



Township of Georgian Bluffs

Committee of the Whole Minutes

June 9, 2021, 5:00 p.m.
Virtual

Members Present: Mayor Dwight Burley
Deputy Mayor Sue Carleton
Councillor Carol Barfoot
Councillor Cathy Moore Coburn
Councillor Grant Pringle
Councillor Ryan Thompson

Members Absent: Councillor Paul Sutherland

Staff Present: Brittany Drury, Clerk
Kassandra Rocca, Director of Finance / Treasurer
Jenn Burnett, Senior Planner
Steven Dollmaier, Director of Operations
Al Meneses, Township CAO
Janet Hilts, HR Manager
Tim Lewis, Chief Building Official / By-law Enforcement Officer

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1. Call to Order

Mayor Dwight Burley called the meeting to order at 5:00 p.m.

COW2021-056

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Grant Pringle

That Section 2.4 of the Township Electronic Participation Policy COU-02-2020, regarding recording of all votes by the Clerk or their designate, be waived for the duration of this meeting, and

That all votes, including procedural and main motions, be taken by a show of hands.

Approved

2. Approval of Agenda/Additions to the Agenda

At the request of the Clerk, a discussion regarding Township COVID-19 regulations, was added to New Business.

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Carol Barfoot

That the agenda be approved as amended.

Approved

3. Declaration of Pecuniary Interest

None declared.

4. Public Hearings

Nil

5. Delegations

Nil

6. Correspondence

Nil

7. Staff Reports

7.1 Operations

Note: Staff report OPS2021-26, regarding the Sutacriti Heights water access point, will be presented at the June 16, 2021 meeting of Council.

The Director of Operations noted that the report to consider uses at the water access point at Sutacriti Heights will be presented at the June 16, 2021 meeting of Council.

7.1.1 OPS2021-23 - 2020 Building Condition Assessments

The Director of Operations outlined the report, noting the condition assessments would inform the 10-year capital budgeting process.

There was a discussion regarding funding sources for identified projects.

COW2021-057

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Grant Pringle

That Report OPS2021-23, regarding 2020 Building Condition Assessments be received for information.

Approved

7.1.2 OPS2021-25 - Memo Report - Sydenham Conservation Foundation- Shallow Lake Property Follow-up

The Director of Operations outlined the report.

COW2021-058

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Grant Pringle

That memo report OPS2021-25, entitled “Sydenham Conservation Foundation- Shallow Lake Property Follow-up” be received for information only.

Approved

7.1.3 OPS2021-27 - Church Sideroad East Drainage Improvements

The Director of Operations outlined the report.

COW2021-059

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Carol Barfoot

That report OPS2021-27, entitled “Church Sideroad East Drainage Improvements” be received; and

That Council authorize staff to engage GM BluePlan Engineering Limited (GM BluePlan) on a single source basis to Design, Tender, Provide Construction Management and Final Inspection of the Church Sideroad East Ditch Improvements and Culvert Replacements at an upset budget limit of \$40,000 to be funded from the General Roads Reserves.

Approved

7.1.4 OPS2021-28 - Vacant Landfill Building

The Director of Operations outlined the report.

COW2021-060

Moved By: Councillor Ryan Thompson

Seconded By: Councillor Cathy Moore Coburn

That report OPS2021-28, entitled “Vacant Landfill Building” be received for information.

Approved

7.2 Finance

7.2.1 FIN2021-16 - Township Grant and Donation Policy

The Director of Finance / Treasurer outlined the report, highlighting the appended policy.

There was discussion regarding:

- Township sports subsidy programs,
- Gathering public feedback regarding the donation process,

- Creation of a committee to evaluate annual applications for donations,
- Contents of the application, including a requirement to identify funding sources.

Committee directed staff to:

1. Create and advertise a public survey to gather feedback regarding the donation policy,
2. Investigate opportunities for creation of a committee to evaluate requests, and
3. Prepare a report outlining existing sports subsidy programs for presentation at a future meeting.

Committee moved to defer the report and associated recommendation, pending completion of the public consultation process.

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Cathy Moore Coburn

That report FIN2021-16, Township Grant and Donation Policy, be received, and

That policy FIN-01-2021, Township Grant and Donation Policy, be approved.

Deferred

7.3 Clerks

7.3.1 LEG2021-17 - OPP Paid Duty – Summer 2021

The Clerk outlined the report.

COW2021-061

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Ryan Thompson

That report LEG2021-17, OPP Paid Duty – Summer 2021, be received for information, and

That Committee of the Whole hereby approves funding the 10-hour shift model, with costs to be funded from the COVID-19 relief fund.

Approved

7.3.2 LEG2021-18 - Community Safety and Well-Being Planning Revised Municipal Agreement and Initiative Update

COW2021-062

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Grant Pringle

That report LEG2021-18, Community Safety and Well-Being Planning Revised Municipal Agreement and Initiative Update, be received, and

That Township Clerk, Brittany Drury, is hereby re-appointed as the Township's representative on the Community Safety and Well Being Advisory Committee, and

That a by-law to authorize the revised municipal participation agreement, be presented at the June 16, 2021 meeting of Council.

Approved

7.3.3 LEG2021-19 - Closed Session and Electronic Participation Policy Review

The Clerk outlined the report, highlighting contents of both policies reviewed.

There was discussion regarding:

- Proper voting procedures in closed meetings,
- Audio recordings of closed meetings,
- Voting procedures in virtual meetings, including amendments to the existing policy to permit voting by a show of hands,

- Electronic participation attendance requirements in meetings beyond emergency periods.

Committee directed the Clerk to prepare a report outlining less restrictive attendance requirements for electronic meetings held beyond emergency periods.

COW2021-063

Moved By: Councillor Carol Barfoot

Seconded By: Councillor Cathy Moore Coburn

That report LEG2021-19, Closed Session and Electronic Participation Policy Review, be received, and

That Committee provide direction to staff regarding electronic participation attendance requirements in meetings outside of an emergency period, and

That Section 2.4 of Electronic Participation Policy COU-02-2020, be hereby amended to permit voting by a show of hands, where possible, in electronic meetings during an emergency period.

Approved

7.4 Human Resources

7.4.1 HR2018-04 - Employee Recognition Policy & By-Law #31-2009

COW2021-064

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Carol Barfoot

That report HR2021-03, HR2018-04 Employee Recognition Policy, be received for information, and

That By-Law #31-2009 Christmas Party Policy be repealed, and

That HR2018-04 Employee Recognition policy is hereby approved, and that the same be incorporated into the existing Human Resources Policy Manual.

8. Public Question Period

Please email questions for consideration of Council to the Clerk at bdrury@georgianbluffs.ca.

The Clerk noted no questions had been submitted.

9. Unfinished Business

Nil

10. New Business

10.1 Township COVID-19 Regulations

The Clerk provided an updated regarding Township COVID-19 regulations, with respect to the province moving to Step 1 in the three phased re-opening plan on June 11, 2021.

Specifically, the Clerk noted that:

- Township Administration Offices would re-open to the public for collection of payments, only, on June 14, 2021,
- Bag tags are required on all curbside waste effective June 14, 2021,
- Outdoor gatherings are limited to 10 persons, and
- Campgrounds are permitted to be open, including overnight camping at Ontario Parks.

11. Notice of Motion

None

12. Closed Session

Committee resumed open session at 6:38 p.m.

Mayor Dwight Burley reported out of closed session noting that Committee went into closed session to discussion matters under open meeting exemption B of Section 239 of the Municipal Act. As a result of closed discussions, the following actions were taken:

Item 12.1 – received for information. No further action was taken.

COW2021-065

Moved By: Deputy Mayor Sue Carleton

Seconded By: Councillor Grant Pringle

That Committee of the Whole move into closed session at 6:14 p.m. with the Township CAO, HR Manager and Clerk to discuss:

12.1 Personal matters about an identifiable individual, including local board or municipal employees

Approved

Committee resumed open session at 6:38 p.m.

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Item 12.1 – received for information. No further action was taken.

13. Date of Next Regular Meeting/Adjournment

Council - June 16, 2021, 5:00 p.m.

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Ryan Thompson

That the meeting be adjourned at 6:30 p.m.

Approved

Mayor, Dwight Burley

Clerk, Brittany Drury