

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

**Thursday, March 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. Bergstrom – Manager of Roads and Fleet Services  
E. Smith – Communications Specialist\*

\*did not attend Closed Session

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**1. Call to Order**

Mayor Walker called the meeting to order at 10:00 a.m. and requested a moment of silence to commemorate one year since the World Health Organization declared COVID-19 a global pandemic and noted that Tay flags are at half-mast in observance of all those who have lost their lives due to the pandemic.

**2. Adoption of the Agenda**

Moved by Councillor Talbot  
Seconded by Deputy Mayor La Chapelle

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

**Motion Carried.**

**3. Disclosure of Interest**

No disclosures of interest were brought forward.

**4. Presentations / Delegations**

No presentations/delegations were received.

**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 - February 11, 2021**

Moved by Councillor Talbot

Seconded by Mayor Walker

That the Corporate Services Committee meeting minutes of February 11, 2021 be adopted.

**Motion Carried.**

**5.2 Reports from Municipal Officials**

**5.2.1 CS-2021-21 Manager of Financial Services - 2020 Remuneration and Expenses Report**

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-21 regarding 2020 Remuneration and Expenses be received for information.

**Motion Carried.**

Staff was directed to review the internet reimbursement expenditures allocated for councillors during next year's budget deliberations.

**5.2.2 CS-2021-23 Clerk - Inquiry to purchase a portion of 290 Park Street described as Part 11, Plan 51R-18687 (Petroff)**

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-23 regarding Inquiry to purchase a portion of 290 Park Street described as Park 11 Plan 51R-18687 (Petroff) be received; and

Whereas the owner of abutting lands is interested in acquiring a portion of 290 Park Street described as Part 11 Plan 51R-18687;

Now therefore be it resolved that the Council of the Township of Tay declare Part 11, Plan 51R-18687 to be surplus to the needs of the municipality; and

That staff proceed with the land sale further to the Township's Land Sale Policy.

**Motion Carried.**

Committee requested that the owner maintain a buffer between the commercial and open space area.

- 5.2.3 CS-2021-24 Chief Administrative Officer - Monthly Activity Report - February 2021 Office of the Chief Administrative Officer

Councillor Warnock spoke to potential grant opportunities that meet the criteria of the Township's Recreation services and requested the status of the process for submitting time sensitive grant applications. The CAO spoke to the matter and advised that staff will bring a report back to the April Committee meeting in this regard.

- 5.2.4 CS-2021-25 General Manager, Corporate Services - Monthly Activity Report Corporate Services

Received for information.

- 5.2.5 CS-2021-22 Deputy Treasurer/Tax Collector - Financial Services Division Monthly Report

Received for information.

### 5.3 Other Business

- 5.3.1 Municipal Grant Program Funding Application for Portarama Family Festival

Committee discussed the request of the Portarama Family Festival Committee to support the annual festival and questioned if the event can actually take place with the pandemic, can the funds be held to ensure event takes place.

Moved by Councillor Talbot  
Seconded by Mayor Walker

That the request for funding from the Portarama Family Festival Committee in the amount of \$2,500 be approved, and

That the funds be distributed at the discretion of the Manager of Financial services, and further

That the Portarama Family Festival Committee works with the Manager of Parks, Recreation and Facilities Services to ensure the COVID-19 public health restrictions limiting public events and social gatherings are followed.

**Motion Carried.**

It was noted that the funds will not be released should the event not take place.

5.3.2 Verbal Report Councillor Raymond - Code of Conduct Social Media

Committee received a verbal report from Councillor Raymond regarding the need for a Code of Conduct for use of social media by Council members. It was recommended that the Integrity Commissioner draft a Code of Conduct for social media practices specific to Council members.

Mayor Walker spoke to the dangers of communicating on Facebook as a council member and encouraged residents to stay connected with Tay and subscribe at [tay.ca/subscribe](http://tay.ca/subscribe) for up-to-date municipal news, public notices and announcements.

The CAO advised that staff is currently working on a social media policy and is preparing background work to set up and launch a Township Facebook page.

5.3.3 Verbal Report Deputy Mayor La Chapelle - Communications with Staff and the Public

The Committee received a verbal report from Deputy Mayor La Chapelle regarding the new telephone system and failed communications when a caller receives staff's voicemail and no return call is made and queried if there is an online portal similar to that of emails that provides an automatic response to the caller that staff received their message.

Staff is working on a service request portal and will be demonstrating it to Council soon.

5.4 Items for Information

- 5.4.1 Correspondence, Martyr's Shrine - Closed to the General Public 2021 Season
- 5.4.2 Resolution from the Town of Collingwood and the Town of Wasaga Beach - Simcoe Muskoka District Health Unit Decision to Move Back into 'Lockdown'
- 5.4.3 Resolution from the City of Sarnia - Colour Coded Capacity Limits within the Province's COVID-19 Response Framework
- 5.4.4 Resolution from the Township of Howick and the Township of Strong - Closure of Ontario Fire College

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

Items of general discussion included:

- Great Lakes, Georgian Bay Delegation requesting a letter of support.
- Parking concerns along Park Street in front of St. Antoine Daniel Catholic School
- Update on the progress of the Short Term Rental and Internet and Service Software Modernization Ad-hoc Committees

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

- Hours of Work/Overtime Policy - review and report (2021)
- Shift Premium and Banked Overtime - review and report (2021)
- Municipal Grants Policy - review and report (2021)
- Mayor's Event Account (3 year summary of past usage) - review and report prior to 2021 budget process and Internet reimbursement for council members
- School Graduation Awards/Donations - provide summary of Policy
- Seniors Age-Friendly Community Plan - review recommended actions report to follow – 2021
- Code of Conduct for use of Social Media by members of Council (2021)

8. **Closed Session**

8.1 Retire to Closed Session

Moved by Councillor Talbot  
Seconded by Deputy Mayor La Chapelle

That Committee retire to a Closed Session at 11:40 a.m.;

And further that this portion of the meeting be closed to the public pursuant to Section 239(2)(f) and 239(2)(i) of the Municipal Act, 2001;

A meeting of Council or Local Board or Committee of either of them may be closed to the public if the subject matter being considered is:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

**Motion Carried.**

#### 8.2 Verbal Report from Mayor Walker

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Development Proposal).

Mayor Walker provided a verbal report on a potential development proposal. Received for information.

#### 8.3 Correspondence from Municipal Solicitor

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Private Road Assumptions).

Staff spoke to the correspondence and was provided with direction on how to proceed.

#### 8.4 Rise from Closed Session

Moved by Councillor Talbot  
Seconded by Deputy Mayor La Chapelle

That Committee rise from the Closed Session at 12:28 p.m. and return to the regular meeting.

**Motion Carried.**

### 9. Adjournment

Moved by Councillor Talbot  
Seconded by Deputy Mayor La Chapelle  
That this meeting adjourn at 12:29 p.m.

**Motion Carried.**

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Chair

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Minute Recorder