

*The Corporation of the Township of Plummer Additional*

RR # 2, 38 Railway Crescent

Bruce Mines ON POR ICO

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**Minutes April 15, 2020**

Special COUNCIL MEETING

Electronic

Call to Order: 6:00 pm

Present by Electronic Participation:

Mayor~Beth West, Councillors; Mike Jones, Janet Gordanier, Keith Hoback, Boris Koehler (6:11 pm)

Clerk~Vicky Goertzen-Cooke

Observers: Gina Marie Wilson, Barry

1. **ADDENDUM TO THE AGENDA** n/a
2. **DECLARATION OF PECUNIARY INTEREST** - none noted
3. **ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**
  - a) February 19, 2020 (regular)
  - b) March 25, 2020 (Special)
  - c) April 7, 2020 (Special)

Resln 2020-64 Janet Gordanier Keith Hoback

**BE IT RESOLVED THAT** this Council approves the February 19<sup>th</sup>, March 25<sup>th</sup>, April 7<sup>th</sup>, 2020 minutes as presented.

CARRIED

4. **Community Emergency Management Program**

- a. Working from home policy

Resln 2020-65 Janet Gordanier Keith Hoback

**BE IT RESOLVED THAT** this council approves the Human Resources - Working From Home Policy as presented. CARRIED

- b. Continuity of Business

Resln 2020-66 Mike Jones Janet Gordanier

**BE IT RESOLVED** that this Council approves the Emergency Planning Policy - Continuity of Business Plan as presented with adding in on page 3 #7 "information for Council. CARRIED

- c. Cleaning Protocol Policy

- i. Office
- ii. Roads

Resln 2020-67 Mike Jones Keith Hoback

**BE IT RESOLVED** that this Council approves the Emergency Planning Policy – Cleaning Protocols for the Office and Garage/Road's Department as presented with adding in under "all common hard surfaces use a 10% bleach to water solution. CARRIED

Boris Koehler joined the meeting at 6:11pm

- d. Pandemic Plan

Resln 2020-68 Boris Koehler Mike Jones

**BE IT RESOLVED** that this Council approves the Emergency Planning Policy – Pandemic Influenza Plan as a Schedule to By-Law 2019-43 Emergency Response Plan as presented. CARRIED

- Clerk noted Tarbutt Township's CEMC (Glenn Martin), with input from Jeff Edwards CEMC (Blind River/Spanish) drafted and shared this policy area Clerks – thank you!

5. **CLOSED SESSION:** n/a

6. Addendum to agenda

ResIn 2020-69

Boris Koehler

Mike Jones

**BE IT RESOLVED THAT** this Council approves the Addendum to Agenda as follows; to discuss computer purchase due to availability. CARRIED

Council questioned:

- What Email software, Text processor, PDF reader etc. will be used?
  - Clerk noted we will have the Microsoft Package.
- Cost of training on new computers?
  - Staff can provide initial training; anything beyond the scope of Staff would have to be paid for.
- Extended Warranty?
  - Clerk noted computers are usually done [obsolete] in 3 years; we don't pay extra for the extended warranty on computers; if the computer doesn't last we don't buy that product again.
- Why are we not using a local computer IT agency?
  - The Twsp has been with Encompass IT since 2013
  - Excellent customer service above and beyond what we experienced locally before
  - Encompass IT [wrote and] supports our Tax and Cemetery Programs as well as provides off-site back up.
- Concerns raised regarding individual Council access to reliable internet for electronic meetings.
  - M. Jones noted internet connectivity issues at his residence, but was able to call in and participate via phone for the meeting.
  - Mayor B. West noted this was discussed [at a previous meeting] prior to Covid regarding moving towards having laptops at the meetings instead of paper.

ResIn 2020-70

Boris Koehler

Mike Jones

WHEREAS Encompass is the Township's designated IT Department.

WHEREAS Encompass will be researching [and] providing 3 quotes for the purchase of notebooks for the Township, and; WHEREAS Encompass has indicated a sense of urgency due to availability;

BE it resolved that this council approves the purchase of 7 notebooks for the best value. CARRIED

- Staff to confirm Software package, Licensing, extra RAM, 3 quotes.

7. ADJOURNMENT: *Next Regular Council Mtg – April 22, 2020 @ 6:00 pm via Electronic participation*

ResIn 2020-71

Keith Hoback

Mike Jones

**BE IT RESOLVED THAT** this Council adjourns the Meeting at 6:40 pm to meet again on April 22nd, 2020 or at the call of the Mayor. CARRIED

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Mayor ~ Beth West

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Clerk ~ Vicky-Goertzen-Cooke

Acronyms:

@ = at

ADSSAB – Algoma District Social Services Administration Board

AGM – Annual General Meeting

AHPS – Arthur Henderson Public School

AODA – Accessibility for Ontarians with Disabilities Act

CBO – Chief Building Official

CEMC – Community Emergency Measures Committee

CERB – Central Emergency reporting Bureau

CF- Carry Forward

CFSO- Community Fire Safety Officer

CUPE - Canadian Union of Public Employees

EARS – East Algoma Roads Superintendents

FYI – for your information

Fed Nor – Federal Economic Development for Northern Ontario

FONOM – Federation of Northern Ontario Municipalities

Frd – forwarded from prior meeting

HNWDRRC - Huron Northwest Doctor Recruitment & Retention Committee

ICIP Investing In Canada Infrastructure Program

OCIF – Ontario Community Infrastructure Fund

OGRA – Ontario Good Roads Association

OMB – Ontario Municipal Board

OMAFRA – Ministry of Agriculture, Food & Rural Affairs

OPP – Ontario Provincial Police

Orig. - Original  
OTF – Ontario Trillium Foundation  
Min. - Ministry  
MNR – Ministry of Natural Resources  
MAH – Ministry of Municipal Affairs  
MOU – Memorandum of Understanding  
MPAC – Municipal Property Assessment Corporation  
Mtg - Meeting  
MTO – Ministry of Transportation  
MWRC – Municipal Waste & Recycling Consultants  
N/A – not applicable  
RBC – Royal Bank of Canada  
Reg. - registration  
Rep – Representative  
Resln – Resolution  
RFQ – Request for Quote  
ROMA – Rural Ontario Municipal Association  
RWF – Road Working Foreperson  
SSM – Sault Ste. Marie  
TMM – The Managed Municipality  
TSSA – Technical Standards and Safety Authority  
TWSP - Township