



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

**February 28, 2018  
7:00 p.m.**

**Municipal Office Council Chambers  
Agenda**

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**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 – January 24, 2018

**Resolution**

That the regular Council meeting minutes dated January 24, 2018 be approved.

- ii. Closed Session – January 24, 2018

**Resolution**

That the regular Closed Session meeting minutes dated January 24, 2018 be approved.

- iii. Regular Committee of all Council – February 14, 2018

**Resolution**

That the regular Committee of all Council meeting minutes dated February 14, 2018 be approved.

**b) Reports of Various Committees**

- i. Audit Committee Minutes – October 25, 2017

**Resolution**

That the Audit Committee meeting minutes dated October 25, 2017 be approved.

- ii. Tay Township Public Library Board – November 21, 2017

**Resolution**

That the Tay Township Public Library Board meeting minutes dated November 21, 2017 be approved.

- iii. Sustainable Severn Sound Sustainability Committee Minutes – December 7, 2017

**Resolution**

That the Sustainable Severn Sound Sustainability Committee meeting minutes dated December 7, 2017 be approved.

- iv. Tay Township Public Library Board – December 19, 2017

**Resolution**

That the Tay Township Public Library Board meeting minutes dated December 19, 2017 be approved.

- v. Horticulture Committee Minutes – January 11, 2018

**Resolution**

That the Horticulture Committee meeting minutes dated January 11, 2018 be approved

**c) Municipal Report**

- i. Municipal Report 2018-02-01

**Resolution**

That Municipal Report 2018-02-01 be received and the recommendations contained therein be approved.

**7. Staff Reports / Other Business**

- 7.1 Report from the Director of Planning & Development  
Report No. PD-2018-12  
Re: Source Protection Implementation Fund Agreement (SPMIF)  
Extension
- 7.2 Correspondence from Georgian Bay General Hospital  
Re: Community Based Nominations Committee

## **8. By-laws**

2018-06	Amending Agreement, Source Protection Implementation Fund
2018-07	Agreement, Enabling Accessibility Grant
2018-08	Election Signs
2018-09	Amending, Delegation of Authority (3 Dog Requests)
2018-10	Agreement, Quality Care Program (County of Simcoe)

## **9. Notice of Motions**

## **10. Closed Session**

- 10.1 Verbal – Clerk – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Update – Land Sale Court Claim)

## **11. Confirming By-law**

## **12. Adjournment**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
REGULAR COUNCIL MEETING  
WEDNESDAY, JANUARY 24, 2018  
6:30 P.M.**

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

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Joanne Sanders, Director of Finance\*  
Steve Farquharson, Director of Planning & Development \*  
Paul Ferguson, Tay Hydro Inc.

**REGRETS:** Councillor Sandy Talbot

\* Did not attend Closed Session

1. **CALL TO ORDER:**  
Mayor Warnock called the meeting to order at 6:30 p.m.
2. **MOMENT OF SILENT REFLECTION:**  
Mayor Warnock called for a moment of silent reflection.
3. **APPROVAL OF THE AGENDA**  
Moved By: Councillor Jim Crawford  
Seconded By: Deputy Mayor David Ritchie  
That the Council Meeting Agenda for January 24, 2018 be adopted as circulated.  

Carried.
4. **DISCLOSURE OF INTEREST:**  
None were declared.
10. **CLOSED SESSION:**  
Moved By: Councillor Heinrich Naumann  
Seconded By: Councillor Jim Crawford  
That Council adjourn to a Closed Session;  
And further that this portion of the meeting be closed to the public pursuant to Section 239, Subsection 2 of the Municipal Act, 2001:  

cont'd...

- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Hydro - Broadband Initiative).

Carried.

Moved By: Councillor Heinrich Naumann

Seconded By: Councillor Jim Crawford

That Council adjourn from the Closed Session at 6:50 p.m. and return to the regular meeting.

Carried.

## 5. DELEGATIONS:

### 5.1 Mr. Paul Ferguson, Tay Hydro Inc. – Re: Establishment of a Subsidiary Company (Broadband Initiative)

Council received correspondence from Mr. Paul Ferguson, Tay Hydro Inc. regarding the establishment of a subsidiary company.

Moved By: Councillor Jim Crawford

Seconded By: Councillor Heinrich Naumann

THAT the Tay Hydro Inc. Report of the President dated November 1, 2017 regarding the establishment of a subsidiary company (the "Subsidiary") to Newmarket Hydro Holdings Inc. ("NHHI") and Tay Hydro Inc. ("THI") be received and the following resolutions be adopted:

#### WHEREAS:

- A. The Municipal Council of the Township of Tay (the "Municipal Council") has received a business case for establishing the Subsidiary (the "Business Case");
- B. The Business Case contemplates the establishment of the Subsidiary as a stand-alone subsidiary of NHHI and THI with shares held proportionate to their interest in Newmarket-Tay Power Distribution Ltd. The Business Case also provides estimates for initial funding requirements and proposed financing structure.
- C. Municipal Council proposes to enter into a Shareholders Agreement with the Subsidiary, NHHI, THI and the Corporation of the Town of Newmarket in respect of the Subsidiary (the "Shareholders Agreement") a draft of which has been circulated to Municipal Council.

Cont'd...

**RESOLVED that:**

1. The establishment of the Subsidiary as an Ontario corporation for the pursuit of the Business Case is authorized and approved.
2. The subscription of 7 common shares of the Subsidiary for the aggregate amount of \$7 by THI is authorized and approved.
3. The entering into of the Shareholders Agreement in the form of draft provided to Municipal Council is authorized and approved.
4. Paul Ferguson, the Mayor and the Clerk are authorized for and on behalf of Municipal Council to execute and deliver the Shareholders Agreement in the form approved herein with such changes therein, if any, as Paul Ferguson, the Mayor and the Clerk executing the Shareholders Agreement in their discretion may approve, their approval of any such changes to be conclusively evidenced by their execution and delivery of the Shareholders Agreement and the Shareholders Agreement so executed and delivered shall be deemed to be the Shareholders Agreement approved by these resolutions.
5. Paul Ferguson, acting alone, is authorized for and on behalf of Municipal Council and THI to establish the Subsidiary and approve the forms of all other documents contemplated or required to be executed by THI in connection with such formation or the Shareholders Agreement (collectively, the "Additional Documents") and to execute (whether under the corporate seal of THI or otherwise) and deliver the Additional Documents each in the form so approved, Paul Ferguson's approval to be conclusively evidenced by Paul Ferguson's execution and delivery of the Additional Documents and the Additional Documents so executed and delivered shall be deemed to be the Additional Documents approved by these resolutions.

Further that receipt by THI by electronic transmission of a signed counterpart to these resolutions from any director will be as effective as receipt of an original signed copy of these resolutions by THI.

Carried.

**6. CONSENT LIST:**

**a) Adoption of Minutes**

- i. Regular Council – December 20, 2017

**Resolution**

That the regular Council meeting minutes dated December 20, 2017 be approved.

- ii. Regular Committee of all Council – January 10, 2018

**Resolution**

That the regular Committee of all Council meeting minutes dated January 10, 2018 be approved.

- iii. Special Council – January 10, 2018

**Resolution**

That the special Council meeting minutes dated January 10, 2018 be approved.

**b) Reports of Various Committees**

- i. Heritage Committee Minutes – November 2, 2017

**Resolution**

That the Heritage Committee meeting minutes dated November 2, 2017 be approved.

- ii. Tay Township Public Library Board – October 17, 2017

**Resolution**

That the Tay Township Public Library Board meeting minutes dated October 17, 2017 be approved.

- iii. Joint Special Council Meeting – November 23, 2017

**Resolution**

That the Joint Special Council Committee meeting minutes dated November 23, 2017 be approved.

- iv. Horticulture Committee Minutes – November 9, 2017

**Resolution**

That the Horticulture Committee meeting minutes dated November 9, 2017 be approved.

**c) Municipal Report**

- i. Municipal Report 2018-01-01

**Resolution**

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

**Moved By: Councillor Gerard LaChapelle**  
**Seconded By: Councillor Heinrich Naumann**  
**That the Consent List for January 24, 2018 and the Recommendations contained therein be adopted as Resolutions of Council.**

**Carried.**

**7. STAFF REPORTS / OTHER BUSINES:**

**7.1 Report from the Chief Administrative Officer regarding Christmas Season Office Hours 2018.**

Council received Report No. GGF-2018-06 regarding Christmas Season Office Hours 2018.

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Gerard LaChapelle**

**That Report Number GGF-2018-06 be received;**

**And further that the cost savings practice of closing the municipal office during Christmas week be continued in 2018, with the municipal office being closed from Monday, December 24th at 12:00 noon and re-opening on Wednesday, January 2nd, 2019 at 8:30 am.**

**Carried.**

**7.2 Report from the Director of Public Works regarding Gervais Road Repair Options.**

Council received Report No. PW-2018-03 regarding Gervais Road Repair Options.

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That Staff Report No. PW-2018-03 regarding Gervais Road Repair Options be received;**

**And that Council approves Option 3 with first priority being pulverizing with paving/asphalt at 60mm and second priority being pulverizing with surface treatment;**

**Further that the works be tendered by component and that the results of the RFP's be brought forward to Council for final direction;**

**And that funding be taken from the Future Capital Reserve and/or the Contingency Reserve;**

**And that any funding borrowed from the Contingency Reserve be repaid by reducing the 2019 capital roads program.**

**Carried.**

Staff was directed to schedule a special meeting to review the Road Needs Study in March.



**8. BY-LAWS:**

None were presented.

**9. NOTICES OF MOTION:**

None were presented.

**11. CONFIRMING BY-LAW:**

Moved By: Councillor Gerard LaChapelle

Seconded By: Councillor Heinrich Naumann

That leave be granted to introduce By-law 2018-04 being a by-law to adopt the proceedings of the meeting.

Carried.

Moved By: Councillor Heinrich Naumann

Seconded By: Councillor Gerard LaChapelle

That By-law 2018-04 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 Gerard LaChapelle

Seconded By: Councillor Heinrich Naumann

That this Regular Meeting of Council adjourn at 7:39 p.m. and to reconvene on February 28, 2018 at 7:00 p.m.

Carried.

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF TAY  
CLOSED SESSION MEETING**

**WEDNESDAY, JANUARY 24, 2018  
6:30 P.M.**

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

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Paul Ferguson, Tay Hydro Inc.

**REGRETS:** Councillor Sandy Talbot

Council met during a Closed Session which was closed to the public on Wednesday, January 24, 2018 in the Council Chambers.

The Closed Session commenced at 6:32 p.m.

Following discussion, we report and recommend as follows;

1. We received a presentation and correspondence from Mr. Paul Ferguson, Tay Hydro Inc. regarding a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Hydro - Broadband Initiative).

Following discussion, Council agreed to consider the required resolution following the Closed Session.

The Committee of the Whole Closed Session adjourned at 6:50 p.m.

Minutes Recorder: Alison Thomas, Clerk

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

**Wednesday, February 14, 2018  
10:00 A.M.**

**Present:**

Deputy Mayor David Ritchie  
Councillor Jim Crawford  
Councillor Sandy Talbot  
Councillor Gerard LaChapelle  
Councillor Heinrich Naumann \*  
Councillor Catherine Root

**Staff Present:**

Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Steven Farquharson, Director of Planning & Development  
Joanne Sanders, Director of Finance  
Brian Thomas, Fire Chief  
Robert Kennedy, Municipal Law Enforcement Officer (Sec. A)  
Lindsay Barron, Financial Analyst (Sec. B)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)  
Terry Tompkins, Chief Building Official (Sec. D.)  
Sara Hahn, Solicitor (Item 6.1)

**Regrets:**

Mayor Scott Warnock

\* arrived at 11:30 a.m.

**1. Call to Order:**

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

**2. Adoption of the Agenda:**

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

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

**That the February 14, 2018 agenda be adopted with the following amendments:**

- **Planning & Development - 3.1– Verbal Report – Councillor Root – Re: MET Transit.**

**Carried.**

**3. Disclosure of Interest:**

No interests were declared.

4. **Delegations:**

**10:00 a.m. – Mrs. Nadine Woods – Re: Appeal of Muzzle Order**

Mrs. Nadine Woods appeared before Committee requesting the appeal of a muzzle order for her dog, as detailed in her correspondence. She advised that they are aware of their dog's temperament, but did have their dog professionally assessed, a copy of which has been provided for Council's information.

Mrs. Woods stated that she does not believe that her dog requires a muzzle and that her dog has been misunderstood. She requested access to the pictures of the dog bite and any other related records as she believes her son's account that their dog never did bite. Mrs. Woods that their dog walks with a full harness is fully immunized and has been neutered since the event took place. In conclusion, she advised that in they will ensure that their dog is only walked by an adult in the future and requested that the two-year muzzle order be repealed.

Council advised that they would be reviewing the matter during Closed Session and that staff would advise them as to Council's decision following the meeting.

**10:15 a.m. – Mr. Steve Pelletier, Guesthouse Shelter – Re: Update**

Mr. Steve Pelletier, Guesthouse Shelter appeared before Committee to provide an update on the Guesthouse Shelter, as detailed in his PowerPoint presentation.

Mr. Bob Bruer reviewed history of the Out of the Cold initiative that resulted in The Guesthouse and noted that they do have intentions of returning the original \$25,000 loan provided by the Township this year. He detailed the statistics and success of the shelter in 2017, highlighting the volunteer hours, new guests and meals served.

Mr. Pelletier, CEO extended thanks for the Township's ongoing support and reviewed what The Guesthouse has been up to over the last year, including staff hiring's, as result of funding provides by County of Simcoe. He noted that their goal is to expand their operations into a Hub that include a youth shelter and the Huronia Pregnancy Resource Centre. In addition, he highlighted other community partnerships with the Library, Chigamik, etc. as well as area council's and committee's involved in housing.

5. **COMMITTEE BUSINESS:**

**A: PROTECTION TO PERSONS & PROPERTY COMMITTEE – CHAIRED BY CHAIR COUNCILLOR SANDY TALBOT:**

A.1 The Protection to Persons & Property Committee was called to order by the Chair at 10:35 a.m.

A.2.1 We received Report No. PPP-2018-11 from the Fire Chief, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

**That Report No. PPP-2018-11 regarding Fire Chief Monthly Report – January 2018 be received for information.**

**Carried.**

Council gave direction that the Township make a donation to the Critical Incident Stress Management Team volunteer group of \$250 each time the Township utilizes their services and that the funds be included in the budget.

A.2.2 We received Report No. PPP-2018-14 from the Fire Chief, under date of February 14, 2018 regarding County of Simcoe Quality Care Program.

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

**That Staff Report No. PPP-2018-14 regarding the County of Simcoe Quality Care Program be received; and**

**That Council endorse the Agreement between Tay Fire & Emergency Services and the County of Simcoe Quality Care Program; and**

**That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement with the County of Simcoe and the Quality Care Program to supply medical training services for Tay Fire & Emergency Services when required and budgeted for.**

**Carried.**

A.2.3 We received Report No. PPP-2018-08 from the Deputy Fire Chief/Fire Prevention Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

**That Report No. PPP-2018-08 regarding Deputy Fire Chief/FPO Monthly Activity Report – January 2018 be received for information.**

**Carried.**

- A.2.4 We received Report No. PPP-2018-12 from the Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

**That Report No. PPP-2018-12 regarding By-law Monthly Activity Report – January 2018 be received for information.**

**Carried.**

- A.2.5 We received Report No. PPP-2018-13 from the Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Delegation of Authority & Policy Change for Two Dog Limit.

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

**That Staff Report No. PPP-2018-13 regarding Delegation of Authority Policy Change for two dog limit be received;**

**And that the Council Exemption – Two Dog Limit Policies be approved;**

**That staff be given delegated authority to approve or deny exemptions to the Two Dog Limit Policy;**

**And that the required amended policy be brought forward to the next regular meeting of Council for consideration.**

**Carried.**

- A.2.6 We received Report No. PPP-2018-10 from the Canine Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

**That Report No. PPP-2018-10 regarding MLEO/Canine Monthly Activity Report – January 2018 be received for information.**

**Carried.**

- A.3 No Other Business Items were received.

- A.4.1 We received for information correspondence from Ted Woods, Fire Marque – Re: Thank You.

- A.4.2 We received for information correspondence from Andrew Ferguson, Ontario Provincial Police – Re: Thank You.

**B: GENERAL GOVERNMENT/FINANCE – CHAIRED BY CHAIR  
DEPUTY MAYOR DAVID RITCHIE:**

B.1 The General Government & Finance Committee was called to order by the Chair at 11:15 a.m.

B.2.1 We received for information a verbal report from the Chief Administrative Officer regarding the C.A.O.'s January 2018 Monthly Update.

B.2.2 We received Report No. GGF-2018-07 from the Chief Administrative Officer, under date of February 14, 2018 regarding Citizen's Committee on Council Remuneration.

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

**That Staff Report No. GGF-2018-07 regarding Citizen's Committee on Council Remuneration be received;**

**And further that Council approves the terms of reference and the creation of the Citizen's Committee on Council Remuneration as outlined in this report consisting of three voting members of the public and as non-voting members Council Representative, Mayor Warnock, and the Chief Administrative Officer;**

**And that the Committee be directed to report back to the August 8, 2018 Committee of All Council meeting with their recommendations for Council's consideration and then formally dissolve.**

**Carried.**

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

B.2.4 We received Report No. GGF-2018-09 from the Clerk, under date of February 14, 2018 regarding Election Sign By-law.

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

**That Staff Report No. GGF-2018-09 regarding a new Election Sign By-law be received;**

**And that the new Election Sign By-law be approved and brought forward to the next regular Council meeting.**

**Carried.**

B.2.5 We received Report No. GGF-2018-10 from the Clerk, under date of February 14, 2018 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation.

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

**That Staff Report No. GGF-2018-10 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation be received;**

**And that the Township of Tay enter into a contribution agreement with the Government of Canada under Enabling Accessibility Funding Agreement – Reception Counter Renovation;**

**And that the required by-law to authorize the contribution agreement be brought forward for consideration.**

**Carried.**

- B.2.6 We received Report No. GGF-2018-08 from the Director of Finance, under date of February 14, 2018 regarding 2017 Land Transactions Report.

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

**That Staff Report No. GGF-2018-08 regarding the 2017 Land Transactions be received and;**

**That the Treasurer is hereby authorized to increase the budgeted transfer to the Contingency Reserve by \$110,708 to \$160,508 to and further;**

**That the Treasurer is hereby authorized to transfer the net proceeds from the sale of former rink lots on Calvert Street, in the amount of \$123,137 to the Parks and Recreation Reserve and further;**

**That the Treasurer is hereby authorized to transfer the net proceeds from the sale of the Fire Hall on Old Fort Road in the amount of \$212,188 to the Municipal Fleet and Equipment Reserve.**

**Carried.**

- B.2.7 We received Report No. GGF-2018-11 from the Director of Finance, under date of February 14, 2018 regarding 2017 Financial Summary.

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

**That Report GGF-2018-11 dated February 14, 2018 regarding the 2017 Financial Summary be received and that the following recommendations be brought forward to the next Council meeting:**

- (a) That the transfer from the Policing Reserve be reduced from \$47,468 to \$3,624;**



- (b) That a transfer of approximately \$216,170 to the Wastewater Operations Reserve be made to reflect the 2017 operating surplus;
- (c) That a transfer of approximately \$50,104 to the Water Operations Reserve be made to reflect the 2017 operating surplus;
- (d) That the 2017 surplus of approximately \$5,395 in the Library accounts be transferred to the Library reserve;
- (e) That the balance of the 2016 surplus of \$4,067 be transferred to the Future Capital Reserve;
- (f) That the remaining uncommitted 2017 operating surplus of approximately \$67,906 be transferred to the Municipal Building Reserve to be discussed in future budget discussions; and
- (g) That any significant changes to the estimated transfers above be brought forward to Council once year-end work is finalized.
- (h) That the transfer to the Municipal Fleet Reserve for Fire Capital for unspent equipment funding be reduced from \$13,942 to \$2,037 to fund additional Old Fort Fire Hall costs incurred (including the LED signage) after the debt was secured.

**Carried.**

B.2.6 We received Report No. GGF-2018-05 from the Health & Safety Program Assistant, under date of February 14, 2018 regarding Township of Tay Health & Safety Policy.

After discussion and consideration the following motion was moved by Councillor Talbot and seconded by Councillor Root 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 Mr. Fred Hacker, Culture Committee regarding the appointment of a Township representative.

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

**That Lynn Racicot be appointed as the Township's representative to the Culture Committee.**

**Carried.**

B.4.1 We received for information correspondence from the County of Simcoe regarding White Paper – Building a Seniors Campus.

- B.4.2 We received for information correspondence from SEGBAY Chamber of Commerce regarding Request for Councillor to Sit on the Chamber Board.

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

**That Deputy Mayor Ritchie be appointed as the Township's representative to the SEGBAY Chamber of Commerce Board.**

**Carried.**

**Council temporary recessed at 12:12 p.m.**

**The meeting resumed at 1:00 p.m.**

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

- C.1 The Public Works Committee was called to order by the Chair at 1:00 a.m.

- C.2.1 We received for information Report No. PW-2018-09 from the Superintendent of Water/Wastewater Operations, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

- C.2.2 We received for information Report No. PW-2018-10 from the Manager of Parks, Recreation & Facilities, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

- C.2.3 We received for information Report No. PW-2018-11 from the Manager of Roads & Fleet, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

- C.2.4 We received for information Report No. PW-2018-12 from the Director of Public Works, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

Council agreed to hold a Special Public Works Committee Meeting on March 28<sup>th</sup>, 2018 at 6:00 p.m. regarding the Road Needs Study.

- C.2.5 We received Report No. PW-2018-07 from the Director of Public works, under date of February 14, 2018 regarding Annual Review of Waived Rental Fees.

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

**That Staff Report No. PW-2018-07 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.**

C.2.6 We received Report No. PW-2018-08 from the Director of Public works, under date of February 14, 2018 regarding an Enbridge Gas Franchise Agreement.

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

**That Staff Report No. 2018-08 regarding Enbridge Gas Franchise Agreement renewal be received;**

**And that Council approves the form of draft By-law (including the franchise agreement forming part thereof) attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act.**

**And that Council requests the Ontario Energy Board to make an order dispensing with the assent of the municipal electors of the attached draft By-law (including the franchise agreement forming part thereof) pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.**

**And once the Ontario Energy Board has approved the franchise agreement between the Township of Tay and Enbridge Gas Distribution Inc. the draft By-law and franchise agreement be brought forward to Council for approval.**

**Carried.**

C.2.7 We received Report No. PW-2018-13 from the Director of Public works, under date of February 14, 2018 regarding 2019 Plough Truck Purchases.

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

**That Staff Report No. 2018-13 regarding the purchase of plough trucks in 2019 be received;**

**And as an exception to the Procurement Policy, Council approves the pre-selection of the plough equipment through a competitive bid process prior to issuing a tender for the purchase of the trucks.**

**And that the current number of tandem snow ploughs be reduced from the current compliment of six to five with the purchase of a single axle truck and chassis with snow plough equipment in 2019.**

**Carried.**

C.2.8 We received Report No. PW-2018-02 from the Director of Public works, under date of February 14, 2018 regarding Victoria Glen Drainage Issue.

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

**That Staff Report No. PW-2018-02 regarding a drainage issue in the Victoria Glen subdivision be received for information and that Option 3 as outlined in Report PW-2018-02 be selected.**

**Carried.**

- C.3.1 We received correspondence from Paul Raymond, Portarama Chair regarding ATV Permission for Portarama Family Festival.

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

**That the Portarama Family Festival be granted approval to use ATV's on Township roads to assist with the Soapbox Derby for the date and time specified in their correspondence.**

**Carried.**

- C.4 No Items for Information were received.

**D: PLANNING & DEVELOPMENT COMMITTEE – CHAIRED BY CHAIR COUNCILLOR HEINRICH NAUMANN:**

- D.1 The Planning & Development Committee was called to order by the Chair at 1:30 p.m.

- D.2.1 We received Report No. PD-2018-05 from the Chief Building Official, under date of February 14, 2018 regarding Building Services Division Monthly Report – January 2018.

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

**That Report No. PD-2018-05 regarding Building Services Division Monthly Update Report – January 2018 be received.**

**Carried.**

- D.2.2 We received Report No. PD-2018-06 from the Chief Building Official, under date of February 14, 2018 regarding Recent Changes to the Ontario Building Code.

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

**That Staff Report No. PD-2018-06 regarding recent changes to the Ontario Building Code be received for information.**

**Carried.**

D.2.3 We received for information Report No. PD-2018-07 from the Director of Planning & Development, under date of February 14, 2018 regarding Directors Monthly Update - January 2018.

D.2.4 We received for information Report No. PD-2018-08 from the Director of Planning & Development, under date of February 14, 2018 regarding Provincial Growth Plan 2017 & the County of Simcoe Municipal Comprehensive Review (MCR).

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

**That Staff Report No. PD-2018-08 regarding the Provincial Growth Plan 2017 and the County of Simcoe Municipal Comprehensive Review (MCR) be received for information.**

**Carried.**

D.2.5 We received for information Report No. PD-2018-10 from the Director of Planning & Development, under date of February 14, 2018 regarding Minor Variance Applications.

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

**That Staff Report PD-2017-10 regarding Minor Variance Applications be received; and**

**That pursuant to Section 45 (1.4) of the *Planning Act*, where Zoning By-law 2000-57 has been amended in response to an application, the Township shall accept applications for Minor Variances from the provisions of By-Law 2000-57 in respect of the land, building or structure within two (2) years of the Zoning By-Law amendment coming into effect.**

**Carried.**

D.2.6 We received for information Report No. PD-2018-11 from the Planning Consultant, under date of February 14, 2018 regarding Port McNicoll Holding LP – January-February 2018.

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

**That Report Number PD-2018-11 regarding Port McNicoll Holding LP – January-February 2018 be received as information.**

**Carried.**

D.3.1 We received a verbal report from Councillor Root regarding Muskoka Extended Transit (MET).

Councillor Root reported that the District of Muskoka is applying for a grant to extend the MET Pilot for an additional five years and as part of that they are requesting a letter of support for the application. In addition, it is requested that the Township continue its funding through to the end of June 2018.

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

**That the Township of Tay send a letter of support to the District of Muskoka for a grant application for funding for the MET Pilot Project.**

**Carried.**

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

**That the Township continues funding of the existing MET Pilot until the end of June 2018 to be funded from the Planning Department Outside Services Budget.**

**Carried.**

- D.4.1 We received for information correspondence from a resident regarding Marijuana Exposure & Immediate Shut Down of Waubaushene Grow-Op.

The Fire Chief provided an update on the status of the Coldwater Road grow op.

Council gave direction that the staff investigates any options available to shut down the grow op.

- D.4.2 We received for information correspondence from EDCNS regarding Economic Development Office Update – January 2018.

**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 Gerard LaChapelle**

**Seconded By: Councillor Catherine Root**

**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:**

- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (2558 West Service Road, Muzzle Order & Fire Vehicles).**

**Carried.**

Closed Session commenced at 2:25 p.m.

- 6.1 We received Report PD-2018-09 report from the Director of Planning & Development regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (2558 West Service Road).  
The Director and Township Solicitor reviewed the matter with Council and Council gave direction in accordance with the solicitor's advice.
- 6.2 We received Report PPP-2018-07 from the Municipal Law Enforcement Officer regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Muzzle Order).  
Council reviewed the report and agreed to consider the required resolution following the Closed Session.
- 6.3 We received a verbal report from the Fire Chief regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Fire Vehicle).  
Council received an update on an ongoing issue from the Fire Chief.

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Gerard LaChapelle**

**That Council adjourn from the Closed Session at 2:58 p.m. and return to the regular meeting.**

**Carried.**

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

**That Staff Report PPP-2018-07 regarding 458 Broderick Street – Request that Muzzle Order be Repealed by received;  
And that the request by the owners of 458 Broderick Street respecting the Muzzle Order be denied.**

**Carried.**

**7. ADJOURNMENT:**

Moved by Councillor Root and seconded by Councillor Crawford.

**That this Committee of All Council meeting adjourn at 2:59 p.m. and reconvene on March 14, 2018.**

**Carried.**

Minutes Recorder: Alison Gray, Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY  
AUDIT COMMITTEE MEETING  
WEDNESDAY, OCTOBER 25, 2017  
10:00 A.M.**

**PRESENT:** Mayor Scott Warnock\*  
Deputy Mayor Dave Ritchie  
Mike English  
Larry Pattullo  
Jerry Van Dyk

**STAFF PRESENT:** Joanne Sanders, Director of Finance  
Lindsay Barron, Financial Analyst  
Cyndi Bonneville, Recording Secretary

**REGRETS:** Councillor Gerard LaChapelle

\*Mayor Warnock arrived at 10:24 a.m.

**1. CALL TO ORDER:**

The Chair called the meeting to order at 10:00 am.

**2. DECLARATIONS OF PECUNIARY INTEREST:**

None were presented.

**3. ADOPTION OF THE MINUTES:**

**Moved By: Deputy Mayor Ritchie**

**Seconded By: Jerry Van Dyk**

**That the minutes of the Audit Committee meeting dated August 2, 2017 be adopted as presented.**

**Carried.**

**4. CORRESPONDENCE:**

None were presented.

**5. NEW & UNFINISHED BUSINESS:**

- 5.1 The committee reviewed for consideration the Internal Control Notes – Purchasing and Accounts Payable report. Discussion ensued with respect to the report with the committee agreeing that the report is comprehensive and in need of few modifications.

A lengthy discussion ensued regarding the use and process of purchase orders. The Director of Finance spoke to the matter and advised that the Township's current use of purchase orders is minimal as the process is very time consuming. The Committee agreed that the steps to process purchase orders may be cumbersome but felt it makes for good control measures and a way to avoid discrepancies. It was suggested that should staff wish to pursue a purchase order system they should look into a software program that will eliminate extra staff time yet provide the essential internal controls.



The Committee then reviewed the thresholds identified for purchasing. The Director of Finance responded to questions regarding the guidelines and approval process as outlined in the Township's Procurement Policy.

Discussion regarding security measures and internal control included cheque signing authority, purchasing limits up to \$10,000 and creation of new vendors. The committee concurred that for the purpose of internal controls the Accounting Clerk (Payables) set up new vendors should be reviewed by the Treasurer, thus providing another check point as well as a fraud deterrent.

It was noted that payments made to vendors are currently carried out by cheque with the implementation of EFT (Electronic Funds Transfer) underway. Discussion took place regarding the tighter internal controls Electronic Funds Transfers will provide.

The Director provided an overview on the guidelines of the Township's Corporate Purchase Cards program which allows approved employees to purchase business-related goods and services.

As an added control committee members questioned if the Township considered running two bank accounts which allows one for revenue and one for expenses. This system is considered efficient and from a bank's prospective the corporation is operating under one account. The Director advised staff previously reviewed the cheque fraud protection service by TD Bank but felt the process was time consuming with hefty bank fees. It was suggested that staff revisit this system for consideration.

- 5.2 The committee reviewed the Financial Operating Report to September 30, 2017 as prepared by the Financial Analyst. Staff provided an overview of the report which is presented to Council with a summary of operating revenues and expenses in comparison to the annual budget.

Council members commented on staff vigilance as it relates to the quarterly reports, concerns can be identified immediately bringing awareness of expenses to management and Council.

At this point in the meeting the budget process was reviewed with the area of discussion including guidelines and targets to control expenses. It was noted that staff is encouraged to be cost effective whenever possible to control expenses and deliver services in a cost effective manner.

**6. ADJOURNMENT:**

**Moved by: Jerry Van Dyk**

**Seconded by: Mike English**

**That this Audit Committee meeting adjourn at 11:15 a.m.**

**Carried.**

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**Larry Pattullo**

**Minutes of the Tay Township  
Public Library Board Regular Meeting  
held at Victoria Harbour Public Library  
Tuesday, November 21st, 2017  
7:00 P.M.**

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

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

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1. **CALL TO ORDER:**  
The meeting was called to order at 7:01 p.m. by Chair Coryell.
2. **CONFIRMATION OF AGENDA:**  
The Board reviewed the agenda and passed the following motion  
**Moved By: Sue Read**  
**Seconded By: Cate Root**  
**That the agenda be approved as presented.**  

**Carried.**
3. **DECLARATIONS OF PECUNIARY INTEREST:**  
There were no declarations of interest brought forward.
4. **ADOPTION OF MINUTES:**  
**4.1 October 17, 2017**  
**Moved By: Cate Root**  
**Seconded By: Sue Read**  
**That the minutes of the meeting dated October 17th, 2017 be adopted as circulated.**  

**Carried.**
5. **BUSINESS ARISING FROM THE MINUTES:**  
None were presented.

**6. ACCOUNTS:**

**6.1 September 2017**

**Moved By: Susan Read**

**Seconded By: Cate Root**

**That the September accounts, as presented and attached, in the amount of \$5,112 be accepted.**

**Carried.**

**6.2 October 2017**

**Moved By: Heinrich Naumann**

**Seconded By: Susan Read**

**That the October accounts, as presented and attached, in the amount of \$5,731 be accepted.**

**Carried.**

**7. BRANCH REPORTS:**

**7.1 Port McNicoll**

The Board received for information the October 2017 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 2017 activity report prepared by the Branch Librarian for the Theo & Elaine Bernard Branch Library.

**7.3 Waubaushene**

The Board received for information the October 2017 activity report prepared by the Branch Librarian for the Waubaushene Library.

**8. STATISTICS:**

**8.1 September**

The Board received the monthly October 2017 statistics , as well as the year to date of the individual branches for information.

**9. ITEMS FOR INFORMATION:**

**9.1** Tay Library Newsletter, November 2017; received for information only.

**9.2** SOLS' Contribution to Libraries: Annual Report 2016-2017; received for information only.

**9.3** Memo from Head Librarian; Staff extra training hours; received for information only.

**9.4** Memo- Newcomer Recognition Awards; received for information only.

**10. OTHER ITEMS OF BUSINESS: 10.1 Report – Head Librarian-  
Re: Shelf Ready Materials**

The Board discussed the flowchart of acquisitions and cataloguing procedures included in the report, as well as the memos from various county librarians in regard to the purchase of MARC records. The recommendation to purchase was one of several contained in the final report by the consultants for the Master and Strategic Plan.

**Moved By: Heinrich Naumann**

**Seconded By: Cate Root**

**That the Tay Township Public Library maintain the current book/material ordering and cataloguing system rather than MARC/Shelf-ready materials.**

**Carried.**

**10.2 Verbal Report from Library C.E.O.– Re: C.E.O. Recruitment**

The Board discussed the options presented for the Library C.E.O. recruitment.

Following discussion, the Board directed that the standard recruitment process be undertaken, and that staff report back to the December meeting with a proposed schedule.

**10.3 Verbal Report from Library C.E.O.- Re: Budget PowerPoint Presentation to Council**

The Board reviewed the draft Budget PowerPoint Presentation for November 29<sup>th</sup> and made various amendments.

**11. ADJOURNMENT:**

**Moved By: Sue Read**

**Seconded By: Heinrich Naumann**

**That this meeting of The Tay Township Public Library Board adjourn at 8:45 p.m.**

**Carried.**

Date: December 19, 2017

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Chair: Bob Coryell

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Secretary: Heather Walker

## Sustainability Committee (SC) Approved Minutes

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Date Thursday, December 7, 2017  
Time 10am-12pm  
Location Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

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### Attendance

Aisha Chiandet, Water Scientist, Severn Sound Environmental Association  
Brenda Armstrong, Program Manager, Environmental Health, Simcoe Muskoka District Health Unit  
Chris McLaughlin, General Manager, NSCFDC  
Councillor Barbara Coutanche, Township of Oro-Medonte  
Councillor Jack Contin, Town of Midland  
Councillor Mike Lauder, Town of Penetanguishene  
Councillor Ron Stevens, Township of Severn  
Doug Luker, CAO, Township of Tiny (Chairperson)  
Nick Popovich, Director of Development Services, Township of Georgian Bay  
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound  
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

### Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
Councillor Cate Root, Township of Tay  
Councillor Jonathan Main, Town of Midland  
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative  
Gail Marchildon, Office Manager, Severn Sound Environmental Association  
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay  
Julie Cayley, General Manager, Severn Sound Environmental Association  
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit

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### 1.0 Approval of Agenda

Discussion: Chair requested any additions or changes to the agenda. SSS Sustainability Coordinator noted the addition of the draft report to Council (Item 3.1.2(B)) and updated Financial Statements per Item 5.0. With no other additions, the Chair requested a motion to approve the agenda. Moved by C. McLaughlin, seconded by R. Stevens. Carried.

### 2.0 Approval of Minutes from the 9-Nov-2017 SC Meeting

Discussion: The 9-Nov-2017 draft minutes were sent to the committee on 16-Nov-2017, with SSS receiving no requests for corrections or comments. The Chair requested, any other comments or

*SC APPROVED MINUTES – 7-DEC-2017*

corrections, and receiving none, requested a motion to approve the 9-Nov-2017 minutes. Moved by C. McLaughlin, seconded by R. Stevens. Carried.



SustainabilityComm  
ittee-Nov-9-2017-DR

Action Item: SSS to submit the approved 9-Nov-2017 minutes to each municipal clerk for submission to Council.

### 3.0 2017 SSS Work Plan Items

Discussion: Welcomed Aisha Chiandet from SSEA, replacing Julie Cayley from SSEA in upcoming meetings.

#### 3.1 Project 1: Communications and Engagement Activities

##### 3.1.1 Sustainability Bulletin and Article Series Update

Discussion: SSS provided an overview of the upcoming December Sustainability Bulletin and the Article Series update. Dec Issue will include brief description on Green Belt Coalition event attended on Nov 20<sup>th</sup>, Green Jobs - Science and Technology Internship Program (STIP) funding available, and upcoming webinar for Elected Officials on Climate Change planning. Article Series Update: 5 print articles to date (Midland Mirror on Nov 6 and 16<sup>th</sup>, Ask the Expert on Nov 30, North Simcoe Life on Dec 1). R. Stevens confirmed January 11<sup>th</sup> meeting has been moved to January 18<sup>th</sup> due to scheduling conflict with SSEA Board Meeting. Chair requested numbers on newsletter subscriptions, SSS Coordinator confirmed approx. 140 (correction 160) e-mail subscribers, approx. 460 municipal contacts, reaching over 600+ people incl. social media posts. R. Stevens commented to Chair, it is critical to maintain Sustainable Bulletin with local newspapers (i.e. Severn) cancelled.

Action Items: SSS to continue to prepare a minimum of monthly Sustainability Bulletins, with the next bulletin scheduled for 13-Dec-2017. Bulletin will an invite to the community to participate in the LCCAP survey. SSS to add Michelle Hudolin and Aisha Chiandet from SSEA to subscription list.

##### 3.1.2 Reports to Council

Discussion: T. Roxborough provided an overview of the 20-Nov-2017 (SSS Memo 2017-11-20, Item 3.1.2(A) report sent to Council and committees, which includes a project update and a posted inviting members of the community to participate in project. T. Roxborough reported to SC that there has not been much initial uptake on #ClimateChangers – few contacts are from Orillia and Barrie. Informed SC that a colour print ad will be in an upcoming December issue of the Midland Mirror (half page) incl.

*SC APPROVED MINUTES – 7-DEC-2017*



Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.



survey link. Draft December report was provided for review, featuring a project update and a survey link.

Action Items: T. Roxborough continuing to finalize deadlines for inclusions to municipal water and tax bills, including a graphic advertising survey link. SSS to review report to Councils and finalize, sending by 13-Dec-2017. Moving forward SSS is looking at getting municipal feedback on LCCAP from CAOs and identified municipal staff. V. Ervick continuing to collect data from utility providers.

- Submitted November 20, 2017

Memorandum SSS-2017-11 recommending:

*'THAT Memorandum No.2017-11 from Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) dated 20-Nov-2017, regarding an update to SSS's Local Climate Change Action Plan (LCCAP) and the poster inviting the community to participate in the Local Climate Change Action Plan be received for information.'*



SSSMemorandum\_2  
017-11\_20-Nov-17.p

- Draft December Report (Item 3.1.2(B))

Memorandum SSS-2017-12 will include:

*Survey release (community version) and distribution (on-line, print media, and hard-copy at municipal offices).*



SSSMemorandum\_2  
017-12\_11-Dec-17-P

### 3.1.4 FCM (Federation of Canadian Municipalities) Regional Facilitator Assistance Update

Discussion: T. Roxborough exploring opportunities to have a workshop/event with FCM (Ian McVey) in February. Call with Ian to discuss collaboration scheduled for 8-Dec-2017 at 8:30am. Goal of event is to provide municipalities with information as to why the FCM-PCP program is beneficial. For membership to PCP program, a resolution from council is required. SSS is exploring ways to act as an intermediary between FCM and local municipalities. M. Lauder questioned why each municipality is required to sign onto the PCP program, if SSS/SC is a joint effort. T. Roxborough updated SC that resolutions have been received from all municipalities minus Oro-Medonte for support PCP program. M. Lauder commented that as members of SC, it is our 'job' to get council support – feels that a lot of council isn't familiar with climate change – might lack of understanding. Chair (D. Luker) doesn't feel that the "main message" has been

SC APPROVED MINUTES – 7-DEC-2017

received by the decision makers. Continued to say, council understands WHAT/WHY but they don't know what they get out of the LLCAP/PCP program, how much does it cost, what are the savings? T. Roxborough stated that if each municipality were to complete an individual LCCAP/Adaptation Plan, it would cost \$250k oppose to the \$10k ask (2017) to support SSS. Benefits include: access to more funding, long term benefits, step forward in right direction, reputation, etc. Chair (D. Luker) suggested that message be concise and M. Lauder commented that we need different ways to convey message but same message. M. Lauder suggest SSS move timeline back one month to re-establish a new start, communication plan. Look into a video/quick intro about program, media piece (3-5 minutes). Inviting to people to get involved – call for Climate Changers in video.

Action Items: SSS to organize February event and invite partners to learn more about PCP program. M. Lauder commented that goal for SC members is to get 5 (CAO, 2 staff, 2 council) people per municipality to attend. T. Roxborough to submit report in January to municipal councils – invitation to February event. B. Armstrong, C. McLaughlin to assist T. Roxborough with an 'elevator pitch' to summarize exact benefits to municipalities/councils, answering Q of "What's in it for them?" (fulfills requirements to the growth plan, alignment with municipal strategic plans). T. Roxborough, SC members to potentially schedule one-on-one verbal meetings with council/CAO's, personal conversation on LCCAP project versus continually written communication. Suggestion of multimedia element to convey importance of LCCAP project – C. McLaughlin and J. Contin both have contacts to explore. More rollback, get message consistent/concise, re-sell LCCAP project on new values (cost savings, benefits, reputation) and go back to council to re-pitch project benefits, ending with a 'Thank you for support' and invitation to February event. C. McLaughlin ended with tagline, "supporting SSS, saves you money, and benefits the greater community." Suggestion made by SC, when SSS presents at budget meetings, have a SC board member to help with joint presentation, helps with perception that you are "begging for your job."

### **3.1.5 Pollinator Activities**

Discussion: T. Roxborough provided update on letter to Mr. Grace. SC consensus that letter was well received. Confirmed that Infrastructure Ontario supports projects if supported by Hydro One. Peter was very responsive to letter from SSS, it was addressed and we will all move forward in positive manner. SSS to continue to work with Michael Farrell (Environmental Planner, Hydro One) on potential pollinator plant sites within our municipalities. Chair (D. Luker) spoke about County Road 6 in Tiny Township, commented that it is a main road to cottage country and has very visible pollinator

*SC APPROVED MINUTES – 7-DEC-2017*



meadows that are not signed – D. Luker invited SSS to work with Tiny Township to create signage for these meadows. T. Roxborough updated SC on application submission to “Go Wild” fund that was due on 24-Nov-2017.

Action Items: T. Roxborough to connect with D. Luker (Bonita, Tiny Township) and provide copy of signage SSS have available and adjust on as add-needed basis (larger), and to put a consistent visual message in place throughout the partner municipalities. T. Roxborough to connect with C. Root and P. Dance to identify potential sites for 2018 pollinator plantings.

### **3.2 Project 2: Website Maintenance and Development**

Discussion: T. Roxborough provided an update of the website, overviewing the information available to support the project.

Action Items: SSS staff to continue to enhance and update the website with resources and best practices related to climate change (minimum of 3 new reviewed resources prior to 18-Jan-2018 meeting).

### **3.3 Project 3: Sustainability Speaker Series**

Discussion: T. Roxborough updated SC on 15-Nov-2018 with LAS. Understanding was that LAS is not willing to share intellectual property with an agency that is not a municipality. Chair (D. Luker) has offered to register SSS under Township of Tiny for any future LAS workshops.

Action Items: T. Roxborough, V. Ervick and D. Luker to set up conference call/phone-call with LAS/Jeff Barten, and look at opportunities to attend LAS workshops in future.

## **4.0 Climate Change Action Plan Project Update**

### **4.1 Communications and Engagement, November 2017-May 2018**

Discussion: Based on SC meeting 7-Dec-2017, T. Roxborough is re-evaluating stakeholder interview schedule. An update was provided on the status on the GHG inventory, with the project on track and on-schedule per the submitted timeline.

Action Items: T. Roxborough to update communication strategy based on today’s conversation. SMDHU offered in-kind support in terms of research, data, etc. On track, early next week printed surveys will be available and we have contacted each municipality to determine deadlines for water and tax bills – on-going, as all are different. SSS will update the SC with schedule at the 18-Jan-2018 meeting.



Communications-Engagement-Overview

### **4.2 Greenhouse Gas Inventory, November 2017-March 2018**

*SC APPROVED MINUTES – 7-DEC-2017*



GHG\_Emissions-Overview.pdf

## 5.0 SSS Project Budget

Discussion: C. McLaughlin noted that SSS is approx. \$2000.00 over budget from January-November 2017 financial statement. SC discussed potential options to display future statements (YTD vs. Actual columns). T. Roxborough confirmed that Oro-Medonte allocated \$4200.00 toward SSS, ask was for \$10k. B. Coutanche feels that there is still room for movement; budget is fluid.

Action Items: T. Roxborough to reassess January-November 2017 financial statement and provide update at 18-Jan-2018 meeting. C. McLaughlin and T. Roxborough to look into streamlining financial statements (merge OTF and SSS statements). T. Roxborough to add detailed financial statement to 7-Dec-2017 meeting minutes. M. Lauder requested to receive “notes/comments” at bottom of financial statements moving forward. Also suggested to add comment to title re: project start-finish within January-December year end.

### 5.1 Financial Statement, November 30, 2017

- Profit and Loss vs Actuals, Jan-Nov, 2017



FinancialStatement  
\_30-Nov-17.pdf

- OTF Project Budget vs. Actuals, Aug-Nov, 2017



Adobe Acrobat  
Document

### 5.2 FCM Funding Proposal Update

Discussion: T. Roxborough asked SC “What is the intent for mid-2018?” – after we are done LCCAP –where is SSS going? Agreed that SSS needs to have a conversation with SSEA, potential strategic visioning session if merger is on table.

Action Items: T. Roxborough to provide update to SC at 18-Jan-2018 meeting re: conversation with Dustin Carey (FCM Rep), and propose strategies for discussion by the committee.

### 5.3 County of Simcoe Arts, Culture and Natural/Built Heritage Grant Program Update

Discussion: Contacted Dave Parks from the County to discuss the Municipal Comprehensive Review, the grant program, climate change initiatives, and transportation data for the GHG inventory. SSS then received an e-mail from Donna Goodwin, and a letter of intent response is

*SC APPROVED MINUTES – 7-DEC-2017*



Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.



due Jan. 19 to be considered for the grant. SSS is attempting to apply for funds to grow our capacity (i.e., strategic planning regarding the merger, implementation plan for the Local Climate Change Action Plan). M. Lauder suggested SSS apply jointly with SSEA, fears that SSS applying solely will confuse council.

Action Items: T. Roxborough and J. Cayley (SSEA) to have a meeting in January to start conversation of how merger between SSEA/SSS would proceed. Chair (D. Luker) suggested SSS schedule meeting with Warden (Mayor Marshall) and provide letter to County Councilors asking for their financial assistance at the County level. M. Lauder offered his assistance. Send letter to County representatives, asking for support and ask them to contact CAO/Warden, expressing the concerns of the SSS. D. Luker graciously offered to sign letter. SMDHU meeting with the County is scheduled for Dec 14 re: Climate Change, will follow up with SSS on any pertinent information.

## 6.0 Other Business and Roundtable Sharing of Projects and Information

### 6.1 SSS and SSEA Merger Proposal Update by SSS

- Letter was received and sent with budget requests, meeting to be scheduled in Jan-2018

### 6.2 Membership Updates

#### Township of Georgian Bay

- MacTeir Arena converting to LED lighting
- Updating fish habitat mapping, going over RFP to select consultant, Type 1 fish habitat is prominent in Official Plan = paramount that this is improved!

#### Town of Penetanguishene

- Penetanguishene budget 1.96% + OPP reinstitute, County will come down, with blended Penetanguishene could come down to 1%.
- Construction on Main Street, public meeting with BF Enterprises, great job in instilling confidence in residents, all questions were answered confidently.

#### SSEA

- Tree seedling program is now open and SC members are encouraged to share this information and/or contact Michelle Hudolin at SSEA for more information, or visit <http://www.severnsound.ca/Pages/Tree-Seedling-Distribution.aspx>

#### Town of Midland

- Service delivery reviews presented to Council, 68 recommendations, prioritizing 2 streams (IT Sections, building internal capacity to work more efficiently to create system bringing things together), Council has approved a municipal corporation to be developed 'Midland Bay Landing' arm's length committee to be establish to oversee project, by-laws will be created, comprised of outside resources selected through criteria to oversee planning of Midland Bay Landing investment. This creation will be led by CAO.

SC APPROVED MINUTES – 7-DEC-2017

### Township of Tiny

- Currently in the budget process, looking at 2% increase.
- Wants to look at what to do with SC members that don't contribute (Oro-Medonte and the County).

## 7.0 2018 Meeting Schedule

Date	Time	Location	Purpose
Thursday, January 18, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project Update</li> <li>• Other Business</li> </ul>
Thursday, February 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project Update</li> <li>• Other Business</li> </ul>
Thursday, March 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project Update: Presentation</li> <li>• Other Business</li> </ul>
Thursday, April 5, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project Update</li> <li>• Other Business</li> </ul>
Thursday, May 3, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project Update: DRAFT Plan</li> <li>• Other Business</li> </ul>
Thursday, June 7, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• LCCAP Project: Final Report</li> <li>• Other Business</li> </ul>
Thursday, July 5, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>
Thursday, August 9, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>
Thursday, September 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>
Thursday, October 4, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>
Thursday, November 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>
Thursday, December 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>• Other Business</li> </ul>

9.0 Adjournment: Time: 12:31pm

Next Meeting When: **Thursday, January 18, 2017**  
Time: 10am-12pm  
Where: 105 Fourth Street, Midland

SC APPROVED MINUTES – 7-DEC-2017

**Minutes of the Tay Township  
Public Library Board Regular Meeting  
held at Waubaushene Public Library  
Tuesday, December 19th, 2017  
7:00 P.M.**

---

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

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

**REGRETS:** Heinrich Naumann  
Susan Read

---

**1. CALL TO ORDER:**

The meeting was called to order at 7:05 p.m. by Chair Coryell.

**2. CONFIRMATION OF AGENDA:**

The Agenda was revised prior to approval, to include  
Item 10.3 – Volunteer Home Delivery  
Item 10.4 – Harbour Shores

**Moved By: Jackie Ramler**

**Seconded By: Cate Root**

**That the agenda be approved as presented.**

**Carried.**

**3. DECLARATIONS OF PECUNIARY INTEREST:**

There were no declarations of interest brought forward.

**4. ADOPTION OF MINUTES:  
4. 1 November 21, 2017**

**Moved By: Cate Root**

**Seconded By: Jackie Ramler**

**That the minutes of the meeting dated November 21st, 2017 be  
adopted as circulated.**

**Carried.**

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

None were presented.

6. **ACCOUNTS:**

**6.1 November 2017**

**Moved By: Jackie Ramler**

**Seconded By: Cate Root**

**That the November accounts, as presented and attached, in the amount of \$5,429 be accepted.**

**Carried.**

7. **BRANCH REPORTS:**

**7.1 Port McNicoll**

The Board received for information the November 2017 activity report prepared by the Branch Librarian for the J & M Young Public Library.

**7.2 Victoria Harbour**

The Board received for information the November 2017 activity report prepared by the Branch Librarian for the Theo & Elaine Bernard Branch Library.

**7.3 Waubaushene**

The Board received for information the November 2017 activity report prepared by the Branch Librarian for the Waubaushene Library.

8. **STATISTICS:**

**8.1 November**

The Board received the monthly November 2017 statistics , as well as the year to date of the individual branches for information.

9. **ITEMS FOR INFORMATION:**

**9.1** Tay Library Newsletter, December 2017; received for information only.

**9.2** Library Co-operative (SCL): Annual Report 2016; received for information only.

**9.3** Memo from Head Librarian; Staff extra training hours; received for information only.

**10. OTHER ITEMS OF BUSINESS:**

**10.1 Memo – Library CEO Re: Proposed Recruitment Schedule, new Library CEO**

The Board discussed the proposed recruitment schedule and agreed that conditional upon availability that Jackie, Sue and the Library CEO would form the interview committee.

**10.2 Final review Library C.E.O. Job Description**

The Board discussed the draft documents and made various amendments.

Following discussion, the Board directed the recruitment be undertaken immediately following Council budget approval.

**10.3 Volunteer Home Delivery**

The Board received a verbal inquiry from the Head Librarian on the possibility of Tay Township Library Volunteers offering home service deliveries to their home bound patrons.

The Board directed the C.E.O. to review the matter and report back at the January 2018 meeting.

**10.4 Harbour Shores**

The Board discussed the additional information requested by Council regarding the Library request of additional space at the Victoria Harbour Branch through the expansion into the Harbour Shores Community Room. Council requested that the Board create a draft plan for use of the space so that they may make a final decision and report back to the April Budget meeting.

The Board directed the C.E.O. to make inquiries from a local architect on the design and creation of flexible /multi function space facilities and report back to a future budget meeting.

**11. ADJOURNMENT:**

**Moved By: Cate Root**

**Seconded By: Jackie Ramler**

**That this meeting of The Tay Township Public Library Board adjourn at 8:12 p.m.**

**Carried.**

Date: January 16, 2018

---

Chair: Bob Coryell

---

Secretary: Heather Walker



**Township of Tay  
Horticulture Committee  
Minutes  
January 11, 2018**

The Horticulture Committee met at 4:00 p.m. in the Vic Kelley Room on January 11, 2018

**Present:** Member Marina Josey, Chair  
Member Glenda Bosley  
Councillor Cate Root  
Member Betty Wakish

**Staff Present:** Alison Thomas, Clerk

**1.0 Call to Order**

The Chair called the meeting to order at 4:05 p.m.

**2.0 Declarations of Interest**

There were no declarations of interest.

**3.0 Adoption of the Minutes**

**3.1 Minutes – November 9, 2017**

**Moved By: Betty Wakish**

**Seconded By: Glenda Bosley**

**The Committee adopted the minutes dated November 9, 2017.**

**Carried.**

**4.0 Business Arising from the Minutes**

None were presented.

**5.0 Correspondence**

No correspondence was received.



## **6.0 New & Unfinished Business**

### **6.1 2018 Meeting Schedule**

The Committee discussed the 2018 meeting schedule and made any needed changes.

### **6.2 2018 Winter Speaker Session**

The Committee discussed the winter speaker session to be held on February 24<sup>th</sup> and agreed that if a speaker cannot be found in the next week that the event will be cancelled.

The Committee agreed to hold the event in 2019; however, to conduct additional research through 2018 to determine the best time of year to hold the event and determine speakers.

Further, staff is to include a budget line in the 2019 Budget of \$2,000 to allow for future events and supplies for the Committee.

### **6.3 Review of Committee Terms of Reference**

The Committee discussed the Terms of Reference and was requested to provide any feedback or changes by March 31<sup>st</sup>, 2018.

## **7.0 Adjournment & Next Meeting**

**Moved By: Betty Wakish**

**Seconded By: Glenda Bosley**

**That the meeting adjourn at 4:45 p.m.**

**Carried.**

The next meeting will be held on February 15, 2018.



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

February 28, 2018

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2018-02-01 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 Report No. PPP-2018-11 regarding Fire Chief Monthly Report – January 2018 be received for information.

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

2. That Staff Report No. PPP-2018-14 regarding the County of Simcoe Quality Care Program be received; and  
That Council endorse the Agreement between Tay Fire & Emergency Services and the County of Simcoe Quality Care Program; and  
That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement with the County of Simcoe and the Quality Care Program to supply medical training services for Tay Fire & Emergency Services when required and budgeted for.

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

3. That Report No. PPP-2018-08 regarding Deputy Fire Chief/FPO Monthly Activity Report – January 2018 be received for information.

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

4. That Report No. PPP-2018-12 regarding By-law Monthly Activity Report – January 2018 be received for information.

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

5. That Staff Report No. PPP-2018-13 regarding Delegation of Authority Policy Change for two dog limit be received;  
And that the Council Exemption – Two Dog Limit Policies be approved;  
That staff be given delegated authority to approve or deny exemptions to the Two Dog Limit Policy;  
And that the required amended policy be brought forward to the next regular meeting of Council for consideration.

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

6. That Report No. PPP-2018-10 regarding MLEO/Canine Monthly Activity Report – January 2018 be received for information.

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

7. That Staff Report PPP-2018-07 regarding 458 Broderick Street – Request that Muzzle Order be Repealed by received;  
And that the request by the owners of 458 Broderick Street respecting the Muzzle Order be denied.

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

**GENERAL GOVERNMENT AND FINANCE  
CHAIRPERSON: DEPUTY MAYOR RITCHIE**

**RECOMMENDATIONS**

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

8. That Staff Report No. GGF-2018-07 regarding Citizen's Committee on Council Remuneration be received;  
And further that Council approves the terms of reference and the creation of the Citizen's Committee on Council Remuneration as outlined in this report consisting of three voting members of the public and as non-voting members Council Representative, Mayor Warnock, and the Chief Administrative Officer;  
And that the Committee be directed to report back to the August 8, 2018 Committee of All Council meeting with their recommendations for Council's consideration and then formally dissolve.

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

9. That Staff Report No. GGF-2018-09 regarding a new Election Sign By-law be received;  
And that the new Election Sign By-law be approved and brought forward to the next regular Council meeting.

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

10. That Staff Report No. GGF-2018-10 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation be received;  
And that the Township of Tay enter into a contribution agreement with the Government of Canada under Enabling Accessibility Funding Agreement – Reception Counter Renovation;  
And that the required by-law to authorize the contribution agreement be brought forward for consideration.

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

11. That Staff Report No. GGF-2018-08 regarding the 2017 Land Transactions be received and;  
That the Treasurer is hereby authorized to increase the budgeted transfer to the Contingency Reserve by \$110,708 to \$160,508 to and further;  
That the Treasurer is hereby authorized to transfer the net proceeds from the sale of former rink lots on Calvert Street, in the amount of \$123,137 to the Parks and Recreation Reserve and further;  
That the Treasurer is hereby authorized to transfer the net proceeds from the sale of the Fire Hall on Old Fort Road in the amount of \$212,188 to the Municipal Fleet and Equipment Reserve.

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

- 12.** That Report GGF-2018-11 dated February 14, 2018 regarding the 2017 Financial Summary be received and that the following recommendations be brought forward to the next Council meeting:
- (a) That the transfer from the Policing Reserve be reduced from \$47,468 to \$3,624;
  - (b) That a transfer of approximately \$216,170 to the Wastewater Operations Reserve be made to reflect the 2017 operating surplus;
  - (c) That a transfer of approximately \$50,104 to the Water Operations Reserve be made to reflect the 2017 operating surplus;
  - (d) That the 2017 surplus of approximately \$5,395 in the Library accounts be transferred to the Library reserve;
  - (e) That the balance of the 2016 surplus of \$4,067 be transferred to the Future Capital Reserve;
  - (f) That the remaining uncommitted 2017 operating surplus of approximately \$67,906 be transferred to the Municipal Building Reserve to be discussed in future budget discussions; and
  - (g) That any significant changes to the estimated transfers above be brought forward to Council once year-end work is finalized.
  - (h) That the transfer to the Municipal Fleet Reserve for Fire Capital for unspent equipment funding be reduced from \$13,942 to \$2,037 to fund additional Old Fort Fire Hall costs incurred (including the LED signage) after the debt was secured.

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

- 13.** 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:**\_\_\_\_\_

- 14.** That Lynn Racicot be appointed as the Township's representative to the Culture Committee.

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

- 15.** That Deputy Mayor Ritchie be appointed as the Township's representative to the SEGBAY Chamber of Commerce Board.

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

**PUBLIC WORKS  
CHAIRPERSON: COUNCILLOR JIM CRAWFORD**

**RECOMMENDATIONS**

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

- 16.** That Staff Report No. PW-2018-07 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:**\_\_\_\_\_

- 17.** That Staff Report No. 2018-08 regarding Enbridge Gas Franchise Agreement renewal be received;  
And that Council approves the form of draft By-law (including the franchise agreement forming part thereof) attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act.  
And that Council requests the Ontario Energy Board to make an order dispensing with the assent of the municipal electors of the attached draft By-law (including the franchise agreement forming part thereof) pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.  
And once the Ontario Energy Board has approved the franchise agreement between the Township of Tay and Enbridge Gas Distribution Inc. the draft By-law and franchise agreement be brought forward to Council for approval.

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

- 18.** That Staff Report No. 2018-13 regarding the purchase of plough trucks in 2019 be received;  
And as an exception to the Procurement Policy, Council approves the pre-selection of the plough equipment through a competitive bid process prior to issuing a tender for the purchase of the trucks.  
And that the current number of tandem snow ploughs be reduced from the current compliment of six to five with the purchase of a single axle truck and chassis with snow plough equipment in 2019.

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

- 19.** That Staff Report No. PW-2018-02 regarding a drainage issue in the Victoria Glen subdivision be received for information and that Option 3 as outlined in Report PW-2018-02 be selected.

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

- 20.** That the Portarama Family Festival be granted approval to use ATV's on Township roads to assist with the Soapbox Derby for the date and time specified in their correspondence.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR NAUMANN**

**RECOMMENDATIONS**

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

- 21.** That Report No. PD-2018-05 regarding Building Services Division Monthly Update Report – January 2018 be received.

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

- 22.** That Staff Report No. PD-2018-06 regarding recent changes to the Ontario Building Code be received for information.

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

- 23.** That Staff Report No. PD-2018-08 regarding the Provincial Growth Plan 2017 and the County of Simcoe Municipal Comprehensive Review (MCR) be received for information.

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

- 24.** That Staff Report PD-2017-10 regarding Minor Variance Applications be received; and  
That pursuant to Section 45 (1.4) of the *Planning Act*, where Zoning By-law 2000-57 has been amended in response to an application, the Township shall accept applications for Minor Variances from the provisions of By-Law 2000-57 in respect of the land, building or structure within two (2) years of the Zoning By-Law amendment coming into effect.

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

- 25.** That Report Number PD-2018-11 regarding Port McNicoll Holding LP – January-February 2018 be received as information.

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

- 26.** That the Township of Tay send a letter of support to the District of Muskoka for a grant application for funding for the MET Pilot Project.

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

- 27.** That the Township continues funding of the existing MET Pilot until the end of June 2018 to be funded from the Planning Department Outside Services Budget.

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





## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** February 28<sup>th</sup>, 2018

**Report No.:** PD-2018-12

**Report Title:** Source Protection Implementation Fund Agreement (SPMIF) Extension

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### **RECOMMENDATION:**

**That Staff Report No. PD-2018-12 be received for information;**

**And that the Township of Tay authorizes the amendment to the Source Protection Municipal Implementation Fund Grant Funding Agreement with the Province of Ontario that allow for an extension to utilize the funds until December 31, 2018;**

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

### **INTRODUCTION/BACKGROUND:**

Municipalities in Ontario area are required to undertake and implement Source Water Protection Plans.

The Severn Sound Source Water Protection Plan has now been approved by the Province and came into effect July 1<sup>st</sup>, 2015.

### **ANALYSIS**

In light of all the financial implications these plans have on municipalities, particularly the smaller more rural municipalities, the Province has provided funding and the Council of the Township of Tay entered into the funding agreement on December 13, 2013, which was subsequently extended to March 31, 2017. The Township applied to the Province on January 8<sup>th</sup>, 2018 for an additional extension to the end of 2018, which the Province has approved.

The granting of this extension would assist financially the Township to complete the required septic re-inspection program of the Rope Subdivision, as well as finalizing source water protection policies for the new Official Plan. The Township would also be working with our partners at Severn Sound Environmental Association on further education and outreach programs relating to the source water protection. This amending agreement is to be signed and returned to the Source Water Protection Fund at the Ministry of the Environment and Energy Office on March 2<sup>nd</sup>, 2018. This agreement will extend the timing in which to spend the remaining \$42,132.93 funds to December 31, 2018.

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

The proposal will assist with the financial impact to the budget of implementing Source Water Protection.

### **CONCLUSION**

The proposed amendment to the Source Protection Municipal Implementation Fund Grant Funding Agreement is beneficial to the Township of Tay to help off-set some of the costs of implementing the Source Water Protection Legislation.

The Director of Planning and Development supports the amending agreement with the Province of Ontario for funding for the Implementation of Source Water Protection.

Prepared and Recommended by;

Date: February 20, 2018

Steven Farquharson, B.URPL, MCIP, RPP  
Director of Planning and Development

Reviewed by:

Date:

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

### **Attachments:**

1. Source Protection Municipal Implementation Fund Grant Amendment No.4 Agreement
2. By-Law 2018-06

**AMENDMENT NO. 4**  
**to a Ontario Transfer Payment Agreement under the**  
**Source Protection Municipal Implementation Fund (SPMIF\_1314\_140)**

**THIS AMENDMENT NO. 4** made in duplicate, as of the 14<sup>th</sup> day of February 2018,

**B E T W E E N:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**  
as represented by the Minister of the Environment and Climate Change

(the “Province”)

- and -

**The Corporation of the Township of Tay**

(the “Municipality”)

**WHEREAS** the parties entered into a transfer payment agreement under the Source Protection Municipal Implementation Fund dated as of December 13, 2013 for the Municipality to build municipal capacity to implement source protection plans and support sustainable, local actions to protect drinking water (the “**Agreement**”);

**AND WHEREAS** the parties entered into Amendment No. 1 as of August 5, 2015 to extend the term of the Agreement, add an additional report and include new timelines;

**AND WHEREAS** the parties entered into Amendment No. 2 as of August 24, 2016 to extend the term of the Agreement, add an additional report, include new timelines, and expand the scope of eligible activities;

**AND WHEREAS** the parties entered into Amendment No. 3 as of March 15, 2017 to extend the term of the Agreement, add an additional report, and include new timelines;

**AND WHEREAS** pursuant to Section 20.2 of the Agreement, the parties may amend the agreement in writing;

**NOW THEREFORE** in consideration of the contractual relationship between the Municipality and the Province referred to above and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Municipality and the Province hereby acknowledge, agree and undertake as follows:

1. Unless otherwise specified in this Amendment No. 4, capitalized words and phrases have their prescribed meaning as set out in the Agreement.

2. The Agreement is amended as follows:

2.1 Section 2.1 is deleted in its entirety and replaced with the following:

2.1 The term of the Agreement shall commence on the Effective Date and shall expire 90 days after the final report due date in Schedule "D" unless terminated earlier pursuant to Article 9. The Municipality shall, upon expiry or termination of the Agreement, return to the Province any Funds remaining in its possession or under its control.

2.2 The first paragraph in Section B.1 (Eligible Activities) as amended by Amendment No. 3 is again deleted and replaced with the following:

The Municipality may only spend the Funds on the following eligible activities that are undertaken by the Municipality, or that are undertaken on the Municipality's behalf, between December 13, 2013 and December 31, 2018 that are directly related to the following:

2.3 The chart in Schedule "D" (Reports) as amended by Amendment No. 3 is again deleted in its entirety and replaced with the following:

Name of Report	Due Date
Collaboration Statement (if applicable)	December 12, 2014
Progress Report 1	December 12, 2014
Progress Report 2	December 11, 2015
Progress Report 3	August 26, 2016
Progress Report 4	August 25, 2017
Progress Report 5	December 8, 2017
Progress Report 6	October 31, 2018
Final Report	January 31, 2019
Other Reports as specified from time to time	On a date or dates specified by the Province.

3. This Amendment No. 4 shall be in force from December 13, 2013 and shall have the same expiry or termination date as the Agreement.
4. All other terms and conditions of the Agreement and Amendment No. 1, Amendment No. 2 and Amendment No. 3 shall remain in full force and effect unchanged and unmodified.
5. This Amendment No. 4 shall enure to the benefit of and be binding upon the Municipality and the Province and each of their administrators, permitted successors and permitted assigns, respectively.

6. This Amendment No. 4 may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart, a party may send a copy of its original signature on the execution page hereof to the other party by facsimile or other means of recorded electronic transmission (including in PDF) and such transmission with an acknowledgement of receipt shall constitute delivery of an executed copy of this Amendment.

**IN WITNESS WHEREOF** the parties have executed this Amendment No. 4 as of the date first written above.

**HER MAJESTY THE QUEEN in Right of Ontario**  
as represented by the Minister of the Environment and Climate Change

\_\_\_\_\_  
Name: Heather Malcolmson  
Title: Director  
Source Protection Programs Branch

Pursuant to delegated authority.

**The Corporation of the Township of Tay**

\_\_\_\_\_  
Name: Scott Warnock  
Title: Mayor

\_\_\_\_\_  
Name: Alison Gray  
Title: Clerk

We have authority to bind the Municipality.

**THE CORPORATION OF THE TOWNSHIP OF TAY**

**BY-LAW NO. 2018-06**

**Being a by-law to amend By-law 2013-87 and to authorize the entering into an Amending Agreement with Her Majesty The Queen in Right of Ontario for the Source Protection Municipal Implementation Fund Grant Funding**

**WHEREAS** the Township of Tay is obligated to implement Source Water Protection under The Clean Water Act, 2006, to protect the municipality's drinking water source through the preparation of collaborative, locally developed, science-based assessment reports and source protection plans;

**AND WHEREAS** the Province of Ontario has provided a Source Protection Municipal Implementation Fund as a one-time funding to offset a portion of the costs for small, rural municipalities;

**AND WHEREAS** the Township of Tay entered into an Agreement under By-law 2013-87 with Her Majesty The Queen in Right of Ontario for the Source Protection Municipal Implementation Fund Grant Funding;

**AND WHEREAS** funding has been extended to December 31<sup>st</sup>, 2018 and additional opportunities to use the funds towards;

**NOW THEREFORE** Council of the Corporation of the Township of Tay hereby enacts as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute Amendment No. 4 to the Agreement with Her Majesty The Queen in Right of Ontario for the Source Protection Municipal Implementation Fund Grant Funding, in the form attached hereto as Schedule "A" and Schedule "A" forms part of this By-law.
2. This By-law shall take effect and come into force on the date of its passing.

**BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 28<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

---

**MAYOR, Scott Warnock**

---

**Clerk, Alison Gray**



February 14<sup>th</sup>, 2018

His Worship Scott Warnock  
Tay Township  
50 Park Street, PO Box 100  
Victoria Harbour, ON L0K 2A0

Re: Community Based Nominations Committee

Your Worship,

The GBGH Board is currently in the process of establishing its Community Based Nominations Committee, (CBNC), for 2018. It is our plan to appoint the CBNC by the end of February in order for the Committee to complete its work by the middle of April 2018.

In accordance with the hospital's By-Laws, the Community Based Nominations Committee is established each year and included in the membership are two elected municipal council representatives. We would be honoured if you, or a member of your Council, would agree to participate on the Committee for 2018. Responsibilities of the CBNC include reviewing the specific skills and expertise which are required on the Board of Directors and recommending candidates to fill vacancies on the Board.

Specifically, the CBNC:

- invites formal applications by interested individuals to be reviewed by the Chair of the CBNC;
- identifies a short-list of candidates for interview by the CBNC; and
- evaluates the short-listed candidates against the criteria set out in the Nominations and Election Policy.

Could you please let us know who the TayTownship representative will be in time for the first meeting of the CBNC, tentatively scheduled for February 27<sup>th</sup>, 2018. Please send your response to Jacki Dumont, [dumontj@gbgh.on.ca](mailto:dumontj@gbgh.on.ca).

I would also be happy to speak with you or your representative to further discuss the roles and responsibilities of the Community Based Nominations Committee.

Regards,

Rick Philbin  
Chair, Board of Directors  
Georgian Bay General Hospital

RP/jd

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[www.gbgh.on.ca](http://www.gbgh.on.ca)

☐ Penetanguishene  
25 Jeffery Street  
Tel: (705) 549-7431, Fax: (705) 549-4031

☐ Midland  
1112 St. Andrew's Drive  
Mailing Address, P.O. Box 760  
Midland, Ontario, L4R 4P4  
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