



**THE CORPORATION OF THE TOWNSHIP OF TAY  
REGULAR MEETING OF MUNICIPAL COUNCIL**

**DECEMBER 21, 2016  
7:00 P.M.**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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- 1. CALL TO ORDER**
- 2. MOMENT OF SILENT REFLECTION**
- 3. ADOPTION OF THE AGENDA**
- 4. DECLARATIONS OF PECUNIARY INTEREST**
- 5. CORRESPONDENCE**
- 6. DELEGATIONS**
  - 6.1 Report from the Deputy Treasurer  
Report No. GGF-2016-53  
Re: Tax Applications made under Section 357 & 358 of the  
Municipal Act, R.S.O. 2001
- 7. MUNICIPAL REPORT & RECOMMENDATIONS**
  - 7.1 Municipal Report 2016-12-01
  - 7.2 Municipal Report 2016-12-02 (Budget)
- 8. OTHER BUSINESS**
  - 8.1 Report from the Fire Chief  
Report No. PPP-2016-66  
Re: County of Simcoe Emergency Social Services Agreement
  - 8.2 Report from the Clerk  
Report No. GGF-2016-58  
Re: Terms of Reference – Audit & Grant Committees
  - 8.3 Report from Mayor Warnock  
Report No. GGF-2016-57  
Re: Council Appointments
  - 8.4 Report from Director of Planning & Development  
Report No. PD-2016-63  
Re: Removal of Holding Symbol for Concession 5, West Part Lot  
15, 51R-33670 Parts 3, 4, 5 – 2775 Triple Bay Road.

**9. BY-LAWS**

- 2016-91 Agreement, Joint Emergency Management (County Municipalities)
- 2016-93 Interim Tax Levy 2017
- 2016-94 Water & Wastewater Rates 2017
- 2016-95 Agreement, Emergency Social Services Agreement (County of Simcoe)
- 2016-100 Amending, Backflow Prevention (Limestone)
- 2016-101 Audit Committee, Terms of Reference
- 2016-102 Grants Committee, Terms of Reference
- 2016-103 Appointment, Library Board
- 2016-104 Agreement, Grandview Beach & Lane Lease (Grandview Beach Association)
- 2016-105 Agreement, Pumper Truck (Asphodel Trucks)
- 2016-106 Removal of Holding Provision (2775 Triple Bay Road)
- 2016-107 Official Plan Amendment (83 Jephson)
- 2016-108 Zoning By-law Amendment (83 Jephson)

**10. NOTICES OF MOTION**

**11. CLOSED SESSION**

**12. CONFIRMATORY BY-LAW**

**13. ADJOURNMENT**

**CORRESPONDENCE:**

- 5.1 **FROM:** Heritage Committee **RE:** Minutes – Nov 3/16  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.2 **FROM:** Library Board **RE:** Minutes – Oct 27/16  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.3 **FROM:** Library Board **RE:** Minutes – Nov 8 /16  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.4 **FROM:** Committee of Adjustment **RE:** Minutes – Oct 19/16  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.5 **FROM:** Committee of Adjustment **RE:** Notice of Decision(s)  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.6 **FROM:** Southern GB Realtors **RE:** Thank you  
**REFERRED TO CHAIRPERSON:** For Your Information



# TAY HERITAGE COMMITTEE

P.O. Box 100, 450 Park Street, Victoria Harbour, ON L0K 2A0 705.534.7248 x225  
mburton@tay.township.on.ca

## **Minutes** **NOVEMBER 3<sup>RD</sup>, 2016**

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- Present: Mr. Terry Fegarty, Chair  
Mr. Stan O'Connor, Committee Member  
Mrs. Sherril Foster, Committee Member  
Mr. Allan Mantel, Committee Member  
Mrs. Catherine Root, Council Representative
- Staff Present: Heather Yates, Recording Secretary
- Regrets: Mr. Steven Farquharson, Director of Planning & Development  
Mr. John Todd, Committee Member
- Guests: 4 Members of the Midland Heritage Committee
- Guest Speaker: John Raynor Re: Protecting Huronia Archaeological Sites

Mr. Raynor began his talk with "Archeologist have been in this area for 150 years" Huronia is the birthplace of archeology. There are 600 sites between Nottawasaga and Orillia, with many many sites in Tay.

Mr. Raynor would like to see the Heritage Committees deal with Archeological sites in the same way as they deal with "built" heritage.

We should do an inventory and set the properties aside. We are talking about culture here. The County is talking about doing an Archeological Study or Management Plan.

The Town of Midland found an Ossuary near Little Lake, they ended up spending close to \$250,000 with Studies, Legal costs etc. The Township of Tiny was recently quoted \$40,000 for an archeological study. John said...do

the math, which is the best way to go? Due Diligence costs \$40,000 versus legal costs of up to \$250,000.

Committee members want to ask Mr. Farquharson if Archeology is mentioned or taken into consideration in the Official Plan or Zoning By-law. Ms. Yates will email this to him and request that he answer back via email to the Committee.

There are 4 stages to an archeological search:

- 1 – Look at history of the area
- 2 – surface survey & field walk
- 3 – If something is found the do an in depth 3 mtr square search
- 4 – mitigation, First Nations are called in, if it is in a subdivision, they try to work around the site.

**1. Call to Order**

The Chair Mr. Fegarty called the meeting to order at 6:30 p.m.

**2. Conflicts of Interest**

Mr. Terry Fegarty Re: 200 Cherry Street Designation

**3. Adoption of Minutes**

The Chair put a motion forward to adopt the minutes of October 6<sup>th</sup>, 2016

**Moved by Mr. Mantel and seconded by Mr. O'Connor:  
That the minutes of October 6<sup>th</sup>, 2016 be adopted.  
CARRIED.**

**4. Business Arising From the Minutes**

None

**5. For Your Information**

Nothing submitted

**6. New and Unfinished Business**

## **6.1 Treasurers Report**

Mr. Fegarty stated that the budget received from Council in 2016 was \$5,200.00. We have spent \$2,170 leaving just over \$3,000. There was a discussion on potential costs for next year and Mr. Fegarty stated that we will have to make a report to Council for this.

## **6.2 Property for Designation, 200 Cherry Street**

The Notice of Intention to Designate was posted in the paper and on the web site. There is a 30 day waiting period from the time of posting.

## **6.3 Other New Designations**

This was deferred to the next meeting

## **6.4 Shrine Mission**

This was deferred to the next meeting

## **6.5 Martyrs Shrine Possible Designation**

This was deferred to the next meeting

## **6.6 Tay Heritage Letterhead**

Ms. Yates showed the final copy of the letterhead. This can be removed from the next Agenda.

## **6.7 Newfoundland Film Project**

Mr. Fegarty has had difficulty playing the discs. He then asked the Committee if we should accept them like this or not. Mr. Mantel stated they should be sent back, Mr. O'Connor agreed. Mr. Fegarty stated that we are concerned that an inordinate number of customer returns would burden our staff and frustrate our customer base, particularly in the common situation where the disks are bought for gifting.

The Committee decided that it won't accept a consignment unless there is reasonable quality assurance from the vendor that the customer return rate will be acceptable. This may well involve producing another batch. If we can't get a quality product to sell, the Committee decided to let Huronia Museum in Midland and the Penetanguishene Museum handle all of the sales of the discs. This

means that they will receive all of the profits as well. They will also have to handle the returns on items that cannot be played.

## **6.8 Heritage Street Signs/Plaques and GIS Maps, Grant Applications**

Councillor Root and Mr. Fegarty are going to Council in November to see if Council is interested in going along with this program.

Mrs. Foster suggested that we get the Schools involved with the 150 year project by getting the children to write a story on the differences between then and now. Then perhaps the children that were involved could go to Pioneer Village. There was a discussion on this idea and Mrs. Foster will contact the schools to see if they would be interested and then report back to the Committee.

## **6.9 Next steps for Canada 150 Project**

Spoken to in 6.8

## **6.10 QR Codes and Walking Tour Guides**

Mrs. Foster feels that our walking tour guides are very confusing. She brought in a sample from Owen Sounds to show the Committee and would like to see our Committee go more towards this style. Mr. Fegarty stated that we will look at the format next year.

## **6.11 How do we Educate Citizens of Tay about Heritage?**

This was deferred to the next meeting

## **6.12 Heritage T-Shirts**

This was deferred to the next meeting

## **6.13 Christmas Parade Plans**

There was a discussion on ideas for the float. Councillor Root is arranging the tractor. The Committee decided to meet at Mr. Fegarty's home to decorate the float.

## **6.14 Heritage Highway 12**

This was deferred to the next meeting

### **6.15 The Range Light**

The maintenance has been done to both the inside and outside of the Range Light. It has now been placed on an annual Maintenance Schedule. The outdoor light has been located and will be installed shortly.

### **6.16 Waubashene church fire 1914**

This was deferred to the next meeting

### **6.17 Status of 3 Trail Plaques**

This was deferred to the next meeting

### **6.18 Heritage Designation in Each Settlement Area**

This was deferred to the next meeting

Mr. Mantel suggested that we send a thank-you to John Raynor for his presentation. Mr. Fegarty will do this.

## **7. Adjournment and Next Meeting**

Moved by Mr. O'Connor seconded by Mr. Mantel - The meeting adjourned at 7:20 p.m.

The next meeting is to be held Thursday Dec. 1<sup>st</sup>, 2016 at 5:00 p.m.

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Terry Fegarty, Heritage Committee Chair

Recording Secretary, Ms. Yates



**Minutes of the Tay Township  
Public Library Board Regular Meeting  
held at Waubaushene Public Library  
Thursday, October 27, 2016  
7:00 P.M.**

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**PRESENT:** Bob Coryell, Chair  
Jackie Ramler  
Cate Root  
Susan Read

**STAFF PRESENT:** Alison Thomas, C.E.O.\*  
Heather Walker, Head Librarian \*

**REGRETS:** Sandy Talbot

\* did not attend Closed Session Item 10.3

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1. **CALL TO ORDER:**  
The meeting was called to order at 7:00 p.m. by Chair Coryell.
2. **CONFIRMATION OF AGENDA:**  
The Agenda was revised prior to approval, to include as Item 10.2 -  
Correspondence Received:  
  
**Moved By: Jackie Ramler**  
**Seconded By: Susan Read**  
**That the agenda be approved as presented.**  

**Carried.**
3. **DECLARATIONS OF PECUNIARY INTEREST:**  
There were no declarations of interest brought forward.
4. **ADOPTION OF MINUTES:**  
**4.1 September 22, 2016**  
**Moved By: Susan Read**  
**Seconded By: Jackie Ramler**  
**That the minutes of the meeting dated September 22<sup>nd</sup>**  
**, 2016 be adopted as circulated.**  

**Carried.**

**4.2 September 29, 2016 (Special Meeting)**

**Moved By: Jackie Ramler**

**Seconded By: Cate Root**

**That the minutes of the meeting dated September 29<sup>th</sup>, 2016 be adopted as circulated.**

**Carried.**

**5. BUSINESS ARISING FROM THE MINUTES:**

None were presented.

**6. ACCOUNTS:**

**6.1 September 2016**

**Moved By: Cate Root**

**Seconded By: Jackie Ramler**

**That the September accounts, as presented and attached, in the amount of \$6,342.23 be accepted.**

**Carried.**

**7. BRANCH REPORTS-September:**

**7.1. Port McNicoll**

The Board received for information the September 2016 activity report prepared by the Branch Librarian for the J & M Young Public Library.

**7.2 Victoria Harbour**

The Board received for information the September 2016 activity report prepared by the Branch Librarian for the Theo & Elaine Bernard Branch Library.

**7.3. Waubaushene**

The Board received for information the September 2016 activity report prepared by the Branch Librarian for the Waubaushene Library.

**8. STATISTICS:**

**8.1** The Board received September statistics of the individual branches for information.

**9. ITEMS FOR INFORMATION:**

**9.1** Tay Library Newsletter, October 2016; received for information only.

**10. OTHER ITEMS OF BUSINESS:**

**10.1 Verbal Report – Re: 2016-17 Ontario Libraries Capacity Fund (OLCF)**

The Board received a verbal report from the Library C.E.O. regarding the 2016-17 OLCF grant.

**Moved By: Susan Read**

**Seconded By: Jackie Ramler**

**Whereas the Tay Township Public Library Board has been awarded a 2016-17 Ontario Libraries Capacity Grant of \$3,862.00 by the Ontario Government - Ministry of Tourism, Culture and Sport;**

**Now therefore be it resolved that the Tay Township Public Library Board authorizes the C.E.O. and the Head Librarian to proceed with the purchase of eligible items meeting the Ontario Libraries Capacity Fund guidelines of appropriate expenses.**

**Carried.**

**10.2 Correspondence Received**

The Board reviewed correspondence from a user of Library services. Following a review of the correspondence, staff was provided with direction and the Board directed that the matter be considered closed.

**10.3 Closed Session – Re: Personnel Issue about an Identifiable Individual.**

**Moved By: Jackie Ramler**

**Seconded By: Cate Root**

**THAT the Board adjourns to an In Camera Session:**

**AND FURTHER that this portion of the meeting be closed to the public pursuant to the following section(s) – as marked, of Section 16, Subsection (4) of the Public Libraries Act;**

- **Personnel Issue about an Identifiable Individual (Library C.E.O. Performance Review).**

**Carried.**

**Moved By: Susan Read**

**Seconded By: Jackie Ramler**

**That the Board adjourn from the In Camera Session at 10:29 p.m. and return to the regular meeting.**

**Carried.**

11. **ADJOURNMENT:**

**Moved By: Cate Root**

**Seconded By: Jackie Ramler**

**That this meeting of The Tay Township Public Library Board  
adjourn at 10:30 p.m.**

**Carried.**

Date: November 24, 2016

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Chair: Bob Coryell

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Secretary: Heather Walker

**Minutes of the Tay Township  
Public Library Board Special Meeting  
held at Harbour Shores, Victoria Harbour  
Tuesday, November 8th, 2016  
4:00 P.M.**

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**PRESENT:** Bob Coryell, Chair  
Cate Root  
Jackie Ramler  
Susan Read

**STEERING COMMITTEE:** Kathryn Beemer, Public Member (PM)  
Joan Hamilton, Public Member (VH)  
Victoria Reaume, Public Member (WB)  
Fran Roosen, Public Member (Rural)

**TCI MANAGEMENT CONSULTANTS:**  
Greg Young  
Jon Linton  
Beth Ross

**STAFF PRESENT:** Alison Thomas, C.E.O.  
Heather Walker, Head Librarian

**REGRETS:** Sandy Talbot

- 
1. **CALL TO ORDER:**  
The meeting was called to order at 4:05 p.m. by Chair Coryell.
  2. **CONFIRMATION OF AGENDA:**  
The Board reviewed the agenda and passed the following motion  
**Moved By: Susan Read**  
**Seconded By: Cate Root**  
**That the agenda be approved as presented.**  

**Carried.**
  3. **DECLARATIONS OF PECUNIARY INTEREST:**  
There were no declarations of interest brought forward.

4. **OTHER ITEMS OF BUSINESS:**  
**4.1 Workshop with TCI Management Consultants, Library Board & Steering Committee – Re: Tay Township Library Master Plan.**

TCI Management Consultants held a workshop on the Library Master Plan with the Library Board, Steering Committee, Library C.E.O. and Head Librarian.

The Consultants reviewed the status of the Master Plan project to date, and reviewed various capital planning scenarios with the group. Following discussion, the preferred option was identified and direction was provided on a variety of other service level issues.

The consultants advised that following the workshop that the draft Master Plan will be developed and presented to the Steering Committee at their next meeting on December 6<sup>th</sup>, 2016.

12. **ADJOURNMENT:**  
**Moved By: Cate Root**  
**Seconded By: Susan Read**  
**That this meeting of The Tay Township Public Library Board adjourn at 8:00 p.m.**

**Carried.**

Date: November 24, 2016

\_\_\_\_\_  
Chair: Bob Coryell

\_\_\_\_\_  
Secretary: Heather Walker



Corporation of the  
**Township of Tay**

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**COMMITTEE OF ADJUSTMENT  
MINUTES OF MEETING  
Wednesday October 19, 2016 – 7:00 PM  
Township of Tay Municipal Office – Council Chambers**

Members Present:       A. Ott, Chair  
                              C. Constantin-Barron  
                              M. Van Halem  
                              D. Strachan

Staff Present:            T. Huguenin, Secretary-Treasurer  
                              S. Farquharson, Planning and Development Director

Chair A. Ott called the meeting to order at 7:00 p.m.

**1.0 OPENING ADDRESS FROM THE CHAIR**

**2.0 DECLARATION OF CONFLICT OF INTEREST**

None of the Committee Members had an interest to disclose.

**3.0 MINUTES**

**MOTION:** Moved by:        C. Constantin-Barron  
                              Seconded by:        M. Van Halem

**THAT** the minutes of the Public Hearing held August 17, 2016 be adopted as circulated.

**CARRIED.**

**4.0 MEETING**

**4.1 Consent Application 2016-B-03 – John & Annette Van Adrichem**

Location: 1 McMulkin Lane

Attending

Applicant/Agent: Applicant John Van Adrichem  
Agent Jim Ward

Written Comments Received

Township: Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Manager of Roads and Fleet, Chief Building Official, Fire Chief, Planning Student

Agencies: Newmarket-Tay Power Distribution Ltd.

Others: Letters of support- 6 McMulkin Lane  
8 McMulkin Lane  
10 McMulkin Lane  
12 McMulkin Lane

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The agent, Jim Ward, advised the Committee:

- He has lived at 4 McMulkin since the 1950's.
- The residents along McMulkin Lane carry out the maintenance of the private road.
- There are other neighbours who have detached garages on the south side of the private road.
- Propose to replace existing small shed with a detached garage.

There were no comments from the public audience.

#### **4.2 Consent Applications 2016-B-04 & 2016-B-05 – Bob Richards Construction Limited**

Location: 366 Newton Street

Attending

Applicant/Agent: Applicant John Richards (Bob Richards Construction Limited)

Written Comments Received



Township: Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Manager of Roads and Fleet, Chief Building Official, Fire Chief, Planning Student

Agencies: Simcoe County District School Board  
Newmarket-Tay Power Distribution Ltd.

Others: None

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The applicant, John Richards (Bob Richards Construction Limited), advised the Committee:

- The rear property line of the subject lands is in line with the stone wall that is located just behind the tree line.

There was no public audience.

#### **4.3 Minor Variance Application 2016-A-12 – Carol Frederick**

Location: 30 Forest Lane

Attending

Applicant/Agent: Applicant Carol Frederick

Written Comments Received

Township: Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Manager of Roads and Fleet, Chief Building Official, Fire Chief, Planning and Development Director

Agencies: None

Others: None

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The applicant, Carol Frederick, advised the Committee she had nothing further to add.

There was no public audience.

#### **4.4 Minor Variance Application 2016-A-13 – Peter Esser**

Location: 564 Oleary Lane

Attending

Applicant/Agent: Applicant Peter Esser  
Agent Adrian Worton (Daymark Design Incorporated)

Written Comments Received

Township: Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Manager of Roads and Fleet, Chief Building Official, Fire Chief, Planning and Development Director

Agencies: None

Others: None

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The agent, Adrian Worton (Daymark Design Incorporated), advised the Committee:

- 179.2 m is the finished floor elevation of the proposed addition, which is equal to the existing first floor elevation.
- Clarified what is being demolished and what is being built.
- The piers will be built on spread footings below the frost line.

The applicant, Peter Esser, advised the Committee:

- He has lived at the subject property since 1972.
- During the time he's lived there, the level of the bay has twice come up to an elevation that crossed the roadway of Oleary Lane.

In response to questions posed by the Committee members, the Planning and Development Director, advised the Committee:

- The concerns raised by the Public Works Director were technically related to the neighbouring subdivision that backed onto a watercourse that outlet into the bay, not far from the subject lot.
- It is unknown what liability the Township might be exposed to in the chance there might be a future flood event. The Committee has the

ability, if it so chooses, to defer making any decision on the application until such time as staff can report on the question of liability.

There was no public audience.

## **5.0 DECISIONS**

### **5.1 Consent Application 2016-B-03 – John & Annette Van Adrichem**

Location: 1 McMulkin Lane

**MOTION:** Moved by: C. Constantin-Barron  
 Seconded by: D. Strachan

**THAT,**

Consent Application **2016-B-03 (John Van Adrichem and Annette Van Adrichem)** be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;
2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township;
3. That all municipal taxes be paid in full to the Township of Tay;
4. That Subsection 50 (3) and/or (5), of the *Planning Act* applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
5. That the applicant's solicitor prepare a letter of undertaking that the severed lands and the lands to be enhanced municipally known as 4 McMulkin Lane will merge in title.
6. That the maximum lot area of the severed lands be no larger than approximately 0.04 ha;
7. The owner shall obtain the appropriate zoning certificate to the satisfaction of the Township's Director of Planning and Development;

8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

**FOR THE FOLLOWING REASONS,**

The consent application is consistent with the Provincial Policy Statement (PPS), the Growth Plan for the Greater Golden Horseshoe and conforms to the policies stated in the County of Simcoe and Township's Official Plans. The application also complies with the Township's General Zoning By-law No. 2000-57 as amended.

**CARRIED.**

**Explanation of the effect any written and/or oral submissions from the public had on the decision, n/a**

**5.2 Consent Applications 2016-B-04 & 2016-B-05 – Bob Richards Construction Limited**

Location: 366 Newton Street

**MOTION:** Moved by: M. Van Halem  
Seconded by: C. Constantin-Barron

**THAT,**

Consent Application **2016-B-04 and 2016-B05 (Bob Richards Construction Limited)** be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That the Township receive cash in lieu of parkland dedication of 5% of the appraised value of the area of the severed lands. The value of the land to be determined as of the day before the granting of provisional consent. The appraiser to be determined by the Township at the expense of the owner, with the appraisal fee paid in advance;
2. That a preliminary Lot Grading and Drainage Plan designed by a Professional Engineer, or a Landscape Architect, or an Ontario Land Surveyor, be prepared for the severed lot to the approval of the Township's Public Works Department, to demonstrate the viability of developing the lots with respect to lot grading and drainage;
3. That a sewer lateral and a water lateral be installed for the severed parcels. The applicant shall be responsible for making the necessary

arrangements with the Township's Public Works Department for these services. The applicant shall be responsible for paying all applicable costs for these services;

4. That a copy of a registered reference plan for the subject land indicating the severed parcels be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;
5. That the applicant's solicitor prepare and submit a copy of the proposed conveyances for the severed parcels, for review by the Township;
6. That all municipal taxes be paid in full to the Township of Tay;
7. That the maximum lot area of the severed parcel Part "B" be no larger than approximately 1,310 square metres; That the maximum lot area of the severed parcel Part "C" be no larger than approximately 1,336 square metres;
8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

**FOR THE FOLLOWING REASONS,**

The consent application is consistent with the Provincial Policy Statement (PPS) and conforms to the policies stated in the County of Simcoe and Township's Official Plans. The application also complies with the Township's General Zoning By-law No. 2000-57 as amended. Furthermore, the Township's planning policies support infilling lots and intensification in Settlement Areas.

**CARRIED.**

**Explanation of the effect any written and/or oral submissions from the public had on the decision, n/a**

**5.3 Minor Variance Application 2016-A-12 – Carol Frederick**

Location: 30 Forest Lane

**MOTION:** Moved by: D. Strachan  
 Seconded by: C. Constantin-Barron

**THAT,**

Minor Variance Application **2016-A-12 (Carol Frederick)** be granted approval subject to the following conditions being imposed on the Committee's decision:

1. That an Ontario Land Surveyor provide verification to the Township of compliance with the Committee's decision by:
  - 1.1. Pinning the footing/foundation.
  - 1.2. Submitting certification to the Township by way of survey/real property report prior to the booking of the footing inspection verifying that:
    - i. The sided deck addition has a minimum front yard setback of 2.8 metres;
    - ii. The front screened porch has a minimum front yard setback of 3.2 metres;
    - iii. The front enclosed entrance has a minimum front yard setback of 5.5 metres;
    - iv. The front covered porch has a minimum front yard setback of 3.0 metres
    - v. The side carport have a minimum front yard setback of 4.5 metres;
2. That the setbacks be in conformity with the dimensions as set out on the application and sketches submitted and approved by the Committee;
3. That the appropriate zoning certificate and building permit be obtained from the Township only after the Committee's decision becomes final and binding, as provided by the Planning Act, R.S.O. 1990, c. P.13.

#### **FOR THE FOLLOWING REASONS,**

The proposed variance maintains the intent of the Official Plan and Zoning By-law, and development is appropriate on the lot and is considered to be minor in nature.

#### **CARRIED.**

**Explanation of the effect any oral or written comments had on the decision, n/a**

#### **5.4 Minor Variance Application 2016-A-13 – Peter Esser**

Location: 564 Oleary Lane

**MOTION:** Moved by: D. Strachan  
 Seconded by: M. Van Halem

**THAT,**

Minor Variance Application **2016-A-13 (Peter Esser)** be granted approval subject to the following conditions being imposed on the Committee's decision:

1. That the setbacks be in conformity with the dimensions as set out on the application and site plan as prepared by Daymark Design Incorporated dated September 30, 2016, Revision 1 titled "Overall Site Plan" as approved by the Committee;
2. That the appropriate zoning certificate and building permit be obtained from the Township only after the Committee's decision becomes final and binding, as provided by the Planning Act, R.S.O. 1990, c. P.13.

**FOR THE FOLLOWING REASONS,**

The proposed variance maintains the intent of the Official Plan and Zoning By-law, and development is appropriate on the lot and is considered to be minor in nature.

**CARRIED.**

**Explanation of the effect any oral or written comments had on the decision, n/a**

**6.0 OTHER BUSINESS**

Staff provided the Committee with the 2017 calendar of meeting dates. Staff also discussed with the Committee the need to meet the quorum requirements of the Planning Act and in turn the need for Members to advise staff of scheduling conflicts or known absences as early on as possible.

The Committee was also asked to submit year-end summaries of meetings, mileage, etc. at next month's meeting or by the end of November.

**7.0 NEXT MEETING**

The next meeting of the Committee of Adjustment is scheduled for November 16, 2026, at 7:00 p.m. in the Municipal Council Chambers.

**8.0 ADJOURNMENT**

The Committee adjourned at 8:17 p.m.

Respectfully Submitted:

**Original Signed By**

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A. Ott, Chair

**Original Signed By**

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T. Huguenin, Secretary-Treasurer





Corporation of the  
**Township of Tay**

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**COMMITTEE OF ADJUSTMENT  
NOTICE OF DECISION**

CONSENT APPLICATION: **2016-B-06**  
ROLL NUMBER: **040-003-00700**

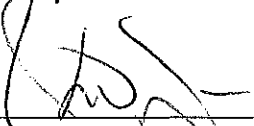


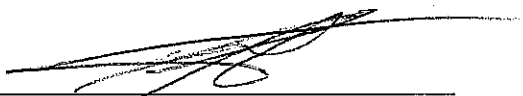
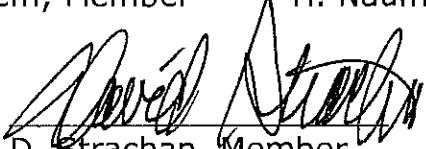
IN THE MATTER OF The Planning Act, 1990, Section 53 (17)  
And  
IN THE MATTER OF an application to the Committee of Adjustment  
Submitted by:  
**Gary French, agent for Lynda Crowe**

**FOR CONSENT**

In making its decision upon this application for consent the Committee in addition to other matters has had regard to the matters that are to be had regard under Section 53(12) of the Planning Act, and considered whether a plan of subdivision pursuant to Section 51 of the land described in the application is necessary for the proper and orderly development of the municipality.

In respect of land located at **6511 Highway 93**, legally described as Part Lot 76, Concession 1, and Part Lot 2, West of William Street, Registered Plan 438, Township of Tay, County of Simcoe, being Parts 1, 2 and 3 on Reference Plan 51R-22592.

We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **November 16<sup>th</sup>, 2016.** **SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

 _____ A. Ott, Chair	 _____ M. Van Halem, Member	 _____ H. Naumann, Member
 _____ C. Constantin-Barron, Member	 _____ D. Strachan, Member	

Pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, c.P.13, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

DATED THIS 21<sup>ST</sup> day of NOVEMBER, 2016.

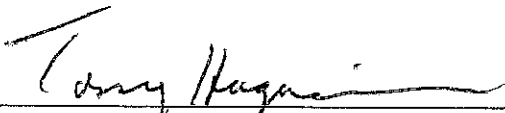
**THE LAST DATE FOR FILING A NOTICE OF APPEAL OF THE DECISION OF THE COMMITTEE OF ADJUSTMENT IS**

DECEMBER 12, 2016.

**Said Notice of Appeal must be filed with the Corporation of the Township of Tay and must set out the reasons for the appeal and must be accompanied by the fee required by the Ontario Municipal Board.**

**NOTE:**

1. Where a provisional consent has been given you will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent;
2. Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.
3. The Land subject to this consent application is also subject to the following applications under the Planning Act: **Minor Variance Application 2016-A-14 regarding deficient Lot Area at the retained parcel.**



Tony Huguenin, ACST  
Secretary-Treasurer,  
Committee of Adjustment

## **DECISION:**

Consent Application **2016-B-06 (Lynda Crowe, former owner and Viktor Schulz and Valentina Schulz, current owner)** is granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;
2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township;
3. That all municipal taxes be paid in full to the Township of Tay;
4. That Subsection 50 (3) and/or (5), of the *Planning Act* applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
5. That the applicant's solicitor prepares a letter of undertaking that the severed lands and the lands to be enhanced municipally known as 1022 Truax Lane will merge in title.
6. That the Minimum Lot Area be 1,323 square metres for Part Lot 76, Concession 1
7. That Variance Application 2016-A-14 is approved.
8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

## **FOR THE FOLLOWING REASONS,**

The proposed consent is considered to be reasonable and good planning. The subject application is consistent with the Provincial Policy Statement and conforms to the policies of the County of Simcoe's and the Township's Official Plans and complies with the Township's General Zoning By-law No. 2000-57 as amended.

## **EXPLANATION OF THE EFFECT ANY ORAL OR WRITTEN COMMENTS HAD ON THE DECISION, n/a**



Corporation of the  
**Township of Tay**

450 PARK ST.  
P.O. BOX 100  
VICTORIA HARBOUR  
ONTARIO L0K 2A0

(705) 534-7248  
FAX (705)534-4493

**COMMITTEE OF ADJUSTMENT  
NOTICE OF DECISION**

MINOR VARIANCE APPLICATION: **2016-A-14**  
ROLL NUMBERS: **040-003-00700**

IN THE MATTER OF The Planning Act, 1990, Section 45(8) and (10)  
And

IN THE MATTER OF an application to the Committee of Adjustment  
Submitted by:


**Gary French agent for Lynda Crowe**

**FOR MINOR VARIANCE**

In making its decision upon this application for Minor Variance, the Committee in addition to other matters has considered whether or not the variance was minor and desirable for the appropriate development or use of land, building or structure and that the general intent and purpose of the by-law and official plan are maintained.

In respect of **6511 Highway 93**, legally described as Part Lot 76, Concession 1 and Part Lot 2, West of William Street, Registered Plan 438, Township of Tay, County of Simcoe, being Parts 1, 2 and 3 on Reference Plan 51R-22592.

We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **November 16<sup>th</sup>, 2016. SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

  
\_\_\_\_\_  
A. Ott, Chair

  
\_\_\_\_\_  
M. Van Halem, Member

  
\_\_\_\_\_  
H. Naumann, Member

  
\_\_\_\_\_  
C. Constantin-Barron, Member

  
\_\_\_\_\_  
D. Strachan, Member

Pursuant to Section 45(10) of the Planning Act, R.S.O. 1990, Chapter 1, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

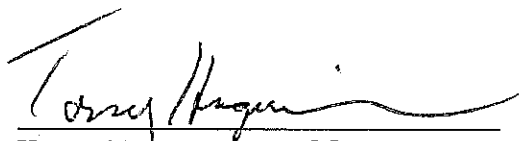
DATED this 21<sup>ST</sup> day of NOVEMBER, 2016.

**NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THE ABOVE DECISION TO THE ONTARIO MUNICIPAL BOARD IS,**

DECEMBER 6, 2016.

**NOTE:**

The Planning Act provides for appeals to be filed by "persons". As groups or associations, such as residents or ratepayers groups which do not have incorporated status, may **not** be considered "persons" for purposes of the Act, groups wishing to appeal this decision should do so in the name or names of individual group members, and not in the name of the group unless such group is incorporated".



Tony Huguenin, ACST  
Secretary/Treasurer  
Committee of Adjustment

**DECISION:**

Minor Variance Application **2016-A-14 (Lynda Crowe, former owner and Viktor Schulz and Valentina Schulz, current owner)** is granted approval subject to the following conditions being imposed on the Committee's decision:

1. That all municipal taxes be paid in full to the Township of Tay;
2. That the Minimum Lot Area be 1,323 square metres for 6511 Highway 93.

**FOR THE FOLLOWING REASONS,**

The requested variance is only required to support the requested boundary adjustment, and as there are no physical changes contemplated to the site as a result of these applications, the variance can be considered minor and appropriate for the development of the lot.

**Explanation of the effect any oral or written comments had on the decision, n/a**

TAY CLERK



Corporation of the  
**Township of Tay**

450 PARK ST.  
P.O. BOX 100  
VICTORIA HARBOUR  
ONTARIO L0K 2A0

(705) 534-7248  
FAX (705)534-4493

**COMMITTEE OF ADJUSTMENT  
NOTICE OF DECISION**

CONSENT APPLICATION: **2016-B-07**  
ROLL NUMBER: **040-005-42600**


IN THE MATTER OF The Planning Act, 1990, Section 53 (17)  
And  
IN THE MATTER OF an application to the Committee of Adjustment  
Submitted by:  
**Kevin Dutchak Productions Inc.**

**FOR CONSENT**

In making its decision upon this application for consent the Committee in addition to other matters has had regard to the matters that are to be had regard under Section 53(12) of the Planning Act, and considered whether a plan of subdivision pursuant to Section 51 of the land described in the application is necessary for the proper and orderly development of the municipality.

In respect of land located at **142 Robins Point Road**, legally described as, Lots 42 and 43, Registered Plan 809, Township of Tay, County of Simcoe.


We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **November 16<sup>th</sup>, 2016.** **SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

  
\_\_\_\_\_  
A. Ott, Chair

  
\_\_\_\_\_  
M. Van Halen, Member

  
\_\_\_\_\_  
H. Naumann, Member

  
\_\_\_\_\_  
C. Constantin-Barron, Member

  
\_\_\_\_\_  
D. Strachan, Member

Pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, c.P.13, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

DATED THIS 21<sup>ST</sup> day of NOVEMBER, 2016.

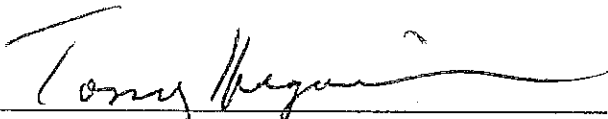
**THE LAST DATE FOR FILING A NOTICE OF APPEAL OF THE DECISION OF THE COMMITTEE OF ADJUSTMENT IS**

DECEMBER 12, 2016.

**Said Notice of Appeal must be filed with the Corporation of the Township of Tay and must set out the reasons for the appeal and must be accompanied by the fee required by the Ontario Municipal Board.**

**NOTE:**

1. Where a provisional consent has been given you will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent;
2. Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.
3. The Land subject to this consent application is also subject to the following applications under the Planning Act: **None.**



Tony Huguenin, ACST  
Secretary-Treasurer,  
Committee of Adjustment



## **DECISION:**

Consent Application **2016-B-07 (Kevan Dutchak Productions Inc.)** is granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;
2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township;
3. That all municipal taxes be paid in full to the Township of Tay;
4. That Subsection 50 (3) and/or (5), of the *Planning Act* applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
5. That the applicant's solicitor prepare a letter of undertaking that the severed lands and the lands to be enhanced municipally known as 138 Robins Point Road will merge in title.
6. That the maximum lot area of the severed lands be no larger than approximately 532 sq. m. (0.05 ha);
7. That the applicant remove/ relocate the boathouse and accessory building "C" on the severed parcel;
8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

## **FOR THE FOLLOWING REASONS,**

The proposed lot boundary adjustment is considered to be reasonable and good planning. The subject application is consistent with the Provincial Policy Statement and conforms to the policies of the County of Simcoe's and the Township's Official Plans and complies with the Township's General Zoning By-law No. 2000-57 as amended.

## **EXPLANATION OF THE EFFECT ANY ORAL OR WRITTEN COMMENTS HAD ON THE DECISION, n/a**



November 17, 2016

Steve Farquharson  
Director of Planning and Development  
Township of Tay  
450 Park Street, P.O. Box 100  
Victoria Harbour, ON  
L0K 2A0

Dear Steve:

On behalf of the Members of the *Southern Georgian Bay Association of REALTORS®*, I'd like to sincerely thank you for taking time out of your busy schedule to be part of our Town Planners Session. We hope the information was as informative and advantageous for you as it was for our membership.

We've made this an annual event due to its importance to our membership, as well as Planners, and hope you or someone from your department can participate next year. We'll be in touch with date and location details as soon as they are confirmed.

As mentioned yesterday, we are planning to issue a New Home Development Survey to our Members early in 2017 to obtain input on new home development requirements in each municipality (based on feedback and comments they hear from prospective homebuyers). We welcome any suggestions you or your colleagues may have in terms of questions to ask or who we should be sharing the survey results with (i.e. local developers, homebuilder associations, etc.). Please email our Manager of Strategy & Communications, Patricia West, directly at [communications@sgbrealtors.com](mailto:communications@sgbrealtors.com). I've attached a copy of a similar survey developed for the western region of our jurisdiction in 2015; the information we collected was then shared with members of the Georgian Triangle Development Institute.

Once again, thanks so much for your time and efforts. If you have any questions or concerns, please do not hesitate to get in touch.

Sincerely,

Philippa Rouse,  
Manager, Operations



Members of Ontario and Canadian Real Estate Associations



243 Ste. Marie Street, Collingwood ON L9Y 3K6 | T: 705.445.7295 | F: 705.445.7253  
info@sgbREALTORS.com | www.sgbREALTORS.com



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** December 21, 2016

**Report No.** GGF-2016-53

**Subject:** Tax Applications made under Sections 357 and 358 of the Municipal Act, R.S.O. 2001

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### **RECOMMENDATION:**

That Report No. GGF-2016-53 regarding tax applications made under Sections 357 and 358 of the Municipal Act, R.S.O. 2001, be received; and

That tax adjustments in the amount of \$3,985.72 be approved.

### **INTRODUCTION/BACKGROUND:**

Section 357 of the Municipal Act allows the taxpayer, to submit an application to the Treasurer of a municipality to cancel, reduce or refund all or part of the taxes levied on the land in the year in respect of which the application is made as a result of

- A change of use;
- Damage to a property rendering it substantially unusable;
- Razed by fire, demolition or otherwise
- Mid-year purchase of a property by an exempt body

Section 358 of the Municipal Act, 2001, allows the taxpayer to make application to the Treasurer of a municipality for the cancellation or reduction of taxes that have been overcharged, due to gross or manifest errors made by MPAC. These applications can be made for taxation in the two years prior to the current taxation year. Examples of such application are:

- Clerical or factual in nature, including typographical errors or error in data input for valuation, but not an error in judgment in assessing the property

These tax adjustments are not a result of Tay having failed to collect rightful taxes, but rather a adjustment of the taxes to the corrected and proper amount. Once MPAC has reviewed the applications to verify assessment values and taxation periods, the taxes are adjusted based on the corrected assessment for the property.

**ANALYSIS:**

Section 357 applications allow for the Municipality and MPAC to quickly rectify assessment corrections for the current year after the return of the current year assessment roll.

Section 358 applications allow for the taxpayer to rectify clerical errors through the municipality and the local assessment office for the preceding two years, in an efficient process outside the formal assessment appeal process.

**SUSTAINABILITY PLAN:**

N/A

**FINANCIAL/BUDGET IMPACT:**

The reduction in the municipal tax revenue for these tax applications will be \$2,264.49

**CONCLUSION:**

The total amount of tax adjustments under section 357 and 358 of the Municipal Act, 2001 as attached is \$3,985.72 with the Township portion being \$2,264.49.

Date Prepared: November 22, 2016

Prepared By;

Reviewed By;

Diane Sagle  
Accounting Payroll Clerk

Kim LaRose  
Deputy Treasurer

Approved By;

Robert Lamb  
C.A.O.

Date:

**Corporation of the Township of Tay  
357 and 358 Tax Applications**

Roll Number	Property Address	Reason	Year	Municipal Levy Amount	Total Levy Amount
040-005-65100-0000	10 Tanners Road	Garage Demolished	2015	-66.78	-119.20
040-006-17300-0000	3 King Road	SFD Demolished	2015	-52.34	-93.43
040-009-09500-0000	10 Long Point Road	SFD Demolished	2015	-50.21	-89.61
040-009-33700-0000	154 Alcove Drive	SFD Demolished	2015	-46.44	-82.89
060-001-30600-0000	14 Bergie Crescent	SFD & Garage Demolished	2015	-16.15	-28.83
040-004-18100-0000	2505 Rumney Road	SFD Demolished	2015	-30.20	-53.91
040-004-18100-0000	2505 Rumney Road	SFD Demolished	2016	-366.73	-644.29
040-005-55200-0000	45 Duffy Drive	SFD Demolished	2016	-175.09	-307.60
040-005-65100-0000	10 Tanners Road	Garage Demolished	2016	-180.15	-316.50
040-006-17300-0000	3 King Road	SFD Demolished	2016	-279.87	-491.69
040-009-09500-0000	10 Long Point Road	SFD Demolished	2016	-250.92	-440.83
040-009-33700-0000	154 Alcove Drive	SFD Demolished	2016	-77.21	-135.64
050-001-15600-0000	354 Talbot Street	Razed by Fire - Unable to Use	2016	-125.51	-220.51
060-001-30600-0000	14 Bergie Crescent	SFD & Garage Demolished	2016	-546.89	-960.79
	<b>Totals</b>			<b>-\$2,264.49</b>	<b>-\$3,985.72</b>



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

450 Park St.  
P.O. Box 100  
Victoria Harbour, ON  
L0K 2A0

December 21, 2016

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2016-12-01 respectfully  
recommended to Council for adoption.

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Alison Thomas, BAH, CMO  
Clerk

**PROTECTION TO PERSONS AND PROPERTY  
CHAIRPERSON: COUNCILLOR GERARD LACHAPELLE**

**RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

1. That Report No. PPP-2016-71 regarding a Three Dog Request be received;  
And that Council approve the request by Rhona White, 446 Broderick Street, to have three dogs until such time as the one dog is deceased or moves out and then it will once again become a two dog residence.

**COUNCIL ACTION:** \_\_\_\_\_

2. That Report No. PPP-2016-73: Fire Chief Monthly Report – November be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

3. That Report No. PPP-2016-76 regarding a 2017 Pumper Truck Purchase be received;  
And that Council enters into an agreement for the purchase of a 2017 Pumper Truck from Asphodel Fire Trucks Ltd. in the amount of \$386,400 excluding HST;  
And that Council authorizes the funding shortfall to be covered by Township reserves;  
And further that the required by-law to authorize the agreement with Asphodel Fire Trucks Ltd be brought forward for consideration at the next meeting of Council.

**COUNCIL ACTION:** \_\_\_\_\_

4. That Report No. PPP-2016-75: Deputy Fire Chief/FPO Monthly Report – November be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

5. That Report No. PPP-2016-74: By-law Activity Report – November 2016 be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

6. That Report No. PPP-2016-70: By-law Canine Activity Report – November 2016 be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

**GENERAL GOVERNMENT AND FINANCE  
CHAIRPERSON: COUNCILLOR GERARD LACHAPELLE**

**RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

- 7. That the report, dated December 21, 2016 recommending adopting of the minutes be approved.

**COUNCIL ACTION:**\_\_\_\_\_

- 8. That Staff Report No. GGF-2016-54 regarding Grandview Beach Lease Renewal be received;

And that the Township of Tay extend the existing lease for the use and maintenance of Grandview Beach and Grandview Beach Lane with the Grandview Beach Cottagers Association for an additional ten year term to July 31<sup>st</sup>, 2027;

And that the required by-law be brought forward to the next Council meeting.

**COUNCIL ACTION:**\_\_\_\_\_

- 9. That Staff Report No. GGF-2016-55 regarding development charge indexing be received for information.

**COUNCIL ACTION:**\_\_\_\_\_

- 10. That Staff Report No. GGF-2016-56 regarding the November 2016 Property Tax Sale results be received for information;

And that properties identified as Roll No. 4353 040 004 63810, Tax Sale No. 2015-08 and Roll No. 4353 040 004 16517, Tax Sale No. 2015-17 which received no bids be vested in the name of the Township of Tay.

**COUNCIL ACTION:**\_\_\_\_\_

- 11. That the Township of Tay affirms its commitment to the protection of our water resources by calling on the Governors of Illinois, Indiana, Michigan, Minnesota, New York , Ohio, Pennsylvania and Wisconsin, and their representatives on the Compact Council to reconsider their Final Decision to approval the Waukesha Application; and

That the Township of Tay supports challenges by the Great Lakes and St. Lawrence Cities Initiative to the Compact Council’s approval of the Waukesha Application under procedures adopted by the Compact Council, which may include requesting a hearing and initiating judicial review of the Final Decision; and

Cont'd...



Be it resolved that the Township of Tay urges the Governors and Premiers of the Regional Body and Compact Council, consistent with good public policy, to reverse its approval of the Waukesha diversion application and ensure that the provisions of the Compact are strictly applied in this and any future application in order to protect the finite water resources of the Great Lake and St. Lawrence River basin.

**COUNCIL ACTION:** \_\_\_\_\_

- 12.** That the Township of Tay purchase a ¼ page full colour advertisement in the Royal Canadian Legion Military Service Recognition Book.

**COUNCIL ACTION:** \_\_\_\_\_

**TO:** Deputy Mayor Bill Rawson,  
Chairman, General Government Committee

**FROM:** Alison Thomas, Clerk

**DATE:** December 21, 2016

**SUBJECT:** **COUNCIL, PLANNING PUBLIC MEETINGS AND  
COMMITTEE OF ALL COUNCIL MINUTES**

---

I recommend the adoption of the minutes of the

- Regular Meeting of Council – November 23, 2016
- Special Meeting of Council – November 23, 2016
- Special Meeting of Committee of All Council – November 30, 2016
- Special Meeting of Council – December 8, 2016
- Regular Meeting of Committee of All Council – December 14, 2016
- Special Meeting of Council – December 14, 2016

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Alison Thomas, BAH, CMO  
Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY  
REGULAR COUNCIL MEETING  
WEDNESDAY, NOVEMBER 23, 2016  
7:00 P.M.**

**PRESENT:** Mayor Scott Warnock  
Councillor Jim Crawford  
Councillor Sandy Talbot  
Councillor Gerard LaChapelle  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Joanne Sanders, Director of Finance  
Peter Dance, Director of Public Works  
Steven Farquharson, Director of Planning & Development  
Shawn Aymer, Deputy Fire Chief/FPO  
Daryl O'Shea, IT Coordinator  
Lynn Racicot, Communications & Special Projects Officer

**REGRETS:** Deputy Mayor David Ritchie  
Councillor Sandy Talbot

1. **CALL TO ORDER:**  
Mayor Warnock called the meeting to order at 7:00 p.m.

2. **MOMENT OF SILENT REFLECTION:**  
Mayor Warnock called for a moment of silent reflection.

3. **ADOPTION OF THE AGENDA**  
**Moved By: Councillor Gerard LaChapelle**  
**Seconded By: Councillor Jim Crawford**  
**That the Council Meeting Agenda for November 23, 2016 be adopted with the following amendments:**

**Additions**

6.1 – Presentation – Councillor Root – Re: Phragmites Project.

**Deferral**

2016-91 – Agreement, County-wide Emergency Management.  
Carried.

4. **DECLARATIONS OF INTEREST:**  
None were presented.

**5. CORRESPONDENCE:**

**Moved By: Councillor Gerard LaChapelle**

**Seconded By: Councillor Jim Crawford**

**That the correspondence be directed to file with the exception of those items being referred to committee chairpersons.**

**Carried.**

**6. DELEGATIONS:**

**6.1 Presentation – Councillor Root – Re: Phragmites Project.**

Councillor Root recognized Mayor Warnock's contribution towards the phragmites project.

Mayor Warnock thanked Councillor Root for the recognition.

**7. MUNICIPAL REPORTS:**

**7.1 Municipal Report 2016-11-01:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That Municipal Report No. 2016-11-01 be and is hereby adopted as follows:**

- |                    |                     |                     |
|--------------------|---------------------|---------------------|
| <b>1. Carried.</b> | <b>9. Carried.</b>  | <b>17. Carried.</b> |
| <b>2. Carried.</b> | <b>10. Carried.</b> | <b>18. Carried.</b> |
| <b>3. Carried.</b> | <b>11. Carried.</b> | <b>19. Carried.</b> |
| <b>4. Carried.</b> | <b>12. Carried.</b> | <b>20. Carried.</b> |
| <b>5. Carried.</b> | <b>13. Carried.</b> | <b>21. Carried.</b> |
| <b>6. Carried.</b> | <b>14. Carried.</b> | <b>22. Carried.</b> |
| <b>7. Carried.</b> | <b>15. Carried.</b> | <b>23. Carried.</b> |
| <b>8. Carried.</b> | <b>16. Carried.</b> |                     |

**Carried.**

**8. OTHER BUSINESS:**

**8.1 Report from the Director of Public Works regarding Grandview Beach & Paradise Point Geotechnical Investigation.**

Council received Report No. PW-2016-96 from the Director of Public Works regarding Grandview Beach & Paradise Point Geotechnical Investigation.

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That Report No. PW-2016-96 regarding the geotechnical investigation for Grandview Beach and Paradise Point servicing be received;**

**And that the geotechnical investigation be awarded to Golder Associates for \$54,000 plus HST as set out in their proposal dated November 15, 2016;**

**And that funding for this work be taken from the same sources as the overall study – sewer grant and water reserve.**

**Carried.**

9. **BY-LAWS:**

- 2016-87 Interim Control Extension (Kennels)
- 2016-88 Agreement, Source Water Protection Education and Outreach Implementation Efforts (NVCA)
- 2016-89 Agreement, Site Plan Agreement (258 Patterson Blvd)
- 2016-90 Removal of Hold Symbol, Plan 555, Lots 291-293 (2770 Triple Bay Road)
- 2016-92 Appointment, Closed Meeting Investigator (LAS)

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That leave be granted to introduce By-laws 2016-87, 2016-88, 2016-89, 2016-90 and 2016-92.**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That By-laws 2016-87, 2016-88, 2016-89, 2016-90 and 2016-92 be read a first, second and third time and finally passed.**

**Carried.**

10. **NOTICES OF MOTION:**

None were presented.

11. **CLOSED SESSION:**

No Closed Session was held.

12. **CONFIRMATORY BY-LAW:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That leave be granted to introduce By-law 2016-96 being a by-law to adopt the proceedings of the meeting.**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That By-law 2016-96 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**13. ADJOURNMENT:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That this Regular Meeting of Council adjourn at 7:19 p.m. and  
to reconvene on December 21<sup>st</sup>, 2016 at 7:00 p.m.**

**Carried.**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
SPECIAL MEETING OF COUNCIL  
WEDNESDAY, NOVEMBER 23, 2016  
4:00 P.M.**

**PRESENT:** Mayor Scott Warnock  
Councillor Jim Crawford  
Councillor Sandy Talbot  
Councillor Gerard LaChapelle  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Joanne Sanders, Director of Finance \*  
Peter Dance, Director of Public Works \*  
Steven Farquharson, Director of Planning & Development\*  
Daryl O'Shea, IT Coordinator \*  
Lynn Racicot, Communications & Special Projects Officer \*

**HYDRO:** Jeff Taylor, Collins Barrow \*  
Paul Ferguson, President  
Gaye-Donna Young, Chief Operating Officer  
Mayor Tony Van Bynen  
Bob Betts, Director  
Cristine Prattas, Chair  
Phil Daniels, Vice-Chair  
Andy Ott, Director  
Esther Armchuk, Town of Newmarket

**REGRETS:** Deputy Mayor David Ritchie  
Councillor Sandy Talbot

\* did not attend Closed Session

**1. CALL TO ORDER**

Mayor Warnock called the meeting to order at 4:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

None were presented.

**3. ADOPTION OF THE AGENDA**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Jim Crawford**

**That the Special Council Meeting Agenda for November 23, 2016 be adopted as circulated.**

**Carried.**

4. **CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN**

**4.1 Tay Hydro Workshop**

Mr. Paul Ferguson, President, Newmarket-Tay Power introduced the Board of Directors and reviewed the workshop agenda.

1. 2015 Financial Statements – Mr. Jeff Taylor, Collins Barrow  
Mr. Jeff Taylor reviewed the 2015 financial statements, as provided in the agenda package, and highlighted various items of interest. He noted the changes in the statements from prior years and the additional IFRS system requirements. Mr. Taylor advised that the statements reflect a healthy company and highlighted various notes within the statements.

2. Industry Update

Mr. Paul Ferguson provided an update on upcoming industry changes, as detailed in his PowerPoint presentation, which will impact electric billing, such as the PST rebate commencing January 1, 2017. In addition, he advised that they have applied to the OEB for a 1.5% rate adjustment for inflation and the clearance of certain regulatory variance accounts that will result in a residential price reduction.

Mr. Ferguson provided an overview of the industry and how electricity pricing is determined. He highlighted the impact of renewable energy projects on the global adjustment and long term pricing.

3. Industry Participant Initiatives

Mr. Paul Ferguson provided an update on upcoming participant initiatives that may provide opportunities to bid on the acquisition of other hydro assets (i.e. Midland, Wasaga Beach) as well as other initiatives. He advised that with each of these initiatives that sale prices within Ontario have started increasing.

4. Newmarket-Tay Power Initiatives

Mr. Paul Ferguson provided an update on the CustomerFirst program that offers all provincial conservation programs as well as other larger conservation programs, such as CCHP, time-of-use pricing and business expansion. He further reviewed some local initiatives, as detailed in his PowerPoint presentation, with Southlake CCHP and a behavioural billing pilot project.

Cont'd...



Mr. Ferguson detailed the battery energy storage project, working with Ameresco Canada, and advised that Newmarket-Tay Hydro will not be taking a position in the project. In addition, he reported on a pilot electric bus project with York Region Transit in southern Ontario to test the cost, reliability, technical considerations, etc. In conclusion, he detailed the five-year capital plan emphasizing that the focus remains on non-discretionary works, system access, and system rehabilitation.

5. Dividend Projections

Mr. Paul Ferguson reviewed the updated dividend projections as approved by the Board, as outlined in his PowerPoint presentation.

**4.2 Closed Session**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Jim Crawford**

**That Council adjourn to a Closed Session;**

**And further that this portion of the meeting be closed to the public pursuant to Section 239, Subsection 2 of the Municipal Act, 2001 - as marked:**

**(a) Personal matters about an identifiable individual, including municipal or local board employee (Personnel Matters).**

**Carried.**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Jim Crawford**

**That Council adjourn from the Closed Session at 5:39 p.m. and return to the regular meeting.**

**Carried.**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Jim Crawford**

**That the Report of the Committee of the Whole 'Closed Session' be adopted as read.**

**Carried.**

6. **ADJOURNMENT**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Jim Crawford**

**That this Special Meeting of Council adjourn at 5:40 p.m.**

**Carried.**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
SPECIAL COMMITTEE OF ALL COUNCIL MEETING  
GENERAL GOVERNMENT & FINANCE COMMITTEE**

**WEDNESDAY, NOVEMBER 30, 2016  
9:00 A.M.**

**PRESENT:** Mayor Scott Warnock  
Councillor Jim Crawford  
Councillor Gerard LaChapelle  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Brian Thomas, Fire Chief  
Lindsay Barron, Financial Analyst  
Bryan Anderson, Manager of Parks, Recreation & Facilities  
Bryan Ritchie, Manager of Roads & Fleet  
Raymond Knuff, Superintendent of Water & Wastewater  
Daryl O'Shea, IT Coordinator

**REGRETS:** Deputy Mayor David Ritchie  
Councillor Sandy Talbot

**1. CALL TO ORDER**

Mayor Warnock called the special meeting to order at 9:00 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

None were presented.

**3. ADOPTION OF THE AGENDA**

Mayor Warnock inquired as to any additions, deletions or amendments to the agenda.

After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Councillor Root recommending the following to Council for consideration:

**That the November 30, 2016 agenda be adopted as circulated.  
Carried.**

4. **CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN**

**4.1 Presentation from the Tay Heritage Committee - Re: Canada 150 Plan: Tay Heritage Streets & Numbers**

Mr. Terry Fegarty appeared before Committee to present a Canada 150 project that will provide for heritage street signs, heritage house number and QR Codes in the downtown areas. He reviewed the number of century sites within the municipality and detailed what the historic district would be in each community. These historic districts would be tied to walking tours and promoted by the Heritage Committee. In addition, he advised that they are looking to install heritage street signs to delineate the heritage districts.

Mr. Fegarty advised that the Committee is working to have 20 QR signs across Tay that when scanned bring up heritage information about the site. In addition, he outlined the proposed century house plaque program which would be done and installed only at the request of the homeowner.

In conclusion, Mr. Fegarty detailed the budget impact to complete the heritage sign program, in part or in whole. In addition, he requested that two more members be added to the heritage committee in 2017 to match the ministry recommended membership.

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor LaChapelle recommending the following to Council for consideration:

**That the Council of the Township of Tay support the Tay Heritage Committee's heritage street signage program based on 52 signs in the proposed heritage districts and that the Township allocate \$10,000 towards the project.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor LaChapelle recommending the following to Council for consideration:

**That the Tay Township Heritage Committee membership be increased from five to seven.**

**Carried.**

In addition, Council indicated their support for the century home house numbering program.

Staff was directed to investigate round posts for the street signage program.

#### **4.2 Presentation from the Tay Township Public Library Board - Re: 2017 Library Budget**

We received a presentation from Mr. Bob Coryell, Board Chair and the Library C.E.O. regarding the 2017 Library Budget. The Board Chair reviewed the various programs and services offered through the Tay Township Public Library. In addition, he highlighted the progress made in 2017 including the implementation of overdue fines on all materials and the Library Master Plan.

The Board Chair detailed the proposed 2017 operating and capital budget. He advised that the 2017 budget is a 2.9% increase over 2016 budget which is approximately \$9,800. In conclusion, he requested a 2017 municipal grant of \$347,120, which is supplemented by the annual provincial operating grant.

#### **4.3 Presentation from the Director of Finance - Re: 2017 Preliminary Operating & Capital Budget**

Mr. Keith Sherman and Ms. Julie Cayley, SSEA, provided an overview of the 2017 Budget request, as detailed in their correspondence.

After discussion and consideration, a motion was moved by Councillor Root and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the Township of Tay supports the contract position for an Invasive Species Program Coordinator to manage an extensive invasive species communication, education, monitoring, and intervention program as well as to develop an invasive species management strategy for the Severn Sound community;  
And that the budget request for years 2017 and 2018 at a cost of \$7,000 per year be approved.**

**Carried.**

The Chair called on the Director of Finance to present the Preliminary 2017 Operating and Capital Budget and provide an overview of the changes in the budget for 2017.

The Director of Finance reviewed the highlights from Report No. GGF-2016-52, under date of November 30, 2016, with respect to the Preliminary 2017 Operating and Capital Budget. The Department Heads then addressed their individual sections and spoke to proposed 2017 projects and changes.

Staff was directed to report back on the creation of a Grants Committee who will be delegated authority to award annual council grants up to the allotted budget limit. The Grants Committee will then report to Council during the budget as to which organizations have been awarded grants. In addition, Council directed that an Audit Committee be created in 2017.

Council requested that Sustainable Severn Sound come to a future meeting to review their operations and 2017 budget request.

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the Port McNicoll 100<sup>th</sup> Anniversary Committee be authorized spend the \$10,000 allotted towards the community celebrations immediately as approved by the Manager of Parks, Recreation & Facilities.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Staff Report No. 2016-52 regarding the 2017 Operating and Capital Budget dated November 30, 2016, from the Treasurer be received for information and that the following motions be brought forward to the next Council meeting.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the CAO is hereby authorized to implement a 1.5% percent cost of living increase to the salary administration plan, the volunteer firefighter compensation and council remuneration, effective January 1, 2017.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the Chief Fire Training Officer position become a permanent 90 hour per month part-time position effective May 1, 2017.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Root and seconded by Councillor LaChapelle recommending the following to Council for consideration:

**That the budget be amended to include funding of \$10,000 for staff to implement a phragmites program.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Root recommending the following to Council for consideration:

**That the budget be amended to add 2 additional summer student(s) for Parks at a cost of \$9,800 each to perform additional parks maintenance on our playgrounds, beaches and washrooms.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the budget be amended to extend the Engineering Student position from an 18 week summer student to an 8 month position at a cost of \$9,800.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Root and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the budget be amended to extend the Water/Wastewater Operator student position from an 18 week summer student to an 8 month Co-op position at a cost of \$9,800.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Root and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the budget be amended to extend the Planning Student position from an 18 week summer student to an 8 month position at a cost of \$9,800.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the 2017 budget be amended to include a part time operator/labour for the new sidewalk machine at an estimated cost of \$3,121 for winter event coverage in November and December of 2017.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the Treasurer be directed to prepare the water and wastewater rate by-laws for the December council meeting.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Root recommending the following to Council for consideration:

**That the 2017 vacant lot charge for water and wastewater be set at \$64.00 each.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Root recommending the following to Council for consideration:

**That the cost of streetlights for both urban and rural areas be funded from the general taxation levy in 2017 onward.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor LaChapelle and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the wastewater utility rates fund 50% of the annual debt principal and interest payments, at least until the next development charge study is completed in 2018.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That funding in the amount of \$213,787 received under the Formula-Based Allocation of the Ontario Community Infrastructure Fund be used to fund upgrades at the Victoria Harbour Wastewater Treatment Plant in 2017.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That a donation of \$1,500 be made to the North Simcoe Agricultural Expo Agricole Association for the 2017 year be approved.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the 2017 budgetary requirement for economic development be increased by \$8,000 to \$33,000 subject to the approval of the other participating municipalities.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That a grant to the Library Board in the amount of \$347,120 be approved for 2017 operating and capital expenditures.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the total capital expenditures of \$10,080,997 be approved.**

**Carried.**

After discussion and consideration, a motion was moved by Councillor Crawford and seconded by Councillor Root recommending the following to Council for consideration:

**That the 2017 Preliminary Operating and Capital budget, be amended to include budget amounts for the following increases to service level delivery**

- **A/C Unit for the Emergency Operations Center - \$10,000**
- **Spray Patching Program - \$15,000**
- **Repair costs for donated benches – \$3,000**
- **Budget for additional sidewalk machine (fuel & maintenance) - \$3,000**
- **Rental vehicle for additional park students - \$3,000**

**And further that the 2017 Preliminary Operating and Capital budget be adopted as amended.**

**Carried.**

#### **4. ADJOURNMENT**

Moved by Councillor LaChapelle and seconded by Councillor Crawford.

**That this Special General Government & Finance Committee meeting adjourn at 1:40 p.m.**

**Carried.**

Minutes Recorder – Alison Thomas, Clerk



**THE CORPORATION OF THE TOWNSHIP OF TAY  
SPECIAL MEETING OF COUNCIL  
THURSDAY, DECEMBER 8, 2016  
9:00 A.M.**

**PRESENT:** Mayor Scott Warnock  
Deputy Mayor David Ritchie  
Councillor Jim Crawford  
Councillor Sandy Talbot  
Councillor Gerard LaChapelle  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Daryl O'Shea, ICT Coordinator

**1. CALL TO ORDER**

Mayor Warnock called the meeting to order at 9:00 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

Councillor Root, Councillor Crawford and Deputy Mayor Ritchie advised that Mr. Gary Burgess has used their name as a reference; however, it was without permission or consent.

**3. ADOPTION OF THE AGENDA**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That the Special Council Meeting Agenda for December 8, 2016 be adopted as circulated.**

**Carried.**

**4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN**

**4.1 Council Vacancy Motion**

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Catherine Root**

**That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy:**

**Jeffrey Bumstead**

**Sylvia Bumstead**

**Gary Burgess**

**cont'd...**

**Willard Cadeau  
Jennifer Clugston  
Matthew Heffer  
J. Matthew Lund  
Heinrich Naumann  
Barry Norris  
Mark Ouellette  
Michael Schuenemann  
J. Stephen Stone**

**Carried.**

#### **4.2 Selection of Candidate to fill the Council Vacancy**

Mayor Warnock advised that Council will now review the applications and once Council has reviewed the applications, Council will vote by recorded vote on their preferred selection in rounds until a successful candidate has obtained a minimum of three (3) votes from Council.

Council, by majority, agreed to pursue discussion for a new member with prior council experience as a preference in reviewing the applications.

The Clerk advised that the vote will be done by way of public vote with each member of Council being provided with a ballot with their name on it. Each member of Council will vote by casting their vote on the ballot and sign their name. Members of Council will cast their vote for one candidate only.

Once the ballots have been marked, as this is a recorded vote, there is no debate or discussion on the vote and I will call on each member of Council, in random order, to announce their vote. The ballots will then be collected and results tabulated.

Upon conclusion of the voting, the results will be announced and I present the required resolutions to Council for the appointment of the new member.

If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council

#### **Vote No. 1**

Heinrich Naumann – 4 votes – Councillor Root, Mayor Warnock, Deputy Mayor Ritchie, Councillor Crawford  
Barry Norris – 2 votes – Councillor LaChapelle, Councillor Talbot

The Clerk announced that the successful candidate for the balance of the 2014-2018 term is Ward 2 Councillor-elect Heinrich Naumann who will be officially sworn in on December 14, 2016.

**4.3 By-laws**

2016-97 Appointment, Ward 2 Councillor

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Catherine Root**

**That leave be granted to introduce By-law 2016-97 being a By-law to Appoint an Elector to the Office of Ward 2 Councillor for the Corporation of the Township of Tay.**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That By-law 2016-97 being a By-law to Appoint an Elector to the Office of Ward 2 Councillor for the Corporation of the Township of Tay be read a first, second and third time and finally passed.**

**Carried.**

**5. CONFIRMATION BY-LAW**

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Gerard LaChapelle**

**That leave be granted to introduce By-law 2016-98 being a by-law to adopt the proceedings of the meeting.**

**Carried.**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Sandy Talbot**

**That By-law 2016-98 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**6. ADJOURNMENT**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Sandy Talbot**

**That this Special Meeting of Council adjourn at 9:28 a.m.**

**Carried.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF TAY  
COMMITTEE OF ALL COUNCIL MEETING  
WEDNESDAY, DECEMBER 14, 2016  
10:00 A.M.**

**PRESENT:** Mayor Scott Warnock  
Deputy Mayor David Ritchie  
Councillor Jim Crawford  
Councillor Gerard LaChapelle  
Councillor Heinrich Naumann  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steven Farquharson, Director of Planning & Development  
Brian Thomas, Fire Chief  
Nancy Moreau, Canine MLEO (Sec. A)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)  
Raymond Knuff, Superintendent of Water/Wastewater (Sec. C)

**REGRETS:** Councillor Sandy Talbot

1. **CALL TO ORDER:**  
Mayor Warnock called the meeting to order at 10:00 a.m.  
*(The order of items dealt with during the meeting may differ from the order presented in these Minutes.)*
2. **DECLARATIONS OF INTEREST:**  
None were declared.
3. **ADOPTION OF THE AGENDA:**  
Mayor Warnock inquired as to any additions, deletions or amendments to the agenda.  
After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:  
**That the December 14, 2016 agenda be adopted as circulated.  
Carried.**

4. **DELEGATIONS:**

Mayor Warnock presented employee service awards to Terry Juneau – 10 years of service, Bryan Ritchie – 10 years of service, and Joanne Sanders – 25 years of service.

**10:00 a.m. – Arfona Zwiers, Director of Housing, County of Simcoe – Re: Update on 10-Year Affordable Housing & Homelessness Prevention Strategy.**

Mrs. Arfona Zwiers, County of Simcoe appeared before Committee to provide an update on 10-Year Affordable Housing & Homelessness Prevention Strategy, as detailed in her PowerPoint presentation. She reviewed the progress on the Strategy and highlighted the creation of County-funded program.

Mr. John Connell detailed new legislation affecting affordable housing, the 20,000 Homes Campaign as well as various municipal planning tools & incentives available. In addition, Mrs. Zwiers reviewed the 2015 annual report and detailed the progress made so far within Tay. In conclusion, Mrs. Zwiers made note of the various upcoming affordable housing opportunities.

**10:15 a.m. – Mrs. Brittany Black, North Simcoe Tourism – Re: Update on Heart of Georgian Bay**

Mrs. Brittany Black, North Simcoe Tourism appeared before Committee to provide an update on Heart of Georgian Bay over the last six months, as detailed in her PowerPoint presentation. Mrs. Black provided an update on progress made in 2016 respecting each of the four pillars; marketing, product development, workforce development and investment attraction. In particular she highlighted the new GBay.ca website, and other new promotional materials.

Mrs. Black reviewed the various event and marketing partnerships that have been developed and noted that they held two FAM Tours through the area as well as online workshops for local tourism operators. In conclusion, she reported on the work currently underway to expand existing partnership with Tourism Simcoe County to create visitor profiles and gathering statistics from area operators.

**10:30 a.m. – Mr. Chris McLaughlin, NSCFDC – Re: Broadband Gap Analysis.**

Mr. Chris McLaughlin, NSCFDC appeared before Committee regarding the Broadband Gap Analysis, as detailed in his PowerPoint presentation. Mr. McLaughlin provided an overview of the NSCFDC services and broadband initiative project so far. He highlighted that the intent is to position North Simcoe to take advantage of the SWIFT initiative which will unfold over the next 20 years with the intent of creating additional Points of Presence throughout South Western Ontario.

Mr. McLaughlin reviewed the existing broadband access difficulties and goals of the broadband gap analysis that are expected to illustrate the demand for improved broadband in the area. He advised that the gap analysis will cost \$60,000 and noted that they are requesting \$12,000 from each participating municipality to move the project forward.

Staff noted that the requested \$12,000 has been included in the draft 2017 Budget.

**10:45 a.m. – Mrs. Rhona White, 446 Broderick Street – Re: 3 Dog Request.**

Mrs. Rhona White, 446 Broderick Street appeared before Committee regarding a request to keep three dogs, as detailed in her correspondence. Mrs. White provided an overview of the situation that resulted in the third dog and requested permission to keep the three dogs.

- A.2.7 We received Report No. PPP-2016-71 from the Canine Municipal Law Enforcement Officer, under date of December 14, 2016 regarding a Three Dog Request.

After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Report No. PPP-2016-71 regarding a Three Dog Request be received;**

**And that Council approve the request by Rhona White, 446 Broderick Street, to have three dogs until such time as the one dog is deceased or moves out and then it will once again become a two dog residence.**

**Carried.**

**5. COMMITTEE BUSINESS:**

**A: PROTECTION TO PERSONS & PROPERTY COMMITTEE CONT'D – CHAIRED BY CHAIR COUNCILLOR GERARD LACHAPELLE:**

- A.1 The Protection to Persons & Property Committee was called to order by the Chair at 11:18 a.m.

- A.2.1 We received for information a report from the Ontario Provincial Police regarding 3<sup>rd</sup> Quarter Report 2016.

- A.2.2 We received Report No. PPP-2016-73 from the Fire Chief, under date of December 14, 2016, regarding a Monthly Activity Report for November 2016.

After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Report No. PPP-2016-73: Fire Chief Monthly Report – November be received for information.**

**Carried.**

- A.2.3 We received Report No. PPP-2016-76 from the Fire Chief, under date of December 14, 2016, regarding 2017 Pumper Truck Purchase. After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Councillor Crawford recommending the following to Council for consideration:  
**That Report No. PPP-2016-76 regarding a 2017 Pumper Truck Purchase be received;**  
**And that Council enters into an agreement for the purchase of a 2017 Pumper Truck from Asphodel Fire Trucks Ltd. in the amount of \$386,400 excluding HST;**  
**And that Council authorizes the funding shortfall to be covered by Township reserves;**  
**And further that the required by-law to authorize the agreement with Asphodel Fire Trucks Ltd be brought forward for consideration at the next meeting of Council.**  
Carried.
- A.2.4 We received Report No. PPP-2016-75 from the Deputy Fire Chief/Fire Prevention Officer, under date of December 14, 2016 regarding a Monthly Activity Report for November 2016. After discussion and consideration the following motion was moved by Councillor Root and seconded by Councillor Crawford recommending the following to Council for consideration:  
**That Report No. PPP-2016-75: Deputy Fire Chief/FPO Monthly Report – November be received for information.**  
Carried.
- A.2.5 We received Report No. PPP-2016-74 from the Municipal Law Enforcement Officer, under date of December 14, 2016 regarding a Monthly Activity Report for November 2016. After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Naumann recommending the following to Council for consideration:  
**That Report No. PPP-2016-74: By-law Activity Report – November 2016 be received for information.**  
Carried.
- A.2.6 We received Report No. PPP-2016-70 from the Canine Municipal Law Enforcement Officer, under date of December 14, 2016 regarding a Canine Monthly Activity Report for November 2016. After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:  
**That Report No. PPP-2016-70: By-law Canine Activity Report – November 2016 be received for information.**  
Carried.

A.3 No Other Business Items were presented.

A.4.1 No Items for Information were presented.

**B: GENERAL GOVERNMENT/FINANCE – CHAIRED BY VICE CHAIR  
COUNCILLOR GERARD LACHAPELLE:**

B.1 The General Government & Finance Committee was called to order by Vice Chair at 11:58 a.m.

B.2.1 We received for information a verbal report from the Chief Administrative Officer regarding the C.A.O.'s December 2016 Monthly Update.

B.2.2 We received for information a report from the Clerk, under date of December 14, 2016 regarding the Clerk's December Monthly Update.

B.2.3 We received Report No. GGF-2016-54 from the Clerk, under date of December 14, 2016 regarding Grandview Beach Lease Renewal. After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Staff Report No. GGF-2016-54 regarding Grandview Beach Lease Renewal be received;  
And that the Township of Tay extend the existing lease for the use and maintenance of Grandview Beach and Grandview Beach Lane with the Grandview Beach Cottagers Association for an additional ten year term to July 31<sup>st</sup>, 2027;  
And that the required by-law be brought forward to the next Council meeting.**

**Carried.**

B.2.4 We received Report No. GGF-2016-55 from the Director of Finance, under date of December 14, 2016 regarding Development Charges Indexing.

After discussion and consideration the following motion was moved by Councillor Crawford and seconded by Councillor Naumann recommending the following to Council for consideration:

**That Staff Report No. GGF-2016-55 regarding development charge indexing be received for information.**

**Carried.**

B.2.5 We received Report No. GGF-2016-56 from the Director of Finance, under date of December 14, 2016 regarding Tax Sale Results.

After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Crawford recommending the following to Council for consideration:

Cont'd...



**That Staff Report No. GGF-2016-56 regarding the November 2016 Property Tax Sale results be received for information; And that properties identified as Roll No. 4353 040 004 63810, Tax Sale No. 2015-08 and Roll No. 4353 040 004 16517, Tax Sale No. 2015-17 which received no bids be vested in the name of the Township of Tay.**

**Carried.**

B.3.1 We received a verbal report from Mayor Warnock regarding a resolution – Waukesha Water Diversion Application.

After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor Crawford recommending the following to Council for consideration:

**That the Township of Tay affirms its commitment to the protection of our water resources by calling on the Governors of Illinois, Indiana, Michigan, Minnesota, New York , Ohio, Pennsylvania and Wisconsin, and their representatives on the Compact Council to reconsider their Final Decision to approval the Waukesha Application; and**

**That the Township of Tay supports challenges by the Great Lakes and St. Lawrence Cities Initiative to the Compact Council's approval of the Waukesha Application under procedures adopted by the Compact Council, which may include requesting a hearing and initiating judicial review of the Final Decision; and**

**Be it resolved that the Township of Tay urges the Governors and Premiers of the Regional Body and Compact Council, consistent with good public policy, to reverse its approval of the Waukesha diversion application and ensure that the provisions of the Compact are strictly applied in this and any future application in order to protect the finite water resources of the Great Lake and St. Lawrence River basin.**

**Carried.**

Council temporarily recessed at 12:30 p.m.

Council resumed at 1:15 p.m.

B.3.2 We received a verbal report from Councillor Root regarding Welcome Packages.

Council reviewed the service provided to new residents through Welcome Wagon.

B.3.3 We received correspondence from the Royal Canadian Legion Campaign Office regarding Military Service Recognition Book. After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:

**That the Township of Tay purchase a ¼ page full colour advertisement in the Royal Canadian Legion Military Service Recognition Book.**

**Carried.**

B.4.1 We received for information a release from County of Simcoe regarding Council Approves 2017 County of Simcoe Budget

B.4.2 We received for information a release from County of Simcoe regarding The Future of Regional Transportation is up to you

B.4.3 We received for information correspondence from Environment and Land Tribunals Ontario regarding ARB Fee Increase

B.4.4 We received for information correspondence from AMO regarding New Legislative Changes Introduced that have Direct Impact for Municipal Governments

B.4.5 We received for information correspondence from AMO regarding Federal Infrastructure Phase 2 Incrementality Resolution

**C: PUBLIC WORKS COMMITTEE - CHAIRED BY CHAIR COUNCILLOR JIM CRAWFORD:**

C.1 The Public Works Committee was called to order by the Chair at 1:25 p.m.

C.2.1 We received for information Report No. PW-2016-92 from the Superintendent of Water/Wastewater Operations, under date of December 14, 2016 regarding a Monthly Activity Report for November 2016.

The Superintendent advised as to the required emergency procurement of a HVAC unit for Port McNicoll Wastewater Plant.

C.2.2 We received for information Report No. PW-2016-101 from the Manager of Parks, Recreation & Facilities, under date of December 14, 2016 regarding a Monthly Activity Report for November 2016.

Staff was directed to allocate the Tim Horton's rink donation to the purchase of a sound system for the Tay Community Rink.

C.2.3 We received for information Report No. PW-2016-100 from the Manager of Roads & Fleet, under date of December 14, 2016, regarding a Monthly Activity Report for November 2016.

C.2.4 We received for information Report No. PW-2016-91 from the Director of Public Works, under date of November 9, 2016, regarding a Monthly Activity Report for October 2016.

C.2.5 We received Report No. PW-2016-93 from the Superintendent of Water/Wastewater Operations, under date of December 14, 2016 regarding QMS Operational Plan External Surveillance Inspection Report 2016.

After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:

**That Staff Report No. PW-2016-93 regarding the QMS Operational Plan External Surveillance Inspection Report for 2016 be received for information.**

**Carried.**

C.2.6 We received Report No. PW-2016-94 from the Superintendent of Water/Wastewater Operations, under date of December 14, 2016 regarding Rope Water Treatment Plant M.O.E.C.C. Annual Inspection Report.

After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Councillor LaChapelle recommending the following to Council for consideration:

**That Staff Report No. PW-2016-94 regarding the Rope Water Treatment Plant M.O.E.C.C. Annual Inspection Report be received for information.**

**Carried.**

C.2.7 We received Report No. PW-2016-95 from the Superintendent of Water/Wastewater Operations, under date of December 14, 2016 regarding Tay Area Water Treatment Plant M.O.E.C.C. Annual Inspection Report.

After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Root recommending the following to Council for consideration:

**That Staff Report No. PW-2016-95 regarding the Tay Area Water Treatment Plant M.O.E.C.C. Annual Inspection Report be received for information.**

**Carried.**

C.2.8 We received Report No. PW-2016-102 from the Manager of Roads & Fleet, under date of December 14, 2016 regarding Rumney Road Geotechnical Report.

Council deferred the report the January 11, 2017 COAC meeting.

C.2.9 We received Report No. PW-2016-93 from the Director of Public Works, under date of December 14, 2016 regarding Victoria Harbour WWTP Upgrade Consultant Fee Request.

After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Councillor Naumann recommending the following to Council for consideration:

**That Staff Report No. PW-2016-93 regarding the fee request from MMM Group Limited be received;**

**And that an extension of fees in the amount of \$46,500 be authorized for a total of \$340,605 for the Contract Administration and General Construction Review section of the assignment;**

**And that staff be authorized to provide approval of up to an additional \$15,000 if justified.**

**Carried.**

C.2.10 We received Report No. PW-2016-99 from the Director of Public Works, under date of December 14, 2016 regarding Road Needs Study and Master Servicing Study Consultant Short-list.

After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor LaChapelle recommending the following to Council for consideration:

**That Staff Report No. PW-2016-99 regarding the short-lists for engineering services for the upcoming Road Needs Study and the Master Servicing Study be received;**

**And that the following firms be short-listed for the Roads Needs Study: R.J. Burnside & Associates Limited, and C.C. Tatham & Associates Ltd.;**

**And that the following firms be short-listed for the Master Servicing Study: R.J. Burnside & Associates Limited, C.C. Tatham & Associates Ltd., and J.L. Richards & Associates Limited.**

**Carried.**

C.3 No Other Business Items were received.

C.4.1 We received for information correspondence from County of Simcoe Forests regarding Notification of Tree Harvesting Operations within the Simcoe County Forest.

**D: PLANNING & DEVELOPMENT COMMITTEE – CHAIRED BY CHAIR DEPUTY MAYOR DAVID RITCHIE:**

D.1 The Planning & Development Committee was called to order by the Chair at 1:56 p.m.

D.2.1 We received Report No. PD-2016-62 from the Chief Building Official, under date of December 14, 2016 regarding Building Services Division's Monthly Update – November 2016.

After discussion and consideration the following motion was moved by Councillor Crawford and seconded by Councillor Naumann recommending the following to Council for consideration:

**That Report No. PD-2016-62 regarding Building Services Monthly Update Report November 2016 be received.**

**Carried.**

D.2.2 We received Report No. PD-2016-61 from the Planning Consultant, Kristine Loft, under date of December 14, 2016 regarding Skyline Update Report – October-November 2016 Update.

After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Report No. PD-2016-61 regarding a Skyline Update Report – October-November 2016 Update be received as informational.**

**Carried.**

D.2.3 We received for information Report PD-2016-64 from the Director of Planning & Development, under date of December 14, 2016 regarding Planning & Development Update – November 2016.

D.2.4 We received Report No. PD-2016-60 from the Director of Planning & Development, under date of December 14, 2016 regarding Official Plan Amendment (2016-OPA-02)(38) and Amendment to the Zoning By-law (2016-ZBA-08) 83 Jephson Street.

After discussion and consideration the following motion was moved by Councillor Crawford and seconded by Councillor Naumann recommending the following to Council for consideration:

**That Report No. PD-2016-60 regarding an Official Plan Amendment (2016-OPA-02)(38) and Amendment to the Zoning By-law (2016-ZBA-08) for 83 Jephson Street be received;**

**And that Amendment Number 38 to the Official Plan of the Township of Tay be approved;**

**And that Zoning By-law Amendment for rezoning 83 Jephson Street from Institutional "I" Zone to Village Residential "R2" Zone be approved;**

**And that the required by-law be brought forward to the next scheduled Council Meeting.**

**Carried.**

D.2.5 We received Report No. PD-2016-65 from the Director of Planning & Development, under date of December 14, 2016 regarding Ontario Municipal Board Reform.

After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor Crawford recommending the following to Council for consideration:

**That Report No. PD-2016-65 regarding the Ontario Municipal Board Reform be received for information;  
And that Planning Staff be directed to provide comments to the Province of Ontario regarding the OMB Reform on behalf of the Corporation of the Township of Tay.**

**Carried.**

- D.3 No Other Business Items were presented.
- D.4.1 We received for information correspondence from EDCNS regarding Economic Development Officer Update as of November 17, 2016.
- D.4.2 We received for information correspondence from the County of Simcoe regarding Review of the Ontario Municipal Board.

**6. CLOSED SESSION:**

No Closed Session was held.

**7. ADJOURNMENT:**

Moved by Councillor LaChapelle and seconded by Councillor Root.

**That this Committee of All Council meeting adjourn at 2:22 p.m. and reconvene on January 11, 2017.**

**Carried.**

Minutes Recorder: Alison Thomas, Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY  
SPECIAL MEETING OF COUNCIL  
WEDNESDAY, DECEMBER 14, 2016  
9:00 A.M.**

**PRESENT:** Mayor Scott Warnock  
Deputy Mayor David Ritchie  
Councillor Jim Crawford  
Councillor Catherine Root

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Thomas, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steven Farquharson, Director of Planning & Development  
Brian Thomas, Fire Chief

**REGRETS:** Councillor Gerard LaChapelle  
Councillor Sandy Talbot

**1. CALL TO ORDER**

Mayor Warnock called the meeting to order at 9:00 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

None were presented.

**3. ADOPTION OF THE AGENDA**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That the Special Council Meeting Agenda for December 14, 2016 be adopted as circulated.**

**Carried.**

**4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN**

**4.1 Oath of Office: Ward 2 Councillor Heinrich Naumann**

The Clerk administered the Oath of Office to Ward 2 Councillor-elect Heinrich Naumann.

Councillor Naumann then assumed his seat and thanked Council for their support.

5. **CONFIRMATION BY-LAW**

Moved By: Councillor Jim Crawford

Seconded By: Deputy Mayor David Ritchie

That leave be granted to introduce By-law 2016-86 being a by-law to adopt the proceedings of the meeting.

Carried.

Moved By: Deputy Mayor David Ritchie

Seconded By: Councillor Jim Crawford

That By-law 2016-86 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

6. **ADJOURNMENT**

Moved By: Deputy Mayor David Ritchie

Seconded By: Councillor Jim Crawford

That this Special Meeting of Council adjourn at 9:04 a.m.

Carried.

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MAYOR

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CLERK



**PUBLIC WORKS  
CHAIRPERSON: COUNCILLOR JIM CRAWFORD**

**RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

13. That Staff Report No. PW-2016-93 regarding the QMS Operational Plan External Surveillance Inspection Report for 2016 be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

14. That Staff Report No. PW-2016-94 regarding the Rope Water Treatment Plant M.O.E.C.C. Annual Inspection Report be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

15. That Staff Report No. PW-2016-95 regarding the Tay Area Water Treatment Plant M.O.E.C.C. Annual Inspection Report be received for information.

**COUNCIL ACTION:** \_\_\_\_\_

16. That Staff Report No. PW-2016-93 regarding the fee request from MMM Group Limited be received;  
And that an extension of fees in the amount of \$46,500 be authorized for a total of \$340,605 for the Contract Administration and General Construction Review section of the assignment;  
And that staff be authorized to provide approval of up to an additional \$15,000 if justified.

**COUNCIL ACTION:** \_\_\_\_\_

17. That Staff Report No. PW-2016-99 regarding the short-lists for engineering services for the upcoming Road Needs Study and the Master Servicing Study be received;  
And that the following firms be short-listed for the Roads Needs Study:  
R.J. Burnside & Associates Limited, and  
C.C. Tatham & Associates Ltd.;  
And that the following firms be short-listed for the Master Servicing Study:  
R.J. Burnside & Associates Limited,  
C.C. Tatham & Associates Ltd., and  
J.L. Richards & Associates Limited.

**COUNCIL ACTION:** \_\_\_\_\_

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR DAVID RITCHIE**

**RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

- 18.** That Report No. PD-2016-62 regarding Building Services Monthly Update Report November 2016 be received.

**COUNCIL ACTION:** \_\_\_\_\_

- 19.** That Report No. PD-2016-61 regarding a Skyline Update Report – October-November 2016 Update be received as informational.

**COUNCIL ACTION:** \_\_\_\_\_

- 20.** That Report No. PD-2016-60 regarding an Official Plan Amendment (2016-OPA-02)(38) and Amendment to the Zoning By-law (2016-ZBA-08) for 83 Jephson Street be received;  
And that Amendment Number 38 to the Official Plan of the Township of Tay be approved;  
And that Zoning By-law Amendment for rezoning 83 Jephson Street from Institutional "I" Zone to Village Residential "R2" Zone be approved;  
And that the required by-law be brought forward to the next scheduled Council Meeting.

**COUNCIL ACTION:** \_\_\_\_\_

- 21.** That Report No. PD-2016-65 regarding the Ontario Municipal Board Reform be received for information;  
And that Planning Staff be directed to provide comments to the Province of Ontario regarding the OMB Reform on behalf of the Corporation of the Township of Tay.

**COUNCIL ACTION:** \_\_\_\_\_



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

450 Park St.  
P.O. Box 100  
Victoria Harbour, ON  
L0K 2A0

December 21, 2016

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2016-12-02 respectfully  
recommended to Council for adoption.

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Alison Thomas, BAH, CMO  
Clerk

**GENERAL GOVERNMENT AND FINANCE  
CHAIRPERSON: COUNCILLOR GERARD LACHAPELLE**

**RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

1. That the Council of the Township of Tay support the Tay Heritage Committee's heritage street signage program based on 52 signs in the proposed heritage districts and that the Township allocate \$10,000 towards the project.

**COUNCIL ACTION:** \_\_\_\_\_

2. That the Tay Township Heritage Committee membership be increased from five to seven.

**COUNCIL ACTION:** \_\_\_\_\_

3. That the Township of Tay supports the contract position for an Invasive Species Program Coordinator to manage an extensive invasive species communication, education, monitoring, and intervention program as well as to develop an invasive species management strategy for the Severn Sound community;  
And that the budget request for years 2017 and 2018 at a cost of \$7,000 per year be approved.

**COUNCIL ACTION:** \_\_\_\_\_

4. That the Port McNicoll 100<sup>th</sup> Anniversary Committee be authorized spend the \$10,000 allotted towards the community celebrations immediately as approved by the Manager of Parks, Recreation & Facilities.

**COUNCIL ACTION:** \_\_\_\_\_

5. That Staff Report No. 2016-52 regarding the 2017 Operating and Capital Budget dated November 30, 2016, from the Treasurer be received for information and that the following motions be brought forward to the next Council meeting.

**COUNCIL ACTION:** \_\_\_\_\_

6. That the CAO is hereby authorized to implement a 1.5% percent cost of living increase to the salary administration plan, the volunteer firefighter compensation and council remuneration, effective January 1, 2017.

**COUNCIL ACTION:** \_\_\_\_\_

7. That the Chief Fire Training Officer position become a permanent 90 hour per month part-time position effective May 1, 2017.

**COUNCIL ACTION:** \_\_\_\_\_

8. That the budget be amended to include funding of \$10,000 for staff to implement a phragmites program.

**COUNCIL ACTION:** \_\_\_\_\_

9. That the budget be amended to add 2 additional summer student(s) for Parks at a cost of \$9,800 each to perform additional parks maintenance on our playgrounds, beaches and washrooms.

**COUNCIL ACTION:** \_\_\_\_\_

10. That the budget be amended to extend the Engineering Student position from an 18 week summer student to an 8 month position at a cost of \$9,800.

**COUNCIL ACTION:** \_\_\_\_\_

11. That the budget be amended to extend the Water/Wastewater Operator student position from an 18 week summer student to an 8 month Co-op position at a cost of \$9,800.

**COUNCIL ACTION:** \_\_\_\_\_

12. That the budget be amended to extend the Planning Student position from an 18 week summer student to an 8 month position at a cost of \$9,800.

**COUNCIL ACTION:** \_\_\_\_\_

13. That the 2017 budget be amended to include a part time operator/labour for the new sidewalk machine at an estimated cost of \$3,121 for winter event coverage in November and December of 2017.

**COUNCIL ACTION:** \_\_\_\_\_

14. That the Treasurer be directed to prepare the water and wastewater rate by-laws for the December council meeting.

**COUNCIL ACTION:** \_\_\_\_\_

15. That the 2017 vacant lot charge for water and wastewater be set at \$64.00 each.

**COUNCIL ACTION:** \_\_\_\_\_

16. That the cost of streetlights for both urban and rural areas be funded from the general taxation levy in 2017 onward.

**COUNCIL ACTION:** \_\_\_\_\_

17. That the wastewater utility rates fund 50% of the annual debt principal and interest payments, at least until the next development charge study is completed in 2018.

**COUNCIL ACTION:** \_\_\_\_\_

18. That funding in the amount of \$213,787 received under the Formula-Based Allocation of the Ontario Community Infrastructure Fund be used to fund upgrades at the Victoria Harbour Wastewater Treatment Plant in 2017.

**COUNCIL ACTION:** \_\_\_\_\_

19. That a donation of \$1,500 be made to the North Simcoe Agricultural Expo Agricole Association for the 2017 year be approved.

**COUNCIL ACTION:** \_\_\_\_\_

20. That the 2017 budgetary requirement for economic development be increased by \$8,000 to \$33,000 subject to the approval of the other participating municipalities.

**COUNCIL ACTION:** \_\_\_\_\_

21. That a grant to the Library Board in the amount of \$347,120 be approved for 2017 operating and capital expenditures.

**COUNCIL ACTION:**\_\_\_\_\_

22. That the total capital expenditures of \$10,080,997 be approved.

**COUNCIL ACTION:**\_\_\_\_\_

23. That the 2017 Preliminary Operating and Capital budget, be amended to include budget amounts for the following increases to service level delivery

- A/C Unit for the Emergency Operations Center - \$10,000
- Spray Patching Program - \$15,000
- Repair costs for donated benches – \$3,000
- Budget for additional sidewalk machine (fuel & maintenance) - \$3,000
- Rental vehicle for additional park students - \$3,000

And further that the 2017 Preliminary Operating and Capital budget be adopted as amended.

**COUNCIL ACTION:**\_\_\_\_\_



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** December 21, 2016

**Report No.:** PPP-2016-66

**Report Title:** County of Simcoe Emergency Social Services Agreement

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### **RECOMMENDATION:**

**That Report No. PPP-2016-66 regarding the County of Simcoe Emergency Social Services Agreement be received;**

**And that the Council of the Township of Tay agrees to enter into an Emergency Social Services Agreement with the County of Simcoe;**

**And that the required by-law be brought forward to the next Council meeting.**

### **INTRODUCTION/BACKGROUND:**

The Emergency Social Services Agreement between the County of Simcoe and participating member municipalities was originally endorsed by County Council in May 2011. The Agreement was developed in consultation with member municipalities in order to ensure that the social services needs of the most vulnerable members of our communities are addressed during large-scale community emergencies that incorporate a need for the evacuation of residents from their usual place of lodging.

### **ANALYSIS:**

The Emergency Social Services Agreement between the County of Simcoe and participating member municipalities was originally endorsed by County Council pursuant to Item HS 11-090 in May 2011. The Agreement was developed in consultation with member municipalities in order to ensure that the social services needs of the most vulnerable members of our



communities are addressed during large-scale community emergencies that incorporate a need for the evacuation of residents from their usual place of lodging.

Since May 2011, the Agreement has undergone two revisions. The first of these revised Agreements was endorsed by County Council in October 2011; and, the second was endorsed by County Council in February 2013.

To date, the following municipalities have executed the October 2011 Agreement:

- Town of Bradford West Gwillimbury
- Township of Clearview
- Town of Collingwood
- Town of Innisfil
- Town of Penetanguishene
- Township of Ramara
- Township of Severn
- Township of Springwater
- Township of Tay
- Township of Tiny

Based on further consultations with member municipalities, the Agreement was amended in February 2013 to more accurately reflect the agreed upon financial arrangements between the County and participating municipalities. However, to date, no municipality has signed the February 2013 version of the Agreement.

Since May 2013, further extensive consultations have taken place between County staff and the member municipalities, and their CEMCs, who have not yet executed the Agreement. These consultations have resulted in amendments to the indemnification, release and insurance arrangements between the County and participating municipalities as set out in Sections 10, 11 and 12 of the proposed Agreement, attached as Schedule 1 of this Item. It is anticipated that this amended Emergency Social Services Agreement will be executed by the following municipalities:

- Township of Adjala-Tosorontio
- Township of Essa
- Town of Midland
- Town of New Tecumseth
- Township of Oro-Medonte
- Town of Wasaga Beach

To ensure consistency of service delivery, County staff also recommended that any municipality who had executed the May 2011 version of the Agreement have the opportunity to sign the amended agreement.

Consultations pertaining to an Emergency Social Services Agreement with the cities of Barrie and Orillia are currently underway.

**SUSTAINABILITY PLAN:**

N/A

**FINANCIAL/BUDGET IMPACT:**

There are no immediate financial or resource implications associated with this Item. For precise details pertaining to costs and liabilities pursuant to an activation of the Emergency Social Services Agreement, please refer to Schedules A and B of the Agreement (attached).

**CONCLUSION:**

It is recommended that Council does authorize entering into the Emergency Social Services Agreement with the County of Simcoe.

Prepared By:

Date Prepared: December 6, 2016

Brian Thomas  
Fire Chief/CEMC

Reviewed By:

Date: , 2016

Robert J. Lamb, CEcD, Ec.D.  
Chief Administrative Officer

## MEMORANDUM OF AGREEMENT

(Hereinafter referred to as the "Agreement")

This Agreement made in duplicate

**BETWEEN:**

The Corporation of the County of Simcoe  
(hereinafter referred to as the "County of Simcoe")

-and-

(hereinafter referred to as the "Municipality")

**WHEREAS** the County of Simcoe wishes to put into place procedures and practices to deal with an Emergency affecting Simcoe County area municipalities for the purpose of providing Emergency Social Services;

**AND WHEREAS** the County of Simcoe wishes to enter into this Mutual Assistance Agreement with \_\_\_\_\_ for the provision of Emergency Social Services as found within the County of Simcoe Emergency Response Plan;

**AND WHEREAS** the Municipality wishes to safeguard and protect the health, safety and security of its citizens and to secure basic financial assistance for the purpose of providing basic needs, shelter and disaster relief to its citizens;

**AND WHEREAS** this Agreement is authorized under section 13(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9 (the "Act");

**AND WHEREAS** the County of Simcoe continues to conduct advance assessment throughout Simcoe County to identify facilities that could serve as suitable reception and/or evacuation centre(s) in the event of an Emergency (as defined herein);

**AND WHEREAS** this Agreement is of a kind contemplated by the County of Simcoe Emergency Response Plan, as adopted by the council of the County of Simcoe under By-Law No. 5673 in accordance with the Act, and;

**AND THEREFORE, IN CONSIDERATION** of the County of Simcoe, upon a request for emergency assistance by the Municipality, executing the County of Simcoe Emergency Social Services Response Plan in accordance with the mutual terms and covenants herein contained, the Parties covenant and agree as follows:

### SECTION 1: DEFINITIONS

In this Agreement,

- (a) "Emergency" means a dangerous situation or pending situation that prompts a formal request to the County of Simcoe in which the Municipality requests deployment of Emergency Social Services for immediate assistance given the nature of the emergency.
- (b) "Schedule A - Eligible Expenses" as described in Schedule A hereto means the expenses incurred and authorized by the County of Simcoe for and on behalf of the Municipality in the provision of Emergency Social Services.
- (c) "Emergency Social Services" or "Services" means those services described in the County of Simcoe Emergency Social Services Response Plan that would be executed in a designated Evacuation Centre(s).
- (d) "Evacuation Centres" means a municipally-owned or privately-owned facility, whether located inside or outside the geographic limits of the Municipality, which has been designated by the Municipality, and approved by the County, for the temporary lodging of persons during an Emergency.

- (e) "Service Provider" means an agency that provides specific services during an Emergency as authorized and directed by the County of Simcoe.
- (f) "Municipal Disaster Recovery Assistance" means the Ontario provincial program administered by the Ministry of Municipal Affairs designed to provide financial assistance to help Ontario municipalities recover from natural disasters.

## **SECTION 2. SERVICES**

- (a) Except as otherwise provided herein, the County of Simcoe shall provide for and on behalf of the Municipality, upon receiving a notification request for assistance in an Emergency, Emergency Social Services in accordance with this Agreement. Neither Party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to causes or circumstances beyond its control.
- (b) The Municipality shall abide by Emergency Social Services program guidelines for Emergency requests for assistance, as set out in **Schedule C**.
- (c) The County of Simcoe shall provide the Municipality with both an electronic and hard copy of the County of Simcoe Emergency Social Services Response Plan.
- (d) The Municipality shall advise the County of Simcoe of the anticipated number of evacuees expected to be sheltered in the Evacuation Centre(s).
- (e) The Municipality shall be responsible for obtaining any licenses, approvals or permits required to operate the designated Evacuation Centre(s).
- (f) During the Emergency, the Municipality shall, at its sole cost and expense, maintain and keep the designated Evacuation Centre(s) in a state of good repair and condition, and shall promptly make all needed repairs and replacements (reasonable wear and tear and damage by fire, lightning and tempest, exempted) and at the end of its use for purposes of an Evacuation Centre shall deliver up the premises in substantially as good condition as they were at the beginning of their use for that purpose (damage by reasonable wear and tear, fire, lightning, and tempest only exempted).
- (g) The Municipality shall contact the County of Simcoe, which in consultation with the public health department and the fire department shall review and where it deems appropriate, approve as a designated Evacuation Centre any proposed facility which has not been previously inspected for lodging and temporary shelter requirements.
- (h) The County of Simcoe shall provide the necessary number of staff to coordinate the management of operations for the Evacuation Centre(s).
- (i) The County of Simcoe may request deployment of staff from the Municipality to assist in the management of the County of Simcoe Emergency Social Services Response Plan, and the Municipality shall comply with such request to the extent it is able.
- (j) The County of Simcoe shall activate and deploy the necessary Service Providers.
- (k) This Agreement is for the provision of Emergency Social Services; evacuation and transportation of evacuees does not form part of the Agreement.

- (f) The Municipality shall provide to the County of Simcoe Emergency Operations Centre daily situation reports detailing the status of the Emergency for communicating appropriate information to evacuees residing at the Evacuation Centre(s).
- (m) The County of Simcoe shall provide daily Evacuation Centre situation reports to the Municipality.
- (n) The County of Simcoe will direct any evacuee to alternative accommodations if, in the opinion of the County of Simcoe, the evacuee requires special care and is unable to be adequately sheltered in the Evacuation Centre designated by the Municipality.
- (o) The Municipality shall identify and make arrangements with a pre-approved Reception and Evacuation Centre(s) set out in **Schedule D**, to provide unobstructed access thereto to the County of Simcoe for the provision of Emergency Social Services.

### **SECTION 3: ACTIVATION OF EMERGENCY SOCIAL SERVICES**

The Municipality shall be guided by the appropriate response level set out in **Schedule C**, when considering making an Emergency Social Services request for assistance to the County. Furthermore, when requesting Emergency Social Services the Municipality shall contact the County of Simcoe Community Emergency Management Coordinator (CEMC) for the notification system to be activated.

### **SECTION 4: TERM AND TERMINATION**

This Agreement will be in force for the period (the "Term") commencing on the date of its execution until it is superseded or replaced by a subsequent contract or until it is terminated in its entirety by either Party, by giving no less than thirty (30) days written notice, or as otherwise permitted by this Agreement.

Termination of this Agreement shall not relieve either Party of any ongoing obligation incurred in accordance with this agreement prior to termination.

### **SECTION 5: AMENDMENTS**

Amendments to this Agreement shall be in writing and be executed by the Parties. If agreed in writing by both Parties to this Agreement, an amendment shall form a part of this Agreement.

### **SECTION 6: LEGAL RELATIONSHIP**

In this Agreement nothing gives rise to an employment relationship for the provision of services between the Municipality, the County of Simcoe and Service Provider employees or volunteers. The Parties expressly acknowledge that they are independent contractors and neither an agency, or partnership nor employer-employee relationship is intended or created by this Agreement.

### **SECTION 7: WITHDRAWAL OF SERVICE**

Notwithstanding anything in this Agreement, the Municipality acknowledges that the County of Simcoe may withdraw its Emergency Social Services, in consultation with the Municipality at any time and without liability hereunder, in the event that the County of Simcoe, acting reasonably, determines that it is unable to provide such services without compromising the health, security or safety of the employees, agents or contractors of the County of Simcoe or of the employees, agents or contractors of the Service Providers.

### **SECTION 8: HUMAN RIGHTS CODE**

It is a condition of this Agreement that each Party comply with the Human Rights Code in discharging its obligations under the Agreement. Breach of this

condition is sufficient grounds for immediate termination of this Agreement by either part.

#### **SECTION 9: COLLECTION AND DISCLOSURE OF PRIVATE INFORMATION**

Any information collected by the County of Simcoe pursuant to this Agreement is subject to, and shall be handled in accordance with, the provisions of the Municipal Freedom of Information and Protection of Privacy Act, the Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act.

#### **SECTION 10: INDEMNIFICATION**

Each of the County of Simcoe and the Municipality (herein "Indemnifying Party") will, both during the Term and after the termination of this Agreement, each indemnify and save harmless the other party, and the other party's councillors, officers, employees, servants, agents, contractors subcontractors and volunteers (collectively, the "Indemnified Party") from and against any loss, damage, claim, demand, cost action, suit, expense or liability whatsoever, that the Indemnified Party may incur, suffer or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceeding that may be made or asserted against or affect the Indemnified Party by reason of any wrongful or negligent act or omission in the performance of Services on the part of the Indemnifying Party, or its councillors, officers, employees, servants, agents, contractors, subcontractors or volunteers. The obligation of the Indemnifying Party to indemnify as set forth in this paragraph shall survive the termination of this Agreement for any reason.

#### **SECTION 11: RELEASE**

The Municipality hereby waives and releases the County of Simcoe from and against all present and future claims which the Municipality has or reasonably ought to have knowledge of that could be advanced by the Municipality against the County of Simcoe arising from the County of Simcoe's involvement in providing Emergency Social Services for loss of or damage to property, arising directly or indirectly out of or in connection with the County of Simcoe's provision of Emergency Social Services pursuant to this Agreement, a breach by the Municipality of any contract with a third-party, including (without limitation) claims arising from the Municipality's breach of any third party contract, except for those claims arising from the gross negligence or deliberate misconduct of the County of Simcoe and claims arising from the provisions of Section 10: Indemnification.

#### **SECTION 12: INSURANCE**

Without restricting the generality of Section 10 – Indemnification, the Municipality shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement occupier's liability insurance on the Evacuation Centre(s) naming the County as an additional insured, as well the Municipality shall obtain and keep in force throughout the Term of this Agreement at its sole cost and expense comprehensive general liability insurance (including, without limitation, coverage for personal injury including death, property damage or loss, property damage and public liability), fully protecting itself and the County of Simcoe's employees, agents and volunteers as additional insured with respect to liability arising out of the operations of the County of Simcoe in providing Emergency Social Services pursuant to this Agreement, in an amount not less than Ten Million Dollars (\$10,000,000.00) per occurrence.

Copies of the certificates of insurance certified by an authorized representative of the insurer together with any amending endorsements, evidencing the foregoing coverage, including the required waiver of cross-liability endorsement, and any renewals thereof, will be provided by the Municipality to the County of Simcoe upon request throughout the Term of this Agreement. In addition, it is the responsibility of the Municipality if using an Evacuation Centre located in another municipality, to ensure that both Parties are insured under the said policies.

The County of Simcoe, at its sole cost and expense, shall obtain and maintain throughout the Term of this Agreement comprehensive general liability insurance (including, without limitation, coverage for personal injury including death,

property damage or loss, property damage and public liability in an amount not less than Ten Million Dollar (\$10,000,000.00) per occurrence and naming the Municipality as an additional insured, provided however that the addition of the Municipality is limited to liability arising out of the performance or provision of Emergency Social Services and all operations necessary or incidental thereto.

#### **SECTION 13: CONFLICT OF INTEREST**

The County of Simcoe shall disclose to the Municipality without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest, or breach of law in relation to this Agreement. A breach of this section by the County of Simcoe shall entitle the Municipality to terminate this Agreement in addition to any other remedies that the Municipality may have in law or in equity.

#### **SECTION 14: FINANCIAL ARRANGEMENTS**

The County of Simcoe shall keep full, true and correct records of any and all **Schedule A - Eligible Expenses** incurred pursuant to this Agreement. The County of Simcoe and the Municipality shall mutually decide on the appropriate actions when considering a submission, application or claim (collectively "Application") for reimbursement of Eligible Expenses ("Cost Recovery") to the provincial Municipal Disaster Recovery Assistance program and/or any other provincial or federal programs or agencies.

In the event that the County of Simcoe provides concurrent Emergency Social Services at an Evacuation Centre for and at the request of the Municipality and one or more other Simcoe County area municipalities, each Municipality shall include in its application for Cost Recovery its proportionate share of the total **Schedule A - Eligible Expenses**, which shall be calculated based on the ratio of the number of residents of that Municipality that received Emergency Social Services at the Evacuation Centre to the total number of residents that received Emergency Social Services at the Evacuation Centre.

In the event that Cost Recovery Funds are made available pursuant to an Application, and for any reason, the County cannot (or does not) receive any payments directly, all such sum or sums shall be collected by the Municipality and shall constitute trust funds in the Municipality's hands and shall be immediately be paid over to the County of Simcoe.

In the event that (i) no Application is made pursuant to the provincial Municipal Disaster Recovery Assistance program or any other provincial or federal program or agency by either Party; or, (ii) an Application is made but no funds for Cost Recovery are provided by the Municipal Disaster Recovery Assistance program and/or any other Provincial or Federal program or agency, the Eligible Expenses shall be recovered by the County of Simcoe through the revenue collected from a County levy pursuant to the *Municipal Act, 2001*.

The Municipality shall be solely responsible for those costs and liabilities set-out in **Schedule B - Municipal Cost Responsibilities** of this Agreement. The Municipality shall indemnify the County from and against any and all liabilities, actions, suits, demands and claims that may arise, directly or indirectly, as a result of such costs and liabilities. The Municipality shall reimburse the County for any and all **Schedule B - Municipal Cost Responsibilities** costs paid or incurred by the County immediately upon demand.

#### **SECTION 15: SERVICE RECORDS**

Each of the Parties shall not dispose of any records related to the Services provided under this Agreement for a period of seven (7) years following termination or expiration of this Agreement. The Parties shall provide access and copies of any records related to services provided to evacuees for the purpose of recovery and disaster relief purposes.

#### **SECTION 16: CONFIDENTIALITY**

The County of Simcoe shall hold confidential and not disclose or release to any person other than to the Municipality or Service Provider at any time during or following the term of this Agreement, except where required by law, any

information or document that identifies any individual in receipt of services or the nature or extent of services received by any individual without obtaining oral or written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such confidential information.

**SECTION 17: WAIVER OF BREACH**

The failure of the County of Simcoe to insist upon a strict performance of any of the terms and conditions hereof, or the exercise of a discretion by the County of Simcoe in any particular manner in one instance, shall not be deemed a waiver of any rights or remedies that the County of Simcoe may have and shall not be deemed a waiver of any subsequent breach or default in any of such terms and conditions.

**SECTION 18: SCHEDULES**

All the terms of the Schedules are incorporated into this Agreement and will take precedence where there is an inconsistency or conflict with the terms hereof. This Agreement and the attached Schedule(s) embody the entire Agreement and supersede any other understanding or agreement, collateral, oral or otherwise, existing between the Parties at the date of execution and relating to the subject matter of this Agreement.

**SECTION 19: LAWS**

The Municipality agrees that the County of Simcoe and its employees and representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders in respect of the performance of this Agreement.

**SECTION 20: DISPUTE RESOLUTION**

A dispute between the Parties relating to the interpretation or implementation of this Agreement will be addressed through good faith negotiation, with or without the assistance of a mediator. The Parties agree that in the event that they are not able to reach a resolution of all the matters in dispute after mediation, then the matters remaining in dispute will be finally determined by arbitration in accordance with the *Arbitration Act, 1991* (Ontario).

**SECTION 21: NOTICE**

Any notice, instrument or document to be given by either Party to the other shall, in the absence of proof to the contrary, be deemed conclusively to have been received by the addressee (i) if delivered personally on a business day, then on the day of delivery; (ii) if sent by prepaid registered post, then on the second day following the registration thereof; (iii) if sent by ordinary mail, then on the third business day following the date on which it was mailed; or (iv) if sent by facsimile, upon confirmation of successful transmission of the notice.

Any notice, instrument or document can be given by either Party to the other from the following address and facsimile or other such address or facsimile that either Party has deemed appropriate by either providing a written or faxed notice.

County of Simcoe:                   The Corporation of the County of Simcoe  
1110 Highway 26, West  
Midhurst, ON L0L 1X0  
Fax: (705) 725-9539  
Phone: (705) 726-9300



Municipality: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 22: WHOLE AGREEMENT**

This Agreement comprises the whole of the understanding between the Parties and is not subject to or in addition to any other arrangements, representatives or warranties, whether written, oral or implied, that are not set out herein. However, the Parties acknowledge that this Agreement does not affect any future agreement that may be put in place to deal with either a declared Emergency or a non-declared Emergency by the Municipality requiring services and coordination from the County of Simcoe Social and Community Services Division.

**IN WITNESS WHEREOF** the Municipality has hereunto affixed its corporate seal attested by the hands of its duly authorized officers and the County of Simcoe has hereunto set hand and seal.

**SIGNED, SEALED AND DELIVERED**  
**In the presence of (Municipality) \_\_\_\_\_:**

\_\_\_\_\_  
**Mayor,** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Clerk** \_\_\_\_\_ **Date** \_\_\_\_\_

**CORPORATION OF THE COUNTY OF SIMCOE**

\_\_\_\_\_  
**Warden, County of Simcoe** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Clerk, County of Simcoe** \_\_\_\_\_ **Date** \_\_\_\_\_

## **SCHEDULE A - Eligible Expenses**

"Eligible Expenses" means any and all actual expenses incurred and authorized by the County of Simcoe, for and on behalf of the Municipality, in the provision of Emergency Social Services, whether during or after an Emergency. Without limiting the generality of the foregoing definition, these expenses may relate to one or more of the categories set out hereunder. In addition, these expenses may or may not form part of costs submitted by either party hereto to the provincial Municipal Disaster Recovery Assistance program and any other provincial or federal disaster assistance funding.

### **SECTION 1: List of Core Emergency Social Services Costs**

1. Overtime salaries associated with the deployment of County of Simcoe staff directly providing Services at Evacuation Centre(s). These positions are defined in Appendix D of the Emergency Social Services Response Plan.
2. Shipping, transportation and mileage costs associated with moving goods, services and staff to the designated Evacuation Centre(s).
3. Accommodation and food costs incurred for County and Service Provider staff.
4. Full cost to employ security measures for the health and safety of staff, Service Providers and evacuees at the Evacuation Centre(s).
5. Transportation costs associated with moving evacuees from the Evacuation Centre(s) to alternative locations.
6. Rental of equipment and supplies for the operations of the Evacuation Centre(s).
7. Supplies deemed essential to carry-out Services at the Evacuation Centre(s).
8. Food service costs for staff, service providers and evacuees at the Evacuation Centre(s).
9. Emergency supplies for evacuees' lodging at the Evacuation Centre(s).
10. Special needs assistance or special lodging arrangements provided to evacuee(s).
11. All costs and expenses charged by or on behalf of any Service Provider(s), or incurred by the County of Simcoe in relation to services provided by any Service Provider(s), which services are authorized by the County of Simcoe, in its sole discretion, to respond to an Emergency.
12. Incidental costs deemed necessary by the County of Simcoe, including any and all Schedule B costs initially paid or incurred by the County of Simcoe for any reason.

### **SECTION 2: Service Provider Costs**

Each "Service Provider" deployed by the County shall submit to the County of Simcoe all Eligible Expenses as defined in their Service Provider Agreement or a Fee for Service Agreement with the County. Eligible Expenses for a Service Provider shall be either costs that are incremental to their core mission as a disaster relief organization or a fee for service that is deemed essential to perform the required Services at the Evacuation Centre(s).

## **SCHEDULE B - Municipal Cost Responsibilities**

The following list identifies costs and liabilities that shall be assumed by the Municipality in the event of an Emergency Social Services request. Each Municipality should consider entering member municipal mutual assistance agreements in order to mitigate emergency costs impacts.

1. Loss of revenue that would occur at the Evacuation Centre(s) resulting from the Emergency and the provision of Services.
2. Costs associated with deploying Municipal or Provincial Police to assist with security.
3. Costs associated with deploying Municipal Fire Services to the Evacuation Centre.
4. Costs associated with preparing the Evacuation Centre(s). Examples of these costs include, without limitation, ice clearing, heating/cooling the facility, deploying municipal custodial staff, supplying the washrooms with necessary supplies, and the cost of any repairs or maintenance.
5. Costs associated with deploying municipal staff to assist with the Evacuation Centre(s) while under the direction of the Emergency Social Service Response Plan.
6. On-going daily maintenance and repair costs for the Evacuation Centre(s).
7. Costs associated with repairing damaged property, and claims and demands with respect thereto that might occur during the operations of the Evacuation Centre(s), or the provision of Services by the County.

**SCHEDULE C - County of Simcoe Emergency Social Services Activation Protocol**

This Schedule sets-out guidelines that municipalities should consider when requesting Emergency Social Services (ESS) assistance for emergencies. These guidelines are intended to assist municipalities in maximizing available community resources and capacities as they assess the scope and nature of the emergency for which assistance may be potentially required from the County of Simcoe. Guidelines have been put into place to specifically address: food, clothing, personal services, and shelter and lodging assistance for citizens who do not have the ability to self-evacuate to family and friends for support, or do not have financial or insurance coverage.

The County of Simcoe Emergency Social Services Response Plan shall not be activated for any individual household's Personal Disaster Assistance (PDA). Disaster response agencies such as the Salvation Army or the Canadian Red Cross should be contacted directly by the local Municipality for this purpose or directly by the disaster victims. In most PDA emergencies the Municipality should contact these agencies directly. However, in some circumstances the Municipality may request assistance from the County of Simcoe for PDA emergencies that involve circumstances that involve vulnerable populations.

In certain municipal emergencies for which the County of Simcoe has been requested to assist and the County of Simcoe has deployed their Emergency Social Services Response Plan a formal declaration of emergency to the provincial Office of the Fire Marshal and Emergency Management may be considered by the County of Simcoe and deemed appropriate due to the situation, benefits and safeguards for staff and volunteers deployed to manage and coordinate the Emergency Social Services response.

Three emergency response levels for activating the County of Simcoe Emergency Social Services Response Plan have been recommended to guide local municipalities with their formal request when requiring assistance from the County of Simcoe for Emergency Social Services. The activation levels listed in Table One below should be used as general guidelines for area municipalities when considering an Evacuation Centre(s) set-up from the County of Simcoe.

<b>Table One: County of Simcoe Emergency Social Services Activation Protocol</b>	
<b>Activation Process</b>	Community Emergency Management Coordinator from the requesting municipality will contact the County of Simcoe Community Emergency Management Coordinator
<b>Response Level</b>	<b>Activation Criteria</b>
<b>Personal Disaster Assistance (PDA)</b>	0-10 Evacuees who require specialized care, e.g. vulnerable populations <b>N.B.</b> In most cases municipalities will work directly with community response organizations to meet the human services needs related to Personal Disaster Assistance requests.
<b>Level 1</b>	11-49 evacuees in events that: <ul style="list-style-type: none"> <li>o Require immediate lodging services</li> <li>o Lodging for evacuees will be required for &gt; 72 hours</li> <li>o Costs for Lodging set-up and management &gt; \$6,000</li> </ul> <b>N.B. In most cases a Level 1 response will trigger a partial implementation of the County of Simcoe Emergency Social Services Plan</b>
<b>Level 2</b>	Minimum of 50 evacuees that: <ul style="list-style-type: none"> <li>o Require immediate lodging services; and, where</li> <li>o Group lodging is anticipated</li> </ul> <b>N.B. In most cases a Level 2 response will trigger the full implementation of the County of Simcoe Emergency Social Services Plan and may also trigger a declaration of emergency by the County of Simcoe</b>
<b>Level 3</b>	Response to requests for emergency social services from jurisdictions outside the geographical boundary of Simcoe County A Level 3 response will require consultation and partnership with community partners

**SCHEDULE D - Pre-Approved Reception and Evacuation Centres as of August 2016\*\*\***

<b>Simcoe County Member Municipalities:</b>	
<b>North Simcoe Sports &amp; Recreation Centre**</b> 527 Len Self Boulevard Midland, Ontario	<b>Elmvale Arena</b> 14 George Street Elmvale, Ontario
<b>Coldwater Community Centre</b> 11 Michael Anne Drive Coldwater, Ontario	<b>Penetanguishene Community Centre</b> 61 Maria Street Penetanguishene, Ontario
<b>Bradford Community Centre</b> 125 Simcoe Road Bradford, Ontario	<b>Oro-Medonte Community Arena</b> 71 4 <sup>th</sup> Line North Guthrie, Ontario
<b>Recplex - Oakview Community Centre</b> 1724 Mosley Street Wasaga Beach, Ontario	<b>Wasaga Stars Arena</b> 425 River Road West Wasaga Beach, Ontario
<b>(Lefroy) South Innisfil Community Centre</b> 1354 Killarney Beach Road Lefroy, Ontario	<b>Stroud Innisfil Community Centre</b> 7883 Yonge Street Stroud, Ontario
<b>Angus Recreation Centre</b> 8529 County Road 10 Angus, Ontario	<b>New Tecumseth Recreation Centre</b> 7300 Industrial Parkway Alliston, Ontario
<b>Innisfil Recreation Complex**</b> 7315 Yonge Street Innisfil, Ontario	<b>MASK</b> 5884 Rama Road Rama, Ontario
<b>Port McNicoll Community Centre</b> 560 Seventh Avenue Port McNicoll, Ontario	<b>Oakwood Community Centre</b> 290 Park Street Victoria Harbor, Ontario
<b>Wyebridge Community Centre</b> 8340 Hwy #93 Wyebridge, Ontario	<b>Creemore Community Centre &amp; Arena</b> 220 Collingwood Street Creemore, Ontario
<b>Stayner Arena &amp; Community Centre</b> 269 Regina Street Stayner, Ontario	<b>Bradford Leisure Centre</b> 471 West Park Avenue Bradford, Ontario
<b>Bradford Library &amp; Community Centre</b> 425 Holland Street West Bradford, Ontario	

<b>Third Party Facilities Including Cities of Barrie and Orillia (*):</b>	
<b>Georgian College (Barrie Campus)</b> One Georgian Drive Barrie, Ontario	<b>Georgian College (Orillia Campus)</b> 825 Memorial Avenue Orillia, Ontario
<b>Emmanuel Baptist Church</b> 4120 Salem Road Barrie, Ontario	<b>County of Simcoe Long Term Care Facilities</b> May be used as evacuation lodging sites for short stays of 72 hours or less for high-risk vulnerable populations.
<b>Westminster Presbyterian Church</b> 170 Steel Street Barrie, Ontario	<b>Mapleview Community Church</b> 300 Mapleview Drive Barrie, Ontario
<b>Allandale Recreation Centre</b> 190 Bayview Street Barrie, Ontario	<b>East Bayfield Community Centre**</b> 80 Livingstone Street Barrie, Ontario

<b>Third Party Facilities Including Cities of Barrie and Orillia (*):</b>	
<b>Holly Community Centre**</b> 171 Mapleton Avenue Barrie, Ontario	<b>Southshore Community Centre</b> 205 Lakeshore Drive Barrie, Ontario
<b>Barnfield Point Recreation Centre</b> 500 Atherley Road Orillia, Ontario	<b>West Orillia Sports Complex **</b> 100 University Avenue Orillia, Ontario

**(\*) Note:** All 3<sup>rd</sup> party and cities of Barrie and Orillia facilities are for information purposes only, except as noted below. These sites have been inspected by the Evacuation Site Review Team, and can be considered by a municipality for the set-up of a Reception and Evacuation site through the use of a Property Use Mutual Aid Agreement.

**(\*\*) Note:** These facilities have been readied to connect to the County-owned 350 kW portable generator and separate agreements have been executed between the County and their owners that delineate their use for evacuation centre purposes.

**(\*\*\*) Note:** This list is reviewed and updated annually pursuant to the County of Simcoe Emergency Response Plan, Annex M.



## STAFF REPORT

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<b><u>Department/Function:</u></b>	Council
<b><u>Chair:</u></b>	Mayor Warnock
<b><u>Meeting Date:</u></b>	December 21, 2016
<b><u>Report No.:</u></b>	<b>GGF-2016-58</b>
<b><u>Report Title:</u></b>	<b>Terms of Reference – Audit &amp; Grants Committees</b>

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### **RECOMMENDATION:**

**That Staff Report GGF-2016-58 regarding Terms of Reference for the Audit & Grants Committees be received;**

**And that the Terms of References for the Audit & Grants Committees as attached to Staff Report No. GGF-2016-58 be approved;**

**And that the required by-laws be brought forward for Council's consideration.**

### **INTRODUCTION/BACKGROUND:**

At the November Council meeting, Mayor Warnock requested the creation of two new committees – Audit & Grants. Staff was requested to report back with proposed terms of reference for the new committees of Council.

### **ANALYSIS:**

#### **Audit Committee**

The role of the Audit Committee is proposed as follows:

As a Committee of Council, the Audit Committee will be responsible for overseeing all material aspects of the corporation's financial reporting, control and audit functions.

The role includes a particular focus on the qualitative aspects of financial reporting and on the organization's processes for the management of financial risk and for compliance with significant applicable legal, ethical and regulatory requirements. The role also includes maintenance of strong, positive working relationships with management, external auditors and other advisors.

The Audit Committee provides a focal point for communication between Council, the external auditor and management and facilitates an impartial, objective and independent review of management practices.

The Audit Committee's composition is proposed to be three members of Council, two public appointees, the Director of Finance and Financial Analyst.

#### Grants Committee

The role of the Grants Committee is proposed as follows:

As a Committee of Council, the Grants Committee will be responsible for overseeing and awarding community grants in accordance with the Township's Grant and Donations' Policy.

Each year the Municipality receives increased donation/grant requests. The role of the Committee is to review and consider all grant requests while treating all organizations fairly and consistently so that organizations share available resources throughout the municipality.

The Grant Committee's composition is proposed to be three members of Council with the Director of Finance.

#### **SUSTAINABILITY PLAN:**

This report does not impact the Sustainability Plan.

#### **FINANCIAL/BUDGET IMPACT:**

It is proposed that the two public members to the Audit Committee be paid a per diem of \$25.00 per meeting.

#### **CONCLUSION:**

Staff is recommending that the attached Terms of Reference for the Audit & Grants Committees be approved and that staff undertake recruitment for the two public members of the Audit Committee.

Prepared By;

Date Prepared: Dec 12/2016

Alison Thomas, BAH, CMO  
Clerk

Reviewed By:

Robert J. Lamb, CEcD, Ec.D.  
Chief Administrative Officer

Attachment:        Audit Committee Terms of Reference  
                             Grants Committee Terms of Reference



# TOWNSHIP OF TAY AUDIT COMMITTEE TERMS OF REFERENCE

## DEFINITIONS

For the purpose of this by-law, the following definitions shall apply:

- (a) "Township" means the municipal corporation of the Township of Tay;
- (b) "Committee" means the Audit Committee established by this bylaw;
- (c) "Council" means the governing body of the Township;
- (d) "Councillor" means an elected official of the Township including the Mayor;
- (e) "External Auditor" means an auditor appointed for the Township as required by the *Municipal Act*;
- (f) "Internal Controls" means systems, processes and procedures developed to:
  - (i) safeguard assets;
  - (ii) ensure the accuracy of the financial data;
  - (iii) promote operational efficiency; and
  - (iv) promote adherence to policies;
- (h) "Mayor" means the chief elected official of the Township;
- (i) "Member" means an individual appointed to the Committee;
- (j) "Municipal Act" means the Municipal Act 2001, as amended;
- (k) "Procedural Bylaw" means the Township By-law which provides for the Rules of Procedure for Council and its' Committees;

## ROLE

As a Committee of Council, the Audit Committee will be responsible for overseeing all material aspects of the corporation's financial reporting, control and audit functions.

The role includes a particular focus on the qualitative aspects of financial reporting and on the organization's processes for the management of financial risk and for compliance with significant applicable legal, ethical and regulatory requirements. The role also includes maintenance of strong, positive working relationships with management, external auditors and other advisors.

The Audit Committee provides a focal point for communication between Council, the external auditor and management and facilitates an impartial, objective and independent review of management practices.

## **COMMITTEE COMPOSITION**

The Committee shall consist of three members of Council and two members of the general public, appointed by Council following a suitable application process with consideration given to individuals with business background practicing in accounting or finance.

Committee members should have: (1) knowledge of the municipal environment in which the corporation operates; (2) the ability to read and understand financial statements (internal and external); and (3) the ability to understand key business and financial risks and related controls and control processes.

At least one member, should be literate in business and financial reporting and control, including knowledge of regulatory requirements, and should have past employment experience in finance or accounting or other comparable experience or background.

Staff representation shall consist of the Treasurer, Financial Analyst and/or designate and other staff as required.

Quorum and rules of procedure will be in accordance with Township of Tay Procedural By-law.

## **PUBLIC MEMBER SELECTION**

Applicants are required to apply for an advertised vacancy by submitting a detailed cover letter highlighting experience in relation to the Committee's criteria along with a resume.

Council shall review all applications based upon the composition criteria and forward recommendations for appointment.

## **APPOINTMENTS**

The Committee members shall be appointed for the Council term.

The Committee shall review the Terms of Reference of the Committee prior to the last regularly scheduled Committee meeting of the Council term and make any recommendations for amendments prior to the appointment of the new Committee.

## **COMMUNICATIONS**

The Committee shall maintain an open avenue of contact throughout the year with senior management, as applicable, to strengthen the committee's knowledge of relevant current and prospective organizational issues.

## **MEETING ATTENDEES**

The committee shall request members of management as well as any other external expert as is deemed appropriate, to participate in committee meetings as applicable, to carry out the committee's responsibilities.

## **MEETINGS**

The committee shall meet at least quarterly. Additional meetings shall be scheduled as considered necessary by the committee or chair. The Administrative Assistant (Clerk's) shall be the Recording Secretary.

At its first meeting of each term of office, the Audit Committee shall elect a Chairperson from among its members.

If the office of Chairperson becomes vacant for any reason during a term of office of the Audit Committee, the Audit Committee shall elect a new Chairperson from among its members.

The Audit Committee shall meet at least four times per year, with additional meetings at the call of the Chairperson in order to properly discharge its responsibilities as set out in this by-law.

An Agenda shall be prepared and distributed to all Members of Council for each regular Audit Committee meeting and the business of the Committee shall be taken up in the order in which it appears on the Agenda,

Minutes shall be prepared and confirmed at the next meeting of the Audit Committee before being submitted to Council as part of the regular Council Correspondence.

## **GENERAL POWERS OF THE COMMITTEE**

The Committee may request a report from the Director of Finance/Treasurer on matters within its mandate and within approved budgets.

When the Committee reviews a report it may:

- (a) Receive it for information;
- (b) Send it to Council with or without recommendations;
- (c) Request additional information about matters relating to the report before sending it to Council with or without recommendations;

## **REPORTING TO COUNCIL**

The Committee, through the committee chair, shall report periodically, as deemed necessary.

## **COMMITTEE RESPONSIBILITIES**

Financial Reporting:

Review and assess the annual and quarterly financial statements before they are brought forward to Council;

Review and assess the key financial statement issues and risks, their impact or potential effect on reported financial information, the processes used by management to address such matters, related auditors' views, and the basis for audit conclusions;

Approve changes in important accounting principles and the application thereof in both interim and annual financial reports;

Review reports from the independent auditors as well as any audit problems or difficulties and management's response.

### **RISKS AND CONTROLS**

Review and assess the corporation's business and financial risk management process, including the adequacy of the overall control environment and controls in selected areas representing significant risk.

Review and assess the corporation's system of internal controls for detecting accounting and financial reporting errors, fraud and defalcations, legal violations, and non-compliance with the corporate code of conduct.

Review the related findings and recommendations of the external auditors, together with management's responses.

### **EXTERNAL AUDITS**

Recommend to Council the external auditor firm to be engaged.

Monitor performance of the external auditors and ensure that all relevant issues are reported to the committee.

Obtain a formal written statement from the external auditors on their independence. Additionally, discuss with the auditors any relationships or non-audit services that may affect their objectivity or independence.

Consider, in consultation with the external auditors, their audit scopes and plans to ensure completeness of coverage, reduction of redundant efforts and the effective use of audit resources.

Review with management and the external auditors the results of the annual audits and related comments, including any difficulties or disputes with management, any significant changes in the audit plans, the rationale behind adoptions and changes in accounting principles, accounting estimates requiring significant judgments, and the quality of the accounting principles and financial disclosures adopted.

### **OTHER**

Review and approve the scope, terms of reference and fees of professional services retained for purposes related to the Audit Committee's responsibilities.

Provide opportunities for private discussion of sensitive matters raised by the external auditor, management relating to personnel, legal, or other matters which could be prejudicial to the corporate interest if discussed in open committee.

Ensure that Audit Committee members receive appropriate orientation regarding the work of the Committee and that training to enhance financial literacy is made available.

Complete periodic self-assessments of the effectiveness of the Audit Committee against its mandate.

Review the Audit Committee Mandate periodically and recommend modifications to Council, as necessary.

# **TOWNSHIP OF TAY GRANTS COMMITTEE TERMS OF REFERENCE**

## **DEFINITIONS**

For the purpose of this by-law, the following definitions shall apply:

- (a) "Township" means the municipal corporation of the Township of Tay;
- (b) "Committee" means the Grant Committee established by this bylaw;
- (c) "Council" means the governing body of the Township;
- (d) "Councillor" means an elected official of the Township including the Mayor;
- (e) "Mayor" means the chief elected official of the Township;
- (f) "Member" means an individual appointed to the Committee;
- (g) "Municipal Act" means the Municipal Act 2001, as amended;
- (h) "Procedural Bylaw" means the Township By-law which provides for the Rules of Procedure for Council and its' Committees;

## **ROLE**

As a Committee of Council, the Grants Committee will be responsible for overseeing and awarding community grants in accordance with the Township's Grant and Donations' Policy.

Each year the Municipality receives increased donation/grant requests. The role of the Committee is to review and consider all grant requests while treating all organizations fairly and consistently so that organizations share available resources throughout the municipality.

## **COMMITTEE COMPOSITION**

The Committee shall consist of three members of Council and staff representation shall consist of the Treasurer and/or designate and other staff as required.

Quorum and rules of procedure will be in accordance with Township of Tay Procedural By-law.

## **APPOINTMENTS**

The Committee members shall be appointed at the beginning of the new term of Council and reviewed at the half way mark.

The Committee shall review the Terms of Reference of the Committee prior to the last regularly scheduled Committee meeting of the Council term and make any recommendations for amendments prior to the appointment of the new Committee.

## **COMMUNICATIONS**

The Committee shall maintain an open avenue of contact throughout the year with senior management, as applicable, to strengthen the committee's knowledge of relevant current and prospective organizational issues.

## **MEETING ATTENDEES**

The Committee may require any applicant to attend the Grants Committee or Council to explain their application in greater detail.

## **MEETINGS**

The committee shall meet at least quarterly. Additional meetings shall be scheduled as considered necessary by the committee or chair. The Administrative Assistant (Clerk's) shall be the Recording Secretary.

At its first meeting of each term of office, the Grants Committee shall elect a Chairperson from among its members.

If the office of Chairperson becomes vacant for any reason during a term of office of the Grants Committee, the Grants Committee shall elect a new Chairperson from among its members.

The Grants Committee shall meet at least four times per year, with additional meetings at the call of the Chairperson in order to properly discharge its responsibilities as set out in this by-law.

An Agenda shall be prepared and distributed to all Members of Council for each regular Grant Committee meeting and the business of the Committee shall be taken up in the order in which it appears on the Agenda,

Minutes shall be prepared and confirmed at the next meeting of the Grants Committee before being submitted to Council as part of the regular Council Correspondence.

## **GENERAL POWERS & RESPONSIBILITIES OF THE COMMITTEE**

The Committee shall:

- a) Provide advice and recommendations regarding the Council Grant and Donations Policy, including eligibility criteria, intake and review process.
- b) Award grants quarterly that that meet the Grant & Donations Policy based on the annual grants budget.
- c) Provide input on matters referred to the Committee by Council that may impact the Grant and Donation Policy.

## **REPORTING TO COUNCIL**

The Committee, through the committee chair, shall report to Council following the quarterly meeting as to how grant funds were awarded

## **OTHER**

Ensure that Grant Committee members receive appropriate orientation regarding the work of the Committee.

Complete periodic self-assessments of the effectiveness of the Grant Committee against its mandate. Review the Grant Committee Mandate periodically and recommend modifications to Council, as necessary.





## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** December 21, 2016

**Report No.:** **GG&F-16-057**

**Subject:** 2017 – 2018 Appointments to Committees

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### **RECOMMENDATION:**

That report No. GG&F-16-057 regarding 2017 – 2018 Appointments to Committees be received as informational;

And that the required appointment by-laws be brought forward for approval.

### **INTRODUCTION/BACKGROUND:**

At the beginning of each new term of Council, the Mayor assigns Council Committee/Boards duties to individual Councillors. At the half way point of term of office it is tradition that the Mayor appointments to Committees/Boards be reviewed and possible changes made. It should be noted that the Mayor is automatically an ex-officio member of all Council committees.

As a result of that review, and in consultation with Councillors, the following are the Township Boards and Committees appointments for the remainder of the 2014 – 2018 Council term. All appointments are effective the first of January 2017.

### **Standing Committees:**

General Government/Finance	Chair – Deputy Mayor David Ritchie Vice Chair – Councillor Gerard LaChapelle
Planning & Development	Chair – Councillor Heinrich Naumann Vice Chair – Councillor Cate Root
Protection to Persons & Property	Chair – Councillor Sandy Talbot

Vice Chair – Councillor Jim Crawford

Public Works

Chair – Councillor Jim Crawford

Vice Chair – Councillor Gerard LaChapelle

**Township Committees/Boards:**

Tay Township Library Board

Councillor Heinrich Naumann  
Councillor Cate Root

Tay Heritage Committee

Councillor Cate Root

Tay Horticulture Committee

Councillor Cate Root

Tay Township Audit Committee

Mayor Scott Warnock  
Deputy Mayor David Ritchie  
Councillor Gerard LaChapelle  
Two citizen representatives to be  
appointed by Council in early 2017

Staff Support

Director of Finance Joanne Sanders  
Financial Analyst Lindsay Barron

Grants Committee

Councillor Jim Crawford  
Councillor Sandy Talbot  
Councillor Gerard LaChapelle  
Director of Finance Joanne Sanders

Staff Support

**Associate Committees:**

Severn Sound Environmental

Deputy Mayor David Ritchie

Georgian College

Deputy Mayor David Ritchie

Enahtig Healing Lodge

Councillor Sandy Talbot

E.D.C.N.S.

C.A.O. Robert Lamb

N.S. Affordable Housing

Deputy Mayor David Ritchie

Sustainable Severn Sound

Councillor Cate Root

**CONCLUSION:**

This report be received as informational.

Prepared By:

Date Prepared:

December 12, 2016

Scott Warnock  
Mayor



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** December 21<sup>st</sup>, 2016

**Report No.:** PD-2016-63

**Report Title:** Removal of Holding Symbol for Concession 5, West Part Lot 15, 51R-33670 Part 3, 4, 5 2775 Triple Bay Road

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### **RECOMMENDATION:**

**That report number PD-2016-63 regarding the Removal of the Holding Symbol for Concession 5, West Part Lot 15, 51R-33670 Parts 3, 4, and 5 municipally know as 2775 Triple Bay Road be received;**

**And that Council approve the Removal of the Holding Symbol for Concession 5, West Part Lot 15, 51R-33670 Parts 3, 4 and 5 municipally known as 2775 Triple Bay Road;**

**And that the required By-laws be brought forward.**

### **1.0 INTRODUCTION/BACKGROUND**

The Owner of the subject lands has submitted an application to remove the Holding Symbol "H". As part of the application, the applicant was required to submit supporting material which included an opinion letter from a qualified Hydrogeologist (attached). The consultant concluded that the subject lands as part of this application are in close proximity to the area that was reviewed as part of the 2004 Environmental Hydrological Evaluation of MOECC D-4 Designation which showed that there was no risk to the associated with the nearby closed land fill site. The applicant is seeking to construct a single detached dwelling on the subject lands.

## **2.0 ANALYSIS**

The subject lands are designated Rural and within the Waste Disposal Assessment Area as shown on Schedule "A" of the Township Official Plan. The lands are zoned Rural and Rural Hold "RU(H)" by the Township Zoning By-law. The Holding Symbol prohibits the issuance of building permits with respect to the dwelling until the Holding Symbol has been removed.

The Official Plan through Section 6.6.2 "Waste Disposal Assessment Areas" states that these areas are identified as potential environmentally sensitive areas for future development. In order to support development of those said lands, written approval from the Ministry of Environmental Climate Change must be received that shows the development satisfies the provision of the Environmental Protection Act.

The property at 2770 Triple Bay Road completed an Environmental Hydrological Evaluation of MOE D-4 designation to removal the holding symbol in 2007, which was circulated to the County of Simcoe and the Ministry of Environment.

The County of Simcoe Official Plan provides guidance through its policies that states the Township will determine the need for D-4 Studies, peer reviews, and implementation of any proposed conditions that would guide development on a site within the D-4 Assessment area of a private or local municipality-owned waste site. As such the County is not commenting on the application and leaving it to the Township to determine if development is appropriate.

The Ministry of the Environment has provided correspondence to the Applicant on this application and indicated that "it is the responsibility of the planning approval authority to satisfy itself that the development site is not a contaminated site or if it is that it has been restored sufficiently so there are no adverse effects.

The updated correspondence from Bryant Groundwater Consulting in connection to the Hydrological Evaluation of MOE D-4 designation report from 2007 has been reviewed by staff and staff are satisfied that the development of a single detached dwelling on the subject lands can safely take place.

In accordance with the *Planning Act* there is no formal public meeting required to consider an application to remove the Holding Symbol. In subsection 36(4) of the *Planning Act* requires that Council must give notice of its intention to pass an amending By-law. Notice was published

in the Midland Mirror on December 1<sup>st</sup>, 2016, thus meeting the requirements of the Act.

### **3.0 SUSTAINABILITY PLAN**

This report does not impact the sustainability plan

### **4.0 FINANCIAL/BUDGET IMPACT**

The change in zoning is not anticipated to have an impact on municipal finances or budgets.

### **5.0 SUMMARY**

The applicant has provided the required materials to support the removal the Holding Symbol for the subject property in order to facilitate the development of a single detached dwelling.

### **6.0 CONCLUSION**

It is appropriate to remove the Holding Symbol in order to allow for the property to be developed in accordance with the Official Plan and Zoning By-law.

Prepared By;

Reviewed by;

Steven Farquharson, B.URPL, MCIP, RPP     Robert J. Lamb, CEcD, Ec.D.  
Director of Planning and Development     Chief Administrative Officer

Attachment 1: Letter from Bryant Groundwater Consulting

November 25, 2016

Mr. Andy Maxwell  
4161 Nelson Road  
RR # 1 Waubaushene, Ontario L0K 2C0

Re: Professional Opinion Regarding C-4 Status  
2775 Triple Bay Road, Township of Tay, Ontario

Dear Mr. Maxwell:

Thank you for requesting Bryant Groundwater Consulting provide an opinion regarding the D-4 Status of the property at 2775 Triple Bay Road. As you and the Township of Tay are aware, Bryant Groundwater Consulting had prepared a D-4 Study dated August 25, 2004 regarding a nearby property on the east side of Triple Bay Road. The title of the August 25, 2004 report was "Environmental / Hydrogeological Evaluation, MOE D-4 Designation, King Property, Triple Bay Road, Township of Tay, County of Simcoe, Ontario".

Part of your subject property at 2775 Triple Bay Road is very proximal to and up-slope from former Landfill Site 4153 and somewhat more distal from former Landfill Site 4154. In contrast, the former King Property was located a greater distance away, as well as along slope instead of directly up-slope from the former landfills.

Bryant Groundwater Consulting performed the following:

- A review of the "King Property Report".
- Acquisition of recent satellite imagery available on-line from the "County of Simcoe" (appended figure).
- A walk-about on the subject property "2770 Triple Bay Road" and accessible adjacent lands.

Observations from the walk-about indicated that a cleared flat, shallow excavated area about 33 metres south of the subject property appears to have been former Landfill Site 4153. Other than a pile of boards there was no evidence of any waste. About 60 metres further south a second flat-graded open area was encountered. No waste was exposed. Evidence of what may have been the general area of Former Landfill 4154 was encountered about 250 metres south of the subject property where some scattered tires, sheet metal from an automobile and concrete slabs.

Our professional opinion is that "Former Landfill Sites 4153 and 4154" do not present a risk for construction of a residence on any part of the property. Significant supporting evidence was provided in the 2001 investigation of "Closed Landfill Sites 4153 and 5154" performed by Terraprobe Limited for Bayview Heights Homes Ltd. The report copy available at the Township of Tay during our 2004 investigation indicated that buried municipal and residential wastes identified by excavation and test holes did not include petruscible materials and there was no evidence of organic compounds.


Conclusions similar to those expressed in the 2004 are also applicable for 2770 Triple Bay Road and can be stated as follows:

- The subject property does not appear at risk from any groundwater, surface water run-off, ground settlement, visual impact, soil contamination or other vectors that "may or could have been" associated with former Landfill Sites 4153 and 4154.

∴ The subject property does not appear to have any environmental or health risks due to the proximity of the two closed landfill sites.

I trust this letter will provide appropriate documentation to meet the requirements of the Township of Tay. Please do not hesitate to contact me if you have any questions or other requests.

Sincerely  
Bryant Groundwater Consulting

  
J. Garry Bryant M.Sc., P. Geo.  
Principal & Senior Hydrogeologist



BRYANT GROUNDWATER CONSULTING

