

# THE CORPORATION OF THE TOWN OF GEORGINA

## EMERGENCY SPECIAL COUNCIL MINUTES

Tuesday, March 24, 2020  
9:00 AM

\*As the Municipal Offices are now closed to the public, residents may watch the meeting through the live-stream at [Georgina.ca](http://Georgina.ca). Residents who wish to submit comments, which will form part of the public record, may write to the Town Clerk at [clerks@georgina.ca](mailto:clerks@georgina.ca).

### Staff:

David Reddon, Chief Administrative Officer  
Harold Lenters, Director of Development Services  
Dan Buttineau, Director of Recreation and Culture  
Ron Jenkins, Director of Emergency Services and Fire Chief  
Rob Wheater, Director of Corporate Services and Treasurer  
Bev Moffatt, Director of Human Resources  
Rob Flindall, Director of Operations and Infrastructure  
Ryan Cronsberry, Deputy Chief Administrative Officer  
Lawrence Artin, Head, Special Capital Initiatives  
Geoff Harrison, Manager, Taxation, Revenue & Customer Service  
Karyn Stone, Manager, Economic Development and Tourism Development  
Rachel Dillabough, Town Clerk  
Carolyn Lance, Council Services Coordinator

### 1. CALL TO ORDER - MOMENT OF MEDITATION

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

### 2. ROLL CALL

Margaret Quirk  
Councillor Fellini  
Councillor Sebo

Councillor Waddington  
Councillor Neeson  
Councillor Harding

Regrets: Regional Councillor Grossi

### 3. COMMUNITY ANNOUNCEMENTS

**Mayor Quirk** expressed gratitude to Council Members for its support and to all Town staff for dealing with the COVID-19 Virus Pandemic, specifically David Reddon, Ron Jenkins, Senior Management and members of the Emergency Operations Centre, Service Hub staff, cleaning staff, and all those in the medical community, grocery store staff, truck drivers, farmers and frontline service workers, MP Scot Davidson and MPP Caroline Mulroney. Mayor Quirk urged everyone to avoid close contact with family and neighbours in order to stop the chain of infection. Questions and concerns may be answered on the Georgina website at [georgina.ca](http://georgina.ca) or email questions or concerns to [info@georgina.ca](mailto:info@georgina.ca).

**Mayor Quirk** read a statement regarding this meeting and the delay of the presentation of several reports to Council; the annual water quality report, the development charges collected for 2019 report, the remuneration and expenses for members of Council and Council appointees to local boards and various other matters.

### 4. INTRODUCTION OF ADDENDUM ITEM(S) *None*.

### 7. ADOPTION OF MINUTES *None*.

### 8. SPEAKERS *None*.

### 9. DELEGATIONS/PETITIONS *None*.

### 10. PRESENTATIONS *None*.

### 11. PUBLIC MEETINGS *None*.

(1) STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS

(2) STATUTORY MEETING(S) UNDER OTHER LEGISLATION

(3) OTHER PUBLIC MEETINGS

### 12. REPORTS

(1) ADOPTION OF REPORTS NOT REQUIRING SEPARATE DISCUSSION

(2) REPORTS REQUIRING SEPARATE DISCUSSION

(A) Verbal Report by Chief Jenkins – COVID-19 Situational Update

**Chief Jenkins** provided information on the COVID-19 Virus pandemic, a viral outbreak; the spread has been swift across the globe and effected everyone in some way. Those self-isolating themselves may seek clinical assessment over the phone

via Telehealth, 1-866-797-0000 or York Regional Public Health 1-800-361-5653, along with a Self-Assessment Quiz on the public health site. Wash hands often with soap and water for 20 seconds or use an alcohol-based hand sanitizer, cough into sleeve, avoid touching face, avoid sick people, stay home if you are sick, practice social distancing of 2 metres or 6 feet from others.

- March 11; World Health Organization (WHO) declared the global outbreak a Pandemic

- March 13; in response, the Town activated its Emergency Operations Centre (EOC), charged with planning and executing a town-wide response including continuity of critical services as this evolves. Directors and Managers have the authority to make the required decisions to ensure critical services are maintained, and to utilize the Business Continuity Plans activated to determine which services are essential such as delivery of fire, rescue and emergency services, water/wastewater services and waste collection.

- March 19; Georgina declared a state of emergency to reinforce the need for Ontarians to follow the advice of the Ontario public health and to demonstrate the seriousness of the situation. The declaration allows Council the authority to deploy volunteers if needed

- In order to break the chain of transmission, the Town has;

- closed all Recreational Facilities and suspended all programming

- suspended overnight parking enforcement with the exception of a snow event

- closed parks, beaches, dog park, skateboard parks

- closed the Civic Centre to the public and increased cleaning measures undertaken; only essential staff are reporting to work, others have been assigned to work from home

- suspended the requirement for garbage bag tags

- garbage collection continues

- Emergency Management Working Group and Emergency Control Group meet daily to discuss changing issues

- connected with the Region of York, York Region Public Health and the Region's Emergency Operations Centre

#### (B) Verbal Report by the CAO – Business Continuity Update

**Dave Reddon** advised that the objective is to set out a strategy of how an organization would continue to operate and deliver high priority services in the event of a disruption. Town staff undertook continuity planning in 2019 which is vital for municipalities given they deliver essential services. Departments developed an inventory of all functions within their area categorized by high, medium and low priority as well as a high level strategy for continuing to deliver services in the event of three different scenarios; loss of staff, loss of site, loss of technology, as well as identifying the five priorities across the corporation; fire suppression, crisis communications, water/wastewater monitoring and technology, winter road maintenance and payroll

- finalized the Information Technology (I.T.) disaster recovery plan
- scenarios align with the potential Covid-19 impacts including loss of staff through sickness or self-isolation, and indirectly, the loss of a centralized office
- it is necessary to reduce non-essential service levels and to ensure proper support of essential services including fire, emergency services, roads, water and wastewater. The reduction in non-essential services is being faced by most municipalities to help reduce the spread of COVID-19.

**Mayor Quirk** dealt with Items 5 and 6.

5. APPROVAL OF AGENDA

Moved by Councillor Neeson, Seconded by Councillor Fellini

**RESOLUTION NO. C-2020-0088**

That the March 24, 2020 Emergency Special Council Agenda be approved as presented.

**Carried.**

6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF *None.*

12. REPORTS

- (C) Verbal Report by the CAO – Discussion regarding financial options including tax deferral, penalty and interest, and water and sewer billing due dates

**Geoff Harrison;**

•staff have reviewed various scenarios respecting a three month plan to offer the waiver of tax reminder notices and associated fees, the waiver of current year interest, waiving the transfer to tax fees from water billing, and retaining the April 27<sup>th</sup> due date without penalties. The potential loss of revenue for this three-month plan would be approximately \$100,000 for one month, approximately \$270,000 for two months and \$400,000 for three months. The plan would be comprised of waiving tax reminder notices and associated fees set at \$5.00 per notice, waiving current year tax interest, as well as waiving the transfer to tax for water bills that is set at \$7.50 per account.

•loss of expenses due to closure of Town facilities is currently being tracked

**Dave Reddon;**

•staff is tracking anything COVID 19 related so that when the opportunity comes to be able to access provincial or federal funds, the total amount waived by the Town will be readily available

- by taking a collaborative deferral approach with all York Region Treasurers and Tax Collectors, staff can return to Council within the next two months concerning the financial impacts that would materialize four to six months later; this is the first step towards a discussion for a more comprehensive plan

**Council;**

- suggested a potential for investigation of a targeted financial plan to benefit the most vulnerable small businesses, individuals and families as deferred payments will need to be made eventually. Coordination through the provincial (AMO) and federal (FCM) levels for supplements – need a dedicated Task Force through AMO and FCM via a resolution to be forwarded to municipalities and the Region, for medium and long term recovery efforts.

- Georgina Chamber of Commerce, Jackson's Point Business Area have requested financial assistance through property tax deferrals and penalty waivers

**Dave Reddon;**

- Staff will ensure the lower tier businesses are considered for supplements and the Town Clerk and CAO can prepare a draft resolution on behalf of Council for AMO and FCM concerning the Task Force approach.

- can alleviate additional costs associated with mortgages/taxes being paid by banks

- for deferral, next billing date is April 27th, penalties will not apply for non-payment

Moved by Councillor Fellini, Seconded by Councillor Harding

**RESOLUTION NO. C-2020-0089**

That Council receive the verbal reports by Chief Jenkins providing an update on the COVID-19 Virus Situation and by the CAO providing a Business Continuity Update as well as financial options regarding the deferral of tax penalties and interest, that staff proceed with a coordinated approach with York Region municipalities and delegate authority to the CAO to implement an initial three-month program, if staff cannot return to Council within a timely manner, comprised of waiving tax reminder notices and associated fees, waiving current year tax interest, and waiving the transfer to tax for water bills, and that this initial three-month program be communicated to the public, as well as the ability by residents to cease automatic payments if necessary.

**Carried unanimously.**

13. DISPOSITIONS/PROCLAMATIONS, GENERAL INFORMATION ITEMS AND COMMITTEE OF ADJUSTMENT

- (1) Dispositions/Proclamations *None*.
- (2) General Information Items
  - (A) Information Items *None*.

(B) Briefing Notes

- i) Chief Administrative Officer respecting Amendment to Delegation of Authority Bylaw No. 2007-0149 (POL-1)

**Mayor Quirk** moved forward and dealt with Item No. 16, Other Business, to be heard in conjunction with Item No. 13(2)(B)(i).

16. OTHER BUSINESS

- Remove meetings

**Dave Reddon;**

- York Region Clerks are working together to develop the necessary updates to the procedural bylaws and protocols in order to maintain order in a remote meeting situation. He requested that Council give direction and the delegated authority to himself and the Town Clerk to make the necessary changes to the procedural bylaw to provide for remote meetings in the future.

- Information Technology staff is considered essential and are supporting the EOC, business continuity and communications. In addition, there are technical limitations within the Council Chambers that need to be addressed before moving forward with consideration of remote meetings and will take some time.

**Mayor Quirk** moved forward and dealt with Item No. 17, Bylaws, to be heard in conjunction with Item No. 13(2)(B)(i) and Item No. 16.

17. BY-LAWS

- (1) Bylaw 2020-0018 (POL-1), a bylaw to Amend Bylaw 2007-0149 (POL-1) and Policy No. DAS-CL-028 to provide additional delegated authority of Council's legislated and administrative authority.

Moved by Councillor Waddington, Seconded by Councillor Neeson

**RESOLUTION NO. C-2020-0090**

That Council adopt Bylaw No. 2020-0018 (POL-1), being a bylaw to amend Bylaw 2007-0149 (POL-1) and Policy No. DAS-CL-028 to provide additional delegated authority of Council's legislated and administrative authority during any period which Council is not sitting due to circumstances related to COVID-19 or like emergency situations, as well as provide delegated authority to staff to work with other York Region municipalities to make changes to the procedural bylaw to allow for electronic participation.

**Carried unanimously.**

- (3) Committee of Adjustment Planning Matters *None*.  
(A) Under Review  
(B) Recommendations  
(C) Decisions

14. MOTIONS/NOTICES OF MOTION *None*.

15. REGIONAL BUSINESS

- the next Regional Council meeting will be a teleconference meeting on April 2<sup>nd</sup>
- The Medical Officer of Health is working tirelessly on the COVID-19 issue and is anticipating it will be three or four weeks before experiencing improvement
- Mayors receive daily updates that will be circulated to Council, and suggested that Council and the public follow the York Region webpage for updates

16. OTHER BUSINESS

- Council recognized the passing of Chief Big Canoe's brother, Leonard "Lenny" Big Canoe, Marian Holborn, Margery Johnson and John Sibbald, former owner of The Briars Resort
- residents requested to assist neighbours who require assistance with groceries, etc.

18. CLOSED SESSION

- (1) Motion to move into closed session of Council

Moved by Councillor Waddington, Seconded by Councillor Harding

That the Council Meeting convene into Closed Session at 10:05am to deal with the following matters:

- (A) **ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE, Section 239(2)(f), MA;** Solicitor's Report – Pefferlaw Fire Hall
- (B) **ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE, Section 239(2)(f), MA;** Solicitor's Update – Maskinonge Bridge Property on Riveredge Drive
- (C) **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES, Section 239(2)(b), MA;** Personnel matters

**Carried.**

- (2) Motion to reconvene into open session of Council and report on matters discussed in closed session.

Moved by Councillor Waddington, Seconded by Councillor Harding

That the Council Members reconvene into public session at 11:30am and deal with matters discussed in closed session.

**Carried.**

Moved by Councillor Harding, Seconded by Councillor Fellini

**RESOLUTION NO. C-2020-0091**

In regards to Closed Session Item No. 18(1)(A) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose under section 239 (2) (f) of the Municipal Act regarding the Pefferlaw Fire Hall;

1. That Council receive the Town Solicitor's update.
2. That Council directs the Town Solicitor to proceed as discussed and report back.

**Carried.**

Moved by Councillor Waddington, Seconded by Councillor Fellini

**RESOLUTION NO. C-2020-0092**

In regards to Closed Session Item No. 18(1)(B) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose under section 239 (2) (f) of the Municipal Act regarding property on Riveredge Drive;

1. That Council receive the Town Solicitor's update regarding the Riveredge Drive property.
2. That Council directs the Town Solicitor and staff to proceed as discussed.

**Carried.**



Moved by Councillor Sebo, Seconded by Councillor Waddington

**RESOLUTION NO. C-2020-0093**

In regards to Closed Session Item No. 18(1)(C) being personal matters about an identifiable individual including municipal or local board employees under Section 239 (2) (b) of the Municipal Act regarding personnel matters;

1. That Council receive the verbal report.

**Carried.**

19. CONFIRMING BY-LAW

Moved by Councillor Harding, Seconded by Councillor Fellini

That the following bylaw be adopted as presented:

- (1) By-law No. 2020-0019 (COU-2), a by-law to confirm the proceedings of Council on Tuesday, March 24, 2020.

**Carried.**

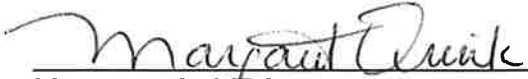
**Mayor Quirk** announced that the Council Meeting scheduled for Wednesday, March 25<sup>th</sup> has been cancelled. Council will be provided with decisions emanating from the Emergency Operations Centre (EOC) on a daily basis.

20. MOTION TO ADJOURN

Moved by Councillor Fellini, Seconded by Councillor Sebo

That the meeting adjourn at 11:34am

**Carried.**

  
Margaret Quirk, Mayor

  
Rachel Dillabough, Town Clerk