



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

**JUNE 28, 2017  
7:00 P.M.**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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**1. CALL TO ORDER**

**2. MOMENT OF SILENT REFLECTION**

**3. ADOPTION OF THE AGENDA**

**4. DECLARATIONS OF PECUNIARY INTEREST**

**5. CORRESPONDENCE**

**6. DELEGATIONS**

6.1 Presentation – Wye Marsh – Re: Lasagne Fundraising Dinner

6.2 Presentation – Tom Smith – Re: 2017 Citizen of the Year

6.3 Presentation – Anita & Terry Fegarty – Re: Heritage Designation  
Plaque, 200 Cherry Street

6.4 Presentation – Georgian Bay General Hospital Foundation – Re:  
Annual Contribution

6.5 Report from the Director of Finance  
Report No. GGF-2017-26  
Re: Tax Applications made under Section 357 & 358 of the  
Municipal Act, R.S.O. 2001

**7. MUNICIPAL REPORT & RECOMMENDATIONS**

7.1 Municipal Report 2017-06-01

**8. OTHER BUSINESS**

8.1 Correspondence from the Ministry of Infrastructure  
Re: Clean Water & Wastewater Fund (CWWF)

8.2 Correspondence from Simcoe County District School Board  
Re: Tay – Expression of Interest – 36 Hazel Street

- 8.3 Report from Director of Public Works  
Report No. PW-2017-68  
Re: Grandview Beach and Paradise Point Water Distribution  
System Contract Award (Contract 2017-20)
- 8.4 Report from the Director of Finance  
Report No. GGF-2017-33  
Re: 2018 Proposed Budget Schedule
- 8.5 Report from Clerk  
Report No. GGF-2017-29  
Re: Terms of Reference – Seniors Advisory Committee
- 8.6 Report from Clerk  
Report No. GGF-2017-30  
Re: Lease Agreement – Diamond Tree Accounting
- 8.7 Report from Clerk  
Report No. GGF-2017-  
Re: RFP 2017-30 – Legal Services (on desk)
- 8.8 Report from Clerk  
Report No. GGF-2017-31  
Re: Enabling Accessibility Grant Application
- 8.9 Correspondence from Portarama Family Festival  
Re: Soapbox Derby
- 8.10 Report from Director of Public Works  
Report No. PW-2017-65  
Re: Aluminum Sulfate Tender
- 8.11 Report from Director of Public Works  
Report No. PW-2017-66  
Re: Sodium Hydroxide and Citric Acid
- 8.12 Report from Director of Public Works  
Report No. PW-2017-67  
Re: 12% Sodium Hypochlorite
- 8.13 Report from Director of Planning & Development  
Report No. PD-2017-33  
Re: Transit Extension

8.14 Report from Chief Administrative Officer  
Report No. GGF-2017-32  
Re: LED Signboards RFP

**9. BY-LAWS**

2017-58 Amending, Speed Limit Regulations (Rosemount Rd)  
2017-59 Agreement, Albert Street Mini Mall Stucco (Noble Exteriors)  
2017-60 Agreement, PM Standpipe Refurbishment (Rescom Coatings)  
2017-61 Agreement, Aluminum Sulfate (Polyrheo)  
2017-62 Agreement, Sodium Hydroxide and Citric Acid (Polyrheo)  
2017-63 Agreement, 12% Sodium Hypochlorite (Dutch Products)  
2017-64 Fees & Charges, Paradise Point & Grandview Beach Connection Costs  
2017-65 Agreement, Paradise Point & Grandview Beach Water Servicing  
2017-66 Agreement, Clean Water & Wastewater Fund (CWWF)  
2017-67 Land Sale, 536 Calvert Street  
2017-68 Agreement, Lease (Diamond Tree Accounting)  
2017-69 Land Sale, Laneway – Triple Bay Road (Shaw)  
2017-70 Zoning, 400 Newton Street (2017-ZBA-02)  
2017-71 Zoning, Victoria Glen Subdivision (2017-ZBA03)  
2017-72 Zoning, 6789 Highway 93 (2017-ZBA-04)  
2017-73 Removal of Holding Symbol, 328 Browns Line  
2017-74 Removal of Holding Symbol, Victoria Woods Phase 3  
2017-75 Agreement, LED Signboards RFP  
2017-76 Agreement, Purchase of Loader/Backhoe  
2017-77 Agreement, Subdivision - Victoria Woods Phase 3  
2017-78 Agreement, Legal Services

**10. NOTICES OF MOTION**

**11. CLOSED SESSION**

**12. CONFIRMATORY BY-LAW**

**13. ADJOURNMENT**

## **CORRESPONDENCE:**

- 5.1 **FROM:** Library Board **RE:** Minutes April 20/17  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.2 **FROM:** SC Federation of Agriculture **RE:** Annual Summer BBQ  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.3 **FROM:** Tay Heritage Committee **RE:** Minutes April 6/17 (amended)  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.4 **FROM:** Tay Heritage Committee **RE:** Minutes May 4/17 (amended)  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.5 **FROM:** Tay Horticulture Committee **RE:** Minutes May 11/17  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.6 **FROM:** The Lamb Family **RE:** Thank you  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.7 **FROM:** Nicole Carswell **RE:** Waubashene Community Hub  
**REFERRED TO CHAIRPERSON:** For Your Information
- 5.8 **FROM:** Library Board - Chairman **RE:** Waubashene Branch  
**REFERRED TO CHAIRPERSON:** For Your Information

**Minutes of the Tay Township  
Public Library Board Regular Meeting  
held at Victoria Harbour Public Library  
Thursday, April 20th, 2017  
7:00 P.M.**

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

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

**REGRETS:** Jackie Ramler  
Heinrich Naumann

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**1. CALL TO ORDER:**

The meeting was called to order at 7:03 p.m. by Chair Coryell.

**2. CONFIRMATION OF AGENDA:**

The Agenda was revised prior to approval, to include  
Item 9.3 – C.E.O. Salary Survey  
Item 9.4 - Staff Appreciation Lunch

**Moved By: Susan Read**

**Seconded By: Cate Root**

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

**Carried.**

**3. DECLARATIONS OF PECUNIARY INTEREST:**

There were no declarations of interest brought forward.

**4. ADOPTION OF MINUTES:**

**4. 1 March 23, 2017**

**Moved By: Cate Root**

**Seconded By: Susan Read**

**That the minutes of the meeting dated March 23, 2017 be  
adopted as circulated.**

**Carried.**

**4. 2 March 25, 2017**

**Moved By: Susan Read**

**Seconded By: Cate Root**

**That the minutes of the meeting dated March 25, 2017 be adopted as circulated.**

**Carried.**

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

None were presented.

**6. ACCOUNTS:**

**6. 1 March 2017**

**Moved By: Cate Root**

**Seconded By: Susan Read**

**That the March accounts, as presented and attached, in the amount of \$4,951.52 be accepted.**

**Carried.**

**7. BRANCH REPORTS- March:**

**7.1 Port McNicoll**

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

**7.2. Victoria Harbour**

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

**7.3.Waubashene**

The Board received for information the March 2017 activity report prepared by the Branch Librarian for the Waubashene Library.

**8. STATISTICS:**

**8.1** The Board received the February 2017 statistics of the individual branches for information.

**8.2** The Board received March 2017 statistics of the individual branches for information.

**9. ITEMS FOR INFORMATION:**

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

- 9.2 Tay Library Board 2017 Meeting Schedule; received for information only.
- 9.3 C.E.O. Salary Survey; received for information only. The Chair noted that SOLS no longer provides staff involvement in a Library hiring process, but can provide informational support.
- 9.4 Staff Appreciation Lunch; invoice information cost received for payment by board members.

10. **OTHER ITEMS OF BUSINESS:**

**10.1 Report from Financial Analyst – Re: 2016 Year end Financial Summary**

The Board received a written report for information from the Library Treasurer for the Quarter ending December 31st, 2016.

**10.2 Report from the Head Librarian – Re: Literacy Award**

The Board received a report from the Head Librarian in regard to the 2017 Literacy Awards. The C.E.O. was directed to make contact with both schools prior to the event to receive information needed for the presenters to prepare a congratulatory tribute.

**Moved By: Susan Read**

**Seconded By: Cate Root**

**That the Staff Report from the Head Librarian regarding the annual literacy awards be received;**

**And whereas, the presentation of the Literacy Award by a Library Board member provides an opportunity to raise the community awareness of the Tay Township Public Library;**

**And that the Tay Public Library Board approves two 2017 Literacy Awards, one for each school, in the amount of \$50.00 each.**

**Carried.**

**10.3 Report from the Library C.E.O. – Re: Revised Hours**

The Board received a report from the Library C.E.O. regarding Revised Hours, further to direction received from the Library Board at the March 23, 2017 Library Board Meeting.

**Moved By: Cate Root**

**Seconded By: Susan Read**

**That the Staff Report from the Library C.E.O regarding Revised Library Hours of Operation be received;**

**And that the new library schedule be adopted and that the new hours be implemented effective Monday June 5<sup>th</sup>, 2017 .**

**Carried.**

**10.4 Report from the Library C.E.O. – Re: Review of PowerPoint Presentation for April 24, 2017 meeting with Council.**

The Board received from the Library C.E.O., the PowerPoint presentation in regard to the Library Master Plan.

The Board reviewed the draft PowerPoint presentation and provided revisions. In addition, the Board discussed the order of presentations to coordinate with the presentation from TCI Management Consultants.

**10.5 Closed Session – Employee Matter: Followup**

**Moved By: Susan Read**

**Seconded By: Cate Root**

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

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

- **Personnel Issue about an Identifiable Individual.**

**Carried.**

**Moved By: Cate Root**

**Seconded By: Susan Read**

**That the Board adjourn from the In Camera Session at 9.39 p.m. and return to the regular meeting.**

**Carried.**

**11. ADJOURNMENT:**

**Moved By: Susan Read**

**Seconded By: Cate Root**

**That this meeting of The Tay Township Public Library Board adjourn at 9:40 p.m.**

**Carried.**

Date: April 20, 2017

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Chair: Bob Coryell

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Secretary: Heather Walker





The Simcoe County  
Federation  
of Agriculture  
invites its members  
and the public  
to attend its

# **ANNUAL SUMMER BARBEQUE**

**Thursday, July 13th**

at

**Springdale Christian Reformed Church**  
1466 5th Line, Bradford

**\* 3 p.m. Bus Tour of Holland Marsh**

**\* 6 p.m. Barbeque**

**\$25.00/person**

**\$12.00 (children 12 and under)**

Tickets may be purchased from the SCFA Office  
at **705-726-9300 Ext. 1224** or from SCFA Directors



# TAY HERITAGE COMMITTEE

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

705-534-7248 ext 231

[sfarquharson@tay.ca](mailto:sfarquharson@tay.ca)

## Minutes as Amended April 6<sup>TH</sup>, 2017

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Present: Mr. Steve Farquharson, Director of Planning & Development  
Mr. Terry Fegarty, Chair  
Mrs. Catherine Root, Council Representative  
Mr. Stan O'Connor, Committee Member  
Mr. John Todd, Committee Member  
Ms. Susan Lucas, Committee Member

Regrets: Mr. Allan Mantel, Committee Member

Staff Present: Treena Clark, Recording Secretary

### 1. **Call to Order**

Mr. Fegarty called the meeting to order at 5:05 p.m.. The Committee Fegarty provided an official welcome to Barb Benson, volunteer with the Port McNicoll 100<sup>th</sup> Anniversary committee.

### 2. **Conflicts of Interest**

Councillor Root & Mr. Fegarty – Cost not design of designation Plaques  
Councillor Root – Quest Mural

### 3. **Adoption of Minutes**

The Chair put a motion forward to adopt the minutes of March 16, 2017.

**Moved by John Todd and seconded by Councillor Root:  
That the minutes of March 16, 2017 be adopted. CARRIED.**

#### **4. Business Arising From the Minutes**

**4.1** 6.13 of minutes – Heritage ID badges received and distributed by Mr. Fegarty to the committee members

#### **5. For Your Information**

**5.1** On June 8-10, 2017, the annual CHO conference will be held in Ottawa, ON and the committee would like to review budget in order to attend; Ms. Clark will provide an email update to the Committee of the Treasurers report to review budget balance.

**5.2** A discussion derived from a Toronto Star article dated April 4, 2017 pertaining to "A better way to Protect Toronto's Heritage Buildings" and the tactic of registering ("listing") properties to protect them from demolition without notice to the Municipality. The Committee does not want to lose Heritage properties as one of their roles is to protect them. Ms. Clark advised that the current process for property demolition requests is that they are identified in the Planning department's Land Manager software system and identified by Building Administration or the Chief Building Official and brought to the Heritage Committees' attention.

**5.3** Councillor Root will bring a card of thanks to the next meeting

**Mr. Fegarty brought Motion forward; Moved by Mr. Todd and seconded by Mrs. Lucas**

**CARRIED**

#### **6. New and Unfinished Business**

**6.1** Mr. Fegarty attended the Port McNicoll 100<sup>th</sup> Year Celebration Committee meeting on April 5, 2017 and will have the Port McNicoll village area's Heritage photographs available to view for the event, either by hard copy or digital for Barb Benson, Committee member. The car rally will be held on Monday, August 7, 2017 which will start in Port McNicoll and end at St Marie. The committee was open to the idea of a \$20.00 fee for each participant with proceeds to go towards lunch and prizes. The car rally would be a 100km drive throughout Tay Township with specific drop-off areas or historic sites and the drive would end at St. Marie. Councillor Root will confirm with Nick the date and collaborate with Barb Benson regarding the list of events. Barb will provide Mr. Fegarty with the contact name and email of chair.

**6.2** Treasurer's Report will be provided at the May 4, 2017 Heritage Committee meeting (quarterly report)

### **6.3 Heritage Street Signs**

Councillor Root led a discussion for an update on the RFP (Request for Proposal) being prepared with the Directors of Public Works and Planning and Development. The target date remains the same to install prior to Canada Day celebrations to complete and have the summer students assist with installation.

### **6.4 Century House Number Program Sub-Committee**

As per March 16, 2017 meeting, Councillor Root advised that the Century House Number Program is also included in the RFP (Request for Proposal) for the Heritage street signs and the design has not yet been determined yet. T. Fegarty provided an example plot drawing of Port McNicoll's homes prior to 1919/Historical districts. There are more than 400 homes eligible for Century Homes signs: The 4 settlement areas, 84 Port McNicoll, 155 Victoria Harbour, 70 Waubashene, 23 Waverley and at least 50 or more in Rural Tay area. For example, the City of Toronto signs cost is \$125.00 and sell for \$250.00. Since the Heritage Committee or Township of Tay is non-for-profit, the selling price will be close to the initial purchase price. During the vetting process of the RFP, the design and costing will be determined. Also, the application process for home owners requesting to purchase a sign, the committee will be investigating a fillable form (on-line or static) and further research is required to determine which properties qualify. During this discussion, it was agreed that J. Todd, M. Heffer and T. Fegarty will take the lead on this initiative.

### **6.5 Additional QR signs**

QR (Quick Response) signs can be read by cellphone or tablet. At present, present inventory shows 20 including 4 in Port McNicoll. About 20 more are required to be developed for the Historic districts and the cost is \$50 per QR sign and installation by the Municipality (or by the home owner). The Committee is to ensure that the applications are valid.

### **6.6 Update – Walking Tours/Brochures**

The walking tours and brochures require updating. The kiosks and Barb Benson require replenishment of brochures.

### **6.7 Review of Heritage Register**

It is the Committees responsibility to maintain the Heritage Register.

### **6.8 Update – Social Media**

Mr. Todd advised that he has an active Facebook account and feeds to various websites. Mr. Farquharson advised the Committee, for any media event to contact Lynn Racicot, Communications and Special Projects Officer or email lracicot@tay.ca.

### **6.9 Quest Art School & Gallery – Community Mural Project**

Councillor Root advised no update to report and will follow-up with Bryan Anderson, Manager Parks, Recreation & Facilities.

### **6.10 Bonar Church Conservation**

Mr. Farquharson provided an updated to the Committee advising that he has had several conversations and meetings with the new owners whom have assured him and the Township that the building will remain as a Heritage building. Also, if and when an application is received to build a detached garage, the new owners plan will be to comply and match the garage to the main church building.

### **6.11 Donated Stoddard family Bible**

Mr. Fegarty spoke with Genevieve Carter, from the Huronia Musuem and they are not interested in the family bible. Mr. Todd offered to take the bible to possibly locate the church in order to donate. The Committee agreed to this initiative.

### **6.12 Designation 200 Cherry Street**

Conflict of interest for Councillor Root and Mr. Fegarty and removed themselves during discussion to make a decision to purchase a Heritage plaque from Root Cellar Signs in the amount of \$480.00 including HST.

**Mr. Heffer brought Motion forward; All Committee members voted in favour to purchase**

**CARRIED**

## **7. Additional Agenda Items**

### **a. School Project**

John Todd had an idea for a school project for the fall of 2017. Councillor Root noted that she would look in to programs offered by the Museum.

### **b. Range Light**

Ms. Lucas requested a survey of the property in order to map out and view where extra space is available to plant a garden. Ms. Lucas and Councillor Root have scheduled a site meeting with some of the Horticultural Committee members on April 13, 2017. Ms. Lucas also requested an update on the light to when it will be in working order and installation of hydro line. Mr. Farquharson will follow-up with Public Works and provide an update.

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

The meeting was adjourned at 7:07 p.m. moved by Mr. O'Connor and seconded by all Committee members.

Next meeting to be held at 5:00 p.m. on Thursday May 4<sup>th</sup>, 2017

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Terry Fegarty Heritage Committee Chair

Recording Secretary, Ms. Clark



# TAY HERITAGE COMMITTEE

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

## Minutes as Amended May 4<sup>TH</sup>, 2017

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Present: Mr. Terry Fegarty, Chair  
Mrs. Catherine Root, Council Representative  
Mr. Stan O'Connor, Committee Member  
Mr. John Todd, Committee Member  
Ms. Susan Lucas, Committee Member  
Mr. Allan Mantel, Committee Member

Regrets: Mr. Steve Farquharson, Director of Planning & Development

Staff Present: Treena Clark, Recording Secretary

### 1. **Call to Order**

Mr. Fegarty called the meeting to order at 5:05 p.m..

### 2. **Conflicts of Interest**

Councillor Root - Quest Art School & Gallery – Community Mural Project

### 3. **Adoption of Minutes**

The Committee members reviewed the April 6, 2017 minutes and recommended the following amendment:

- Mr. Allan Mantel was not present at the April 6, 2017 Committee meeting.

**Moved by John Todd and seconded by Terry Fegarty:  
That the Amended minutes of April 6, 2017 be adopted.  
CARRIED.**

**4. Business Arising From the Minutes**

**4.1** Item 6.6 Additional QR signs – Mr. Matthew brought forward a question to the Committee members to determine how effective are the QR signs today as the potential to add more signs at \$50.00 per sign. Mr. Fegarty advised he will contact the Huronia Museum with regards to statistics and report back to the Committee at the next meeting.

**4.2** Item 6.11 Donated bible – Mr. Todd updated the Committee with respect to researching on-line to locate the relatives of the Stoddard family as he would like to return the bible. The Huronia Museum told Mr. Fegarty that it is not interested. Another initiative would be to contact the Tay Township library to consider adding the bible to their existing collection. Mrs. Clark advised she would follow-up with Bob Coryell.

**4.3** In March, Sherrill Foster was to contact 2 local schools with regards to heritage programs related to Canada's 150<sup>th</sup> as neither have responded to the Committee. Mr. Todd suggested perhaps to schedule during school hours versus after hours or weekends. Awaiting for quotations to be received from Huronia Museum and Saint Marie.

**5. For Your Information**

**5.1** The Committee members reviewed the quarterly Treasurer Report with regards to the budget balance with a view to attend the Ontario Heritage Conference in Ottawa from June 8-10, 2017. Ms. Lucas suggested although the registration cost is about \$400 each (not including travel, lodging, and other expenses) that future Conferences would be valuable for some members of the Committee to attend. Although there is no budget at this time, Ms. Lucas suggested that perhaps during the 2018 budget review process to consider this item to be added for Council approval.



- 5.2** Councillor Root provided an update from the Community Mural Project as she attended a Council presentation showing the design. The dimensions are 24 X 9 in several panels. The original concept excluded lumbering activities but should be addressed. Council will be revisiting where the free standing mural location will be installed. Council will consider 2 sites, one being along the trail or the second being at the Village Mercantile building on William and Albert Streets. The mural unveiling is scheduled for June 28, 2017. The consensus within the Heritage Committee "if asked" would be the first being at Hwy 12 and William Street (near the Tay trail or Information kiosk) and second being at the Victoria Harbour Gazebo Park area, near the fence line and tall pine trees.
- 5.3** CHOnews – Spring 2017 – The Committee reviewed the Spring edition
- 5.4** Ms. Clark advised that the Resignation letter for new Committee member, Sherrill Foster has been received by Mr. Fegarty and has been forwarded to Alison Gray to be included on the May 24<sup>th</sup>, 2017 Council agenda.

**6. New and Unfinished Business**

**6.1 Treasurer's Report – March 31, 2017**

The Committee reviewed the quarterly Treasurer's report – no update to report

**6.2 Update – Heritage Street Signs – RFP & Waverley location**

Councillor Root provided an update to Mr. Fegarty in regards to the RFP release and if the signs will be installed by Canada Day. Her response was that although Public Works department is very busy she is hopeful that the RFP will be issued soon.

The plan for new Waverley street signs must be modified to account for the County Road network.

### **6.3 Update–Century House Number Program**

#### **Sub-Committee**

Mr. Fegarty advised that he will be working with the Director to complete a list of all buildings erected prior to 1919 which will consist of over 400 homes. The price of each number plaque will depend on the costs of production, etc. Also, further developments will include the public announcement, homeowner application form (fillable?) and handling procedures. Mr. Fegarty will contact Heritage Toronto to obtain a working copy of their sign request application.

### **6.4 Additional QR signs**

Mr. Heffer brought forward a suggestion to the Committee members that the Committee investigate the usage of the present signs before deciding to install some 20 more signs at \$50.00 per sign. Mr. Fegarty advised he will contact the Huronia Museum with regards to usage statistics and report back to the Committee at the next meeting

### **6.5 Update – Walking Tours/Brochures**

Defer until Fall 2017

### **6.6 Update – Mystery Tour**

The Heritage car rally will be held August 7 (Civic Holiday), starting at 9:00 am at Patterson Park in Port McNicoll and finishing at Restaurant Ste Marie. The charge will be \$30 per person to cover the cost of dinner and prizes.

### **6.7 Review of Heritage Register**

Defer until Fall 2017

### **6.8 Update – Social Media**

Mr. Todd, Mr. Heffer and Mr. Fegarty will meet with Lynn Racicot, Communications and Special Projects officer, in mid May to discuss a plan and/or strategy for improved communications via the Township website, alternative websites, Twitter etc, for Heritage Committee events.

## **6.9 Update - Range Light**

Ms. Clark provided an update that the Range light and electrical work required will commence on May 8, 2017 and will take 2 weeks to complete.

## **6.10 Update – School Project**

Councillor Root provided to the Committee a video on the Bank Note 150 program as a possible component of the school project program.

## **6.11 Huronia Museum Program Information**

The Committee viewed 2 proposals, from Huronia Historical Parks and Huronia Museum, to provide in-class programs to primary school students. A decision on both was deferred while the Committee considers cost and heritage applicability.

## **6.12 Waubaushene Community Centre Committee Letter**

Councillor Root provided background information for the role and responsibility of the Waubaushene Community Centre and asked for the Heritage Committee's support for the idea, including a lumber museum as part of the complex. Mr. Fegarty reviewed the draft letter to be provided to the WCC Committee which will be included with the letters of support from other agencies and/or community committees supporting the Centre. All will be presented to Council on June 14. Having declared a conflict of interest, Councillor Root removed herself from the Committee meeting area as the remaining Committee members reviewed and discussed the draft letter and all agreed to the concept of support. Mr. Fegarty will update and complete the draft letter.

**Moved by Ms. Lucas and seconded by Mr. Heffer:  
That the Committee provide a letter of support for the  
concept of a Waubaushene Community Centre,  
including a Lumber Museum therein.**

**CARRIED.**

- 6.13** Councillor Root on behalf of the Committee presented to Mr. Fegarty a Tay Heritage Designation plaque for 200 Cherry Street.

**7. Adjournment and Next Meeting**

The meeting was adjourned at 7:30 p.m. moved by Mr. Todd and seconded by all Committee members.

Next meeting to be held at 5:00 p.m. on Thursday, June 1, 2017

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Terry Fegarty Heritage Committee Chair

Recording Secretary, Ms. Clark



**Township of Tay  
Horticulture Committee  
Minutes  
May 11, 2017**

The Horticulture Committee met at 5:00 p.m. in the Vic Kelley Room on May 11, 2017

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

**STAFF PRESENT:**        Alison Gray, Clerk

**1.0    CALL TO ORDER**

The Chair called the meeting to order at 5:10 p.m.

**2.0    DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of interest.

**3.0    ADOPTION OF MINUTES**

**3.1    Minutes – March 9, 2017**

**Moved By: Glenda Bosley**

**Seconded By: Betty Wakish**

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

**Carried.**

**4.0    BUSINESS ARISING FROM THE MINUTES**

None

**5.0    CORRESPONDENCE**

No correspondence was received.

## **6.0 NEW & UNFINISHED BUSINESS**

### **6.1 Heritage Garden at Range Light**

The Committee reviewed the April 13<sup>th</sup> Range Light site visit and proposed planting plan. It was agreed that the plants need to be drought tolerant, good for pollinators, and easy to care for.

Following discussion, it was requested that staff dig out the proposed garden bed, and prepare it for planting prior to July 4<sup>th</sup>. A Committee member will meet staff onsite and mark out the new gardens so that they may be excavated.

The Committee agreed to replace the July meeting with a planting evening on July 4<sup>th</sup> at 4:00 p.m. at Range Light.

### **6.2 Update: 2017 Bus Tour – June 15, 2017**

The Committee reviewed the tentative schedule for the 2017 bus tour to Plant Paradise and Pathway to Perennials.

Following discussion, the Committee members agreed to work on encouraging registrations prior to the next meeting as they have been slow. Staff was requested to email the bus capacity to the Committee members.

### **6.3 Tay Blooms Event – June 3, 2017**

The Committee reviewed plans for the Tay Blooms plant exchange and mulch pickup on June 3, 2017.

Staff was requested to coordinate the mulch and setup with Public Works.

## **7.0 ADJOURNMENT**

**Moved By: Cate Root**

**Seconded By: Glenda Bosley**

**That the meeting adjourn at 5:55 p.m.**

**Carried.**

## **8.0 NEXT MEETING – June 8, 2017**

*Thank You*



To Township of Tay.

On behalf of the Lamb  
Family I would like to  
thank you for your generous  
donation to Knox  
Presbyterian Church in  
Uptergave in memory  
of my dad Arthur Lamb.

Robert Lamb

*Thank you sincerely  
for sharing our sorrow.  
Your thoughtfulness  
is appreciated and  
will always be remembered.*



**From:** NICOLE PEDERSEN [mailto:[nicole\\_pedersen@rogers.com](mailto:nicole_pedersen@rogers.com)]

**Sent:** June-20-17 8:30 PM

**To:** Alison Gray

**Subject:** To Mayor and Council

Good Morning,

I have written a letter to the Mayor and Council that I'm hoping you can put into their package for next Wednesday's discussion about the Waubauskene Community Hub. I attended the last township meeting about the Hub and was intrigued by a question council had about cost benefit. Specifically they asked if there are any other communities in similar size with a community center that could serve as an example of cost sustainability. I have done a little research and would like to present council with such an example.

To Mayor Warnock and fellow Council Members,

I would like to share with you an example of a community that has operated a community center for a population of just 918 people. Dunchirch is located in the municipality of Whitestone in Parry Sound district. They run a number of programs for residence without having a recreation department in their budget. They have a group of dedicated volunteers that not only plan, organize and run a range of activities for the wide age range of their population. The volunteers also apply for grants from the government to fund these programs. Grants such as 'New Horizons for Seniors ' gives this community \$20,000-\$30,000 twice a year for programs such as 'I-Learn I-pad' classes or Walk fit classes. There are also given grants for inter-age programs that the community engages in such as 'Grandma on Loan' that helps seniors and youth connect over baking lessons and computer games. They have also been given grant money for public viewings of movies so they can have movie afternoons. Their programming also supports the local economy, for example asking local chefs to teach a cooking lesson encourages students to visit local restaurants.

This community center serves as the infrastructure to have such events like a community Thanksgiving Dinner in which over 500 residence attend annually. BINGO nights during summer help to raise \$10,000 annually to help pay for the operations cost of the building, which is budgeted as \$25,000 a year.

Dunchirch is just one example of a small community that has improved quality of life through enhanced access to services and programming. Their objective is to create a sustainable gathering place for people to share activities, socialize and enrich their lives with stimulating programming.

Thank you for your time,  
Nicole Carswell



**TAY TOWNSHIP PUBLIC LIBRARY**  
Port McNicoll \* Victoria Harbour \* Waubaushene

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June 20, 2017

Dear Mayor Warnock and Council

Clarification

To correct the public record from the Council Meeting of the Waubaushene Community Centre Committee delegation on June 13, 2017, I would like to clarify a misstatement made by Councillor LaChapelle attributed to myself as well as the Board for whom I was speaking, regarding my statement that the Waubaushene Branch would probably be closed in 10 years.

I reiterate the Library Board's Strategic Plan recommendation, which had overwhelming public support, to maintain and support all three community library locations.

At no time has the Library Board or Chairman stated that any of the community library locations be closed now or in the future. We do recognize that it is difficult to anticipate any changes more than 10 years out. This was stated in reference to what the role of the Libraries will be 10 or more years out. In the short term, I intend to be very clear as stated in the preceding paragraph.

Respectfully,

*Bob Coryell*

Bob Coryell  
Library Board - Chairman



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No.:** GGF-2017-26

**Report Title:** Tax Applications 2015 and 2016

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2017-26 regarding tax applications made under Sections 357 and 358 of the Municipal Act, R.S.O. 2001 be received; and**

**That tax adjustments in the amount of 1,553.62 be approved**

### **INTRODUCTION/BACKGROUND:**

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

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

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

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

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

**ANALYSIS:**

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

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

**FINANCIAL/BUDGET IMPACT:**

The reduction in the municipal tax revenue for these tax applications will be \$926.76.

**CONCLUSION:**

The total amount of tax adjustments under section 357 and 358 of the Municipal Act, 2001 as attached is \$1,553.62 with the Township portion being \$926.76.

Prepared By: Diane Sagle, Accounting Payroll Clerk

Recommended By: Date:

Joanne Sanders  
Treasurer

Reviewed By: Date:

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

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

Roll Number	Property Address	Reason	Year	Municipal Levy Amount	Total Levy Amount
040-004-00200-0000	5002 Vasey Road	Barns Demolished	2015	-6.00	-10.70
040-005-69000-0000	294 Robins Point Road	Garage Demolished	2016	-184.44	-324.03
040-004-10900-0000	152 Bayview Avenue	Garage Demolished	2016	-152.37	-267.69
060-001-02700-0000	344 Park Street	Classification Change	2016	-564.64	-917.28
040-004-00200-0000	5002 Vasey Road	Barns Demolished	2016	-19.31	-33.92
	Totals			-\$926.76	-\$1,553.62



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

June 28, 2017

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2017-06-01 respectfully  
recommended to Council for adoption.

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Alison Gray, BAH, CMO  
Clerk

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

**RECOMMENDATIONS**

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

1. That Report No. PPP-2017-30 regarding Fire Chief Monthly Report – May 2017 be received for information.

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

2. That Report No. PPP-2017-31 regarding Deputy Fire Chief/FPO Monthly Report – May 2017 be received for information.

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

3. That Report No. PPP-2017-29 regarding By-law Activity Report – May 2017 be received for information.

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

4. That Report No. PPP-2017-28 regarding MLEO/Canine Activity Report – May 2017 be received for information.

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

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

**RECOMMENDATIONS**

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

5. That the report, dated June 28, 2017 recommending adopting of the minutes be approved.

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

6. That Staff Report No. GGF-2017-27 regarding an Inquiry to Purchase Vacant Land – Laneway, Triple Bay Road be received;  
Whereas pursuant to the Township's Sale of Land Policy the Township is interested in selling the laneways within Port McNicoll;  
And whereas the owners abutting the laneway is interested in acquiring the portion of the laneway abutting their properties;  
Now therefore be it resolved that the Council of the Township of Tay stop up, close, sell and declare surplus the laneway described as Parts 1 & 2 on Plan 51R-41008, being PIN No. 58476-0193;  
And that the lands be sold and merged with the abutting properties as follows;  
a) Part 1 on Plan 51R-41008 with 2746 Triple Bay Road (Roll Number 435304000407211 – PIN No. 54876-0167)  
b) Part 2 on Plan 51R-41008 with 2770 Triple Bay Rd (Roll Number 435304000407208 – PIN No. 58476-0171)  
And that the required by-law be brought forward to the next regular meeting of Council.

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

7. That per the request of the Port McNicoll Centenary Committee that the \$50.00 Special Event Refreshment Vehicle Application Fee, but not the application requirements, be waived;  
And that any vendors from out-of-town be approved to remain on-site overnight on the old baseball diamond behind the Port McNicoll Anglers & Hunters Building, subject to the provision of a layout detailing the location of each overnight camping space, access in and out, and any other emergency requirements to the satisfaction of the Fire Department.

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

8. That the Township of Tay supports the efforts of the Auto Mayors Caucus and that correspondence be sent.

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



9. That the Council of the Township of Tay request staff submit a letter of interest in the vacant school on Hazel Street in Waubauskene to the Simcoe County District School Board by the June 21, 2017 deadline;  
And Further, that a letter be submitted requesting an extension of time and reduction of cost be submitted along with any possible funding applications for grants to assist in preparing a feasibility study;  
And further that staff be authorized to submit any letters or documentation required in advance of formal ratification by Council at the June 28, 2017 Council meeting.

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

10. That Council endorse the Queen's Quay Festival Proposal for an event on August 26, 2017 subject to the organizers meeting all staff concerns and requirements respecting vendor licensing, noise, parking, traffic, and any other emergency requirements to the satisfaction of the Fire Department.

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

11. That Council accepts the new offer to purchase the following property:
- 536 Calvert Street - \$ 32,000
- Subject to the various conditions and applicable taxes in addition to the purchase price.

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

12. That Staff Report No. GGF-2017-28 regarding property at 450 Sturgeon Bay Road offered for sale in the 2015 Tax Sale be received;  
And that staff be directed to advertise the property a second time with a 50% reduction in taxes and fees owed;  
And that staff be directed not to vest the property in the Township's name should there not be a successful purchaser.

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

**TO:** Deputy Mayor Dave Ritchie,  
Chairman, General Government Committee

**FROM:** Alison Gray, Clerk

**DATE:** June 28, 2017

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

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I recommend the adoption of the minutes of the

- Regular Meeting of Council – May 24, 2017
- Regular Meeting of Committee of All Council – June 14, 2017

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Alison Gray, BAH, CMO  
Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY  
REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 24, 2017  
7:00 P.M.**

**PRESENT:**

Mayor Scott Warnock  
Deputy Mayor David Ritchie  
Councillor Jim Crawford  
Councillor Gerard LaChapelle  
Councillor Heinrich Naumann  
Councillor Catherine Root  
Councillor Sandy Talbot

**STAFF PRESENT:**

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

\* did not attend Closed Session

**1. CALL TO ORDER:**

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

**2. MOMENT OF SILENT REFLECTION:**

Mayor Warnock called for a moment of silent reflection.

**3. ADOPTION OF THE AGENDA**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That the Council Meeting Agenda for May 24, 2017 be adopted as circulated with the following addition:**

**8.10 – Verbal Report - Councillor LaChapelle – Re: Midland Mirror Article on Road Needs Study.**

**Carried.**

**4. DECLARATIONS OF INTEREST:**

Councillor Root declared a pecuniary interest Municipal Report 2017-05-01, Recommendation #6 as she is a customer of the business.

**5. CORRESPONDENCE:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

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

**Carried.**

**6. DELEGATIONS:**

None were presented.

**7. MUNICIPAL REPORTS:**

**7.1 Municipal Report 2017-05-01:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That Municipal Report No. 2017-05-01 be and is hereby adopted as follows:**

- |                      |                     |                     |
|----------------------|---------------------|---------------------|
| <b>1. Carried.</b>   | <b>7. Carried.</b>  | <b>13. Carried.</b> |
| <b>2. Carried.</b>   | <b>8. Carried.</b>  | <b>14. Carried.</b> |
| <b>3. Carried.</b>   | <b>9. Carried.</b>  | <b>15. Carried.</b> |
| <b>4. Carried.</b>   | <b>10. Carried.</b> | <b>16. Carried.</b> |
| <b>5. Carried.</b>   | <b>11. Carried.</b> | <b>17. Carried.</b> |
| <b>6. Carried. *</b> | <b>12. Carried.</b> |                     |

**Carried.**

**\* Councillor Root declared a pecuniary interest in Recommendation #6 and vacated her seat. Councillor Root resumed her seat following consideration of the recommendation.**

**7.2 Municipal Report 2017-05-02:**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Heinrich Naumann**

**That Municipal Report No. 2017-05-02 be and is hereby adopted as follows:**

- 1. Carried.**

**Carried.**

**8. OTHER BUSINES:**

**Deputy Mayor Ritchie assumed the Chair for Item 8.1**

**8.1 Correspondence from Great Lakes & St. Lawrence Cities Initiative regarding Board of Directors Election.**

**Council received correspondence from the Great Lakes & St. Lawrence Cities Initiative regarding Board of Directors Election.**

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Heinrich Naumann**

**That Mayor Scott Warnock be nominated to the Board of Directors for the Great Lakes and St. Lawrence Cities Initiative.**

**Carried.**

**Mayor Warnock resumed the Chair.**

**8.2 Correspondence from Severn Sound Environmental Association regarding Trillium Foundation Grant Application – Invasive Species.**

Council received correspondence from Severn Sound Environmental Association regarding Trillium Foundation Grant Application – Invasive Species.

**Moved By: Councillor Catherine Root**

**Seconded By: Councillor Heinrich Naumann**

**That the Township of Tay be the lead applicant for the SSEA Invasive Species Trillium Foundation Grant Application for \$75,000/year for three years.**

**Carried.**

**8.3 Report from the Chief Administrative Officer regarding Personnel – Employee Assistance Program.**

Council received Report No. GGF-2017-25 from the Chief Administrative Officer regarding Personnel – Employee Assistance Program (EAP).

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Catherine Root**

**That Staff Report No. GGF-2017-25 regarding a new policy Personnel – Employee Assistance Program (EAP) be received;**

**And that Council approves the new policy, Personnel – Employee Assistance Program, as attached to the report, effective July 1, 2017.**

**Carried.**

**8.4 Report from the Director of Planning & Development regarding Subdivision Agreement – Victoria Glen – TA-T-93026 – Reo Global Ventures Ltd Phase 2.**

Council received Report No. PD-2017-24 from the Director of Planning & Development regarding Subdivision Agreement – Victoria Glen – TA-T-93026 – Reo Global Ventures Ltd Phase 2.

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Catherine Root**

**That Staff Report No. PD-2017-24 be received;**

**And that Council approves the Subdivision Agreement and Lot Grading Agreement with Reo Global Ventures Ltd. For Phase 2 of the Victoria Glen Subdivision;**

**And that the appropriate by-law be brought forward to remove the holding symbol for Phase 2 of the proposed subdivision and authorize the execution of the subdivision agreement.**

**Carried.**

**8.5 Report from the Director of Planning & Development regarding Site Plan Agreement Application – 2017SPA01 – 3282 Ogdens Beach Road – Wye Heritage Marina – Parkbridge Lifestyle Communities Inc.**

Council received Report No. PD-2017-23 from the Director of Planning & Development regarding Site Plan Agreement Application – 2017SPA01 – 3282 Ogdens Beach Road – Wye Heritage Marina – Parkbridge Lifestyle Communities Inc.

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Catherine Root**

**That Staff Report No. PD-2017-23 regarding the Site Plan Agreement for Wye Heritage Marina be received;**

**And that Council authorizes the Mayor and Clerk to enter into a Site Plan Agreement with Parkbridge Lifestyle Communities Inc. and that the required by-law be brought forward to Council;**

**And that Council authorizes staff to finalize the outstanding details of the agreement prior to registration**

**Carried.**

**8.6 Verbal Report from the Clerk regarding Offer to Purchase – 536 Calvert Street**

Council received a verbal report from the Clerk regarding an offer to purchase Township land, coming forward from the May 10<sup>th</sup>, 2017 COAC Closed Session.

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Catherine Root**

**That Council accepts the offers to purchase the following properties:**

- **536 Calvert Street - \$ 32,000**

**Subject to the various conditions and applicable taxes in addition to the purchase price.**

**Carried.**

**8.7 Report from the Director of Public Works regarding Contract 2017-15, Loader/Backhoe**

Council received Report No. PW-2017-51 from the Director of Public Works regarding Contract 2017-15, Loader/Backhoe.

**Moved By: Councillor Gerard LaChapelle**

**Seconded By: Councillor Heinrich Naumann**

**That Staff Report No. PW-2017-51 regarding the purchase of one, 2017, rubber tire loader/backhoe, Contract 2017-15 be received;**

**And that no purchase be made at this time and that staff report to Council about purchase options in the future regarding auctions and off-lease units.**

**Carried.**

**8.8 Report from the Director of Public Works regarding Contract 2017-13, Sidewalk Tractor.**

Council received Report No. PW-2017-51 from the Director of Public Works regarding Contract 2017-13, Sidewalk Tractor.

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Gerard LaChapelle**

**That Staff Report No. PW-2017-52 regarding the purchase of one, 2017, articulating sidewalk tractor, Contract 2017-13 be received;**

**And that the bid from FST Canada Inc. O/A Joe Johnson Equipment in the amount of \$140,096 before H.S.T. to supply one, 2017, articulating sidewalk tractor be accepted;**

**And that the by-law authorizing the execution of the contract between the Township of Tay and FST Canada Inc. O/A Joe Johnson Equipment be approved;**

**And that staff report back at a future meeting regarding a policy amendment for a change in the level of service for sidewalk ploughing to plough most of the Township's sidewalks.**

**Carried.**

**8.9 Report from the Director of Public Works regarding Grandview Beach and Paradise Point Water System Connection Costs.**

Council received Report No. PW-2017-53 from the Director of Public Works regarding Grandview Beach and Paradise Point Water System Connection Costs.

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That Staff Report No. PD-2017-53 regarding the water system connection costs and connection timing for Grandview Beach and Paradise Point water servicing be received;**

**And that Schedule 1 – Grandview Beach and Paradise Point Water System Connection Costs be approved;**

**And that the affected property owners be advised of the intention to pass a Fees and Charges By-law, pursuant to the Municipal Act, 2001, S.O. 2001 c.25 Section 391, at the June 28<sup>th</sup> Council meeting to implement the fees and charges set out in Schedule 1.**

**Carried.**

**8.10 Verbal Report from Councillor LaChapelle regarding Midland Mirror article on Road Needs Study.**

Council received a verbal report from Councillor LaChapelle regarding comments within the Midland Mirror respecting the Township's Road Needs Study and the prioritization of roads.

**9. BY-LAWS:**

- 2017-43 Regulating, Canine Control & Licensing (Kennel Provisions)
- 2017-45 Agreement, Purchase of Sidewalk Tractor
- 2017-46 Establish Accessibility Advisory Committee
- 2017-47 Appointment, Audit Committee
- 2017-48 Land Acquisition & Road Dedication, Hogg Valley Road (Conacher)
- 2017-49 Land Acquisition & Road Dedication, Hogg Valley Road (Bryant)
- 2017-50 Agreement, Subdivision (Victoria Glen Phase 2)
- 2017-51 Removal of Holding Provision (Victoria Glen Phase 2)
- 2017-52 Agreement, Site Plan – Wye Heritage Marine (Parkbridge Lifestyle Communities Inc)
- 2017-53 Zoning By-law Amendment, Kennel Provisions
- 2017-54 Repeal, Private Road Agreement (80 Arbour Trail)
- 2017-55 Land Sale, 538 Calvert St
- 2017-56 Land Sale, 536 Calvert St

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That leave be granted to introduce By-laws 2017-43, 2017-45, 2017-46, 2017-47, 2017-48, 2017-49, 2017-50, 2017-51, 2017-52, 2017-53, 2017-54, 2017-55 and 2017-56.**

**Carried.**

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That By-laws 2017-43, 2017-45, 2017-46, 2017-47, 2017-48, 2017-49, 2017-50, 2017-51, 2017-52, 2017-53, 2017-54, 2017-55 and 2017-56 be read a first, second and third time and finally passed.**

**Carried.**

**10. NOTICES OF MOTION:**

None were presented.



**11. CLOSED SESSION:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

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

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

- Personal matters about an identifiable individual, including municipal or local board employees (Employee Matters Update);**
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Insurance Update).**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That Council adjourn from the Closed Session at 8:43 p.m. and return to the regular meeting.**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

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

**Carried.**

**12. CONFIRMATORY BY-LAW:**

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That leave be granted to introduce By-law 2017-57 being a by-law to adopt the proceedings of the meeting.**

**Carried.**

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That By-law 2017-57 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**13. ADJOURNMENT:**

**Moved By: Deputy Mayor David Ritchie**

**Seconded By: Councillor Jim Crawford**

**That this Regular Meeting of Council adjourn at 8:44 p.m. and  
to reconvene on June 28<sup>th</sup>, 2017 at 7:00 p.m.**

**Carried.**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
COMMITTEE OF ALL COUNCIL MEETING  
WEDNESDAY, JUNE 14, 2017  
10:00 A.M.**

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

**STAFF PRESENT:** Robert Lamb, CAO/Deputy Clerk  
Peter Dance, Director of Public Works  
Steven Farquharson, Director of Planning & Development  
Brian Thomas, Fire Chief  
Cyndi Bonneville, Administrative Assistant  
Kim LaRose, Deputy Treasurer  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)  
Raymond Knuff, Superintendent of Water/Wastewater (Sec. C)  
John Eplett, Township Realtor (Closed Session 6.1)

**REGRETS:** Mayor Scott Warnock

1. **CALL TO ORDER:**  
Deputy Mayor Ritchie called the meeting to order at 10:00 a.m.
2. **DECLARATIONS OF INTEREST:**  
Councillor LaChapelle declared a pecuniary interest on Public Works Item C.2.8 as he acts as property manager for the developer.
3. **ADOPTION OF THE AGENDA:**  
Deputy Mayor Ritchie inquired as to any additions, deletions or amendments to the agenda.  
After discussion and consideration the following motion was moved by Councillor Talbot and seconded by Councillor LaChapelle recommending the following to Council for consideration:  
**That the June 14, 2017 agenda be adopted with the following amendment:**
  - PPP – 3.1 – Verbal Report Councillor Root – Re: Emergency/Extreme Heat Warnings  
Carried.
4. **DELEGATIONS:**  
**10:00 a.m. – Waubaushene Community Centre Committee –**  
**Re: Proposal for Waubaushene Community Hub at Former**  
**Hazel Street School.**

Mrs. Victoria Reaume, Jody Tregenza and Jennifer Tregenza appeared before Committee regarding the proposed Waubaushene Community Centre at the former Hazel Street School, as detailed in her PowerPoint presentation.

Mrs. Reaume provided a description of a Community Hub and spoke to the mission, vision and objective of the proposed Waubaushene Community Centre. A question and answer period ensued with Council expressing an appreciation for the work and devotion of the Waubaushene Community Centre Committee. In conclusion, Mrs. Reaume stated the group is seeking Council's consideration of this opportunity.

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

**That the Council of the Township of Tay request staff submit a letter of interest in the vacant school on Hazel Street in Waubaushene to the Simcoe County District School Board by the June 21, 2017 deadline;**

**And Further, that a letter be submitted requesting an extension of time and reduction of cost be submitted along with any possible funding applications for grants to assist in preparing a feasibility study;**

**And further that staff be authorized to submit any letters or documentation required in advance of formal ratification by Council at the June 28, 2017 Council meeting.**

**Carried.**

**10:30 a.m. – Mr. Barry Norris – Re: Long Point Road**

Mr. Barry Norris appeared before Committee regarding maintenance on Long Point Road, as detailed in his correspondence. Mr. Norris provided the history of ownership with respect to Long Point Road, as it relates to Block C. Mr. Norris spoke of the impact to the residents resulting from the termination of maintenance when the Township declared this section of the road private.

In conclusion Council directed that staff review the matter and report back with recommendation.

**10:45 a.m. – Queen's Quay – Re: Festival Proposal – August 26, 2017.**

Ms. Leslie Garrett, along with owner of Queen's Quay, Gary Corfield, appeared before Committee regarding a proposed Music Festival, as detailed in their correspondence.

In conclusion Council supports local businesses and new events however, expressed concern with respect to the noise level and potential parking issues at which Mr. Corfield advised that these matters were taken into consideration during the planning stage of the proposed event.

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

**That Council endorse the Queen's Quay Festival Proposal for an event on August 26, 2017 subject to the organizers meeting all staff concerns and requirements respecting vendor licensing, noise, parking, traffic, and any other emergency requirements to the satisfaction of the Fire Department.**

**Carried.**

**5. COMMITTEE BUSINESS:**

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

A.1 The Protection to Persons & Property Committee was called to order by the Chair at 11:19 a.m.

A.2.1 We received a Report from the O.P.P. regarding 1<sup>st</sup> Quarter Report – January to March 2017.

A.2.2 We received Report No. PPP-2017-30 from the Fire Chief, under date of June 14, 2017, regarding a Monthly Activity Report for May 2017. After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:  
**That Report No. PPP-2017-30 regarding Fire Chief Monthly Report – May 2017 be received for information.**

**Carried.**

A.2.3 We received Report No. PPP-2017-31 from the Deputy Fire Chief/Fire Prevention Officer, under date of June 14, 2017 regarding a Monthly Activity Report for May 2017. After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Councillor Naumann recommending the following to Council for consideration:  
**That Report No. PPP-2017-31 regarding Deputy Fire Chief/FPO Monthly Report – May 2017 be received for information.**

**Carried.**

A.2.4 We received Report No. PPP-2017-29 from the Municipal Law Enforcement Officer, under date of June 14, 2017 regarding a Monthly Activity Report for May 2017. After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Councillor Crawford recommending the following to Council for consideration:  
**That Report No. PPP-2017-29 regarding By-law Activity Report – May 2017 be received for information.**

**Carried.**

- A.2.5 We received Report No. PPP-2017-28 from the Canine Municipal Law Enforcement Officer, under date of June 14, 2017 regarding a MLEO/Canine Monthly Activity Report for May 2017.

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

**That Report No. PPP-2017-28 regarding MLEO/Canine Activity Report – May 2017 be received for information.**

**Carried.**

- A.3.1 We received a verbal report from Councillor Root regarding Township procedures when dealing with extreme heat warnings. The Fire Chief advised that during an emergency resulting from extreme heat the Council Chambers and Libraries are available to residents as cooling stations and that the Township has a policy in place for staff working during extreme heat warnings.

- A.4 No Items for Information were received.

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

- B.1 The General Government & Finance Committee was called to order by the Chair at 11:48 a.m.

- B.2.1 We received for information a verbal report from the Chief Administrative Officer regarding the C.A.O.'s May/June 2017 Monthly Update.

- B.2.2 We received for information a report from the Clerk regarding the Clerk's May/June 2017 Monthly Update.

- B.2.3 We received Report No. GGF-2017-27 from the Clerk, under date of June 14, 2017 regarding Inquiry to Purchase Vacant Land – Laneway, Triple Bay Road (Shaw).

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

**That Staff Report No. GGF-2017-27 regarding an Inquiry to Purchase Vacant Land – Laneway, Triple Bay Road be received;**

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

**And whereas the owners abutting the laneway is interested in acquiring the portion of the laneway abutting their properties;  
Now therefore be it resolved that the Council of the Township of Tay stop up, close, sell and declare surplus the laneway**

**Cont'd....**

described as Parts 1 & 2 on Plan 51R-41008, being PIN No. 58476-0193;

And that the lands be sold and merged with the abutting properties as follows;

a) Part 1 on Plan 51R-41008 with 2746 Triple Bay Road (Roll Number 435304000407211 – PIN No. 54876-0167)

b) Part 2 on Plan 51R-41008 with 2770 Triple Bay Rd (Roll Number 435304000407208 – PIN No. 58476-0171)

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

Carried.

B.3.1 We received correspondence from the Port McNicoll Centenary Committee regarding Port McNicoll 100<sup>th</sup> Committee Request.

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

**That per the request of the Port McNicoll Centenary Committee that the \$50.00 Special Event Refreshment Vehicle Application Fee, but not the application requirements, be waived;**

**And that any vendors from out-of-town be approved to remain on-site overnight on the old baseball diamond behind the Port McNicoll Anglers & Hunters Building, subject to the provision of a layout detailing the location of each overnight camping space, access in and out, and any other emergency requirements to the satisfaction of the Fire Department.**

Carried.

B.3.2 We received correspondence from Mayor Gord McKay regarding Auto Mayors.

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

**That the Township of Tay supports the efforts of the Auto Mayors Caucus and that correspondence be sent.**

Carried.

B.4.1 We received for information correspondence from the Alzheimer Society of Simcoe County regarding Certificate of Appreciation – 2016 Coffee Break.

B.4.2 We received for information correspondence from AMO regarding Member's Update – Changing Workplaces Final Report Released.

B.4.3 We received for information correspondence from the Town of Shelburne regarding Planting a Hero Tree.

Council temporarily recessed at 12:10 p.m.

Council resumed at 12:40 p.m.

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

- C.1 The Public Works Committee was called to order by the Chair at 12:40 p.m.
- C.2.1 We received for information Report No. PW-2017-59 from the Superintendent of Water/Wastewater Operations, under date of June 14, 2017 regarding a Monthly Activity Report for May 2017.
- C.2.2 We received for information Report No. PW-2017-57 from the Manager of Parks, Recreation & Facilities, under date of June 14, 2017 regarding a Monthly Activity Report for May 2017.
- C.2.3 We received for information Report No. PW-2017-61 from the Manager of Roads & Fleet, under date of June 14, 2017, regarding a Monthly Activity Report for May 2017.
- C.2.4 We received for information Report No. PW-2017-62 from the Director of Public Works, under date of June 14, 2017, regarding a Monthly Activity Report for May 2017.
- C.2.5 We received Report No. PW-2017-46 from the Director of Public Works, under date of June 14, 2017, regarding a Streetlighting Policy Revision.  
After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:  
**That Report No. PW-2017-46 regarding changes to the Streetlight System Policy be received;**  
**And that the proposed policy be adopted as amended.**  
**Carried.**
- C.2.6 We received Report No. PW-2017-47 from the Director of Public Works, under date of June 14, 2017 regarding Temporary Road Closure Policy Revision.  
After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Councillor Talbot recommending the following to Council for consideration:  
**That Report No. PW-2017-47 regarding changes to the existing Temporary Road Closure Policy be received;**  
**And that the proposed policy be adopted as amended.**  
**Carried.**
- C.2.7 We received Report No. PW-2017-54 from the Director of Public Works, under date of June 14, 2017 regarding Loader/Backhoe Purchase Options.



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

**Whereas Staff Report No. PW-2017-54 and PW-2017-51 addressed the tender for a loader/backhoe;**

**And whereas the low bid from Church's Farm Supplies had a major noncompliance with the type of dipperstick specified in tender 2017-15;**

**So therefore the low bid from Church's Farm Supplies be rejected;**

**And that the next lowest bidder, Nortrax Equipment be awarded Contract 2017-15, for the purchase of one, 2017, rubber tire loader/backhoe for the price of \$141,410 plus H.S.T.;**

**And that the by-law authorizing the execution of the contract between the Township of Tay and Nortrax Equipment be approved.**

**Carried.**

**Councillor LaChapelle declared a pecuniary interest and vacated his seat.**

C.2.8 We received Report No. PW-2017-55 from the Director of Public Works, under date of June 14, 2017 regarding Lovejoy/Anderson Land Sale Update.

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

**That Report No. PW-2017-55 regarding Township land at the end of Lovejoy Street, just east of Anderson Crescent be received;**

**And that the cost, as set out in the March 9, 2016 Report PW-2016-22 and approved at the Council meeting on March 23, 2016 be held firm if the closing date is to occur before January 1, 2018;**

**And for a closing date of January 1, 2018, or later, that Council establish a sale price based on market value at that time.**

**Carried.**

**Councillor LaChapelle resumed his seat.**

C.2.9 We received Report No. PW-2017-56 from the Director of Public Works, under date of June 14, 2017 regarding RFQ Results – Albert Street Mini Mall Stucco Repairs.

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

**That Report No. PW-2017-56 regarding the RFQ results for the Albert Street Mini Mall Stucco Repairs be received;  
And that the quotation submitted by Noble Exteriors Ltd. In the amount of \$47,320 plus HST for Contract 2017-24 – Albert Street Mini Mall Stucco Repairs be accepted;  
And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Noble Exteriors Ltd.**

**Carried.**

C.2.10 We received Report No. PW-2017-58 from the Director of Public Works, under date of June 14, 2017 regarding Municipal Bridge Inspection.

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

**That Report No. PW-2017-58 regarding Municipal Bridge Inspections be received for information;  
And the staff consider the information from the 2016 municipal bridge inspections in updating the Long Term Plan.**

**Carried.**

C.2.11 We received Report No. PW-2017-63 from the Director of Public Works, under date of June 14, 2017 regarding Rosemount Road – South Bridge Options.

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

**That Staff Report No. PW-2017-63 regarding Rosemount Road Bridge Options be received;  
And that staff pursue land acquisition for the part of Rosemount Road where it deviates outside of the current road allowance;  
And that the draft Long Term Plan include money for detailed design in 2019 and construction in 2021 based on placing a new two lane bridge in the current location, Option 4;  
And whereas the existing road approaching the bridge is only built to a 40 km/h design speed;  
Therefore Schedule D of By-law 2000-01 be amended to include South Bridge on Rosemount Road, extending 250 metres south of the south side of bridge and 280 metres north of the north side of the bridge.**

**Carried.**

C.2.12 We received Report No. PW-2017-60 from the Director of Public Works, under date of June 14, 2017 regarding the MacKenzie Park Splash Pad Water Consumption Analysis.

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

**That Staff Report No. PW-2017-60 regarding the MacKenzie Park Splash Pad Water Consumption Analysis be received for information.**

**And further that the Township not proceed with the building of the splash pad at MacKenzie Park.**

**Carried.**

- C.2.13 We received Report No. PW-2017-64 from the Director of Public Works, under date of June 14, 2017 regarding a Refurbishment of the Exterior of Port McNicoll Potable Water Storage Standpipe.

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

**That Staff Report No. PW-2017-64 regarding Refurbishment of the Exterior of Port McNicoll Potable Water Storage Standpipe be received;**

**And that the tender for the Refurbishment of the Exterior of Port McNicoll Potable Water Storage Standpipe be awarded to Rescom Coatings Inc. for a total contract price of \$129,500.00 plus HST;**

**And that staff be directed to prepare the By-law authorizing the execution of the contract between the Township of Tay and Rescom Coatings Inc.**

**Carried.**

- C.3.1 We received correspondence from Georgian Bay Snowriders Association regarding Snowmobile Agreement.

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

**That the correspondence from the Georgian Bay Snowriders Association be received;**

**And that the request to amend the existing Snowmobile Agreement to allow snowmobiles on the Tay Shore Trail from Triple Bay Road to the former Trestle crossing at Highway 12 be denied.**

**Carried.**

- C.3.2 We received correspondence from Simcoe County Road Supervisors Association regarding Request for Support - 2020 AORS Trade Show Location.

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

**That the Township of Tay supports the Simcoe County Road Supervisors Association in efforts toward hosting the 2020 AORS Trade Show in the City of Barrie.**

**Carried.**

- C.3.3 We received correspondence from Erin Chapelle regarding Taste the Trail – a Celebration of Food, Art and Culture.

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

**That the correspondence from Erin Chapelle be received and that Council approves the holding of the Taste The Trail Event along the Tay Shore Trail on July 29, 2017.**

**Carried.**

- C.4.1 We received for information correspondence from Simcoe Muskoka District Health Unit regarding West Nile Program Planning 2017.

- C.4.2 We received for information correspondence from County of Simcoe regarding notice of Funding Commitment for Tay Shore Trail Resurfacing.

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

- D.1 The Planning & Development Committee was called to order by the Chair at 1:35 p.m.

- D.2.1 We received Report No. PD-2017-25 from the Director of Planning & Development, under date of June 14, 2017 regarding 2017 Building Services Division May Monthly Report.

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

**That Report No. PD-2017-25 regarding Building Services Division Monthly Update Report - May 2017 be received.**

**Carried.**

- D.2.2 We received for information Report PD-2017-31 from the Director of Planning & Development, under date of June 14, 2017 regarding Planning & Development Director Update – May 2017.

- D.2.3 We received Report No. PD-2017-27 from the Director of Planning & Development, under date of June 14, 2017 regarding Amendment to the Zoning By-law (2017-ZBA-02) 400 Newton Street.

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

**That Report No. PD-2017-27 regarding an Amendment to the Zoning By-law (2017-ZBA-02) for 400 Newton Street be received for information;**

**And that Zoning By-law Amendment for 400 Newton Street, be rezoned from Institutional Hold "I(H)" Zone to Institutional Exception Two "I-2" Zone;**

**And that the appropriate By-law be brought forward at the next Council Meeting.**

**Carried.**

- D.2.4 We received Report No. PD-2017-26 from the Director of Planning & Development, under date of June 14, 2017 regarding Amendment to the Zoning By-law (2017-ZBA-03) Victoria Glen Subdivision (Excluding Phase 1).

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

**That Report No. PD-2017-26 regarding an Amendment to the Zoning By-law (2017-ZBA-03) Victoria Glen Subdivision be received for information;**

**And that Zoning By-law Amendment for Victoria Glen Subdivision excluding Phase 1, be rezoned from Village Residential Exception Nineteen Hold "R2-19(H)" Zone to Village Residential Exception Thirty-Two Hold "R2-32(H)" and Village Residential Exception Thirty-Two "R2-32" Zone;**

**And that the appropriate By-law be brought forward at the next Council Meeting.**

**Carried.**

- D.2.5 We received Report No. PD-2017-28 from the Director of Planning & Development, under date of June 14, 2017 regarding Amendment to the Zoning By-law (2017-ZBA-04) 6789 Highway 93.

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

**That Report No. PD-2017-28 regarding an Amendment to the Zoning By-law (2017-ZBA-04) 6789 Highway 93 be received;**

**And that a single detached dwelling be a permitted use with a maximum gross floor area of 96 square metres;**

**And that Zoning By-law Amendment for 6789 Highway 93 be rezoned from Environmental Protection "EP" Zone to Rural Exception Fifteen "RU-15";**

**And that the appropriate By-law be brought forward at the next Council Meeting.**

**Carried.**

- D.2.6 We received Report No. PD-2017-30 from the Director of Planning & Development, under date of June 14, 2017 regarding Removal of the Holding Symbol for Concession 12 Pt Lot 12; RFP 51R21293 Part 1. After discussion and consideration the following motion was moved by Councillor LaChapelle and seconded by Councillor Root recommending the following to Council for consideration:

**That Report No. PD-2017-30 regarding the Removal of the Holding Symbol for Concession 12 Pt Lot 12; RP 51R21293 Part 1 municipally known as 328 Browns Line be received;**  
**And that Council approve the Removal of the Holding Symbol for Concession 12 Pt Lot 12; RP 51R21293 Part 1 municipally known as 328 Browns Line;**  
**And that the appropriate by-laws are brought forward to the next scheduled council meeting to remove the holding symbol for the subject lands.**

**Carried.**

- D.2.7 We received Report No. PD-2017-29 from the Director of Planning & Development, under date of June 14, 2017 regarding Removal of Holding Symbol for Victoria Woods Phase 3, Plan 496 Lots 9-12, 51R-23505 Part 1.

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

**That Staff Report No. PD-2017-29 regarding Removal of Holding Symbol for Victoria Woods Phase 3, Plan 496 Lots 9-12, 51R-23505 Part 1 be received;**  
**And that council approves the removal of the Holding symbol for Phase 3 of the Victoria Woods Subdivision;**  
**And that the appropriate by-laws are brought forward to the next scheduled council meeting to remove the holding symbol for Phase 3 of the proposed subdivision and authorize the execution of the subdivision agreement.**

**Carried.**

- D.3.1 We received correspondence from Dave Strachan regarding Resignation from the Committee off Adjustment.

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

**That Council accepts the resignation of Dave Strachan from the Committee of Adjustment.**

**Carried.**

- D.4.1 We received for information correspondence from Minister Mauro regarding Proposed Building Code – Septic System Pump Out Requirement.

- D.4.2 We received for information Correspondence from Minister Mauro and Yasir Naqvi, Attorney General of Ontario, regarding the Proposed Building Better Communities and Conserving Watersheds Act.
- D.4.3 We received for information correspondence from EDCNS regarding EDCNS Update – May 11, 2017.
- D.4.4 We received for information correspondence from Severn Sound Environmental Association regarding SSEA Annual Report of Risk Management Services.

**6. CLOSED SESSION:**

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

**Moved By: Councillor Crawford**

**Seconded By: Councillor LaChapelle**

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

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

- **a proposed or pending acquisition or disposition of land by the municipality or local board (Calvert St Lot)**
- **personnel matters about an identifiable individual, including municipal or local board employees (Tax Sale).**

**Carried.**

Closed Session commenced at 2:04 p.m.

- 6.1 We received a verbal report from the Township's Realtor regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Calvert St Lot).

Council reviewed the Offer to Purchase and agreed to consider the required recommendation for the property following the Closed Session.

- 6.2 We received Report No. GGF-2017-28 regarding personnel matters about an identifiable individual, including municipal or local board employees (Tax Sale).

Council reviewed Staff Report No. GGF-2017-28 and agreed to consider the required recommendation following the Closed Session.

**Moved By: Councillor Crawford**

**Seconded By: Councillor Naumann**

**That Council adjourn from the Closed Session at 2:23 p.m. and return to the regular meeting.**

**Carried.**

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

**That Council accepts the new offer to purchase the following property:**

- **536 Calvert Street - \$ 32,000**

**Subject to the various conditions and applicable taxes in addition to the purchase price.**

**Carried.**

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

**That Staff Report No. GGF-2017-28 regarding property at 450 Sturgeon Bay Road offered for sale in the 2015 Tax Sale be received;**

**And that staff be directed to advertise the property a second time with a 50% reduction in taxes and fees owed;**

**And that staff be directed not to vest the property in the Township's name should there not be a successful purchaser.**

**Carried.**

**7. ADJOURNMENT:**

Moved by Councillor Crawford and seconded by Councillor Root.

**That this Committee of All Council meeting adjourn at 2:28 p.m. and reconvene on August 9, 2017.**

**Carried.**

Minutes Recorder: Cyndi Bonneville, Administrative Assistant



**PUBLIC WORKS**  
**CHAIRPERSON: COUNCILLOR JIM CRAWFORD**

**RECOMMENDATIONS**

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

- 13.** That Report No. PW-2017-46 regarding changes to the Streetlight System Policy be received;  
 And that the proposed policy be adopted as amended.

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

- 14.** That Report No. PW-2017-47 regarding changes to the existing Temporary Road Closure Policy be received;  
 And that the proposed policy be adopted as amended.

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

- 15.** Whereas Staff Report No. PW-2017-54 and PW-2017-51 addressed the tender for a loader/backhoe;  
 And whereas the low bid from Church's Farm Supplies had a major noncompliance with the type of dipperstick specified in tender 2017-15;  
 So therefore the low bid from Church's Farm Supplies be rejected;  
 And that the next lowest bidder, Nortrax Equipment be awarded Contract 2017-15, for the purchase of one, 2017, rubber tire loader/backhoe for the price of \$141,410 plus H.S.T.;  
 And that the by-law authorizing the execution of the contract between the Township of Tay and Nortrax Equipment be approved.

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

- 16.** That Report No. PW-2017-55 regarding Township land at the end of Lovejoy Street, just east of Anderson Crescent be received;  
 And that the cost, as set out in the March 9, 2016 Report PW-2016-22 and approved at the Council meeting on March 23, 2016 be held firm if the closing date is to occur before January 1, 2018;  
 And for a closing date of January 1, 2018, or later, that Council establish a sale price based on market value at that time.

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

- 17.** That Report No. PW-2017-56 regarding the RFQ results for the Albert Street Mini Mall Stucco Repairs be received;  
 And that the quotation submitted by Noble Exteriors Ltd. In the amount of \$47,320 plus HST for Contract 2017-24 – Albert Street Mini Mall Stucco Repairs be accepted;  
 And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Noble Exteriors Ltd.

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

- 18.** That Report No. PW-2017-58 regarding Municipal Bridge Inspections be received for information;  
And the staff consider the information from the 2016 municipal bridge inspections in updating the Long Term Plan.

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

- 19.** That Staff Report No. PW-2017-63 regarding Rosemount Road Bridge Options be received;  
And that staff pursue land acquisition for the part of Rosemount Road where it deviates outside of the current road allowance;  
And that the draft Long Term Plan include money for detailed design in 2019 and construction in 2021 based on placing a new two lane bridge in the current location, Option 4;  
And whereas the existing road approaching the bridge is only built to a 40 km/h design speed;  
Therefore Schedule D of By-law 2000-01 be amended to include South Bridge on Rosemount Road, extending 250 metres south of the south side of bridge and 280 metres north of the north side of the bridge.

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

- 20.** That Staff Report No. PW-2017-60 regarding the MacKenzie Park Splash Pad Water Consumption Analysis be received for information.  
And further that the Township not proceed with the building of the splash pad at MacKenzie Park.

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

- 21.** That Staff Report No. PW-2017-64 regarding Refurbishment of the Exterior of Port McNicoll Potable Water Storage Standpipe be received;  
And that the tender for the Refurbishment of the Exterior of Port McNicoll Potable Water Storage Standpipe be awarded to Rescom Coatings Inc. for a total contract price of \$129,500.00 plus HST;  
And that staff be directed to prepare the By-law authorizing the execution of the contract between the Township of Tay and Rescom Coatings Inc.

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

- 22.** That the correspondence from the Georgian Bay Snowriders Association be received;  
And that the request to amend the existing Snowmobile Agreement to allow snowmobiles on the Tay Shore Trail from Triple Bay Road to the former Trestle crossing at Highway 12 be denied.

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

- 23.** That the Township of Tay supports the Simcoe County Road Supervisors Association in efforts toward hosting the 2020 AORS Trade Show in the City of Barrie.

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

- 24.** That the correspondence from Erin Chapelle be received and that Council approves the holding of the Taste The Trail Event along the Tay Shore Trail on July 29, 2017.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR NAUMANN**

**RECOMMENDATIONS**

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

- 25.** That Report No. PD-2017-25 regarding Building Services Division Monthly Update Report - May 2017 be received.

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

- 26.** That Report No. PD-2017-27 regarding an Amendment to the Zoning By-law (2017-ZBA-02) for 400 Newton Street be received for information;  
And that Zoning By-law Amendment for 400 Newton Street, be rezoned from Institutional Hold "I(H)" Zone to Institutional Exception Two "I-2" Zone;  
And that the appropriate By-law be brought forward at the next Council Meeting.

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

- 27.** That Report No. PD-2017-26 regarding an Amendment to the Zoning By-law (2017-ZBA-03) Victoria Glen Subdivision be received for information;  
And that Zoning By-law Amendment for Victoria Glen Subdivision excluding Phase 1, be rezoned from Village Residential Exception Nineteen Hold "R2-19(H)" Zone to Village Residential Exception Thirty-Two Hold "R2-32(H)" and Village Residential Exception Thirty-Two "R2-32" Zone;  
And that the appropriate By-law be brought forward at the next Council Meeting.

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

- 28.** That Report No. PD-2017-28 regarding an Amendment to the Zoning By-law (2017-ZBA-04) 6789 Highway 93 be received;  
And that a single detached dwelling be a permitted use with a maximum gross floor area of 96 square metres;  
And that Zoning By-law Amendment for 6789 Highway 93 be rezoned from Environmental Protection "EP" Zone to Rural Exception Fifteen "RU-15";  
And that the appropriate By-law be brought forward at the next Council Meeting.

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

- 29.** That Report No. PD-2017-30 regarding the Removal of the Holding Symbol for Concession 12 Pt Lot 12; RP 51R21293 Part 1 municipally known as 328 Browns Line be received;  
And that Council approve the Removal of the Holding Symbol for Concession 12 Pt Lot 12; RP 51R21293 Part 1 municipally known as 328 Browns Line;  
And that the appropriate by-laws are brought forward to the next scheduled council meeting to remove the holding symbol for the subject lands.

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

- 30.** That Staff Report No. PD-2017-29 regarding Removal of Holding Symbol for Victoria Woods Phase 3, Plan 496 Lots 9-12, 51R-23505 Part 1 be received;  
And that council approves the removal of the Holding symbol for Phase 3 of the Victoria Woods Subdivision;  
And that the appropriate by-laws are brought forward to the next scheduled council meeting to remove the holding symbol for Phase 3 of the proposed subdivision and authorize the execution of the subdivision agreement.

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

- 31.** That Council accepts the resignation of Dave Strachan from the Committee of Adjustment.

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

**Ministry of Infrastructure    Ministère de l'infrastructure**

8<sup>th</sup> Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario M7A 2E1  
Tel: 1-800-268-7095

8<sup>e</sup> étage, édifice Hearst  
900 rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 1-800-268-7095



June 5, 2017

**File Number:** Ta-Tp 43070

Township of Tay

450 Park Street  
Victoria Harbour, Ontario  
L0K 2A0  
rlamb@tay.ca

Dear Chief Administrative Officer, Clerk or Treasurer:

**Re: Clean Water and Wastewater Fund (CWWF)**

Thank you for your application under the Clean Water and Wastewater Fund. I am pleased to inform you that your Project(s) has/have been approved for funding and Projects may begin immediately.

The 2016 Federal Budget announced the establishment of the CWWF that proposes to invest up to \$570 million in federal funding and up to \$270 million in provincial funding in the province of Ontario. The CWWF will provide Ontario communities with vital infrastructure funding to help accelerate short term investments to support the rehabilitation and modernization of drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

Your Project(s) was/were nominated by the Province to the federal government and has/have since been approved for funding under the Clean Water and Wastewater Fund. Provided that the Recipient enters into a Transfer Payment Agreement (TPA), and subject to the terms and conditions of the TPA, the federal and provincial governments will each provide up to a maximum of 50% and 25% respectively toward the total eligible costs of the Project. Project details are as follows:

Sub-Project ID	Sub-Project Title	Total Eligible Cost	Maximum Program Contribution (i.e. federal)	Maximum Provincial Contribution
TAY-001	Replacement of watermain on Simcoe, Assiniboia and Alberta Street. Construct storm sewers and replace existing asphalt on Simcoe and Assiniboia Street.	\$ 2,146,056.00	\$ 446,592.00	\$ 223,296.00
TAY-002	Detailed design and studies component of year-around municipal water services for Grandview Beach and Paradise Point	\$ 295,572.00	\$ 147,786.00	\$ 73,893.00

Note: In the Transfer Payment Agreement, each individual project will be referred to as a Sub-project and the term Project will refer to the aggregate of all Sub-projects.

Please note that the program guidelines have been revised to permit up to 40% of eligible project costs to extend into 2018-19. Should your project require an extension into 2018-19, please contact Infrastructure Ontario and the Province will pursue approval of this extension on your behalf. Once federal approval is received, the Province will provide you with written confirmation of your project extension.

Eligible Project costs are allowable as of April 1, 2016 and can occur until the Project completion date that will be outlined in your agreement. As well, the Province will require that the acquisition of goods and services with respect to your Project are done using a process that is transparent, fair, and promotes the best value for the money expended, and at competitive prices that are no greater than fair market value. The TPA included with this letter outlines all of the terms and conditions of the funding, including requirements regarding procurement and liability insurance.

Aboriginal consultations may be required on the Project and must be done prior to the start of construction. The Province will provide a Duty to Consult Form where the Province has identified a duty to consult may exist.

Please complete the attached forms, including

- i) Transfer Payment Agreement and Schedules (Project Specific Information, Sub-Project Cost Breakdown),
- ii) Federal Project Information Form,
- iii) Pre-authorized Account for Deposit Form,
- iv) Duty to Consult Form (if provided by the Province), and
- v) Progress Report.

Once completed, please have the Transfer Payment Agreement signed by the authorized officers of the Recipient and email along with the other Forms to (CWWF@infrastructureontario.ca). **Two 'hard copies', originals, must also be forwarded to Infrastructure Ontario at:**

**Clean Water and Wastewater Fund  
Infrastructure Ontario  
1 Dundas Street West, Suite 2000  
Toronto, Ontario, M5G 1Z3**

Please note that this information should be kept confidential until a public announcement has been made indicating funding for this Project.

Should you have any questions, please contact Infrastructure Ontario at 1-844-803-8856 or email CWWF@infrastructureontario.ca.

Congratulations on your successful application, and we look forward to working with you as you implement this Project.

Sincerely,



Elizabeth Doherty  
Director, Intergovernmental Policy Branch  
Infrastructure Policy Division

Disponible en français

-----Original Message-----

From: Porter, Janet [mailto:jporter@scdsb.on.ca]  
Sent: June-15-17 3:11 PM  
To: Alison Gray  
Cc: Keuken, Andrew  
Subject: RE: Tay - Expression of Interest - 36 Hazel Street

Good Afternoon Alison,

Thank you for submitting the Expression of Interest in the former Waubashene school site in advance of the June 21, 2017 EOI deadline.

The deadline to submit an Offer to Purchase the property is September 19, 2017.

If you would like the opportunity to view the property please contact me at your convenience.

Warm Regards,  
Janet

-----  
Janet Porter, MCIP, RPP  
Senior Planner, Planning and Enrolment  
Simcoe County District School Board  
1170 Highway 26, Midhurst, ON L9X 1N6  
Phone: 705-734-6363 x.11416  
Fax: 705-728-2265  
Email: [jporter@scdsb.on.ca](mailto:jporter@scdsb.on.ca)

-----Original Message-----

From: Alison Gray [mailto:agray@tay.ca]  
Sent: Thursday, June 15, 2017 1:44 PM  
To: Porter, Janet <jporter@scdsb.on.ca>  
Cc: Dance, John <jdance@scdsb.on.ca>  
Subject: Tay - Expression of Interest - 36 Hazel Street

Good Afternoon,

Please see the attached correspondence regarding 36 Hazel Street, Waubashene.

I look forward to hearing from you.

Regards,

Alison Gray, BAH, CMO, AOMC  
Clerk  
Township of Tay  
(705) 534-7248 x 240  
[agray@tay.ca](mailto:agray@tay.ca)

This message is intended for the individual to whom it is addressed and may contain information that is confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If you are not the intended recipient, please do not forward, copy or disclose this message to anyone and delete all copies and attachments received. If you have received this communication in error, please notify the sender immediately.





## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No:** PW-2017-68

**Report Title:** Grandview Beach and Paradise Point Water Distribution System Contract Award (Contract 2017-20)

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### **RECOMMENDATION:**

That report PW-2017-68 regarding the construction contract award for the Grandview Beach and Paradise Point water distribution system project be received;

And that the roads be resurfaced with asphalt;

And that, as recommended by C.C. Tatham & Associates Ltd., the Construction Contract 2017-20 be awarded to North Rock Group Ltd. for the tendered sum of \$6,627,000.00 plus HST;

And that the By-law authorizing the execution of the contract between North Rock Group Ltd. and the Township of Tay be presented to Council.

### **INTRODUCTION/BACKGROUND:**

Further to staff report PW-2017-48, at the meeting on May 10, 2017, Council pre-qualified five contractors to bid on this project. The tenders were issued directly to the five pre-qualified contractors. In addition, the contract was posted on Biddingo (May 23, 2017) for the benefit potential subcontractors and to ensure that any addenda were available to all

interested parties. Five bids were received prior to the closing time of 3:30 p.m. on June 15, 2017.

The bids were opened by Alison Gray, Clerk, Peter Dance, Director of Public Works, Raymond Knuff, Superintendent of Water and Wastewater Operations and Rebecca St. Amant, Administrative Assistant.

Detailed analysis of the bids was completed by C.C. Tatham & Associates. Their letter of recommendation is attached.

### **ANALYSIS:**

The bids (excluding HST) as read at the time of opening were:

<b><u>Company</u></b>	<b><u>Bid as Read</u></b>
Clearway Construction Inc.	\$10,510,515.97
Fowler Construction Company Ltd.	\$7,137,981.55
John Bravakis Enterprises Ltd.	\$14,476,469.07
North Rock Group Ltd.	\$6,627,000.00
Tedescon Infrastructure Ltd.	\$15,533,000.00

### **Road Restoration**

The tender document requested alternate pricing for road restoration. Pricing was requested for surface treatment and for asphalt. Surface treatment has a shorter service life and is better suited to rural profile roads that do not have a lot of turning movements. While roads in Grandview Beach and Paradise Point do not have curb and gutter, all the streets are relatively short and subject to significant turning movements. The premium for providing 65 mm of asphalt instead of surface treatment is about \$5 per square metre, at the tendered prices (totaling about \$245,000). Not included in this cost is the cost of slurry seal for these roads in three or four years at a cost of \$3 to \$4 per square metre. Although coming at a significant initial price premium, the asphalt alternative provides better long term value in this case. It is noted that Grandview Beach Lane will remain a gravel surface.

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

#### **Funding Sources**

A summary is provided below of anticipated funding sources. This is the same table as provided in previous reports. The Township is taking advantage of one-time, federal stimulus funding (CWWF); and, provincial, health issue, top-up funding (OCIF) for this project. CWWF funding has now been confirmed.

<b>Source of Funding</b>	<b>Amount</b>
Water Reserve	\$358,561
Benefitting Properties	\$136,425
OCIF – Application Based	\$1,483,335
CWWF	\$221,679
PP/GB Grant	\$2,200,000
Roads Debt	\$2,500,000
<b>Total</b>	<b>\$6,900,000</b>

It is noted that there is some flexibility in the split of the use of the Paradise Point and Grandview Beach grant funds and the water reserve for funding. The proposal, above, retains some of the funding from the PP/GB grant to address follow-up activities on the wastewater issues.

A question was asked at the April 22, 2017 Public Information Centre related to the contribution from benefiting properties. The number provided reflects only the partial cost of the lateral for 107 properties. The remainder was attributed to reserves and does not appear in this table.

#### Project Costs

Project costs are summarized below.

<b>Item</b>	<b>Amount</b>
Contract (incl. provisional, private and \$500,000 contingency)	\$6,627,000
Less Private Work	\$646,016
Sub-total	\$5,980,984
Design	\$170,000
Contract Admin and Inspection	\$254,000
Sub-total	\$6,404,984
Net HST (1.76%)	\$112,728
Contingency	\$400,000
<b>Total</b>	<b>\$6,917,712</b>

Once the possible uptake of work on private property and paid for by the property owner is known an update can be provided for Council.  
It is noted that the contract contingency of \$500,000 (7.5%) is appropriate for the contract but somewhat light for the overall project given the nature of the work.

Initial review of the water / road split suggests that the water funding will likely be used as presented and that there may be some savings in road portion of the estimate.

**CONCLUSION:**

The report reviews the tender process and recommends award of the construction contract for the year round water distribution system for Grandview Beach and Paradise Point to the low bidder North Rock Group Ltd.

Prepared by: Peter Dance, P.Eng, Director of Public Works

Recommended by: Date: June 21, 2017

Peter Dance  
Director of Public Works

Reviewed by: Date: June 22, 2017

Robert Lamb  
Chief Administrative Officer

Att.: C.C. Tatham & Associates Ltd Letter of June 21, 2017



# C.C. Tatham & Associates Ltd.

Consulting Engineers

Collingwood    Bracebridge    Orillia    Barrie    Ottawa

50 Andrew Street South, Suite 100

Orillia, Ontario L3V 7T5

Tel: (705) 325-1753

Fax: (705) 325-7420

Email: [info@cctatham.com](mailto:info@cctatham.com)

Web: [www.cctatham.com](http://www.cctatham.com)

June 21, 2017

via Email ([pdance@tay.ca](mailto:pdance@tay.ca))  
CCTA File 317806

**Peter Dance, P.Eng.**

Director of Public Works

Township of Tay

450 Park Street, P.O. Box 100

Victoria Harbour, ON L0K 2A0

**Re: Grandview Beach & Paradise Point Watermain Upgrades  
Township of Tay – Contract 2017-20  
Report on Tenders**

Dear Peter:

We present herein our report on the tender for Contract No. 2017-20, Grandview Beach & Paradise Point Watermain Upgrades.

Bidding for this project was completed through a two-stage process. First a contractor prequalification was undertaken to determine which general contractors would be invited to prepare formal tender submissions. Five general contractors were pre-qualified to bid on the project and tender documents were distributed using Biddingo.com to allow ease of access for contractors and sub-contractors to the bid information. One addendum was issued on Friday June 9, 2017. The Township received five submissions before 3:30 pm on Thursday June 15, 2017 and the submitted tenders were opened immediately following by Township staff. The submitted tenders were provided to C.C. Tatham & Associates Ltd. (CCTA) for review and recommendation.

Bidders were required to submit the Tender Form, Schedule of Unit Prices, List of Subcontractors, an Agreement to Bond (100% Performance and 100% Labour and Materials), and Tender Security in the amount of 5% of the tender amount. The tenders received contained all required documentation and all bid forms were duly executed. The tenders were checked for mathematical errors. Some mathematical errors were noted and corrected, but corrections did not change the ranking of tenders.

The corrected tender prices, including provisional items and a \$500,000 contingency but excluding HST are as follows in ascending order:

- North Rock Group Ltd. \$6,627,000.00

- Fowler Construction Company Limited               \$7,138,061.55
- Clearway Construction Inc.                           \$10,613,168.18
- JB Enterprises Ltd.                                     \$14,609,887.17
- Tedescon Infrastructure Ltd.                         \$15,121,130.00

The low bid received from North Rock Group Ltd. was evaluated in accordance with Section 8 of the Instructions to Bidders, particularly Item 8.1 iii) with respect to price. Ability; quality of work; service; past experience; and qualification were reviewed as part of the prequalification process.

We note the bid price includes provisional items in the amount of \$646,016.00 for work associated with installation of private services. If completed these costs would be reimbursed to the Township by the property owners. The bid price also includes provisional items in the amount of \$244,983.00 for work associated with upgrading road restoration to 65mm HL3 Asphalt.

Based on the above, the prequalification process, and in accordance with the Instruction to Bidders Section 8 which allows the Owner to accept any Tender which is most advantageous to the Township, we recommend Contract No. 2017-20 for Grandview Beach & Paradise Point Watermain Upgrades be awarded to North Rock Group Ltd. based upon their bid price of \$6,627,000.00 including provisional items and a \$500,000 contingency but excluding HST.

We trust this report is satisfactory. Please contact us should you have any questions.

Yours truly,  
C.C. Tatham & Associates Ltd.



Brad Laking, B.A.Sc., P.Eng.  
Intermediate Engineer, Project Manager  
BL:ha

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## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No.:** GGF-2017-033

**Report Title:** 2018 Proposed Budget Schedule

### **RECOMMENDATION:**

**That Staff Report No. GGF-2017-033 regarding the 2018 Proposed Budget Schedule be received; and**

**That the 2018 Proposed Budget Schedule be endorsed and placed on the Township's website.**

### **INTRODUCTION/BACKGROUND:**

Annually a budget schedule is discussed with Council in order to consider the varying schedules and commitments of Council members in setting special meeting dates and to assist staff with setting work priorities.

### **ANALYSIS:**

Staff has reviewed the previous budget schedule and are proposing the attached dates with special budget meetings (in bold) commencing 9:00 a.m.

An additional meeting has been scheduled to review the Roads Needs Study. Information from the Roads Needs Study will be used in the first draft of the Long Term Plan.

Special meetings have also been proposed for the Long Term Plan and the Preliminary budget. Staff will provide an update on some areas of the Asset Plan along with the Long Term Plan. Due to the early release of OMPF grant information and Policing budgets, staff has noticed that there are fewer amendments to the budget in the April draft and therefore recommend that the Final Operating and Capital Budget Meeting be scheduled as part of the Committee Meeting in April.

**FINANCIAL/BUDGET IMPACT:**

There is no significant impact to the budget for these changes.

**CONCLUSION:**

Staff is recommending the approval of the attached 2018 Budget Schedule and that the Budget Schedule be posted on the Township website.

Prepared By:

Date: June 21, 2017

Joanne Sanders  
Treasurer

Reviewed By:

Date: June 21, 2017

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



## Township of Tay

### 2018 Proposed Budget Schedule

(Note: Meetings not currently scheduled are in Bold)

#### **Long Term Capital Plan 2018-2027**

**Thursday August 10, 2017** Council review of Roads Needs Study  
Alt. Monday Aug. 21, 2017 \***Special** Public Works Committee  
9:00 a.m.

Wednesday  
September 13, 2017 Council review Water and Wastewater Rates  
10:00 a.m. General Government Committee

Wednesday  
Plan Council review Long Term Plan / Asset Mgmt  
**October 4, 2017** \***Special** General Government Committee  
Meeting  
9:00 a.m.

**Tuesday October 10, 2017** Council review Long Term Plan  
(If needed) \***Special** General Government Committee  
Meeting  
9:00 a.m.

Wednesday  
October 25, 2017 2018-2027 Long Term Plan approval  
7:00 p.m. Regular Council Meeting

#### **2018 Preliminary Operating and Capital Budget**

Wednesday  
**November 29, 2017** Special Preliminary Budget Meeting Draft 1  
9:00 a.m. \***Special** General Government Committee

**Monday Dec. 11, 2017** Special Preliminary Budget Meeting  
(If needed) \***Special** General Government Committee  
9:00 a.m.

Wednesday  
December 20, 2017 2018 Preliminary Budget adoption  
7:00 p.m. By-laws for Water and Wastewater Rates  
Regular Council Meeting

Township of Tay  
2018 Proposed Budget Schedule

**2018 Final Operating and Capital Budget**

Wednesday Report April 11, 2018 10:00 a.m.	2018 Final Operating and Capital Budget  General Government Committee
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Wednesday Adoption April 25, 2018 7:00 p.m.	2018 Final Operating and Capital Budget  Tax Rate By-law Regular Council Meeting
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## STAFF REPORT

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<b><u>Department/Function:</u></b>	Council
<b><u>Chair:</u></b>	Mayor Warnock
<b><u>Meeting Date:</u></b>	June 28, 2017
<b><u>Report No.:</u></b>	<b>GGF-2017-29</b>
<b><u>Report Title:</u></b>	<b>Terms of Reference – Seniors Advisory Committee</b>

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### **RECOMMENDATION:**

**That Staff Report GGF-2017-29 regarding Terms of Reference for the Seniors Advisory Committee be received;**

**And that the Terms of Reference for the Seniors Advisory Committee as attached to Staff Report No. GGF-2017-29 be approved;**

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

### **INTRODUCTION/BACKGROUND:**

Per the 2016 Census data, the Township of Tay's currently has 4,825 persons over the age of 50 years of age, representing 48% of the population.

Recognizing the significant contribution of older adults to the community, at the May 10<sup>th</sup>, 2017 Committee of all Council meeting, staff was directed to develop and bring forward a Terms of Reference for a Seniors Advisory Committee similar to those in existence in Tiny and Penetanguishene.

### **ANALYSIS:**

The proposed role of the Committee is as follows:

As a Committee of Council, the Tay Seniors Advisory Committee (TSAC) shall act as a liaison to enrich and enhance the lives of seniors in the Township, identify barriers, form partnerships with the community, and act as a public forum for issues affecting seniors.

Each voting member of the Committee is an independent representative to the Committee and shall not represent the concerns of only group. The members of this Committee shall work together for the purpose of developing a common approach that is reasonable and practical.

The Committee's composition is proposed to be one member of Council and four members of the public with the Clerk or designate as support for the Committee.

The Committee shall:

- a) To act as a liaison for seniors in the Township, and advise on ways to enrich and enhance the health and quality of life of seniors in the community.
- b) Solicit input and act as a public forum for issues that affect seniors in the Township.
- c) Provide advice based on input received to improve the programs, policies and services provided to seniors.
- d) Research and gather information on seniors programs and serves as well as opportunities for external funding.
- e) Coordinate seniors programs and services in the community on behalf of the Township or in partnership with other seniors groups.
- f) Prepare promotional materials and organize/participate in events to promote or assist seniors.
- g) Identify barriers to access by seniors to Township services and programs.
- h) Form partnerships in the community to educate, inform and improve quality of life for seniors.

**SUSTAINABILITY PLAN:**

This report does not impact the Sustainability Plan.

**FINANCIAL/BUDGET IMPACT:**

It is proposed that the public members of the Accessibility Advisory Committee be paid a per diem of \$25.00 per meeting.

**CONCLUSION:**

Staff is recommending that the attached Terms of Reference for the Seniors Advisory Committee be approved and that staff undertake recruitment for the public members of the Committee.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: June 16, 2017

Alison Gray, BAH, CMO  
Clerk

Reviewed By:

Date:

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

Attachment: Seniors Advisory Committee Terms of Reference

## **TAY SENIORS ADVISORY COMMITTEE TERMS OF REFERENCE**

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### **DEFINITIONS**

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

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

### **ROLE**

As a Committee of Council, the Tay Seniors Advisory Committee (TSAC) shall act as a liaison to enrich and enhance the lives of seniors in the Township, identify barriers, form partnerships with the community, and act as a public forum for issues affecting seniors.

Each voting member of the Committee is an independent representative to the Committee and shall not represent the concerns of only group. The members of this Committee shall work together for the purpose of developing a common approach that is reasonable and practical.

### **COMMITTEE COMPOSITION**

The Committee shall consist of one member of Council and four members of the general public.

Staff support shall consist of the Clerk/or designate and other staff as required.

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

### **APPOINTMENTS**

The Committee members shall be appointed at the beginning of the new term of Council for the duration of the term.

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

### **COMMUNICATIONS**

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

### **MEETING ATTENDEES**

The Committee may require any parties/individuals to attend the Tay Seniors Advisory Committee or Council to explain items in greater detail.

### **MEETINGS**

The Tay Seniors Advisory Committee shall meet bi-monthly on the second Monday of the month, with additional meetings to be called by the Chair as required for review of particular plans and drawings.

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

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

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

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

The Committee shall:

- a) To act as a liaison for seniors in the Township, and advise on ways to enrich and enhance the health and quality of life of seniors in the community.
- b) Solicit input and act as a public forum for issues that affect seniors in the Township.
- c) Provide advice based on input received to improve the programs, policies and services provided to seniors.

- d) Research and gather information on seniors programs and serves as well as opportunities for external funding.
- e) Coordinate seniors programs and services in the community on behalf of the Township or in partnership with other seniors groups.
- f) Prepare promotional materials and organize/participate in events to promote or assist seniors.
- g) Identify barriers to access by seniors to Township services and programs.
- h) Form partnerships in the community to educate, inform and improve quality of life for seniors.

#### **COMMITTEE STIPEND**

Each member of the Tay Seniors Advisory Committee shall receive a stipend of \$25 per meeting they attend.

#### **OTHER**

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





## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Warnock

**Meeting Date:** June 28, 2017

**Report No.:** GGF-2017-30

**Report Title:** Lease Agreement – 145 Albert Street –  
Diamond Tree Accounting

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2017-30 regarding Lease Agreement for 145 Albert Street for Diamond Tree Accounting be received;**

**And that the Lease Agreement be approved as detailed in Staff Report No. GGF-2017-30;**

**And that the required by-law be brought forward to authorize a Lease Agreement with Diamond Tree Accounting.**

### **INTRODUCTION/BACKGROUND:**

On May 1<sup>st</sup>, 2017 the Township was notified that Diamond Tree Accounting has purchased Eplett Financial Services and the new tenants requested that the existing lease be transferred.

### **ANALYSIS:**

Eplett Financial Services has utilized Unit 1, 145 Albert Street for quite a long time and was an existing tenant when the Township gained ownership of the building in 2006. The space is approximately 640 square feet.

The lease for the accountant's office requires the tenant to pay the water and sewer fees for the unit as well as gas and hydro. The Township maintains the building and parking lot only.

Council has noted over the past few years that at some point in the future that the municipality may have a need for the space for library expansion, or Tay heritage or sport museum. Diamond Tree Accounting is aware of Council's interest in repurposing the space in the future and is prepared to vacate, with sixty days (60) notice, should something come forward.

Until such time that Council provides direction on any change in use for that space it is a benefit to the community to have the space occupied rather than empty as it provides revenue to the municipality and fills a business space in the downtown of Victoria Harbour.

**FINANCIAL/BUDGET IMPACT:**

The current leasing fee is \$500 per month (plus HST), plus water/sewer and utilities.

It is recommended that that current lease arrangement be maintained as it covers the costs of the space and provides revenue to the municipality.

**CONCLUSION:**

Staff is recommending that the Township enter into a Lease Agreement with Diamond Tree Accounting for Unit 1, 145 Albert Street, Victoria Harbour.

Prepared By: Alison Gray, Clerk

Recommended By: Date: June 16, 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:** Council

**Chair:** Mayor Warnock

**Meeting Date:** June 28, 2017

**Report No.:** GGF-2017-31

**Report Title:** Enabling Accessibility Fund Grant Application

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### **RECOMMENDATION:**

That Staff Report No. GGF-2017-31 regarding Enabling Accessibility Fund – Township Office Reception/Building Counter AODA Renovation be received;

And that the Township of Tay submit an application to the Enabling Accessibility Fund Program for the accessibility renovation of the Reception/Building Counter in the amount of \$50,000.

### **INTRODUCTION/BACKGROUND:**

On June 5<sup>th</sup> staff received notice of the Enabling Accessibility Fund (EAF) program is accepting applications with an application deadline of July 26, 2017.

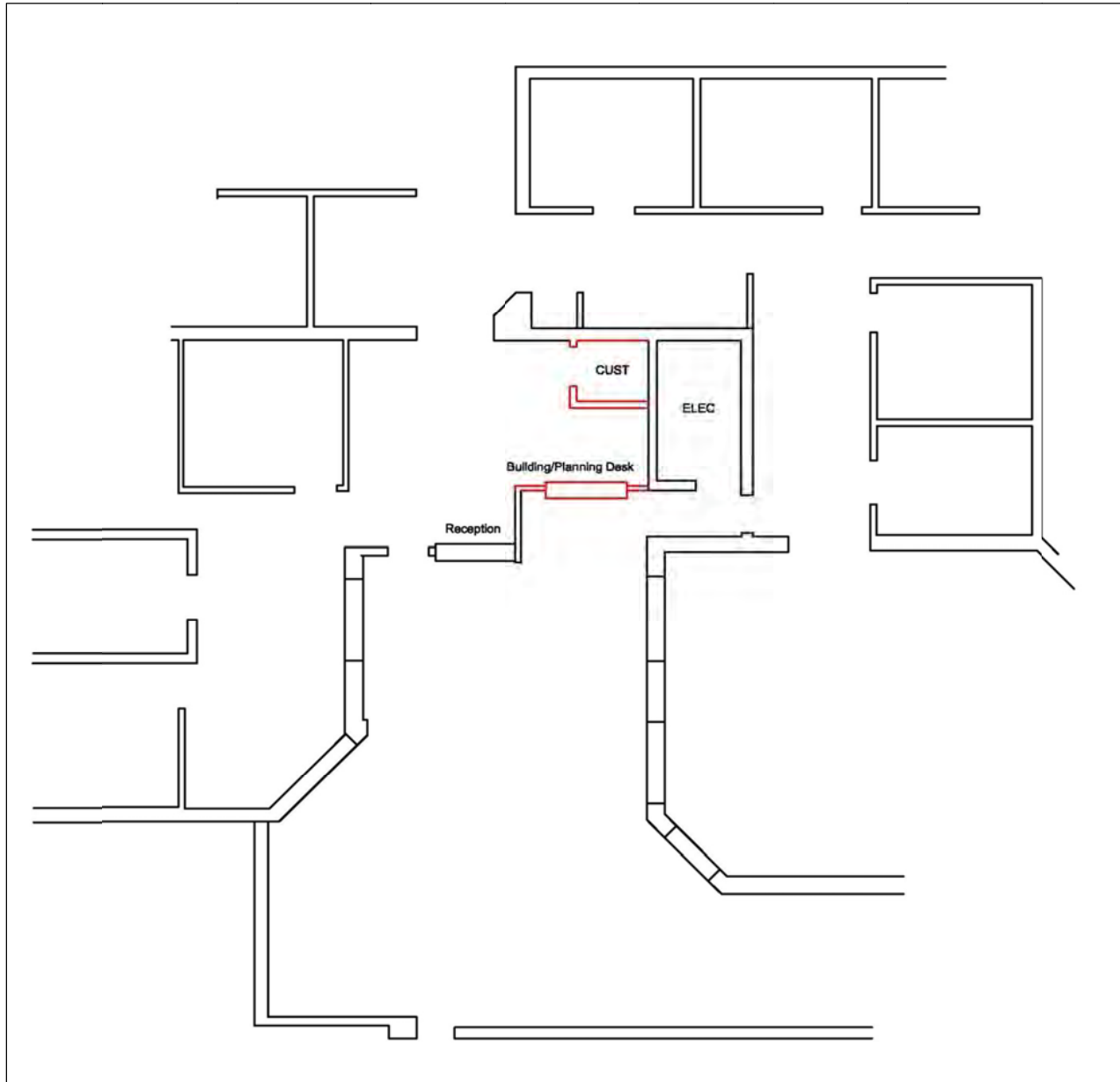
Per the Enabling Accessibility Fund (EAF) program website, the objective of the program is:

- accessible communities and workplaces;
- increased access for people with disabilities to services, programs and employment opportunities; and
- increased opportunities for people with disabilities to participate in and contribute to community life and the economy.

### **ANALYSIS:**

In early 2017, the Township received an accessibility complaint from a ratepayer attempting to submit a building permit application due to the height of the counter. The Public Works and Finance counter spaces have accessible service counters; however, the current reception desk does not.

Staff has looked at the project and has developed the following preliminary design (red delineating areas to be renovated):



This design will meet the accessibility requirements and resolve a space constraint problem at the reception desk that impacts the intake of permits and applications.

It should be noted that a second application will be submitted by the Library for the renovation to the Port McNicoll Library Branch Community Room. This project is in the current budget with 50% grant funding and the other 50% coming from Library Reserves.

**FINANCIAL/BUDGET IMPACT:**

It is estimated that this renovation could cost approximately \$50,000.

Projects under this EAF Program are required to secure 35% in monetary and/or non-monetary contributions towards the total eligible cost of the project. The EAF Program will fund up to 65% of eligible project costs (up to a maximum of \$50,000).

It is recommended that the Township's portion come from Future Capital Reserve if the application is successful.

**CONCLUSION:**

Staff is recommending that the Township submit a grant to the EAF program for the accessibility renovation of the reception/building counter.

Prepared By: Alison Gray, Clerk

Recommended By: Date: June 19, 2017

Alison Gray, BAH, CMO, AOMC  
Clerk

Reviewed By: Date:

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



# PORTARAMA FAMILY FESTIVAL

Port McNicoll, Ontario ~ [portarama@hotmail.com](mailto:portarama@hotmail.com)

May 24, 2017

Mr. Peter Dance – Director of Public Works  
Township of Tay  
Victoria Harbour, ON

**\*\* SENT VIA EMAIL \*\***

Dear Peter:

On behalf of the Portarama Family Festival we are hereby requesting the following road closures for our rescheduled event, the Paul Spencer Memorial Soapbox Derby.

On Sunday August 6th, we will be holding the Soapbox Derby starting at 10:00 for road preparation and registration with races starting 12:00. We are scheduling a rain date of Monday August 7<sup>th</sup> if necessary.

We anticipate a closure of Talbot Street from the 4 way stop at Seventh along Talbot Street to Third. This closure will serve to accommodate our Soapbox Derby race. The closure will not be required once this event has concluded.

I hope that I have provided the information required for approval. I am always available to discuss anything I left out. Thanks for your consideration.

Respectfully,



PAUL RAYMOND  
Chair – Portarama Family Festival



<http://www.facebook.com/portarama>



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No.** PW-2017-65

**Report Title:** Aluminum Sulfate Tender

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**RECOMMENDATION:**

That Staff Report No. PW-2017-65 regarding the supply and delivery of aluminum sulfate for the water and wastewater treatment plants be received;

And that Contract Number 2017-26 for the supply and delivery of Aluminum Sulfate be awarded to Polyrheo Inc., Jijo George for the three year total price of \$155,520.00 plus HST;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Polyrheo Inc., Jijo George.

**INTRODUCTION/BACKGROUND:**

Chemical suppliers were notified via tenders advertised on Biddingo May 17, 2017.

Four tenders were received by the closing time 2:00 p.m., Thursday June 15, 2017 and were opened by the CAO, the Director of Public Works, the Water/Wastewater Superintendent, and the Public Works Administrative Assistant. The tenders were then reviewed by to the Director of Public Works and the Water/Wastewater Superintendent.

## **ANALYSIS**

Aluminum Sulfate is used in the treatment processes at the water treatment plants and at the wastewater treatment plants. It is used as a coagulant for the water treatment and as a coagulant for phosphorus removal in the wastewater treatment plants.

The quotation results are listed below showing the three year total price.

<b>Quotations Received From</b>	<b>Total Price Excluding HST</b>	<b>Remarks</b>
Chemtrade	\$207,802.80	Meets Quotation Requirements
SODROX Chemicals	\$242,352.00	Meets Quotation Requirements
Brenntag Canada Inc.	\$213,948.00	Meets Quotation Requirements
Polyrheo Inc., Jijo George	\$155,520.00	Meets Quotation Requirements

## **FINANCIAL/BUDGET IMPACT:**

Under the Quality Management System the annual chemicals budget allows for the supply and delivery of Aluminum Sulfate for the treatment of water and wastewater. Aluminum sulfate is up two cents per litre from 2014 tender pricing of \$.46 per litre.

## **CONCLUSION:**

It is recommended that Contract Number 2017-26 for the supply and delivery of Aluminum Sulfate be awarded to Polyrheo Inc., Jijo George the low bidder.

Prepared by: Raymond Knuff, Water/Wastewater Superintendent

Recommended by:

Date: June 16, 2017

Peter Dance  
Director of Public Works

Reviewed by:

Date:

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





## STAFF REPORT

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**Department/Function:** Public Works Department

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No:** PW-2017-66

**Report Title:** Sodium Hydroxide and Citric Acid

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### **RECOMMENDATION:**

That Staff Report No. PW-2017-66 regarding the supply and delivery of Sodium Hydroxide and Citric Acid be received for information;

And that Contract Number 2017-27 for the supply and delivery of Sodium Hydroxide and Citric Acid be awarded to Polyrheo Inc., Jijo George for the three year total price of \$36,000.00 plus HST;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Polyrheo Inc., Jijo George.

### **INTRODUCTION/BACKGROUND:**

Chemical suppliers were notified via tenders advertised on Biddingo May 17, 2017.

Four tenders were received by the closing time 2:00 p.m., Thursday June 15, 2017 and were opened by the CAO, the Director of Public Works, the Water/Wastewater Superintendent, and the Public Works Administrative Assistant. The tenders were then reviewed by the Director of Public Works and the Water/Wastewater Superintendent.

## **ANALYSIS**

Sodium hydroxide and citric acid are used in the membrane cleaning processes in both water treatment plants and citric acid is used for membrane cleaning at the Port McNicoll Wastewater Treatment Plan.

The quotation results are listed below showing the three year total price.

<b><i>Quotations Received From</i></b>	<b><i>Total Price Excluding HST</i></b>	<b><i>Remarks</i></b>
Polyrheo Inc., Jijo George	\$36,000.00	Meets Quotation Requirements
D.H. Jutzi Limited W T Solutions	\$47,700.00	Meets Quotation Requirements
UBA		Did Not Meet Quotation Requirements
Flo Chem	\$54,840.00	Meets Quotation Requirements

## **FINANCIAL/BUDGET IMPACT:**

Under the Quality Management System the annual chemicals budget allows for the supply and delivery of Sodium Hydroxide and Citric Acid for membrane cleaning in the treatment plants. Due to upgrades of the chemical storage tanks in 2017, bulk shipment of these chemicals is now possible thereby reducing small volume shipping costs. Approximate reduced product cost for Citric Acid is \$.21 per litre and for Sodium Hydroxide is \$.08 per litre. Shipping will be semi-annually as opposed to every two months.

## **CONCLUSION:**

That Contract Number 2017-27 for the supply and delivery of Sodium Hydroxide and Citric Acid be awarded to Polyrheo Inc., Jijo George the low bidder.

Prepared by: Raymond Knuff, Water/Wastewater Superintendent

Recommended by:

Date: June 16, 2017

Peter Dance  
Director of Public Works

Reviewed by:

Date:

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



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No:** PW-2017-67

**Report Title:** 12% Sodium Hypochlorite

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### **RECOMMENDATION:**

That Staff Report No. PW-2017-67 regarding the supply and delivery of 12% Sodium Hypochlorite be received for information;

And that Contract Number 2017-28 for the tender of the supply and delivery of 12% Sodium Hypochlorite be awarded to Dutch Products for the three year total price of \$49,920.00 plus HST;

And that staff be directed to prepare the By-law authorizing the execution of the contract between the Township of Tay and Dutch Products.

### **INTRODUCTION/BACKGROUND:**

Chemical suppliers were notified via the tenders advertised on Biddingo on May 17th.

Four tenders were received by the closing time 2:00 p.m., Thursday June 15, 2017 and were opened by the CAO, the Director of Public Works, the Water/Wastewater Superintendent, and the Public Works Administrative Assistant.

The tenders were then reviewed by the Director of Public Works and the Water/Wastewater Superintendent.

## **ANALYSIS**

Sodium hypochlorite is used as a disinfectant in the water treatment processes at both water treatment plants. Sodium hypochlorite is also used during the membrane cleaning processes at the water treatment plants and the Port McNicoll Wastewater Treatment Plant.

The quotation results are listed below.

<b><i>Quotations Received From</i></b>	<b><i>Total Price Excluding HST</i></b>	<b><i>Remarks</i></b>
Polyrheo., Inc. Jijo George	\$70,200.00	Meets Quotation Requirements
UBA	\$60,268.00	Meets Quotation Requirements
Dutch Products	\$49,920.00	Meets Quotation Requirements
Flo Chem	\$52,520.00	Meets Quotation Requirements

## **FINANCIAL/BUDGET IMPACT:**

Under the Quality Management System the annual chemicals budget allows for the supply and delivery of Sodium Hypochlorite annually for disinfection and membrane cleaning purposes in the water and wastewater treatment plants. The cost of sodium hypochlorite in this three year tender averages \$.32 per litre and the 2014 tender pricing was \$.35 per litre.

## **CONCLUSION:**

That contract number 2017-28 for the supply and delivery of Sodium Hypochlorite be awarded to Dutch Products the low bidder.

Prepared by: Raymond Knuff, Water/Wastewater Superintendent

Reviewed by:

Date: June 16, 2017

Peter Dance  
Director of Public Works

Reviewed by:

Date:

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



## STAFF REPORT

**Department/Function:** Council

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28<sup>th</sup>, 2017

**Report No.:** PD-2017-33

**REPORT TITLE:** Muskoka Extended Transit Pilot

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### **RECOMMENDATION:**

**That Staff Report No. PD-2017-33 be received;**

**And that staff make the appropriate arrangements for the program, to be funded from the Planning Department Outside Services Budget.**

### **1.0 INTRODUCTION/BACKGROUND**

The District Municipality of Muskoka has been running a Public Transit pilot, Muskoka Extended Transit (MET). It operates seven routes, one of which is from Honey Harbour to Midland. The transit bus operated the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month during the school calendar, and excluded July & August.

The District Municipality of Muskoka received a \$100,000 Community Transportation Pilot Project Grant for 2015-2017, which has now been extended by \$50,000 for 2017-2018 by the Ministry of Transportation. The extension was provided in order to provide coverage of associated costs for the routes throughout the school year.

This program would continue to utilize school buses for the pilot, and have three stops within the Township of Tay including Waubaushene, Victoria Harbour and Port McNicoll. The request is for the Township to continue to participate in the pilot for the summer of 2017, with it running one day a week and maintaining the same stop locations, and running two days a week during the school year. September to the end of March 2018.

As part of the District's review of the pilot, four of the seven routes have been selected to continue participation in the pilot. With the ridership for the Honey Harbour-Midland route being constantly used, as shown as Attachment #1 provided by the MET staff, the pilot is proposed to run during the summer months.

## **2.0 ANALYSIS**

Planning staff support the pilot program for public transit within the Township for its residents. The MET is seeking a commitment from the Township to participate in the pilot program from September 2017 to the end of March 2018. Also new this summer was to run a bus once a week during July and August.

The total cost to run the transit pilot for 9 weeks in the summer is \$3,737.48, of which the District will absorb \$2,237.48 but is seeking a financial commitment from the Township of \$1,500.00. There is no change to pick up location and the fare would be \$2.50 one way. This portion of the pilot was not offered in the summer of 2016, however due to the ridership numbers MET would be operating outside of the school season. As the buses would be operating in the off-season from school, there is an increase in the cost which would equate to \$415.28 a day.

In September, the pilot would continue to operate for 27 weeks at a rate of \$50.00 per week, with the total cost to the Township being \$1350.00. Operation of the two day service would continue to be offered to residents at the same pick up and drop off locations. After March 31, 2018, if the pilot is continuing staff will report to Council regarding further participation in the program.

## **3.0 FINANCIAL/BUDGET IMPACT**

As outlined above, the MET program is seeking a commitment of \$2,850.00 from the Township to operate for the summer of 2017. This would be funded out of the Planning Department Outside Services budget.

## **4.0 CONCLUSION**

Staff is requesting direction from Council if the Township would like to continue participation in the MET pilot project for the summer of 2017 and from September 2017 to the end of March 2018.



Prepared and Recommended By:

Reviewed by:

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

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

Attachment:

1. MET ridership information

Date	NOTES	RIDER DEMOGRAPHICS						COMMON STOPS			
		Senior	<12	13-18	Adult	Preschoolers	Total Riders	Stop	Stop	Stop	Stop
7-Jun	Honey Harbour-Midland				6	3		9 Baxter Loop North End	Midland Hugel/King	Midland Walmart	
14-Jun											
21-Jun					3	3		6 Baxter Loop North End	Midland Hugel/King	Midland Walmart	
28-Jun					2	4		6 Baxter Loop North End	Midland Hugel/King	Midland Walmart	
6-Sep	Honey Harbour-Midland					3		3 Waub			
13-Sep					1	4		5 Midland Hospital	Waub	Victoria Harbour	
20-Sep					2	4	2	8 Waub	Victoria Harbour	Midland Hospital	
27-Sep					1	10		11 Bax Picnic	Baxter Ward	Waub	Victoria Harbour
4-Oct	Honey Harbour-Midland				1	6		7 Baxter Loop North	Midland Walmart	Midland Mall	
11-Oct					1			1 Waub	Baxter Loop North	Midland Mall	Midland Hugel
18-Oct						6		6 Baxter Loop North/Sth	Midland Mall	Midland Hugel	
25-Oct						8		8 Baxter Loop North	Victoria Harbour	Midland Walmart	Midland Hugel
1-Nov	Honey Harbour-Midland					5		5 Baxter Loop	Vic Harbour	Mall	King/Hugel
8-Nov						8		8 Baxter Loop	Vic Harbour	Walmart	Mall
15-Nov						4		4 Vic Harbour	Mall	Hospital	
22-Nov					1	8		9 Baxter Loop	Waub	Mall	Hospital
29-Nov					1	10		11 Baxter Loop	Hospital	Mall	King/Hugel
6-Dec	Honey Harbour-Midland					4		4 Picnic Island	Victoria Harbour	Mountainview Mall	Midland/Hugel
13-Dec					1	7		8 Picnic Island	Waubushene	Victoria Harbour	Mountainview Mall
20-Dec					1	8		9 Picnic Island	Waubushene	Victoria Harbour	Mountainview Mall
27-Dec											
3-Jan	Honey Harbour-Midland										
5-Jan											
10-Jan											
12-Jan											
17-Jan											
20-Jan											
24-Jan						10	1	11 Baxter Loop	Waub	Mall	Hospital
26-Jan						6		6 Baxter Loop	Hospital		
31-Jan						12		12 Baxter Loop	PMcN	Mall	Hospital
2-Feb	Honey Harbour-Midland					8		8 Baxter Loop	Port McNic	Walmart	Mall
9-Feb						5		5 Baxter Loop	Mall	Hugel/King	
14-Feb						5		5 Waub	Hospital	Hugel/King	
16-Feb								0			
21-Feb					1	11		12 Baxter Loop	Waub	Walmart	
23-Feb						8		8 Baxter Loop	Mall	Hugel/King	Walmart
28-Feb					4	8		12 Baxter Loop		Mall	Hospital
2-Mar	Honey Harbour-Midland					4		4 Baxter Loop	Mall		
7-Mar						6	2	8 Baxter Loop	Metis Rd	Mall	King/Hugel
9-Mar						2		2 Baxter Loop	Midland/Hugel		
21-Mar						10		10 Baxter Loop	Baxter Ward	Mall	King/Hugel
23-Mar						4		4 Baxter Loop	Walmart	Port McNicoll	
28-Mar						6		6 Baxter Loop	Walmart	Midland/Hugel	
30-Mar					2	2	8	12 Baxter Loop	Walmart	Mall	King/Hugel
4-Apr	Honey Harbour-Midland				2	4		6 Baxter Loop North	Baxter Loop South	Midland Mountainview	Midland Hugel/King
6-Apr						1		1 Baxter Loop North	Midland Mountainview	Midland Walmart	
11-Apr						3		3 Baxter Loop North	Baxter Loop South	Port McNichol	Midland Walmart
13-Apr						0		0			
18-Apr						2		2 Baxter Loop North	Baxter Loop South	Midland Mountainview	
20-Apr					1			1 Waubushene	Midland Hospital		
25-Apr						1		1 Baxter Loop North	Midland Hugel		
27-Apr						2		2 Baxter Loop North	Baxter Loop South	Midland Hugel	
Totals							269				



## STAFF REPORT

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

**Chair:** Mayor Scott Warnock

**Meeting Date:** June 28, 2017

**Report No.:** GGF-2017-32

**Subject:** LED Signboards RFP

### **RECOMMENDATION:**

That report GGF-2017-32 regarding the LED signboard RFP be received;  
And that Solotech Inc. be awarded the contract for the supply of four single sided and two double sided LED signboards at a cost of \$35,228.74 +HST;

And that Council approve the estimated \$1820 budget overage;  
And that Council approve a \$3000 contingency for this in-house project;  
And further that the required by-law be brought forward to Council for consideration.

### **INTRODUCTION/BACKGROUND:**

In response to Council's interest in replacing our current quick change signs with LED signs, staff prepared a Request for Proposal (RFP) and posted the RFP to Bidding. Staff received proposals from nine companies before closing.

The RFP called for the supply and delivery of eight sign faces for six locations in the form of four single sided signs and two double sided signs. All signs were required to conform to a set of constraints specified in the RFP, and were evaluated against a set of objectives. A solar power supply was requested as an optional part of the proposals. After analysing the proposals staff found that the option best suited to the township's need was proposal #1 submitted by Solotech Inc. A detailed analysis can be found in the Analysis section of this report.

The proposed locations for the signs are tabulated below

Village	Location
<b>Port McNicoll</b>	Talbot St (entering Port McNicoll) near Marina's Restaurant – Possibly moved to booster station along Talbot St.
<b>Victoria Harbour</b>	William St (entering Victoria Harbour) at Highway 12
<b>Waubashene</b>	Sturgeon Bay Road (entering Waubashene) – Possibly moved to Waubashene Fire Hall along Pine St.

<b>Waverley</b>	Truax Lane (at ball diamond) near community mailboxes
<b>Victoria Harbour</b>	Municipal Office (Double Sided Sign)

### **ANALYSIS:**

The Township received proposals from nine companies with some companies submitting multiple proposals. There were a total of 21 individual proposals submitted to the township.

All proposals submitted before the closing date were reviewed. The analysis that each proposal was subjected to was based upon the functions, objectives, and constraints listed below. The objectives are listed in order of importance with the first being the most important. The constraints do not have orders of importance.

#### Functions:

- Convey information to motorists and pedestrians within the immediate vicinity during the day and night

#### Objectives:

- Cost – budget of \$36,000.00
- Pixel Pitch (Size)
- Warranty Length
- Future Availability of Parts
- Brightness and visibility
- Solar Power Supply Option

#### Constraints:

- Screen Dimensions (cm) – Between: 163x81 and 137x71
- Display Type – Full or Tri Colour RGB
- Screen Resolution – Minimum: 128x64

A brief summary of each proposal has been tabulated below.

Proposal	Met Constraints?	Cost	Pixel Pitch	Screen Resolution
Everest Signs (1)	Y	\$47,820.00	RGB 10mm	144x72
Everest Signs (2)	Y	\$56,180.00	RGB 10mm	160x80
Forward Signs	Y	\$159,850.00	RGB 10mm	160x80
Harris Time (1)	N	\$61,400.00	RGB 16mm	96x48
Harris Time (2)	N	\$63,280.00	RGB 12mm	128x48
Harris Time (3)	Y	\$63,420.00	RGB 10mm	128x68
Harris Time (4)	N	\$67,800.00	RGB 16mm	96x48
Harris Time (5)	Y	\$73,240.00	RGB 12mm	128x68
Media Resources (1)	N	\$71,460.00	RGB 16mm	100x60
Media Resources (2)	N	\$77,080.00	RGB 12mm	100x61
Media Resources (3)	N	\$81,640.00	RGB 10mm	100x61

Nu-Media	Y	\$54,000.00	RGB 10mm	160x80
Solotech (1)	Y	\$37,666.67	RGB 10.6mm	145x72
Solotech (2)	Y	\$55,871.99	RGB 10.6mm	145x73
Stewart Signs (1)	Y	\$ 63,756.55	RGB 10mm	160x64
Stewart Signs (2)	N	\$ 54,563.44	RGB 16mm	100x40
Stewart Signs (3)	N	\$ 48,412.65	RGB 20mm	80x40
Stinson	N	\$93,806.83	RGB 16mm	120x60
Teksign (1)	Y	\$69,937.96	RGB 12mm	64x64
Teksign (2)	Y	\$72,022.81	RGB 10mm	128x64
Teksign (3)	Y	\$82,074.16	RGB 10mm	128X128

Note: All proposals include the cost of the Old Fort Fire Hall LED signboards.

After all proposals were reviewed staff found Solotech's #1 proposal to be the best suited to meeting the Township's needs. A more in-depth summary can be found below.

#### Solotech Proposal 1:

Included in Solotech's proposal was the supply and delivery of;

- 8 sign faces
- software
- 6 controllers
- 8 sets of mounting hardware
- 16 spare tiles.

Each sign face is 154 by 77 cm and has a resolution of 145 by 72 pixels. Each face is made from 16 small LED tiles. These tiles can be swapped and replaced as needed, extending the life of the signs.

Solotech's proposal was the least expensive of all the proposals received. The proposal met all constraints and fulfilled the all the objectives except for solar power option.

Images of similar signs supplied by Solotech to Quebec City are included in Appendix 1. The signs seen in the appendix are roughly the same width but half the height of the signs proposed to the Township of Tay.

Solotech's proposal met all the constraints and fulfilled many of the objectives.

Total Cost	\$ 37,666.67
Cost for Single Sided Sign	\$ 2,967.82
Cost for Double Sided Sign	\$ 5,935.64
Base Warranty	5 years
Future Part Availability	15 years
Screen Dimensions	154x77 - Y
Screen Resolution	145x72
Display type and Pixel pitch	RGB - 10.6mm
Solar Option	No

### Additional Work:

As all the proposals were for the supply and delivery of LED signs, installation is the responsibility of the Township. As these signs are replacing existing quick change signs there already exists structures to mount the signs to at all locations.

All locations require new electrical connections to the signs. In some locations this will require a new dedicated electrical service. Three electricians have been contacted for rough estimates on pricing for adding services. Each location also requires a connection to the Township's wide area network to enable remote programming of the signs. All costs associated with the signs and installations are summarized below.

Solotech – LED Signboards	\$26816.43 + HST
Electrical Connections	\$8500.00 + HST
Communication Hardware	\$1400.00 + HST
Misc Hardware	\$450.00 + HST
Total	\$37166.43 + HST
<b>Total Including Non-Rebateable Tax</b>	<b>\$37,820.56</b>
<b>Budget</b>	<b>\$36,000</b>

For consistency, the Old Fort Fire Hall LED signage will be purchased (as a part of the Fire Hall capital construction project) at the same time, at a cost of \$9221.00 including non-rebateable tax.

Annual electricity usage cost for the four single sided signs is estimated to be approximately \$650.00 - \$850.00 per sign and \$1000.00 - \$1500.00 each for the double sided signs (Municipal Office and Old Fort Fire Hall).

### **SUSTAINABILITY PLAN:**

E2 – Improve the watershed's communications infrastructure.

Converting to LED signage displays would allow for more frequent message updates, even multiple concurrent (rotating) messages, as well as faster message updates in case of an emergency or Fire/Water Ban event.

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

\$36,000 was included in the 2017 Capital Budget for LED signage. A small overage of \$1820 is expected for this in-house project. Staff also recommend that a \$3000 contingency be approved for this project to cover any unforeseen costs involved in the Township undertaking the installations.

### **CONCLUSION:**

It is recommended that Council award the contract for the supply and delivery of LED signs to Solotech Inc. Their proposal has been analysed based on a set of constraints and objectives listed above and found to be the best proposal for the Township's needs.

Prepared By;



Fletcher Clugston  
Engineering Student

Date Prepared: June 20<sup>th</sup>, 2017

Reviewed By;



Daryl O'Shea  
ICT Coordinator

Date Prepared: June 20<sup>th</sup>, 2017

Reviewed By;



Robert Lamb  
C.A.O.

Date Reviewed: June 20<sup>th</sup>, 2017



## Appendix 1



Image 1 – Example of Solotech signs – Quebec City



Image 2 – Example of Solotech signs – Quebec City



Image 3 – Example of Solotech signs – Quebec City