



**The Corporation of the Township of Tay
Regular Meeting of Council**

**January 23, 2019
7:00 p.m.**

**Municipal Office Council Chambers
Agenda**

1. Call to Order

2. Moment of Silent Reflection

3. Approval of the Agenda

4. Disclosure of Interest

5. Presentations / Delegations

6. Consent List

a) Adoption of Minutes

- i. Regular Council – December 19, 2018

Resolution

That the regular Council meeting minutes dated December 19, 2018 be approved.

- ii. Special Council – December 19, 2018

Resolution

That the special Council meeting minutes dated December 19, 2018 be approved.

- iii. Special Closed Session – December 19, 2018

Resolution

That the special Closed Session meeting minutes dated December 19, 2018 be approved.

- iv. Regular Committee of all Council – January 9, 2019

Resolution

That the regular Committee of all Council meeting minutes dated January 9, 2019 be approved.

b) Reports of Various Committees

- i. Tay Township Public Library Board – September 18, 2018

Resolution

That the Tay Township Public Library Board meeting minutes dated September 18, 2018 be approved.

- ii. Tay Township Public Library Board – October 16, 2018

Resolution

That the Tay Township Public Library Board meeting minutes dated October 18, 2018 be approved.

- iii. Tay Township Public Library Board – November 20, 2018

Resolution

That the Tay Township Public Library Board meeting minutes dated November 20, 2018 be approved.

- iv. Sustainability Committee Meeting – November 8, 2018

Resolution

That the Sustainability Committee meeting minutes dated November 8, 2018 be approved.

c) Municipal Report

- i. Municipal Report 2019-01-01

Resolution

That Municipal Report 2019-01-01 be received and the recommendations contained therein be approved.

Correspondence, related to Recommendation #14, from the Canada Day Committee.

7. Staff Reports / Other Business

- 7.1 Verbal Report from the Clerk
Re: Declaration of Vacancy – Office of Deputy Mayor
- 7.2 Report from the Clerk
Report No. GGF-2019-08
Re: Council Vacancy Voting Process
- 7.3 Memorandum from the Clerk
Re: Vacancy Method Selection

- 7.4 Verbal Report from Mayor Walker
Re: Appointment of County Council Alternate for 2018-2022 Term &
Temporary Deputy Mayor
- 7.5 Report from the Director of Finance
Report No. GGF-2019-05
Re: Development Charges Background Study
- 7.6 Verbal Report from the Director of Finance
Re: Tax Sale Extension Agreements

8. By-laws

- 2019-01 Agreement, Tax Sale Extension
2019-02 Agreement, Tax Sale Extension
2019-03 Appointment, County Council Alternate 2018-2022 Term
2019-04 Appointment, Temporary Deputy Mayor
2019-05 Repeal, Township Smoking By-law

9. Notice of Motions

10. Closed Session

11. Confirming By-law

12. Adjournment

**The Corporation of the Township of Tay
Regular Council Meeting**

**Wednesday, December 19, 2018
7:00 p.m.**

Present:

Mayor Ted Walker
Councillor Paul Raymond
Councillor Jeff Bumstead
Councillor Mary Warnock
Councillor Barry Norris

Staff Present:

Robert Lamb, CAO/Deputy Clerk
Alison Gray, Clerk
Peter Dance, Director of Public Works
Joanne Sanders, Director of Finance
Steve Farquharson, Director of Planning & Development
Brian Thomas, Fire Chief

Regrets:

Councillor Sandy Talbot

1. Call to Order:

Mayor Walker called the meeting to order at 7:00 p.m.

2. Moment of Silent Reflection:

Mayor Walker called for a moment of silent reflection in memory of Deputy Mayor Jim Crawford.

3. Approval of the Agenda:

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Mary Warnock

That the Council Meeting Agenda for December 19, 2018 be adopted with the following amendments:

Deletion

- **7.1 – Report from Mayor Walker – GGF-2018-67 – Re: Appointment of County Council Alternate**
- **By-law 2018-103.**

Carried.

4. Disclosure of Interest:

Mayor Walker declared an interest Municipal Report 2018-12-01 Recommendation 9 as well as By-laws 2018-107 & 2018-108 as an individual under consideration is a family member.

Councillor Warnock declared an interest Municipal Report 2018-12-01 Recommendation 9 as well as By-laws 2018-109 as an individual under consideration is a family member.

5. Presentations / Delegations:

5.1 Delegation – Paul Ferguson, Hydro – Re: Newmarket-Tay Power Distribution Ltd. Director Nomination Process

We received correspondence from Mr. Paul Ferguson regarding Newmarket-Tay Power Distribution Ltd. Director Nomination Process. Mr. Ferguson reviewed the nomination process and requested that two members of Council be appointed to the ad-hoc joint committee.

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Mary Warnock

THAT the Newmarket – Tay Power Distribution Ltd. Report of the President dated December 12, 2018 regarding the process for a director search for the board of directors of Newmarket – Tay Power Distribution (“NT Power”) be received and the following recommendations be adopted:

WHEREAS Non-Municipal Appointee P. Daniels will complete his eligible terms as a director as of the 2017 NT Power Annual General Meeting;

AND WHEREAS in accordance with Article 3 of the NT Power Shareholders Agreement, the NT Power Board of Directors (the “Board”), with input from the professional recruiting firm of Boydens has identified a list of candidates from which to select a nominee to be appointed to replace Mr. Daniels;

NOW THEREFORE BE IT RESOLVED by the Municipal Council of the Corporation of the Township of Tay as follows:

- 1. THAT the Mayor and Councillor Norris be appointed to an ad-hoc joint committee of the Councils of the Town of Newmarket and the Township of Tay for the express purposes of considering the list of candidates to replace P. Daniels.**

Carried.

5.2 Report from the Director of Finance - Re: Tax Applications made under Section 357 & 358 of the Municipal Act, R.S.O. 2001

Council received Report No. GGF-2018-61 from the Director of Finance regarding Tax Applications made under Section 357 & 358 of the Municipal Act, R.S.O. 2001.

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Mary Warnock

That Report No. GGF-2018-61 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 \$3,580.39 be approved.

Carried.

6. Consent List:

a) Adoption of Minutes

- i. Regular Council – October 10, 2018

Resolution

That the regular Council meeting minutes dated October 10, 2018 be approved.

- ii. Special General Government & Finance Committee – October 17, 2018

Resolution

That the Special General Government & Finance Committee meeting minutes dated October 17, 2018 be approved and the recommendation contained therein be approved.

- iii. Inaugural Council – December 6, 2018

Resolution

That the Inaugural Council meeting minutes dated December 6, 2018 be approved.

- iv. Regular Committee of all Council – December 12, 2018

Resolution

That the regular Committee of all Council meeting minutes dated December 12, 2018 be approved.

b) Reports of Various Committees

- i. Tay Heritage Committee Minutes – September 6, 2018

Resolution

That the Tay Heritage Committee meeting minutes dated September 6, 2018 be approved.

- ii. Seniors Advisory Committee Minutes – September 11, 2018

Resolution

That the Seniors Advisory Committee meeting minutes dated September 11, 2018 be approved.

- iii. Tay Heritage Committee Minutes – September 20, 2018

Resolution

That the Tay Heritage Committee meeting minutes dated September 20, 2018 be approved.

- iv. Tay Heritage Committee Minutes – November 1, 2018

Resolution

That the Tay Heritage Committee meeting minutes dated November 1, 2018 be approved.

- v. Horticulture Committee Minutes – November 8, 2018

Resolution

That the Horticulture Committee meeting minutes dated November 8, 2018 be approved.

- vi. Seniors Advisory Committee Minutes – November 12, 2018

Resolution

That the Seniors Advisory Committee meeting minutes dated November 12, 2018 be approved.

- vii. Sustainability Committee Minutes – July 12, 2018, August 9, 2018, September 6, 2018 & October 4, 2018

Resolution

That the Sustainability Committee meeting minutes dated July 12, 2018, August 9, 2018, September 6, 2018 & October 4, 2018 be approved.

c) Municipal Report

- i. Municipal Report 2018-12-01

Resolution

That Municipal Report 2018-12-01 be received and the recommendations contained therein be approved.

Moved By: Councillor Paul Raymond

Seconded By: Councillor Barry Norris

That the Consent List for December 19, 2018 and the Recommendations contained therein be adopted as Resolutions of Council, except Municipal Report 2018-12-01, Recommendation No. 24, which will be dealt with as a separate matter; and

Further, that any items in the Consent List for which conflict has been declared are deemed not to have been voted on or discussed by the individual making the declaration.

Carried.

Moved By: Councillor Paul Raymond

Seconded By: Councillor Barry Norris

That the Township of Tay 'opts out' of cannabis retail opportunities until such time that Council receives more information, holds public consultation and receives feedback.

Carried.

Staff was directed to report back on options for public consultation on cannabis retail opportunities.

7. Staff Reports / Other Business:

7.1 Report from the Mayor Walker regarding Appointment of County Council Alternate

The matter was deleted from the agenda along with By-law 2018-103.

8. By-laws:

- 2018-99 Water & Sewer Rates
- 2018-100 Interim Tax
- 2018-102 Stop Up & Close (Corner Portion, Anderson Crescent)
- 2018-104 Agreement, Lease 145 Albert Street (KLB Bookkeeping)
- 2018-105 Land Acquisition, Pt 1 on 51R-41856 (Seeley Homes)
- 2018-106 Appointment, Various Committees
- 2018-107 Appointment, Seniors Advisory
- 2018-108 Appointment, Library Board
- 2018-109 Appointment, Joint Accessibility Advisory Committee
- 2018-110 Temporary Use Extension
- 2018-111 Appointment, Manager of Roads & Fleet (L. Bergstrom)
- 2018-112 Appointment, Drainage Superintendent (L. Bergstrom)
- 2018-113 Appointment, Municipal Law Enforcement Officer (L. Bergstrom)

Moved By: Councillor Paul Raymond

Seconded By: Councillor Barry Norris

That By-laws 2018-99, 2018-100, 2018-102, 2018-104, 2018-105, 2018-106, 2018-110, 2018-111, 2018-112, and 2018-113 be read a first, second and third time and finally passed.

Carried.

Mayor Walker and Councillor Warnock declared a pecuniary interest and vacated their seat. Councillor Norris assumed the Chair.

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Paul Raymond

That By-laws 2018-107, 2018-108 and 2018-109 be read a first, second and third time and finally passed.

Carried.

Mayor Walker and Councillor Warnock resumed their seats. Mayor Walker resumed the Chair.

9. **Notices of Motion:**

None were presented.

10. **Closed Session:**

No Closed Session was held.

11. **Confirming By-law:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That By-law 2018-115 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

12. **Adjournment:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That this Regular Meeting of Council adjourn at 7:25 p.m. and to reconvene on January 23, 2019 at 7:00 p.m.

Carried.

MAYOR

CLERK

The Corporation of the Township of Tay

Special Council Meeting Minutes

Wednesday, December 19, 2018

3:00 P.M.

Present:

Councillor Paul Raymond
Councillor Jeff Bumstead
Councillor Mary Warnock
Councillor Barry Norris (Chair)

Staff Present:

Robert Lamb, CAO/Deputy Clerk
Alison Gray, Clerk
Daryl O'Shea *

Paul Ferguson, Newmarket-Tay Hydro
Bob Betts, Chair Newmarket-Tay Hydro
Cristine Prattas, Vice-Chair Newmarket-Tay Hydro
Dave Charleson, Director Newmarket-Tay Hydro
Laurie Ann Cooledge, CFO Newmarket-Tay Hydro
Gaye-Donna Young, COO Newmarket-Tay Hydro
Gianni Creta, President Envi Networks
Jill Schatz, Envi Networks Board Member
Ian Collins, Envi Networks Board Member
Tony Van Bynen, Envi Networks Board Member

Regrets:

Mayor Ted Walker
Councillor Sandy Talbot

* arrived at 4:49 p.m.

1. Call to Order

Councillor Norris called the meeting to order at 10:00 a.m.

2. Approval of the Agenda

Moved By: Councillor Mary Warnock

Seconded By: Councillor Paul Raymond

That the Special Council Meeting Agenda for December 19, 2018 be adopted as circulated.

Carried.

3. Disclosure of Interest

None were presented.

4. Staff Reports/Other Business

4.1 Closed Session - Re: Per Section 239(3.1) of the Municipal Act, for the purpose of educating or training the members (Hydro Orientation).

We held a Closed Session per Section 239(3.1) of the Municipal Act, for the purpose of educating or training the members (Hydro Orientation).

Moved By: Councillor Mary Warnock

Seconded By: Councillor Paul Raymond

That Council adjourn to an Closed Session;

And further that this portion of the meeting be closed to the public pursuant to Section 239, Subsection 3.1 of the Municipal Act, 2001;

A meeting of Council or Local Board or Committee of either of them may be closed to the public if the following conditions are both satisfied:

- a) The Meeting is held for the purpose of educating or training the members; and**
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.**

Carried.

Moved By: Councillor Mary Warnock

Seconded By: Councillor Paul Raymond

That Council adjourn from the Closed Session at 5:30 p.m. and return to the regular meeting.

5. By-laws

None were presented.

6. Confirming By-law

Moved By: Councillor Mary Warnock

Seconded By: Councillor Paul Raymond

That By-law 2018-114 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

7. **Adjournment**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Paul Raymond

That this Special Meeting of Council adjourn at 5:31 p.m.

Carried.

CHAIR

CLERK

**The Corporation of the Township of Tay
Special Closed Session Meeting**

**Wednesday, December 19, 2018
3:00 p.m.**

Present: Councillor Paul Raymond
Councillor Jeff Bumstead
Councillor Mary Warnock
Councillor Barry Norris (Chair)

Staff Present: Robert Lamb, CAO/Deputy Clerk
Alison Gray, Clerk
Daryl O'Shea *

Paul Ferguson, Newmarket-Tay Hydro
Bob Betts, Chair Newmarket-Tay Hydro
Cristine Prattas, Vice-Chair Newmarket-Tay Hydro
Dave Charleson, Director Newmarket-Tay Hydro
Laurie Ann Cooledge, CFO Newmarket-Tay Hydro
Gaye-Donna Young, COO Newmarket-Tay Hydro
Gianni Creta, President Envi Networks
Jill Schatz, Envi Networks Board Member
Ian Collins, Envi Networks Board Member
Tony Van Bynen, Envi Networks Board Member

Regrets: Mayor Ted Walker
Councillor Sandy Talbot

* arrived at 4:49 p.m.

Council met during a Special Closed Session which was closed to the public on Wednesday, December 19, 2018 in the Council Chambers.

The Closed Session commenced at 3:02 p.m.

Following discussion, we report and recommend as follows;

1. We received presentations from the Staff regarding a meeting held for the purpose of education and training the members during which time no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Local Board or Committee (Hydro Orientation).

Hydro and Envi Network staff gave a presentation outlining the structure and operations of Newmarket-Tay Hydro and Envi Networks.

The Committee of the Whole Closed Session adjourned at 5:30 p.m.

Minutes Recorder: Alison Thomas, Clerk

The Corporation of the Township of Tay
Committee of all Council Meeting Minutes

Wednesday, January 9, 2019
10:00 A.M.

Present: Mayor Ted Walker
Councillor Paul Raymond
Councillor Sandy Talbot
Councillor Jeff Bumstead
Councillor Mary Warnock
Councillor Barry Norris

Staff Present: Robert Lamb, CAO/Deputy Clerk
Alison Gray, Clerk
Peter Dance, Director of Public Works *
Joanne Sanders, Director of Finance *
Steve Farquharson, Director of Planning & Development *
Brian Thomas, Fire Chief *
Mike Emms, Superintendent of Water & Wastewater (Sec. C)
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)
Lyell Bergstrom, Manager of Roads & Fleet (Sec. C)
Daryl O'Shea, ICT Coordinator *

* did not attend Closed Session Item 6.1

1. Call to Order:

Mayor Walker called the meeting to order at 10:00 a.m.

2. Adoption of the Agenda:

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

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

That the January 9, 2019 agenda be adopted with the following amendments:

- **Addition – Closed Session – Re: Personal matters about an identifiable individual, including municipal or local board employees (Personal Matter)**
- **Deletion – Delegation – Re: 10:00 – E. Zimmermann – Re: 161 William Street Matters.**

Carried.

3. **Disclosure of Interest:**

Councillor Bumstead declared a pecuniary interest on Public Works Item 2.3 as he is a member of the Canada Day Committee involved in fundraising and sponsorship.

5. **Committee Business:**

A: Protection to Persons & Property Committee – Chaired by Councillor Sandy Talbot:

A.1 The Protection to Persons & Property Committee was called to order by the Chair at 10:02 a.m.

A.2.1 We received Report No. PPP-2019-06 from the Fire Chief, under date of January 9, 2019 regarding a Monthly Activity Report for December 2019.

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

That Staff Report No. PPP-2019-06 regarding Fire Chief's Monthly Activity Report – December 2018 be received for information.

Carried.

A.2.2 We received Report No. PPP-2019-05 from the Deputy Fire Chief/Fire Prevention Officer, under date of January 9, 2019 regarding a Monthly Activity Report for December 2018.

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

That Staff Report No. PPP-2019-05 regarding Deputy Fire Chief/FPO Monthly Activity Report – December 2018 be received for information.

Carried.

A.2.3 We received Report No. PPP-2019-01 from the Municipal Law Enforcement Officer, under date of January 9, 2019 regarding a By-law Monthly Activity Report for December 2018.

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

That Staff Report No. PPP-2019-01 regarding By-law Monthly Activity Report – December 2018 be received for information.

Carried.

- A.2.4 We received Report No. PPP-2019-07 from the Municipal Law Enforcement Officer, under date of January 9, 2019 regarding New Smoke Free Ontario Act Regulations.

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

That Staff Report No. PPP-2019-07 regarding New Smoke Free Ontario Act Regulations be received;

And that the Township of Tay Smoking By-law 2003-45 be repealed.

Carried.

- A.2.5 We received Report No. PPP-2019-02 from the Canine Municipal Law Enforcement Officer, under date of January 9, 2019 regarding a By-law Monthly Activity Report for December 2018.

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

That Staff Report No. PPP-2019-02 regarding MLEO Canine By-law Monthly Activity Report – December 2018 be received for information.

Carried.

- A.2.6 We received Report No. PPP-2019-04 from the Municipal Law Enforcement Officer, under date of January 9, 2019 regarding a Canine Control 2018 Year End Report.

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

That Staff Report No. PPP-2019-04 regarding Year End Canine Control Report for 2018 be received for information .

Carried.

- A.3 No Other Business Items were presented.

- A.4 No Items for Information were presented.

4. Delegations:

10:00 – E. Zimmermann – Re: 161 William Street Matters

Delegation was cancelled.

10:15 – Southeastern Georgian Bay Chamber of Commerce (SEGBAY) – Re: 2019 Request for Funding.

We received a delegation from Mr. Frank Wareing, and Mr. Lief Jacobsen, Southeastern Georgian Bay Chamber of Commerce regarding their 2019 request for funding, as detailed in their correspondence. Mr. Wareing provided an overview of the area

included in the SEGBAY membership and reviewed their 2018 accomplishments. He noted that they are working to improve their relationship with area service clubs and promote local tourism events. Mr. Wareing detailed their initiatives that support local small business and reviewed their 2019 Plans. In addition, he advised that as tourism is one of the primary economic drivers in the area, their efforts are very much focused on that area. In conclusion, he requested a 2019 grant in the amount of \$1,500.

Council directed the request to the January 24th, 2019 Budget Meeting.

5. Committee Business cont'd:

B: General Government & Finance Committee – Chaired by Vice Chair Councillor Paul Raymond:

B.1 The General Government & Finance Committee was called to order by the Chair at 10:31 a.m.

B.2.1 We received for information a verbal report from the Chief Administrative Officer regarding the CAO's Monthly Update – December 2018.

B.2.2 We received Report No. GGF-2019-02 from the Chief Administrative Officer, under date of January 9, 2019 regarding Christmas Season Office Hours 2019.

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

That Staff Report No. GGF-2019-02 regarding Christmas Season Office Hours 2019 be received;

And further that the cost savings practice of closing the municipal office during the Christmas week be continued in 2019, with the municipal office being closed from Tuesday, December 24th at 12:00 noon and re-opening on Thursday, January 2nd, 2020 at 8:30 am.

Carried.

Staff was directed to draft a policy for Council's consideration to make the practice of the Christmas closure permanent.

B.2.3 We received for information a report from the Clerk regarding the Clerk's December 2018 Monthly Update – December 2018.

B.2.4 We received Report No. GGF-2019-01 from the Clerk, under date of January 9, 2019 regarding Inquiry to Purchase Vacant Land – Laneway, 433 Hayes (Robitaille).

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

That Staff Report No. GGF-2019-01 regarding an Inquiry to Purchase Vacant Land – Laneway, 433 Hayes (Robitaille) be received;

Whereas pursuant to the Township's Sale of Land Policy the Township is interested in selling the laneways within Port McNicoll;

And whereas the owner abutting the laneway is interested in acquiring the portion of the laneway abutting their property;

Now therefore be it resolved that the Council of the Township of Tay stop up, close, declare surplus and sell the laneway and lands described as Part 1 on Plan 51R-41866;

And that the lands be sold and merged with 433 Hayes Street (Roll Number 435305000133700) and that the required by-laws be brought forward.

Carried.

- B.2.5 We received Report No. GGF-2019-04 from the Clerk, under date of January 9, 2019 regarding Council Vacancy Options.

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

That Staff Report No. GGF-2019-04 regarding Council Vacancy Options be received for information.

Carried.

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

That the Council Vacancy Option Policy be amended so that the two appointment options be clearly delineated in the Council Vacancy Policy.

Carried.

- B.2.6 We received Report No. GGF-2019-03 from the Fire/Health and Safety Program Assistant, under date of January 9, 2019 regarding Township of Tay Health and Safety Policy.

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

That the Corporate Health and Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council;

And that the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.

Carried.

- B.3.1 We received correspondence from Wendat Community Programs regarding a Request for Support.
Staff was requested to ask Wendat Community Programs if there are any Tay residents benefiting from their programs.
Council referred the grant request to the January 24, 2019 Budget Meeting.
- B.4.1 We received correspondence for information from the Ministry of Municipal Affairs and Housing regarding Municipal Reporting Burden.
- B.4.2 We received correspondence for information from MPAC regarding 2018 Year-End Assessment Report.
- B.4.3 We received correspondence for information from AMO regarding Financial Risks for Property Taxpayers & Municipal Budgets.
- B.4.4 We received correspondence for information from AMO regarding At Queen's Park: Summary of 2018 Completed Legislation.

C: Public Works Committee – Chaired By Chair Councillor Barry Norris:

- C.1 The Public Works Committee was called to order by the Chair at 11:15 a.m.
- C.2.1 We received for information Report No. PW-2019-01 from the Manager of Parks, Recreation & Facilities, under date of January 9, 2019 regarding a Monthly Activity Report for December 2018.
- C.2.2 We received Report No. PW-2019-02 from the Manager of Parks, Recreation & Facilities, under date of January 9, 2019 regarding a Annual Review of Waived Rental Fees.
After discussion and consideration the following motion was moved by Councillor Bumstead and seconded by Councillor Talbot recommending the following to Council for consideration:
That Staff Report No. PW-2019-02 regarding the annual review of waived rental fees be received;
And that the recommendations regarding the individual user groups are approved as outlined in this report.
Carried.

Councillor Bumstead declared an interest on Item C.2.3 and removed himself from the dais.

C.2.3 We received Report No. PW-2019-03 from the Manager of Parks, Recreation & Facilities, under date of January 9, 2019 regarding Canada Day Committee Requests.

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

That Staff Report No. PW-2019-03 regarding the Canada Day Committee requests be received;

That the Township deny the funding request by the Canada Day Committee to cover the cost of portable flooring for under the venue tent.

And that the Township deny the closure of Park Street for the artisan/vendor fair.

Councillor Warnock requested that motion be divided.

Council concurred and divided the motion.

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

That Staff Report No. PW-2019-03 regarding the Canada Day Committee requests be received;

And that the Township deny the closure of Park Street for the artisan/vendor fair.

Carried.

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

That the Township deny the funding request by the Canada Day Committee to cover the cost of portable flooring for under the venue tent.

Carried.

Councillor Bumstead resumed his seat.

C.2.4 We received for information Report No. PW-2019-04 from the Superintendent of Water/Wastewater Operations, under date of January 9, 2019, regarding a Monthly Activity Report for December 2018.

C.2.5 We received for information Report No. PW-2019-05 from the Manager of Roads & Fleet, under date of January 9, 2019, regarding a Monthly Activity Report for December 2018.

Staff was directed to provide a more detailed breakdown of winter maintenance events in the next monthly report.

C.2.6 We received for information Report No. PW-2019-06 from the Director of Public Works, under date of January 9, 2019, regarding a Monthly Activity Report for the period ending January 1, 2019.

C.3.1 We received a verbal report from Councillor Warnock regarding Request for Town Hall Meeting – Recreation Programming & After-School Activities.

Councillor Warnock spoke to the need for increased recreation programming and need to reach out to parents for input on programming needs through community consultation.

Council indicated support and directed that the Manager of Parks, Recreation & Facilities talk to the recreation committees about working together on programming. Following that, the Manager of Parks, Facilities & Recreation will report back regarding a public stakeholder meeting.

C.4.1 We received correspondence for information from the Simcoe Muskoka District Health Unit regarding Public Beach Monitoring Summary Report.

C.4.2 We received correspondence from the County of Simcoe regarding Notification of Tree Harvesting within the Simcoe County Forest.

D: Planning & Development Committee – Chaired by Chair Councillor Mary Warnock:

D.1 The Planning & Development Committee was called to order by the Chair at 12:45 p.m.

D.2.1 We received for information Report No. PD-2019-03 from the Director of Planning & Development, under date of January 9, 2019 regarding Directors Monthly Update – December 2018.

D.2.2 We received for information Report No. PD-2019-04 from the Director of Planning & Development, under date of January 9, 2019 regarding Directors Monthly Update – Year End 2018.

D.2.3 We received Report No. PD-2019-05 from the Director of Planning & Development, under date of January 9, 2019 regarding Extension to Draft Plan Approval for Victoria Harbour Golf Course - Draft Plan of Subdivision File Number TA-T-2003001.

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

That Staff Report No. PD-2019-05 regarding an extension to the Draft Plan Approval for the Victoria Harbour Golf Course Subdivision, File Number TA-T-2003001 be received;

That the Director be provided to notify the Local Planning Appeals Tribunal that the Township of Tay supports the request for a 5 year extension to the Draft Plan Approved Subdivision File Number TA-T-2003001, which would have a lapsing date of March 4th, 2024;

And further that the Township of Tay request that the Local Planning Appeals Tribunal delegate authority to the Township the ability to approve any further extensions, and any modifications to the draft plan such as red-line revisions.

Carried.

- D.2.4 We received Report No. PD-2019-01 from the Chief Building Official, under date of January 9, 2019 regarding Building Services Division Monthly Report – December 2018.

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

That Report No. PD-2019-01 regarding Building Services Division Monthly Report – December 2018 be received.

Carried.

- D.2.5 We received Report No. PD-2019-02 from the Chief Building Official, under date of January 9, 2019 regarding Building Services Division Year End Report for 2018.

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

That Report No. PD-2018-44 regarding Building Services Division– Year End Report for 2018 be received.

Carried.

- D.3.1 We received correspondence from Georgian Bay Biosphere Reserve regarding 2019 Georgian Bay Biosphere Reserve Membership.

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

That the Township of Tay not obtain a 2019 Membership to the Georgian Bay Biosphere Reserve.

Carried.

- D.4.1 We received correspondence for information from SSEA regarding Source Protection Critical to the Health of the People of Ontario.

- D.4.2 We received correspondence for information from AMO regarding Information for Councils – Developing a Municipal Cannabis Policy Statement.
- D.4.3 We received correspondence for information from Rescue Lake Simcoe & Simcoe County Greenbelt Coalition regarding Bill 66, Restoring Ontario's Competitiveness Act.
- D.4.4 We received correspondence for information from AMO regarding Bill 66 – Municipal Implications Overview.
- D.4.5 We received correspondence for information from AGCO regarding Township of Tay – Cannabis Opt Out.
- D.4.6 We received correspondence for information from the University of Alberta regarding Elmvale groundwater research – past, present and future.

6. CLOSED SESSION:

Following the regular Committee of All Council business we adjourned to a Closed Session and the following motion was passed.

Moved By: Councillor Barry Norris

Seconded By: Councillor Paul Raymond

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:

- Personal matters about an identifiable individual, including municipal or local board employees (Personal Matter).**

Carried.

Closed Session commenced at 1:18 p.m.

- 6.1 We received a verbal report from the Chief Administrative Officer regarding personal matters about an identifiable individual, including municipal or local board employees (Personal Matter).
The Chief Administrative Officer reviewed a matter with Council and was provided with direction.

Moved By: Councillor Barry Norris

Seconded By: Councillor Paul Raymond

That Council adjourn to a Closed Session at 1:50 p.m.

Carried.

7. **ADJOURNMENT:**

Moved by Councillor Norris and seconded by Councillor Bumstead.

That this Committee of All Council meeting adjourn at 1:51 p.m. and reconvene on February 13, 2019.

Carried.

Minutes Recorder: Alison Gray, Clerk

**Minutes of the Tay Township
Public Library Board Regular Meeting
held at Port McNicoll Library Branch**

**Tuesday, September 18, 2018
7:00 P.M.**

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

STAFF PRESENT: Alison Gray, Clerk

1. Call to Order:

The meeting was called to order at 7:00 p.m. by the Chair.

2. Confirmation of Agenda:

Addition of 9.5.1 – Closed Session Interviews (to be held following Item 3)

Moved By: Cate Root

Seconded By: Heinrich Naumann

That the September 18, 2018 Library Board agenda be approved as amended.

Carried.

3. DECLARATIONS OF PECUNIARY INTEREST:

There were no declarations of interest brought forward.

9. Other Business:

9.5.1 Closed Session - Board – Personal matters about an identifiable individual (Interim Head Librarian Interviews).

Moved By: Heinrich Naumann

Seconded By: Cate Root

That the Board adjourns to an Closed 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;

- **Personal matters about an identifiable individual.**

Carried.

Moved By: Bob Coryell

Seconded By: Cate root

That The Tay Township Public Library Board adjourn from the In Camera Session at 8:10 p.m. and return to the regular meeting.

Carried.

4. Adoption of Minutes:

4.1 August 28, 2018

Moved By: Cate Root

Seconded By: Heinrich Naumann

That the minutes of the meeting dated August 28, 2018 be adopted as circulated.

Carried.

5. Business Arising from the Minutes:

5.1 Budget (Item 10.1)

Following discussion respecting the replacement of the Port McNicoll Branch front door, the Board gave direction that staff proceed with having the door replaced immediately.

Following discussion, staff was directed to speak with the Treasurer and resolve the missing employee hours.

6. Accounts:

None were presented.

7. Reports:

7.1 Port McNicoll

The Board received for information the August 2018 activity report prepared by the Branch Librarian for the J & M Young Public Library.

7.2 Programs and Community Outreach

The Board received for information the August 2018 activity report prepared by the Programs and Community Outreach Coordinator.

7.3. Waubaushene

The Board received for information the August 2018 activity report prepared by the Branch Librarian for the Waubaushene Library.

8. Items for Information

8.1 Tay Library Newsletter, September 2018; received for information.

9. Other Business:

9.1 Waubaushene Block Party

The Board discussed the upcoming Block Party and the request to use donation funds.

Moved By: Heinrich Naumann

Seconded By: Cate Root

That the use of donation funds from the Waubaushene Donation Reserve be approved for the Waubaushene Branch Block Party.

Carried.

9.2 Discussion: Budget Presentation

The Board discussed the October 17th Budget presentation to Council and provided feedback to the Chair who will be assembling the presentation.

9.3 Update: Library CEO Recruitment

Staff advised that the Library CEO recruitment is underway and the posting closes Friday, October 12th, 2018.

**9.4 Report from the Treasurer – 2019 Budget & 2019-2028
Long Term Plan**

The Board reviewed the report from the Treasurer and requested clarification from the Financial Analyst with respect to the budget increase vs. operating budget as detailed within the report.

Moved By: Heinrich Naumann

Seconded By: Cate Root

That the staff complement be revised to replace the part-time Branch Librarian position at 24 hours per week with a full-time 35 hours per week Programs/Community Outreach Coordinator position subject to Council's approval of the municipal grant as requested.

Carried.

Moved By: Heinrich Naumann

Seconded By: Cate Root

That the CEO is hereby authorized to implement a cost of living increase to the Tay Township Library wage grid, equal to the increase approved by Council for the Township of Tay.

Carried.

Moved By: Bob Coryell

Seconded By: Heinrich Naumann

That the 2019 Library Operating and Capital Budget for the Tay Township Library be adopted as amended.

Carried.

Moved By: Heinrich Naumann

Seconded By: Bob Coryell

That the Tay Township Library Board requests that the Council of The Corporation of the Township of Tay approve a grant in the amount of \$396,282.

Carried.

9.5.2 Closed Session - Board – Personal matters about an identifiable individual (Interim Head Librarian).

Moved By: Bob Coryell

Seconded By: Heinrich Naumann

That the Board adjourns to an Closed 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;

- **Personal matters about an identifiable individual.**

Carried.

Moved By: Cate Root

Seconded By: Sue Read

That The Tay Township Public Library Board adjourn from the In Camera Session at 9:23 p.m. and return to the regular meeting.

Carried.

Moved By: Heinrich Naumann

Seconded By: Sue Read

That the direction as given to the Chair in the closed session be accepted.

Carried.

11. **ADJOURNMENT:**

Moved By: Cate Root

Seconded By: Bob Coryell

**That this meeting of The Tay Township Public Library Board
adjourn at 9:25 p.m.**

Carried.

Chair
Jackie Ramler

Recording Secretary
Alison Gray

**Minutes of the Tay Township
Public Library Board Regular Meeting
held at Waubauskene Public Library
Tuesday, October 16, 2018
7:00 P.M.**

PRESENT: Bob Coryell,
Heinrich Naumann
Susan Read
Cate Root
Jackie Ramler

STAFF PRESENT: Rosemary Marchand, Acting C.E.O.

1. Call to Order:

The meeting was called to order at 7:04 p.m. by the C.E.O.

2. Confirmation of Agenda:

Moved by : Robert Coryell

Seconded by : Heinrich Naumann

That the October 16, 2018 Library Board agenda be approved.
Carried.

3. Declarations of Pecuniary Interest:

There were no declarations of interest brought forward.

4. Adoption of Minutes:

4.1 September 18, 2018

Moved By: Sue Read

Seconded By: Heinrich Naumann

That the minutes of the meeting dated September 18, 2018 be adopted as circulated.

Carried.

5. Business Arising from the Minutes:

None were presented.

6. Accounts:

6.1 August, 2018

6.2 September, 2018

Moved By: Cate Root

Seconded By: Robert Coryell

That the account operating purchases for August '18 of \$3,794 and Sept. '18 for \$5,896 be paid.

Carried.

7. Reports:

7.1 Port McNicoll

The Board received for information the September, 2018 activity report prepared by the Branch Librarian for the J & M Young Public Library.

7.2 Victoria Harbour

The CEO noted that there has not been a Victoria Harbour Branch report done since June when Nicole Gareau stepped back from the Branch Librarian position. The CEO (Terri Pope) was to submit the report since she was overseeing the branch. Jody was filling in but only provided the Programming Report. Jennylynn Brown will be the Branch Librarian at the Victoria Harbour Branch as of November 1, 2018 and will provide the report going forward.

7.3 Waubaushene

The Board received for information the September, 2018 activity report prepared by the Branch Librarian for the Waubaushene Library.

7.4 Programs and Community Outreach

The Board received for information the June and July 2018 activity report prepared by the Programs and Community Outreach Coordinator.

8. Statistics:

8.1 The Board received for information the September, 2018 Branch Statistics. The Board requested that the CEO go back to using the January 2018 template. They also requested that volunteer hours be included.

9. Items for Information

9.1 The Board received for information the Tay Library Newsletter, October, 2018.

10. Other Business:

10.1 Appointment of Acting Library CEO

Moved By: Robert Coryell

Seconded By: Heinrich Naumann

That Rosemary Marchand be appointed as Acting Library CEO per the Public Libraries Act.

Carried.

10.2 Library C.E.O. Recruitment

Susan Read brought the Board up-to-date on the plan to start the recruitment process.

10.3 Library Page position

Moved By: Cate Root

Seconded By: Heinrich Naumann

That the Acting CEO draft a kind and appreciative letter of termination giving the student pages two weeks notice.

Carried.

10.4 2018 Public Library Operating Grant

The C.E.O. with assistance from Alison Gray and much frustration filed the OPL Operating Grant application.

10.5 Nicole Gareau – contract

Moved By: Susan Root

Seconded By: Heinrich Root

That the Acting CEO request the Township CAO draft an updated contract that reflects Nicole Gareau's new position as Circulation Clerk.

Carried.

10.6 Increase in hours for Circulation/Technical Services Clerk

After discussion the C.E.O. was directed to further investigate the issues.

10.7 Circulation Clerk Recruitment

Susan Read reported on the progress.

10.8 Increase in Branch hours

Moved By: Robert Coryell

Seconded By: Cate Root

That as discussed regarding branch hour adjustments, the Acting CEO will implement with broad community & branch communication.

Carried.

10.9 Programs and Community Outreach position

Moved By: Susan Root

Seconded By: Robert Coryell

That the acting CEO request the Township CAO draft an updated contract that reflects Jody Bressette's corrected position as Waubashene Branch Librarian and part time Program & Community Outreach Coordinator.

Carried.

10.11 Acting CEO update

10.12 Closed Session: Board

Moved By: Heinrich Naumann

Seconded By: Cate Root

That the Board adjourns to an Closed Session:

- personal matters about an identifiable individual.

Carried.

Moved By: Susan Read

Seconded By: Heinrich Naumann

That the Board adjourn from the In Camera Session at 10:01 p.m. and return to the regular meeting.

Carroed.

11. Adjournment:

Moved By: Robert Coryell

Seconded By: Heinrich Naumann

That this meeting of The Tay Township Public Library Board adjourn at 10:02 p.m.

Carried.

Date: October 16, 2018

Chair: Jackie Ramler

Acting CEO: Rosemary Marchand

**Minutes of the Tay Township
Public Library Board Regular Meeting
held at Victoria Harbour Public Library
Tuesday, November 20, 2018
7:00 P.M.**

PRESENT: Bob Coryell
Susan Read
Cate Root

REGRETS: Jackie Ramler
Heinreich Naumann

STAFF PRESENT: Rosemary Marchand, Acting C.E.O.
Jody Bressette

1. **Call to Order:**
The meeting was called to order at 7:00 p.m. by the Acting Board Chair.
2. **Confirmation of Agenda:**
Moved by : Cate Root
Seconded by : Robert Coryell
That the November 20, 2018 Library Board agenda be approved.

Carried.
3. **Declarations of Pecuniary Interest:**
There were no declarations of interest brought forward.
4. **Adoption of Minutes:**

4. 1 October 16, 2018
Moved By: Sue Read
Seconded By: Cate Root
That the minutes of the meeting dated October 16, 2018 be adopted as circulated.

Carried.
5. **Business Arising from the Minutes:**
 - 5.1 The Acting C.E.O. reported that the Library Page positions were effectively terminated as of Friday November 9, 2018. The letters of termination were hand delivered by the C.E.O. and a

card and small gift was given on behalf of the Board and Staff by the Branch Librarians.

5.2 The Acting C.E.O. reported that the Circulation Clerk Posting deadline is Friday November 23, 2018.

5.3 Jody Bressette presented the Change in Branch hours report.

5.4 Moved by : Cate Root

Seconded by: Sue Read

That the suggested change in branch library hours be effective Decembe 1, 2018. That signage be posted, marketing documents be distributed and information be posted on the library website and social media accounts in preparation for the change. That the cost for an ad in the Midland Mirror be approved.

Carried.

6. Accounts:

6.1 October 31, 2018

Moved By: Cate Root

Seconded By: Sue Read

That the operating and capital purchases for October 31, 2018 of \$24,190. and \$2,275. Be approved for payment.

Carried.

7. Reports:

7.1 Port McNicoll

The Board received for information the October, 2018 activity report prepared by the Branch Librarian for the J & M Young Public Library.

7.2 Victoria Harbour

The Board received for information the October, 2018 activity report prepared by the Branch Librarian for the Theo and Elaine Bernard Public Library.

7.3 Waubaushene

The Board received for information the October, 2018 activity report prepared by the Branch Librarian for the Waubaushene Library.

7.4 Programs and Community Outreach

The Board received for information the October 2018 activity report prepared by the Programs and Community Outreach Coordinator.

8. Statistics:

8.1 The Board received for information the October, 2018 Branch Statistics.

9. Items for Information

9.1 The Board received for information the Tay Library Newsletter, November, 2018.

9.2 The interim Board Chair reported that the current board's term will end with the selection & appointment of the new one. That report will go to Council on December 12th with the actual by-law passed by Council on December 19th.

10. Other Business:

10.3 Appointment of Jody Bressette as Acting CEO.

The Library Board reviewed the employment contract for Jody Bressette.

Moved by: Sue Read

Seconded by: Cate Root

That Jody Bressette be appointed Acting CEO as of December 1, 2018.

Carried.

10.4 Staff Report – Acting C.E.O. contract progress report

The Library Board reviewed the report recommendation.

10.5 Motion for approval of Additional Acting C.E.O. hours

Moved by: Cate Root

Seconded by: Sue Read

That the Library Board approve the additional 22 Acting C.E.O. hours over the two week training period between December 3rd and December 14th at a cost of \$962.15

Carried.,

10.6. Board self-evaluation questionnaire

Interim Board Chair elaborated on the distributed document.

10.7 Tay Public Library Legacy Document – 2015-2018

The legacy document was reviewed by the Library Board. It was requested that this document be included in the orientation package for new board members.

10.8 Motion to approve Christmas Closure

Moved by : Sue Read

Seconded by: Cate Root

That the Tay Township Library will be closed during the Christmas Season on Tuesday December 25th, Wednesday December 26th and Tuesday January 1st.

Carried.

11. Adjournment:

Moved By: Robert Coryell

Seconded By: Cate Root

That this meeting of The Tay Township Public Library Board adjourn at 8:58 p.m.

Carried.

Date: November 20, 2018

Chair: Jackie Ramler

Acting CEO: Rosemary Marchand

Sustainability Committee Meeting Minutes

Date: Thursday, November 8, 2018
Time: 10am-12pm
Location: SSS Office, 105 Fourth Street, Midland, ON

In Attendance

Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Ron Stevens, Township of Severn
Councillor Mike Lauder, Town of Penetanguishene
Councillor Jonathan Main, Town of Midland
Doug Luker, CAO, Township of Tiny
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association
Nick Popovich, Director of Development Services, Township of Georgian Bay
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound
Tyler Hunt, Sustainable Operations Supervisor from the County of Simcoe
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
Aisha Chiandet, Water Scientist, Severn Sound Environmental Association
Brenda Armstrong, Program Manager, Environmental Health, Simcoe Muskoka District Health Unit
Deputy Mayor Anita Dubeau, Town of Penetanguishene
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative
Chris McLaughlin, General Manager, NSCFDC
Councillor Cate Root, Township of Tay
Councillor Jack Contin, Town of Midland
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Julie Cayley, Executive Director, Severn Sound Environmental Association

1.0 Approval of agenda

Sustainability Committee Chair, D. Luker requested any additions or changes to the agenda. T. Roxborough noted two additional items being, Item 5.3 – Personnel Matter and Item 6.4 – SSEA/SSS Merger (verbal update). With no further additions or changes to the agenda, D. Luker requested a motion to approve the agenda. Moved by J. Main, seconded M. Levison. Carried.

2.0 Approval of minutes from the 4-Oct-2018 SC meeting

No comments or corrections were received. Motion to approve the 4-Oct-2018 minutes. Moved by N. Popovich, seconded by R. Stevens. Carried.



SustainabilityComm
ittee-4-Oct-2018_Dr

3.0 SSS work plan items

3.1 Memorandum SSS-2018-04: *Update on the repeal of the Green Energy Act (GEA) and the impact on your municipality**

Discussion: Has not been sent to municipalities, [Township of Tiny memorandum included as an example](#), each municipal Council will be sent their own respective version to be received for information.

Purpose:

1. Explain the municipal implications of the repeal of the [Green Energy Act](#) (GEA) and the changes to the [Net Metering Regulation](#)
2. Provide an overview of how these changes affect the [Planning Act](#) and the [Environmental Protection Act](#)
3. Identify the key pieces of the GEA that are relevant to municipalities and that will be retained and reintroduced via the [Electricity Act](#), including [Broader Public Sector Energy Reporting \(O. Reg 397/11\) Regulation](#), which requires municipalities to report their annual energy use and associated GHG emissions, publish that data on their websites, and to prepare a 5-year energy conservation and demand management plan (required update by July, 2019)

3.2 Update on the development of the municipal-level climate change action plans

Discussion: Purpose of municipal-level GHG profile report is to provide background information that will form the municipal-level climate change action plans that SSS is developing.

Memorandum SSS-2018-05: *Summary of the Township of Tay's greenhouse gas profile and next steps in climate action* is provided as an example of format.



Township of
Tay_OrientationSum

3.3 Update on municipal PCP membership status

Discussion: Town of Midland joined the PCP program on 24-Sept-2018, media release is available here: <https://www.midland.ca/Pages/News-room.aspx>. Joint report to be sent to Oro-Medonte Council from Township staff and SSS, with recommendation for Council to consider joining the PCP program.

4.0 LCCAP Implementation Plan (pages 26-44)

Discussion: The [LCCAP Implementation Plan](#) is the 'road-map' for SSS and the SC. It will guide SSS for up to 10 years, or to 2028, which is when each of our partner municipalities must achieve the last Milestone of the 5-Milestone Partners for Climate Protection program. The majority of actions in the Implementation Plan are for SSS and SC implementation. The actions that require municipal support or external support have been noted, and will require significant discussion prior to any action taken. This is a high-level Implementation Plan. Individual project plans and work plans will need to be completed by SSS and others as identified to support the advancement of each action. Based on comments received at the 4-Oct-2018, SSS has finalized the Implementation Plan. Motion to approve final LCCAP Implementation Plan, moved by J. Main, seconded by R. Stevens. Carried.

A record of these recommendations can be reviewed at:

<https://drive.google.com/file/d/10KG5OXvWnilvB2fBoM69G1mGRPU9d32C/view?usp=sharing>

Final copy of LCCAP Implementation Plan can be reviewed and downloaded at the link below. Please note this document is not for circulation.

<https://drive.google.com/file/d/1BWIT8stofgs4XAvYodVd6eRbCtUDtjq/view?usp=sharing>



version-4-regional-i
mplementation-plan

5.0 SSS Budget

5.1 31-Oct-2018 Financial Statement (page 45-46)

Motion to receive financial statements, moved by J. Main, seconded by M. Levison. Carried.

5.2 2019-2023 Budget

– Scenario A (page 47)

Includes: Current secured funding and annual municipal contributions



SSS-Budget-Summa
ry-2019-2023-SCENA

– Scenario B (page 48)

Includes: current secured funding, annual municipal contributions and approval of 2019-2020 FCM staff grant (expected response from FCM in Jan-2019)



2019-2023-budget-
summary_SCENARIO

Motion to receive Scenario A and Scenario B for information, moved by J. Main, seconded by M. Levison. Carried.

5.3 Personnel Matter

6.0 Other business

6.1 Submission by SSS and the SC, Provincial Climate Change Plan consultation (page 49-53)

Discussion: Deadline for comments is 16-Nov-2018. Please provide any comments to Tracy by 14-Nov-2018. Once submitted to Ministry of Environment, Conservation and Parks, SSS directed by SC to submit comments to respective municipal Councils to be received for information.

6.2 Simcoe Muskoka District Health Unit, Simcoe Muskoka Climate Change Exchange (CCE) Memorandum-SSS-2018-Nov-8 (page 54-55)

Discussion: Direction from SC for SSS to participate on the Simcoe Muskoka Climate Change Exchange by the SC, being added as a work plan item moving forward, bringing any action items back to SC for review (if any).



MEMO-SSS-2018-Nov-8-SimcoeMuskoka

Note: Simcoe Muskoka CCE TOR provided at SC meeting, not to be distributed.



DRAFT_TOR_October 2018.pdf

6.3 Georgian Bay Biosphere Reserve, Green Energy Forum and request for SSS involvement

Discussion: SSS was invited by GBBR to speak at the 17-Nov-2018 'Green Energy Forum.' Due to limited capacity and timing, SSS regretfully declined to participate but will meet with GBBR to discuss how SSS's collaborative model can be adapted to shape GBBR's action plan development.

6.4 SSEA/SSS Merger Update

Discussion: SSS requested approval from the SC to attend SSEA Board of Director meetings as an observer – removing the SSEA Invasive Species Working Group from the current work plan as it is currently outside of our scope of work.

7.0 Sustainability Committee Membership Updates

SSEA – SSEA Open House is 30-Nov-2018 at the Wyebridge Community Centre, from 12:30-3:30pm.

Town of Midland – Huronia Museum [‘film series’](#), environmentally themed documentary 14-Nov-2018

No other updates.

8.0 SSS and SC Meeting Schedule, 2018-2019

Motion to adjourn. Moved by J. Main, seconded by R. Stevens. Carried.

Adjournment:	Time:	11:54am
Next Meeting	When:	Thursday, December 6, 2018
	Time:	10am-12pm
	Where:	SSS Office, 105 Fourth Street, Midland

Item 8.0 SSS and SC Meeting Schedule, 2018-2019¹

Date	Time	Purpose
Thursday, December 6, 2018	10am-12pm	<ul style="list-style-type: none"> Review of municipal-level action climate change action plans
Thursday, January 10, 2019	10am-12pm	<ul style="list-style-type: none"> Review of municipal-level action climate change action plans
Thursday, February 7, 2019	10am-12pm	<ul style="list-style-type: none"> Status of municipal-level climate change action plans Best practice report review, climate change, GHGs and strategic plans
Thursday, March 7, 2019	10am-12pm	<ul style="list-style-type: none"> Best practice report review, climate change policy, GHGs and asset management regulation requirements Review of revised OTF Grow Grant for May submission (<i>Re: LCCAP Implementation Plan, Strategy 1, Recommendation1</i>)
Thursday, April 11, 2019	10am-12pm	<ul style="list-style-type: none"> Best practice report review, climate change, GHGs and CDM plans
Thursday, May 9, 2019	10am-12pm	<ul style="list-style-type: none"> Best practice report review, climate change, GHGs and emergency management plans Final review of OTF Grow Grant for submission
Thursday, June 6, 2019	10am-12pm	<ul style="list-style-type: none"> Status of PCP program milestone progress Status update of annual GHG data collection and analysis
Thursday, July 11, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection and analysis Review of newsletter #1(bi-annual progress report #1)
Thursday, August 8, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection and analysis Release of newsletter #1
Thursday, September 5, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection and analysis Review of 2020 budget request letters to municipalities
Thursday, October 10, 2019	10am-12pm	<ul style="list-style-type: none"> Review of 2020 work plan items
Thursday, November 7, 2019	10am-12pm	<ul style="list-style-type: none"> Review of newsletter #2 (bi-annual progress report #2)
Thursday, December 5, 2019	10am-12pm	<ul style="list-style-type: none"> Release of newsletter #2

¹ All meetings take place at the SSS office, located at 105 Fourth Street, Midland unless otherwise stated.



**THE CORPORATION OF THE
TOWNSHIP OF TAY**

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

January 23, 2019

Mayor and Council,
The Corporation of the
Township of Tay

Enclosed please find Municipal Report No. 2019-01-01 respectfully
recommended to Council for adoption.

Alison Gray, BAH, CMO
Clerk

**PROTECTION TO PERSONS AND PROPERTY
CHAIRPERSON: COUNCILLOR TALBOT**

RECOMMENDATIONS

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

1. That Staff Report No. PPP-2019-06 regarding Fire Chief's Monthly Activity Report – December 2018 be received for information.

COUNCIL ACTION: _____

2. That Staff Report No. PPP-2019-05 regarding Deputy Fire Chief/FPO Monthly Activity Report – December 2018 be received for information.

COUNCIL ACTION: _____

3. That Staff Report No. PPP-2019-01 regarding By-law Monthly Activity Report – December 2018 be received for information.

COUNCIL ACTION: _____

4. That Staff Report No. PPP-2019-07 regarding New Smoke Free Ontario Act Regulations be received;

And that the Township of Tay Smoking By-law 2003-45 be repealed.

COUNCIL ACTION: _____

5. That Staff Report No. PPP-2019-02 regarding MLEO Canine By-law Monthly Activity Report – December 2018 be received for information.

COUNCIL ACTION: _____

6. That Staff Report No. PPP-2019-04 regarding Year End Canine Control Report for 2018 be received for information.

COUNCIL ACTION: _____

**GENERAL GOVERNMENT AND FINANCE
CHAIRPERSON: VICE CHAIR COUNCILLOR RAYMOND**

RECOMMENDATIONS

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

7. That Staff Report No. GGF-2019-02 regarding Christmas Season Office Hours 2019 be received;
And further that the cost savings practice of closing the municipal office during the Christmas week be continued in 2019, with the municipal office being closed from Tuesday, December 24th at 12:00 noon and re-opening on Thursday, January 2nd, 2020 at 8:30 am.

COUNCIL ACTION:_____

8. That Staff Report No. GGF-2019-01 regarding an Inquiry to Purchase Vacant Land – Laneway, 433 Hayes (Robitaille) be received;
Whereas pursuant to the Township's Sale of Land Policy the Township is interested in selling the laneways within Port McNicoll;
And whereas the owner abutting the laneway is interested in acquiring the portion of the laneway abutting their property;
Now therefore be it resolved that the Council of the Township of Tay stop up, close, declare surplus and sell the laneway and lands described as Part 1 on Plan 51R-41866;
And that the lands be sold and merged with 433 Hayes Street (Roll Number 435305000133700) and that the required by-laws be brought forward.

COUNCIL ACTION:_____

9. That Staff Report No. GGF-2019-04 regarding Council Vacancy Options be received for information.

COUNCIL ACTION:_____

10. That the Council Vacancy Option Policy be amended so that the two appointment options be clearly delineated in the Council Vacancy Policy.

COUNCIL ACTION:_____

11. That the Corporate Health and Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council;
And that the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.

COUNCIL ACTION:_____

**PUBLIC WORKS
CHAIRPERSON: COUNCILLOR NORRIS**

RECOMMENDATIONS

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

- 12.** That Staff Report No. PW-2019-02 regarding the annual review of waived rental fees be received;
And that the recommendations regarding the individual user groups are approved as outlined in this report.

COUNCIL ACTION:_____

- 13.** That Staff Report No. PW-2019-03 regarding the Canada Day Committee requests be received;
And that the Township deny the closure of Park Street for the artisan/vendor fair.

COUNCIL ACTION:_____

- 14.** That the Township deny the funding request by the Canada Day Committee to cover the cost of portable flooring for under the venue tent.

COUNCIL ACTION:_____

**PLANNING AND DEVELOPMENT
CHAIRPERSON: COUNCILLOR WARNOCK**

RECOMMENDATIONS

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

- 15.** That Staff Report No. PD-2019-05 regarding an extension to the Draft Plan Approval for the Victoria Harbour Golf Course Subdivision, File Number TA-T-2003001 be received;

That the Director be provided to notify the Local Planning Appeals Tribunal that the Township of Tay supports the request for a 5 year extension to the Draft Plan Approved Subdivision File Number TA-T-2003001, which would have a lapsing date of March 4th, 2024;

And further that the Township of Tay request that the Local Planning Appeals Tribunal delegate authority to the Township the ability to approve any further extensions, and any modifications to the draft plan such as red-line revisions.

COUNCIL ACTION:_____

- 16.** That Report No. PD-2019-01 regarding Building Services Division Monthly Report – December 2018 be received.

COUNCIL ACTION:_____

- 17.** That Report No. PD-2018-44 regarding Building Services Division– Year End Report for 2018 be received.

COUNCIL ACTION:_____

- 18.** That the Township of Tay not obtain a 2019 Membership to the Georgian Bay Biosphere Reserve.

COUNCIL ACTION:_____



The Township of Tay

Canada Day Festivities



Mayor Ted Walker and Council
Township of Tay
450 Park Street, PO Box 100
Victoria Harbour, ON., L0K 2A0

15 January 2019

Dear Mayor Walker;

I must say that I am quite disillusioned and disappointed with the 3-2 vote to deny the \$3000.00 to fund the flooring for Canada Day.

We are a dedicated group of volunteers that work tirelessly to bring the Township a celebration that has now become one of the best in Simcoe County. Nowhere that I know of can a family attend an event on Saturday, watch a fantastic parade, shop at more than 40 Artisan and Crafter kiosks, eat hamburgers, sausages and hot dogs, be entertained by Balloon Twisters, Face Painters, Unicyclist Juggler, Exotic Petting Zoo and musical entertainment for the entire afternoon and early evening and everything is absolutely FREE!.

Albeit, some of the councilors are ab initio, due diligence should have been done prior to the council meeting. They should have known that council paid for the flooring in 2017 and 2018 and this was not just a one-time expenditure. In addition, in 2018, we researched the cost of the flooring and found a laminate that worked extremely well for approx. \$2000.00 cheaper. They would have also been aware that in 2016 an official request for permanent flooring was submitted. (submission attached). Finally, I don't believe that they realize what the Canada Day Committee is all about. The only funding, we receive is \$1300.00 from the Grants and Donations Committee and funding from the Culture and Recreation committee, which pays for all the parade prizes and corporate gifts. Our organizational costs hover around \$40,000.00. Ergo, the remainder of the monies comes from soliciting sponsorship from Corporate and Local businesses, wristband sales from the evening events, and a silent auction. Therefore, our budget is whatever we glean from the aforementioned, which changes from year to year. We do keep funds in reserve, as should the event fall flat due to extremely inclement weather or a natural catastrophe, the members would not be out of pocket, as we are skeptical that Tay Township would step in and cover the loss.

I laud the two personnel who recognized the significance, importance of a floor and for voting in support of the funding. I have lived in this community for nearly 12 years, and I strongly believe that nothing has changed when it comes to our Councilors. There has been a dichotomy among the Wards, and they tend to take care of themselves and fail look at the big picture, which is the **entire Township**. This was clearly evident when we solicited Township funding for our Centennial Celebrations in 2011. I had hoped that with the new council there would have been some collaboration among the Wards, yet I firmly feel that the past practices will remain status quo.

Our first official Canada Day Committee meeting will take place in early February and we will table the loss of the \$3000.00 grant. The sponsorship committee will have to work extra hard to make up the loss.

Sincerely yours,

A handwritten signature in blue ink, appearing to be 'HG', followed by a horizontal line.

Harry Gerstheimer
Co-chair, Public Relations & Corporate Sponsorship
Tay Township Canada Day Committee
705-534-4196 or e-mail: gheimer@rogers.com

Mayor Scott Warnock and Council
Township of Tay
450 Park Street
Victoria Harbour, Ontario
L0K 2A0

3 August 2016

PROPOSAL TO HAVE THE OAKWOOD COMMUNITY RINK ICE SURFACE CEMENTED

Since our Centennial in 2011, the Tay Township Canada Day Celebrations have been held under the “Big Top” in the Oakwood Arena. It is an ideal location and the event has blossomed into the biggest yearly celebration within Tay Township and to some extent in the entire area. However, and sadly, it has become to be known as the “Dust Bowl!” The gravel etc. which comprises the surface is dirty, dusty and everyone usually leaves with their clothing and lungs full fine dust. A prime example was the 50 Military members who marched in the parade from CFB Borden. When they left the arena their boots and trousers were totally dust covered.

Albeit, we endeavour to bring the best bands, entertainment and food to the venue, crowds have been diminishing and for the most part their complaints are based on the dusty arena surface. Waubauskene and Port McNicoll both have paved surfaces, yet Victoria Harbour does not. It would indeed be a big drawing factor if the floor were cemented prior to Canada’s 150th Birthday Celebration, which we will be holding on the 23 and 24 June 2017.

Why not move the even to the Port Arena or the Waubauskene Arena you might ask. Port has Portorama, Waubauskene hosts the Santa Claus parade and Victoria Harbour hosts the Canada Day Celebrations and according to the local populace this is the way it should always remain.

Cementing the surface would have **many ancillary community benefits**. For example:

- Youth/Adult events and sports:
 - Hard surfaced basketball court (could even start a fun league)
 - Hard surfaced floor/shinny hockey/lacrosse etc. (could even start a fun league)
 - Hard surfaced rollerblading and skate board area, (keeping the children/youth off the sidewalks and streets, etc. etc.
 - Outdoor Exercise classes
 - Youth clubs of all types could hold events
 - Outdoor natural ice curling, skating, broomball, shinny hockey etc.
- Community events
 - Outdoor Artisan shows
 - Outdoor Fashion shows

- Outdoor Meetings/conferences
- Outdoor Open Markets
- Outdoor Music fests/concerts
- Other Clubs/Service Clubs could hold events
- The opportunities and possibilities are endless

This is indeed the ideal time to garner funds for this endeavour, as there are grants available to celebrate the 150th Anniversary of our great Country. However, time is of the essence.

- **The Ontario 150 Community Celebration Program** – Deadline 2 Sep 2016
 - <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR015659>
- **Community Infrastructure Program**
 - <https://150alliance.ca/150alliancecentral/funding> - No Deadline date indicated
 - In its budget tabled last March, the Government of Canada announced that an additional \$150 million will be available over two years to Regional Development Agencies (RDAs) in the second phase of the 150CIP. The purpose of the funding will be **to support, as part of Canada's 150th anniversary, the renovation, expansion or improvement of community and recreational infrastructure**, and will contribute to the achievement of two new priorities: a clean growth economy and a better future for Indigenous peoples.

In closing, the Canada Day Committee was asked to submit this proposal on the 3rd Aug. with a deadline for submission, by noon on the 4th Aug. in order to make the agenda for the Committee of all Council Meeting scheduled for 10th Aug. Ergo, the proposal is not as in depth nor precise as it should have been. Notwithstanding; the entire community and service clubs are in support of our proposal, and to this end, we beseech council to vote in favour of hard surfacing the Oakwood Rink.

Awaiting your response with optimistic anticipation.

Murray Moore
Chairman
Tay Township Canada Day Celebrations
705-534-0733



STAFF REPORT

Department/Function: Council

Chair: Mayor Walker

Meeting Date: January 23, 2019

Report No.: GGF-2019-08

Report Title: Council Vacancy Voting Process

RECOMMENDATION:

That Staff Report GGF-2019-08 with respect to Council Vacancy Voting Process be received; and

That Council adopts the process detailed in Staff Report GGF-2019-xx with respect to the voting process for selecting the method to fill the current council vacancy.

INTRODUCTION/BACKGROUND:

Sections 259 through 267 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provide provisions for dealing with council vacancies. Section 259 of the Municipal Act provides for when a seat becomes vacant, and reads as follows:

"The office of a member of council of a municipality becomes vacant if the member,

- (h) dies, whether before or after accepting office and making the prescribed declaration."

Per Section 263 of the Municipal Act, once the office has been declared vacant, the municipality shall within **60 days**:

1. appoint a person to fill the vacancy
- or**
2. pass a by-law requiring a by-election be held in to fill the vacancy.

Council received Staff Report GGF-2019-04 detailing the methods to fill the vacancy at the Committee of all Council meeting on January 9, 2019. Prior to selecting a method to fill the vacancy it is recommended that Council endorse a voting process in the event that there is a tied vote.

ANALYSIS:

In anticipation that there will be discussion as to which method is selected staff proposes the following voting process with respect to selecting the method to fill the vacancy:

1. Council member puts forward a resolution to follow a particular method.

Resolution is carried. Matter resolved.

Resolution not carried/defeated. Matter goes for further discussion.

2. Council member puts forward a second resolution to follow a particular method.

Resolution is carried. Matter resolved.

Resolution not carried/defeated. Matter goes for further discussion.

3. Council member puts forward a third resolution to follow a particular method.

Resolution is carried. Matter resolved.

Resolution not carried/defeated.

4. As an option has not been selected by Council, all options are put into a hat and the Clerk draws.

Council passes resolution to proceed with method drawn.

FINANCIAL/BUDGET IMPACT:

There is no financial impact as a result of this report.

CONCLUSION:

Staff is seeking Council's endorsement of the detailed voting process prior to discussions respecting which method is selected.

Prepared By: Alison Gray, Clerk

Date: January 11, 2019

Recommended By:

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By:

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



MEMORANDUM

To: Council

From: Alison Gray, Clerk

Meeting Date: January 23, 2019

Re: **Vacancy Method Selection**

Council received Staff Report GGF-2019-04 detailing the methods to fill the vacancy at the Committee of all Council meeting on January 9, 2019 (copy attached).

Below is a quick summary of the options, with dates, for Council's consideration in accordance with the Council Vacancy Policy (as approved on the date the Memorandum was written):

Appointment – By Selection

- January 23rd - Council passes resolution to fill vacancy by Appointment using the Selection Process
- January 24th to March 5th – Applications received for the position
- March 6th – Special Council meeting to select and appoint the new Deputy Mayor
- March 13th – New Deputy Mayor sworn in

By-Election

- January 23rd - Council passes resolution to fill vacancy by By-Election.
- February 27th – Council passes by-law to call the By-Election, nominations open next business day
- April 15th – Nominations Close (2:00 p.m.)
- May 30th – Election Day
- June 12th – New Deputy Mayor sworn in

If the recommendation to amend the Council Vacancy Policy is approved under Municipal Report 2019-01-01 the following additional option is available:

Appointment - Direct

- January 23rd - Council passes resolution to fill vacancy by Direct Appointment. Council then passes a second resolution offering the position of Deputy Mayor to an elector.
- January 24th – Clerk sends correspondence to the elector with a response required by February 5th
- February 6th – Council receives correspondence accepting, or not accepting, the offer. If appointment is accepted, resolution and by-law to appoint is passed.
- February 13th – New Deputy Mayor sworn in

Best Regards,

Alison Gray, BAH, CMO, AOMC
Clerk

Attachment: Staff Report GGF-2019-04



STAFF REPORT

Department/Function: General Government & Finance

Chair: Councillor Raymond

Meeting Date: January 9, 2019

Report No.: GGF-2019-04

Report Title: Council Vacancy Options

RECOMMENDATION:

That Staff Report No. GGF-2019-04 regarding Council Vacancy Options be received for information.

Sections 259 through 267 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provide provisions for dealing with council vacancies.

Section 259 of the Municipal Act provides for when a seat becomes vacant, and reads as follows:

Vacant seat

"The office of a member of council of a municipality becomes vacant if the member,

- (h) dies, whether before or after accepting office and making the prescribed declaration."

Deputy Mayor Crawford passed away in December 2019, and per Section 262 of the Municipal Act "If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings." This requires Council to formally declare Deputy Mayor Crawford's seat to be vacant at the January 23, 2019 Council meeting.

Per Section 263 of the Municipal Act, once the office has been declared vacant, the municipality shall within **60 days**:

1. appoint a person to fill the vacancy
or
2. pass a by-law requiring a by-election be held in to fill the vacancy.

ANALYSIS:

Council approved the Council Vacancy Policy at their August 26, 2015 meeting to provide a framework for either option, in the event that there was a council vacancy.

Option A – Appointment

Council may fill the vacancy by appointing a person qualified to hold municipal office in the Township of Tay. If Council chooses this option, Section 263 of the Act requires Council to make a decision to fill the vacancy and to have filled the vacancy within sixty (60) days.

The Council Vacancy Policy establishes the process for filling the office through appointment, as follows (see policy for specific details):

1. The Clerk shall post a Council Vacancy Notice following Council's decision to fill a vacancy by appointment. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.
2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.
3. Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms by the deadline established by the Clerk (this includes any sitting Council members).
4. A Special Council meeting will be held where the following shall take place:
 - a. The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b. Individuals seeking appointment to the position of Deputy Mayor who are also current members of Council (nominees) shall declare a pecuniary interest.
 - c. The Clerk will provide to the Chair a list of the names of those individuals who have indicated, in writing, their interest in being appointed.
 - d. Each of the nominees shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot.
 - e. Each remaining member of Council will be permitted one (1) question to each candidate.

- f. Upon hearing all the submissions of the nominees, Council will proceed to vote.
- g. Upon conclusion of the voting, the Clerk will note the nominee receiving the votes of more than one-half of the number of the voting members of Council or the nominee selected through section (f)(viii)(2) of the Policy.
- h. The appointment of the nominee shall be made by by-law.

If this option is selected, a special council meeting would be held on March 6th to select the new Deputy Mayor and the new member would be sworn in on March 13th, 2019.

Option B – By-Election

Council may also decide to fill the vacancy by requiring that a by-election be held. Section 263 of the Act requires Council to make the decision and pass a by-law to fill the vacancy by by-election also within sixty (60) days after Council has declared the seat vacant.

Should Council decide to fill the vacancy by by-election, Section 65 of the Municipal Elections Act requires the Clerk to establish Nomination Day not less than 30 days and not more than sixty (60) days from the day Council passes a by-law to hold a by-election and Voting Day shall be forty-five (45) days after Nomination Day. The Municipal Elections Act also requires that by-elections be conducted as far as possible in the same manner as regular elections. In this instance, the by-election would be done using the Vote By Mail voting method.

If Council passed a by-law for a by-election at the February 27th Council meeting, Election Day would be May 30th, 2019.

If Council passed a by-law for a by-election at the March 27th Council meeting, Election Day would be June 27th, 2019.

FINANCIAL/BUDGET IMPACT:

Option A – Appointment

The municipality would incur the cost of advertising for the vacant office and special council meeting.

Option B – By-Election

As the office of Deputy Mayor is an at-large election the costs of running a by-election would be approximately:

- 1) \$34,000 without vote counting tabulators – manual count for one office.
- 2) \$54,000 with vote counting tabulators.

The costs of a by-election would be funded from reserve.

CONCLUSION:

This report is being provided for information purposes only. Staff has attached ratepayer correspondence received regarding this matter for Council's information as well as the Council Vacancy Policy.

Council, per the Municipal Act, will be required to declare Deputy Mayor Crawford's seat vacant at the January 23rd Council meeting and decide which option they wish to pursue.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: January 2, 2019

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By:

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

Attachments Ratepayer Correspondence
 Council Vacancy Policy

December 30, 2018

To Mayor Ted Walker and Tay Councillors

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a **by-election**.

It is our strongly held belief that a **by-election** should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a **by-election** to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association
President David Cornish

Alison Gray

Subject: DM

From: Bayla Fishman
Sent: December-22-18 8:49 PM
To: Alison Gray
Subject: DM

Hope you're having a nice holiday Alison.

Re: replacing Jim Crawford; if I recall correctly, the runner up in the race for Deputy Mayor was a very distant second and I therefore hope that that person will not be taking Jim's spot.

Thanks,
Bayla

Subject: Deputy Mayor position

From: evelyn roberts
Sent: January-01-19 11:50 AM
To: Mayor Ted Walker; Alison Gray
Subject: Deputy Mayor position

Jan 1, 2018

To Mayor Ted Walker and Tay Councillors

As a resident of Tay Township, I am immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubauskene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a **by-election**.

It is my strongly held belief that a **by-election** should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to chose again the representative it wants.

I know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a **by-election** to give legitimacy and citizen support for this important Council role of Deputy Mayor.

Thank you for your consideration of my input.

Evelyn Roberts

Alison Gray

Subject: Deputy Mayor

From: Mark Tucker
Sent: January-01-19 12:56 PM
To: Mayor Ted Walker; Alison Gray
Subject: Deputy Mayor

As a lifelong Tay resident, my preference would be a bi-election to fill this position.

I certainly don't want the runner up from the previous election to be put in the position.

Thank You.

Mark Tucker

Subject: Support Letter - By - Election

From: Jody Tregenza
Sent: January-01-19 11:57 AM
To: Mayor Ted Walker
Cc: Alison Gray
Subject: Support Letter - By - Election

January 1, 2019

To Mayor Ted Walker and Tay Councillors,

As a community member of Waubashene, I would like to pass along this letter with full support.

Thank you,

Jody Tregenza

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a by-election.

It is our strongly held belief that a by-election should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a by-election to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association
President David Cornish

Subject: Support Letter - By - Election

From: Penny Tregenza
Sent: January-01-19 2:07 PM
To: Mayor Ted Walker
Cc: Alison Gray
Subject: Support Letter - By - Election

January 1, 2019

To Mayor Ted Walker and Tay Councillors,

As community members of Waubashene, we would like to pass along this letter with our full support.

Thank you,

Penny & Carl Tregenza

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a by-election.

It is our strongly held belief that a by-election should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a by-election to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association
President David Comish

Subject: Appointment of Deputy Mayor

From: Angela Cristini
Sent: January-02-19 6:10 PM
To: Alison Gray
Subject: Appointment of Deputy Mayor

Hi Alison, my name is Angela Cristini. I read in the paper that the Deputy Mayor has unfortunately passed away. I'd like to extend our condolences to his family.

Based on what I read in the paper I'd like to offer my feedback to the Mayor and ask that our Tax dollars not be wasted on another election. I voted for Gerard LaChapelle and feel due process should prevail and our votes be the voice for the next Deputy Mayor. Gerard has represented this community well as Councillor and was the only other person who took the time to run for Deputy Mayor. As a voter I would like to see my vote stand for something.

Thank you for your consideration and assistance.

Best Wishes to you in your new position.

Warmest Wishes,

Angela Cristini



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council Vacancy Policy	EFFECTIVE DATE: August 26, 2015
REVISION DATE:	PAGE: 1 of 6

PURPOSE:

The purpose of this policy is to provide for an accountable and transparent process for the filling of Council vacancies which occur during a term of office.

POLICY PRINCIPLES:

In accordance with the *Municipal Act, S.O. 2001, c.25*, when the seat of a member of Council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a by-election be held to fill a vacancy in accordance with the *Municipal Elections Act, S.O., 1996, c.32*.

This policy will provide for a clear, accountable and transparent process for filling vacancies on Council.

DEFINITIONS:

In this Policy, the following terms have the meanings set out below:

"Act" means the *Municipal Act, S.O. 2001, c. 25*, as amended.

"Appointment" means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

"By-election" means an election, other than a regular election, held to fill a vacancy on Council and that is conducted in accordance with Section 65 of the *Municipal Elections Act, 1996*, as amended.

"Candidate" means any individual qualified to be elected to hold office as a member of Council in accordance with the Act.

"Clerk" means the Clerk of the Township of Tay or his/her designate.

"Council" means the Council of the Township of Tay.

"Municipal Elections Act" means the *Municipal Elections Act, S.O., 1996, c.32*, as amended.



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council Vacancy Policy	EFFECTIVE DATE: August 26, 2015
REVISION DATE:	PAGE: 2 of 6

"Regular Election Year" means the year established for a regular municipal election in accordance with the *Municipal Elections Act, 1996*, as amended.

"Term of Office" means the period of time a Member is elected to hold office for which he/she is elected in accordance with the *Municipal Elections Act, 1996*, as amended.

"Vacancy" means when a seat on Council has become vacant in a manner described in Section 259 of the Act.

SCOPE:

This policy applies to any vacancy on Council which occurs during the term of office.

POLICY:

General

The Township of Tay is committed to an open, accountable and transparent government.

Within 60 days after the day a Declaration of Vacancy is made by Council, Council shall determine whether to fill the vacancy by by-election or by appointment in accordance with the Act, subject to:

- (a) the limitation on filling a vacancy only by appointment if the vacancy occurs after March 31 in the year of a regular election set out in Section 65(2) of the Municipal Elections Act; and
- (b) the restriction on filling a vacancy that occurs within 90 days of voting day of a regular election in Section 263(5)(b) of the Act,.

In making its determination, Council will consider the costs and timelines associated with filling a vacancy by appointment or by by-election.



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council Vacancy Policy	EFFECTIVE DATE: August 26, 2015
REVISION DATE:	PAGE: 3 of 6

Eligibility Requirements

Any individual filling a vacancy must meet the eligibility requirements of office as outlined in the Act and the Municipal Elections Act, 1996 and as noted below:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Township of Tay, or an owner or tenant of land in the Township or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or from holding municipal office.

Filling Vacancies by Appointment

1. Vacancy in the Office of the Mayor or Deputy Mayor

If a vacancy in the Office of Mayor or Deputy Mayor is to be filled by appointment, Council may choose to fill the vacancy by appointing:

- a) a current Member of Council; or,
- b) any qualified individual as outlined in Section 256 of the Act.

2. Vacancy in the Office of a Ward Councillor

If a vacancy in the Office of a Ward Councillor is to be filled by appointment, Council may choose to fill the vacancy by appointing:

- a) any qualified individual as outlined in Section 256 of the Act.

The following processes shall be followed when filling a vacancy by appointment:

1. The Clerk shall post a Council Vacancy Notice on the Township website and in the local newspaper for a minimum of four (4) consecutive weeks following Council's decision to fill a vacancy by appointment. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.



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2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.
3. Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms by the deadline established by the Clerk.
4. At the Special Council meeting, the following shall take place:
 - a. The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b. Individuals seeking appointment to the position of Mayor and/or Deputy Mayor and Ward Councillor who are also current members of Council (nominees) shall declare a pecuniary interest.
 - c. The Clerk will provide to the Chair a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Chair will call for a motion from Council in the following form:

"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."
 - d. Each of the nominees shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot. (The Clerk shall place the names of all nominees in a container and randomly draw the names).
 - e. Each member of Council will be permitted one (1) question to each candidate. Candidates will be sequestered in an adjacent room until it is their time to answer the questions posed by Council. Once a candidate has answered the questions, they may remain in the Council Chambers.



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- f. Upon hearing all the submissions of the nominees, Council will proceed to vote as follows:
 - i. Members of Council will vote by way of public vote.
 - ii. Nominee names shall be displayed on the projection screens in alphabetical order, in the Council Chambers by the Clerk.
 - iii. Members of Council shall vote for one nominee only.
 - iv. The Clerk shall call upon the members of Council in random order.
 - v. Members of Council shall verbally cast their vote.
 - vi. The Clerk shall tabulate the results.
 - vii. If the nominee receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the nominee or nominees 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 nominee or nominees 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;
 - viii. Where the votes cast are equal for all the nominees and if:
 - 1. There are three or more nominees remaining, the Clerk shall by lot select one such nominee to be excluded from the subsequent voting;
 - 2. Only two nominees remain, the tie shall be broken by selecting a nominee by lot, as conducted by the Clerk.
- g. Upon conclusion of the voting, the Clerk will note the nominee receiving the votes of more than one-half of the number of the voting members of Council or the nominee selected through section (f)(viii)(2).



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- h. The appointment of the nominee shall be made by by-law. A by-law confirming the appointment shall be enacted by Council or Council shall direct the Clerk how to proceed further.

Filling Vacancies by By-Election

If a vacancy is to be filled by a by-election it shall be held in accordance with the *Municipal Elections Act, 1996*, as amended.

ROLES AND RESPONSIBILITIES:

Members of Council

- Council is responsible for the adoption and application of this policy.

Clerk

- The Clerk is responsible for the administration and interpretation of this policy, including advising Council on its application.



STAFF REPORT

Department/Function: Council

Chair: Mayor Walker

Meeting Date: January 23, 2019

Report No.: GGF-2019-05

Report Title: Development Charges Background Study

RECOMMENDATION:

That Staff Report No. GGF-2019-05 regarding the Development Charges Background Study, dated January 23, 2019, be received for information.

INTRODUCTION/BACKGROUND:

The Development Charges Act, 1997 provides a mechanism to allow Council to impose a charge against land, to pay for growth related costs. These costs relate to the increased need for services.

A development charge By-law expires 5 years from the date it comes into force or if repealed by Council at an earlier date. The Township's current By-law (2014-01) expires **February 11, 2019**.

DFA Infrastructure International Inc. was retained by the Township in the fall of 2018 to assist staff in preparing the 2018 Development Charges (DC) Background Study and By-law.

Staff worked with the consultant on the preparation of the Draft Background Study and the consultant attended meetings with both the prior and the existing Council to provide the legislative background, proposed methodology and the process being undertaken in the preparation of the background study. Subsequent to this, staff and the consultant held two stakeholder meetings on January 8, 2019. The Development Charges Background Study & Bylaw was made available to the public, in accordance with the Development Charges Act, 1997, more than 60 days prior to February 6th, which is the date upon which

Council is being requested to consider the proposed Development Charges By-law.

Required notice of the public meeting was given, as per the Development Charges Act, 1997, as well as notice was placed on the Townships website. Given the short time frame the Planning Department also sent email notice of both the stakeholder meetings and the public meeting to builders and developers that they had contact information for.

A statutory public meeting is to be held January 23, 2019 at the Township of Tay Administration building to consider the Proposed Development Charges Background Study & Bylaw prepared by DFA Infrastructure International Inc.

The public is given until January 23, 2019 to provide the Township with written comments regarding the proposed Development Charges Background Study & Bylaw.

ANALYSIS:

The consultant has summarized the information presented and discussions from the stakeholder meetings in Appendix H- Stakeholder Meeting Summary Report, of the background study. The main issue discussed, being the increase in the Development Charge rates for the apartment class.

If Council wishes to consider alternative rates for the apartment class, some options would be:

- Leave the rate as calculated in the background study
- Set the rate at the current 2019 rate for a period of time (i.e. 1 to 5 years)
- Phase the increase in at 20% per year (or any % Council wished).

In all cases the rates would be indexed annually on January 1st by the prescribed rate (3rd quarter construction price index). Phasing in the increase for the apartment class provides financial relief to the developer, however, does result in less funds being withdrawn from Development Charges for growth related projects. In effect the general tax/rate payer portion of the growth related project is increased.

The proposed rates in the Development Charges Background Study are as follows:

Service	Residential Charge by Dwelling Unit Type				Non Residential Charge (per square meter of gross floor
	Single Detached Dwellings & Semi-Detached Dwellings	Apartment Units 2 or more Bedrooms	Apartment Units Bachelor and 1 Bedroom	Multiple Dwellings	
General Government	\$ 370	\$ 293	\$ 231	\$ 308	\$ 2.16
Library	502	397	313	418	-
Fire	1,076	852	673	897	6.30
Parks & Recreation	1,154	913	721	961	-
Public works	609	482	381	508	3.57
Roads and Related	2,067	1,636	1,292	1,722	12.10
Subtotal	\$ 5,778	\$ 4,573	\$ 3,611	\$ 4,814	\$ 24.13
Water	4,367	3,457	2,729	3,639	25.93
Wastewater	7,769	6,150	4,855	6,474	46.13
Total	\$ 17,914	\$ 14,180	\$ 11,195	\$ 14,927	\$ 96.19

Based on discussions with Council today, staff will prepare the appropriate By-law and a resolution similar to the following for the Special Council Meeting to be held on February 6, 2019.

Whereas a public meeting was held on January 23, 2019;
And whereas Council has considered the input from the public meeting;

And whereas Council confirms that changes to the By-law are of a correcting and a minor nature;

Now therefore Council hereby confirms that a second public meeting is not required and;

Whereas the Council of the Corporation of The Township of Tay has considered the background study of November 30, 2018 as amended January 14, 2019, prepared by DFA Infrastructure International Inc.;

Now therefore the Council of the Corporation of the Township of Tay hereby adopts the background study dated January 14, 2019, including the forecast of anticipated development, the underlying capital forecast and capital project listing set out in Appendix D and the calculations contained within the study;

And that the Development Charges By-law be brought forward.

FINANCIAL/BUDGET IMPACT:

The purpose of Development Charges is to fund the infrastructure necessary for residential and business growth. This growth is an important contributor to the economy. The adoption of the Development Charges By-law ensures that the cost of this growth is not borne by existing tax/rate payers.

CONCLUSION:

It is recommended that Council proceed with the adoption of the Development Charges Background Study and By-law on February 6, 2019.

Prepared By;

Joanne Sanders
Treasurer

Reviewed By;

Date: January 16, 2019

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