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

2. Council Vacancy: Municipal Elections Clerk provided Council with a verbal report outlining the requirements under the *Municipal Act* to fill vacancies on Council and options available for Council consideration.

3. Appointment to vacant Councillor Position – Council direction.

### **6.2. 2022-266 6.2 Council to fill the vacant position of Councillor**

Moved by: Councillor Cross

Seconded by: Councillor Shippam

#### **NOW THEREFORE BE IT RESOLVED THAT:**

“The Municipality of Calvin Council fill the vacant position of Councilor, firstly by means of the applicant listing from December 2021 by contacting applicants #4 and #5, direct staff to determine interest to fill the vacancy and if interested applicants meet eligibility requirements of appointed office as outlined in the *Municipal Act* and the *Municipal Elections Act* and secondly, if no agreement seek applications from qualified residents including previous members of Council, and furthermore that the appointment be undertaken by the Municipality of Calvin Council at the August 9, 2022 regular meeting of Council in accordance with the Council Vacancy Policy.”

**“Carried”**

**Recorded Vote:**

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijn     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|                    |                                     |                          |
|--------------------|-------------------------------------|--------------------------|
| Councillor Cross   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**7. DELEGATIONS-NIL**

**8. LEGISLATIVE MATTERS**

**a) 2022-266 8.a) CONSENT AGENDA**

Moved by: Councillor Cross

Seconded by: Councillor Castelijn

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items of July 26, 2022 as circulated, less any items requested for separate review and discussion.” **“Carried”**

**Recorded Vote:**

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijn     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**b) By-Laws for Consideration:**

**i. 2022-267: Road Use Agreement Dwight Farmer**

Moved By: Councillor Cross

Seconded By: Councillor Shippam

**NOW THEREFORE BE IT RESOLVED THAT**

“By-Law No. 2022-044, being a by-law to enter into a Roads Agreement be read a First, Second and Third time this 26<sup>th</sup> day of July, 2022, enacted and passed.”

**“Carried”**

**Recorded Vote:**

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijn     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- c) Public Hearings: Planning Zoning Matters-Nil
- d) Committee (Internal/External Reports-Nil)

**9. Administration Matters:**

a) New Business/Reports

**i. 2022-268: Micro Soft Billing Update**

Moved By: Councillor Cross

Seconded By: Councillor Shippam

“BE IT RESOLVED THAT that the Municipality of Calvin Council agree to the terms of Micro Soft Billing update as recommended by John Janssen IT support”

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijm     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**ii. 2022-269: PSW Program Support**

Moved By: Councillor Castelijm

Seconded By: Councillor Shippam

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council to agree to support Near North District School Board PSW Program by way of promoting of advertisement on the Municipality of Calvin Township Website, In Office Board and Newsletter.”

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijm     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Direction:** Contact other Municipalities to find out there views bring back to future meeting.

**iii.2022-270 Closure of Office:**

Moved By: Councillor Shippam

Seconded By: Councillor Castelijm

**NOW THEREFORE BE IT RESOLVED THAT:**

“Municipality of Calvin Council approve the closure of the Municipal Office to the public for one week commencing August 8, 2022 to accommodate updating of municipal records and files and furthermore the attendance of the Elections Clerk and E4m consultant be approved.”

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijjn    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### **10. LEADERSHIP ISSUES:**

New Policy

#### **a) Human Resource Management Policies Calvin Fire Department**

**2022-271:** Codify Human Resource Management Policies

Moved By: Councillor Cross

Seconded By: Councillor Shippam

#### **NOW THEREFORE BE IT RESOLVED THAT:**

“Municipality of Calvin Council receive the by-law to Codify Human Resource Management Policies for the Municipality of Calvin Fire Department and authorize it to be considered at the next meeting”.

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijjn    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Direction:** Council to send suggestions RE: Consultation with Fire Chief Wording in Draft By-Law.

#### **b) Appointment of Municipal Administrator**

**2022-272:** Appoint Jacob Grove as Municipal Administrator

Moved By: Councillor Cross

Seconded By: Councillor Shippam

WHEREAS Council for the Corporation of the Municipality of Calvin passed By-law 2021-038 to appoint a Municipal Administrator;

AND WHEREAS subsequently, Council undertook a comprehensive search to fill the Municipal Administrator position with an individual who would also be designated the Clerk and the Treasurer of the Municipality;

AND WHEREAS The Municipality was unsuccessful in receiving applications from individuals with the required fit and competency;

AND WHEREAS more recently, the Municipality has appointed a Municipal Clerk and a Municipal Treasurer and is still in need of overall administrative oversight as would be provided by the Municipal Administrator position;

AND WHEREAS Mr. Jacob Grove has agreed to assume the added responsibility of the Municipal Administrator.

**NOW THEREFORE BE IT RESOLVED** that Jacob Grove be appointed as Municipal Administrator, effective immediately and furthermore the Mayor be authorized to execute the employment agreement with Mr. Grove.

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>                      |
|--------------------------|-------------------------------------|-------------------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Councillor Castelijjn    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Councillor Cross         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### **11. Closed Session: Nil**

### **12. Confirmatory By-Law 2022-273**

Moved By: Councillor Cross

Seconded By: Councillor Shippam

**NOW THEREFORE BE IT RESOLVED THAT:**

“By-Law No. 2022-049 being a By-Law to confirm the proceedings of the Regular Meeting of Council held Tuesday, July 26, 2022 be read and adopted.”

**“Carried”**

Recorded Vote:

| <u>Member of Council</u> | <u>In Favour</u>                    | <u>Opposed</u>           |
|--------------------------|-------------------------------------|--------------------------|
| Mayor Pennell            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Castelijjn    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Cross         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Shippam       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**13. 2022-274 Adjournment:**

Moved By: Councillor Cross

Seconded By: Councillor Castelijn

**NOW THEREFORE BE IT RESOLVED THAT:**

“Council for the Corporation of the Municipality of Calvin adjourns this meeting at 8:11 pm.”

**“Carried”**

Recorded Vote:

Member of Council

In Favour

Opposed

Mayor Pennell

Councillor Castelijn

Councillor Cross

Councillor Shippam

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Mayor Ian Pennell, Chair

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Teresa Scroope, Municipal Clerk