

The Corporation of the Township of Tay
Corporate Services Committee Meeting Minutes

Thursday, February 11, 2021, 10:00 a.m.
Remote Video and Telephone Conference

Present: Mayor Walker
Deputy Mayor La Chapelle
Councillor Talbot
Councillor Bumstead
Councillor Warnock
Councillor Raymond
Councillor Norris

Staff Present: L. Barron - Chief Administrative Officer
D. O'Shea - General Manager, Corporate Services
S. Farquharson - General Manager, Protective and Development Services
R. Bingham, Interim GM, Operational Services
C. Bonneville - Municipal Clerk
J. Sanders – Manager of Financial Services
J. Genis – Financial Analyst
L. Bryant – Human Resource Specialist
E. Smith – Communications Specialist

1. Call to Order

Mayor Walker called the meeting to order at 10:00 a.m.

2. Adoption of the Agenda

Moved by Councillor Talbot
Seconded by Deputy Mayor La Chapelle

That the Corporate Services Committee Meeting Agenda for February 11, 2021 be adopted as circulated.

Motion Carried.

3. Disclosure of Interest

No disclosures of interest were brought forward.

4. Presentations / Delegations

4.1 10:00 - Delegation - David Parks, Director Planning, Development and Transit and Dennis Childs, Manager of Transit - County of Simcoe Linx Transit Update

The Committee received a delegation from Mr. Parks and Mr. Childs, County of Simcoe Engineering, Planning and Environmental Division regarding Linx Transit Update. Mr. Parks provided an overview of Route 6 Midland to Orillia summarizing the implementation, vehicle fleet and technology, fare structure and stop locations (Midland, Victoria Harbour, Waubaushene, Coldwater, Warminster and Orillia).

Mr. Childs spoke to the many aspects of the planning and design of Route 6 indicating that planning best practices ensure a service that is well-designed and supports the regional economy. The County bus transit service is a cost efficient and effective service using the clock-face schedule departure and arrival times occurring at consistent intervals repeating throughout the day allowing community area customers to connect with other community areas. Routes are planned to be direct, straight long routes with few stops easier for the customer to understand and use the line, providing on-time performance and reliability while reducing opportunities for service disruption.

Mr. Childs outlined the design process for route 6 and during the Port McNicoll evaluation a stop at Talbot Street and Triple Bay Road was taken into consideration however this would result in an increase in running time of 8 minutes and the County is of the opinion that the stop would not meet the established goals and objectives of the system as the increase in recovery time at the end of the line is 10 minutes; disrupting the Clock-face schedules.

Council questioned what factors were taken into consideration when evaluating stop locations; based on the needs of the community or simply logistics. Mr. Parks advised that a ridership study was conducted and will provide projections to Council for their review. Mr. Parks spoke to the Transportation Master Plan the County is developing which will outline transportation infrastructure needs and priorities to 2065. The study will include extensive public engagement and consultation and collaboration with municipalities and other agencies to provide input and feedback.

In closing Mr. Childs advised that the County system is not intended to serve all communities, local municipalities are encouraged to establish local feeder systems to the regional system. The County has received numerous requests to extend service to other communities along all routes which would result in all routes having significant time added to each run resulting in loss of efficiency

and increased costs and is beyond the mandate of the County Transit System. Mr. Parks encouraged Tay to participate in the Transportation Master Plan study public consultation process.

Council thanked Mr. Parks and Mr. Childs for their presentation and recognize the valuable transit system in Simcoe County.

5. Standing Committee Business

Mayor Walker called on Deputy Mayor La Chapelle to Chair the meeting.

5.1 Adoption of Minutes

5.1.1 Corporate Services Committee Minutes - January 14, 2021

Moved by Councillor Talbot
Seconded by Mayor Walker

That the Corporate Services Committee meeting minutes of January 14, 2021 be adopted.

Motion Carried.

5.2 Reports from Municipal Officials

5.2.1 CS-2021-15 Financial Analyst, 2021-2024 Asset Management Plan Work Plan and Grant Application (On-desk)

Moved by Councillor Talbot
Seconded by Mayor Walker

That Staff Report No. CS-2021-15 regarding an Asset Management Plan Work Plan and Grant Application be received; and
That Council approve a \$10,000 increase to the 2021 asset management budget, resulting in a total commitment of \$15,000 for project costs to meet the July 1, 2021 regulatory requirement; and
That the Township of Tay submit an application to the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) for funding to update our Asset Management Plan in the amount of \$50,000; and
That \$12,500 be allocated in the 2022 budget for asset management purposes as the Township's contribution to project costs funded by the FCM grant.

Motion Carried.

5.2.2 CS-2021-17 Human Resource Specialist, Township of Tay Health and Safety Policy

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-17 regarding Health and Safety Annual Policy Statement be received; and

That the Corporate Health and Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council; and

That the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.

Motion Carried.

5.2.3 CS-2021-19 Communications Specialist, Municipal Flag Policy and Protocol

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-19 regarding Municipal Flag Policy and Protocol be received; and

That Council adopt the Municipal Flag Policy and Protocol.

Motion Carried.

Staff was directed to clarify ownership and responsibility of the flag poles located at the cenotaphs and that the policy reflect the flag pole locations at all fire halls once installed.

5.2.4 CS-2021-16 Chief Administrative Officer, Monthly Activity Report Office of the Chief Administrative Officer January 2021

Received for information.

5.2.5 CS-2021-18 General Manager, Corporate Services, Monthly Activity Report, Corporate Services

Committee discussed video highlights of the Tay Area Water Treatment Plant Phase 2 upgrades and agreed that a future video outlining the history of the water rates; how past Council put the Township in a better position today by consolidating the smaller plants resulting with the stable infrastructure system currently in place would be desirable.

5.2.6 CS-2021-13 Deputy Treasurer/Tax Collector, Financial Services Monthly Activity Report January 2021

Received for information.

5.3 Other Business

5.3.1 Verbal Report Councillor Talbot - Code of Conduct for members of the Public when communicating with Township Council and Staff

Councillor Talbot stated that Township staff have the right to work in a healthy, respectful and safe environment free from harassment and violence of any kind and requested that Council be proactive and commit to providing a work environment in which all persons employed by the Township are treated with respect and dignity and recommended that a code of conduct for members of the public be adopted.

Following discussion the Committee agreed that we have a legal responsibility to protect our staff and volunteers with respect to harassment, intimidating behaviour and defamatory comments electronic, written or verbal communication from the public. Staff was directed to review the Township's Customer Service Policy and report back accordingly.

5.3.2 Report Councillor Raymond - SSEA Budget Request Update

The Committee received a report from Councillor Raymond providing an update on the Severn Sound Environmental Assessment (SSEA) budget request. The committee agreed that work provided by SSEA is of great value to the Township but have concerns with their projected budget increases. Following discussion it was agreed that Mayor Walker will reiterate these concerns during an upcoming meeting with the neighbouring Mayors and SSEA. Mayor Walker to report back.

5.3.3 Verbal Report Mayor Walker, Newmarket-Tay Hydro Board recruitment

The Committee received a verbal report from Mayor Walker regarding Newmarket-Tay Hydro Board recruitment and advised that the board has selected not to advertise the recruitment in local newspapers and recommend the recruitment notice be posted to the Tay and Newmarket websites. The committee concurred that the notice be posted on the Township's website and directed staff accordingly.

5.4 Items for Information

No items for information were brought forward.

6. **General Discussion – Committee/Staff Question & Answer Period**

Items of general discussion included:

- Review of process for staff when posting Township By-laws on the website
- Review of process for staff when submitting grant funding applications

7. **Requests for Future Reports or Follow-up**

8. **Closed Session**

9. **Adjournment**

Moved by Deputy Mayor La Chapelle

Seconded by Councillor Talbot

That this meeting adjourn at 12:12 p.m.

Motion Carried.

Chair

Minute Recorder