



**Township of East Garafraxa**  
**Electronic Council Meeting Minutes**  
**Tuesday, April 25, 2023**

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The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on Tuesday April 25, 2023.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO  
Jessica Kennedy, Clerk  
Alan Selby, Treasurer  
Dave Knight, Director of Public Works  
Shannon Peart, Administration/Clerk's Dept.

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**1. Opening of Meeting**

Meeting called to order.

**2. Added Items (Late Submissions – If Any)**

Added item passed by resolution under Item 3: Approval of Agenda.

**3. Approval of Agenda**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI**  
**BE IT RESOLVED THAT**

The agenda be approved as amended pursuant to adding the following under Unfinished Business:

9.3 **Grand Opening/Open House Discussion**

**CARRIED**

**4. Disclosure of Pecuniary Interest and General Nature Thereof**

Nothing at this time.

**5. Approval of Minutes**

5.1 Electronic Council Meeting Minutes for April 12, 2023

**Resolution**

**MOVED BY STIRK, SECONDED BY BANFIELD**  
**BE IT RESOLVED THAT**

The minutes of the Regular Electronic Council Meeting held April 12, 2023, be adopted as circulated.

**CARRIED**

5.2 Business arising from Minutes – None.

**6. Public Question Period**

Nothing at this time.

**7. Delegation(s) / Presentation(s)**

Nothing at this time.

**8. Public Meeting(s)**

Nothing at this time.

**9. Unfinished Business**

The following were received and/or dealt with:

**9.1 Westside Secondary School**

**9.1.1 Commencement Ceremony Donation Request**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY STIRK**

**BE IT RESOLVED THAT**

Council do hereby approve the Westside Secondary School Commencement Ceremony donation request in the amount of \$150.00.

**CARRIED**

**9.2 Senior of the Year Award**

**9.2.1 Nominations for the 2023 Ontario Senior of the Year Award. Deadline for Nominations is April 30, 2023**

Mayor Gardhouse to submit an application for a local resident.

**9.3 (ADDED) Grand Opening / Open House Discussion**

Mayor Gardhouse and Councillor Banfield met with Community Living Dufferin (CLD) and Theatre Orangeville to discuss the Grand Opening event ideas. The proposed date for the Grand Opening is September 9<sup>th</sup> from 12:00 (Noon) to 4:00 p.m.

Suggested ideas include a bus tour of East Garafraxa, Barbeque and crafters sale to be organized by CLD and entertainment by Theatre Orangeville. Event to include building facility tour of CLD, Theatre Orangeville and Township areas. Local residents and services groups to volunteer. Councillor Banfield to investigate additional activities/entertainment, additional agency participation and proposed costs. Discussion ensued regarding potentially charging for tickets for the bus tour, matter to be considered further. Further information to be brought back to Council for consideration.

**10. Public Works Department**

Nothing at this time.

**11. Treasury and Accounts**

The following were received and/or dealt with:

**11.1 Bills & Accounts**

**Resolution**

**MOVED BY HALLS, SECONDED BY BANFIELD**

**BE IT RESOLVED THAT**

Bills and Accounts be paid in the amount of:

General \$ 1,041,143.34

Roads \$ 56,157.46

**CARRIED**

**12. Planning Department**

The following were received and/or dealt with:

**12.1 Addressing Planning Department Capacity**

**12.1.1 Staff Report dated April 17, 2023**

Peter Avgoustis, CAO, reported on the current processes of the planning department and highlighted areas where building extra capacity could be considered.

Discussion ensued regarding alternative avenues to be investigated.

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT**

1. Publish Service Level Standards related to the Planning Department.
2. Investigate transferring the Building Department permit reviews from the Consultants to the part-time Planning Coordinator.
3. Amend the Zoning By-law to permit additional dwelling units “as of right”.
4. Review the 2004 Zoning By-law and identify the top 3 items that could be updated/repealed to minimize the need for minor variances or by-law amendments.
5. Investigate hiring a Registered Professional Planner to focus exclusively on Township business.
6. Investigate obtaining additional funding for increasing the Planning Coordinator’s hours, or obtaining an additional Administrative Support, for administering security deposits, and returning dedicated support back to Public Works.

**CARRIED**

**13. County Council Business**

The following were received and/or dealt with:

**13.1 County Council Meeting(s)**

**13.1.1 [April 13, 2023 Statutory Public Planning Meeting and Regular Meeting of Dufferin County Council Meeting Video \(YouTube\)](#)**

Mayor Gardhouse reported that at the County Council meeting held after the MCR Public Meeting the County Official Plan Amendment No. 2 with respect to the Municipal Comprehensive Review Phase 1 – Growth Management Amendment was adopted and the document has been forwarded to the Minister of Municipal Affairs for approval.

**13.1.2 [April 4, 2023 Special Meeting Minutes](#)**

**13.2 Committee Meetings– April 27, 2023**

- 13.2.1 Infrastructure and Environmental Services – 9:00 a.m.
- 13.2.2 General Government Services – 11:00 a.m.
- 13.2.3 Health & Human Services – 1:00 p.m.
- 13.2.4 Community Development and Tourism – 3:00 p.m.

**13.3 Dufferin County Forest**

**13.3.1 [Annual Report 2022 and Annual Work Schedule 2023](#)**

**14. Committees**

The following were received and/or dealt with:

**14.1 Grand Valley Public Library Board**

**14.1.1 Minutes from March 8, 2023**

**15. General Business and Correspondence**

The following were received and/or dealt with:

**15.1 Review of Proposed Policies Adapted from A Place to Grow and Provincial Policy Statement to Form a New Provincial Planning Policy Instrument**

**15.1.1 [Environmental Registry of Ontario 019-6813 Commenting Period to June 5, 2023](#)**

**15.2 Ministry of Natural Resources and Forestry**

**15.2.1 Proposed Changes to the Oil, Gas and Salt Resources Act**

- 15.3      **Ontario Land Tribunal (OLT)**
- 15.3.1    Notice of Hearing - Ellis v. Wellington North (Township) – Zoning By-Law Amendment
  
- 15.4      **Municipality of South Huron**
- 15.4.1    School Bus Stop Arm Cameras
  
- 15.5      **City of Port Colborne**
- 15.5.1    Supporting Municipality of Trent Lakes regarding Oath of Office
  
- 15.6      **Resolution from the Town of Essex Regarding Municipalities Retaining Surplus Proceeds from Tax Sales**
- 15.6.1    Municipality of Shuniah
- 15.6.2    Municipality of Magnetawan

**16. Added Items (Late Submission – If Any)**

Added item Grand Opening / Open House Discussion discussed with under item 9.3.

**17. New Business**

- 17.1      **Working from Home Policy**
- 17.1.1    Staff Report dated April 16, 2023

Peter Avgoustis, CAO, noted the proposed policy is to provide consistency and transparency to the public. Office would be closed to the public on Fridays to allow all staff to work remotely, services would continue to be provided to residents and the public electronically. Technology components are in place as remote work/working from home was conducted throughout the COVID-19 Pandemic. It was also noted that the policy would assist with recruitment and retention.

Discussion ensued regarding the proposed working from home policy. Council are not in support of policy as presented at this time. Staff directed to review additional options and report back to Council at a future Council meeting.

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT**

Council Adopt the Hybrid Work from Home Policy with the following procedures:

1. The Township office would be closed on Fridays to the public; however, service would continue to be provided remotely/virtually.
2. For the second work from home day, administrative staff are to be separated into two camps. Team 1 will have the ability to work remotely on Tuesdays, and Team 2, will have the ability to work remotely on Wednesdays, alternating every month and,
3. When School Busses for Orangeville/East Garafraxa area schools are canceled, this will automatically trigger all staff to work from home for that day.

**DEFEATED**

**18. Closed Meeting – 3:40 p.m. to 5:05 p.m.**

Jessica Kennedy, Clerk, Alan Selby, Treasurer, Dave Knight, Director of Public Works and Shannon Peart, Administration/Clerk's Dept. left the meeting prior to the Closed Meeting. Alan Selby, Treasurer, Dave Knight, Director of Public Works and Shannon Peart, Administration/Clerk's Dept. did not return to the open session of the meeting after the Closed Meeting.

Peter Avgoustis, CAO, was Acting Clerk for the Closed Meeting.

**Resolution**

**MOVED BY HALLS, SECONDED BY STIRK**

**BE IT RESOLVED THAT:**

Council do hereby move to into Closed Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

- 18.1        **Personal matters about an identifiable individual, including municipal or local board employees; and**  
              **Labour relations or employee negotiations**
- 18.1.1     Employee Compensation

Jessica Kennedy, Clerk, returned to the meeting when the open session resumed at 5:10 p.m.

Alan Selby, Treasurer, Dave Knight, Director of Public Works and Shannon Peart, Administration/Clerk's Dept. did not return to the open session of the meeting after the Closed Meeting.

**Resolution**

**MOVED BY HALLS, SECONDED BY BANFIELD**

**BE IT RESOLVED THAT**

Council do hereby resume regular business in open session. Staff instructed in accordance with the Closed Meeting discussions.

**CARRIED**

**19. By-Law(s)**

Nothing at this time.

**20. Confirming By-Law**

**Resolution**

**MOVED BY ZUKOWSKI, SECONDED BY STIRK**

**BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 25, 2023, and that it be given the necessary readings and be passed and numbered 18-2023.

**CARRIED**

**21. Adjournment**

**Resolution**

**MOVED BY ZUKOWSKI, SECONDED BY HALLS**

**BE IT RESOLVED THAT**

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, May 9, 2023, at 2:00 p.m., or at the call of the Chair.

**CARRIED**

Jessica Kennedy (Original Signed)

Clerk

Guy Gardhouse (Original Signed)

Head of Council