

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

Thursday, January 14, 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
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 Mayor Walker

That the Corporate Services Committee Meeting Agenda for January 14, 2021 be adopted as circulated.

Motion Carried.

3. Disclosure of Interest

None were presented at this time.

4. Presentations / Delegations

None 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 Minutes December 10, 2020

Moved by Councillor Talbot

Seconded by Mayor Walker

That the Corporate Services Committee meeting minutes of December 10, 2020 be adopted.

Motion Carried.

5.2 **Reports from Municipal Officials**

5.2.1 CS-2021-07 Chief Administrative Officer, Council Event Attendance and Reimbursement Policy

Staff spoke to the report and draft Council-Event Attendance & Expense Reimbursement Policy. Following discussion Committee agreed that Policy Item 6.7 per diem paid when a member of Council attends a conference remain unchanged, Policy Item 6.2 one conference permitted per member per year be revised to include only in the event that the conference/seminar is not available virtually and Policy Item 6.8 member of council attending a conference "may be required" to submit either a verbal or written report following the conference be revised to read "will be required".

Mayor Walker spoke to the Mayor's Event account and required clarification to what it entails, is there a need for the account or a need to reduce the allowed amount. Staff was directed to provide a summary of past years and bring a recommendation forward to committee for review.

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-07 regarding the Council Event Attendance & Reimbursement Policy be received;

And that the existing Council Conference Policy be amended to also include Council event attendance & other reimbursements;

And that the revised policy titled Council Event Attendance & Reimbursement Policy be approved.

Motion Carried.

5.2.2 CS-2021-01 Clerk, 2021 Council Meeting Schedule

Moved by Councillor Talbot
Seconded by Mayor Walker

That Staff Report No. CS-2021-01 regarding the 2021 Council Meeting Schedule be received for information.

Motion Carried.

5.2.3 CS-2021-09 Clerk, Revision to User Fees and Service Charges By-law

Moved by Councillor Talbot
Seconded by Mayor Walker

That Staff Report No. CS-2021-09 regarding a revision to the User Fees & Service Charges By-law be received; and

That the proposed revision to Schedule "A" of the User Fees & Service Charges By-law for the Township of Tay be approved; and

Further that the required amending by-law be brought forward to Council for consideration.

Motion Carried.

5.2.4 CS-2021-08 Deputy Treasurer/Tax Collector, Interim Tax Levy By-law

Moved by Councillor Talbot
Seconded by Mayor Walker

That Staff Report No. CS-2021-08, regarding "Interim Tax Levy By-law" be received for information;

And further, that the required by-law be brought forward to Council for consideration.

Motion Carried.

5.2.5 CS-2021-02 Manager of Financial Services, Development Charge Indexing

Moved by Councillor Talbot
Seconded by Mayor Walker

That Staff Report No. CS-2021-02, regarding development charge indexing, be received for information.

Motion Carried.

5.2.6 CS-2021-03 Financial Analyst, Financial Operating Report to November 30, 2020

Moved by Councillor Talbot

Seconded by Mayor Walker

That Staff Report No. CS-2021-03 regarding the Financial Operating Report to November 30, 2020 be received for information.

Motion Carried.

5.2.7 CS-2021-06 Chief Administrative Officer, Monthly Activity Report December 2020

Received for information.

5.2.8 CS-2021-05 General Manager, Corporate Services, Monthly Activity Report

Received for information.

5.2.9 CS-2021-04 Manager of Financial Services, Financial Services Division Monthly Report

Received for information.

5.3 Other Business

5.3.1 Verbal Report Mayor Walker - Newmarket-Tay Power Distribution Ltd., Board of Director Vacancy

Committee received a verbal update from Mayor Walker advising that when a vacancy occurred past practices of Newmarket-Tay Power Distribution was to hire a consultant to interview and evaluate applicants however the process to fill the current Board of Director vacancy will not be carried out by a consultant.

5.3.2 Verbal Report Deputy Mayor La Chapelle - Council Use of Social Media

Committee received a verbal report from Deputy Mayor La Chapelle regarding use of social media by Council members. Committee discussed at length who ultimately is responsible to provide comments to the media on behalf of the municipality and what the policy is for members of Council when responding to residents' emails.

Following discussion Committee agreed that a policy, or best practice guide, for use of social media by Council is needed. Staff was directed accordingly.

5.3.3 Correspondence Severn Sound Environmental Association - Value in Township of Tay

Mayor Walker spoke to the correspondence which is in response to Council's request for further details to explain their increase to the 2020 budget request. It was noted that Council is fully aware of the services provided to the Township on behalf of the SSEA.

Committee discussed at length the continual increases to SSEA's core services and questioned what is legislative and what is necessary and stated that SSEA should be obligated to look at efficiencies and implement fiscal restraints resulting with a more manageable increase.

Staff was directed to send correspondence to SSEA expressing Council's disappointment with this year's budget request and further directed staff to contact other municipal members in partnership with SSEA to determine their position on this matter.

5.3.4 Correspondence Royal Canadian Legion - Request for Temporary Relief from Water Bills

The Manager of Financial Services spoke to the correspondence and following discussion Committee agreed that although the Legions continue to provide great services to the communities the municipality recently provided funds to each of the 3 local Legions through the Grants and Donations program.

Staff was directed to respond to the Legion requesting how much leeway is required for temporary relief to pay the water bills and provide information on Federal and Provincial grant programs available to Legions for relief during the pandemic.

5.4 Items for Information

5.4.1 Correspondence St. Theresa's Graduating Student - Thank you Received for information.

5.4.2 Correspondence Simcoe County - LINX Public Transit System Received for information.

5.4.3 Correspondence Simcoe County Federation of Agriculture - Support of Budget Measures Act Bill 229 Schedule 6

Committee agreed to support the correspondence and directed staff accordingly.

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

- Cultural Alliance - this item was deferred to the Special Council meeting.
- EDCNS - Tay is not equally represented by EDCNS and request greater inclusion for local businesses in Tay. General Manager, Corporate Services spoke to a meeting with the Heart of Georgian Bay group and moving forward hope to see signage on the trails to direct people to our businesses in Tay.

7. Requests for Future Reports or Follow-up

- Mayor’s Event Account – 3 year summary of past usage and recommendation (Prior to 2021 Budget Process)

8. Closed Session

No closed session was held.

9. Adjournment

Moved by Councillor Talbot
Seconded by Mayor Walker

That this meeting adjourn at 1:12 p.m.

Motion Carried.

Chair

Minute Recorder