

**The Corporation of the Township of Tay  
Special Council Meeting**

**Monday, March 16, 2020  
7:30 p.m.**

**Present:** Mayor Ted Walker  
Deputy Mayor Gerard LaChapelle  
Councillor Paul Raymond  
Councillor Sandy Talbot  
Councillor Jeff Bumstead  
Councillor Mary Warnock  
Councillor Barry Norris

**Staff Present:** Lindsay Barron, Chief Administrative Officer/Deputy Clerk  
Alison Gray, Clerk  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, Director of Technology & Communications  
Peter Dance, Director of Public Works  
Brian Thomas, Fire Chief

1. **Call to Order:**  
Mayor Walker called the meeting to order at 7:30 p.m.
  
2. **Approval of the Agenda:**  
**Moved By: Councillor Paul Raymond**  
**Seconded By: Councillor Barry Norris**  
**That the Special Council Meeting Agenda for March 16, 2020 be adopted as circulated.**  

**Carried.**
  
3. **Disclosure of Interest:**  
None were presented.
  
4. **Staff Reports / Other Business:**
  - 4.1 **Verbal Report from the Chief Administrative Officer regarding Operational responses that may be necessary due to the COVID-19 pandemic**  
Council received a verbal report from the Chief Administrative Officer regarding the Township's operational response to COVID-19.  
**Moved By: Councillor Barry Norris**  
**Seconded By: Councillor Paul Raymond**  
**That Council authorizes the Chief Administrative Officer/Deputy Clerk to implement exceptions to the Procurement Policy related to receipt and opening of tenders during office closures.**  

**Carried.**

**4.2 Report from the Chief Administrative Officer regarding Authority to close the municipal office and other facilities if deemed necessary**

Council received Staff Report GGF-2020-24 regarding authority to close the municipal office and other facilities if deemed necessary.

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Jeff Bumstead**

**That Staff Report No. GGF-2020-24 regarding the authority to close the municipal office to the public and other facilities due to the COVID-19 pandemic if deemed necessary be received;**

**And that the Council authorizes the closure of the Municipal Office and other facilities to the public due to the COVID-19 pandemic if any one of the following situations occurs:**

- 1) An employee tests positive with COVID-19;**
- 2) An order is imposed, or a recommendation is made, by the Simcoe Muskoka District Health Unit, the Federal Government, or the Province to close municipal offices or non-essential services or similar;**
- 3) Staff availability is limited;**

**And that this authority rest with the Chief Administrative Officer;**

**And that in the event of an emergency (other than those listed above) and where a Special Council meeting cannot be called, that the authority to close the Municipal Office and other facilities be delegated to the Mayor (in in his absence the Deputy Mayor) and the Chief Administrative Officer (in her absence the Director of Finance);**

**And that, once closed, the Municipal Office and other facilities remain closed to the public until it is deemed appropriate by Council to reopen facilities.**

**Carried.**

Staff was directed add a discussion on the Library Board and recent library closure on the next Committee agenda.

**4.3 Report from the Chief Administrative Officer regarding authority to extend payment due-dates and waive penalties and interest if deemed appropriate to limit visitors to the municipal office or in response to a closure of the municipal office.**

Council received Staff Report GGF-2020-25 regarding authority to extend payment due-dates and waive penalties and interest if deemed appropriate to limit visitors to the municipal office or in response to a closure of the municipal office.

**Moved By: Councillor Paul Raymond**  
**Seconded By: Councillor Barry Norris**  
That Staff Report No. GGF-2020-25 regarding authority to extend payment due-dates and waive penalties and interest due to the COVID-19 pandemic be received;  
And that Council authorizes all penalties incurred on current tax and water/wastewater accounts and interest charged on other receivable accounts be waived from this date, due to the COVID-19 pandemic, until such time that Council deems necessary.

Carried.

**4.4 Report from the Chief Administrative Officer regarding implementation of a self-isolation sick-time bank to encourage the prevention of COVID-19 transmission amongst staff.**

Council received Staff Report GGF-2020-26 regarding Implementation of a self-isolation sick-time bank to encourage the prevention of COVID-19 transmission amongst staff.

**Moved By: Councillor Paul Raymond**

**Seconded By: Deputy Mayor Gerard LaChapelle**

That Staff Report No. GGF-2020-26 regarding the Self-isolation/Quarantine Sick bank, due to the COVID-19 pandemic, be received;

And that a self-isolation sick bank be established for all permanent, and contract staff to cover the 14 day self-isolation/quarantine period due to the COVID-19 pandemic;

And that each sick day credit granted equate to 75% of an employee's regular gross wages for that day;

And that any employee may draw upon such sick bank for self-isolation/quarantine if they are experiencing the symptoms of COVID-19 either before short-term disability benefits take over, or for whatever reason if short term disability does not take over, if they have come in close contact with someone experiencing symptoms of COVID-19, or if they have travelled outside of Canada and departed Canada prior to March 17, 2020 and returned to Canada after March 3, 2020 to accommodate the 14 day self-quarantine period;

And that any employee may choose to top-up the 75% of an employee's regular gross wages to 100% by using available vacation owing to them or banked overtime;

And that staff develop the procedure for this sick bank in keeping with Township practices and fairness, adjusting minor details where necessary;

And that such sick bank will be available to any employee until Council directs otherwise.

Carried.

5. **Confirming By-law:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That By-law 2020-12 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

6. **Adjournment:**

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Mary Warnock

That this Special Meeting of Council adjourn at 8:45 p.m.

Carried.

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MAYOR

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CLERK