

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

March 27, 2020 2:00 p.m.

Electronic Meeting

****Members of the public who wish to attend the meeting may email mbonenfant@billingsstp.ca by 1:30 p.m. on March 27th for a meeting invitation. A computer/tablet/mobile phone and internet connection are required. ****

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
5. DELEGATIONS
6. COMMITTEE REPORTS
7. OLD BUSINESS
8. NEW BUSINESS *****Materials to follow*****
 - a) Procedure By-law amendments to allow for electronic participation in meetings, emergency provisions
 - b) Delegation of Authority during provincially-declared emergency
 - c) Manitoulin Ventilator Campaign
 - d) Council meeting schedule
9. CORRESPONDENCE
10. INFORMATION
11. ACCOUNTS FOR PAYMENT
12. CLOSED SESSION
13. CONFIRMING BY-LAW
14. ADJOURNMENT

Memorandum

To: Mayor and Council, CAO/Clerk
cc: Staff, Public
From: Megan Bonenfant
Date: March 25, 2020

RE: March 27, 2020 Special Council Meeting (COVID-19)

8. New Business

- a) Procedure By-law amendments to allow for electronic participation in meetings, emergency meeting provisions

The *Municipal Act* was amended two years ago to give councils the authority to allow members to participate in council meetings electronically. This authority was limited – members attending a meeting electronically did not count towards quorum, meaning that a majority of councillors still needed to be physically present in the council chambers in order for a meeting to occur. Billings council has, until now, chosen not to make use of this authority.

Last week, the province enacted the *Municipal Emergency Act*, which broadened the electronic participation authority to allow councillors participating in a meeting electronically to be counted towards quorum. This means that a majority of council is no longer required to be physically present in council chambers. This authority is limited to those times when an emergency has been declared, either provincially or by Billings.

This broadened authority is clearly useful at this time, to allow our local government to continue to make necessary decisions to keep our essential services operating. It is important to note that this broadened authority does not take away Council's statutory obligations to conduct their business in an open and transparent manner. Electronic meetings are still required to be open to the public and notice of these meetings must be provided.

To make use of this authority, Council needs to amend their Procedure By-law to (1) allow for electronic participation, and (2) to allow for members participating electronically to be counted towards quorum during an emergency.

A draft amendment is included in the agenda package. This proposed amendment has the effect of:

- Allowing the Mayor or CAO/Clerk to call special emergency meetings to deal with matters requiring immediate action.
- Notice of any special emergency meeting must be given and state the business to be discussed at that meeting. Additional items may not be added to the agenda.
- Notice of any special emergency meeting shall be posted on the township website as far in advance of the meeting as possible.
- Allowing members of council to participate electronically in open council meetings (not closed session) during an emergency situation, at the Mayor's discretion. These councillors would not count towards quorum unless specifically authorized by legislation or government act. This allows council the flexibility to make use of this authority on a sliding scale: some electronic participation is permitted during more 'routine' emergencies, while fully electronic meetings are allowed only during extreme circumstances such as the COVID-19 pandemic.
- The number of councillors permitted to participate electronically in any meeting is at the Mayor's discretion.

Recommendation: That Council give by-law 2020-12, being a by-law to amend the Procedure By-law, first, second and third reading and enact it.

b) Delegation of authority during provincially-declared emergency

Another tool council can implement to increase flexibility and response time is delegation of some authorities. This delegation power is not new. Essentially, it allows senior staff to make some decisions and pay bills without convening a meeting to obtain council's prior approval.

A draft delegation of authority by-law is included in the agenda package. This by-law has the effect of:

- Delegating certain powers to the CAO/Clerk, Treasurer, and their designates, namely:
 - Waiving fees and penalties
 - Altering billing due dates and methods of payment
 - Buying/selling municipal land, up to \$50,000 per sale
 - Spending up to \$75,000 per transaction
 - Hiring additional and redeploying/reassigning staff; and,
- Requiring the CAO/Clerk, Treasurer and their designates to report to council on any actions taken under this delegation of authority.
- The delegation of authority is only in force until the state of emergency is lifted by the province.

Recommendation: That Council give by-law 2020-13, being a by-law to authorize the delegation of authority for certain acts to the CAO/Clerk and Treasurer during the provincially-declared emergency, first, second and third reading and enact it.

c) Manitoulin Ventilator Campaign

Please see the attached letter from Ogimaa Kwe Debassige. M'Chigeeng First Nation leadership has started a fundraising campaign to purchase 4 ventilators for Manitoulin hospitals to help treat COVID-19 patients. Currently, the Island health network has only two portable ventilators. Ventilators are a critical limiting factor in our health care system's ability to cope with this disease.

At the time of writing this memo, the campaign has raised \$9,405 online and a number of First Nations have committed significant funds.

Recommendation: That Council make a donation to the Manitoulin Ventilator Campaign organized by M'Chigeeng First Nation.

d) Council meeting schedule during COVID-19 emergency

Council to determine how often/when they would like to convene during this ongoing situation.

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-12

Being a by-law to amend By-law 2018-24, being a by-law to regulate the proceedings of the Council of the Corporation of the Township of Billings

WHEREAS the *Municipal Act, 2001*, as amended, provides municipalities the authority to allow members of council to participate in open meetings electronically; and,

WHEREAS the *Municipal Emergency Act, 2020*, provides municipalities the authority to allow members of council who participate in open and closed meetings electronically to be counted for the purposes of quorum during emergencies declared by the province or the Mayor;

NOW THEREFORE the Council of the Corporation of the Township of Billings hereby enacts as follows:

1. THAT By-law 2018-24, being a by-law to regulate the proceedings of the Council of the Corporation of the Township of Billings, is amended to include the following provisions:
 - 4.1 In the event of an emergency as determined by the Mayor or CAO/Clerk, a special Meeting to deal with a matter deemed to require immediate action may be held as soon as practical following notification to members of Council. The notice calling an emergency special Meeting of Council shall state the business to be considered and no business other than that stated in the notice shall be considered at such Meeting.
 - 5.1 In the case of an emergency Meeting, notice shall be given by posting the agenda on the township website as soon as is practicable.

29. ELECTRONIC MEETING PARTICIPATION

Members of Council may participate in a Meeting by telephone or other electronic means in an emergency or urgent unforeseen event as determined by the Mayor, provided that:

- (a) Members participating electronically shall be considered present at the Meeting but shall not be counted towards Quorum. Members will have the ability for full participation including the ability to vote. A physical Quorum of Members must be present at the Meeting to constitute a valid Meeting unless otherwise provided by legislation or a government act;
- (b) The number of Members who may participate by electronic means in the same Meeting shall be determined by the Mayor, in consultation with the CAO/Clerk;
- (c) Members may not participate electronically in any Meeting that is closed to the public unless otherwise provided by legislation or a government act;
- (d) The Chair must be present in person at a meeting when feasible; and,
- (e) For the purposes of this section, 'electronic means' includes telephone, video or audio conferencing or other interactive methods whereby members of Council, staff and the public are able to hear the Members participating by electronic means and the Members participating by electronic means are able to hear other Members, staff and the public.

Read a first and second and third time in open council and enacted this 27th day of March, 2020.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-13

Being a by-law to authorize the delegation of authority for certain acts to the CAO/Clerk and Treasurer during the provincially-declared emergency (COVID-19)

WHEREAS the province of Ontario declared a State of Emergency due to COVID-19 on March 17, 2020; and,

WHEREAS sections 23.1-23.5 of the *Municipal Act, 2001*, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body subject to certain restrictions outlined in section 23.3 of the Act; and,

WHEREAS Council deems it expedient to delegate authority to the CAO/Clerk, Treasurer or their designates to take action, where necessary, on certain acts during the provincially-declared emergency;

NOW THEREFORE the Council of the Corporation of the Township of Billings hereby enacts as follows:

1. THAT Council delegates authority to the CAO/Clerk, Treasurer or their designates to take action, where necessary, during the provincially-declared emergency as follows:
 - a) Waiving fees and penalties for billings and other charges;
 - b) Altering billing due dates and methods of payment;
 - c) Entering into agreements of purchase or sale of municipal land to a maximum of \$50,000 per sale;
 - d) Spending up to \$75,000 per transaction;
 - e) Hiring additional and redeploying staff
2. THAT the CAO/Clerk, Treasurer or their designates shall report to Council on any actions taken during the provincially-declared emergency;
3. THAT this by-law is in effect from the date of passage until the provincially-declared emergency is lifted;
4. THAT this by-law shall come into force and effect upon final passage.

Read a first and second and third time and enacted this 27th day of March, 2020.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

Administration Office
Finance & Administration
Capital Projects/Public Works
HUB:

- Ontario Works
- Education Department
- LDM

HIAH Economic Development/M.E.R.E



Administration Office
P.O. Box 333, 53 Hwy 551
M'Chigeeng, ON P0P 1G0
Ph: (705) 377-5362
Fax: 705-377-4980

March 18, 2020

Chiefs, Mayors and Reeves of Manitoulin
Any and all External Organizations and Businesses

HEALTH CENTRE

Tel: 705-377-5347
Fax: 705-377-5090

WELLNESS CENTRE

61 Lakeview Drive
Tel: 705-377-4240
Fax: 705-377-4179

LAKEVIEW SCHOOL

18 Lakeview Dr.
Tel: 705-377-4988
Fax: 705-377-5080
Library
Ph: 705-377-5540

BINOOJINH GAMGOONHS DAY CARE

4 Assance Dr.
Tel: 705-377-5383
Fax: 705-377-4377

RE: Campaign for Ventilators at the Manitoulin Health Centre Sites – COVID 19

I am writing this letter to you to seek your support in a Manitoulin Wide Initiative to support our local hospitals in the purchase of four (4) proper Ventilators for use at our local hospitals. This would mean each hospital would be able to order two (2) additional ventilator systems and add to their hospitals. Currently each site has 1 portable ventilator. These portable ventilator systems are intended to keep a patient stable before transporting to Sudbury. We want to ensure that we support our local hospitals and staff to be able to provide the best medical treatment as possible. Each Ventilator will cost approximately \$20,000. If we fundraise beyond \$80,000, the additional dollars can be utilized to support our hospitals in combating this virus.

My Health Services Manager, Roger Beaudin and I have been working with Ms. Paula Fields, Vice President of Clinical Services and Chief Nursing Officer to see how we can support our local hospitals to ensure they have adequate resources to combat COVID 19. M'Chigeeng First Nation is pleased to take the lead in initiating this campaign. As such, M'Chigeeng First Nation is committing \$10,000 to the "MCH Ventilator Campaign" and we challenge you all to contribute.

Contributions can be made as follows:

Cheque: Mail to: "MHC Ventilator Campaign"
c/o Lori Mastelko
P.O. Box 640
Little Current, Ontario P0P 1K0

Credit Card: Phone Lori Mastelko at 705-368-2300 ext. 2508

E-Transfer: Details will be provided shortly

If you have any questions, please do not hesitate in contacting Lori Mastelko at the above number or by email at lmastelko@mhc.on.ca.

We know we will all be affected by the COVID19 Coronavirus in some way shape or form. We also know that ventilators can help save lives. We hope and encourage everyone to contribute as we are all in this together.

Miigwech,


Ogimaa Kwe Linda Debassige