



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

**March 27, 2019  
7:00 p.m.**

**Municipal Office Council Chambers  
Agenda**

---

**1. Call to Order**

**2. Moment of Silent Reflection**

**3. Approval of the Agenda**

**4. Disclosure of Interest**

**5. Presentations / Delegations**

- 5.1 Presentation to North Simcoe Capitals Peewee Rep Hockey Team  
Re: Good Deeds Fundraising for Guesthouse Shelter

**6. Consent List**

**a) Adoption of Minutes**

- i. Regular Council – February 27, 2019

**Resolution**

That the regular Council meeting minutes dated February 27, 2019 be approved.

- ii. Regular Committee of all Council – March 13, 2019

**Resolution**

That the regular Committee of all Council meeting minutes dated March 13, 2019 be approved.

**b) Reports of Various Committees**

- i. Committee of Adjustment Minutes – November 21, 2018

**Resolution**

That the Committee of Adjustment meeting minutes dated November 21, 2018 be approved.

- ii. Seniors Advisory Committee Minutes – January 14, 2019

**Resolution**

That the Seniors Advisory Committee meeting minutes dated January 14, 2019 be approved.

- iii. Horticulture Committee Minutes – February 14, 2019

**Resolution**

That the Horticulture Committee meeting minutes dated February 14, 2019 be approved.

**c) Municipal Report**

- i. Municipal Report 2019-03-01

**Resolution**

That Municipal Report 2019-03-01 be received and the recommendations contained therein be approved.

**7. Staff Reports / Other Business**

- 7.1 Verbal Report from Mayor Walker  
Re: Regional Review Update
  
- 7.2 Report from the Director of Public Works  
Report No. PW-2019-27  
Re: 2019 Gravel Program & Contract (on desk)
  
- 7.3 Report from the Clerk  
Report No. GGF-2019-23  
Re: Final Sale of Land Policy
  
- 7.4 Verbal Report from the Director of Finance  
Re: Tax Sale Extension Agreements

**8. By-laws**

- 2019-21 Agreement, Tax Sale Extension
- 2019-22 Agreement, Double Surface Treatment (Duncor Enterprises Inc.)
- 2019-23 Agreement, Gravel Rehabilitation (Dufferin Aggregates)
- 2019-24 Agreement, Ice Resurfacer (Resurfice Corp.)
- 2019-25 Amending, Business Licensing
- 2019-26 Sale of Land Policy
- 2019-27 Repeal, Private Road Agreement (Maltby)

**9. Notice of Motions**

**10. Closed Session**

**11. Confirming By-law**

**12. Adjournment**

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

**Wednesday, February 27, 2019  
7:00 p.m.**

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

**Staff Present:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development

1. **Call to Order:**  
Mayor Walker called the meeting to order at 7:00 p.m.
2. **Moment of Silent Reflection:**  
Mayor Walker called for a moment of silent reflection.
3. **Approval of the Agenda:**  
**Moved By: Councillor Sandy Talbot**  
**Seconded By: Councillor Jeff Bumstead**  
**That the Council Meeting Agenda for February 27, 2019 be adopted as circulated.**  

**Carried.**
4. **Disclosure of Interest:**  
None were presented.
5. **Presentations / Delegations:**  
**5.1 Heritage Plaque Presentation to J. Chidiac regarding the Waverley School Heritage Designation**  
Mr. John Todd, Tay Heritage Committee provided an overview of the building which operated as a school for many years.  
Council presented Ms. Barbara Ann Chidiac, on behalf of John & Elisabeth Chidiac, with the Heritage Designation Plaque for the Chidiac Animal Hospital in Waverley.

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

Council received Report No. GGF-2019-13 from the Director of Finance regarding Tax Applications made under Section 357 & 358 of the Municipal Act, R.S.O. 2001.

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Jeff Bumstead**

**That Report No. GGF-2019-13 regarding tax applications made under Sections 357 and 358 of the Municipal Act, R.S.O. 2001, be received; and**

**That tax adjustments in the amount of \$413.12 be approved.**

**Carried.**

**6. Consent List:**

**a) Adoption of Minutes**

- i. Special General Government & Finance Committee – January 23, 2019

**Resolution**

That the special General Government & Finance Committee minutes dated January 23, 2019 be approved.

- ii. Public Meeting – Development Charges – January 23, 2019

**Resolution**

That the Public Meeting minutes dated January 23, 2019 be approved.

- iii. Regular Council – January 23, 2019

**Resolution**

That the regular Council meeting minutes dated January 23, 2019 be approved.

- iv. Special General Government & Finance Committee – January 24, 2019

**Resolution**

That the special General Government & Finance Committee minutes dated January 24, 2019 be approved.

- v. Special Council – February 6, 2019

**Resolution**

That the special Council meeting minutes dated February 6, 2019 be approved.

- vi. Special Council – February 13, 2019

**Resolution**

That the special Council meeting minutes dated February 13, 2019 be approved.

- vii. Regular Committee of all Council – February 13, 2019

**Resolution**

That the regular Committee of all Council meeting minutes dated February 13, 2019 be approved.

**b) Reports of Various Committees**

- i. Horticulture Committee Minutes – January 17, 2019

**Resolution**

That the Horticulture Committee meeting minutes dated January 17, 2019 be approved.

- ii. Sustainability Committee Minutes – December 6, 2018

**Resolution**

That the Sustainability Committee meeting minutes dated December 6, 2018 be approved.

- iii. Sustainability Committee Minutes – January 10, 2019

**Resolution**

That the Sustainability Committee meeting minutes dated January 10, 2019 be approved.

**c) Municipal Report**

- i. Municipal Report 2019-02-02

**Resolution**

That Municipal Report 2019-02-02 be received and the recommendations contained therein be approved.

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That the Consent List for February 23, 2019 and the Recommendations contained therein be adopted as Resolutions of Council, except Municipal Report 2019-02-02, Recommendation No. 7, which will be dealt with as a separate matter.**

**Carried.**

**Recommendation #7**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That Municipal Report 2019-02-02, Recommendation #7 be deferred.**

**Carried.**

By-law 2019-17, being the Open Air Burning By-law was deferred as a result of the above resolution.

The Chair & Vice Chair of Protection to Persons & Property with the Deputy Mayor advised that they will meet with staff to review their concerns respecting the Open Air Burning By-law.

**7. Staff Reports / Other Business:**

**7.1 Report from the Director of Public Works regarding Consultant Selection.**

Council received Staff Report No. PW-2019-13 from the Director of Public Works regarding Consultant Selection.

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That Staff Report No. PW-2019-13 regarding consultant selection for various upcoming projects be received;**

**And that further to the Township's procurement policy allowance for sole sourcing and pre-qualification, approvals be made for the sole sourcing and short listing for consulting services prior to the Request for Proposal process;**

**And that assignment of work for these projects is subject to the normal approvals as otherwise required by the procurement policy;**

**And that C.C. Tatham and Associates Ltd and Pearson Engineering Ltd be approved to provide proposals for the design of upcoming watermain replacement and road reconstruction projects for 2020 and 2022;**

**And that design, at Township cost, for sanitary sewer for the section of Fifth Avenue from Hayes to approximately Alberta be included in that project;**

**And that C.C. Tatham and Associates be approved to provide proposals for the design and approvals for the Tay Area Water Treatment Plant upgrades in 2019 and 2020.**

**Carried.**

**7.2 Report from the Chief Administrative Officer regarding Council Pregnancy and Parental Leave Policy.**

Council received Staff Report No. GGF-2018-14 from the Chief Administrative Officer regarding Council Pregnancy and Parental Leave Policy.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That Staff Report No. GGF-2019-14 regarding a Council Pregnancy and Parental Leave Policy be received;**

**And that the Council Pregnancy and Parental Leave Policy be approved and that the required by-law be brought forward.**

**Carried.**

**7.3 Report from the Director of Finance regarding Administrative Amendments – Development Charges By-law No. 2019-07.**

Council received Staff Report No. GGF-2019-16 from the Director of Finance regarding Administrative Amendments – Development Charges By-law No. 2019-07.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That Staff Report No. GGF-2019-16 regarding Administrative Amendments to the Development Charges By-law No. 2019-07 be received;**

**And Whereas Council adopted By-law 2019-07 on February 6, 2019 being a By-law to establish development charges for the Township of Tay;**

**And Whereas there are administrative errors in the pre-amble to Bylaw 2019-07;**

**Now therefore be it resolved that Council confirms the following;**

- **That the 2018 Development Charges (DC) Background Study was prepared by DFA International Inc. dated November 30, 2018 and updated January 30, 2019,**
- **The adoption of the 2018 Development Charges (DC) Background Study dated January 30, 2019 and By-law 2019-07 on February 6, 2019,**
- **Reference to the Development Charges Background Study means the 2018 Development Charges (DC) Background Study or (“the background study”),**

**And that a copy of Staff Report No. GGF-2019-16 be kept with By-law 2019-07 for reference.**

**Carried.**



**7.4 Report from Mayor Walker regarding 2018-2022 Update to Committee Appointments**

Council received Report No. GGF-2017-17 from Mayor Walker regarding 2018-2022 Update to Committee Appointments.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Mary Warnock**

**That Report Number GGF-2019-17 regarding an update to 2018-2022 Committee Appointments be received.**

**Carried.**

**8. Closed Session**

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Jeff Bumstead**

**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:**

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

**Carried.**

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Jeff Bumstead**

**That Council adjourn from the Closed Session at 7:30 p.m. and return to the regular meeting.**

**Carried.**

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Paul Raymond**

**That Report No. GGF-2019-15 be received as information and that Council appoints Cheri Buxton to the Heritage Committee for the remainder of the 2018-2022 term;**

**And further that the required appointment by-law be brought forward to the February 27, 2019.**

**Carried.**

**9. By-laws**

- 2019-10 Laneway Stop Up & Close and Sale (433 Hayes St)
- 2019-11 Assume & Dedicate Part of Old Coach Road & Fesserton Side Road
- 2019-12 Agreement, Statistical Collision Data (MTO)
- 2019-13 Policy, Tree Canopy
- 2019-14 Policy, Parental Leave
- 2019-15 Amending, Appointments to Various Committees
- 2019-16 Agreement, Bunker Gear Replacement (AJ Stone)
- 2019-18 Agreement, Site Plan (60 Maple St)
- 2019-19 Lift Holding Provision (60 Maple St)

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Jeff Bumstead**

**That By-laws 2019-10, 2019-11, 2019-12, 2019-13, 2019-14, 2019-15, 2019-16, 2019-18, and 2019-19 be read a first, second and third time and finally passed.**

**Carried.**

**10. Notices of Motion:**

None were presented.

**11. Confirming By-law:**

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Paul Raymond**

**That By-law 2019-20 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**12. Adjournment:**

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Sandy Talbot**

**That this Regular Meeting of Council adjourn at 7:35 p.m. and to reconvene on March 27, 2019 at 7:00 p.m.**

**Carried.**

---

**MAYOR**

---

**CLERK**

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

**Wednesday, March 13, 2019**  
**10:00 A.M.**

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

**Staff Present:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, ICT Coordinator \*  
Robert Kennedy, By-law Enforcement Officer (Sec. A)  
Lindsay Barron, Financial Analyst (Sec. B)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Mike Emms, Superintendent of Water & Wastewater (Sec. C)  
Lyell Bergstrom, Manager of Roads & Fleet (Sec. C)

\* did not attend Closed Session

**1. Call to Order:**

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

**2. Adoption of the Agenda:**

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

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

**That the March 13, 2019 agenda be adopted with the following amendments:**

- **Deferral – 10:00 - C. Lambie, CEO & President – R: Update on Waypoint and Waypoint/CHIGAMIK Health Hub**
- **Addition – Planning & Development – 3.2 – Correspondence from a Ratepayer – Re: Request for Reduction in Development Charges.**

**Carried.**

3. **Disclosure of Interest:**

None were declared.

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 Vice Chair at 10:03 a.m.

A.2.1 We received Report No. PPP-2019-21 from the Fire Chief, under date of March 13, 2019 regarding a Monthly Activity Report for February 2019.

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

**That Staff Report No. PPP-2019-21 regarding Fire Chief's Monthly Activity Report – February 2019 be received for information.**

**Carried.**

The Fire Chief and Director of Public Works were directed to send correspondence to MTO regarding Highway 400 closures during inclement weather and emergency detour routes.

A.2.2 We received Report No. PPP-2019-18 from the Deputy Fire Chief/Fire Prevention Officer, under date of March 13, 2019 regarding a Monthly Activity Report for February 2019.

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

**That Staff Report No. PPP-2019-18 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2019 be received for information.**

**Carried.**

A.2.3 We received Report No. PPP-2019-22 from the Municipal Law Enforcement Officer, under date of March 13, 2019 regarding a By-law Monthly Activity Report for February 2019.

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

**That Staff Report No. PPP-2019-22 regarding By-law Monthly Activity Report – February 2019 be received for information.**

**Carried.**

4.

**Delegations:**

**10:00 – C. Lambie, CEO & President – R: Update on Waypoint and Waypoint/CHIGAMIK Health Hub**

Delegation deferred to May 2019.

**10:15 – M. Lavigne – Re: Canine By-law & Fencing Requirements**

We received a delegation from Mrs. Michele Lavigne regarding the Canine Control By-law and fencing requirements, as detailed in her correspondence. Mrs. Lavigne reported that while the by-law changes came into effect in 2017, she was not made aware of the new fencing requirements until her 2018 kennel inspection. She commented that she understands Council's concerns, but noted that her lot is very forested and her neighbours live a distance away. Due to the density of trees on her property, when leafed, you cannot see her neighbours for the majority of the year.

Mrs. Lavigne advised that the cost to install a wood fence is considerable given their plans to retire in the next year, and is more than they would raise through the sale of a litter. In conclusion, she requested that each kennel should be looked at individually, although she understands the circumstances that led to the rules.

Staff was directed to look into the matter and report back with respect to Mrs. Lavingne's request. In addition, Council advised that they would like to review the Canine Control By-law.

**10:30 – E. Conroy, Friends of Keewatin – Re: SS Keewatin Update & Future Plans.**

We received a delegation from Mr. Eric Conroy, Friends of Keewatin providing an update on the SS Keewatin and detailing future plans, as detailed in his correspondence. Mr. Conroy reviewed the history of the SS Keewatin, and advised that the Friends of Keewatin group now has a lease with CIM Development to be docked in its current location, although the ship itself is still owned by Skyline Developments. He requested that once the parklands are given to the Township that a similar lease agreement be considered between the Friends of Keewatin and municipality.

Mr. Conroy reported that they have applied to Heritage Canada to have the SS Keewatin classified as a Category B Museum, which will facilitate the ownership transfer of the ship from Skyline Development to the Friends of Keewatin. He detailed the uniqueness of the ship in history and highlighted that they had 14,000 visitors in 2018. He requested that the Township establish a Committee to look at park design again, and that the Friends of Keewatin be involved as a partner in the park design.

Staff was requested to report back detailing to the history of the parklands and preliminary park design for Council's information.

5. **Committee Business:**

**A: Protection to Persons & Property Committee – Chaired by Chair Councillor Sandy Talbot cont'd:**

A.2.4 We received Report No. PPP-2019-19 from the Municipal Law Enforcement Officer, under date of March 13, 2019 regarding Proposed Set Fines for the Parking By-law.

Council directed that the Chair, Vice Chair and Deputy Mayor meet with staff with respect to the concerns surrounding the Parking By-law, and Council members were requested to submit comments to staff for consideration.

A.2.5 We received Report No. PPP-2019-23 from the Canine Municipal Law Enforcement Officer, under date of March 13, 2019 regarding a By-law Monthly Activity Report for February 2019.

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

**That Staff Report No. PPP-2019-23 regarding MLEO Canine By-law Monthly Activity Report – February 2019 be received for information.**

**Carried.**

A.2.6 We received Report No. PPP-2019-25 from the Clerk, under date of March 13, 2019 regarding a Business Licensing.

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

**That Staff Report No. PPP-2019-25 regarding Business Licensing be received; and**

**That that the minor housekeeping amendments to the Business Licensing By-law be approved;**

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

**Carried.**

A.3.1 We received a verbal report from Councillor Warnock regarding the Parking By-law and Driveways with Sidewalks.

Councillor Warnock advised that she would submit her comments as part of the Parking By-law review.

A.4.1 We received correspondence for information from the Portarama Committee regarding a request for exemption of by-law to permit fireworks display.

Council directed that the Chair, Vice Chair and Deputy Mayor meet with staff with to review the Fireworks By-law.

Council temporarily recessed at 12:05 p.m.

Council resumed at 12:40 p.m.

**B: General Government & Finance Committee – Chaired by Chair Deputy Mayor Gerard LaChapelle:**

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

B.2.1 We received for information a report from the Chief Administrative Officer regarding the CAO's Monthly Update – February 7 to March 6, 2019.

Council directed that a Special GGF meeting be held on April 24, 2019 at 4:00 p.m. to review the Township's complement and provide direction on the Management Review.

B.2.2 We received for information a report from the Clerk regarding the Clerk's Monthly Update – February 2019.

Councillor Talbot and Councillor Warnock agreed to review Senior of the Year nominations with the Clerk.

B.2.3 We received Report No. GGF-2019-18 from the Clerk, under date of March 13, 2019 regarding Sale of Land Policy.

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

**That Staff Report No. GGF-2019-18 regarding Sale of Land Policy be received;**

**And that Council provides any comments on the draft policy to staff by noon on March 20<sup>th</sup>, so that staff may bring a final report forward to the March 27<sup>th</sup> Council meeting, with the required by-law.**

**Carried.**

B.2.4 We received Report No. GGF-2019-21 from the Clerk, under date of March 13, 2019 regarding Integrity Commissioner.

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

**That Staff Report No. GGF-2019-21 regarding an Integrity Commissioner be received;**

**That the resignation of Ms. Kristin Eliot, Integrity Commissioner, be received;**

**And that the Township issue a Request for Proposal for an Integrity Commissioner.**

**Carried.**

B.2.5 We received Report No. GGF-2019-19 from the Director of Finance, under date of March 13, 2019 regarding 2018 Statement of Remuneration and Expenses.

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

**That Report GGF-2019-19 regarding the 2018 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.**

**Carried.**

B.2.5 We received Report No. GGF-2019-20 from the Director of Finance, under date of March 13, 2019 regarding 2018 Year End – Capital.

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

**That Staff Report No. GGF-2019-20 regarding the 2018 Year End Report- Capital be received;**

**And that Staff be authorized to adjust the transfer from the Municipal Fleet & Equipment (Fire Capital) Reserve by \$4,717 to reflect the cost of additional portable radios needed for new recruits;**

**And that Staff be authorized to adjust the transfer from the Parks and Recreation Reserve by a total \$4,011 to reflect the project overage on the First Avenue Trail;**

**And that Staff be authorized to use the balance of deferred gas tax funds amounting to \$3,105 towards the 2018 Roads Capital Program;**

**And that the net cost of \$43,555 incurred to supply and install conduit for future telecommunication projects in the Paradise Point and Grandview Beach area be funded from the Contingency Reserve;**

**And that the future connection charges applicable of approximately \$62,977 for properties in the Grandview Beach and Paradise Point area be funded from the Water Capital Reserve until they become payable by the benefiting property owners (by January 1, 2021);**

**And that the project overage of \$351,000 noted on the 2017/2018 watermain replacement, road reconstruction and drainage works project be funded from additional revenues and other budget underages in the Roads Capital Program (\$125,800), the 2018 Operating Surplus (\$168,000) and the Water Capital Reserve (\$57,200);**

**And whereas the project costs for the watermain and road reconstruction work completed in Grandview Beach and Paradise Point have exceeded the original estimate of \$6,900,000;**



**That the total project funding be amended as follows:**

- **Ontario Community Infrastructure Fund – Formula Based Component - \$ 311,044**
- **Ontario Community Infrastructure Fund – Top-Up Component - \$1,486,931**
- **Clean Water and Wastewater Fund - \$221,679**
- **Paradise Point and Grandview Beach Grant – \$2,675,342**
- **Gas Tax Fund - \$313,208**
- **Water Capital Reserve - \$888,416**
- **Contingency Reserve - \$44,555**
- **Tax Rate/Development Charges - \$969,453**
- **2018 Operating Surplus - \$110,004**
- **Benefiting Property Owners - \$315,640**
- **Other Agencies (Bell) - \$14,089**

**For a total project funding of \$7,350.361.**

**Carried.**

B.3.1 We received a verbal report from the CAO regarding the selection of 2 Council Members for the Ad Hoc Committee to select the Strategic Plan Consultant.

Mayor Walker and Councillor Raymond advised that they will sit in on the consultant selection.

Council concurred with merging the planned recreation community consultation with the strategic plan community consultation process.

B.4.1 We received correspondence for information from the Simcoe Muskoka District Health Unit regarding Public & Environmental Health Implications of Bill 66, Restoring Ontario's Competitiveness Act, 2018.

B.4.2 We received correspondence for information from the Simcoe County Agricultural Hall of Fame regarding Annual General Meeting.

B.4.3 We received an invitation for information from the Huronia Community Foundation regarding Community Grants Information Session for Charities.

B.4.4 We received correspondence for information from the Township of Springwater regarding the Annual Log-Sawing Contest – Elmvale Maple Syrup Festival.

B.4.5 We received correspondence for information from Mayor Cornell to the Premier of Ontario regarding Ensuring Ontarians have enough money to feed themselves and their families.

Council directed that a letter of support be sent.

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

C.1 The Public Works Committee was called to order by the Chair at 1:26 p.m.

C.2.1 We received for information Report No. PW-2019-14 from the Director of Public Works, under date of March 13, 2019, regarding a Monthly Activity Report for the February 2019.

C.2.2 We received for information Report No. PW-2019-17 from the Director of Public Works, under date of March 13, 2019, regarding Double Surface Treatment and Gravel Rehabilitation.

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

**That Council withdraw the 2019 gravel program, and that the Dufferin Aggregates tender not be awarded at this time, and that staff report back to the March 27<sup>th</sup>, 2019 Council meeting regarding the 2019 gravel contract.**

**Carried.**

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

**That Staff Report No. PW-2019-17 regarding Double Surface Treatment and Slurry Seal contract 2019-04, and Gravel Rehabilitation Contract 2019-06 be received;**

**And that the Council of the Township of Tay accepts the Double Surface Treatment and Slurry Seal tender low bid from Duncor Enterprises Inc. in the amount of \$291,388.50 plus HST;**

**And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Duncor Enterprises Inc. for the Double Surface Treatment and Slurry Seal.**

**Carried.**

C.2.3 We received for information Report No. PW-2019-20 from the Director of Public Works, under date of March 13, 2019, regarding Contract 2019-03 Propane Powered Ice Resurfacer.

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

**That Staff Report No. PW-2019-20 regarding Contract 2019-03 – One Propane Powered Ice Resurfacer be received;**

**And that the contract be awarded to Resurface Corp. in the amount of \$80,990.00 plus HST;** cont'd...

**And that the required by-law authorizing execution of the agreement between the Township and Resurface Corp. be approved.**

**Carried.**

C.2.4 We received for information Report No. PW-2019-21 from the Director of Public Works, under date of March 13, 2019, regarding 2018 Rope Drinking Water system Annual Report.

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

**That Staff Report No. PW-2019-21 regarding the 2018 Rope DWS Annual Report be received;**

**And that the 2018 Rope Drinking Water System Annual Report be accepted By Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.2.5 We received for information Report No. PW-2019-22 from the Director of Public Works, under date of March 13, 2019, regarding 2018 Tay Area Drinking Water System Annual Report.

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

**That Staff Report No. PW-2019-22 regarding the 2018 Tay Area DWS Annual Report be received;**

**And that the 2018 Tay Area Drinking Water System Annual Report be accepted By Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.2.6 We received for information Report No. PW-2019-23 from the Director of Public Works, under date of March 13, 2019, regarding 2018 Victoria Harbour WWTP Annual Report.

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

**That Staff Report No. PW-2019-23 regarding the 2018 Victoria Harbour WWTP Annual Report be received for information.**

**Carried.**

C.2.7 We received for information Report No. PW-2019-24 from the Director of Public Works, under date of March 13, 2019, regarding 2018 Victoria Harbour WWTP Annual Report.

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

**That Staff Report No. PW-2019-24 regarding the 2018 Port McNicoll WWTP Annual Report be received for information.**

**Carried.**

C.2.9 We received for information Report No. PW-2019-16 from the Water/Wastewater Superintendent, under date of March 13, 2019 regarding a Monthly Activity Report for February 2019.

C.2.8 We received for information Report No. PW-2019-25 from the Director of Public Works, under date of March 13, 2019, regarding Tay Township Local Climate Change Action Plan.

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

**That Staff Report No. PW-2019-25 regarding the climate change action plan be received;**

**And that the Township adopt 2015 to 2028 reduction targets for Community Sector and Corporate Sector greenhouse gas emission of 6% and 25% respectively;**

**And that the Tay Township Local Climate Change Action Plan be adopted;**

**And that the Plan be revised and updated regularly and the actions be implemented as resources and budget permit.**

**Carried.**

C.2.10 We received for information Report No. PW-2019-18 from the Manager of Roads & Fleet, under date of March 13, 2019 regarding a Monthly Activity Report for February 2019.

C.2.11 We received for information Report No. PW-2019-19 from the Manager of Parks, Recreation & Facilities, under date of March 13, 2019 regarding a Monthly Activity Report for February 2019.

C.3.1 We received a verbal report from Councillor Warnock regarding Boat Launch & Non-resident Parking Pass.

Staff was directed to include a review of boat launch parking and a potential pass for non-residents in the review of the Parking By-law.

C.3.2 We received correspondence from the Portarama Committee regarding Request Use of ATV's on Specific Roads during Soapbox Derby.

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

**That the correspondence from the Portarama Family Festival be received;** **cont'd...**

**And that Council authorizes the use of ATV's for the Soapbox Derby and the requested temporary road closure of Talbot Street on May 19<sup>th</sup>, or May 20<sup>th</sup> rain date, for the Paul Spencer Memorial Soapbox Derby.**

**Carried.**

- C.3.3 We received correspondence for information from the Royal Canadian Legion regarding Flooding of Branch 523 RCL Victoria Harbour.
- C.4.1 We received for information correspondence from a resident regarding street lighting for Bourgeois Beach Road.
- C.4.2 We received for information an email from the Director of Public Works regarding reply to questions – natural gas to rural areas.

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

D.1 The Planning & Development Committee was called to order by the Chair at 3:00 p.m.

D.2.1 We received for information Report No. PD-2019-12 from the Director of Planning & Development, under date of March 13, 2019 regarding Directors Monthly Update – February 2019.

D.2.2 We received for information Report No. PD-2019-13 from the Director of Planning & Development, under date of March 13, 2019 regarding Modifications to Draft Plan conditions for Heights of Victoria Harbour Draft Plan of Subdivision (File Number TA-T-90017).

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

**That Staff Report No. PD-2019-13 regarding a modification to the draft plan conditions of the Heights of Victoria Harbour subdivision File Number TA-T-90017 be received;**

**That the revised conditions of draft plan approval for the Heights of Victoria Harbour Subdivision be amended as outlined in Attachment "B" of Staff Report PD-2019-13.**

**And that the owners be notified of the decision of Council, with respect to the revised conditions.**

**Carried.**

D.2.3 We received Report No. PD-2019-14 from the Director of Planning & Development, under date of March 13, 2019 regarding 2019 Housekeeping Amendment to Zoning By-law 2000-57.

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

**That Staff Report No. PD-2019-14 regarding Zoning By-law Amendment Housekeeping be received;**

**And further that Council authorizes staff to begin the appropriate Planning process and schedule a public meeting in accordance with the Planning Act.**

**Carried.**

D.2.4 We received Report No. PD-2019--11 from the Chief Building Official, under date of March 13, 2019 regarding Building Services Division Monthly Report – February 2019.

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

**That Report No. PD-2019-11 regarding Building Services Division Monthly Report – February 2019 be received.**

**Carried.**

D.3.1 We received correspondence from Maxson Building Corporation regarding Building Permits – Victoria Woods Phase 4.

Staff was requested to report back at the April Committee meeting with an update on the matter.

D.3.2 We received correspondence from a Ratepayer regarding a Request for Reduced Development Charges.

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

**That the request by the owner of 17 Bourrie Avenue for the waiving or reduction of development charges be denied.**

**Carried.**

D.4.1 We received correspondence for information from the Ministry of Municipal Affairs & Housing regarding Housing Supply Action Plan.

D.4.2 We received correspondence for information from the County of Simcoe regarding Seniors Housing Grant Program.

D.4.3 We received correspondence for information from a resident to Jill Dunlop, MPP regarding Property Designation – Green Space.

**6. CLOSED SESSION:**

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

**Moved By: Councillor Barry Norris**

**Seconded By: Deputy Mayor Gerard LaChapelle**

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

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

- **A proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Acquisition)**
- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (By-law Enforcement Matter).**

**Carried.**

Closed Session commenced at 4:07 p.m.

6.1 We received a verbal report from the Clerk regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Acquisition).

The Clerk reviewed a potential land acquisition with Council and received direction.

6.2 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 (By-law Enforcement Matter).

Staff reviewed a potential litigation with Council and was directed to send correspondence.

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Barry Norris**

**That Council adjourn to a Closed Session at 4:25 p.m.**

**Carried.**

**7. ADJOURNMENT:**

Moved by Councillor Raymond and seconded by Councillor Bumstead.

**That this Committee of All Council meeting adjourn at 4:26 p.m. and reconvene on April 10, 2019.**

**Carried.**

Minutes Recorder: Alison Gray, Clerk



Corporation of the  
**Township of Tay**

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

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

**COMMITTEE OF ADJUSTMENT**

**MINUTES OF MEETING Wednesday, November 21<sup>st</sup>, 2018 – 5:30 PM**

**Township of Tay Municipal Office – Council Chambers**

Members Present:       A. Ott, Chair  
                                  M. Van Halem  
                                  C. Constantin-Barron  
                                  M. Heffer  
                                  F. Ruf

Staff Present:            L. O’Toole, Planner, Secretary-Treasurer  
                                  S. Farquharson, Planning and Development Director

**1.0 CALL TO ORDER**

Chair A. Ott called the meeting to order at 5:30 p.m.

**2.0 OPENING ADDRESS FROM THE CHAIR**

**3.0 ADOPTION OF THE AGENDA**

**MOTION:** Moved by:       F. Ruf  
                                  Seconded by:     C. Constantin-Barron

**THAT** Committee adopted the agenda as prepared.

**CARRIED.**

**4.0 DECLARATION OF CONFLICT OF INTEREST**

None were presented



## **5.0 ADOPTION OF MINUTES**

**MOTION:** Moved by: M. Van Halem  
Seconded by: M. Heffer

**THAT** the minutes of Public Hearing held July 18<sup>th</sup>, 2018 be adopted as circulated.

**CARRIED.**

## **7.0 MEETING**

### **7.1 Minor Variance Application 2018-A-06- Applicant Bruce Brown**

#### **Attending**

**Applicant/Agent:** Bruce Brown

#### **Written Comments Received at the Hearing:**

None.

#### **Proponent:**

Mr. Brown attended the meeting and had nothing further to add to the Planners presentation.

#### **Public Audience:**

None.

#### **Committee Members:**

S. Farquharson provided an overview of the application and recommended deferral of the application, as proper notice was not given under the Planning Act, R.S.O 1990, c.P.13.

## **7.2 Minor Variance Application 2018 A 06 – Applicant John Richards**

### **Attending**

**Agent:** Bob Richards

**Written Comments Received at the Hearing:** None.

**Proponent:** The applicant attended the hearing.

**Public Audience:** Father of owner of neighbouring property.

### **Committee Members:**

S. Farquharson outlined the variance to the Committee, recommending approval.

B. Richards provided additional information about the application on behalf of the applicant.

M. Heffer and M. Van Halem asked for clarification on comments from the Public Works Director.

A. Ott asked for clarification on the nature of the agreement, and how it came to be.

F. Ruf made motion to vote on the approval of the application, Seconded by C. Constantin Barron.

Committee defeated the motion.

## **7.3 Minor Variance Application 2018 B 01 – Applicant Danielle Ledlie**

### **Attending**

**Applicant/Agent:** None.

**Written Comments Received at the Hearing:** None.

**Public Audience:** None.

**Committee Members:**

L. O'Toole provided an overview on the proposed boundary adjustment.

No questions or concerns from Committee Members.

**8.0 DECISIONS**

**8.1 Minor Variance Application 2018-A-06- Applicant Bruce Brown**

**THAT,**

Minor Variance Application 2018-A-06 be deferred.

**For the Following Reasons:**

Proper notice was not given under the Planning Act, R.S.O 1990. C.P.13

**CARRIED.**

**Explanation** of the effect any written and/or oral submissions from the public had on the decision: N/A

**8.2 Minor Variance Application 2018-A-05- Applicant Dale Radke**

**THAT,**

The Committee of Adjustment deny variance application 2018-A-05 as it pertains to section 12.3.3 to the Zoning By-law 2000-57 for reduction in the front yard setback to 1.2 metres.

**AND THAT**

The committee of adjustment approve in part of Variance Application 2018-A-05 be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That the setbacks be in conformity with the dimensions as set out on the application and site plan submitted by the applicants agent as provided to

the Committee.

2. That an Ontario Land Surveyor (OLS) provide verification to the township of compliance with the Committees decision by;

i) That the total lot coverage of all accessory structures not exceed approximately 10.2%.

ii) That all other provisions of Section 4.0 pertaining to accessory buildings are met, such as height of the detached accessory building;

3. That the two existing sheds shall be removed from the property, and verification be provided to the Secretary-Treasurer;

4. That final approval of minor variance application 2018-A-05 be provided once the above conditions have been met to the satisfaction of the Secretary-Treasurer

**For the Following Reasons:**

The proposed variance for a reduced front yard setback would create a negative precedence for future applications, and would not be minor in nature and does not meet the intent of the Zoning by-law.

**CARRIED.**

**8.3 Minor Variance Application 2018-B-01- Applicant Danielle Ledlie**

**THAT,**

The Planning and Development Department recommends that Variance Application 2018-B-01 be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel to be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer.

2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township.

3. That all municipal taxes be paid in full to the Township of Tay;
4. That Subsection 50 (3) and/or (5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
5. That if the property is to change ownership prior to the conditions of consent imposed by the Committee are fulfilled, an authorization from the new owners must be received by the Township acknowledging the request to proceed with the applications as approved by the Committee;
6. That the applicant's solicitor prepares a letter of undertaking that the severed lands from 2110 Reeves Road and the lands to be enhanced municipally known as 2070 Reeves Road will merge on title.
7. That the lands to be conveyed not exceed 1858m<sup>2</sup>.
8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

**For the following reasons:**

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

**9.0 OTHER BUSINESS**

**8.0 NEXT MEETING**

The next meeting of the Committee of Adjustment is to be determined.

## **9.0 ADJOURNMENT**

The Committee adjourned at 7:00 p.m.

**MOTION:** Moved by: F. Ruf  
                  Seconded by: M. Van Halem

Respectfully Submitted:

---

A. Ott, Chair

---

L. O'Toole, Secretary Treasurer

**The Corporation of the Township of Tay  
Seniors Advisory Committee Meeting  
January 14, 2019  
2:00 P.M.**

**Present:** Councillor Mary Warnock  
Cate Root, Chair  
Joyce Himel  
Janet Pattullo  
Shirley White

**Staff Present:** Alison Gray, Clerk  
Cyndi Bonneville, Recording Secretary  
Jody Bressette, Tay Library  
Bryan Anderson, Manager of Parks, Rec. & Facilities\*

**Regrets:** Joanne Granger

\*attended item 7.4

**1. Call to Order:**

The Clerk called the meeting to order at 2:05 pm.

**1.1 Appointment of Chair**

The Clerk advised that the first item of business of each term of office is to appoint a Chairperson from among its members. Following discussion and consideration the following motion was passed.

**Moved by: Joyce Himel**

**Seconded by: Shirley White**

**That Cate Root be appointed as Chair of the Seniors Advisory Committee.**

Carried.

**2. Acceptance of Agenda:**

**Moved by: Shirley White**

**Seconded by: Janet Pattullo**

**That the January 14, 2019 agenda be adopted with the following amendment:**

- **6.1 – Follow up from Previous Committee – Re: Accomplishments & Future Goals**

Carried.

**3. Declarations of Pecuniary Interest:**

None were presented.

**4. Adoption of the Minutes:**

None were presented at this time.

**5. Correspondence:**

None were received.

## **6. Items for Information:**

### **6.1 Follow up from Previous Committee – Re: Accomplishments & Future Goals**

To provide some insight on “where do we go from here” the Chair called on the former members for an overview of their accomplishments and future goals for the new committee term.

Councillor Warnock and Janet Pattullo spoke on the following topics.

- Local Aging Plan – Consultant costs, Tiny Township’s Plan and their assistance with the group to implement a plan for Tay.
- Submitted an application through the Seniors Community Grant Program - March 2018 – unfortunately not successful.
- Attempts to engage seniors for community feedback and to bring awareness of the Seniors Advisory Committee and encourage involvement in programs – unfortunately members were not well received by the senior groups.
- Monthly Speaker Sessions in partnership with the Library commenced October 2018 – slow start but there is an interest.
- North Simcoe Senior Advisory Committee (Midland, Penetanguishene, Tiny & Tay) – potential to join forces when undertaking larger projects such as a Directory of Senior Services and a Senior Fair.

At this point in the meeting a copy of Tiny Township’s Directory of Senior Services 2018 was circulated for review. The committee concurred that this project be undertaken jointly to include the surrounding municipalities. A review of tasks and costs to generate the directory ensued.

- County of Simcoe Age-Friendly Committee – Councillor Warnock advised that the County recognized the need for building age-friendly communities and implemented the Age-Friendly Communities Initiative Project. A copy of the County’s Positive Aging Strategy: Older Adults Strengthening our Communities booklet was circulated. Future meeting dates will be provided should members wish to attend as part of the audience.
- Councillor Warnock noted there may be an opportunity for Senior Committees to receive funding through the County and will update the committee as information becomes available.

Staff was directed to contact Christy Skelly (Certified Aging in Place Specialist – County of Simcoe) to update her mailing list to reflect the new members.

## **7. New & Unfinished Business:**

### **7.1 2019 Meeting Schedule**

The committee reviewed the proposed 2019 meeting schedule and it was agreed that the March 11<sup>th</sup> meeting be changed to March 4<sup>th</sup>.

### **7.2 Review of Terms of Reference**

The Clerk provided a summary of the Tay Seniors Advisory Committee Terms of Reference policy and responded to questions accordingly.



### 7.3 Speaker Series

Staff spoke to the upcoming Senior's Talks for February, March and April and expressed encouragement that seniors are aware of the sessions as new people are attending. It was agreed that promoting the sessions is imperative for its success.

The presenters are facilitated by staff but if members are aware of any speakers/organizations they are welcome to provide names and contact information.

Future speaker topics were discussed and it was recommended that the following monthly sessions be considered:

- May – Retirement & Long Term Care Facilities
- June – Managing Medications & Use of Natural Remedies
- July – Elder Abuse

The Chair suggested that Council members be extended an invitation to attend the February session; staff was directed accordingly.

### 7.4 Seniors Recreation Planning

Councillor Warnock advised that the community expressed interest in recreation programming and the need to attract additional instructors for programs suitable for seniors. The Manager of Parks, Recreation & Facilities spoke to this matter and advised that a public stakeholder meeting is proposed for March.

It was suggested that a walking program, which also provides a social connection for seniors, be held at the Oakwood Community Centre during the winter months. The Manager of Parks, Recreation & Facilities provided an overview of the process and deadlines to promote programs in the Recreation Guide and encouraged members to bring new programming ideas forward.

At this point in the meeting members discussed techniques to reach out to seniors especially those that are isolated and it was agreed that the Senior's Talks flyer be posted at the churches, grocery store, community centres, legions and post office (where permitted). Members that attend the VON programs will promote the talk sessions and it was suggested that book marks listing the talk sessions be provided to seniors visiting the library branches.

## 8. **ADJOURNMENT:**

**Moved by: Shirley White**

**Seconded by: Joyce Himel**

**That this Seniors Advisory Committee meeting adjourn at 3:34 p.m.**

**Carried.**

---

**Cate Root, Chair**



**Township of Tay  
Horticulture Committee  
Minutes  
February 14, 2019**

The Horticulture Committee met at 3:00 p.m. in the Vic Kelley Room on February 14, 2019

**Present:** Member Marina Josey, Chair  
Member Betty Wakish  
Member Donna McMaster  
Member Susan Read  
Councillor Mary Warnock

**Staff Present:** Alison Gray, Clerk

**1.0 Call to Order**

The meeting was called to order at 3:03 p.m.

**2.0 Declarations of Interest**

There were no declarations of interest.

**3.0 Adoption of the Minutes**

3.1 Minutes – January 17, 2019

**Moved By: Betty Wakish**

**Seconded By: Sue Read**

**That the Committee adopt the minutes dated January 17, 2019.**

**Carried.**

**4.0 Business Arising from the Minutes**

None were presented.

**5.0 Correspondence**

None were presented.

## **6.0 New & Unfinished Business**

### **6.1 Spring/Summer Newsletter**

The members discussed the newsletter and various ideas to be included. Members were requested to draft up small articles and send them to staff.

Staff was directed to work with the Township's Communications staff to develop a draft newsletter for the Committee's review.

### **6.2 Bicycle Project Update**

The Committee discussed next steps on acquiring the bicycles needed for the decorative bicycle program in 2019. It was noted that the Committee will need eight bicycles to cover all the entrance signs and will aim to have all bicycles donated.

Sue agreed to contact the Tay Report about submitting an article about the project seeking bicycle donations.

### **6.3 Review of Garden Awards**

The Committee reviewed the Lily Award nomination form and judging criteria, making a few revisions.

Staff detailed how the nomination period is advertised.

### **6.4 Tay Blooms Flyer**

The Committee reviewed and approved the Tay Bloom flyer for the June 1<sup>st</sup>, 2019 event.

## **7.0 Adjournment & Next Meeting**

That the meeting adjourn at 4:05 p.m.

Committee members were requested to advise staff as to their shirt size so that Committee shirts could be ordered.



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

March 27, 2019

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2019-03-01 respectfully recommended to Council for adoption.

---

Alison Gray, BAH, CMO  
Clerk

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

**RECOMMENDATIONS**

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

1. That Staff Report No. PPP-2019-21 regarding Fire Chief's Monthly Activity Report – February 2019 be received for information.

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

2. That Staff Report No. PPP-2019-18 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2019 be received for information.

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

3. That Staff Report No. PPP-2019-22 regarding By-law Monthly Activity Report – February 2019 be received for information.

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

4. That Staff Report No. PPP-2019-23 regarding MLEO Canine By-law Monthly Activity Report – February 2019 be received for information.

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

5. That Staff Report No. PPP-2019-25 regarding Business Licensing be received; and  
That that the minor housekeeping amendments to the Business Licensing By-law be approved;  
And that the required amending by-law be brought forward to the next Council meeting.

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

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

**RECOMMENDATIONS**

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

6. That Staff Report No. GGF-2019-18 regarding Sale of Land Policy be received;  
And that Council provides any comments on the draft policy to staff by noon on March 20<sup>th</sup>, so that staff may bring a final report forward to the March 27<sup>th</sup> Council meeting, with the required by-law.

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

7. That Staff Report No. GGF-2019-21 regarding an Integrity Commissioner be received;  
That the resignation of Ms. Kristin Eliot, Integrity Commissioner, be received;  
And that the Township issue a Request for Proposal for an Integrity Commissioner.

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

8. That Report GGF-2019-19 regarding the 2018 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.

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

9. That Staff Report No. GGF-2019-20 regarding the 2018 Year End Report-Capital be received;  
And that Staff be authorized to adjust the transfer from the Municipal Fleet & Equipment (Fire Capital) Reserve by \$4,717 to reflect the cost of additional portable radios needed for new recruits;  
And that Staff be authorized to adjust the transfer from the Parks and Recreation Reserve by a total \$4,011 to reflect the project overage on the First Avenue Trail;  
And that Staff be authorized to use the balance of deferred gas tax funds amounting to \$3,105 towards the 2018 Roads Capital Program;  
And that the net cost of \$43,555 incurred to supply and install conduit for future telecommunication projects in the Paradise Point and Grandview Beach area be funded from the Contingency Reserve;  
And that the future connection charges applicable of approximately \$62,977 for properties in the Grandview Beach and Paradise Point area be funded from the Water Capital Reserve until they become payable by the benefiting property owners (by January 1, 2021);

cont'd...

And that the project overage of \$351,000 noted on the 2017/2018 watermain replacement, road reconstruction and drainage works project be funded from additional revenues and other budget underages in the Roads Capital Program (\$125,800), the 2018 Operating Surplus (\$168,000) and the Water Capital Reserve (\$57,200);

And whereas the project costs for the watermain and road reconstruction work completed in Grandview Beach and Paradise Point have exceeded the original estimate of \$6,900,000;

That the total project funding be amended as follows:

- Ontario Community Infrastructure Fund – Formula Based Component - \$ 311,044
- Ontario Community Infrastructure Fund – Top-Up Component - \$1,486,931
- Clean Water and Wastewater Fund - \$221,679
- Paradise Point and Grandview Beach Grant – \$2,675,342
- Gas Tax Fund - \$313,208
- Water Capital Reserve - \$888,416
- Contingency Reserve - \$44,555
- Tax Rate/Development Charges - \$969,453
- 2018 Operating Surplus - \$110,004
- Benefiting Property Owners - \$315,640
- Other Agencies (Bell) - \$14,089

For a total project funding of \$7,350.361.

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

**PUBLIC WORKS  
CHAIRPERSON: COUNCILLOR NORRIS**

**RECOMMENDATIONS**

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

10. That Council withdraw the 2019 gravel program, and that the Dufferin Aggregates tender not be awarded at this time, and that staff report back to the March 27<sup>th</sup>, 2019 Council meeting regarding the 2019 gravel contract.

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

11. That Staff Report No. PW-2019-17 regarding Double Surface Treatment and Slurry Seal contract 2019-04, and Gravel Rehabilitation Contract 2019-06 be received;  
And that the Council of the Township of Tay accepts the Double Surface Treatment and Slurry Seal tender low bid from Duncor Enterprises Inc. in the amount of \$291,388.50 plus HST;  
And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Duncor Enterprises Inc. for the Double Surface Treatment and Slurry Seal.

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

12. That Staff Report No. PW-2019-20 regarding Contract 2019-03 – One Propane Powered Ice Resurfacers be received;  
And that the contract be awarded to Resurfice Corp. in the amount of \$80,990.00 plus HST;  
And that the required by-law authorizing execution of the agreement between the Township and Resurfice Corp. be approved.

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

13. That Staff Report No. PW-2019-21 regarding the 2018 Rope DWS Annual Report be received;  
And that the 2018 Rope Drinking Water System Annual Report be accepted By Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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

14. That Staff Report No. PW-2019-22 regarding the 2018 Tay Area DWS Annual Report be received;  
And that the 2018 Tay Area Drinking Water System Annual Report be accepted By Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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



15. That Staff Report No. PW-2019-23 regarding the 2018 Victoria Harbour WWTP Annual Report be received for information.

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

16. That Staff Report No. PW-2019-24 regarding the 2018 Port McNicoll WWTP Annual Report be received for information.

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

17. That Staff Report No. PW-2019-25 regarding the climate change action plan be received;  
And that the Township adopt 2015 to 2028 reduction targets for Community Sector and Corporate Sector greenhouse gas emission of 6% and 25% respectively;  
And that the Tay Township Local Climate Change Action Plan be adopted;  
And that the Plan be revised and updated regularly and the actions be implemented as resources and budget permit.

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

18. That the correspondence from the Portarama Family Festival be received;  
And that Council authorizes the use of ATV's for the Soapbox Derby and the requested temporary road closure of Talbot Street on May 19<sup>th</sup>, or May 20<sup>th</sup> rain date, for the Paul Spencer Memorial Soapbox Derby.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR WARNOCK**

**RECOMMENDATIONS**

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

- 19.** That Staff Report No. PD-2019-13 regarding a modification to the draft plan conditions of the Heights of Victoria Harbour subdivision File Number TA-T-90017 be received;  
That the revised conditions of draft plan approval for the Heights of Victoria Harbour Subdivision be amended as outlined in Attachment "B" of Staff Report PD-2019-13.  
And that the owners be notified of the decision of Council, with respect to the revised conditions.

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

- 20.** That Staff Report No. PD-2019-14 regarding Zoning By-law Amendment Housekeeping be received;  
And further that Council authorizes staff to begin the appropriate Planning process and schedule a public meeting in accordance with the Planning Act.

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

- 21.** That Report No. PD-2019-11 regarding Building Services Division Monthly Report – February 2019 be received.

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

- 22.** That the request by the owner of 17 Bourrie Avenue for the waiving or reduction of development charges be denied.

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



## STAFF REPORT

---

**Department/Function:** Council

**Chair:** Mayor Ted Walker

**Meeting Date:** March 27, 2019

**Report No.:** GGF-2019-23

**Report Title:** Final Sale of Land Policy

---

### **RECOMMENDATION:**

**That Staff Report No. GGF-2019-23 regarding Sale of Land Policy be received;**

**And that the updated Sale of Land Policy be approved and that the required by-law be brought forward.**

### **INTRODUCTION/BACKGROUND:**

Section 270 of the Municipal Act (the "Act") requires that every municipality adopt and maintain various policies, including a policy respecting sale of land. The Act used to have a specific section detailing a specific process for the sale of land; however, this was repealed and replaced with Section 270 many years ago. The Township adopted its current policy in 2008.

At the March 13, 2019 Committee meeting Council received the updated Sale of Land Policy and were requested to provide comments by March 20, 2019.

### **ANALYSIS:**

Staff received comments from one council member who wanted to ensure that it was clearly established in the policy that Council had final control over whether or not a piece of land is sold.

As a result, Section 4.2 of the policy has been updated as follows:

- 4.2 **Method of Sale** – The Township shall dispose of land, **at the discretion of Council**, through one of the following methods and processed in accordance with procedures set out in 'Appendix A':
- a) sale by public tender;
  - b) engaging a real estate firm(s) or broker;
  - c) direct sale;
  - d) other method as determined ~~and at the discretion of~~ by Council.

No other comments were received and as such the remainder of the draft remains unchanged.

**FINANCIAL/BUDGET IMPACT:**

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

**CONCLUSION:**

Staff is recommending that the updated Sale of Land Policy be approved and that the required by-law be brought forward.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: March 20, 2019

Alison Gray, BAH, CMO, AOMC  
Clerk

Reviewed By:

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

Attachment: Final Sale of Land Policy



THE CORPORATION OF THE TOWNSHIP OF TAY  
COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 1 of 8</b>

1. **Purpose:**

Per Section 270 of the Municipal Act, 2001, as amended, municipalities are required to adopt and maintain a policy to govern the sale and other disposition of land. The purpose of this policy is to set out the principles governing the sale of land by the municipality.

2. **Definitions:**

"Act" means the Municipal Act, S.O. 2001, as amended;

"Appraisal" means a written opinion of the Fair Market Value of the surplus land provided by a land appraiser or real estate agent;

"Clerk" means the Clerk of the Corporation of the Township of Tay or their designate as appointed by by-law;

"Council" means the Council of The Corporation of the Township of Tay;

"Direct Sale" means the sale of land directly to one or more purchasers outside of a public tender or real estate process.

"Fair Market Value" means the purchase price that a property might be expected to realize if offered for sale on the open market by a willing seller to a willing buyer;

"Municipality" shall mean The Corporation of the Township of Tay.

"Notice" means notification provided to the public in accordance with this policy;



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 2 of 8</b>

“Surplus Land” shall mean any land of the Township of Tay declared surplus by the Council of the Township of Tay by resolution or By-law.

### **3. Classes of Property Exempt from Policy**

- 3.1 The provisions of this Policy shall apply to all classes of land owned by the Municipality, save and except:
- a) the sale of lands for the arrears of taxes which shall be subject to the procedures set out in Part XI of the Act;
  - b) the sale of lands under the *Expropriations Act*; and
  - c) the sale of the classes of land exempted under the Act as follows:
    - i. Land sold under Section 110 (Municipal Capital Facilities)
    - ii. Land to be used for the establishment and carrying on of industries and industrial operations and incidental uses subject to Section 106 of the Act.

### **4. Prerequisites to the Sale of Land**

- 4.1 **Surplus Land** – Council shall, prior to the sale of land, determine by by-law or resolution, that the subject lands are surplus to the requirements of the municipality.
- 4.2 **Method of Sale** – The Township shall dispose of land, at the discretion of Council, through one of the following methods and processed in accordance with procedures set out in ‘Appendix A’:
- a) sale by public tender;
  - b) engaging a real estate firm(s) or broker;
  - c) direct sale;
  - d) other method as determined by Council.
- 4.2.1 **Buildable Lands** – All buildable lands, as defined by the Township’s planning regulations, shall be sold by public tender or real estate firm or broker.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 3 of 8</b>

4.2.2 Non Buildable Lands – Any lands too small to meet the Township’s planning regulations for a building lot shall be sold by direct sale or other method.

#### 4.2.3 Unsolicited Offers

- a) unsolicited offers to purchase real estate may be considered by Council;
- b) where more than one (1) person has expressed an interest in purchasing real property, or whether Council believes it to be in the best interest of the municipality, Council may direct that the real property be sold through the Township’s real estate agent.

#### 4.3 Appraisal – The Township prior to the sale of any land:

- a) May obtain or require an Appraisal of the Fair Market Value of the land from:
  - a real estate brokerage firm or an independent real estate agent, or
  - an independent qualified appraiser who shall be a registered member in good standing of the Appraisal Institute of Canada, or
  - the Clerk if in their opinion sufficient applicable information is on file to determine a fair market value.
- b) Notwithstanding the foregoing, the Municipality shall not be required to obtain an appraisal with respect to the sale of those classes of land set out in Section 4.3.1 hereafter, however, Council may, at its discretion, determine that an appraisal is necessary for such sale.

##### 4.3.1 No appraisal is required for the sale of the following classes of land;

- a) 12-14’ laneways – laneways that run down the rear or side of a property within Port McNicoll shall be sold for \$1.00 plus costs.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 4 of 8</b>

- b) 0.3 metre reserve – land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act.
- d) no highway access – land that does not have direct access to a highway, if sold to an owner of land abutting that land.
- e) Expropriations Act – land repurchased by an owner in accordance with the Expropriations Act.
- f) other municipalities – land sold/transferred to a municipality.
- g) the Crown – land transferred to the Crown in Right of Ontario or Canada or their agents.

4.4 **Public Notice** - Prior to the sale of any land, the municipality shall give notice to the public of the proposed sale as set out within this policy.

Notice shall be given by publication of a notice for a minimum of two weeks in a local newspaper, Township website and notice board. If more than four years has passed since the lands were declared surplus and notice given, an addition one week's notice shall be given prior to the required land sale by-law being considered.

Nothing in this policy shall prevent the Clerk from using a more comprehensive method of giving Notice or providing for longer or shorter Notice period, so directed by by-law/resolution of council.

### 5. **Clerk's Certificate**

5.1 The Clerk of the municipality may issue a Certificate with respect to the sale of land verifying that to the best of his/her knowledge, the requirements of the municipality's by-laws have been completed in accordance with the requirements of the municipality.

### 6. **General**





## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 5 of 8</b>

- 6.1 All offers shall be presented to Council in Closed Session for deliberation.
- 6.2 No offer shall be accepted which contains a condition requiring the support of Council to an application under the *Planning Act*.
- 6.3 Council is not obligated to sell lands that have been declared surplus.
- 6.4 Purchasers are responsible for all costs incurred by a land sale transaction including, but not limited to: application/inquiry fees, public notice fees, survey fees, legal fees, and such costs associated with the land sale.



**THE CORPORATION OF THE TOWNSHIP OF TAY  
COUNCIL POLICIES MANUAL**

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 6 of 8</b>

**Appendix A – Land Sale Procedures**

The following procedures shall be followed for the sale of lands by the municipality:

**1. Real Estate Firm or Broker**

Where the method of sale is by way of a real estate firm or broker, the Municipality shall:

- a) Conduct an administrative review of the lands to be considered for sale
- b) Obtain an appraisal.
- c) Declare the property surplus (report to Council).
- c) Give notice that the lands have been declared surplus and listed with a real estate agent at least once in a local newspaper, posting the notice on the Municipal Office Notice Board, and on the Township's website.
- d) List the property for sale through a real estate agent who shall maintain the listing.
- e) Upon receipt of an offer to purchase the real estate agent shall attend a Closed Session and present the offer to Council. Council has the right to accept, reject or sign back the offer to purchase provided by the Real Estate Agent.
- f) Once an offer is accepted, the Clerk shall bring forward the required by-law to sell the lands.

**2. Direct Sale - Unsolicited**

Where the method of sale is by direct unsolicited sale, the Municipality shall:

- a) Review the offer in Closed Session. If the offer is reasonable sign back the offer with sufficient time to facilitate the procedures set out in the policy.



**THE CORPORATION OF THE TOWNSHIP OF TAY  
COUNCIL POLICIES MANUAL**

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 7 of 8</b>

- b) If the lands have already been declared surplus and public notice already provided:
  - a. Council may consider the offer and accept, reject or sign back the offer.
- c) If the lands have not been declared surplus:
  - a. Conduct an administrative review of the lands to be considered for sale
  - b. Obtain an appraisal.
  - c. Declare the property surplus (report to Council).
  - d. Give notice that the lands have been declared surplus at least once in a local newspaper, posting the notice on the Municipal Office Notice Board, and on the Township's website.
  - e. Accept the offer to purchase.
- d) Once an offer is accepted, the Clerk shall bring forward the required by-law to sell the lands.
- e) The purchaser is responsible for all costs incurred by this transaction including, but not limited to: application fees, public notice fees, survey fees, legal fees, and such costs associated with the land sale.;

**3. Direct Sale - Port McNicoll Laneways**

Where it is proposed to sell a Port McNicoll 14' laneway, the Municipality shall act in accordance with the following procedure:

- a) Upon receipt of an inquiry to purchase a 14' laneway, being the payment of the Township's inquiry fees and letter from an interested purchaser, a letter shall be sent to each abutting landowner inquiring as to whether or not they are interested in purchasing the portion of the laneway abutting their property.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 8 of 8</b>

- a. If all abutting landowners are interested, the laneway shall be declared surplus, sold and merged with the abutting owner's land.
- b. If sufficient landowners are interested whereby it does not result in orphaned lands, the laneway shall be declared surplus, sold and merged with the abutting owner's land. Having not responded to the Township's initial letter, the uninterested landowners will be deemed to have relinquished their interest and right to purchase the laneway.

Division of the Laneway: Portions of the laneways will be sold only to the owner(s) of the abutting land. Abutting land owners will not be permitted to purchase anything less than the seven (7) feet of the laneway which abuts all of the landowners property. If the direct rear facing property is not interested the entire fourteen (14) feet, or laneway width, shall be sold to the interested landowners.

- b) Conduct an administrative review of the laneway to be sold.
- c) Once it is known which abutting landowners are interested, a deposit towards costs (i.e. advertising and survey works) shall be collected and a letter of agreement executed.
- d) Once the deposits and agreements are signed, the required survey work shall be ordered.
- e) Upon receipt of the survey, declare the property surplus (report to Council).
- f) Notice shall then be given that the lands have been declared surplus at least once in a local newspaper, posting the notice on the Municipal Office Notice Board, and on the Township's website.
- g) The Clerk shall bring forward the required by-law to sell the lands.



**THE CORPORATION OF THE TOWNSHIP OF TAY  
COUNCIL POLICIES MANUAL**

<b>SUBJECT: Administration Sale of Land</b>	<b>EFFECTIVE DATE: September 10, 2008</b>
<b>REVISION DATE: December 11, 2013 (Bylaw 2018-94)</b>	<b>PAGE: 9 of 8</b>

- h) The purchaser(s) is responsible for all costs incurred by this transaction including, but not limited to: application fees, public notice fees, survey fees, legal fees, and such costs associated with the land sale;

**4. Other Method as Determined by Council**

Where any other method of sale is used, Council shall provide for:

- a) a determination of the sale price based on the Appraisal of the land value and any costs associated with the proposed method of sale;
- b) the method of public notice;
- c) where, when and who will receive the offers or bids; and
- d) any terms and conditions of the sale.

Council may reserve the right to adjust the sale price where, in the opinion of Council, it is in the best interests of the Municipality to do so.