



THE CORPORATION OF THE TOWNSHIP OF TAY  
COMMITTEE OF ALL COUNCIL MEETING  
OCTOBER 11, 2017  
10:00 A.M.

**MUNICIPAL OFFICE – COUNCIL CHAMBERS**

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1. **CALL TO ORDER:**

2. **DECLARATIONS OF INTEREST:**

3. **ADOPTION OF THE AGENDA:**

4. **DELEGATIONS:**

10:00 – Mrs. Sharon Vegh, EDCNS – Re: Economic Development Corporation of North Simcoe Update.

10:15 – Mr. Kevin Cowie and Mr. Brig Kennair – Re: North Simcoe Tourism Update.

10:30 – Councillor Cindy Hastings – Re: Farm Fresh Food Fest Update (film).

10:45 – Mr. Fred Hacker – Re: North Simcoe Culture Initiative.

5. **COMMITTEE BUSINESS:**

**A: Protection to Persons & Property**

**B: General Government & Finance**

**C: Public Works**

**D: Planning & Development**

6. **CLOSED SESSION:**

7. **ADJOURNMENT:**

**NOTE: DELEGATIONS WILL COMMENCE AT THE SCHEDULED TIME; HOWEVER, COMMENCEMENT TIME FOR EACH COMMITTEE WILL BE ADJUSTED AS THE MEETING TAKES PLACE.**



# THE POWER OF FOUR

**A Vision for Prosperity**

**TAY TOWNSHIP**

**Sharon Vegh, EDCNS Director  
Economic Development Corporation of North Simcoe**

**October 11, 2017**

➤ Marketing & Media

➤ 2017 Progress & Growth

➤ Scorecard

➤ Funding



**The Magic of North Simcoe**



PART I of 3: EDCNS Introduction



FFFF video (Aug 2017)



National Award Winning Video



STREIT Manufacturing (Sept 28, 2017)

# 2017 Progress & Growth

## EDCNS Website Hits September 2017 vs 2016

| Sept 2017            | Sept 2016  |
|----------------------|------------|
| <b>625 / 75% new</b> | <b>304</b> |

**Top Pages Viewed**  
Careers and Site Selection

## Job Growth all Industries 2014 to 2017 + 366 jobs

| Canada | Ontario | North Simcoe |
|--------|---------|--------------|
| 3.0 %  | 5.0 %   | <b>2.0 %</b> |

## Top 5 Highest Ranked Industries (by jobs) 2016 \*

**949** Residential building construction & other specialty trade contractors

**805** Commercial and service industry machinery manufacturing

**606** Manufacturing: Metalworking machinery & other metal products

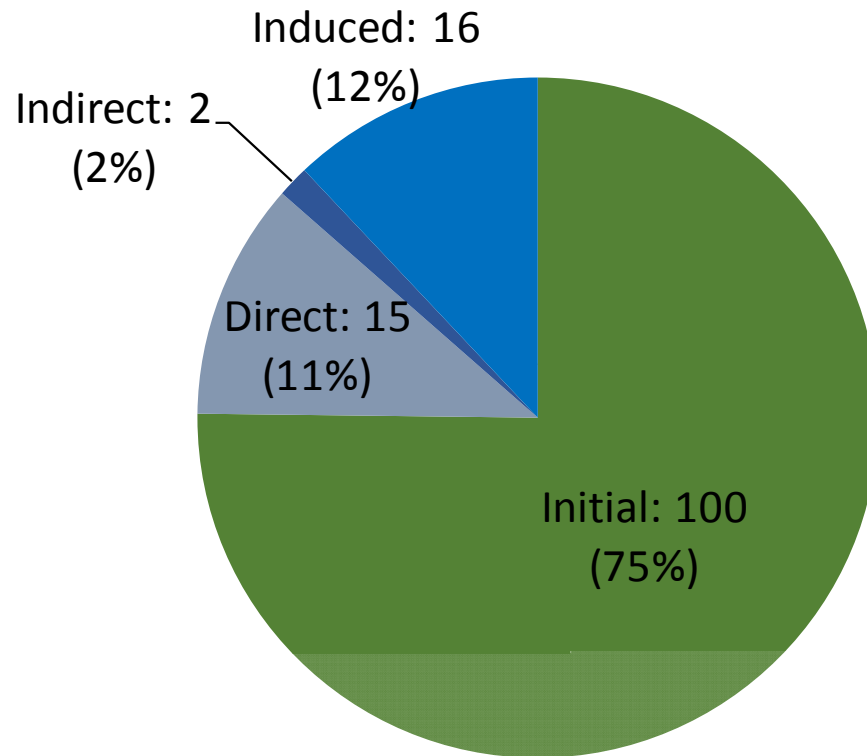
**496** Plastic product manufacturing

**400** Motor vehicle parts manufacturing

\* Excluding public service, restaurants and grocery

# Adding 100 Manufacturing Jobs

| Changes In Jobs | Changes In Wages   |
|-----------------|--------------------|
| <b>133</b>      | <b>\$6,344,521</b> |



Data Source: EMSI Economic Modelling

HERE WE GROW AGAIN!

# WANTED

OVER 200 TALENTED EMPLOYEES, NOW!  
In North Simcoe (Midland, Penetanguishene, Tay, Tiny)

# Do what you love. Love where you live.

Careers in engineering, trades,  
technical and other professions,  
all in the Heart of Georgian Bay.

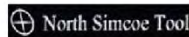
## Phase II

### Media Campaign

### Talent Initiative



**APPLY HERE!**  
[www.EDCNS.ca](http://www.EDCNS.ca)



## 1

Media  
Digital and Print



## 2

Talent Search  
Engines



## 3

Colleges



- Georgian** *Midland and Barrie*
- Centennial** *Toronto*
- Conestoga** *Doon, Waterloo, Ingersoll, Cambridge*
- Cambrian** *Sudbury*
- Fanshawe** *Simcoe and St. Thomas*
- Mohawk** *Hamilton*
- Seneca** *Jane Campus, Toronto*
- Sault** *Sault Ste. Marie*



| Scorecard   | 2017     | 2018     |                              |    |    |  |
|---|----------|----------|------------------------------|----|----|--|
|   | Q4       | Q1       | Q2                           | Q3 | Q4 |  |
| <b>Align with County and Municipalities</b>           |          |          |                              |    |    |  |
| <b>Refine North Simcoe value proposition</b>          |          |          |                              |    |    |  |
| <b>Awareness creation of North Simcoe / Marketing</b> |          |          |                              |    |    |  |
| <b>Execute Investment Attraction Plan (20%)</b>       | <b>1</b> | <b>1</b> |                              |    |    |  |
| Lead generation                                       |          |          |                              |    |    |  |
| Contact businesses for investment                     |          |          |                              |    |    |  |
| Leverage relationships with brokers                   |          |          |                              |    |    |  |
| Land inventory (County & Planning)                    |          |          |                              |    |    |  |
| 2017 Agriculture FFFF event                           |          |          |                              |    |    |  |
| Capture database for business opportunity             |          |          |                              |    |    |  |
| Leverage relationships                                |          |          |                              |    |    |  |
| <b>Business Retention &amp; Expansion (40%)</b>       |          |          |                              |    |    |  |
| Manufacturers' Roundtable                             |          |          |                              |    |    |  |
| Talent Media Campaign Initiative Phase I              |          |          |                              |    |    |  |
| Talent Media Campaign Initiative Phase II             |          |          |                              |    |    |  |
| Business Innovation & Growth Workshop                 |          |          |                              |    |    |  |
|   |          | Blue     | complete                     |    |    |  |
|   |          | Green    | on track, on time, ontoing   |    |    |  |
|   |          | Yellow   | on track, behind schedule    |    |    |  |
|   |          | Red      | setback requiring adjustment |    |    |  |

## Manufacturing Sector

- Local funding model x 2 – Manufacturers, County, EDCNS
- Canada/Ontario Jobs Grant (COJG)
- Ministry of Advanced Education and Skills Development & Georgian College



## Agriculture Sector

- Canada Summer Student Job Program (2)
- Ontario150 Community Celebration Program



## North Simcoe Tourism

- \$120,000 operational funding to leverage funds



## EDCNS

- Invest Canada Community Initiatives (ICCI)
- Canada Summer Student Job Program (1)
- Municipalities and the County of Simcoe Economic Development Transitional Fund to 2018



## ➤ Marketing & Media

## ➤ 2017 Progress & Growth

## ➤ Scorecard

## ➤ Funding





**THANK YOU**

**TAY TOWNSHIP**

**Sharon Vegh, EDCNS Director  
Economic Development Corporation of North Simcoe**

**October 11, 2017**

# Farm Fresh Food Fest, August 2017



# North Simcoe Culture Initiative



October 11, 2017

# Agenda

1. History of Culture Midland
2. Funding Details
3. Current Deliverables
4. Future Opportunities
5. Strong Cultural Plan for North Simcoe



# Why was Culture Midland Created?

- To implement the Midland Municipal Cultural Plan passed in March 2014
- To promote and support cultural development
- To celebrate and leverage cultural resources
- To grow a prosperous year-round economy
- To enhance the quality of life for all residents





# Expanding Beyond Midland

- Original plan of 2014 encouraged the engagement of all 4 municipalities
- Culture pursuits are not contained by municipal boundaries
- The Culture Midland Advisory Committee recognizes the importance of engaging all communities and is here to talk about that today



# Advisory Committee

**Acting Chair – Ron Neumann– Community Rep**

**Former Chair – Fred Hacker – MCC**

**Stewart Strathearn – Midland Council**

**Will Baird – Huronia Historical Parks**

**Crystal Budgell – Midland Public Library**

**Nahanni Born – Huronia Museum**

**Judy Contin – Askennonnia**

**Father Michael Knox – Martyrs' Shrine**

**Bryan Peter – Community Rep**

**Bill Molesworth – Community Rep**

## Staff Resources

**Karen Mealing – Cultural Development Coordinator (NEW)**

**Amanpreet Sidhu – Corporate Affairs**

**Nicole Major – Tourism & Special Events Manager**





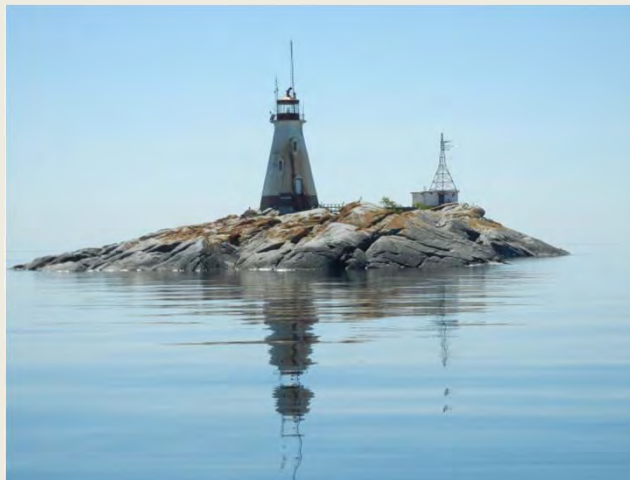
# Examples of Our Culture





**We have an abundance of Culture**

...and it is very important to us!



Chantal Kreviazuk - Feb. 8, 2014  
CLHFoundation.ca \$5,000.00  
Five Thousand Dollars - XX



# Why is Culture Important?

**Culture** is a primary economic driver and can lead to economic development.

A creative cultural community attracts visitors, new businesses and people who bring even more creativity to the community.



# Existing Funding & Staffing

Received Funding from:

- Town of Midland  
\$41,200 + \$36,451 = \$77,651
- Trillium \$75,000
- + Simcoe County funds

New position established:  
Cultural Development Coordinator

Coordinator begins November 1, 2017



# Deliverables

- Developing “Place Vantage”  
(An online cultural database and centralized events management)
- “Artrepreneur” Program
- Awards and Roundtable
- Performance indicators to measure progress and impact
- Creating a guiding cultural landscape document



# Deliverables - Events

## 2 New Cultural Events:

- Expanding “First Light”
- Creating new Cultural Fair in 2018  
(to be held on the grounds of  
Martyrs Shrine)





# Cultural Landscape Document

An inspirational guiding document was designed to be inclusive of all people from many different perspectives for all of North Simcoe.

The outcome has provided a unique statement for the region.

Provided as a Handout



# Benefits for Your Community

## Place Vantage

- Event management – with a single database
- Cultural database of resources and people around North Simcoe

Future Events in your Community

Training for your Entrepreneurs

Participation in Cultural Roundtables



# Adding Representation from Your Municipality

- New branding
- Coordinate with North Simcoe Tourism so that we don't duplicate efforts and maximize mutual benefit
- Seek representation from your municipality and others in North Simcoe



# Planning Now for the Future

Looking for your commitment to contribute to this engagement with a investment of \$10,000

We would be looking for this from your 2018 budget

Tremendous leverage from other funding received and anticipated



# Looking Forward Together

Annual Culture Awards Night  
is Tuesday November 14.

Love to see you all there!

Speaker will be Greg Baeker, MDB Insight

Speaking about Place Vantage and his role in  
the Cultural Plan for the region





## An Expression of North Simcoe's Cultural Landscape

Through a coalescence of fertile lands, marshes, rivers, and forests, and sheltered on the shores of Georgian Bay, the beauty and grandeur of North Simcoe draws out from the human heart a desire to be at one with Creation, a yearning for renewal and refreshment, and the hope of an ever-expanding future.

As a collective community closely tied to their lands and waters, First Nations peoples cherish their millennia old and sacred connection to them; farmers and fishers are rewarded by their diverse fruits; boaters, off roaders, cyclists, swimmers, and snowmobilers explore them; and ingenious artists, artisans and performers of every form strive to creatively capture their beauty – while cottage docks, piers, and warmly appointed ports of call unite them.

Bound to this source of love, admiration, and respect is a multiplicity of transcendental beliefs, cherished by an ever-growing cultural diversity, that make North Simcoe a place that, throughout the centuries and today, is marked with courageous self-sacrifice, the desire for the greater good, a love of beauty, and a heartfelt welcome of visitors and newcomers.

These attitudes unite serenity to creativity, history to present and future, nature to recreation, inner peace to healing, and generosity to mutual support.

Creation, renewal, and hope together form a community that holds an audacious optimism, and believes ardently that every new season brings renewed opportunity.

**PROTECTION TO PERSONS & PROPERTY COMMITTEE  
OCTOBER 11, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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**1. CALL TO ORDER:**

**2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from the Fire Chief  
Report No. PPP-2017-43  
Re: Fire Chief Monthly Report – September
- 2.2 Report from the Fire Chief  
Report No. PPP-2017-42  
Re: Revised MOU Regarding the Simcoe County Hazardous  
Materials Incident Response Team
- 2.3 Report from the Deputy Fire Chief/FPO  
Report No. PPP-2017-41  
Re: Deputy Fire Chief/FPO Activity Report
- 2.4 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2017-44  
Re: By-law Activity Report August/September 2017

**3. OTHER BUSINESS:**

**4. ITEMS FOR INFORMATION:**





## STAFF REPORT

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**Department/Function:** Protection to Persons and Property

**Chair:** Councillor Sandy Talbot

**Meeting Date:** October 11, 2017

**Report No.:** PPP-2017-43

**Report Title:** Fire Chief Monthly Report: September

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2017-43 regarding the Fire Chief's Monthly Report: September be received for information.**

The Chief Attended:

|   |               |
|---|---------------|
| 4 | Fire Calls    |
| 4 | False Alarms  |
| 2 | MVC's         |
| 2 | Medical Calls |
| 1 | Mutual Aid    |
| 7 | Meetings      |

Deputy Aymer held course specific training on Pumper Operations Certification. It was attended by 8 of our firefighters.

Bylaw continues to be busy, our new Officer is doing well and has started a spreadsheet to track older complaints and ensure we can keep on top of them.

There was a meeting held with the owners of Hill-Cress their attorney and Tay staff. A number of topics were covered with some positive outcomes and some research to follow.

### **New Fire Hall:**

Grand Opening went very well with numerous local residents, Council members and neighbouring officials and dignitaries in attendance.

**Recruitment:**

Live Fire Training for the 2017 new recruits is scheduled for October. We potentially have a new method of delivering training for our new recruits for 2018 which would deliver even more training than currently offered, at a lower cost. In addition, there could be the possibility of more than one training intake per year. More information will be brought forward during budget reports.

**Monthly Training:**

This month the firefighters completed training in two areas. The first was Incident Safety Officer roles and responsibilities. The second was practical Pumper operations specifically relaying from one pumper truck to another. This is used when the distance from the hydrant to the house may be a long ways away, or perhaps the house has a long driveway and the water source is located at the street.

Tay Fire & Emergency Services were dispatched to 32 emergency calls during the month of August.

Year to Date Totals:

|      |     |
|------|-----|
| 2017 | 201 |
| 2016 | 183 |
| 2015 | 185 |
| 2014 | 191 |
| 2013 | 178 |

|                                     |   |                          |
|-------------------------------------|---|--------------------------|
| Of the 27 calls this month, we had: | 5 | Medical calls            |
|                                     | 7 | Fire Calls               |
|                                     | 4 | Motor Vehicle Collisions |
|                                     | 8 | False Alarms             |

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date:

Brian Thomas  
Fire Chief

Reviewed By: Date:

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



## STAFF REPORT

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|                                    |  |
|------------------------------------|--|
| <b><u>Department/Function:</u></b> | Protection to Persons and Property Committee                                       |
| <b><u>Chair:</u></b>               | Councillor Sandy Talbot  |
| <b><u>Meeting Date:</u></b>        | October 11, 2017   |
| <b><u>Report No.:</u></b>          | <b>PPP-2017-42</b>   |
| <b><u>Report Title:</u></b>        | Revised MOU Regarding the Simcoe County Hazardous Materials Incident Response Team |

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2017-42 regarding the Simcoe County Hazardous Materials Incident Response Team be received;**

**And that Council endorse the Memorandum of Understanding regarding the Simcoe County Hazardous Materials Incident Response Team; and,**

**And that the necessary By-law be presented to Council to authorize the Mayor and Clerk to enter into a new Memorandum of Understanding with the Cities of Barrie and Orillia, Rama First Nation, and such municipalities and other legal entities as listed in the MOU so that the Township of Tay may be a partner in the Simcoe County Multi-Disciplinary Hazardous Materials Incident Response Team.**

### **INTRODUCTION/BACKGROUND:**

In 2006, the County began a comprehensive analysis of the need for a specialized inter-jurisdictional, multi-disciplinary emergency response team that would be co-trained and co-equipped to respond to high-risk incidents related to chemical spills, and to biological, radiological or nuclear material. This analysis was conducted with the aid of the Simcoe County CBRN Working Group. After a lengthy and thorough consultation with a broad range of stakeholders, the working Group concluded that there was sufficient

merit to create such a specialized team and authorization to begin recruiting and training team members was received from County Council in late 2008.

Although the team began to respond to hazardous materials events in 2009, a formal Memorandum of Understanding was not signed by all participating agencies and communities until mid-2011. Since 2011, a number of technical changes have been made to the standards that govern this type of response in Ontario, then the National Fire Prevention Association (NFPA) 472 and 473 standards, for fire and paramedic services respectively. The fire service standards have now been renumbered to 1072. In order to ensure the safety of responders and victims at hazardous materials incidents, it is imperative that we continue to comply with these standards.

In addition, the Barrie Fire and Emergency Service, the team that operates as our highest risk hot zone entry, has made some significant operational changes to the way that they conduct hazardous materials response operations and, again for responder and victim safety, our team requirements must align with the operational requirements of the Barrie Fire and Emergency Service. As part of these operational changes, the care and control of the County-owned training and response equipment for the team was transferred from the Barrie Fire and Emergency Service to the Orillia Fire Department in 2016.

Finally, in September, 2015, and as a result of operational exigencies, the Barrie Police Service formally expressed their intention to withdraw from the team. This change has already been reflected in the team's standard operating guidelines and can now be formally enshrined in the Memorandum of Understanding. The Ontario Provincial Police routinely provide law enforcement support to hazardous materials incidents and will continue to do so regionally without the need to become a signatory to the agreement. A summary of their relevant services is attached to this Item as Schedule 2.

Team roster requirements and training plans have been adjusted over the past twelve (12) months to reflect the changes to both the National Fire Prevention Association (NFPA) 472 and 473 standards and the Barrie Fire and Emergency Service standard operating guidelines. As a result, most participating agencies are now compliant with these new standards and it is anticipated that all participating agencies will be compliant by the end of 2017.

The Simcoe County Fire Chiefs Administration Group has carefully reviewed the revisions to the existing Memorandum of Understanding and has given their full endorsement. As a result, it is not anticipated that there will be any changes to the existing participating agencies, noting that the Barrie Police Service has already withdrawn.

**ANALYSIS:**

Staff is respectfully recommending that Council endorse the revised Memorandum of Understanding, (attached as Schedule 1 to Item CCW 17-207), with the Cities of Barrie and Orillia, Rama First Nation, and such municipalities and other legal entities as listed in Schedule 1 of this Item that allows the Township of Tay to partner in a county wide program for the purposes of providing a Simcoe County Multi-Disciplinary Hazardous Materials Incident Response Team, and that pending approval by Council, this Memorandum be signed by all participating agencies.

**FINANCIAL/BUDGET IMPACT:**

There are no new financial impacts with this Item. All costs related to the Simcoe County Multi-Disciplinary Hazardous Materials Incident Response Team will be managed within the existing 2017 Emergency Management Operating Budget.

**CONCLUSION:**

Staff is recommending that Council receive staff report PPP-2017-42 and that Council endorse the revised Memorandum of Understanding Regarding the Simcoe County Hazardous Materials Incident Response Team, be received; and, that the necessary by-law be presented to Council to authorize the Mayor and Clerk to enter into a revised Memorandum of Understanding with the Cities of Barrie and Orillia, Rama First Nation, and such municipalities and other legal entities as listed in the MOU so that the Township of Tay may be a partner in the Simcoe County Multi-Disciplinary Hazardous Materials Incident Response Team.

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date:

Brian Thomas  
Fire Chief/CEMC

Reviewed By: Date:

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

**Attachment**

Draft Memorandum of Understanding

**A MEMORANDUM OF UNDERSTANDING MADE AS OF  
September 1, 2017  
TO ESTABLISH AND OPERATE A MULTI-JURISDICTIONAL, MULTI-DISCIPLINARY HAZARDOUS  
MATERIALS (HAZMAT) INCIDENT RESPONSE TEAM**

**BETWEEN:**

**THE COUNTY OF SIMCOE  
("County")**

**AND**

**PARTICIPATING COMMUNITIES:  
Chippewas of Rama First Nation  
City of Orillia  
Township of Adjala-Tosorontio  
Town of Bradford West Gwillimbury  
Township of Clearview  
Town of Collingwood  
Township of Essa  
Town of Innisfil  
Town of Midland  
Town of New Tecumseth  
Township of Oro-Medonte  
Town of Penetanguishene  
Township of Ramara  
Township of Severn  
Township of Springwater  
Township of Tay  
Township of Tiny  
Town of Wasaga Beach  
("P/C")**

**AND:**

**THE CITY OF BARRIE**

**WHEREAS:**

- The County, Participating Communities, and the City of Barrie desire there to be a trained, multi-disciplinary Hazmat Incident Response Team within Simcoe County available to respond to large-scale or complex life threatening or environmental, natural, or human-caused hazardous materials emergencies in the area.

- The Hazmat Incident Response Team will operate through a unified command system under the direction of the Barrie Fire and Emergency Service Operations Sector Officer.
- Overall incident command responsibility rests with the Requesting Participating Community (as defined herein) having jurisdiction in the area of the Hazmat Incident.

**NOW THEREFORE** the Parties agree to as follows:

## **ARTICLE 1: DEFINITIONS AND INTERPRETATION**

### **1.1 Definitions** – In this Memorandum of Understanding:

“Barrie Fire and Emergency Service Hazmat Team” means personnel provided by the City of Barrie to the Hazmat Incident Response Team, as set out in Schedule “B” in connection with one or more Incident(s).

“BFES” means Barrie Fire and Emergency Service.

“CANUTEC” means the Canadian Transport Emergency Centre operated by Transport Canada which provides emergency response information and assistance on a 24-hour basis for responders to HAZMAT Incidents.

“Hazmat Incident Response Team” means a Simcoe County multi-disciplinary team of fire, police, and paramedic emergency responders as set out in Schedule “B” hereto with professional competencies of NFPA 1072 and other areas of expertise to respond to large-scale or complex life or environmentally threatening natural or human-caused hazardous materials emergencies in the area. Fire responders will represent fire departments of all participating communities.

“Casualty Collection Point” means a point normally located in the transition area between the Hot and Warm Zones, established for the triage and stabilization of patients.

“Hazmat Incident” means a large-scale or complex natural or human-caused hazardous materials emergency or occurrence in the area, which poses a serious risk of harm to the health and safety of persons, living things, or the natural environment.

“Hazmat Operating Manual” is a manual of operating guidelines prepared by the County HAZMAT Working Group concerning the use of the Hazmat Incident Response Team, as amended from time to time by the parties hereto (the “Parties”).

“Cold Zone” means an area not contaminated by hazardous materials that normally contains the incident command post and such other support functions as are deemed necessary to control the Incident.

“Equipment” or “County-owned Equipment” unless the context requires otherwise, means equipment owned and supplied by the County to the City of Barrie for use by the Hazmat Incident Response Team in responding to an Incident pursuant to this Memorandum of Understanding.

“Georgian Central Ambulance Communications Centre” means the Ministry of Health and Long-Term Care department responsible for the provision of public safety communications services to the County of Simcoe Paramedic Services.

“HAZMAT Working Group” – the Team oversight group consisting of senior personnel representing the primary response disciplines of emergency management, public health, paramedic services, and fire services.

“HAZMAT Training Sub-Committee” – a sub-committee of the HAZMAT Working Group charged with the development of all training and operational standards for the Team, consisting of technical experts from emergency management, fire services, paramedic services, public health, and acute care.

“Hot Zone” means an area that is highly toxic due to the presence of hazardous materials which extends far enough to prevent adverse effects of hazards to personnel outside the zone. Entering the “hot” zone without appropriate personal protective equipment can be life threatening.

“Incident” where used in this Memorandum of Understanding shall have the same meaning as the term “Hazmat Incident”.

“Incident Command” means the senior personnel on scene, representing the Participating Community having jurisdiction, responsible at all times for the overall direction and coordination of all activities at the Incident site including the development of strategies and tactics and the ordering and release of resources.

“NFPA” means the National Fire Protection Association, an international association that develops, publishes, and disseminates consensus codes and standards intended to minimize the possibility and effects of fire and other risks.

“NFPA 1072 operations level” means competency standards for all personnel responding to Hazmat Incidents, including entry into the Warm Zone and/or Hot Zone for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the release of hazardous materials emergencies in the area.

“NFPA 473 standards” means competency standards for emergency medical service personnel responding to Hazmat Incidents, specifically covering the requirements for basic life support and advanced life support in the pre-hospital setting.

“Participating Communities” mean geographic areas whose inhabitants are incorporated as a municipality, or a First Nation Band, or a civilian fire service of a military establishment.

“Requesting Participating Community” means the Participating Community which requests activation of the Hazmat Incident Response Team pursuant to this Agreement.

“Party” means any of the City of Barrie, the County, or any of the Participating Communities. “Parties” shall mean all of them.



“Warm Zone” means the controlled transition zone between the Hot Zone and the Cold Zone, where Hot Zone support, medical management of patients (if required) and the decontamination of individuals and equipment takes place, and which requires the use of personal protective equipment.

- 1.2 Headings** – The headings in this Memorandum of Understanding are for convenience only and are not intended to modify or be used in the interpretation of this Memorandum of Understanding.
- 1.3 Other Memoranda of Understanding** – Subject to section 4.5 herein (Use of the Equipment), this Memorandum of Understanding shall not prevent the City of Barrie from entering into agreements with other municipalities to provide HAZMAT response services as an entity separate from the HAZMAT Incident Response Team. The City shall be responsible, at its sole expense, for the cost of any necessary repair or replacement of any Equipment that is damaged while deployed by the City of Barrie as part of its own independently run emergency response services. The County shall not be responsible for paying any costs, where the City of Barrie has contracted or made arrangements allowing for its independent response services.
- 1.4 Conflict Schedule and Operating Manual** – In the event of a conflict between the body of this Memorandum of Understanding and Schedules “A”, “B”, “C” or “D” or the current edition of the HAZMAT Operating Manual, the body of this Memorandum of Understanding shall take precedence to the extent of the conflict.
- 1.5 Severability** – If any term of this Memorandum of Understanding shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.
- 1.6 Entire Agreement** – This Memorandum of Understanding, including Schedules “A”, “B”, “C”, and “D” constitutes the entire agreement of the Parties, with respect to the establishment of a HAZMAT Incident Response Team hereunder and supersedes any previous agreement whether written or verbal.

## **ARTICLE 2: NOTICES**

- 2.1 Notice** – Any notice permitted or required to be given pursuant to this Memorandum of Understanding shall be in writing and delivered personally, sent by facsimile transmission or by registered mail to the contact persons at the following addresses:

To the City of Barrie:

Fire Chief City of Barrie  
PO Box 400  
Barrie, Ontario L4N 4T5

To the County:

Manager, 911 & Emergency Planning  
County of Simcoe  
1110 Highway 26  
Midhurst, Ontario L0L 1X0

To Participating Communities:

Fire Chief  
Township of Adjala-Tosorontio  
7855 30 Sideroad  
Adjala, Ontario L9R 1V1

Fire Chief  
Town of Bradford West Gwillimbury  
100 Dissette Street  
Unit 7 & 8  
P.O. Box 100  
Bradford, Ontario L3Z 2A7

Fire Chief  
Township of Clearview  
Box 200  
217 Gideon St.  
Stayner, Ontario L0M 1S0

Fire Chief  
Town of Collingwood  
P.O. Box 157  
97 Hurontario Street  
Collingwood, Ontario L9Y 3Z5

Fire Chief  
Township of Essa  
5786 County Road 21  
Utopia, Ontario L0M 1T0

Fire Chief  
Town of Innisfil  
2101 Innisfil Beach Road  
Innisfil, Ontario L9S 1A1

Fire Chief  
Town of Midland  
575 Dominion Avenue  
Midland, Ontario L4R 1R2

Fire Chief  
Town of New Tecumseth  
Box 910  
10 Wellington Street East  
Alliston, Ontario L9R 1A1

Fire Chief  
City of Orillia  
50 Andrew Street South, Suite 300  
Orillia, Ontario L3V 7T5

Fire Chief  
Township of Oro-Medonte  
148 Line 7 South  
Oro, Ontario L0L 2X0

Fire Chief  
Town of Penetanguishene  
10 Robert Street West  
PO Box 5009  
Penetanguishene, Ontario L9M 2G2

Fire Chief  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200  
Rama, Ontario L0K 1T0

Fire Chief  
Township of Ramara  
1651 Ethel Dr.  
Brechin, ON (need PC)

Fire Chief  
Township of Severn  
P.O. Box 159  
Orillia, Ontario L3V 6J3

Fire Chief  
Township of Springwater  
2231 Nursery Road  
Minesing, Ontario L0L 1Y2

Fire Chief  
Township of Tay  
4987 Talbot Street  
Port McNicoll, ON (need PC)

Fire Chief  
Township of Tiny  
130 Balm Beach Road West  
Perkinsfield, Ontario L0L 2J0

Fire Chief  
Town of Wasaga Beach  
30 Lewis Street  
Wasaga Beach, Ontario L9Z 1A1

- 2.2 Notification of Change** - Each Party shall provide the other Parties with written notification of any changes to the address or contact information for a Party contained in section 2.1 herein (Notice).

### **ARTICLE 3: ACTIVATING USE OF THE HAZMAT INCIDENT RESPONSE TEAM**

- 3.1** Except as otherwise indicated herein, activation of the Hazmat Incident Response Team will be in accordance with the applicable operating guidelines set out in the Hazmat Operating Manual.
- 3.2** The Requesting Participating Community shall request the activation of the Hazmat Incident Response Team by contacting Barrie Fire and Emergency Service (BFES) Communications by radio or telephone to request activation of the team via the County Fire Coordinator. BFES shall notify: County of Simcoe Paramedic Services via Georgian Central Ambulance Communications Centre and the County of Simcoe Community Emergency Management Coordinator. County of Simcoe Paramedic Services shall notify: Simcoe Muskoka District Health Unit, and the receiving acute care facility. It shall be the responsibility of the Requesting Participating Community to notify the Ontario Ministry of the Environment Spills Action Centre and/or any other agency as required pursuant to current legislation.
- 3.3** All Participating Communities will have the privilege of requesting emergency assistance from the Hazmat Incident Response Team. Participation in the Hazmat Incident Response Team is voluntary and it is acknowledged that the ability to provide assistance may be limited by exigent circumstances such as a Participating Community's own exigent circumstances or conditions.
- 3.4 Legal Relationship** - In this Memorandum of Understanding nothing gives rise to an employment relationship between any Parties hereto in respect of any Party's participation in or contribution to the CBNRE/Hazmat Incident Response Team. The Parties hereto expressly acknowledge that they are independent contractors and neither an agency, or partnership nor employer-employee relationship is intended or created by this Memorandum of Understanding.
- 3.5 Contact Personnel** - Each Participating Municipality will provide to the other Parties an updated list of contact personnel, telephone numbers, fax numbers and emergency phone numbers.
- 3.6 Laws** - All parties warrant that the HAZMAT Incident Response Team shall operate in compliance with all federal, provincial or municipal laws or regulations, and the current editions of the HAZMAT Operating Manual and NFPA 1072 and 473.
- 3.7 Indemnity** – The Parties hereto, jointly and severally, shall indemnify, defend and hold harmless the Requesting Participating Community and the City of Barrie, its officers, directors and employees (“Indemnitees”), both during and following the term of this Agreement, from and against any and all claims, demands, suits, losses, liabilities, damages, obligations, payments, costs, fines and expenses and accrued interest thereon, including the costs and expenses of, and accrued interest in respect of any and all actions, suits, proceedings, assessments, judgments, awards, settlements and compromises relating thereto and reasonable lawyers' fees and reasonable disbursements in connection therewith (each, an “Indemnifiable Loss”), asserted against or suffered by any Indemnitee relating to, or in connection with, or resulting from or arising out of any action or omission of the CBNRE/Hazmat Incident Response

Team, its employees, subcontractors, directors, officers, agents or authorized representatives, including any of its subcontractors, consultants, agents or advisors, in connection with this Memorandum of Understanding or the response services provided hereunder, except which such claims, demands, suits, losses, liabilities, damages, obligations, payments, costs, fines, expenses, and interest are occasioned by the gross negligence or wilful default of the Indemnitees.

#### **ARTICLE 4: EQUIPMENT**

- 4.1 Supply of Equipment** – The City of Barrie shall supply their own HAZMAT response equipment. Additional response equipment, owned by the County of Simcoe and in the care and control of the Orillia Fire Department, may also be utilized at the discretion of the BFES Operations Chief. The various equipment required by the HAZMAT Incident Response Team and to be supplied by the Parties to the City of Orillia (in the case of County-owned Equipment) or in response to an Incident, as the case may be, is set out in Schedule “A”.
- 4.2 Maintenance of Equipment** – The Cities of Barrie and Orillia shall be responsible for maintaining and testing any County-owned Equipment placed under its custody and control in a state of good repair and working order, and in compliance with the directions from the Orillia Fire Department, the County or from the manufacturer of the Equipment. Any costs related to the maintaining, testing and repairing of the Equipment will be paid for by the County, unless otherwise indicated herein. The County will be responsible for the cost of annual maintenance and repairs to County-owned equipment storage and deployment trailer.
- 4.3 Storage of Equipment** – The City of Orillia shall be responsible for storing the County-owned Equipment in a safe and secure environment, so as to protect it from theft and damage.
- 4.4 Insurance** – The County shall be responsible for procuring and maintaining property insurance coverage respecting the County-owned Equipment.
- 4.5 Defects in Equipment** - The City of Orillia shall notify the County immediately on becoming aware of any defects in the Equipment, which may render it unfit for use. The County shall arrange to replace or repair defective Equipment as soon as possible on receiving notification from the City of Orillia, provided that the damage or defects to the Equipment were, in the opinion of the County, caused by the use of the Equipment for a purpose agreed to by the County and the City of Orillia, or by the HAZMAT Incident Response Team as provided for in this Memorandum of Understanding. The City of Orillia shall be solely responsible for repairing or replacing damaged or defective Equipment at the City of Orillia’s expense, where in the opinion of the County, the damages or defects were caused by all other uses of the Equipment by the City of Orillia, its officers, employees, agents or subcontractors.
- 4.6 Use of the Equipment** – The City of Orillia may use the Equipment for any purpose consistent with responding to an Emergency within the City of Orillia, provided that it is always available for use when required by the HAZMAT Incident Response Team. Equipment used in this manner will be repaired/replaced by the City of Orillia.
- 4.7 Title to Equipment** – The County shall retain ownership of the County-owned Equipment at all times. The City of Orillia shall return the Equipment to the County at the termination or expiration of this Memorandum of Understanding, or at any other time, upon the request of the County.

## ARTICLE 5: TRAINING

- 5.1** The County shall assume annual costs for training and exercises described in Schedule “C” hereto for all listed personnel of the HAZMAT Incident Response Team as set out in Schedule “B” hereto, subject to the dollar amount limits approved by the County Council for such purposes. Should the funds approved by County Council for training purposes be less than the actual costs for training and exercise in any calendar year, the remaining unfunded costs are to be shared on a pro rata basis by the City of Barrie and those Participating Communities whose personnel receive such training in proportion to the number of personnel trained from each such Party. The Training Sub-Committee of the County HAZMAT Working Group will arrange and co-ordinate the scheduling of such training with third party vendors selected by the County, at mutually agreeable times for all Parties.
- 5.2** Training Aids are to be considered a core component of technical training. The County of Simcoe will bear the cost of training aids deemed by the Training Sub-Committee to be necessary to carry out training of Hazmat personnel as identified within this agreement. It is understood that as the Hazmat response program evolves, the need for training aids will also evolve. Costs associated with their acquisition shall remain within the County of Simcoe’s Hazmat-related allocated budget. Training aids may be identified as equipment and/or associated publications. All potential acquisitions shall be approved by the County of Simcoe’s Manager of 9-1-1 and Emergency Planning prior to purchase. All training equipment will be incorporated into the annual inventory related to the Hazmat training trailer.

## ARTICLE 6: PAYMENT

- 6.1 Payment of Costs** – The Requesting Participating Community shall pay the City of Barrie and/or the City of Orillia for all costs associated with the deployment of the Barrie Fire and Emergency Service HAZMAT Team in response to a particular Hazmat Incident, where the Hazmat Incident Response Team has been requested to be used by, or within the geographical limits of, the Requesting Participating Community.
- 6.2 No Liability** – Neither the County nor the Requesting Participating Community shall be liable to any other Party hereto for any costs incurred by the City of Barrie and/or the City of Orillia or any other Party in connection with the HAZMAT Incident Response Team, except to the extent expressly permitted herein or in any subsisting Mutual Aid Agreement between the parties concerned. The County and Requesting Participating Community shall not be liable for any costs incurred by the City of Barrie pursuant to this Agreement upon the expiration or earlier termination of this Memorandum of Understanding. No Party shall be responsible for any delay or failure to perform its obligations under this Memorandum of Understanding where such delay or failure is due to causes or circumstances beyond its control
- 6.3 Restrictions on Compensation** – The City of Barrie and the City of Orillia warrants it shall not apply to, or receive monies from, the Requesting Participating Community for costs for which it has already been, or will be reimbursed by another organization, including another government, or agency thereof. The City of Barrie shall be liable to return to the Requesting Participating Community any monies it receives from the Requesting Participating Community in contravention of this section. This section shall survive the expiry or termination of this Memorandum of Understanding.
- 6.4 Invoices** – The City of Barrie and/or the City of Orillia shall issue an invoice to the Requesting Participating Community as set out in Schedule “D” for authorized costs incurred by the City of Barrie as part of the Hazmat Incident Response Team pursuant to this Memorandum of

Understanding. Such invoice shall be issued within sixty (60) days from the date on which the HAZMAT Incident Response Team ceases to be used in relation to an Incident, unless another date is agreed to in writing by both parties. The City of Barrie shall supply the Requesting Participating Community with reasonable documentation required by the Participating Community in support of the invoice.

#### **ARTICLE 7: TERM, TERMINATION AND AMENDMENTS**

- 7.1 Term** – This Memorandum of Understanding shall enter into force on the date first above written and shall, subject to section 7.2 herein (Termination Clause), remain in effect until December 31, 2022. Unless a Party gives written notice of termination to the other Parties at least six (6) months prior to December 31, 2022, this Memorandum of Understanding shall be automatically renewed for a five (5) year period on the same terms and conditions.
- 7.2 Termination clause** – This Memorandum of Understanding may be terminated as it relates to any Party hereto, at any time, upon such Party giving the other Parties six (6) months’ written notice.
- 7.3** Termination of this Memorandum of Understanding shall not relieve any Party, including the Party invoking this termination clause, from any existing and outstanding obligation on its part that was incurred pursuant to this Memorandum of Understanding prior to the date of termination.
- 7.4 Amendments** – Any changes to this Memorandum of Understanding and the current edition of the HAZMAT Operating Manual, shall be in writing and shall be agreed to by the Parties before taking effect.

#### **ARTICLE 8: DISPUTE RESOLUTION**

- 8.1 Dispute Resolution** – Subject to Article 7 (Term, Termination and Amendments) herein, if any dispute arises between the Parties as to their respective rights and obligations under this Memorandum of Understanding, the representatives of the Parties named in section 2.1 herein (Notice) shall attempt to settle the dispute within fourteen (14) business days of the dispute arising. If the representatives of the disputing Parties are unable to resolve the dispute within fourteen (14) business days, the dispute shall be referred to the Fire Chief of the City of Barrie, Fire Chief(s) of any involved Participating Communities, and the Director and Chief of County of Simcoe Paramedic Services or one or more of their delegates for resolution.
- 8.2 Arbitration** - In the event that mediation is not successful at resolving any dispute arising between the Parties with regard to this Memorandum of Understanding, then the dispute shall be resolved by in accordance with the *Arbitration Act*, 1991 (Ontario).

Arbitration proceedings shall be commenced by any Party desiring arbitration (the “Initiating Party”) giving notice to one or more Party(ies) (the “Responding Party(ies)”) specifying the matter in dispute and requesting that it be arbitrated. The Parties concerned shall attempt to agree upon an arbitration procedure. If the parties cannot agree upon an arbitration procedure, the Initiating Party shall, by written notice to the Responding Party, designate an arbitrator. The Responding Party shall, within fifteen (15) days thereafter, be entitled to appoint an arbitrator by written notice to the Initiating Party, and the two (2) arbitrators so appointed shall meet and select a third arbitrator acceptable to both of them. If the Responding Party fails to appoint an arbitrator within the fifteen (15) day period, then the arbitration will proceed before the arbitrator appointed by

the Initiating Party who will act as a sole arbitrator. If the two (2) arbitrators so appointed are unable to agree upon a third arbitrator, then the Initiating Party shall make an application to the appropriate court pursuant to the *Arbitration Act, 1991* (Ontario) for the selection of a third arbitrator, and the provisions of the *Arbitration Act, 1991* (Ontario) shall govern such selection.

The resulting arbitration panel shall thereupon proceed to hear the submissions of the Parties concerned and shall render a decision within thirty (30) days after the appointment of the third arbitrator, if applicable. The decision of a majority of the arbitration panel shall be deemed to be the decision of the arbitration panel, and that decision shall be final and binding upon the parties and not subject to appeal. The arbitration panel shall have the authority to assess the costs of the arbitration panel against either or both of the parties; however, each Party concerned shall bear its own witness and counsel fees.

## **ARTICLE 9: MEETINGS AND REPORTS**

**9.1 Annual Meeting** – The representatives of the Parties (County HAZMAT Working Group) shall meet at least once a year, or more frequently as they require, at a mutually agreed on location to:

- a) Review any use of the HAZMAT Incident Response Team;
- b) Ensure that operating procedures, policies and strategies are current and consistent;
- c) Review all reports provided by the City of Barrie under section 9.2 herein (Reports);
- d) Discuss any amendments required to the HAZMAT Operating Manual; and
- e) Anything else agreed upon by the Parties.

**9.2 Reports** – The City of Barrie shall be required to provide the County with a written report at least once a year, or more frequently as the County requests containing:

- a) By September 1 of each year, the Training Sub-Committee of the County HAZMAT Working Group will provide an annual training plan for the following year to the County HAZMAT Working Group
- b) Training that the City of Barrie has provided to members of the HAZMAT Incident Response Team;
- c) An account of all occasions on which the HAZMAT Incident Response Team has been used;
- d) Other events where there was use or reliance on the expertise or capability of the HAZMAT Incident Response Team; or,
- e) Anything else reasonably requested by the County.

## **ARTICLE 10: GENERAL**

**10.1 Records** – Each Party shall keep and maintain all records, reports, invoices and other documents relating to the use of the HAZMAT Team, the equipment, the training and all costs incurred by such Party under this Memorandum of Understanding, in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records and keep them available for review by the County and PARTICIPATING COMMUNITIES and their agents for a period in keeping with each community's own retention schedule from the date this Memorandum of Understanding expires or is terminated. The County and PARTICIPATING COMMUNITIES shall be able to inspect and to request a copy of any and all such records, invoices or other documents, as the case may be, for any purpose including the completion of



an audit, on providing five (5) business days' notice to the City of Barrie. This clause shall survive the termination or expiry of this Memorandum of Understanding.

- 10.2 Confidential Information** – The Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Memorandum of Understanding, no Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Memorandum of Understanding, any confidential information belonging to the other Party, unless the other Party has provided their written consent. The Parties further agree that when this Memorandum of Understanding terminates or expires, they shall return all confidential information belonging to any other Party.
- 10.3 Media** – Each Party agrees that at no time shall it directly or indirectly communicate with the media in relation to this Memorandum of Understanding or any monies provided under the authority of this Memorandum of Understanding unless first providing written notice to the other Parties. The Parties shall further not publicize or issue any publications related to this Memorandum of Understanding unless they first notify the other party in writing.
- 10.4 No Waiver** – The failure of the Parties to enforce at any time any of the provisions of this Memorandum of Understanding or any of its rights in respect thereto or to insist upon strict adherence to any term of this Memorandum of Understanding shall not be considered to be a waiver of such provision, right or term or in any way affect the validity of this Memorandum of Understanding.

## **ARTICLE 11: ROLES AND RESPONSIBILITIES**

The roles and responsibilities of each Party with respect to any Hazmat Incident in which they are involved pursuant to this Memorandum of Understanding are outlined below:

### **11.1 Emergency Management Simcoe County**

- a) Lead and facilitate the County HAZMAT Working Group and the Training Sub-Committee to foster the ongoing development of the team, consistent with evolving operational and training needs
- b) Coordinate post-Incident analysis and continuous improvement of the response capabilities of the HAZMAT Incident Response Team
- c) Provide operational policy development leadership and administration support
- d) Provide Initial capital investment and provide ongoing financial support to maintain County-owned HAZMAT equipment and to support annual training of Incident Response Team members
- e) Provide ongoing operational coordination of training, as required
- f) Provide annual exercise development support

### **11.2 City of Barrie**

- a) Barrie Fire and Emergency Service (BFES), upon arrival at an incident will assume complete control of the Hot Zones and Warm Zones at the scene. Entry to these zones will be at the sole discretion of BFES. Each Party hereto shall ensure that none of its employees, agents, representatives, or subcontractors, enters such zones without the approval of BFES upon their arrival.

### **11.3 Participating Community**

- a) Recognize the nature of the Incident at level pursuant to NFPA 1072 as determined by the HAZMAT Working Group, take reasonable steps to identify the product involved, provide initial isolation and protection of the site, consult CANUTEC, determine the need for the Barrie Fire and Emergency Service HAZMAT Team, and if a need is identified, provide them with appropriate information about the product and nature of the incident. To fulfill this responsibility, participating communities will ensure that ALL firefighters in their employ will be qualified to the current NFPA 1072 standards as confirmed by the HAZMAT Working Group.
- b) Provide an Incident Commander working within the Incident Command System to provide, subject to Article 11.1 herein, overall command of the Incident, working jointly with the Operations Sector Officer from the Barrie Fire and Emergency Service HAZMAT Team and the on-scene commanders of other responding agencies
- c) All responders on-scene will have NFPA 1072 awareness-level training and two of these will provide administrative and operational support to the HAZMAT Incident Commander.
- d) With the assistance of the County Fire Coordinator, muster the required number (standard is ten) of NFPA 1072 operations-level personnel from among the Participating Communities, with priority given to those Participating Communities within the appropriate zone(s), to assist the Barrie Fire and Emergency Service HAZMAT Team with decontamination processes;
- e) Report Incident to the Ontario Ministry of the Environment Spills Action Centre and, once incident has been mitigated, arrange for clean-up of the contaminant(s) through appropriate agencies;
- f) Each participating community must participate in annual training as set out by the HAZMAT Working Group. Each participating community will make their training records available to the HAZMAT Training Sub-Committee as requested.

### **11.4 County of Simcoe Paramedic Services**

- a) Responsible for responding to all potential or confirmed hazardous materials or HAZMAT Incidents at a minimum NFPA 1072 awareness-level response. Recognize the nature of the Incident and determine the medical needs and resources required. Coordinate these requests at the Incident site and establish communications with area hospitals, health unit, and other health agencies as required.
- b) Subject to operational exigencies, provide HAZMAT-trained Paramedics as part of the Incident Response Unit deployment to provide advanced hazardous materials life support and medical oversight to patients and allied responders involved in the emergency. The Incident Response Unit will consist of a minimum of two NFPA 1072 IFSAC certified operations-level Paramedics.
- c) Subject to operational exigencies, provide a minimum of one Platoon Supervisor to work within the Incident Command System at the Unified Command Level with direct support from one NFPA 1072 technician and Incident command-level Platoon Supervisor.
- d) Provide medical pre-entry and post-entry assessments of emergency responders and other workers required to don personal protective equipment and/or enter contaminated environments. Recommendations based on these medical assessments will be made through the Incident Command Structure.
- e) Subject to operational exigencies, provide one hazmat-trained, NFPA 1072 operations-level Paramedic to the Planning Section to perform Incident evaluation and research and in

consultation with the local Medical Officer of Health, to determine and provide direction on decontamination and patient management requirements to Incident Command.

- f) Under the direction of the Incident Commander, NFPA 1072 operations-level Paramedics will establish a Casualty Collection Point inside the Warm Zone to perform patient stabilization and triage for patients requiring decontamination. County of Simcoe Paramedic Services will utilize Ministry of Health, Provincial Directives and the CBRNE Emergency Health Response and Patient Care Guidelines for the County of Simcoe for medical management of patients in HAZMAT Incidents or emergencies. See Figure 1.
- g) Provide post decontamination medical management and disposition of patients once released to the Cold Zone.
- h) On request from Incident Command, assist allied agencies where resources permit with decontamination and hazardous materials management based on NFPA 1072 operations level and NFPA 473 standards.

**11.5 Simcoe Muskoka District Health Unit**

- a) Assess health effects of an agent on potentially contaminated individuals and first responders, provide surveillance and case management for those exposed
- b) Working with County of Simcoe Paramedic Services, determine need for and method of decontamination of exposed individuals
- c) Conduct on-going community surveillance and case management for potentially exposed individuals
- d) Assess and conduct environmental and public health risk assessments
- e) Liaise with appropriate agencies for environmental surety
- f) Restricted to Cold Zone operations

**IN WITNESS WHEREOF** each of the Parties hereto have executed the Memorandum of Understanding effective as of the date first above written. This Memorandum of Understanding may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written. An executed copy of this Memorandum of Understanding may be delivered by any party by facsimile.

**THE CORPORATION OF THE COUNTY OF SIMCOE**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017

**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017

**Title: Warden**

**THE CORPORATION OF THE CITY OF BARRIE**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**PARTICIPATING COMMUNITIES:**

**TOWNSHIP OF ADJALA-TOSORONTIO**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF BRADFORD WEST GWILLIMBURY**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF CLEARVIEW**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF COLLINGWOOD**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF ESSA**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF INNISFIL**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF MIDLAND**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF NEW TECUMSETH**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**CITY OF ORILLIA**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF ORO-MEDONTE**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF PENETANGUISHENE**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**CHIPPEWAS OF RAMA FIRST NATION**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Chief in Council**

**TOWNSHIP OF RAMARA**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF SEVERN**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF SPRINGWATER**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF TAY**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWNSHIP OF TINY**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**

**TOWN OF WASAGA BEACH**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Clerk**

\_\_\_\_\_ Date: \_\_\_\_ day of \_\_\_\_\_, 2017  
**Title: Mayor**



## **SCHEDULE "A"**

### **EQUIPMENT PROVIDED BY THE PARTIES**

Attached to and forming part of the Memorandum of Understanding between **THE CORPORATION OF THE COUNTY OF SIMCOE AND PARTICIPATING COMMUNITIES**

**AND**

**THE CORPORATION OF THE CITY OF BARRIE**

#### **I. EQUIPMENT PROVIDED BY THE COUNTY OF SIMCOE**

**As identified in the County of Simcoe HAZMAT Equipment Inventory:**

- a) Equipment deemed by the Barrie Fire and Emergency Service (BFES) to be appropriate for the decontamination of HAZMAT-exposed patients and personnel; and that will meet the decontamination standards as set out in the NFPA 1072 Hazardous Materials Response Standard;
- b) HAZMAT-specific personal protective equipment (PPE), excluding self-contained breathing apparatus, deemed by the BFES to be appropriate for personnel required to enter any contaminated area; and that will meet the PPE standards as set out in the NFPA 1072 Hazardous Materials Response Standard
- c) Other HAZMAT response equipment as appropriate
- d) Trailer for the storage and transportation of equipment referred to in section I, sub-sections (a), (b) and (c) as above
- e) While this Memorandum of Understanding is in force, the equipment specified in Schedule "A", section I, sub-sections (a), (b), (c) and (d) as above: will be in the care and control of BFES and maintenance, replacement, storage and rights of ownership issues will be dispensed pursuant to Article 4 (Equipment) of this Memorandum; and, the County reserves the right to inspect and inventory the equipment as operational requirements dictate.
- f) Pursuant to Schedule "B" (Personnel Provided by the Parties) of this Memorandum, accountability identification for all verified members of the HAZMAT Incident Response Team
- g) Pursuant to Article 1, section 1.3 of this Memorandum, in the event that the City of Barrie or City of Orillia uses the County-owned Equipment and storage trailer for any purpose not related to the deployment of the Hazmat Incident Response Team, the City that used the equipment shall be liable for all related maintenance, repair and/or replacement costs of said Equipment and trailer.

#### **II. EQUIPMENT PROVIDED BY THE CITY OF BARRIE**

- a) Certified self-contained breathing apparatus (SCBA), excluding individually-fitted masks, for HAZMAT Incident Response Team members from County of Simcoe Paramedic Services, as operational requirements dictate;
- b) Other BFES equipment required by the nature of the incident as determined by the BFES Operations Sector Officer.

#### **III. EQUIPMENT PROVIDED BY THE CITY OF ORILLIA**

- a) An apparatus to transport the County-owned HAZMAT trailer and equipment to the incident;
- b) Other apparatus necessary to transport personnel to the incident.

**IV. EQUIPMENT PROVIDED BY THE PARTICIPATING COMMUNITY / ZONE FIRE SERVICE(S)**

- a) Service-specific response equipment appropriate to the nature of the Incident and pursuant to the relevant community profile identified in the Simcoe County Mutual Aid Program

**V. EQUIPMENT PROVIDED BY COUNTY OF SIMCOE PARAMEDIC SERVICES**

- a) Service-specific response equipment appropriate to the nature of the incident
- b) Individually- fitted face masks compatible with Barrie Fire and Emergency Service self contained breathing apparatus

## **SCHEDULE "B"**

### **PERSONNEL PROVIDED BY THE PARTIES**

Attached to and forming part of the Memorandum of Understanding between **THE CORPORATION OF THE COUNTY OF SIMCOE AND PARTICIPATING COMMUNITIES**

**AND**

**THE CORPORATION OF THE CITY OF BARRIE**

**Provision of the following personnel will be subject to the operational exigencies of each Party at the time of the activation of the HAZMAT Incident Response Team and the personnel requested by the Incident Commander in consultation with the Barrie Fire Services Operations Chief:**

#### **I. PERSONNEL PROVIDED BY THE CITY OF BARRIE**

- a) A HAZMAT Team provided by the City of Barrie consists of personnel trained, equipped and responding on appropriate municipal responding vehicles. The number of responding personnel will be determined by the nature of the incident in consultation between the City of Barrie and Requesting Communities.

#### **II. PERSONNEL PROVIDED BY THE PARTICIPATING COMMUNITY / ZONE**

- a) Ten fire service personnel trained per the specifications noted in Section 11.2.

#### **III. PERSONNEL PROVIDED BY THE COUNTY OF SIMCOE PARAMEDIC SERVICES**

- a) Two paramedic personnel trained to the NFPA 1072 Operations Level
- b) One paramedic supervisor trained to the NFPA 1072 Technician Level

## **SCHEDULE "C"**

### **TRAINING COSTS**

Attached to and forming part of the Memorandum of Understanding between **THE CORPORATION OF THE COUNTY OF SIMCOE AND PARTICIPATING COMMUNITIES**

**AND**

**THE CORPORATION OF THE CITY OF BARRIE**

#### **I. Annual Training Costs**

- a) Pursuant to Article 5 of this Memorandum, the County will include in its annual operating budget an amount to contribute to the training and exercise program of the HAZMAT Incident Response Team. To the extent County Council approves to fund less than the full cost of training and exercises for the Incident Response Team in any calendar year, the unfunded balance of the costs will be shared on a pro rata basis by other Parties in proportion to the number of personnel trained from each such Party.
- b) The training and exercise program development and implementation will be coordinated by the Training Sub-Committee of the Simcoe County HAZMAT Working Group in consultation with the Simcoe County Fire Chiefs Administration Group, and County of Simcoe Paramedic Services. All costs associated with training for which County financial support is sought must be approved in writing by the County prior to training or exercises taking place.

#### **II. CONSUMABLES USED DURING TRAINING**

- a) Consumables (defined as including Level A and B suits, duct and chemtape, one-time use HAZMAT kits, water, food, and ice, but not including Equipment) shall be replaced by the County of Simcoe if agreed upon by the Parties at the planning session held in advance of training.

## **SCHEDULE "D"**

### **COST RECOVERY RATES**

Attached to and forming part of the Memorandum of Understanding between **THE CORPORATION OF THE COUNTY OF SIMCOE AND PARTICIPATING COMMUNITIES**

**AND**

**THE CORPORATION OF THE CITY OF BARRIE**

#### **I. CITY OF BARRIE COST RECOVERY RATES**

- a) A Hazmat Team provided by the City of Barrie consists of personnel trained, equipped and responding on appropriate municipal responding vehicles. The number of responding personnel will be determined by the nature of the incident in consultation between the City of Barrie and requesting communities. The requesting PARTICIPATING COMMUNITY will reimburse the City of Barrie for the salaries, benefits and overhead of personnel trained to the NFPA 1072 standard as required. Costs related to personnel and apparatus will be pursuant to the current City of Barrie *Fees and Services By-law*. Additional costs for City of Barrie equipment used shall also be subject to cost recovery. The requesting community, upon approval of the City of Barrie's invoice, will immediately submit it for payment.
- b) The requesting PARTICIPATING COMMUNITY shall, additionally, reimburse the City of Barrie for in-filling or 'call-in' costs incurred by the City of Barrie resulting from replacing Hazmat Team members who have been deployed pursuant to this Memorandum.

#### **II. COST RECOVERY BY PARTICIPATING COMMUNITIES**

- a) Pursuant to the Ontario *Environmental Protection Act*, R.S.O. 1990, c. E.19 and its *regulations*, costs incurred by Participating Communities related to a response to a hazardous materials incident may be recoverable from the person or entity liable for the spill.
- b) Additional hazardous materials response resources may be available through the Province of Ontario. Prior to a request for said resources by a PARTICIPATING COMMUNITY, consideration should be given to the need for a local Declaration of Emergency pursuant to the Ontario *Emergency Management and Civil Protection Act*.

#### **III. COST RECOVERY CITY OF ORILLIA**

- a) The team provided from the City of Orillia consists of personnel familiar with and trained to deploy equipment carried in the County Hazardous Material response trailer. Individuals will be trained to a minimum of NFPA 1072 Operations as set out in the current Memorandum of Understanding. The number of responding personnel will be determined by the operational readiness of the department to a maximum of two personnel. The requesting PARTICIPATING COMMUNITY will reimburse the City of Orillia for the salaries, benefits and overhead of responding personnel as pursuant to the current collective agreement with the City of Orillia and its Professional Fire Fighters Local 1100. Cost associated with apparatus will

be as per the City of Orillia's Fees By-Law and will be charged out at the current MTO rate per vehicle per hour.

b) The requesting PARTICIPATING COMMUNITY shall additionally reimburse the City of Orillia for calling back fire fighters to replace positions vacated by the responding personnel as per the Memorandum of Understanding. All costs will be pursuant to the current collective agreement with the City of Orillia and its Professional Fire Fighters Local 1100.



## STAFF REPORT

**Department/Function:** Protection to Persons and Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** Oct 11, 2017

**Report No.:** PPP-2017-41

**Report Title:** Deputy Fire Chief/Fire Prevention Officer Activity Report

### **RECOMMENDATION:**

That Staff Report No. PPP-2017-41 regarding Deputy Fire Chief/FPO Monthly report –September be received for information;

### **INTRODUCTION/BACKGROUND:**

| Activity                    | This Month | YTD 2017   | YTD 2016   | YTD 2015   |
|-----------------------------|------------|------------|------------|------------|
| Routine Inspections         | 8          | 24         | 20         | 23         |
| Request Inspections         | 1          | 8          | 6          | 7          |
| Complaint Inspections       | 0          | 1          | 3          | 6          |
| Information Inspection      | 1          | 4          | 3          | 6          |
| Follow up Inspections       | 3          | 34         | 41         | 42         |
| Courses Attended            | 0          | 3          | 5          | 2          |
| Fire Calls Attended         | 8          | 60         | 58         | 55         |
| Meetings (PIP/OP-co-op etc) | 5          | 36         | 30         | 26         |
| Orders issued               | 0          | 3          | 5          | 24         |
| Immediate threat to life    | 0          | 0          | 0          | 0          |
| Burning Complaint(s)        | 2          | 7          | 7          | 5          |
| Training Presented          | 6          | 17         | 6          | 10         |
| Pub Ed Performed            | 2          | 3          | 7          | 9          |
| Hall Meetings               | 4          | 33         | 28         | 27         |
| Hall Practices              | 0          | 0          | 4          | 2          |
| Council                     | 0          | 1          | 1          | 1          |
| Misc. (dept related)        | 7          | 52         | 59         | 42         |
| Court                       | 0          | 0          | 0          | 0          |
| Fire safety plans reviewed  | 3          | 28         | 19         | 34         |
| <b>TOTAL</b>                | <b>50</b>  | <b>314</b> | <b>302</b> | <b>321</b> |







## STAFF REPORT

**Department/Function:** Protection to Persons & Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** October 11<sup>th</sup>, 2017

**Report No.:** PPP-2017-44

**Report Title:** By-law Activity Report August/September 2017

### **RECOMMENDATION:**

That Staff Report No. PPP-2017-44 regarding By-law Activity Report August (22-31)/September 2017 be received for information;

### **ACTIVITY REPORT – OPEN FILES BY CATEGORY**

| <b>By-law</b>               | <b>Open this Month</b> | <b>Closed this Month</b> | <b>Working towards Compliance</b> | <b>Open to Date</b> | <b>Closed to Date</b> |
|-----------------------------|------------------------|--------------------------|-----------------------------------|---------------------|-----------------------|
| Animal at large             | 0                      | 0                        | 0                                 | 0                   | 0                     |
| Burning                     | 0                      | 0                        | 0                                 | 0                   | 0                     |
| Clean Yards (Heavy Garbage) | 0                      | 0                        | 0                                 | 4                   | 4                     |
| Clean Yards                 | 8                      | 4                        | 15                                | 57                  | 42                    |
| Dogs                        | 3                      | 1                        | 2                                 | 8                   | 6                     |
| Dumping/Littering           | 0                      | 0                        | 0                                 | 0                   | 0                     |
| House Numbering             | 0                      | 0                        | 0                                 | 13                  | 13                    |
| Long Grass                  | 2                      | 6                        | 10                                | 16                  | 6                     |
| Noise                       | 2                      | 2                        | 0                                 | 5                   | 5                     |
| Pool Fence                  | 0                      | 0                        | 0                                 | 0                   | 0                     |
| Property Standards          | 2                      | 1                        | 1                                 | 8                   | 7                     |
| Sign                        | 0                      | 0                        | 0                                 | 0                   | 0                     |
| Watering                    | 0                      | 0                        | 0                                 | 0                   | 0                     |
| Zoning                      | 4                      | 5                        | 2                                 | 17                  | 15                    |
| Other (Fill)                | 0                      | 0                        | 1                                 | 2                   | 2                     |
| Encroachment                | 0                      | 0                        | 0                                 | 1                   | 1                     |
| <b>TOTAL</b>                | <b>21</b>              | <b>19</b>                | <b>31</b>                         | <b>131</b>          | <b>101</b>            |

| Month            | 2017       | 2016       |
|------------------|------------|------------|
| September        | 28         | 28         |
| <b>YTD Total</b> | <b>139</b> | <b>255</b> |

| Ticket           | Quantity  | By-law           |
|------------------|-----------|------------------|
| Part I           | 4         | 3 Dog, 1 Burning |
| Part II          | 2         | Parking          |
| Part III         | 0         |                  |
| <b>Total</b>     | <b>6</b>  |                  |
| <b>YTD Total</b> | <b>16</b> |                  |

| Actions             | Sep-17 | YTD 2017 | Sep-16 | YTD 2016 |
|---------------------|--------|----------|--------|----------|
| Notice of Violation | 27     | 94       | 20     | 212      |
| Order to Comply     | 0      | 11       | 5      | 36       |
| Warning             | 5      | 16       | 5      | 63       |

| Officer Time     | Sep-17 | YTD 2017 | Sep-16 | YTD 2016 |
|------------------|--------|----------|--------|----------|
| Community Patrol | 72     | 330      | 59.75  | 423      |
| Court            | 4      | 9.5      | 5.5    | 14       |
| Other            | 35     | 35.5     | 0.5    | 10.5     |
| Office           | 120    | 546      | 87.25  | 650.5    |

## ITEMS FOR INFORMATION

The Township had 5 matters on the court docket at the Ontario Court of Justice on August 24th, 2017 and the following was the disposition:

- 2 Building Code violations for failing to comply with an Order to Comply in respect to an unsafe sewage system. One matter was adjourned to December 7<sup>th</sup>, 2017 as no one appeared for the defendant, and is set for an ex-parte trial. The other matter was withdrawn, and the defendant has achieved compliance and is in hospital receiving cancer treatment.
- One Property Standards matter in regards to the condition of a deck. The defendant appeared and entered a guilty plea, and a fine of \$150.00 with 6 months to pay was imposed. The Township will also have an undertaking for a period of 45 days to allow time for the defendant to achieve compliance.
- One matter regarding dumping snow onto the roadway (part 1). No one appeared for the defendant and was deemed not to dispute and a fine of \$150.00 was imposed with 15 days to pay.
- One Noise violation matter in which the matter was adjourned to November 2<sup>nd</sup>, 2017 for a judicial pre-trial.

During the week of September 18-22, I had the opportunity to attend the Municipal Law Enforcement Association Conference. The conference offered various courses, which are beneficial in order to progress learning and expertise as a Municipal Law Enforcement Officer. In addition, I was able to attend the Annual General Meeting, during which many items regarding proposed new laws were brought to our attention. This included new provisions and restrictions which will determine the direction of Municipal Law Enforcement in the future.

Prepared By:

Date: October 3<sup>rd</sup>, 2017

Rob Kennedy  
Municipal Law Enforcement Officer

Recommended By:

Date:

Brian Thomas  
Fire Chief/CEMC

Reviewed By:

Date:

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

**GENERAL GOVERNMENT & FINANCE COMMITTEE  
OCTOBER 11, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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**1. CALL TO ORDER:**

**2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from the C.A.O.  
Re: CAO's Report – September 7 TO October 4, 2017
- 2.2 Report from the Clerk  
Re: Clerk's Report – October 2017
- 2.3 Report from the Clerk  
Report No. GGF-2017-55  
Re: Inquiry to Purchase Vacant Land – Triple Bay Road (Shaw)
- 2.4 Report from the Clerk  
Report No. GGF-2017-60  
Re: Draft 2018 to 2022 Accessibility Plan
- 2.5 Report from the Director of Finance  
Report No. GGF-2017-58  
Re: Role of Treasurer for Severn Sound Environmental Association
- 2.6 Report from the Financial Analyst  
Report No. GGF-2017-59  
Re: Financial Operating Report to September 30, 2017

**3. OTHER BUSINESS:**

**4. ITEMS FOR INFORMATION:**

## **STAFF REPORT**

**Department/Function:** General Government & Finance Committee

**Chair:** Deputy Mayor David Ritchie

**Date:** October 11, 2017

**Subject:** **CAO's Report – September 7 to October 4, 2017**

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The following are some of the highlights for this time period:

- Held meetings re budget items in preparation for Special COAC meeting re 2018 Long Term Plan
- Hosted the business attracting sub-committee meeting and monthly E.D.C.N.S Board meeting as Townships representative
- Held multiple Department Heads meetings
- Worked with our claims provider regarding status of a number of different insurance claims
- Prepared the presentation on the issues around GG/PP (Environmental/Funding etc) for our meeting officials from the Province of Ontario
- Participated in numerous meetings re: N/T Power Corporation potential NT Power opportunities
- Attended the E.D.A.C. conference in Niagara Falls as part of my professional recertification requirements
- Meeting Andrew Ferguson O.P.P. re utilizing a portion of the former Port McNicoll youth centre as a Community Policing office. They are interested and we are scheduling a site visit shortly with Inspector Ferguson and his Staff Sargent
- Attended the North Simcoe Heads of Council meeting along with the Mayor and Deputy Mayor
- Filled in for the Director of Planning and Development in a meeting with the Province of Ontario and the County of Simcoe to discuss changes coming to the Simcoe County Growth Plan and their impact on the County and on Tay Township
- Held a meeting with the other North Simcoe CAO's to discuss the information I was shared at the County/Province meeting and discuss other issues in common
- Assisted in the preparation and attended the opening of the Old Fort Fire Hall

Respectfully submitted;  
Robert J. Lamb, CAO

## **STAFF REPORT**

**Department/Function:** General Government & Finance Committee

**Chair:** Deputy Mayor Dave Ritchie

**Date:** October 11, 2017

**Subject:** Clerk's Report – October 2017

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The following are the highlights for September-October 2017:

- Responded to new inquiries to purchase laneway in the Port McNicoll area
- Researched the following reports, which are on the October COAC and Special Council agenda:
  - 2018-2022 Accessibility Plan,
  - Land Sale – Triple Bay Road (Shaw),
  - Road Dedication – Block 25 Evans Street.
- Land Sales completed:
  - 41 Easton Avenue
  - 540 Calvert Street
- Researched new Election Sign By-law with report to follow to the November COAC meeting.
- With the release of certain proclamation dated for Bill 68, began researching new Council Procedural By-law with report anticipated for November COAC meeting.
- Attended Department Head meeting
- Conducted 3 civil weddings
- Completed Freedom of Information request, still dealing with queries from applicant respecting information released
- Held post council meeting with staff and provided customer service training with a focus on dealing with difficult people
- The Library Board approved their 2018 Budget at their September 19<sup>th</sup> meeting and looks forward to presenting to Council at the November 29<sup>th</sup>, 2017 meeting
- Lease agreement for the Tay Shore Trail 'spur line' has been sent to the new land owners for review and execution
- Attended Horticulture Committee meeting – The Committee has plans to enter a float in the Santa Claus Parade and began work on 2018 events
- Attended County-wide accessibility working group meeting to review accessibility matters such as provincial audits and new five year plans
- The Township was still unsuccessful in obtaining enough applicants to form the Township's Accessibility Advisory Committee (AAC) and so per Council direction letters have been sent to our neighbouring municipalities to determine interest in creating a joint AAC.

- Reviewed administration long term plan budget sheets with CAO and began work on 2018 operating budget. Completed required budget sheets and notes.

Respectfully submitted;

Alison Gray, Clerk



## STAFF REPORT

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**Department/Function:** General Government & Finance

**Chair:** Deputy Mayor David Ritchie

**Meeting Date:** October 11, 2017

**Report No.:** GGF-2017-55

**Report Title:** Inquiry to Purchase Vacant Land –Triple Bay Road (Shaw)

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### **RECOMMENDATION:**

That Staff Report No. GGF-2017-55 regarding an Inquiry to Purchase Vacant Land - Triple Bay Road be received;

And whereas the owner of abutting lands, being Lot 297 Plan 555, is interested in acquiring the abutting lands to increase the size of their vacant land on Triple Bay Road;

Now therefore be it resolved that the Council of the Township of Tay declare surplus and sell Lots 298 to 307 Plan 555 to the owner of Roll #435304000407210;

And further that the lands be merged upon transfer;

And that the required land sale by-law be brought forward to the next regular meeting of Council.

### **INTRODUCTION/BACKGROUND:**

In May 2017, staff received an inquiry to purchase land from the owner of Lot 297 Plan 555, Triple Bay Road who abuts a parcel of Township vacant land (Lots 297 to 307 Plan 555).

### **ANALYSIS:**

Upon receipt of the letter of interest a circulation was sent to all departments for their comments/concerns.



Comments on the Sale:

Chief Administrative Officer – No issues with disposal of lands, but need an appraisal to determine land sale price.

Building – No concerns or issues.

Fire – No fire concerns or issues; however, recommends against the sale of the lands as the settlement areas should be sold first. Further, the sale of the lands may hinder future development.

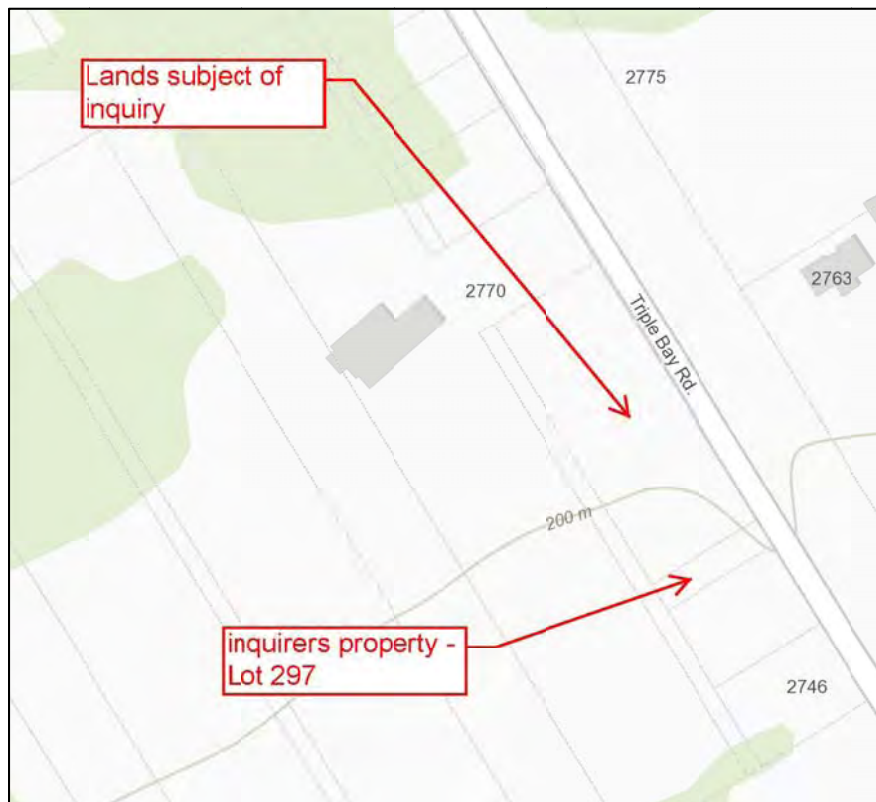
Treasury – No concerns or issues.

Public Works – No concerns or issues, and notes that there is access to the property from a municipal road, being Triple Bay Road.

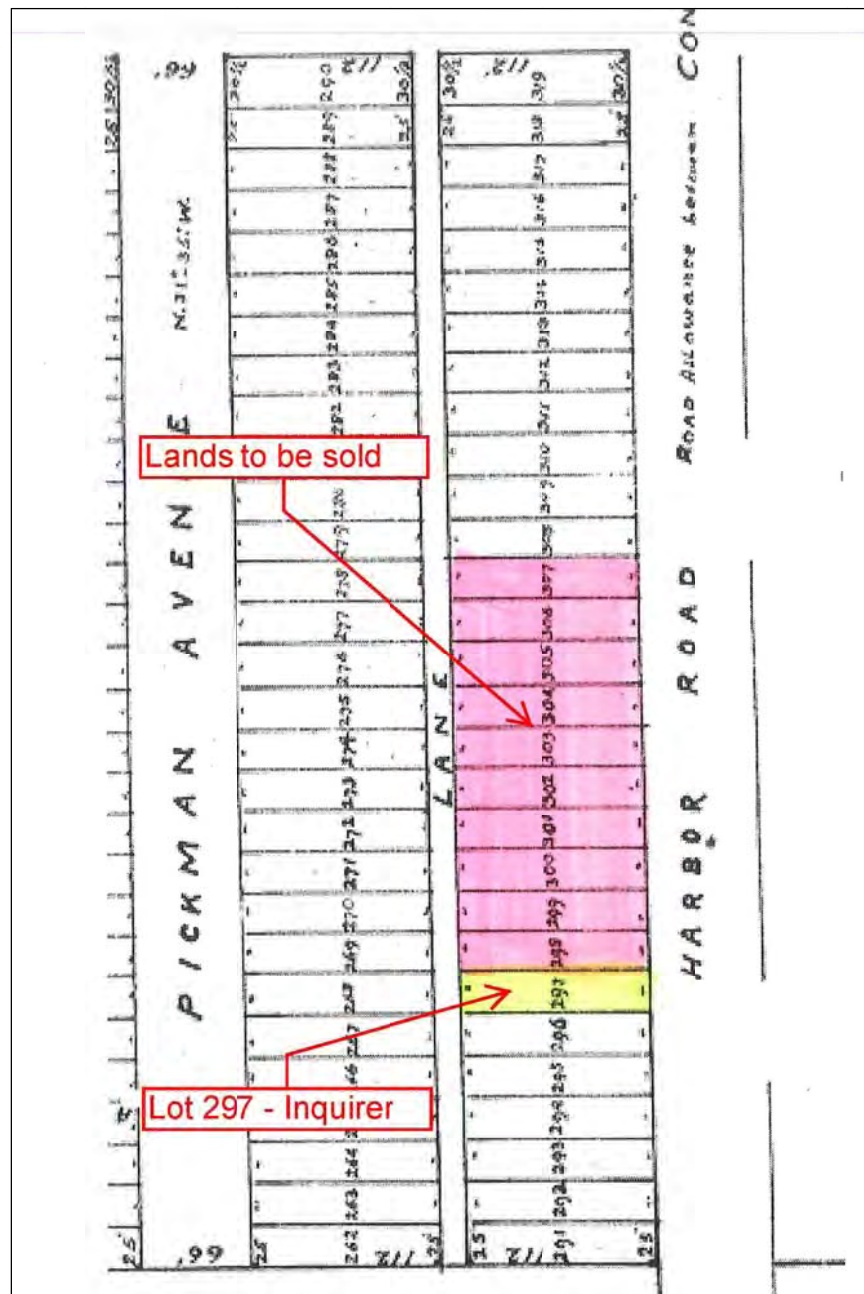
Environmental – Water is available but pressure is limited, no additional concerns or comments.

Planning & Development – Planning staff note that the lands are zoned Rural “RU(H)” with a “H” due to the lands being in a waste disposal assessment area and that no development shall occur until the hold is lifted (study required to remove the hold). The Official Plan establishes the land use as Rural. It is reported that the hold may restrict development but there are as there are water services running along Triple Bay Road this may attract development subject to approvals being received from other departments and agencies.

Further, staff advises the property is adjacent/outside the settlement area. As a result, it is recommended that larger tracts of land be retained and strip development be discouraged.



It is proposed that Lots 298-307 be declared surplus, sold and merged with the inquirer's Lot 297 Plan 555.



At this time, staff is seeking to have the lands declared surplus so that the required land sale notice may be published. Once sold, the parcels will merge with the abutting lands as described in the recommendation.

If approved, it is anticipated that the resulting land sale by-law will be brought forward to the November 22, 2017 Council meeting for passage.

**FINANCIAL/BUDGET IMPACT:**

The purchasers are responsible for the costs of the legal and advertising costs. As an established legal description is in existence, a survey is not required.

Recently the Township sold seven lots along Triple Bay Road in a similar situation for \$20,000.00 plus HST (approximately \$2,857 per lot). It is proposed that the ten lots subject to this inquiry be sold for \$28,570 plus HST.

**CONCLUSION:**

Staff is recommending that Lots 298 to 307 Plan 555 be declared surplus to the needs of the municipality so that the proposed land sale transaction may proceed.

Prepared By: Alison Gray, Clerk

Recommended By: Date: September 20, 2017

Alison Gray, BAH, CMO  
Clerk

Reviewed By: Date:

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



## STAFF REPORT

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**Department/Function:** General Government & Finance

**Chair:** Deputy Mayor David Ritchie

**Meeting Date:** October 11, 2017

**Report No.:** GGF-2017-60

**Subject:** Draft 2018 to 2022 Accessibility Plan

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2017-60 regarding the Draft 2018 to 2022 Accessibility Plan be received for information;**

**And that comments be provided to the Clerk by November 1, 2017;**

**Further, that staff report back regarding any comments received with the final version of the Accessibility Plan.**

### **INTRODUCTION/BACKGROUND:**

In 2005, the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, was passed by the Provincial Government with the intent of achieving accessibility with respect to goods, services, facilities, employment, buildings, structures and premises by January 1, 2025.

The AODA is supported by the Integrated Accessibility Standard Regulation O. Reg. 191/11 (IASR) which consists of standards addressing Customer Service, Information and Communication, Employment, Design of Public Spaces, Built Environment, and Transportation. All standards, with the exception of Transportation as we currently do not have a public transportation system, apply to the Township of Tay. The AODA was developed to assist organizations in both the public and private sector in identifying barriers to accessibility.

Per Section 4 of the IASR, the municipality is required to:

- 4.(1) (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;
- (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- (c) review and update the accessibility plan at least once every five years.

**ANALYSIS:**

The Township adopted its first Multi-Year Accessibility Plan in 2012 and continues to make improvements to our facilities and services to make the Township of Tay as accessible as possible. A list of accessibility achievements since 2007 is listed as Schedule A on the attached Plan.

The Township is committed to the identification and removal of barriers, as well as the prevention of new barriers, for persons with disabilities in the years ahead.

The document attached represents the 2018 to 2022 Accessibility Plan as prepared by staff. The Accessibility Plan describes the measures the Township has taken in the past, and the measures that the Township will take in the future to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Township. In addition, Schedule B lists identified accessibility improvements that will be addressed in the future through the operating budget and long term plan.

**FINANCIAL/BUDGET IMPACT:**

The 2018 to 2022 Accessibility Plan does have minor and major renovations planned for various municipal facilities. These items will be brought forward as part of the regular budget cycle for Council's consideration.

**CONCLUSION:**

At this time, staff recommends that the draft Accessibility Plan be released for public comment until November 1, 2017. Any comments received will be brought forward to the November Committee of all Council meeting with a final report for Council's consideration.

Prepared By: Alison Gray, Clerk

Recommended By: Date:

Alison Gray, BAH, CMO, AOMC  
Clerk

Reviewed By:

Date:

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

Attachment: Draft Accessibility Plan



**MULTI-YEAR  
ACCESSIBILITY PLAN  
2018-2022**

*This document is available in alternate formats upon request.*

Township of Tay  
450 Park Street  
P.O. Box 100  
Victoria Harbour, ON L0K2A0  
Tel: 705-534-7248  
Fax: 705-534-4493  
Email: [agray@tay.ca](mailto:agray@tay.ca)  
Website: [www.tay.ca](http://www.tay.ca)

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## **1.0 Introduction**

In 2001 the *Ontarians with Disabilities Act* (ODA) was enacted to ensure that public organizations incorporate accessibility planning into their operations and facilities and document such actions within an accessibility plan.

In 2005, the *Accessibility for Ontarians with Disabilities Act* (AODA) was enacted to further qualify the ODA and serve as a framework for the establishment of accessibility standards that will lead Ontario to be fully accessible by 2025. This Act allows persons with disabilities the ability to access goods, services, facilities, accommodation, employment, buildings, structures and premises without impediment and to involve persons with disabilities in the development of those standards. Compliance with the AODA is required by both public and private sector organizations.

Ontario Regulation 191/11 - Integrated Accessibility Standards Regulation (IASR) was established under the AODA and requires all municipalities to prepare a Multi-Year Accessibility Plan (MYAP) to outline the organization's strategy to prevent and remove barriers and to meet the Plan's requirements in the IASR. The regulation specifies that municipalities shall consult with people with disabilities and the local Accessibility Advisory Committee in preparing, reviewing and updating the Plan.

## **2.0 Municipal Profile**

The Township of Tay is located on the shores of Georgian Bay and encompasses the Communities of Port McNicoll, Victoria Harbour, Waubauskene and Waverley. The Township contains acres of prime farm land as well as miles of breathtaking waterfront. Tay Township is surrounded by the Town of Midland, the Township of Oro Medonte, the Township of Springwater and the Township of Georgian Bay.

The population of the Township of Tay is 10,036 based on the results of the 2016 Census. The Township offers many cultural, educational and historical opportunities including St. Marie Among the Hurons, Martyrs' Shrine and The Wye Marsh. The Township provides three local libraries, two community centers, two community rooms and numerous recreational parks, outdoor ice rinks and ball diamonds.

## **3.0 Accessibility Advisory Committee (AAC)**

The AODA states that every municipality having a population of not less than 10,000 shall establish an Accessibility Advisory Committee (AAC) and that a majority of the members of the committee shall be persons with disabilities. Tay established an AAC in 2017 and is currently working to appoint members or create a joint AAC with another municipality.

Pursuant to the AODA, the AAC's terms of reference includes the following:

- Advise the Township on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises that Council intends to purchase.
- Advise the Township on the accessibility of new developments for which site plans are being reviewed by the municipality pursuant to Section 41 of the *Planning Act*.
- Research and make recommendations to Township Council concerning the identification, removal and prevention of barriers to persons with disabilities within the Township of Tay.

#### **4.0 Accessible Planning**

##### **4.1 Council's Commitment to Accessibility Planning**

The Township of Tay is committed to increasing and enhancing accessibility to its programs, services, and facilities. The Township has moved steadily towards providing a higher level of accessibility to its services, programs and infrastructures. The goal is to incorporate accessibility as a part of everyday life and maintain it as a core element to Township services.

Informed and committed leadership means:

- Township departments provide input to the Plan.
- Council endorses the Plan.
- The Plan and related accessibility documentation are publicly available and in alternative formats upon request.
- Accessible customer service training is provided to all staff.
- Staff has access to accessibility-related resources and information.

The Township of Tay will continue to review existing and develop new corporate policies, practices and procedures in relation to the AODA requirements (as amended). The AAC will be consulted on any new policies and procedures that are created related to the AODA.

The Township of Tay, both as an employer and service provider, is committed to barrier free access and will:

1. Take a leadership role in setting an example to the business, institutional and volunteer sectors in terms of access and integration, employment equity, communications, and recreation.
2. Identify barriers and gaps in existing facilities and services.
3. Continually improve the level of accessibility of municipal facilities, programs and services.
4. Actively encourage input from all segments of the community in the design, development and operation of new and renovated municipal facilities and services.
5. Ensure the provision of quality services to all members of the community with disabilities.
6. Provide resources and support to give effect to the Plan.
7. Promote accessibility within the community.

## **4.2 Barriers**

The intent of the Plan is to prevent, identify and remove barriers. Barriers are obstacles that stand in the way of people with disabilities from being able to do many of the day-to-day activities that people take for granted. A barrier is anything that prevents a person with a disability from fully participating in all aspects of society because of a disability. The traditional definition of a barrier used in the context of accessibility has been expanded to include obstacles beyond physical boundaries. There are several other categories of barriers to consider, such as:

Environmental Barriers: Features, buildings or spaces that restrict or impede physical access. For example, a doorway that is too narrow to accommodate entry by person in a motorized scooter.

Communication Barriers: Obstacles with processing, transmitting or interpreting information. For example, print on a brochure that is too small to read or documents not available in alternative formats.

Attitudinal Barriers: Prejudgments or assumptions that directly or indirectly discriminate. For example, assuming that all visually impaired persons can read Braille.

Technological Barriers: Occurs when technology cannot or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.

Systemic Barriers: Barriers within an organization's policies, practices and procedures that do not consider accessibility. For example, listing a driver's

license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

### **4.3 Consultation**

Township staff has provided input on the Plan.

While the AAC has been created, with no appointed members at the time of the new Plan's development, the Plan will be reviewed by the AAC once appointed and updated as necessary.

### **4.4 Review and Monitoring Process**

Annual status reports on the progress of measures taken to implement the Township's strategy to prevent and remove barriers will be prepared and reviewed by the AAC prior to being presented to Council.

### **4.5 Communication of the Plan**

Copies of the Plan and the annual status reports will be made available in an accessible format upon request and on the Township's website at [www.Tay.ca](http://www.Tay.ca)

### **4.6 Feedback**

Listening to feedback is an integral part of the evaluation process. The Township's Accessibility Standards Policy sets out the feedback process. Township staff will work to ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request.

Members of the public are notified of the availability of accessible formats and communication supports with respect to the feedback process through the Township's website.

Feedback on the accessibility of its facilities, programs, and goods and services is always welcome.

## **5.0 Integrated Accessibility Standards Regulation (IASR)**

The Integrated Accessibility Standards Regulation (IASR) - Ontario Regulation 191/11 covers accessibility standards including Information and Communication, Employment, Transportation, Design for Public Spaces (including the built environment), and Customer Service. There is a phased-in approach to compliance with deadline dates for each standard being based upon organization type and size, with the goal of a fully accessible province by 2025.

### **5.1 Information and Communication**

The Information and Communication standard was designed to achieve equitable access to communication and information, to cover the broadest range of how people send and receive information, and facilitate communication.

This standard requires the municipality to provide information in an accessible format upon request that takes into consideration the needs of the individual. Municipalities are also required to ensure that all new materials are produced in an accessible format including disseminated information and website content and that old documents can be made accessible based on the needs of the individual.

### **5.2 Employment**

The Employment standard focuses on policy, procedures and training requirements to identify and remove barriers in the workplace. This standard requires employers to have processes in place to determine an employee's accommodation needs. This component also addresses key processes in the life cycle of a job such as recruitment, assessment, selection and retention.

The Township ensures that all policies and practices reflect the requirements under the AODA and will continue to develop or update policies as necessary to continue compliance with this and other legislation.

### **5.3 Transportation**

The Transportation standard was developed to provide accessibility to public transportation including taxis and transit buses, and emergency procedures. The goal of this standard is to enable residents and visitors the opportunity to live, work and participate in the community. Specific requirements regarding all aspects of the experience of using transportation are addressed.

At the time this Plan was developed the Township of Tay did not provide transportation services to residents.

#### **5.4 Design of Public Spaces (Built Environment)**

The Design of Public Spaces standard focuses on removing barriers in public spaces and buildings that are newly constructed or redeveloped. Technical requirements have been developed for recreational trails, beach access, outdoor public use seating areas, outdoor play spaces, exterior paths of travel, service counters, maintenance, etc. Understanding a wide variety of barriers for persons with disabilities in the physical environment is essential to implementation of the standard.

The Township will ensure that persons with disabilities, the Accessibility Advisory Committee (AAC) and the public shall be consulted when constructing new or redeveloping recreational trails, outdoor play spaces and the design and placement of rest areas along exterior paths of travel.

When constructing new or redeveloping public spaces regulated under the Design of Public Spaces standard, the Township will use the GAATES Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces.

An annual public consultation meeting held in conjunction with a regular AAC meeting shall take place with respect to an update from staff regarding upcoming development or redevelopment of public spaces. Staff will review the design standards that must be met and how they are meeting them. The annual meeting will be advertised in the local newspaper and on the Township's website.

In addition to the Design of Public Spaces Standard, the Ontario Building Code was amended in 2016 to include accessible requirements. The amended Building Code is used when issuing building permits and conducting building inspections.

## 5.5 Customer Service

The Customer Service Standard ensures that people with disabilities receive goods and services in a manner that takes into account their disability. Accessible customer service means dignity, independence, integration and equal opportunity for all people.

All Township staff is trained on the practices and procedures for accessible customer service including the following:

- The use of assistive devices by persons with disabilities;
- The use of service animals by persons with disabilities;
- The use of support persons by persons with disabilities;
- Notice of temporary disruptions in services and facilities.

## 6.0 Conclusion

The Township of Tay continues in its efforts to remove barriers from within municipal facilities and parks.

While the goals outlined in the Plan are primarily directed towards persons with disabilities, many of the achievements, associated with accessibility, will benefit all Township of Tay residents.

In accordance with the Provincial legislation, the Township will continue to meet its compliance obligations by developing and implementing programs, policies and initiatives that create and maintain a fully accessible and inclusive community.

The identification and removal of barriers will continue to be an ongoing activity for Township staff and Committee members.

For further information, please contact the Clerk's Office:

Alison Gray, Township Clerk  
Township of Tay  
450 Park Street, P.O. Box 100  
Victoria Harbour, ON LOK 2A0  
Tel: 705-534-7248 Fax: 705-534-4493  
Email: [agray@tay.ca](mailto:agray@tay.ca) web: [www.tay.ca](http://www.tay.ca)

For additional information visit the Ministry of Community and Social Services website at <https://www.ontario.ca/page/accessibility-laws>

## **Schedule "A"** **Accessibility Achievements/Progress**

### **General**

- Ongoing training provided as part of new employee orientation on the Accessibility Standards
- New Accessibility Standards Policy adopted in November 2016 merging the existing Accessible Customer Service Standard Policy & IASR Policy
- Amendments made to any existing personnel policies as required to accommodate Employment Standard requirements

### **Facilities**

- 2007/2008 – Victoria Harbour Library Branch fully renovated and expanded, expansion designed to meet accessibility standards. Included shared accessible entrance to the Harbour Shores Community Room
- 2008/2009 – Municipal Office renovated and expanded, expansion designed to meet accessibility standards.
- 2010 – Circulation desks retrofitted and lowered at the Port McNicoll and Waubaushene Library Branches
- 2010 – Microphone/audio system installed into Council Chambers
- 2010 – Municipal Election polling stations audited for accessibility with accessibility report submitted to Council for their information post-election. Door greeters employed for voting locations lacking power-assisted doors, magnifying sheets provided to assist with voting.
- 2011 – Audit of Township facilities conducted by Independent Living Services (formerly Simcoe County Association for the Physically Disabled). Recommended renovations incorporated into Township's Long Term Plan.
- 2012 - Victoria Harbour Canada Post, 145 Albert Street - Door renovation & replacement completed. New power-assisted doors with sloped entranceway installed



- 2012 - Port McNicoll Community Centre – Door renovation & replacement completed. New power-assisted doors installed and exterior interlocking pathway repaired to raise stones to door entrance providing seamless transition
- 2014 – New Township website created to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, AA Standard and launched providing accessible content and features.
- 2014 – Municipal Election – Vote By Mail voting system introduced allowing electors to vote at home, single voting location provided at municipal office that was fully accessible. Accessibility report submitted to Council for their information post-election, and all election staff received full training on the standards.
- 2014 – Procurement Policy updated to include accessibility requirements as set out in the standards
- 2015 – Tay Community Rink – paved pathway from parking lot to rink
- 2015 – Oakwood Community Centre – accessible water bottle refill station installed
- 2016 – Baby changing tables installed in all three library branches and Port McNicoll Community Centre
- 2016 – Port McNicoll Community Centre – accessible water bottle refill station installed
- 2016 – Accessible playground installed at Talbot Park
- 2017 – New Old Fort Fire Hall, 2201 Old Fort Road - meeting all current accessibility requirements as set out in the Building Code
- 2017 – Accessible playground installed at Oakwood Park & Pine Street Beach Park
- 2017 – Municipal Office – accessible water bottle refill station installed
- Accessible parking spaces repainted as required as they are reviewed annually by staff

## **Schedule "B"** **Identified Improvements**

The following improvements have been identified and will be incorporated into building maintenance and capital improvements.

- General
  - Accessible parking spaces to be signed, not just painted
  - When replacing building alarms, Township to install alarms with combination of audio and visual alarms
  - Ensure accessible parking space requirements in updated zoning by-law for appropriate land uses (i.e. commercial, industrial)
  - New playground equipment to be purchased in accordance with Design of Public Spaces Standard
- Municipal Office
  - Power-assisted door opener to be installed on existing accessible washroom
  - Reception counter to be renovated to provide accessible workstation
- Victoria Harbour Outdoor Rink Change Room
  - public washroom not large enough to accommodate a wheelchair,
  - assistance bars required in washroom
  - power-assisted washroom door required
- MacKenzie Beach Park
  - public washroom not large enough to accommodate a wheelchair,
  - assistance bars required in washroom
  - power-assisted washroom door required
- Sunset Ball Diamond
  - Public washroom not barrier free – stall walls to be adjusted to widen one stall for a wheelchair
- Albert Street Gazebo Park
  - Accessible public washroom to be constructed
- Tay Community Rink
  - Power-assisted door opener to be installed on existing change room door

- Port McNicoll Library Branch
  - Ramp to branch main entrance too steep
  - Main floor washroom is not barrier free, requires renovation
  - Interior doorway too narrow, requires renovation/widening
  - Main entrance power-assisted doors required
  - Elevator between floors required as no accessible way to currently access both floors – only stairs
  - Path to rear entrance to be redone as surface uneven and there is a significant 'lip' at the door
  - Community Room interior ramp needs to be redesigned to standards, incline too steep
  - Community Room power-assisted door required
  - Community Room washroom needs renovation, not current accessible
  
- Waubaushene Library Branch
  - Entrance doors too narrow, require renovation
  - Entrance requires power-assisted door
  
- Port McNicoll Community Centre
  - Accessible lift, power-assisted chair or ramp to access stage
  
- Oakwood Community Centre
  - Accessible lift, power-assisted chair or ramp to access stage



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** October 11, 2017

**Report No.:** **GGF-2017-58**

**Report Title:** Role of Treasurer for Severn Sound  
Environmental Association

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**RECOMMENDATION:**

**That Staff Report No. GGF-2017-54 regarding Role of Treasurer for Severn Sound Environmental Association be received and further;  
That the Treasurer be directed to advise Severn Sound Environmental Association that Tay Township would be willing to assume the Treasurer function of the SSEA, subject to the agreement of the other partners.**

**INTRODUCTION/BACKGROUND:**

The Severn Sound Environmental Association (SSEA) is a partnership between nine municipalities in the Severn Sound Watershed. Each municipality appoints one person to serve on the SSEA Board.

The legal status of the board was reviewed in 2008 with the conclusion that a Joint Municipal Service Board was the preferred option. The Joint Municipal Service Board was created in March, 2009, to continue the coordination of the Long Term Sustainability Plan for Severn Sound and to assume the responsibilities assigned to the Severn Sound Protection Authority pursuant to the Clean Water Act, Regulation 284/07 and such other duties and responsibilities assigned to the SSEA by the municipalities from time to time.

Since March 2009, the Finance Department of the Town of Midland has acted as Treasurer of the SSEA, providing all general accounting services related to their activities and quarterly financial information for SSEA staff to present to the Board.

The Town of Midland has invoiced SSEA for providing this service from 2013 onward with a current charge of \$31,215. The Town of Midland has indicated that it no longer has the capacity within its' current staff complement to provide this service and therefore is wishing to transition the SSEA finance and accounting functions to another partner.

In July 2017, Midland Council passed a resolution requesting that Severn Sound Environmental Association canvas their other partners to take over the role of Treasurer.

Deputy Mayor Dave Ritchie and Julie Cayley, General Manager of SSEA contacted the CAO and Treasurer to see if Tay would be interested in assuming the duties of Treasurer for the SSEA.

**ANALYSIS:**

Staff met with both SSEA staff and the Treasury staff at the Town of Midland to get a better understanding of the treasury requirements and scope of SSEA business activities.

Midland currently uses the same financial software as the Township of Tay and has the same benefit provider, which will make a transition somewhat less complicated for the staff involved. There would be additional staff time spent in the first year to transition SSEA over from the Town of Midland including, bank account changes, creation of general ledger accounts, payroll records set up, creating budget reports, creating invoice forms, pay stubs, etc.

Staff met with SSEA office staff and found them to be very proficient and organized in their duties and we would not anticipate difficulties obtaining information and setting up procedures, should Council agree that staff take on this role.

Current staff work load is fairly heavy in the Treasury department. We may also find that we need some part time help or overtime for current staff in order to accomplish all that is required in this role; however some functions once set up will be easily integrated with current job functions. The number of projects and grants in process will vary with SSEA from year to year. We are also shortly closing the Trillium file with Karma and this will release some time currently spent by the Financial Analyst.

**FINANCIAL/BUDGET IMPACT:**

Should Council wish to entertain this function being transferred from Midland to Tay Treasury department, it is suggested that the fee charged be the 2017 administrative fee set by the Town of Midland plus cost of living and that a budget equal to the fee be set for additional resources should they be required.

**CONCLUSION:**

Staff has been approached by Severn Sound Environmental Association to consider the possibility of Tay Township undertaking the role of Treasurer for the Severn Sound Environmental Association and have brought this request to Council for consideration. Staff believe that although the initial setup will require some additional overtime work the ongoing treasury function can be accomplished with a combination of current staff and part time help where needed.

Prepared By:

Date:

Joanne Sanders  
Treasurer

Reviewed By:

Date:

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



## STAFF REPORT

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**Department/Function:** General Government/Finance

**Chair:** Deputy Mayor Dave Ritchie

**Meeting Date:** October 11, 2017

**Report No:** **GGF-2017-059**

**Report Title:** Financial Operating Report to September 30, 2017

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### **RECOMMENDATION:**

**That Report GGF-2017-059 regarding the Financial Operating Report to September 30, 2017 be received for information.**

### **INTRODUCTION/BACKGROUND:**

The attached financial report is provided to give Council summary information on operating revenues and expenses to date compared to the annual budget. This report includes all transactions that have been posted to the financial system as of September 30, 2017.

When reviewing the summary, the reader should consider what the pro-rated year to date (YTD) percentage of revenues and expenses should be at this time of year (**approximately 9/12ths or 75%**). This approach will be successful if all revenues and expenses are spread evenly throughout the year. In actuality, we know that some expenses are paid in full at the beginning of the year (Insurance), while others are affected by seasonality (road maintenance) and cannot be pro-rated. It is also important to consider the timing of when expenditures are posted to the financial system, as all vendor invoices for the month may have not yet been recorded. Accruals for expenses incurred but not yet paid are not done on a monthly basis, but are reflected in the final year-end report and the audited financial statements.

Therefore, for the purposes of this analysis, this target percentage is merely used as a guideline to follow. As a comparator, the YTD totals for 2016 have also been provided in the attached report.

## **ANALYSIS:**

Beginning in May, a report is provided to all Department Heads showing the total recorded revenues and expenses on a detailed basis, at a given point in time. On a regular basis, the Financial Analyst meets with each of the Department Heads (if required) to help identify any significant variances that should be reviewed in detail. The Financial Analyst provides additional account details as requested by departments to assist in their analysis. The Department Heads continue to be responsible for the monitoring of their budgets and will bring to Council significant budget variances as they occur throughout the year.

The attached report has been prepared by the Financial Analyst and has been separated into three components: General Municipal, Water/Wastewater and Library.

This report is provided in summary format and is prepared on a cumulative basis. Therefore, comments from previous reports are included (if still valid) or been have slightly modified to reflect current operations. **Areas of significant importance have been bolded to identify changes over the preceding report(s) and/or stress the potential budget implications to the reader.**

## **VARIANCES – OPERATING**

Schedule "A" attached shows at a high level, the variances compared to budget.

In order to effectively read the schedules, the reader should know that:

- A Favourable variance is revenue that is **over budget** or an expense that is **under budget**. This is displayed on the report **as a positive number**.
- An Unfavourable variance is revenue that is **under budget** or an expense that is **over budget** displayed **as a negative number**.

## **GENERAL MUNICIPAL HIGHLIGHTS**

### **Revenues**

#### **Taxation**

**Overall taxation revenue is currently over budget by \$26,600.**

We currently do not budget for tax adjustments, or supplementary billings. YTD we have processed two supplementary billings equal to approximately \$60,000. At this time, we do not anticipate further supplementary billing until the New Year.

A number of assessment adjustments (write-offs) relating to prior years' (2013-2016) taxes and adjustments related to the 2017 returned roll have been processed, with more adjustments to follow before year end. These adjustments are typical in the 1st year of the reassessment cycle, as residents file their requests for reconsideration with MPAC.

The remaining amounts owing to school and county will be remitted as scheduled (Dec 15<sup>th</sup>).



## **Grants**

### *Karma Trillium Project - Community Gardens*

The project is in its final year, and is scheduled to end September 30, 2017. The final report submission to Trillium is due January 30, 2018.

### *Source Protection Municipal Implementation Fund (SPMIF)*

To date we have received \$75,000 of the \$90,000 allocated to our Municipality from the Source Protection Municipal Implementation Fund (SPMIF) and \$51,000 of the funds received remains unspent. With a new deadline of December 4, 2017 to spend the allocated funds, staff is hoping to spend some of the available funding before this deadline, but feels it is not likely to spend it all.

### *North Simcoe Economic Development Corporation*

2017 is the final year of the Economic Development Transitional Funding Program implemented by the County. For 2017, the Township has matched the County's \$25,000 contribution, plus contributed an additional \$8,000. All other partners made a commitment to contribute ½% of their tax rate. This funding will allow the EDCNS to continue their mission "to promote and foster balanced & sustainable economic growth in North Simcoe".

### *Canada Summer Jobs*

Each year the Township applies for funding under the Canada Summer Jobs program for our student positions. Typically we receive at least partial funding for one student position. Unfortunately, we were not successful this year as the demand for funding has exceeded the budget availability in our constituency.

## **User Fees and Service Charges**

The Day Camp program was again substantially full within the first few weeks after registration opened. Aggregate pit fees and fall recreation program revenue has been collected. **Overall recreational program revenue exceeded the budget by \$4,000.** The septic re-inspection program was not implemented in 2017; therefore there will be no revenue collected or offsetting expenses.

## **Licences, Permits, Rents**

We continue to see a surge in planning application fees received in 2017 (\$38,150 collected vs. \$20,000 budget). Fees collected range from zoning bylaw amendments, boundary adjustments to site plan agreements and subdivision registrations. Applications that were open at the end of 2016 were deferred and are included in 2017 YTD revenue. The actual surplus recorded will be dependent upon the value of applications still in progress at year-end.

Building Permit revenue recorded for 2017 has exceeded the 2016 YTD actuals by \$100,000. For 2017, Staff increased the budget by \$35,000 due to the market's demand for new development and the increasing trend in the number of permits issued. 2016 revenue collected was deferred to 2017 for permits that were still in progress at year-end and is included in the 2017 total.

## Licences, Permits, Rents Continued

The Chief Building Official has confirmed that YTD permits issued in 2017 are greater than 2016 (monthly report), and that several old permits have now been closed, which is reflected in the slight decrease in revenue generated under building maintenance fees (\$16,600 vs. \$18,600 in 2016).

On an YTD basis, dog tag licence fees collected for 2017 are comparable to prior years' totals. In early 2017, the Township took a proactive approach to combating the noticeable decrease in dog tag licences purchased by putting out additional communications noting the owner's responsibility to license their dogs before the due date. Residents were also reminded of the fines imposed should they be found to have an unlicensed dog. After such communication, staff noticed a surge of tag sales in the month of March compared to prior years. Beginning in 2018, residents will have the ability to purchase a multi-year tag that is valid for the same period as their rabies vaccination (to end of the calendar year).

Rental revenue on the Tay Community Rink is over double of what it was this time last year (\$14,200 vs. \$6,400). The increased revenue to date is directly attributable to the growing awareness of the facility's functionality, particularly for large groups and associations. In order to maximize the potential for revenue, private ice rental rates are increasing to \$105 plus HST for the 2017/2018 season (November 2017 to March 2018) and then to \$110 plus HST thereafter.

## Fines and Penalties

Provincial Offences Act (POA) revenue received to date includes the 4th quarter payment from 2016, which was \$10,000 higher than projected. The 2017 1st and 2<sup>nd</sup> quarter payment received has also exceeded the budget.

**The revenue earned from penalties and interest on taxes is expected to be approximately \$20,000 under budget.** This reduction in revenue indicates that our receivables are being collected in a timelier manner compared to the prior year. The outstanding taxes as a percentage of taxes billed decreased from 12.06% in 2015 to 10.69% in 2016. This reduction is consistent with the results we saw in 2015 (over 2014), when the outstanding taxes as a percentage of taxes billed decreased from 12.46% in 2014 to 12.06% in 2015.

## Land Sales

To date we have received the proceeds on six Calvert Street lots, four of the Easton Avenue lots, one laneway and several land inquiries **amounting to over \$317,000 in sales revenue.** The old rink lands on Calvert Street were sold with full municipal services as a condition of the sale. Staff will be requesting approval to transfer the net proceeds (sale price less expenses) to the applicable reserves as part of the year-end close process.

## **Investment & Interest Income**

Investment income from Tay hydro is typically received or recorded at the end of the calendar year. Bank Interest recorded to date is on budget. Interest is allocated to specific grants and reserves (including water & wastewater) in the fall and again once year end expenses have been captured. Given the steadily increasing interest rates, **it is anticipated that interest income received on our term deposits will exceed the budget by \$15,000 this year.**

## **Other**

Other revenue includes \$15,900 for detachment revenue that is collected on behalf of municipalities by the OPP and is issued to the municipality through a credit in February or March of the following year. This credit is part of the new OPP billing model (2017 budget - \$8750). Other revenue also includes a \$12,000 cost recovery for the Planning Department related to awarded legal fees regarding a property matter and a \$5,400 cost recovery for the Fire Department's efforts to protect public safety.

## **Expenditures**

### **Salaries & Benefits**

On an YTD basis, Salaries & Benefits are under budget based on the number of pay periods remaining in the calendar year. This savings can be attributed to staff turnover, resulting in temporary vacancies, and new staff starting lower on the salary grid. The restructuring of the Planning Department did result in an increase in contracted services (temporary Planner), costs of which are posted to the Contracted Services category.

Paid overtime is comparable to last year in Public Works, but with less hours currently held in the employee's overtime banks (about 100 hours less). These hours can be taken off in lieu of overtime or paid out anytime at the employee's request. The total reduced overtime worked, may be attributed to a notable decrease in the number of winter events over this time last year (41 vs. 54 from January to April). As in past years, summer overtime has been nominal, increasing again in the late fall/early winter, when changing weather conditions put a strain on staff resources (25 winter events in December 2016).

### **Contracted Services**

#### **Roadside & Winter Maintenance**

The budget for winter sand and salt was increased for 2017 due to the increasing number of winter events that require extended service due the nature of the storm (heavy snowfall, freezing rain etc.). **Tender results for the supply of winter sand are in, and staff is hopeful that the 2017 budget will be met. The 2017 budget impact of the annual fall restock will be dependent upon the timing and severity of the upcoming winter season.**

## Legal Fees

**Legal fees under Planning and Development are currently over budget by \$26,000.** Legal bills resulting from a demolition order and a Bylaw enforcement issue are causing this overage. Both matters are currently with the Ontario Superior Court. It is expected that additional legal fees will be paid before these matters are resolved.

The Contracted Services category also contains expenses charged to outside services for the Township's Official Plan (will likely continue into 2018) and expenses applicable under the Source Protection Municipal Implementation Fund. The Heritage Committee's sign project is also included under this category, the signs have been ordered with a lead of time of approximately 10 weeks.

## **Administrative/Overhead**

### Insurance

Property insurance premiums were added to the 2017 policy for the new Old Fort Fire Hall. The annual review of the property owned by the Township required an increase to the replacement costs of the other three fire halls, resulting in an increase in the property premiums charged to the Fire Department. Overall, insurance costs were slightly over budget, with increases and decreases related to general and property liability amongst the various departments. Automobile premiums paid were comparable to the preliminary budget estimate.

### **Utilities**

The budget for 2017 hydro costs was based on 2016 projected actuals, increased by 5% for an anticipated pricing increase. With the lighting retro-fits now complete in the Public Works Garage (2017), the Administration Building (2016) and Oakwood Community Centre (2016), notable energy savings should be realized in 2017 and onwards in these facilities.

Based on pricing alone, we are likely to see an increase in diesel fuel costs. On average the price paid for clear diesel increased by 20% during the winter maintenance season (average price from \$0.71 to \$0.85 per litre), and the price of coloured diesel increased by 29% (average price from \$0.55 to \$0.71 per litre). Consumption on the heavy service vehicles is down considerably as of March 31<sup>st</sup>, but if the start of the 2017 fall/winter season proves to be as challenging as 2016, diesel fuel costs may exceed the annual budget.

Further, effective July 1<sup>st</sup>, the road building machine exemption under the Highway Traffic Act no longer applies, and therefore staff has had to licence the vacuum truck. As a licenced vehicle, it is now required to use clear fuel, instead of less costly coloured diesel. The effect of such change should be a nominal budget increase.

## **Repairs and Maintenance**

### **Fleet**

Vehicle and heavy equipment maintenance continues to be an area of concern for the Township. The repairs and maintenance budget for the public works fleet was significantly increased for 2017 to reflect the actual costs of maintaining the fleet. Significant YTD work on our heavy service vehicles includes transmission work on vehicles 03-16 and **12-21 (\$15,600)** and repairs to the coolant system costing \$8,600 on vehicle 10-20. Backhoe 13-26 also required a new front axle costing approximately \$12,000. **The vacuum truck required the replacement of leaking lines (\$10,300)** and a safety in order to be licenced.

### **Debt**

Monthly interest charges on the construction loan for the new Old Fort Fire Hall have been recorded based on the posted rate. The project is now complete and staff has secured the loan with Infrastructure Ontario. **The first semi-annual principal and interest payment will take place in early 2018 resulting in principal payment cash savings of \$53,000 in 2017.**

## **WASTEWATER AND WATER HIGHLIGHTS**

### **Revenue**

#### **Billings**

The August billing for residential customers has been processed, and the YTD revenue recorded represents approximately 75% of the annual budget.

Billing revenue has increased by \$16,000 over this time last year due to the number of new users being added to the water (36) and wastewater (32) systems. The total billed revenue includes metered users, whose usage and billing does fluctuate year or year.

Fee relief has been granted to the seasonal water system users due to the boil water order that was in effect when the system was commissioned this past spring. Lost revenue equates to approximately \$22,000.

#### **Grants & Interest**

Interest income earned on our water & wastewater reserves are typically allocated in the fall and again after the year end spending is complete. With the substantial completion of the upgrades to the Victoria Harbour Wastewater Treatment Plant, the budget for interest revenue in the Wastewater Department was significantly reduced for 2017. The Wastewater Reserve is expected to have a balance of approximately \$700,000 by year's end, with interest revenue being just short of \$20,000.

## **Grants & Interest Continued**

Interest earned on the water reserve is expected to remain consistent with last year, and is expected to meet budget expectations.

Interest earned on the grant held by the Township for Paradise Point and Grandview Beach is also expected to meet budget expectations. With the watermain portion of the contract well under way, a portion of this grant may be spent before year end.

## **Expenses**

### **Salaries & Wages**

Overall Salaries & Wages are comparable to last year and currently represent approximately 69% of the budget once inter-departmental allocations are removed. Overtime paid is slightly higher than this time last year. As of August payroll there were 431 hours banked by Staff. These hours can be taken off in lieu of overtime or paid out anytime at the employee's request.

### **Contracted Services**

#### **Master Servicing Study**

The work on the water component of this study has not started and has been carried forward from 2016. A budget of \$34,000 remains for the wastewater component.

### **Administrative/Overhead**

#### **Insurance**

Property insurance premiums were increased for both water treatment and water distribution. The annual review of the property owned by the Township required a substantial increase to the replacement costs for the TAWTP to incorporate the cost of the recently completed upgrades.

### **Utilities**

**Telephone costs have been significantly reduced for 2017 with the reduction of leased data circuits across the water distribution and water treatment systems. The total savings is expected to be approximately \$12,000 due to wireless connectivity installed by our I.T. Coordinator.**

Hydro costs are notably less in 2017 over the 2016 YTD figures reported.

Due to the 2016 actuals reported, we did increase the 2017 hydro budget significantly for both the wastewater treatment plants. **In reviewing the bills, the current monthly charges are considerably less for the PMWWTP.** Staff has been working on process energy consumption reductions at the PMWWTP. This work combined with the announced rate reduction effective May 1st, should allow for a significant overall budget savings in hydro costs at the PMWWTP by year end. This savings is likely to be partially negated as we could easily see the energy usage for VHWTP be greater in 2017, compared to what it was in 2016.

## **Utilities Continued**

The increased usage at the VHWWTWP noted in the March to May billings is due to the timing of the new components of the plant (headworks building and UV disinfection system) coming online. Usage has appeared to level off over the last three months. Further analysis on this will be done as more consistent data is available.

## **Materials & Equipment**

Chemical purchases have exceeded the YTD actuals over 2016. Upgrades made to the chemical storage tanks at the TAWTP in 2017 make bulk shipments now possible thereby reducing small volume shipping costs. This is evident by the larger purchases made since July of this year. With the availability of bulk purchases it is suggested that 2017 chemical purchases are inventoried at year end to avoid large variances year over year and to better track actual chemical usage with the volume of treated water.

## **Repairs & Maintenance**

Repairs and Maintenance to the distribution and collection system are lower than this time last year. Significant expenses to the water distribution system include pump repairs at the booster stations, replacement of an altitude valve, installation of a water lateral and a watermain repairs off of highway 12. Significant costs to the sanitary system include pump repairs at the lift stations, cleanout services to lift stations and the replacement of a generator switch.

## **Debt**

Monthly interest charges on the construction loan for the upgrades to the Victoria Harbour Wastewater Treatment Plant have been recorded based on the posted rate. The project is now complete and staff has secured the loan with Infrastructure Ontario. The first semi-annual principal and interest payment will take place in early 2018 resulting in principal payment cash savings of \$38,000 in 2017 (split 50/50 between development charges & general operating).

## **LIBRARY HIGHLIGHTS**

### **Revenues**

The provincial operating grant of \$33,932 has not been received.

Claim submission to the Service Ontario Libraries program was completed in February. This grant allows for reimbursement of \$1,275 on applicable spending on supplies purchased from September 1, 2016 to February 15, 2017. Claimed supplies for the 2016/2017 reporting period included toner and display boards.

## **Expenses**

### **Salaries & Benefits**

Overall Salaries & Wages are currently within budget. The board has recently approved the hiring of a part-time Circulation Clerk with an expected hiring date of October 15th. **As this position is an addition to the current staff complement, funding for 2017 of approximately \$3,500 will need to come from the 2017 operating budget surplus and/or the General Library Reserve.** For 2018, this position will replace the existing 4-month summer student position and the 3-month position (former YIP student), thus having a nominal impact (approx. \$6,200) on the Library's annual operating budget.

### **Contracted Services**

The balance owing for the Library Master/Strategic Plan was not included in the budget. Funding for the balance (**approx. \$9,000**) has been transferred from the General Library Reserve.

### **Materials & Equipment**

The annual contribution to the County of Simcoe Library for electronic materials and large print pool memberships has not yet been paid. The budget for online databases was increased by \$1,000 this year due to the discontinuation of the Library Garden Tour donation.

### **CONCLUSION:**

From our review there are no concerns regarding the overall budgets, other than those items identified in this report. The total expenditures to September 30th are well within the 2017 Operating Budget. Going forward, revenues and expenses will be monitored on a monthly basis, by Department Heads and the Financial Analyst, and any significant variances from the 2017 approved budget will be brought forward to Council in a timely manner.

Prepared By; Lindsay Barron, Financial Analyst

Recommended By;

Joanne Sanders,  
Director of Finance

Reviewed By;

Date:

October 4, 2017

Robert Lamb  
C.A.O.



**TOWNSHIP OF TAY  
OPERATING REPORT  
AS AT SEPTEMBER 30, 2017**

|  | 2016 YTD ACTUAL   | 2017 YTD ACTUAL   | 2017 ANNUAL BUDGET | \$ VARIANCE      | ACTUAL/BUDGET % |
|--|-------------------|-------------------|--------------------|------------------|-----------------|
| <b>GENERAL MUNICIPAL</b>               |                   |                   |                    |                  |                 |
| <b>REVENUE:</b>                        |                   |                   |                    |                  |                 |
| Taxation - Municipal (Incl OPP)        | 7,829,434         | 8,285,717         | 8,299,394          | (13,677)         | 99.84%          |
| Taxation - Other                       | 6,585,079         | 6,406,151         | 6,391,497          | 14,654           | 100.23%         |
| Grants                                 | 943,005           | 893,050           | 1,229,618          | (336,568)        | 72.63%          |
| User Fees and Service Charges          | 166,097           | 154,334           | 187,754            | (33,420)         | 82.20%          |
| Licences, Permits, Rents               | 357,670           | 501,260           | 305,400            | 195,860          | 164.13%         |
| Fines and Penalties                    | 232,231           | 256,546           | 319,000            | (62,454)         | 80.42%          |
| Transfers from Reserves/ Reserve Funds | 45,000            | 63,393            | 205,632            | (142,239)        | 30.83%          |
| Land Sales                             | 500               | 317,500           | 112,000            | 205,500          | 283.48%         |
| Other                                  | 34,099            | 53,764            | 38,950             | 14,814           | 138.03%         |
| Investment & Interest Income           | 155,927           | 93,211            | 275,800            | (182,589)        | 33.80%          |
| <b>TOTAL REVENUE</b>                   | <b>16,349,042</b> | <b>17,024,926</b> | <b>17,365,045</b>  | <b>(340,119)</b> | <b>98.04%</b>   |
| <b>EXPENSES:</b>                       |                   |                   |                    |                  |                 |
| Salaries & Benefits                    | 2,803,958         | 2,889,352         | 4,220,257          | 1,330,905        | 68.46%          |
| Contracted Services                    | 1,549,884         | 1,585,734         | 2,571,793          | 986,059          | 61.66%          |
| Administrative / Overhead              | 817,247           | 868,266           | 987,479            | 119,213          | 87.93%          |
| Utilities                              | 317,996           | 314,763           | 496,207            | 181,444          | 63.43%          |
| Materials & Equipment Expenditures     | 144,631           | 136,442           | 192,350            | 55,908           | 70.93%          |
| Repairs and Maintenance                | 258,505           | 333,959           | 318,052            | (15,907)         | 105.00%         |
| Debt                                   | 86,947            | 102,029           | 237,015            | 134,986          | 43.05%          |
| Transfer to Own Funds                  | 1,890,376         | 1,900,594         | 1,950,394          | 49,800           | 97.45%          |
| Taxation Paid To Others                | 4,804,018         | 4,780,104         | 6,391,497          | 1,611,393        | 74.79%          |
| <b>TOTAL EXPENSES:</b>                 | <b>12,673,562</b> | <b>12,911,243</b> | <b>17,365,044</b>  | <b>4,453,801</b> | <b>74.35%</b>   |
| <b>SURPLUS/(DEFICIT)</b>               | <b>3,675,480</b>  | <b>4,113,683</b>  | <b>0</b>           | <b>4,113,682</b> |                 |
| 03/10/2017                             |                   |                   |                    |                  |                 |

**TOWNSHIP OF TAY  
OPERATING REPORT  
AS AT SEPTEMBER 30, 2017**

|                                       | 2016 YTD ACTUAL  | 2017 YTD ACTUAL  | 2017 ANNUAL BUDGET | \$ VARIANCE        | ACTUAL/BUDGET % |
|---------------------------------------|------------------|------------------|--------------------|--------------------|-----------------|
| <b>WATER &amp; WASTEWATER</b>         |                  |                  |                    |                    |                 |
| <b>REVENUE:</b>                       |                  |                  |                    |                    |                 |
| Billings                              | 3,461,257        | 3,456,051        | 4,580,192          | (1,124,141)        | 75.46%          |
| Grants & Interest                     | 0                | 0                | 75,000             | (75,000)           | 0.00%           |
| Local Improvements & Lot Levies       | 35,721           | 35,721           | 36,257             | (536)              | 98.52%          |
| User Fees and Service Charges         | 33,749           | 33,193           | 40,000             | (6,807)            | 82.98%          |
| Transfers from Reserves/Reserve Funds | 50,093           | 95,426           | 246,786            | (151,360)          | 38.67%          |
| Other                                 | 2,720            | 9,835            | 500                | 9,335              | 1967.00%        |
| <b>TOTAL REVENUE</b>                  | <b>3,583,540</b> | <b>3,630,226</b> | <b>4,978,735</b>   | <b>(1,348,509)</b> | <b>72.91%</b>   |
| <b>EXPENSES:</b>                      |                  |                  |                    |                    |                 |
| Salaries and Benefits                 | 700,804          | 695,963          | 934,938            | 238,975            | 74.44%          |
| Contracted Services                   | 109,609          | 103,416          | 375,767            | 272,351            | 27.52%          |
| Administrative/Overhead               | 222,324          | 231,684          | 254,933            | 23,249             | 90.88%          |
| Utilities                             | 449,658          | 384,564          | 698,150            | 313,586            | 55.08%          |
| Materials and Equipment Expenditures  | 112,041          | 127,664          | 143,800            | 16,136             | 88.78%          |
| Repairs and Maintenance               | 374,359          | 351,725          | 416,199            | 64,474             | 84.51%          |
| Debt                                  | 352,955          | 365,021          | 813,775            | 448,754            | 44.86%          |
| Transfer to Own Funds                 | 1,555,812        | 1,313,291        | 1,341,173          | 27,882             | 97.92%          |
| <b>TOTAL EXPENSES:</b>                | <b>3,877,562</b> | <b>3,573,328</b> | <b>4,978,735</b>   | <b>1,405,407</b>   | <b>71.77%</b>   |
| <b>SURPLUS/(DEFICIT)</b>              | <b>(294,022)</b> | <b>56,898</b>    | <b>0</b>           | <b>56,898</b>      |                 |
| 03/10/2017                            |                  |                  |                    |                    |                 |

**TOWNSHIP OF TAY  
OPERATING REPORT  
AS AT SEPTEMBER 30, 2017**

|                                       | 2016 YTD ACTUAL | 2017 YTD ACTUAL | 2017 ANNUAL BUDGET | \$ VARIANCE     | ACTUAL/BUDGET % |
|---------------------------------------|-----------------|-----------------|--------------------|-----------------|-----------------|
| <b>LIBRARY</b>                        |                 |                 |                    |                 |                 |
| <b>REVENUE:</b>                       |                 |                 |                    |                 |                 |
| Donations/Fundraising                 | 2,988           | 2,127           | 950                | 1,177           | 223.89%         |
| Grants                                | 365,068         | 347,120         | 382,327            | (35,207)        | 90.79%          |
| Transfers from Reserves/Reserve Funds | 1,524           | 9,011           | 2,650              | 6,361           | 340.04%         |
| Other                                 | 4,204           | 3,738           | 5,150              | (1,412)         | 72.58%          |
| <b>TOTAL REVENUE</b>                  | <b>373,784</b>  | <b>361,996</b>  | <b>391,077</b>     | <b>(29,081)</b> | <b>92.56%</b>   |
| <b>EXPENSES:</b>                      |                 |                 |                    |                 |                 |
| Salaries and Benefits                 | 196,345         | 205,193         | 292,892            | 87,699          | 70.06%          |
| Contracted Services                   | 19,251          | 18,334          | 9,850              | (8,484)         | 186.13%         |
| Administrative/Overhead               | 13,041          | 16,328          | 16,250             | (78)            | 100.48%         |
| Utilities                             | 12,592          | 11,604          | 19,635             | 8,031           | 59.10%          |
| Materials and Equipment Expenditures  | 5,727           | 2,952           | 8,100              | 5,148           | 36.44%          |
| Repairs and Maintenance               | 5,790           | 3,310           | 5,300              | 1,990           | 62.45%          |
| Program Expenditures                  | 5,017           | 2,585           | 4,975              | 2,390           | 51.96%          |
| Transfer to Own Funds                 | 30,075          | 34,075          | 34,075             | 0               | 100.00%         |
| <b>TOTAL EXPENSES:</b>                | <b>287,838</b>  | <b>294,381</b>  | <b>391,077</b>     | <b>96,696</b>   | <b>75.27%</b>   |
| <b>SURPLUS/(DEFICIT)</b>              | <b>85,946</b>   | <b>67,615</b>   | <b>0</b>           | <b>67,615</b>   |                 |
| 03/10/2017                            |                 |                 |                    |                 |                 |

**PUBLIC WORKS COMMITTEE  
OCTOBER 11, 2017**

**COUNCIL CHAMBERS – VICTORIA HARBOUR**

**AGENDA**

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**1. CALL TO ORDER**

**2. REPORTS OF MUNICIPAL OFFICIALS**

- 2.1 Report from Superintendent of Water/Wastewater Operations  
Report No.: 2017-84  
Re: September Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities  
Report No.: 2017-86  
Re: September Activity Report
- 2.3 Report from Manager of Roads & Fleet  
Report No.: 2017-90  
Re: September Activity Report
- 2.4 Report from Director of Public Works  
Report No.: 2017-89  
Re: September Activity Report
- 2.5 Report from Director of Public Works  
Report No.: 2017-87  
Re: Victoria Harbour WWTP Upgrade Consultant Fee Request
- 2.6 Report from Director of Public Works  
Report No.: 2017-88  
Re: Gervais Road Speed Limit

**3. OTHER BUSINESS:**

- 3.1 Correspondence from Harry Gerstheimer, Tay Canada Day  
Committee  
Re: Canada Day Festivities
- 3.2 Verbal Report from Councillor Gerard LaChapelle  
Re: French Road
- 3.3 Verbal Report from Councillor Gerard LaChapelle  
Re: Urban Restoration Policy

#### **4. ITEMS FOR INFORMATION:**

- 4.1 Correspondence from AECOM  
Re: Notice of Detail Design Commencement & Study Update
  
- 4.2 Correspondence from Royal Canadian Legion  
Re: Remembrance Day Parade



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** October 11, 2017

**Report No.:** PW-2017-84

**Report Title:** Monthly Activity Report –  
Water/Wastewater Operations

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### **ORIGIN**

Superintendent of Water & Wastewater Operations for the period of August 31, 2017 to September 29, 2017

### **Tendered Projects:**

The upgrades to the Victoria Harbour Wastewater Treatment Plant are now completed and there are a number of minor maintenance deficiencies which still have to be rectified. We have also received all the as constructed O&M manuals. The re-keying of the facilities to match our existing keys has also been completed.

The Grandview Beach – Paradise Point watermain upgrades are currently underway, starting with the servicing along Patterson Blvd. to Limestone and along Limestone to Woodland. As with any project of this nature there have been some concerns raised by residents about where they would like the new water service installed and we have been cooperating with them to ensure we resolve any issues they may have.

### **Treatment Plants:**

The successful bidder for PW-2017-27 the supply of bulk caustic and citric acid has informed us they will be unable to deliver product into our bulk storage and in the interim we continue to use our previous supplier Flow Chem. We have forwarded a letter to the supplier advising them of our

intension to find another supplier who can successfully deliver our bulk shipments.

Further the same supplier was successful obtaining PW-2017-26 for the supply and delivery of Aluminum Sulfate we have requested they confirm they will be able to successfully deliver this material to our onsite bulk storage as noted in our tender documents and contract.

### **Distribution & Collection Systems:**

Port McNicoll water main installation is currently complete along Simcoe and Assiniboia and we are now starting construction along Alberta Street.

A 300mm main valve at the intersection of Maple and Park Street was found leaking and was repaired on September 26, 2017

The leak located at the rear of 168 Limestone Road has been repaired.

We had 1 sanitary service backup reported on August 7 which was caused by our contractors during watermain installation along Assiniboia Street. Our Contractors are working to resolve the damages to the residence at their cost as per our agreement.

### **Adverse Drinking Water:**

We have not had any adverse water quality issues this month.

Prepared By:

Date Prepared: September 28, 2017

Mike Emms,  
Water/Wastewater Superintendent



## STAFF REPORT

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|                                    |   |
|------------------------------------|---|
| <b><u>Department/Function:</u></b> | Public Works  |
| <b><u>Chair:</u></b>               | Councillor Jim Crawford   |
| <b><u>Meeting Date:</u></b>        | October 11, 2017  |
| <b><u>Report No.:</u></b>          | <b>PW-2017-86</b>   |
| <b><u>Report Title:</u></b>        | <b>Monthly Activity Report – Parks,<br/>Recreation &amp; Facilities</b> |

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**ORIGIN** Manager of Parks, Recreation & Facilities for the period of September 2, to October 4, 2017.

### **RECREATION**

#### ***Fall Programs***

Our fall program session began the week of September 11<sup>th</sup>. Registration is currently at 75 participants in 4 programs. The number of program offerings for the Fall session is quite low compared to previous years, however, this can be attributed to the availability of program instructors. The fall session of programs runs until the week of December 11<sup>th</sup>.

#### ***NEW Youth Art Program***

In conjunction with Quest Art Gallery the Township is offering a new Youth 'Art Attack' Program during the Fall session out of the Harbour Shore Community Room. Initial uptake for the program has been great and the response from participants has been very positive.

#### ***Recreation Software***

Staff spent considerable amount of time attending webinars and fielding phone calls from various vendors in regards to recreation software.

#### ***Tay Bike Day***

The Tay Bike Day Committee met in late September to begin planning for the 2018 event. The Committee is currently looking to recruit more volunteer committee members to join their team for 2018.



## ***Youth Dances***

Youth dances are hosted by Community Volunteers & Organizations on the following dates from 7pm to 10pm. The fee is \$5 at the door.

### Oakwood Community Centre

September 22, October 20, November 17 & December 15.

## **PARKS**

### ***Park/Trail Bench Refurbishment***

As part of the 2017 budget process money was set aside to refurbish several benches within our Parks and Trail system. Initial work has begun on determining which benches will be sent away for refurbishment. The benches will be refurbished during the Fall and set back out into place come Spring 2018.

### ***Hogg Creek Bridge Rehabilitation***

The Hogg Creek Bridge Rehabilitation project, which is in part funded by the County of Simcoe – Trails Connecting Communities Program is slated to begin work on Monday October 16<sup>th</sup>.

### ***Tay Shore Trail – Spot Asphalt Repairs***

One tender document was received by closing time on September 25<sup>th</sup>. The award of this contract will be dealt with in a separate report. This project is also partially funded by the County of Simcoe – Trails Connecting Communities Program.

### ***Albert St Park Washroom Building***

Staff has been working with various Architects in order to obtain quotations on what drawings might cost for the proposed new building. In order to obtain a building permit for the new washroom building an architectural drawing must accompany the building permit application.

## **FACILITIES**

### ***Albert St Mini Mall Stucco Repairs***

The stucco repairs have been completed on the Albert St Mini Mall. The work was all completed in accordance with the contract and all independent manufacturer site inspections have come back with great results.

### ***Oakwood and Port McNicoll Community Centre's***

Both building were inspected during the month of September by the Simcoe Muskoka District Health Unit as part of their Health Inspections for building that serve food. Both building received a perfect report. These inspection occur on an annual basis.

### ***Portable Generator Training***

Staff received training on the use and operation of the back-up portable generator that has the ability to power Oakwood and Port McNicoll Community Centre's in the case of emergency.

***Fall Preventive Maintenance on HVAC Units***

October will see the preventive maintenance begin on all HVAC Unit at Township facilities, including Water and Wastewater facilities. This work will be completed in order to get the units ready for the winter heating season.

Date Prepared: October 5, 2017

Prepared By:

Bryan Anderson  
Manager of Parks, Recreation & Facilities

***Dates to remember:***

***November 26<sup>th</sup> – Santa Claus Parade***

***December 3<sup>rd</sup> – Township Tree Lighting Event***



## STAFF REPORT

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**Department/Function:** Public Works Department  
**Chair:** Councilor Jim Crawford  
**Meeting Date:** October 11, 2017  
**Report No.:** PW-2017-90  
**Subject:** Monthly Activity Report – Roads & Fleet

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### **ORIGIN**

Manager of Roads and Fleet from September 6, 2017 to October 4, 2017.

### **OPERATIONS**

Staff has been completing service requests and correcting deficiencies noted through regular road patrolling.

### **DEVELOPMENT/BUILDING APPLICATION**

I have been reviewing lot grading designs and completing pre-inspections of the municipal infrastructure at the building sites.

### **WATERMAIN AND ROAD RECONSTRUCTION – PORT MCNICOLL**

On Simcoe Avenue the road construction is complete, base asphalt has been placed and restoration is almost complete. Assiniboia Street, the watermain is in service, the storm sewer is now being installed.

### **GUIDE RAIL MAINTENANCE**

An inspection was completed of all guide rails and deficiencies were corrected.

### **DITCHING/DRIANAGE**

Staff has been working through drainage type service requests at various locations. Staff completed the remaining ditch work on French Road.

### **WINTER WEATHER MONITORING**

In compliance with the Provincially mandated Minimum Maintenance Standards, the weather monitoring for winter control has started.

**SIDEWALK INSPECTIONS AND REPAIRS**

Staff has repaired all the sidewalk deficiencies noted during this year’s sidewalk inspections in Port McNicoll and are working on locations in Victoria Harbour. There were no deficiencies identified in Waubaushene.

**DURAPATCHER**

The Township rented the Durapatcher for an additional week to finish road sections that were not completed in July due to wet weather.

**TRAINING**

- I attended a two day training course on Commercial Vehicle Operating Registration (CVOR)
- Staff who conducts winter road patrolling attended a one day winter road patrol training course held here at the Township office. The training was instructed by Ground Force who is contracted by the Association of Ontario Road Supervisors.

**SIMCOE COUNTY ROAD SUPERVISORS ROADEO**

Two members of the Roads/Parks Division competed in this year’s annual SCRSA Truck Roadeo which was held at the City of Barrie’s Operation Centre. Rebecca and I assisted with the judging of the event. Prior to the Roadeo I attended planning meetings as a member of the Roadeo Committee.

**FLEET**

- All vehicles are receiving their monthly servicing.

**UPCOMING WORK FOR OCTOBER**

- Complete service requests
- Complete drainage or ditching requests
- Stockpile winter sand
- Tree clearing along sidewalks
- Traffic sign inspections
- Prepare for winter operations
- Sidewalk repairs

Prepared By:

Date Prepared: October 4, 2017

Bryan Ritchie  
Manager of Roads and Fleet



## STAFF REPORT

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|                                    |  |
|------------------------------------|--|
| <b><u>Department/Function:</u></b> | Public Works   |
| <b><u>Chair:</u></b>               | Councillor Jim Crawford                                    |
| <b><u>Meeting Date:</u></b>        | October 11, 2017   |
| <b><u>Report No.:</u></b>          | <b>PW-2017-89</b>  |
| <b><u>Report Title:</u></b>        | <b>Monthly Activity Report<br/>Public Works Department</b> |

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### **ORIGIN**

Director of Public Works for the period from September 1 to October 4, 2017.

### **ROADS/PARKS**

- French Road review
- Road Needs Study meeting and follow-up
- Heritage Signs: committee meeting, RFP and award

### **WATER/WASTEWATER OPERATIONS**

- Review of water and wastewater rate study
- Grandview Beach and Paradise Point: connection discussion with property owners, pre-construction meeting,
- Victoria Harbour WWTP wrap-up meeting
- Calvert Rink lots servicing – hydro

### **DEVELOPMENT**

- Windermere subdivision inspection, meetings, storm pond ECA (Environmental Compliance Approval)
- Former CP (Skyline) lands trail agreement and other issues
- Waverley Heights meeting – stormwater and telecommunications
- Site meeting with owner of 497 Calvert
- On-site lot grading review

## **GENERAL**

- 24/28 Lighthouse meeting
- Staff review
- Job description review
- Health and Safety inspections – 450 Park St
- Eight vacation days

## **MEETINGS**

- Department Heads' meetings
- Public Works Mangers' meeting
- COAC
- Council

Prepared By:

Date Prepared: October 4, 2017

Peter Dance  
Director of Public Works



## STAFF REPORT

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|                                    |  |
|------------------------------------|--|
| <b><u>Department/Function:</u></b> | Public Works   |
| <b><u>Chair:</u></b>               | Councillor Jim Crawford                                    |
| <b><u>Meeting Date:</u></b>        | October 11, 2017   |
| <b><u>Report No.:</u></b>          | <b>PW-2017-89</b>  |
| <b><u>Report Title:</u></b>        | <b>Monthly Activity Report<br/>Public Works Department</b> |

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### **ORIGIN**

Director of Public Works for the period from September 1 to October 4, 2017.

### **ROADS/PARKS**

- French Road review
- Road Needs Study meeting and follow-up
- Heritage Signs: committee meeting, RFP and award

### **WATER/WASTEWATER OPERATIONS**

- Review of water and wastewater rate study
- Grandview Beach and Paradise Point: connection discussion with property owners, pre-construction meeting,
- Victoria Harbour WWTP wrap-up meeting
- Calvert Rink lots servicing – hydro

### **DEVELOPMENT**

- Windermere subdivision inspection, meetings, storm pond ECA (Environmental Compliance Approval)
- Former CP (Skyline) lands trail agreement and other issues
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- Site meeting with owner of 497 Calvert
- On-site lot grading review

## **GENERAL**

- 24/28 Lighthouse meeting
- Staff review
- Job description review
- Health and Safety inspections – 450 Park St
- Eight vacation days

## **MEETINGS**

- Department Heads' meetings
- Public Works Mangers' meeting
- COAC
- Council

Prepared By:

Date Prepared: October 4, 2017

Peter Dance  
Director of Public Works





## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** October 5, 2017

**Report No.:** PW-2017-87

**Report Title:** Victoria Harbour WWTP Upgrade  
Consultant Fee Request

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### **RECOMMENDATION:**

That report PW-2017-87 regarding the fee request from WSP be received;

And that an extension of fees in the amount of \$93,000 be authorized for a total of \$433,605 for the Contract Administration and General Construction Review section of the assignment.

### **INTRODUCTION/BACKGROUND:**

MMM Group Limited, now WSP, was retained to undertake scoping, design, tendering and contract administration for the upgrades at the Victoria Harbour Wastewater Treatment Plant. The assignment went beyond a typical design assignment in that there were several aspects of the work that related to both phases of the proposed upgrade.

The construction of the phase 1 upgrade is now complete. The construction phase was longer than was originally anticipated in the proposal from MMM and the actual contract estimate. In late 2016 we reported an anticipated substantial performance date of March 2017 and a minor extension of fees was approved. For various reasons the construction schedule was extended and final completion was achieved September 22, 2017, although a basic substantial performance was achieved in April.

Over the course of the project there have been changes in the schedule and scope of services required from GSP. The Township has received a request from the consultant for additional funds. This report reviews the fee extension request by GSP and makes a recommendation.

It is noted that we are also reviewing a work plan for completion of an Environmental Compliance Approval for Air/Noise that may be required. This would be a comprehensive approval for the entire plant (extending beyond the contract items). This work is priced at about \$19,000 and would proceed as a separate approval, if warranted.

### **ANALYSIS:**

It is not unusual for the cost of services to vary from those provided in proposals. However, the Township has relied on these proposals to select the preferred consultant. There are many factors which can change the work the consultant completes. Most agreements have an upset limit clause and generally increases in fees should be agreed in advance. However, most agreements also have clauses that allow claim to be made after the fact for work needed to complete the assignment in a timely manner.

The consultant put more effort in to the design cycle of this project than they had planned. However, they limited their billing to the proposal amount. For contract administration GSP advised several months ago that the extended schedule would have an impact on their costs.

Contributing factors include time and scope items. A weekly rate of \$6,750 was noted. Their actual rate has been lower than this, particularly during slow periods in the construction schedule. The extended time is related to contractor schedule issues and scope changes including effort with the temporary filtration system, transformer re-location, unusually complex tendering interactions and commissioning challenges. If this extension request was based on the original rate the amount would have been about \$162,000.

It is noted that the consultant has provided good value in containing and reducing the overall project cost. This has extended to the construction contract. Only a modest portion of the contract provisional items and contingency has been spent (\$203,000 of \$630,000).

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

The impact of this report's recommendation will be \$93,000. The actual construction value is \$7,026,000. The total of \$433,605 for Contract Administration is 6.2 percent which is in reasonable for this type of work.

**CONCLUSION:**

Further to GSP's request for authorization of additional fees, staff has provided a recommendation for approval.

Recommended By:

Date Prepared: October 5, 2017

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By:

Date: October 5, 2017

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



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** October 11, 2017

**Report No.:** PW-2017-88

**Report Title:** Gervais Road Speed Limit

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### **RECOMMENDATION:**

**That Staff Report No. PW-2017-88 regarding the speed limit on Gervais Road be received;**

**And that Council approves Option 3 of this report, Install Bump and Bump Ahead Signs with Hazard Length Tab**

### **INTRODUCTION/BACKGROUND:**

During the September Committee of All Council meeting, staff was directed to investigate the possibility of reducing the speed limit of Gervais Road where the surface condition is in poor condition between Nielsen Road and Hogg Valley Road.

### **ANALYSIS:**

Currently Gervais Road has a speed limit of 60km/h from Highway 12 to 1747 Gervais Road (about 90m south of Nielsen Road) and 80km/h from 1747 Gervais Road to County Road 23. This reduction from 80km/h to 60km/h is to address the actual design speed of that section of road.

There is a section of Gervais Road that is in poor condition from Nielsen Road to Hogg Valley Road where it causes drivers to adjust their speed.

Staff has reviewed and is proposing three options:

#### Option 1 Do Nothing

This option is to leave the speed limit as is. This option is not preferred as there is no immediate work planned to correct the road and the actual condition requires the drivers to correct their speed and could lead to potential claims.

#### Option 2 Reduce Speed Limit from 80km/h to 60km/h

This option would reduce the speed to 60km/h from Nielsen Road to Hogg Valley Road. By-law 2000-01 which regulates the speed of vehicles on Township roads would need to be updated. Although this option would address speed concerns it would not warn motorists of the rough road which is the primary concern.

#### Option 3 Install Bump and Bump Ahead Signs with Hazard Length Tab

This option would have the typical warning bump ahead and bump signs with an additional length tab below to warn motorists that they should expect to adjust their speed to the conditions of the road for the distance shown. This option is preferred, it doesn't require any further procedural changes to by-laws and staff can remove the signs once the road has been repaired.

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

The estimate cost per option is below:

#### Option 1 Do Nothing

- \$0

#### Option 2 Reduce Speed Limit from 80km/h to 60km/h

- 3 signs, about \$200 which would be funded from the Operating Budget

#### Option 3 Install Bump and Bump Ahead Signs with Hazard Length Tab

- 4 signs, about \$500 which would be funded from the Operating Budget

The above estimates do not include staff time for removal of existing signs and installation of new signs.

### **CONCLUSION:**

Further to direction from Committee, staff investigated the possibilities of reducing the speed of Gervais Road from Neilson Road to Hogg Valle Road to address the section of rough road. This report provides Council with three options to review.

Prepared By:

Bryan Ritchie, Manager of Roads and Fleet

Recommended by:

Date: October 4, 2017

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By;

Date: October 4, 2017

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



The Township of Tay

# Canada Day Festivities

Mayor Scott Warnock and Council  
Tay Township Municipal Offices  
P.O, Box 100, 450 Park Street  
Victoria Harbour, On  
L0K 2A0

01 Oct 2017

***"The millionaires in eternity are the givers in time!"***

Dear Mayor Warnock and Council;

On behalf of the "TAY" Canada Day Committee, it gives me great pleasure to put pen to paper and thank you and council for your magnanimous support of our Tay Canada Day Festivities 2017, celebrating Canada's 150<sup>th</sup> Birthday and the 100<sup>th</sup> Anniversary of Vimy Ridge. Without the monetary and behind the scenes backing that the Township provides, our event would not be anywhere near as successful as it has been, or ever will be. This event from its inception during the 2011 Centennial Year has grown into the largest and by far most popular event within our Township and the entire surrounding area. We not only welcome guests from all over Ontario, but also from out of province and country. Our committee works diligently to improve the festivities each and every year, and to this end, other than our Centennial Celebrations, 2017 was deemed the most successful event ever.

It is indeed heartwarming to see several hundred attendees enjoying themselves, whilst making new friends or renewing old acquaintances. It is a fun affair with great camaraderie and no incidents. We are very affordable and do not nickel and dime our patrons. Following one of the best Canada Day Parades in Simcoe County, we provide Free afternoon entertainment, Free Petting Zoo, Magician, Face Painters and Balloon twisters for all ages, Free Hamburgers & Sausages for all attendees, and Free Hot Dogs for the children. etc. etc. You don't have to spend a penny if you don't want to.

This event brings the entire township together and involves various Service Clubs & committees.

- The Victoria Harbour Royal Canadian Legion (entire profit from the bar sales);
- The Victoria Harbour Lions (entire profits from the Steak on a Bun BBQ);
- The Port McNicoll Anglers and Hunters (entire profits from the food venue); and
- Tay Park & Recreation Committee (entire profits from their Kiosk)

In return, the committee met and unanimously agreed upon supporting/donating to the following charities from profits gleaned from the event. These donations are primarily highlighted/presented as coming from the entire Township; Ergo, folks recognize the Township's benevolence and give credit where credit is due.

Donations from this year's event are as follows:

- \$200.00      Victoria Harbour Lion's Charity Golf Tournament;
- \$200.00      Donation in Kind to Jodi Dion – Face Painter;

- \$500.00 Victoria Harbour Hornets Ball Club;
- \$500.00 Alzheimer's Society of Canada;
- \$500.00 Big Brothers and Sisters (Midland);
- \$1000.00 Victoria Harbour & District Food Bank;
- \$1000.00 Hospice Huronia;
- \$1000.00 Port McNicoll Legion (who lost \$3000.00 on their Centennial);
- \$1100.00 The Benny Club; and
- \$4000.00 The Victoria Harbour Legion

TOTAL - **\$10,000.00** donated

In addition, through a joint effort with the Victoria Harbour Legion, the Canada Day Committee sold tickets on a Raffle for a 2017 Sea Doo GTI c/w trailer. Over 95% of the 5000 tickets were sold and in the end, a cheque for **\$20,673.64** was presented to Larche Communications in support of Radio for Cardiology. This was indeed a very significant contribution.

Finally, I would like to comment on our present venue. For several viable reasons, the committee had contemplated on moving the festivities to the Port McNicoll Arena. Several members attended the Centennial Event on the Friday evening, and due to the very poor acoustics in the building an immediate decision was made to keep the event in the Harbour.

To this end, as you all know, council agreed to pay for temporary flooring under the Festival Tent. This was the biggest and best decision ever made, as everyone raved about the floor and not having to sit in a dust bowl. In addition, visitors respected the floor to the point that there was very little clean-up to do vs. the gravel where everyone tended to just drop their garbage on the ground. I am not sure what council's intentions are with regards to hard-surfacing the floor for 2018, however, if the plan is to keep it status-quo, then the Canada Day Committee humbly requests that you consider budgeting the cost of another temporary floor for next year's event (scheduled for 22 & 23 June 2018). The positive feedback was astounding, and to have to go back to the gravel floor would most definitely dissuade folks from attending.

In conclusion, once again a massive thank you for your past and continued support. Wishing you all the very best for 2018.

***"Coming together is a beginning; Keeping together is Progress;  
Working together is SUCCESS!" Henry Ford***

Kindest regards;



Harry Gerstheimer  
Co-chair, PR, and Corporate Sponsorship  
Tay Canada Day Committee  
705-534-4196gerstheimer@rogers.com



September 18, 2017

Scott Warnock, Mayor  
Township of Tay  
450 Park Street P.O. Box 100  
Victoria Harbour, ON, L0K 2A0

Dear Mayor Scott Warnock:

**Re: Notice of Detail Design Commencement and Study Update  
Conversion of Intersection to a Single-lane Roundabout at Highway 12 / Triple Bay  
Road / Rumney Road  
Detail Design and Class Environmental Assessment Study, G.W.P. No.: 2086-17-00  
Ontario Ministry of Transportation**

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The Ontario Ministry of Transportation (MTO) has retained AECOM to undertake a Detail Design and Class Environmental Assessment (EA) Study to convert the current unsignalized intersection at Highway 12 / Triple Bay Road / Rumney Road, to a single-lane Roundabout. The project limits are located in the Township of Tay, County of Simcoe (see enclosed **Key Plan**).

In 2010, a *Preliminary Design and Class Environmental Assessment Study (W.O. 10-20001)* was undertaken to assess and evaluate potential intersection improvements at eight (8) highway intersections within the MTO's Central Region. At completion of the Preliminary Design Study, an *Environmental Screening Document (August 2013)* was prepared to document the recommended improvements. The recommended improvements for the Highway 12 / Triple Bay Road / Rumney Road intersection included the following main components:

- Construction of a single-lane roundabout;
- Removal of the existing right turn lanes from Highway 12 to Triple Bay Road;
- Drainage improvements;
- Provision of appropriate illumination levels at the roundabout and approaches; and,
- Utility relocations.

The purpose of this Detail Design project is to advance the design of the roundabout, and prepare the contract drawings and documents for construction. Construction staging alternatives will be generated and evaluated during the Detail Design stage. These alternatives will be based on technical and environmental factors, and developed in consultation with municipalities, government agencies and other stakeholders. The project will also include the examination of potential impacts to traffic operations during construction. For more information on this project, please visit the project website, [www.Highway12TripleBayRoundabout.com](http://www.Highway12TripleBayRoundabout.com).

**The purpose of this letter is to notify you of the commencement of this Detail Design and Class EA Study. On the attached Stakeholder Contact Information Form, please indicate**

**whether your organization has an interest in this project and who will act as our main contact. In order to assist us with our planning process, would you also please indicate if the above noted project will affect the delivery of your organization's programs or services. A reply by October 9, 2017 would be appreciated.**

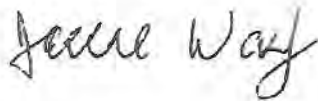
The study will follow the approved planning process for Group 'C' projects under MTO's *Class EA for Provincial Transportation Facilities (2000)*. An Environmental Screening Document (ESD) will be prepared to document the study process, recommended Detail Design improvements, consultation, and environmental impacts and mitigation measures. The ESD is not subject for public review.

There is an opportunity at any time during the study for interested persons to provide input to the Project Team, including comments and information regarding the project. Comments are being collected to assist MTO with the design and to meet the requirements of the Ontario *Environmental Assessment Act*. This material will be maintained on file for use during the project and may be included in project documentation.

Information collected will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record. If you have any accessibility requirements in order to participate in this project, please contact the undersigned.

If you would like to provide comments, or if you require further information regarding this project, please feel free to contact me by phone at 905-747-1788 or by email at [joanne.wang@aecom.com](mailto:joanne.wang@aecom.com).

Sincerely,  
**AECOM**

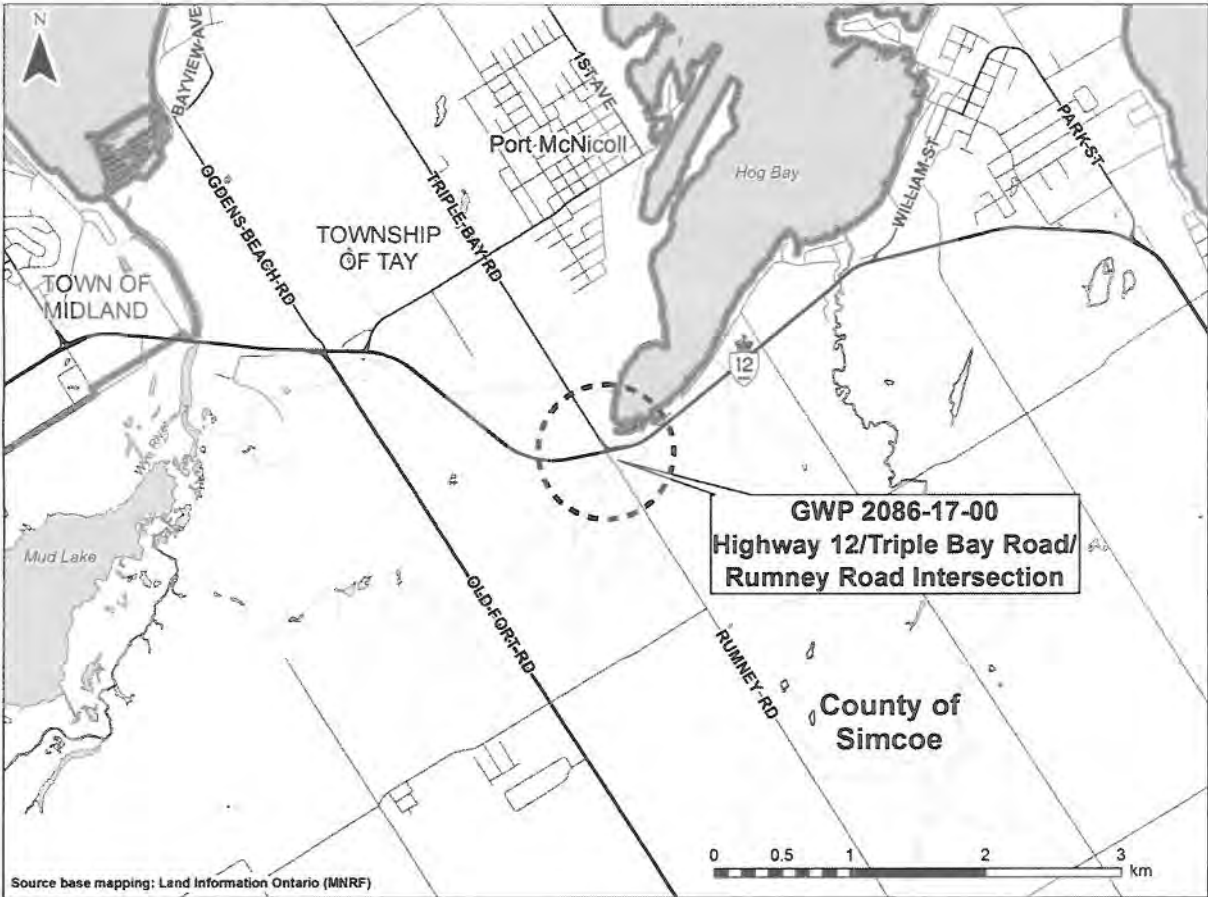


**Joanne Wang, M.E.S**  
Senior Environmental Planner

CC: T. Diczki, Ministry of Transportation, Project Manager  
K. Cherneski, Ministry of Transportation, Environmental Planner  
C. Schueler, AECOM Project Manager  
K. Phillips, AECOM, Deputy Project Manager

Encl. Key Plan  
Stakeholder Contact Information Form

**Key Plan:**



CONVERSION OF INTERSECTION TO A SINGLE-LANE ROUNDABOUT AT HIGHWAY 12 / TRIPLE BAY ROAD / RUMNEY ROAD

ONTARIO MINISTRY OF TRANSPORTATION

STAKEHOLDER CONTACT INFORMATION FORM

PLEASE E-MAIL / FAX BACK BY **OCTOBER 9, 2017**

TO: (905) 882-4399 OR JOANNE.WANG@AECOM.COM

- 1.) Does your organization wish to participate in this study and continue to receive notices of project activities and information as this study progresses? Yes  No
- 2.) If your organization wishes to participate in this study, please provide contact information below for the individual who will act as the Project Team's main point of contact.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

- 3.) Please indicate if the above noted project will affect the delivery of your organization's programs or services, and/or any other relevant information in this regard.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your information and comments will be kept on file for use during the project. Please submit this form to the undersigned by **October 9, 2017**:

Submitted By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Joanne Wang, M.E.S**  
Senior Environmental Planner  
AECOM  
30 Leek Crescent, 4<sup>th</sup> Floor  
Richmond Hill, Ontario, L4B 4N4  
Fax: (905) 882-4399  
E-mail: joanne.wang@aecom.com.



**The Royal Canadian Legion**  
**SUNSET POST (Ont. No. 523) Branch**  
**Box 51, Victoria Harbour**  
**Ontario, L0K 2A0**



September 29, 2017

Hon. Scott Warnock  
Mayor Township of Tay  
450 Park Street, PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0

Dear Mr. Warnock,

The Royal Canadian Legion, Sunset Post Branch 523 of Victoria Harbour will hold their Remembrance Day Ceremony on Saturday November 4, 2017 in Victoria Harbour. We would be honoured if you could join us in remembering the men and women that gave so much for our freedom.

The Parade will form up at 10:00am marching off at 10:30am for services at the Cenotaph at 11:00am. We have requested that **two cadets stand at the Cenotaph and one cade lower the flag.**

There will be a reception at the Legion after the service and we look forward to greeting you at the Branch for a light lunch and fellowship.

We would appreciate your confirmation of attendance by October 21, 2017. Please contact me via phone at 705-427-2335 and or via email at [goodeonek@yahoo.ca](mailto:goodeonek@yahoo.ca).

Yours in Comradeship,

Kathy Goode  
Poppy Chair  
Branch 523



The Royal Canadian Legion  
Bayport Branch #545  
369 Armstrong Street, P.O. Box 9  
Port McNicoll, ON. L0K 1R0



Sep.25/2017

**Bryan Anderson**

Township of Tay

Email: [taytownship@tay.ca](mailto:taytownship@tay.ca)

450 Park Street, PO Box 100

Victoria Harbor, ON

L0K 2A0

Please be advised that we will be holding our Remembrance Day Parade on November 4<sup>th</sup>, 2017. Fall in at the Legion at 1330 Hours. March-off 1400 Hours.

We will be marching from the Legion down Third to Davidson

Up Davidson to 4<sup>th</sup> Ave. to the Cenotaph

Down 4<sup>th</sup> Ave. To Talbot St.

Down Talbot to Third Ave.

Down Third back to the Legion.

We will then march back to the branch for refreshments.

We hope that you will be able to join us.

Yours in Comradeship

*David Pelletier*

President Bayport Branch 545

Email: [545president@gmail.com](mailto:545president@gmail.com)

Home PH: 705-534-7266

Cell: 705-427-0235



**PLANNING & DEVELOPMENT COMMITTEE  
OCTOBER 11, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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**1. CALL TO ORDER:**

**2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from the Chief Building Official  
Report No. PD-2017-48  
Re: Building Services Division Monthly Update – September 2017

**3. OTHER BUSINESS:**

- 3.1 Verbal Report – Councillor LaChapelle – Re: Heritage Committee  
Resolution regarding Harbour Hardware Store.

**4. ITEMS FOR INFORMATION:**

- 4.1 Correspondence from EDCNS  
Re: EDCNS Update – September 29, 2017



## STAFF REPORT

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**Department/Function:** Planning and Development Committee

**Chair:** Councillor Heinrich Naumann

**Meeting Date:** October 11, 2017

**Report No:** PD-2017-48

**Subject:** Building Services Division Monthly Update Report September 2017

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**RECOMMENDATION:**

**That Report No. PD-2017-48 regarding Building Services Division Monthly Update Report September 2017 be received.**

**INTRODUCTION/BACKGROUND**

The following is an overview of the activities of the Building Services Division for the September 2017 calendar month.

| PERMITS   | SEPTEMBER<br>2016 | SEPTEMBER<br>2017 |
|---|-------------------|-------------------|
| Number of Permits Issued this Month             | 48                | 59                |
| Number of Permits Issued to Date                | 307               | 344               |
| New Dwelling Units                              | 8                 | 14                |
| Total New Dwelling Units to Date                | 45                | 50                |
| Accessory Buildings(garages,sheds,gazebos etc.) | 3                 | 2                 |
| Additions                                       | 3                 | 2                 |
| Decks   | 7                 | 5                 |
| Demolition                                      | 5                 | 3                 |
| Water line services/Plumbing                    | 8                 | 13                |
| Farm Buildings                                  | 0                 | 0                 |
| Renovations                                     | 5                 | 6                 |
| Solid Fuel-Fired Appliances                     | 0                 | 0                 |
| Swimming Pool / Fence Permits                   | 1                 | 1                 |
| Commercial/Industrial/Institutional             | 1                 | 1                 |
| Transfer  | 0                 | 0                 |
| Temporary Structures                            | 0                 | 0                 |



|   |                 |                 |
|---|-----------------|-----------------|
| Other Government New                                      | 0               | 0               |
| <b>Inspections and Orders</b>                             |                 |                 |
| Residential Solar Panel/Mechanical                        | 0               | 0               |
| Change of Use   | 0               | 0               |
| Septic System   | 7               | 12              |
| Inspections Conducted                                     | 179             | 189             |
| Site Inspections/Consultations Conducted without a Permit | 30              | 50              |
| Inspections Conducted to Date                             | 1465            | 1391            |
| Orders to Comply Issued                                   | 2               | 0               |
| Stop Work Orders Issued                                   | 1               | 0               |
| Orders to Remedy Unsafe Building Issued/Prohibited Use    | 1               | 0               |
| Orders to Uncover   | 0               | 0               |
| Permits Closed  | 38              | 35              |
| Total Permits Closed to Date                              | 311             | 209             |
| Total Permits Outstanding                                 | 615             | 764             |
| <b>Fees and Construction Value</b>                        |                 |                 |
| Permit Fees   | \$25,609.66     | \$45,430.30     |
| Total Permit Fees to Date                                 | \$146,906.85    | \$216,730.91    |
| Construction Value  | \$2,931,000.00  | \$5,898,063.07  |
| Total Construction Value to Date                          | \$20,554,607.50 | \$23,150,613.97 |

Prepared by:

Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by:

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

Reviewed by:

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

## Objective: To Create Awareness of North Simcoe in the “Heart of Georgian Bay” resulting in Business Growth, Productivity, Innovation and Investment

### INVESTMENT DEVELOPMENT

- STREIT Manufacturing Inc. purchased 111 Pillsbury Drive. The four North Simcoe Mayors, EDCNS, and local businesses in the automotive cluster welcomed the company at the media event on September 28, 2017.
- North Simcoe’s interested overseas business investor continues to undergo long-term global strategy discussions. EDCNS remains in communication with the company and North Simcoe continues as an investment option.

### FARM FRESH FOOD FEST RESULTS

- The inaugural Farm Fresh Food Fest (FFFF) ran a successful first event at 4230 Crossland Road, Tiny on August 18-20, 2017. See the event video at: <https://www.youtube.com/watch?v=5KTcO9rJ2po&feature=youtu.be> or the trailer on the EDCNS website.

### WEBSITE AND SOCIAL MEDIA MARKETING

- The EDCNS website continues to intensify traffic with 571 visitors in August 2017. New visitors increased by 71% compared to August 2016.

### FUNDING

- In addition to financial support from the County of Simcoe and the four North Simcoe municipalities (Midland, Penetanguishene, Tay and Tiny), EDCNS secured funding from the Canada Summer Student Jobs Program, Invest Canada Community Initiatives, and Ontario Celebrates in the amount of \$25,000 combined to date.

### MUNICIPAL DEPUTATIONS

- EDCNS Municipal Deputations are scheduled for October 2017: Tay 11 October; Midland 23 October; Penetanguishene 25 October and Tiny 30 October.



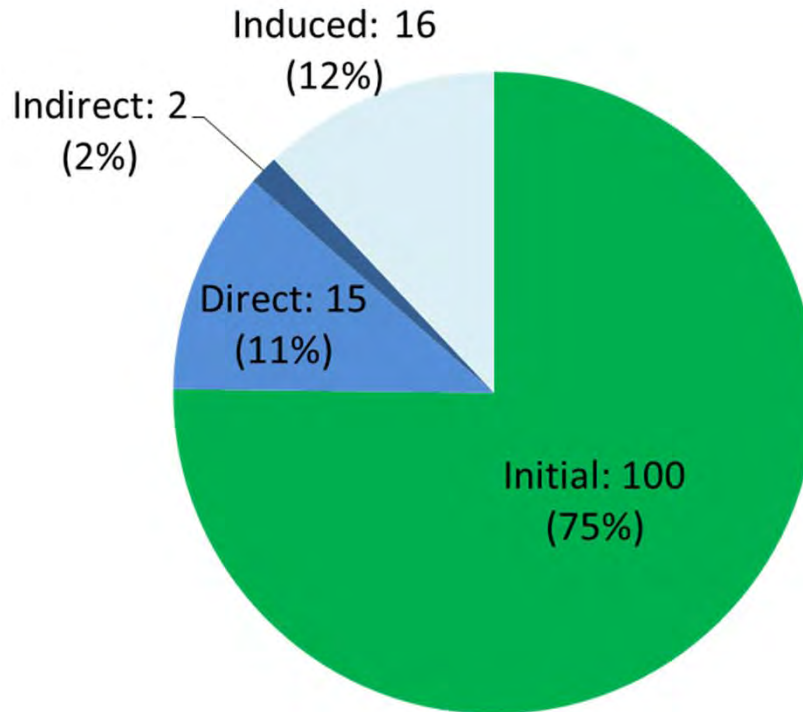
STREIT Manufacturing Media Event  
September 28, 2017



Farm Fresh Food Fest Opening Ceremony  
August 18, 2017

# Adding 100 Manufacturing Jobs

| Changes In Jobs | Changes In Wages   |
|-----------------|--------------------|
| <b>133</b>      | <b>\$6,344,521</b> |



Data Source: EMSI Economic Modelling