

**PUBLIC NOTICE:** While the Municipal Act requires that meetings be open to the public, due to the pandemic public attendance is discouraged. In order to ensure that members of the public are able to determine what actions were taken by Council, the draft meeting minutes will be posted online as soon as possible.



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

**March 25, 2020  
7:00 p.m.**

**Municipal Office Council Chambers  
Agenda**

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**1. Call to Order**

**2. Moment of Silent Reflection**

**3. Approval of the Agenda**

**4. Disclosure of Interest**

**5. Presentations / Delegations**

**6. Consent List**

**a) Adoption of Minutes**

- i. Regular Council – February 26, 2020

**Resolution**

That the regular Council meeting minutes dated February 26, 2020 be approved.

- ii. Regular Committee of all Council – March 11, 2020

**Resolution**

That the regular Committee of all Council meeting minutes dated March 11, 2020 be approved.

- iii. Special Council – March 16, 2020

**Resolution**

That the special Council meeting minutes dated March 16, 2020 be approved.

- iv. Special Council – March 18, 2020

**Resolution**

That the special Council meeting minutes dated March 18, 2020 be approved.

**b) Reports of Various Committees**

- i. Tay Township Public Library Board – December 17, 2019

**Resolution**

That the Tay Township Public Library Board meeting minutes dated December 17, 2019 be approved.

- ii. Culture Alliance – January 9, 2020

**Resolution**

That the Culture Alliance meeting minutes dated January 9, 2020 be approved.

- iii. Tay Township Public Library Board – January 21, 2020

**Resolution**

That the Tay Township Public Library Board meeting minutes dated January 21, 2020 be approved.

- iv. Seniors Advisory Committee – February 11, 2020

**Resolution**

That the Seniors Advisory Committee meeting minutes dated February 11, 2020 be approved.

- v. Culture Alliance – February 20, 2020

**Resolution**

That the Culture Alliance meeting minutes dated February 20, 2020 be approved.

- vi. Grants Committee – February 26, 2020

**Resolution**

That the Grants Committee meeting minutes dated February 26, 2020 be approved.

### **c) Municipal Report**

- i. Municipal Report 2020-03-01

#### **Resolution**

That Municipal Report 2020-03-01 be received and the recommendations contained therein be approved.

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

- 7.1 Report from the Fire Chief  
Report No. PPP-2020-15  
Re: Establishing & Regulating By-law Schedule "A" Amendment  
(Deferred from March 11<sup>th</sup> COAC)
- 7.2 Draft Letter of Support to the Township of Tiny  
Re: Teedon Pit Extension
- 7.3 Report from the Clerk  
Report No. GGF-2020-27  
Re: Electronic Participation at Council & Committee Meetings
- 7.4 Verbal Report from the Chief Administrative Officer  
Re: COVID-19 Sick Leave Policy (on desk)
- 7.5 Verbal Report from the Chief Administrative Officer  
Re: Appointment of Acting Clerk
- 7.6 Report from the Fire Chief  
Report No. PPP-2020-21  
Re: 2021 Tanker Truck Purchase and Delivery

### **8. By-laws**

- |         |   |
|---------|---|
| 2020-15 | Parking   |
| 2020-16 | Amending, Littering (Set Fines)                     |
| 2020-17 | Amending, Establishing & Regulating Fire Department |
| 2020-18 | Deeming, 10 Grigg Avenue & 28 Sallows Drive         |
| 2020-19 | Amending, Council Procedural By-law                 |
| 2020-20 | Appointment, Acting Clerk                           |
| 2020-21 | Agreement, Tanker Truck Purchase & Delivery         |

### **9. Notice of Motions**

### **10. Council Announcements**

## **11. Closed Session**

11.1 Verbal Report from the Chief Administrative Officer – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (North Rock Group)

## **12. Confirming By-law**

## **13. Adjournment**

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

**Wednesday, February 26, 2020  
7:00 p.m.**

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

**Staff Present:** Alison Gray, Clerk  
Joanne Sanders, Director of Finance/Deputy Clerk  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, Director of Technology & Communications  
Peter Dance, Director of Public Works  
Brian Thomas, Fire Chief  
Lindsay Barron, Financial Analyst/Chief Administrative Officer

- 1. Call to Order:**  
Mayor Walker called the meeting to order at 7:00 p.m.
- 2. Moment of Silent Reflection:**  
Mayor Walker called for a moment of silent reflection.
- 3. Approval of the Agenda:**  
**Moved By: Councillor Paul Raymond**  
**Seconded By: Councillor Barry Norris**  
**That the Council Meeting Agenda for February 26, 2020 be adopted as circulated.**

**Carried.**

- 4. Disclosure of Interest:**  
Deputy Mayor LaChapelle declared a pecuniary interest respecting a portion of Item 10.1 as a family member has put forward an application for the Horticulture Committee.
- 7. Staff Reports / Other Business:**  
**7.1 Verbal Report from Mayor Walker regarding the Appointment of a New Chief Administrative Officer**  
Council received a verbal report from Mayor Walker regarding the appointment of Lindsay Barron as the Township's new Chief Administrative Officer effective March 2, 2020 and extended congratulations.

**11. By-laws**

2020-06 Appointment, Chief Administrative Officer/Deputy Clerk (L. Barron)

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That By-law 2020-06 be read a first, second and third time and finally passed.**

**Carried.**

**Recorded Vote requested by Councillor Norris**

Councillor Jeff Bumstead	<b>Aye</b>
Councillor Barry Norris	<b>Aye</b>
Councillor Paul Raymond	<b>Aye</b>
Councillor Sandy Talbot	<b>Aye</b>
Councillor Mary Warnock	<b>Aye</b>
Deputy Mayor Gerard LaChapelle	<b>Aye</b>
Mayor Ted Walker	<b>Aye</b>

**Carried: 7 to 1**

**5. Presentations / Delegations:**

**5.1 Presentation – Multiple Recipients – Re: 2020 Township Grants**

Council extended congratulations and presented the following with 2020 Grants awards:

- Canada Day Committee - \$1,300
- Portarama Family Festival - \$2,500
- Port McNicoll Recreation Committee - \$500
- Port McNicoll Anglers & Hunters - \$500
- Waubaushene Santa Claus Parade - \$1,300
- Tay Bike Day - \$500
- Coldwater Fall Fair - \$200
- Big Brothers/Big Sisters - \$1,000
- Community Reach - \$4,500
- Beach Beautification, Talpines Property Owners Assoc. - \$1,000
- Crime Stoppers of Simcoe Dufferin Muskoka - \$1,000

**6. Consent List:**

**a) Adoption of Minutes**

- i. Regular Council – January 22, 2020

**Resolution**

That the regular Council meeting minutes dated January 22, 2020 be approved.

- ii. Special General Government & Finance Committee – February 5, 2020

**Resolution**

That the special General Government & Finance Committee meeting minutes dated February 5, 2019 be approved.

- iii. Regular Committee of all Council – February 12, 2020

**Resolution**

That the regular Committee of all Council meeting minutes dated February 12, 2020 be approved.

- iv. Special General Government & Finance Committee – February 13, 2020

**Resolution**

That the special General Government & Finance Committee meeting minutes dated February 13, 2019 be approved.

- v. Special Council – February 13, 2020

**Resolution**

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

**b) Reports of Various Committees**

- i. Tay Heritage Committee – November 5, 2019

**Resolution**

That the Tay Heritage Committee meeting minutes dated November 5, 2019 be approved.

- ii. Tay Heritage Committee – January 7, 2020

**Resolution**

That the Tay Heritage Committee meeting minutes dated January 7, 2020 be approved.

- iii. Seniors Advisory Committee – January 14, 2020

**Resolution**

That the Seniors Advisory Committee meeting minutes dated January 14, 2020 be approved.

- iv. Property Standards Committee – January 15, 2020

**Resolution**

That the Property Standards Committee meeting minutes dated January 15, 2020 be approved.

- v. Accessibility Advisory Committee – January 16, 2020

**Resolution**

That the Accessibility Advisory Committee meeting minutes dated January 16, 2020 be approved.

**c) Municipal Report**

- i. Municipal Report 2020-02-01

**Resolution**

That Municipal Report 2020-02-01 be received and the recommendations contained therein be approved.

- ii. Municipal Report 2020-02-02

**Resolution**

That Municipal Report 2020-02-02 be received and the recommendation contained therein be approved.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That the Consent List for February 26, 2020 and the Recommendations contained therein be adopted as Resolutions of Council.**

**Carried.**

**7. Staff Reports / Other Business (cont'd):**

**7.2 Verbal Report from the Acting Chief Administrative Officer regarding Tay Hydro Inc. Director Appointment**

Council received a verbal report from the Acting Chief Administrative Officer regarding Tay Hydro Inc. Director Appointment.

**Moved By: Councillor Paul Raymond**

**Seconded By: Deputy Mayor Gerard LaChapelle**

**WHEREAS the Corporation of the Township of Tay (the "Sole Shareholder") is the Sole Shareholder of Tay Hydro Inc. ("Tay Hydro");**

**AND WHEREAS Tay Hydro owns all of the common shares of Tay Utility Contracting Inc. ("Tay Contracting");**

**Cont'd...**



**AND WHEREAS** pursuant to s.102(2) of the *Business Corporations Act* (Ontario) (the "OBCA") where a body corporate is the shareholder of a corporation the corporation shall recognize any individual properly authorized by the body corporate to represent it at meetings of shareholders of the corporation;

**AND WHEREAS** pursuant to s.104 of the *OBCA* a written resolution dealing with all the matters required to be dealt with at a shareholders meeting and signed by the shareholders entitled to vote at that meeting satisfies all requirements of the *OBCA* relating to that meeting of shareholders;

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

**1. THAT** the Mayor, as the Sole Shareholder's legal representative, is directed to sign the following Tay Hydro Shareholder resolutions:

a. **THAT** Lindsay Barron be appointed as the sole director of Tay Hydro to hold office until the next annual meeting of shareholders or until her successor is elected or appointed.

b. **THAT** Lindsay Barron, so long as she is the sole director of Tay Hydro, shall represent Tay Hydro at meetings of shareholders of NT Power and Tay Contracting;

**2. AND THAT** the Mayor, as the Sole Shareholder's legal representative, direct Lindsay Barron, the sole director and legal representative of Tay Hydro, to sign the following Tay Contracting shareholder resolutions:

a. **THAT** Lindsay Barron be appointed as the sole director of Tay Contracting to hold office until the next annual meeting of shareholders or until her successor is elected or appointed.

Carried.

### **7.3 Report from the Fire Chief regarding Emergency Response Agreement (Fire & Water Rescue)**

Council received Staff Report No. PPP-2020-13 from the Fire Chief regarding Emergency Response (Fire & Water Rescue).

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

**That Staff Report No. PPP-2020-13 regarding an Emergency Response Agreement with the Corporation of the Township of Georgian Bay be received for information; and**

**That the Township of Tay enter into an agreement with the Township of Georgian Bay for access and use of the Georgian Bay Marine Units;**

**And that the required by-law be brought forward to authorize the Emergency Response Agreement.**

Carried.

Council requested a letter of thanks be sent to the Township of Georgian Bay.

**7.4 Verbal Report from the Director of Public Works regarding Enbridge Natural Gas Expansion Program.**

Council a verbal report from the Director of Public Works regarding correspondence received respecting Enbridge's Natural Gas Expansion Program.

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That the February 19, 2020 correspondence from Enbridge regarding the Natural Gas Expansion Program Update be received;**

**And that Council nominates the Paradise Point area (east of First Avenue and north of Woodlands Avenue) for the Program and directs that the Mayor respond on behalf of the Township in the form of the sample letter;**

**And that Council nominates the Forest Harbour area (Duck Bay Road, Forest Harbour Parkway, Quarry Road and associated streets) for the Program and directs that the Mayor respond on behalf of the Township in the form of the sample letter.**

**Carried.**

**7.5 Report from the Clerk regarding Strategic Plan Priorities**

Council received Staff Report No. GGF-2020-13 from the Clerk regarding Strategic Plan Priorities.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Staff Report GGF-2020-13 regarding Strategic Plan Priorities be received;**

**And the Strategic Plan priorities identified in the attached listing be endorsed.**

**Carried.**

**7.6 Report from the Clerk regarding Organization Review Report**

Council received Staff Report No. GGF-2020-14 from the Clerk regarding an Organization Review Report.

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

**That Staff Report GGF-2020-14 regarding Organization Review Report be received;**

**And the final KPMG Organization Review Report be accepted by Council.**

**Carried.**

Council scheduled a Special General Government & Finance Committee workshop on October 15, 2020 at 9:00 a.m.

**7.7 Correspondence from the Karma Project regarding a Request for Letter of Support – Tay Culinary Map**

Council received correspondence from the Karma Project regarding a Request for a Letter of Support for a grant application to produce a Tay Culinary Map.

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Mary Warnock**

**That the Council of the Township of Tay support the application of the Karma Project for a grant from the County of Simcoe for their Tay Trail Culinary Map Project.**

**Carried.**

Council requested that correspondence be sent to Karma requesting an update on their prior grant application.

**8. Notices of Motion:**

None were presented.

**9. Council Announcements**

Councillor Warnock provided Council with a monthly report on upcoming events and other matters.

Councillor Norris provided Council with a monthly report on upcoming events and other matters.

Councillor Raymond provided Council with a monthly report on upcoming events and other matters.

Councillor Bumstead provided Council with a monthly report on upcoming events and other matters.

Councillor Talbot provided Council with a monthly report on upcoming events and other matters.

Deputy Mayor LaChapelle provided Council with a monthly report on upcoming events and other matters.

Mayor Walker provided Council with a monthly report on upcoming events and other matters.

**10. Closed Session**

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

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

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

- Personal matters about an identifiable individual, including municipal or local board employees (Horticulture and Committee of Adjustment Applications).**

**Carried.**

Closed Session commenced at 8:18 p.m.

10.1 We received a verbal report from the Clerk regarding personal matters about an identifiable individual, including municipal or local board employees (Horticulture and Committee of Adjustment Applications).

Deputy Mayor LaChapelle declared a pecuniary interest on the application to the Horticulture Committee and vacated the room. Following consideration of the application, Deputy Mayor LaChapelle resumed his seat.

Council reviewed the applications and following discussion agreed to consider the required resolutions following the adjournment of Closed Session.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Council adjourn from the Closed Session at 8:25 p.m. and return to the regular meeting.**

**Carried.**

Deputy Mayor LaChapelle declared a pecuniary interest on the application to the Horticulture Committee and vacated his seat.

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

**That Cheryl Landridge be appointed to the Horticulture Committee; and**

**That the required appointment by-law be brought forward.**

**Carried.**

Following consideration the vote, Deputy Mayor LaChapelle resumed his seat.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Michael Schuenemann be appointed to the Committee of Adjustment; and**

**That the required appointment by-law be brought forward**

**Carried.**

**11. By-laws (cont'd)**

- 2020-01 Appointment, Various Committees
- 2020-04 Agreement, Vac Truck (Joe Johnson Equipment)
- 2020-07 Easements, 60 Maple Street
- 2020-08 Deeming, 450 Sturgeon Bay Road (Pt of Percy St)
- 2020-09 Agreement, Fire & Water Rescue
- 2020-10 Amending, Joint Accessibility Advisory Committee Terms of Reference

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Paul Raymond**

**That By-law 2020-01, 2020-04, 2020-07, 2020-08, 2020-09 and 2020-10 be read a first, second and third time and finally passed.**

**Carried.**

**12. Confirming By-law:**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That By-law 2020-11 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: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That this Regular Meeting of Council adjourn at 8:29 p.m. and to reconvene on March 25, 2020 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 Minutes**

**Wednesday, March 11, 2020**  
**10:00 A.M.**

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

**Staff Present:** Lindsay Barron, Chief Administrative Officer/Deputy Clerk  
Alison Gray, Clerk  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, Director of Technology & Communications  
Peter Dance, Director of Public Works  
Brian Thomas, Fire Chief  
Lyell Bergstrom, Manager of Roads & Fleet (Sec. C)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Mike Emms, Superintendent of Water & Wastewater (Sec. C)  
Robert Kennedy, Municipal Law Enforcement Officer (Sec. A)

1. **Call to Order:**  
Mayor Walker called the meeting to order at 10:00 a.m.
  
2. **Adoption of the Agenda:**  
Mayor Walker inquired as to any additions, deletions or amendments to the agenda.  
After discussion and consideration the following motion was moved by Councillor Talbot and seconded by Councillor Bumstead recommending the following to Council for consideration:  
**That the March 11, 2020 agenda be adopted with the following amendments:**
  - **Addition – Protection to Persons & Property – 3.1 – Verbal Report from Deputy Mayor LaChapelle – Re: Community Policing Committee.**  

**Carried.**
  
3. **Disclosure of Interest:**  
None were presented.

4. **Delegations:**

**10:00 – Debbie Kesheshian, Executive Director – Re: Hospice Huronia Update**

We received a delegation from Mrs. Debbie Kesheshian, Executive Director of Hospice Huronia providing an update on their activities. Mrs. Kesheshian provided an update on the construction of the new hospice and highlighted that they are nearing completion with the ribbon cutting anticipated in April 2020. She noted the importance of a residential hospice to providing quality end of life care. Mrs. Kesheshian highlighted the numerous volunteers, as well as local palliative staff recently hired and invited Council to come visit the new hospice. In conclusion, she thanked Council for their ongoing support.

**10:15 – Myrosia Jejna, YMCA Job Developer – Re: YMCA Employment Services – Programs & Services for Employers**

We received a delegation from Mrs. Myrosia Jejna, YMCA Job Developer regarding YMCA Employment Services (formerly HRDC), as detailed in her PowerPoint presentation. Mrs. Jejna provided an overview of their services for job seekers and employers such as hiring incentives, employment supports, apprenticeships, etc. In addition, she detailed their work with the Canada-Ontario Jobs Grant Program, hosting of job fairs and development of youth employment opportunities.

**10:30 – Soren Klemmensen, Central Ontario ATV Club – Re: ATV By-law, Trails and Economic Development**

We received a delegation from Mr. Soren Klemmensen, Central Ontario ATV Club regarding an ATV by-law, trails and related potential economic development, as detailed in his PowerPoint presentation. Mr. Klemmensen provided an overview of their organization, current trail map and reported that their goal is to pursue the development of sustainable shared use trails. He noted that they would like to develop a full trail system similar to the snowmobile association, and reviewed the current trail system within the area.

Mr. Klemmensen reported that within Tay they are seeking use of the snowmobile trail across the municipality, as well as connecting linkages. Currently the snowmobile association has agreed to use of their property, provided connections can be obtained. In addition, he reported that they do provide maintenance of the trail and monitor trail use in order to maintain their relationship with landowners.

In conclusion, he advised that he is looking to engage staff on a discussion as to a potential route within Tay.

Staff advised that they will look at the matter as part of the anticipated road safety report and that Council can provide direction at that time.

**10:45 – Jaelen Josiah, Township of Tiny – Re: North Simcoe Youth Symposium Event**

We received a delegation from Mr. Jaelen Josiah, Township of Tiny regarding an upcoming North Simcoe Youth Symposium Event, as detailed in her correspondence. Township of Tiny Deputy Mayor Steffan Walma introduced Mr. Josiah who is working to facilitate the North Simcoe Youth Symposium on May 5<sup>th</sup>.

Tiny's Youth Advisory Committee members detailed their mandate, and highlighted that they have received funding for the Symposium which will be held during National Youth Week. They reviewed the plans and content of the Symposium which is designed to engage youth in the area. In addition, it was reported that the Symposium will also act as the launch for the Township of Tiny Annual Youth of the Year Award. In conclusion, the Committee members reported that the Symposium is well aligned with Tiny's Strategic Plan, the Committee's mandate as well as Tay's Strategic Plan objectives.

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

**That the Council of the Township of Tay provide a grant to the Tiny Youth Advisory Committee for the Youth Symposium in the amount of \$300.00.**

**Carried.**

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

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

B.3.1 We received a verbal report from the Integrity Commissioner regarding a Draft Council Code of Conduct and Council-Staff Relations Policy.

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

**That the draft Council Code of Conduct & Council-Staff Relations Policy as amended be approved.**

**Carried.**

The Chief Administrative Officer was directed to review the handling of Council queries to staff within the Council-Staff Relations Policy and report back.

The Code of Conduct was amended to reflect that the Mayor may also communicate with the media and it was noted that housekeeping corrections would be made.



The Integrity Commissioner was requested to submit the annual report to the Clerk to be included as an informational item on a future agenda.

Council temporarily recessed at 12:00 p.m.

Council reconvened at 12:34 p.m.

B.2.1 We received Report No. GGF-2020-15 from the Deputy Treasurer, under date of March 11, 2020 regarding Personnel – Vacation Policy. After discussion and consideration the following motion was moved by Councillor Raymond and seconded by Councillor Norris recommending the following to Council for consideration:

**That Staff Report No. GG-2020-15 regarding Personnel - Vacation Policy be received;**  
**And that the Personnel – Vacation Policy be updated as per attached;**  
**And that Vacation Entitlement effective January 1, 2020 is based on the amended policy.**

**Carried.**

B.2.2 We received Report No. GGF-2020-17 from the Director of Finance, under date of March 11, 2020 regarding Water/Wastewater Billing Delegation.

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

**That Staff Report No. GGF-2020-17 regarding Water/Wastewater Billing Delegation be received;**  
**And that the request for relief of a portion of the water/wastewater charges be denied;**  
**And that the request to have 753 Fourth Avenue classed as a residential property for billing purposes be denied.**

**Carried.**

B.2.3 We received Report No. GGF-2020-23 from the Director of Finance/Acting CAO, under date of March 11, 2020 regarding Statement of Remuneration and Expenses.

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

**That Report GGF-2020-23 regarding the 2019 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.**

**Carried.**

- B.2.4 We received for information Report No. GGF-2020-20 from the Clerk, under date of March 11, 2020, regarding the Clerk's Monthly Activity Report.

Staff was directed to advertise for Senior of the Year nominations and upon receipt of nominations Councillors Talbot and Warnock agreed to review nomination received with staff. Council directed that the recommended nominee for Senior of the Year be brought forward to Closed Session at a future meeting.

Council scheduled the annual workshop with the Integrity Commissioner for April 30<sup>th</sup> at 3:00 p.m.

- B.2.5 We received Report No. GGF-2020-21 from the Clerk, under date of March 11, 2020 regarding Inquiry to Purchase Truax Lane – 6555 Highway 93 (Bakhtari).

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

**That Staff Report No. GGF-2020-21 regarding an Inquiry to Purchase Vacant Land – 6555 Highway 93 be received;**

**And whereas the owner of the abutting lands is interested in acquiring a portion Truax Lane to increase the size of his property at 6555 Highway 93;**

**Now therefore be it resolved that the Council of the Township of Tay \_\_\_\_\_ (approves or denies) \_\_\_\_\_ the land sale inquiry.**

**Deferred.**

Staff was directed to contact the cemetery about their interest in acquiring a portion of lands and report back to a future meeting.

- B.2.6 We received for information Report No. GGF-2020-19 from the Director of Technology and Communications, under date of March 11, 2020, regarding the Monthly Activity Report.

- B.3.2 We received a verbal report from Mayor Walker regarding Virtual Care Clinic.

Council agreed that the Virtual Care Clinic may be a recipient of funding resulting from the Fall Tay Fundraising Dinner.

- B.3.3 We received a verbal report from Mayor Walker regarding the appointment of a Member to the Culture Alliance.

Councillor Talbot agreed to be the Township's new representative on the Culture Alliance.

B.3.4 We received a verbal report from Deputy Mayor LaChapelle regarding a review of the Township's Grants & Donations Policy.  
Council directed that the Chair & Vice Chair of General Government with the Chief Administrative Officer and Director of Finance conduct a review of the Grants & Donations Policy.

B.3.5 We received a verbal report from Councillor Raymond regarding Tay Township entering a float in area parades.  
Council agreed to enter floats in local parades in the future and that staff work with Councillor Raymond to refine the Township's commitment.

B.3.6 We received correspondence from a resident regarding a reduction in their water bill.  
After discussion and consideration the following motion was moved by Councillor Talbot and seconded by Councillor Norris recommending the following to Council for consideration:  
**That the request by 757 Talbot Street to have their water bill reduced be denied.**

**Carried.**

Staff was directed to contact the property owner with respect to payment over a period of months.

B.3.7 We received correspondence from the Township of Tiny regarding an Aggregate Resource Act Application – Teedon Pit Extension.  
Council agreed to send a letter supporting the position of the Township of Tiny with respect to the Teedon Pit Extension. It was noted that the letter would be on the March Council meeting for endorsement.

B.3.8 We received a verbal report from Mayor Walker regarding a retirement gift for Paul Ferguson.  
Staff was directed to select a retirement gift in the amount of \$250 on behalf of the municipality for Mr. Ferguson.

B.4.1 We received a resolution for information from the City of Kitchener regarding the Regional Government Review.

B.4.2 We received resolution for information from the Township of North Dumfries regarding the Regional Government Review Final Report.

B.4.3 We received a resolution for information from the Township of Puslinch regarding Ministers and Premier to Offer Electronic Delegations.

B.4.4 We received correspondence for information from the Simcoe County Agricultural Hall of Fame regarding Request for Nominations.  
After discussion and consideration the following motion was moved by Councillor Norris and seconded by Councillor Bumstead recommending the following to Council for consideration:  
**That the Township of Tay nominate Dave Jones for the Simcoe County Agricultural Hall of Fame.**

**Carried.**

B.4.5 We received correspondence for information from the County of Simcoe regarding County Council Highlights.

B.4.6 We received an invitation for information from the Huronia Community Foundation regarding 20<sup>th</sup> Anniversary Celebration.

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

C.1 The Public Works Committee was called to order by the Chair at 1:42 p.m.

C.2.1 We received for information Staff Report No. PW-2020-15 from the Manager of Parks, Recreation & Facilities, under date of March 11, 2020 regarding a Monthly Activity Report.

C.2.2 We received for information Staff Report No. PW-2020-18 from the Manager of Roads & Fleet, under date of March 11, 2020 regarding a Monthly Activity Report.

C.2.3 We received for information Staff Report No. PW-2020-20 from the Water/Wastewater Superintendent, under date of March 11, 2020 regarding a Monthly Activity Report.

C.2.4 We received for information Staff Report No. PW-2020-13 from the Director of Public Works, under date of March 11, 2020, regarding a Monthly Activity Report.

C.2.5 We received Report No. PW-2020-14 from the Director of Public Works, under date of March 11, 2020 regarding Mechanic Initial Job Description.

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

**That Staff Report No. PW-2020-14 regarding the initial job description for the position of mechanic be received;  
And that Council approves the initial job description for the position of mechanic.**

**Carried.**

C.2.6 We received Report No. PW-2020-16 from the Director of Public Works, under date of March 11, 2020 regarding Oakwood Park Ad Hoc Committee – Recommendation #1.

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

**That Staff Report No. PW-2020-16 regarding the Oakwood Park Ad Hoc Committee - Recommendation #1 be received;**

**And that Council endorses the recommendation for a two inch, 50ft X 80ft asphalt pad as outlined in this report;**

**That the new asphalt pad be funded from the County of Simcoe's \$15,000 contribution towards Improvements to Oakwood Park;**

**And that staff proceed with preparing the site for asphalt and awarding the asphalt contract in early spring so that project can be completed by June 5<sup>th</sup>, 2020.**

**Carried.**

C.2.7 We received Report No. PW-2020-17 from the Director of Public Works, under date of March 11, 2020 regarding Sanitary Sewer Fifth Avenue.

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

**That Staff Report No. PW-2020-17 regarding the installation of sanitary sewer on Fifth Avenue from Hayes Street to Alberta Street be received;**

**And that, pending confirmation of regulatory approval, Council approves the inclusion of this installation as part of the 2020 Road and Watermain contract;**

**And that the cost for this work shall be funded from the wastewater reserve;**

**And that the budget allocation for this work be increased from \$65,000 to \$110,000;**

**And those benefitting property owners shall be required to pay their share at the sooner of: time of connection or January 1, 2032.**

**And the staff report on the repayment terms and bring forward a Fees and Charges by-law.**

**Carried.**

C.2.8 We received Report No. PW-2020-19 from the Director of Public Works, under date of March 11, 2020 regarding Roads Division Maintenance Activity Schedule.

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

**That Staff Report No. PW-2020-19 regarding Roads Division Maintenance Activity Schedule be received as information.**

**Carried.**

C.2.9 We received Report No. PW-2020-21 from the Director of Public Works, under date of March 11, 2020 regarding 2019 Rope Drinking Water System Annual Report.

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

**That Staff Report No. PW-2020-21 regarding the 2019 Rope DWS Annual Report be received;**

**And that the 2019 Rope Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.2.10 We received Report No. PW-2020-22 from the Director of Public Works, under date of March 11, 2020 regarding 2019 Tay Area Drinking Water System Annual Report.

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

**That Staff Report No. PW-2020-22 regarding the 2019 Tay Area DWS Annual Report be received;**

**And that the 2019 Tay Area Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.4.1 We received resolutions for information from numerous municipalities regarding a ban on single-use disposable wipes.

Staff was directed to send a letter of support respecting a ban on single-use disposable wipes.

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

D.1 The Planning & Development Committee was called to order by the Chair at 2:16 p.m.

D.2.1 We received Report No. PD-2020-09 from the Chief Building Official, under date of March 11, 2020 regarding Building Services Division Monthly Report – February 2020.

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

**That Report No. PD-2020-09 regarding Building Services Division Monthly Report – February 2020 be received.  
Carried.**

- D.2.2 We received for information Report No. PD-2020-10 from the Director of Planning & Development, under date of March 11, 2020 regarding Director Monthly Update – February 2020.
- D.3.1 We received a verbal report from Councillor Norris regarding 2019 Agriculture Tour Follow-up.  
Staff was requested to work Mr. Rumney to organize a local agriculture event in Fall 2020.
- D.4.1 We received resolutions for information from numerous municipalities regarding Conservation Authorities.
- D.4.2 We received resolutions for information from numerous municipalities regarding Bill 156.
- D.4.3 We received a resolution for information from the County of Haliburton regarding Tourism Oriented Destination Signage Fee Increases.
- D.4.4 We received correspondence for information from Georgian Bay Forever regarding Treatment of Invasive Phragmites.  
Staff was directed to send a letter of support.
- D.4.5 We received correspondence for information from Minister Steve Clark regarding Provincial Policy Statement, 2020.
- D.4.6 We received correspondence for information from SSEA regarding Meeting Highlights and 2019 4<sup>th</sup> Quarter Report.

**6. CLOSED SESSION:**

Council adjourned to a Closed Session and the following motion was passed.

**Moved By: Councillor Paul Raymond**

**Seconded By: Deputy Mayor Gerard LaChapelle**

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

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

- **Litigation or potential litigation, including matters before administrative tribunals, affecting they municipality or local board (Albin Road & Property Dispute/Sale).**

**Carried.**

Closed Session commenced at 1:05 p.m.

- 6.1 We received a verbal report from the Township Solicitor regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Albin Road).  
The Solicitor reviewed the matter with Council and was provided with direction.
- 6.2 We received a verbal report from the Clerk regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Property Dispute/Sale).  
The Clerk reviewed the matter with Council and was provided with direction.

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Paul Raymond**

**That Council adjourn from a Closed Session at 3:05 p.m. and return to the regular meeting.**

**Carried.**

**A: Protection to Persons & Property Committee – Chaired by Vice Chair Councillor Jeff Bumstead**

- A.1 The Protection to Persons & Property Committee was called to order by the Vice Chair at 3:06 p.m.
- A.2.4 We received Report No. PPP-2020-17 from the Municipal Law Enforcement Officer, under date of March 11, 2020 regarding a Monthly Activity Report for February 2020.  
After discussion and consideration the following motion was moved by Councillor Warnock and seconded by Councillor Raymond recommending the following to Council for consideration:  
**That Staff Report No. PPP-2020-17 regarding Municipal Law Enforcement Officer Monthly Activity Report – February 2020 be received for information.**

**Carried.**

Council directed that the Parking By-law working group also meet to review the Clean Yards & Sign By-laws.

- A.2.5 We received Report No. PPP-2020-18 from the Municipal Law Enforcement Officer, under date of March 11, 2020 regarding Parking By-law Report.  
After discussion and consideration the following motion was moved by Councillor Norris and seconded by Councillor Raymond recommending the following to Council for consideration:



**That Staff Report No. PPP-2020-18 regarding the proposed Parking By-law be received;**  
**And that Council approves the options, additions and amendments to the By-law as directed by Council;**  
**And that the required by-law be brought forward to the next regular Council meeting.**

**Carried.**

Council directed that the following items be included in the By-law:

- Item 1: Section 2(b) Blocking Traffic – Option 2 approved
- Item 2: Section 6 Parking on Land Owned by Municipality – Option 1 approved
- Item 3: Section 8 Manner of Parking - Option 2 approved
- All further additions and amendments were approved

A.2.6 We received Report No. PPP-2020-20 from the Municipal Law Enforcement Officer, under date of March 11, 2020 regarding Littering By-law Fine Amendments.

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

**That Staff Report No. PPP-2020-20 regarding the Littering By-law be received;**

**And that Council approves the Littering By-law amendment to increase the set fines and that the required amending by-law be brought forward to the next Council meeting.**

**Carried.**

A.2.7 We received Report No. PPP-2020-19 from the Municipal Law Enforcement Officer/Canine Control, under date of March 11, 2020 regarding a Monthly Activity Report for February 2020.

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

**That Staff Report No. PPP-2020-19 regarding MLEO/Canine's Monthly Activity Report – February 2020 be received for information.**

**Carried.**

A.2.1 We received Report No. PPP-2020-14 from the Fire Chief, under date of March 11, 2020 regarding a Monthly Activity Report for February 2020.

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

**That Staff Report No. PPP-2020-14 regarding Fire Chief's Monthly Activity Report – February 2020 be received for information.**

**Carried.**

A.2.2 We received Report No. PPP-2020-15 from the Fire Chief, under date of March 11, 2020 regarding Establishing & Regulating By-law Schedule "A" Amendment.

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

**That Staff Report No. PPP-2020-15 regarding Establishing & Regulating By-law Schedule "A" Amendment be received; and That Council approve the increased level of service for marine access to Islands and water-based firefighting and other emergency services normally provided by Tay Fire & Emergency Services; and That the required amending by-law be brought forward to the next regular meeting of Council.**

**Deferred.**

Staff was directed to review the risk and liability associated with the increased level of service, and that matter be brought to the next Council meeting for consideration.

A.2.3 We received Report No. PPP-2020-16 from the Deputy Fire Chief/Fire Prevention Officer, under date of March 11, 2020 regarding a Monthly Activity Report for February 2020.

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

**That Staff Report No. PPP-2020-16 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2020 be received for information.**

**Carried.**

A.3.1 Verbal Report from Deputy Mayor LaChapelle regarding the Community Policing Committee.

Deputy Mayor LaChapelle questioned staff attendance at the meetings as well as some of the topics being proposed at a future meeting in relation to their Terms of Reference.

Councillor Warnock advised that the IT staff support is volunteer only, and that the Committee's intent is to raise awareness of various subject matters.

- A.4.1 We received correspondence for information from Douglas Browne, OFMEM regarding the Emergency Management & Civil Protection Act.
- A.4.2 We received a resolution for information from the Township of Madoc regarding 911 Misdials.  
Staff was directed to send a letter of support.

**7. ADJOURNMENT:**

Moved by Deputy Mayor LaChapelle and seconded by Councillor Raymond.

**That this Committee of All Council meeting adjourn at 4:53 p.m. and reconvene on April 8, 2020.**

**Carried.**

Minutes Recorder: Alison Gray, Clerk

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

**Monday, March 16, 2020  
7:30 p.m.**

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

**Staff Present:** Lindsay Barron, Chief Administrative Officer/Deputy Clerk  
Alison Gray, Clerk  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, Director of Technology & Communications  
Peter Dance, Director of Public Works  
Brian Thomas, Fire Chief

1. **Call to Order:**  
Mayor Walker called the meeting to order at 7:30 p.m.
  
2. **Approval of the Agenda:**  
**Moved By: Councillor Paul Raymond**  
**Seconded By: Councillor Barry Norris**  
**That the Special Council Meeting Agenda for March 16, 2020 be adopted as circulated.**  

**Carried.**
  
3. **Disclosure of Interest:**  
None were presented.
  
4. **Staff Reports / Other Business:**  
4.1 **Verbal Report from the Chief Administrative Officer regarding Operational responses that may be necessary due to the COVID-19 pandemic**  
Council received a verbal report from the Chief Administrative Officer regarding the Township's operational response to COVID-19.  
**Moved By: Councillor Barry Norris**  
**Seconded By: Councillor Paul Raymond**  
**That Council authorizes the Chief Administrative Officer/Deputy Clerk to implement exceptions to the Procurement Policy related to receipt and opening of tenders during office closures.**  

**Carried.**

**4.2 Report from the Chief Administrative Officer regarding Authority to close the municipal office and other facilities if deemed necessary**

Council received Staff Report GGF-2020-24 regarding authority to close the municipal office and other facilities if deemed necessary.

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Jeff Bumstead**

**That Staff Report No. GGF-2020-24 regarding the authority to close the municipal office to the public and other facilities due to the COVID-19 pandemic if deemed necessary be received;**

**And that the Council authorizes the closure of the Municipal Office and other facilities to the public due to the COVID-19 pandemic if any one of the following situations occurs:**

- 1) An employee tests positive with COVID-19;**
- 2) An order is imposed, or a recommendation is made, by the Simcoe Muskoka District Health Unit, the Federal Government, or the Province to close municipal offices or non-essential services or similar;**
- 3) Staff availability is limited;**

**And that this authority rest with the Chief Administrative Officer;**

**And that in the event of an emergency (other than those listed above) and where a Special Council meeting cannot be called, that the authority to close the Municipal Office and other facilities be delegated to the Mayor (in in his absence the Deputy Mayor) and the Chief Administrative Officer (in her absence the Director of Finance);**

**And that, once closed, the Municipal Office and other facilities remain closed to the public until it is deemed appropriate by Council to reopen facilities.**

**Carried.**

Staff was directed add a discussion on the Library Board and recent library closure on the next Committee agenda.

**4.3 Report from the Chief Administrative Officer regarding authority to extend payment due-dates and waive penalties and interest if deemed appropriate to limit visitors to the municipal office or in response to a closure of the municipal office.**

Council received Staff Report GGF-2020-25 regarding authority to extend payment due-dates and waive penalties and interest if deemed appropriate to limit visitors to the municipal office or in response to a closure of the municipal office.

**Moved By: Councillor Paul Raymond**  
**Seconded By: Councillor Barry Norris**  
That Staff Report No. GGF-2020-25 regarding authority to extend payment due-dates and waive penalties and interest due to the COVID-19 pandemic be received;  
And that Council authorizes all penalties incurred on current tax and water/wastewater accounts and interest charged on other receivable accounts be waived from this date, due to the COVID-19 pandemic, until such time that Council deems necessary.

Carried.

**4.4 Report from the Chief Administrative Officer regarding implementation of a self-isolation sick-time bank to encourage the prevention of COVID-19 transmission amongst staff.**

Council received Staff Report GGF-2020-26 regarding Implementation of a self-isolation sick-time bank to encourage the prevention of COVID-19 transmission amongst staff.

**Moved By: Councillor Paul Raymond**

**Seconded By: Deputy Mayor Gerard LaChapelle**

That Staff Report No. GGF-2020-26 regarding the Self-isolation/Quarantine Sick bank, due to the COVID-19 pandemic, be received;

And that a self-isolation sick bank be established for all permanent, and contract staff to cover the 14 day self-isolation/quarantine period due to the COVID-19 pandemic;

And that each sick day credit granted equate to 75% of an employee's regular gross wages for that day;

And that any employee may draw upon such sick bank for self-isolation/quarantine if they are experiencing the symptoms of COVID-19 either before short-term disability benefits take over, or for whatever reason if short term disability does not take over, if they have come in close contact with someone experiencing symptoms of COVID-19, or if they have travelled outside of Canada and departed Canada prior to March 17, 2020 and returned to Canada after March 3, 2020 to accommodate the 14 day self-quarantine period;

And that any employee may choose to top-up the 75% of an employee's regular gross wages to 100% by using available vacation owing to them or banked overtime;

And that staff develop the procedure for this sick bank in keeping with Township practices and fairness, adjusting minor details where necessary;

And that such sick bank will be available to any employee until Council directs otherwise.

Carried.

5. **Confirming By-law:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That By-law 2020-12 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

6. **Adjournment:**

Moved By: Councillor Jeff Bumstead

Seconded By: Councillor Mary Warnock

That this Special Meeting of Council adjourn at 8:45 p.m.

Carried.

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MAYOR

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CLERK

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

**Wednesday, March 18, 2020  
7:30 p.m.**

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

**Staff Present:** Lindsay Barron, Chief Administrative Officer/Deputy Clerk  
Alison Gray, Clerk  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, Director of Technology & Communications  
Peter Dance, Director of Public Works  
Brian Thomas, Fire Chief

1. **Call to Order:**  
Mayor Walker called the meeting to order at 7:30 p.m.
2. **Approval of the Agenda:**  
**Moved By: Councillor Mary Warnock**  
**Seconded By: Councillor Jeff Bumstead**  
**That the Special Council Meeting Agenda for March 18, 2020 be adopted as circulated.**  

**Carried.**
3. **Disclosure of Interest:**  
None were presented.
4. **Staff Reports / Other Business:**
  - 4.1 **Verbal Report from the Chief Administrative Officer regarding additional COVID-19 pandemic measures.**  
Council received a verbal report from the Chief Administrative Officer regarding additional COVID-19 pandemic measures.  
**Moved By: Councillor Jeff Bumstead**  
**Seconded By: Councillor Mary Warnock**  
**That the Township of Tay close the Municipal Office to the public effective immediately;**  
**And that the Municipal Office re-open at a time as approved by Council.**  

**Carried.**



Council directed that no further Covid-19 update be provided at the Friday, March 20, 2020 Special Council meeting.

5. **Confirming By-law:**

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That By-law 2020-13 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

6. **Adjournment:**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That this Special Meeting of Council adjourn at 8:25 p.m.**

**Carried.**

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**MAYOR**

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**CLERK**

**Minutes of the  
Tay Township Public Library Board**

**Regular Meeting  
Held at the Waubaushene Public Library**

**Tuesday, December 17<sup>th</sup>, 2019  
6:30 p.m.**

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**Present:** Lisa Burwell, Chair  
Barry Norris  
Heather Walker  
Nicole Carswell  
Paul Raymond

**Staff Present:** Jody Bressette, Acting C.E.O.

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**1. Call to Order:**

The meeting was called to order at 6:30 p.m. by Lisa Burwell, Board Chair.

**2. Confirmation of Agenda:**

The Chair inquired as to any amendments to the agenda. The addition of item Budget Update was added and the order changed as follows. Budget Update item changed to item 10.4 and closed session changed to item 10.5.

**Moved By: Paul Raymond**

**Seconded By: Nicole Carswell**

**That the December 17<sup>th</sup>, 2019 Library Board agenda be approved as amended.**

**Carried.**

**3. Disclosure of Interest:**

None were presented.

**4. Minutes:**

**4.1** Motion to approve the Minutes of the November 19<sup>th</sup>, 2019 regular Board meeting.

- Remove "the addition of items" (included twice)

**Moved By: Nicole Carswell**

**Seconded By: Barry Norris**

**That the adoption of the minutes of the November 19<sup>th</sup>, 2019 Library Board meeting be approved as amended.**

**Carried.**

5. **Business Arising from the Minutes:**

None

6. **Accounts:**

**6.1 October 2019**

**Moved By: Nicole Carswell**

**Seconded By: Heather Walker**

**That the October 2019 accounts in the amount of \$4,708 be received.**

**Carried.**

**6.2 November 2019**

**Moved By: Heather Walker**

**Seconded By: Barry Norris**

**That the November 2019 accounts in the amount of \$3,763 be received.**

**Carried.**

7. **Reports:**

**7.1 Port McNicoll**

**7.1.1** The Board received for information the November 2019 activity report prepared by the Branch Librarian for the J & M Young Public Library Branch.

**7.2 Victoria Harbour**

**7.2.1** The Board received for information the November 2019 activity report prepared by the Branch Librarian for the Theo and Elaine Bernard Public Library Branch.

**7.3 Waubashene**

**7.3.1** The Board received for information the November 2019 activity report prepared by the Branch Librarian for the Waubashene Library.

**7.4 C.E.O. Activity Report**

**7.4.1** The Board received for information the November 2019 activity report prepared by the Acting C.E.O.

**8. Statistics:**

**8.1 November 2019**

The Board received for information the November 2019 Statistics. Heather Walker inquired as to the Pulse statistic comparable for November 2018 being low. The Acting CEO reported that those were the statistics provided to her by the staff responsible for data collection as it was prior to her appointment. She will investigate as to whether there is a way to retrieve archived statistics through the online management portal. The Acting CEO will investigate this further and report to the Board at the January 21<sup>st</sup>, 2020 Library Board meeting.

**9. Items for Information:**

**9.1 Tay Library Newsletter December 2019**

The Board received the newsletter for information.

**9.2 November 2019 Outreach Memorandum**

The Board received for information.

**9.3 Tay Report November 22<sup>nd</sup>, 2019 p 4 & 8**

The Board received for information.

**9.4 Tay Report November 29<sup>th</sup>, 2019 p 9**

The Board received for information.

**9.5 Waubashene Santa Claus Parade – letter of thanks**

The Board received for information.

**9.6 Santa letter to Acting CEO**

The Board received for information.

**9.7 Patron Cards**

The Board received for information.

**10. Other Business:**

**10.1 Payroll signing authority in absence of Acting CEO**

The Acting CEO discussed her upcoming holidays, her conversation with Kim LaRose, Township Deputy Treasurer regarding payroll, and the requirement of a motion for signing authority. The Acting CEO recommended that Heather Delong be authorized as payroll signing authority in her absence.

**Moved By: Heather Walker**

**Seconded By: Paul Raymond**

**That Heather Delong be designated as the payroll signing authority in the absence of the Acting CEO for the period of December 18<sup>th</sup>, 2019 through to January 3<sup>rd</sup>, 2020.**

**Carried.**

**10.2 Public Library Operating Grant**

The Acting CEO gave a verbal update as to the status of the Public Library Operating Grant. The Acting CEO received a notification on December 16<sup>th</sup>, 2019 stating that a payment in the amount of \$33,932 had been made to the Tay Township Public Library Board via electronic transfer. As of the time of the December 17<sup>th</sup>, 2019 Board meeting however, the payment had yet to be received. The Acting CEO informed the Board that upon her return from holidays she would check the account again and update the Board as per the status of the funds.

**10.3 Christmas Cheer – Board Chair Address**

Lisa shared with the Board the positive comments made to the Acting CEO by Councillor Jeff Bumstead prior to the December Council Meeting. As well as the positive comments made by Councillor Mary Warnock on record during the meeting, regarding positive changes made at the library and the new community partnerships made with the library and the value of those partnerships.

Lisa also shared that she was approached again at the Tay Township Tree Lighting event by Councillor Mary Warnock commending the work being done at the library.

Lisa shared with the Board that she created goodie baskets and cards for each library branch for staff on behalf of the Library Board.

#### **10.4 Budget Update – Barry Norris**

Barry Shared that the library preliminary budget was amended to \$33,932 from \$35,000 as the Service Ontario Grant is still not available. He also shared that there has been an increase for insurance of 22% at the Municipality overall, which has an impact of a \$3,300 to \$3,400 increase. Volunteer accident insurance is now included so all volunteers are now added to the insurance as they were not previously covered, this includes the library.

#### **10.5 Closed Session – Re: Personnel matter about an Identifiable Individual**

**Moved By: Paul Raymond**

**Seconded By: Barry Norris**

**That the Board adjourns to a closed session: and further that this portion of the meeting be closed to the public pursuant to the following section – as marked, of Section 16, Subsection (4) of the Public Libraries Act; personal matters about an identifiable individual.**

**Carried.**

The Board adjourned to a closed session at 7:15 p.m. at which time the Board Chair requested that the Acting C.E.O. leave the room. The Acting C.E.O. vacated the room.

**Moved By: Nicole Carswell**

**Seconded By: Paul Raymond**

**That the Board adjourn from the In Camera Session at 7:24 p.m. and return to the regular meeting.**

**Carried.**

The Acting CEO resumed her seat.

The Acting CEO presented all Board members with a copy of the 2020 Board Meeting schedule.

11. **Adjournment:**

**Moved By: Paul Raymond**

**Seconded By: Nicole Carswell**

**That the meeting of the Tay Township Public Library Board  
adjourn at 7:26 p.m.**

**Carried.**

Date: January 21<sup>st</sup>, 2020

\_\_\_\_\_  
Chair: Lisa Burwell

\_\_\_\_\_  
Acting CEO: Jody Bressette



## Culture Alliance in the Heart of Georgian Bay Committee

**Minutes of the Culture Alliance in the Heart of Georgian Bay Committee Meeting held January 9, 2020 at the Town of Penetanguishene.**

**Present:** Fred Hacker (chair), Cindy Hastings (vice chair), Cher Cunningham, Sherry Desjardins, Debra Tabler, Alison Gray, John French, Faith Shergold (by phone), Tori Cress, Clayton King, Karen Mealing

**Regrets:** Michel Payment

1. Call to Order

F. Hacker called the meeting to order and welcomed Alison Gray as the appointee from Tay Township.

2. Approval of agenda

**Moved by C. Hastings**

**Seconded by C. Cunningham**

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

**CARRIED.**

3. Approval of minutes

**Moved by C. Cunningham**

**Seconded by J. French**

**That the minutes from the November 22, 2019 meeting be approved as amended.**

**CARRIED.**

Action items from November 22, 2019

- A. Gray suggested that Culture Alliance events be posted on the municipal calendars.
- i. Treefort – agreement has been submitted. This is a budgeted expense for the committee.  
**Action:** C. Cunningham, T. Cress and J. French will make a presentation to the students at Georgian College on January 17, 2020.
  - ii. Artrepreneur schedule – S. Desjardins will be the facilitator on Feb. 25 in K. Mealing's absence. To date 10 applications have been received and the application deadline is January 10.
  - iii. Eblast – K. Mealing is still pulling from websites and Facebook to populate the eblast. Looking to have organizations send information for eblast.
  - iv. Culture Conference – date will be November 6 and 7, 2020.  
**Action:** K. Mealing and J. French are visiting Sainte-Marie Among the Hurons on January 14 to look at facilities.
  - v. Culture Awards – the committee should include one representative from each community. C. King will join the awards committee.  
**Action:** update on awards to be prepared for next meeting



- vi. Georgian Bay Islands National Park – their registration system for 2020 opens on January 13  
**Action:** K. Mealing will book the September day visit  
**Action:** C. King will provide an update on a summer visit to the island once more details are known.
- vii. Awenda Provincial Park – no update at this time  
**Action:** Programming subcommittee to organize program/visit to Awenda
- viii. Sponsorships/grants – Subcommittees are reminded that if any of their projects require additional funds, that they need to communicate this to the Fundraising/Finance committee.  
**Action:** C. King to send name of program BFN subscribes to for foundation/grant searches to K. Mealing to see if the program is similar to the one that Midland subscribes to.  
Circulation of Minutes – the committee chair will include copies of approved minutes when circulating upcoming meeting agendas. The clerk's department for each community will be copied to ensure inclusion of minutes on the Council Information Packages.  
**Action:** Each community representative to send name and email address for appropriate staff person to F. Hacker.

4. Funding by communities

Tiny – passed, budget to be approved at end of January  
 Tay – approved  
 Midland – passed, budget to be approved January 15  
 Penetanguishene – approved and budget has been ratified  
 Beausoleil First Nation – end of February/early March

5. Reports from sub-committees

Communications: circulated minutes from their last meeting and Treefort powerpoint.  
**Action:** Treefort and recruiting new committee members are their priorities.

Cultural Mapping: C. Hastings is looking to contact additional consultants, in addition to MDB Insight, and has a call in to Kathryn Stephenson at the County of Simcoe. OTF will require a minimum of two quotes. The OTF funded project will only address tangible assets. We also need to consider a plan to keep database/map updated and to promote its availability.  
**Action:** seek quotes to solidify budget for OTF application.

Mentoring and Development: NSCFDC has developed a one-to-one mentoring project for previous Artrepreneur participants  
**Action:** K. Mealing to work on getting this information to past Artrepreneurs.

Cultural Heritage: meeting on January 21 with artist Thom Sokoloski whose past work includes a combination of visual and audio to share stories.  
 Looking to organize a FAM Tour to host Councils together to visit cultural assets.  
**Action:** involve clerks department in planning a FAM tour for Councils.  
 A. Gray has offered to work with municipal clerks on organizing the meeting aspect of the FAM tour.

Programming: has not met since last meeting. Current focus is the Conference and Culture Days/#30DaysOfCulture

Fundraising/Finance: K. Mealing is working on drafting OTF application which is due by February 26, 2020 and will attend the County's information session for the Tourism, Culture and Sport Grant.

F. Hacker has drafted a Collaboration Agreement to accompany the Ontario Trillium Foundation Grant as the Culture Alliance does not have the legal status to apply. The agreement indicates that the Town of Midland will make the application and the funds received will be for the direct benefit of the Culture Alliance, with indirect benefit to all communities. Midland will submit the report and if successful, accept and manage the funds, and complete the final report. Liability for the project will be shared between the five communities.

**Action:** Community representatives to draft reports to their Councils, including the Collaboration Agreement, for approval.

6. Update on projects

Culture Days: K. Mealing circulated the funding application and final report for Culture Days 2020 and #30DaysOfCulture.

**Action:** K. Mealing to add a Freedom of Information statement. The forms will then be converted to fillable PDFs, circulated to the community, posted on the Culture Alliance website and shared for posting to all community websites.

Calendar/eblasts: Time.ly is not pulling from Facebook, but organizations can still submit postings for approval.

**Action:** K. Mealing to contact Time.ly to investigate the problem.

Ontario Musicians Co-operative Inc: need to arrange audition dates. J. French and M. Payment to sit on jury, pending availability.

**Action:** K. Mealing to send letter to OMCI indicating Culture Alliance will support the Emerging Artist Program in 2020 and see if they require a letter of support to accompany their grant application to Canada Summer Jobs.

Cultural Connections for Organizations: will be held on January 20 at 10 a.m. at the Penetanguishene Centennial Museum. To date we have 15 RSVPs.

Cultural Connections for Individuals: will be held on February 13 at 7 p.m. at the Midland Public Library. To date we have 4 RSVPs.

7. Other business

- Survey/conference themes to be collected from community  
**Action:** program committee to discuss survey.
- Creative City Network Membership is \$130/year for organizations with operating budget of less than \$250,000.

**Moved by C. Hastings**

**Seconded by T. Cress**

**That a yearly membership be purchased for \$130.**

**CARRIED.**

- Huronia Community Foundation is looking to complete a Vital Signs inventory and summary. As arts/culture is one of their 7 areas of focus, K. Mealing will be meeting with them on January 15.
- K. Mealing has contacted Community Reach to replace the Culture Midland listing with the Culture Alliance.
- The former Executive Director of the Hamilton Arts Council has recently moved to Tay Township and has expressed an interest in getting involved. K. Mealing will meet with her to discuss opportunities.
- J. French announced that Brookside Music Association is looking at a First Spark Initiative grant from the Canada Cultural Investment Fund to hold a collaboration of Indigenous culture.

8. Adjournment

The meeting adjourned at 10:35 a.m.

**Next Regular Meeting – February 20**

February 20 at 11 a.m. at Town of Midland Council Chambers. Lunch will be provided.

**Note:** Regular meetings will be scheduled for the 4<sup>th</sup> Thursday of each month (except December)

**Minutes of the  
Tay Township Public Library Board**

**Regular Meeting  
Held at the Victoria Harbour Public Library**

**Tuesday, January 21<sup>st</sup>, 2020  
6:30 p.m.**

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**Present:** Lisa Burwell, Chair  
Barry Norris  
Heather Walker  
Nicole Carswell  
Paul Raymond

**Staff Present:** Jody Bressette, Acting C.E.O.

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1. **Call to Order:**  
The meeting was called to order at 6:31 p.m. by Lisa Burwell, Board Chair.
  
2. **Confirmation of Agenda:**  
The Chair inquired as to any amendments to the agenda. The addition of item 9.8 Report from the Acting C.E.O. – Re: Investigative Review.  
**Moved By: Paul Raymond**  
**Seconded By: Heather Walker**  
**That the January 21<sup>st</sup>, 2020 Library Board agenda be approved as amended.**

**Carried.**
  
3. **Disclosure of Interest:**  
None were presented.
  
4. **Minutes:**  
**4.1** Motion to approve the Minutes of the December 17<sup>th</sup>, 2019 regular Board meeting.  
**Moved By: Heather Walker**  
**Seconded By: Paul Raymond**  
**That the adoption of the minutes of the December 17<sup>th</sup>, 2019 Library Board meeting be approved.**

**Carried.**

5. **Business Arising from the Minutes:**

**5.1 December 2019 Pulse Statistics**

The Acting C.E.O. gave a verbal report re: the November 2018 Pulse statistics. The Acting C.E.O. was able to access archived reports via the marketplace overdrive portal. The Pulse statistics for November 2018 were 17,682.

6. **Reports:**

**6.1 Port McNicoll**

**6.1.1** The Board received for information the December 2019 activity report prepared by the Branch Librarian for the J & M Young Public Library Branch.

**6.2 Victoria Harbour**

**6.2.1** The Board received for information the December 2019 activity report prepared by the Branch Librarian for the Theo and Elaine Bernard Public Library Branch.

**6.3 Waubaushene**

**6.3.1** The Board received for information the December 2019 activity report prepared by the Branch Librarian for the Waubaushene Library.

Board member Heather Walker noted that the Waubaushene report was presented differently and requested that all reports be presented in bullet point format for consistency purposes.

**6.4 C.E.O. Activity Report**

**6.4.1** The Board received for information the December 2019 activity report prepared by the Acting C.E.O.

7. **Statistics:**

**7.1 December 2019**

The Board received for information the December 2019 statistics.

8. **Items for Information:**

**8.1 Tay Library Newsletter January 2020**

The Board received the newsletter for information.

**8.2 Patron Cards**

The Board received the patron cards for information.

**8.3 Legion letter – Branch 523 Victoria Harbour**

The Board received the legion letter for information.

#### **8.4 Tay Report – December 13, 2019 p.12**

The Board received the Tay Report for information.

#### **8.5 Tay Report – December 20, 2019 p.12 & 13**

The Board received the Tay Report for information.

#### **8.6 Santa letter to Acting CEO**

The Board received the Santa letter for information.

### **9. Other Business:**

#### **9.1 Public Library Operating Grant – Acting C.E.O.**

The Acting C.E.O. gave a verbal report as to the status of the Public Library Operating Grant. The Library Board bank account was checked when the Acting C.E.O. returned from holidays on January 6<sup>th</sup>, 2020 – the PLOG money was received in the amount of \$33,932.00. A cheque was written to the Township in the amount of \$33,914.45, the balance of the Library Board account minus the \$24.00 in annual fees. The cheque was signed by signing authorities Nicole Carswell and the Acting C.E.O. on January 7<sup>th</sup>, 2020. It was hand delivered to Joanne Sanders, Director of Finance and Acting CAO at the Township the same day. The cheque was cashed and withdrawn from the Library Board account on January 13<sup>th</sup>, 2020, with a \$24.00 balance remaining as mentioned to cover the annual service fees.

#### **9.2 Report from the Acting C.E.O. – Re: Food for fines**

The Board received for information the Food for fines report. The Board discussed the campaign. It was felt by the Board that the value the campaign brought to our patrons and community outweighed the small monetary value forgiven in fines. It was mentioned that it would be worth doing again in the future as there is always a need to support the local food bank.

#### **9.3 Report from the Acting C.E.O. – Re: Annual Report**

The Board received for information the 2019 Annual Report. Heather Walker noted two inconsistencies in variance formulations. The Board directed the Acting C.E.O. to correct the variance formulations and present them at the February 18<sup>th</sup>, 2020 Library Board meeting.

#### **9.4 2020 Student Pay Grid – Acting C.E.O.**

The Acting C.E.O. received an email from Kim LaRose informing her that Council had been asked to approve the Student Wage Grid in the budget. The Acting C.E.O. spoke with Kim LaRose on January 20<sup>th</sup>, 2020, she confirmed that it was approved by Council. It was recommended by Joanne Sanders Director of Finance and Acting CAO that the Acting C.E.O. get a motion from the Library Board to follow the same practice. The library currently has only two pay levels (1&2). The Acting C.E.O. adjusted the pay grid schedule supplied by the township to reflect that of the library and provided an on desk copy to all members of the Board for their review.

**Moved By: Paul Raymond**

**Seconded By: Nicole Carswell**

**That the Library Board approve the proposed Pay Grid for Student Wages as circulated.**

**Carried.**

#### **9.5 Simcoe County – Barry Norris**

Barry provided for information to the Board that there was a recommendation made by the Regional Government Review – Service Delivery Task Force that the County hire a third party consultant to conduct a comprehensive structure and administrative review for efficiencies and coordination for the delivery of Library services across the County and its member municipal partners.

#### **9.6 Tay Township Dog Tags – Barry Norris**

Barry discussed with the Board Tay Township Dog Tags. It was mentioned that the OSPCA receives revenue from the Township per tag sold. The Board further discussed this as a possible revenue stream and an extension of service. Other services mentioned were fire permits and garbage tags. The Acting C.E.O. was directed to investigate all of these services and present the findings at the February 18<sup>th</sup>, 2020 Library Board meeting.

#### **9.7 Policy Review**

The Acting C.E.O. proposed the addition of an Ad Hoc committee for Policy review in an effort to expedite the policy review process. All policy revisions presented by the committee would go before the Board for final approval. The Board was in agreement. The committee consists of The Acting C.E.O., Library Board Chair Lisa Burwell, and Councillor Paul Raymond.

**9.8 Report from the Acting C.E.O. – Re: Investigative Review**

The Acting C.E.O. shared with the Board that she was informed at the Chief Librarian Committee meeting at the County, of the Library Services investigative review. As this information came to light after the Library Board package went out, each Library Board member received a copy of the on desk report of the investigative review as well as a copy of the regional report mentioned.

**10. Adjournment:**

**Moved By: Nicole Carswell**

**Seconded By: Paul Raymond**

**That the meeting of the Tay Township Public Library Board adjourn at 7:42 p.m.**

**Carried.**

Date: February 18<sup>th</sup>, 2020

\_\_\_\_\_  
Chair: Lisa Burwell

\_\_\_\_\_  
Acting CEO: Jody Bressette



**The Corporation of the Township of Tay  
Seniors Advisory Committee Meeting  
February 11, 2020  
2:00 P.M.**

**Present:** Councillor Mary Warnock, Chair  
Jo-Anne Granger  
Joyce Himel  
Janet Pattullo

**Staff Present:** Alison Gray, Clerk  
Erin Hancock

**Regrets:** Shirley White  
Cate Root

1. **Call to Order:**  
The Chair called the meeting to order at 2:01 p.m.
  
2. **Acceptance of Agenda:**  
**Moved by: Janet Pattullo**  
**Seconded by: Jo-Anne Granger**  
**That the February 11, 2020 agenda be adopted with the following amendments:**
  - 6.3 – Seniors Talks
  - 6.4 – Phone Calling Update.

**Carried.**
  
3. **Declarations of Pecuniary Interest:**  
None were presented.
  
4. **Adoption of the Minutes:**
  - 4.1 **Moved by: Jo-Anne Granger**  
**Seconded by: Janet Pattullo**  
**That the January 14, 2020 minutes be adopted as presented.**

**Carried.**
  
5. **Items for Information:**  
None were presented.
  
6. **New & Unfinished Business:**
  - 6.1 **Update on Seniors Directory**  
Staff provided an update on the seniors directory, and noted that each municipality got their information in by the deadline (being last Friday). Next steps are to transfer the current content into the new format, and that the four municipalities will be meeting late this month to review the draft directory as well as any new content to be included (i.e. tax assistance, churches, etc.). Staff further advised that once the directory is completed there will be an electronic version that can be posted online as well. The intent is to have the printed directory ready for distribution at the March 27<sup>th</sup> Symposium.

6.2 Update on Symposium Planning

The Committee reviewed the proposed schedule, catering options, list of exhibitors, and draft poster. It was agreed that catering would be done by Restaurant Ste. Marie. In addition, the Committee decided to extend an invite to Hospice Huronia to be an exhibitor at the event. Erin advised that she will update the poster with the feedback provided and circulate it to the Committee for feedback so that it may be advertised. Staff noted that the Symposium will be advertised in the Midland Mirror, online and sign boards.

6.3 Seniors Talks

The Committee reviewed the list of sessions for the balance of 2020 and approved the list. In addition, it was agreed that the summary poster would be provided at Talks so that people may have it available at home; however, for promotional purposes standalone flyers would be great in the month before each Talk.

6.4 Phone Calling Update

Joyce provided an update on the phone calling, and advised that it is going well.

7. **ADJOURNMENT:**

**Moved by: Janet Pattullo**

**Seconded by: Joyce Himel**

**That the Seniors Advisory Committee meeting adjourn at 3:10 p.m.**

**Carried.**

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**Councillor Mary Warnock, Chair**

## **Culture Alliance in the Heart of Georgian Bay Committee Meeting**

February 20, 2020

Town of Midland

**Present:** Cher Cunningham, Sherry Desjardins, Michel Payment, Debra Tabler, Alison Gray, John French, Cindy Hastings, Faith Shergold,

**Regrets:** Tori Cress, Fred Hacker, Clayton King, Karen Mealing

1. The meeting was called to order at 11:07am.

### **2. Approval of agenda**

Moved by S. Desjardins, seconded by F. Shergold that the agenda be approved. Carried.

### **3. Approval of minutes**

Moved by J. French, seconded by F. Shergold that the minutes from the January 9, 2020 meeting be approved. Carried.

### **4. Action items from previous meetings**

There are no outstanding action items identified.

### **5. Reallocation of funding**

In relation to the OTF grant application, there was discussion about the reallocation of funds within the Alliance's budget to conform with grant objectives and maximize funding. Funds that were earmarked for cultural celebrations should be reallocated to complete consultations for the cultural mapping with animations.

**MOTION:** THAT the reallocation of funds for the community cultural celebrations be reallocated to community consultation sessions for the development of the cultural map.

Moved by Cher. Seconded by Alison. Carried.

### **6. One year term At-large positions**

A call-out for applications should be completed near the end of March for the current 1 year appointees. Current appointees are welcome to reapply for another term.

**ACTION:** Put out a call for applications and set up a meeting within appropriate timelines for the selection of appointees.

### **7. County of Simcoe Representative**

**MOTION:** THAT a Liaison position from the County of Simcoe be invited to participate on the Culture Alliance and that they be included in communications regarding Culture Alliance business.

Moved by John. Seconded by Debra. Carried

### **8. Circulation of Meeting Minutes**

A recap of how the Alliance minutes are being shared with Councils was reviewed. Tiny and Tay place their minutes directly on Committee of the Whole agendas whereas Penetanguishene and Midland place them on the Council Information Package. Due Clayton's absence, it is unclear how the minutes are shared with Beausoleil First Nation. Emails were

circulated confirming the appropriate contact person at each community for the purpose of sharing ratified minutes.

#### **9. Culture Days grant funding award**

There was discussion about the process for reviewing grant applications and awarding the funding in relation to Culture Days and #30DaysofCulture.

MOTION: THAT the selection committee for the grant applications review and award be made up of the 5 community appointed representatives.

Moved by Cher. Seconded by Alison. Carried.

#### **10. Update on status of BFN contribution for 2020**

BFN has approved the collaboration agreement for the OTF grant application. Confirmation of a BFN contribution for 2020 is still pending due to the budget process.

#### **11. Reports on Subcommittees**

- a) Communications – reaching out to organizations to build pillars with them (ie Chamber of Commerce, Heart of Georgian Bay), advocating that all share one calendar in North Simcoe for events. Meeting with Georgian College went well. Excited to see what the students come up with.
- b) Mapping – Waiting on OTF application results. RFP released, 3 proposals received.
- c) Mentoring – No updates at this time.
- d) Heritage – Thom Sokoloski presented to group. sub-committee to meet February 24 and discuss presentation.
- e) Programming – Conducted visit at SMATH, survey sent out for conference ideas
- f) Fundraising – no updates at this time.

#### **12. Updates on Projects**

- a) OTF – Draft sent out to the committee members to review prior to submission.
- b) County Grant – Grant application submitted. Thank you Karen.
- c) Artrepreneur – Going well.
- d) OMCI – Auditions held on Sunday in Midland. 6 registered and 5 walk-ins. Further auditions to be held Saturday February 22 at Wyebridge Community Centre with 5 registered. There was discussion that separate entities could have assisted in promoting and creating awareness of the auditions.

#### **13. Other Business – none noted**

**14. Next Meeting** – March 26 at 9am Tay Council Chambers (450 Park Street Victoria Harbour)

**15. Adjournment** – Motion to adjourn by D. Tabler 12:34pm

**THE CORPORATION OF THE TOWNSHIP OF TAY  
GRANTS COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 26, 2020  
2:30 P.M.**

**Present:** Councillor Jeff Bumstead  
Councillor Barry Norris  
Councillor Sandy Talbot

**Staff Present:** Joanne Sanders, Director of Finance  
Bryan Anderson, Manager of Parks, Recreation & Facilities  
Cyndi Bonneville, Committee Co-ordinator/Clerks Assistant

1. **Call to Order:**  
The Chair called the meeting to order at 2:35 p.m.
2. **Acceptance of Agenda:**  
**Moved by: Councillor Bumstead**  
**Seconded by: Councillor Norris**  
**That the agenda be accepted as presented.**  

**Carried.**
3. **Declarations of Pecuniary Interest:**  
None were presented.
4. **Correspondence:**  
None were presented.
5. **Items for Information:**
  - 5.1 Minutes – November 27, 2019  
Previously circulated and adopted. Received for information.
6. **New & Unfinished Business:**
  - 6.1 Hospice Huronia Grants and Donations Request  
The Director advised that the Committee tabled the request submitted by Hospice Huronia pending Council's decision with respect to their request for relief of Development Charges.  
The Committee reviewed the Grants and Donations Application requesting consideration of \$2,500 to be used towards the purchase of a commercial blanket warmer and concurred to support the request, staff was so directed.
  - 6.2 Port McNicoll Minor Ball Grants and Donations Request  
The Director advised that the Grants and Donations Application submitted by the Port McNicoll Minor Ball in the amount of \$2,000 for construction of an equipment storage building was deferred for staff to review alternative storage solutions.  
The Manager of Parks, Recreation & Facilities spoke to the existing building located at Talbot Park which provides space for the Anglers & Hunters, OPP and Karma and suggested that the space utilized by the Karma group be converted to a multi-use room and shared with the Port Youth Group and Port McNicoll Minor Ball. Staff further

recommended that if the three groups work together individual lockers could be built to accommodate storage, and an open space area created to allow for meetings.

A discussion ensued and the Committee agreed that the construction of a storage building is considered a capital project and should the recommendation from staff not satisfy the request of the Port McNicoll Minor Ball they would be required to make their request for funding directly to Council.

In conclusion the Committee agreed with the recommendation brought forward from the Manager of Parks, Recreation & Facilities and directed staff to notify the Port McNicoll Minor Ball accordingly.

**7. Adjournment:**

**Moved by: Councillor Norris**

**Seconded by: Councillor Bumstead**

**That the Grants Committee meeting adjourn at 2:50 p.m.**

**Carried.**

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**Councillor Sandy Talbot, Chair**

Recording Secretary: Cyndi Bonneville, Committee Co-ordinator/Clerks Assistant



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

March 25, 2020

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2020-03-01 respectfully  
recommended to Council for adoption.

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Alison Gray, BAH, CMO  
Clerk

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

**RECOMMENDATIONS**

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

1. That Staff Report No. PPP-2020-17 regarding Municipal Law Enforcement Officer Monthly Activity Report – February 2020 be received for information.

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

2. That Staff Report No. PPP-2020-18 regarding the proposed Parking By-law be received;  
And that Council approves the options, additions and amendments to the By-law as directed by Council;  
And that the required by-law be brought forward to the next regular Council meeting.

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

3. That Staff Report No. PPP-2020-20 regarding the Littering By-law be received;  
And that Council approves the Littering By-law amendment to increase the set fines and that the required amending by-law be brought forward to the next Council meeting.

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

4. That Staff Report No. PPP-2020-19 regarding MLEO/Canine's Monthly Activity Report – February 2020 be received for information.

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

5. That Staff Report No. PPP-2020-14 regarding Fire Chief's Monthly Activity Report – February 2020 be received for information.

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

6. That Staff Report No. PPP-2020-15 regarding Establishing & Regulating By-law Schedule "A" Amendment be received; and  
That Council approve the increased level of service for marine access to Islands and water-based firefighting and other emergency services normally provided by Tay Fire & Emergency Services; and  
That the required amending by-law be brought forward to the next regular meeting of Council.

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

7. That Staff Report No. PPP-2020-16 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2020 be received for information.

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



**GENERAL GOVERNMENT AND FINANCE  
CHAIRPERSON: CHAIR DEPUTY MAYOR LACHAPELLE**

**RECOMMENDATIONS**

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

8. That the Council of the Township of Tay provide a grant to the Tiny Youth Advisory Committee for the Youth Symposium in the amount of \$300.00.

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

9. That the draft Council Code of Conduct & Council-Staff Relations Policy as amended be approved.

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

10. That Staff Report No. GG-2020-15 regarding Personnel - Vacation Policy be received;  
And that the Personnel – Vacation Policy be updated as per attached;  
And that Vacation Entitlement effective January 1, 2020 is based on the amended policy.

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

11. That Staff Report No. GGF-2020-17 regarding Water/Wastewater Billing Delegation be received;  
And that the request for relief of a portion of the water/wastewater charges be denied;  
And that the request to have 753 Fourth Avenue classed as a residential property for billing purposes be denied.

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

12. That Report GGF-2020-23 regarding the 2019 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.

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

13. That Staff Report No. GGF-2020-21 regarding an Inquiry to Purchase Vacant Land – 6555 Highway 93 be received;  
And whereas the owner of the abutting lands is interested in acquiring a portion Truax Lane to increase the size of his property at 6555 Highway 93;  
Now therefore be it resolved that the Council of the Township of Tay \_\_\_\_\_ (approves or denies) \_\_\_\_\_ the land sale inquiry.

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

- 14.** That the request by 757 Talbot Street to have their water bill reduced be denied.

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

- 15.** That the Township of Tay nominate Dave Jones for the Simcoe County Agricultural Hall of Fame.

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

**PUBLIC WORKS  
CHAIRPERSON: CHAIR COUNCILLOR NORRIS**

**RECOMMENDATIONS**

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

- 16.** That Staff Report No. PW-2020-14 regarding the initial job description for the position of mechanic be received;  
And that Council approves the initial job description for the position of mechanic.

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

- 17.** That Staff Report No. PW-2020-16 regarding the Oakwood Park Ad Hoc Committee - Recommendation #1 be received;  
And that Council endorses the recommendation for a two inch, 50ft X 80ft asphalt pad as outlined in this report;  
That the new asphalt pad be funded from the County of Simcoe's \$15,000 contribution towards Improvements to Oakwood Park;  
And that staff proceed with preparing the site for asphalt and awarding the asphalt contract in early spring so that project can be completed by June 5<sup>th</sup>, 2020.

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

- 18.** That Staff Report No. PW-2020-17 regarding the installation of sanitary sewer on Fifth Avenue from Hayes Street to Alberta Street be received;  
And that, pending confirmation of regulatory approval, Council approves the inclusion of this installation as part of the 2020 Road and Watermain contract;  
And that the cost for this work shall be funded from the wastewater reserve;  
And that the budget allocation for this work be increased from \$65,000 to \$110,000;  
And those benefitting property owners shall be required to pay their share at the sooner of: time of connection or January 1, 2032.  
And the staff report on the repayment terms and bring forward a Fees and Charges by-law.

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

- 19.** That Staff Report No. PW-2020-19 regarding Roads Division Maintenance Activity Schedule be received as information.

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

20. That Staff Report No. PW-2020-21 regarding the 2019 Rope DWS Annual Report be received;  
And that the 2019 Rope Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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

21. That Staff Report No. PW-2020-22 regarding the 2019 Tay Area DWS Annual Report be received;  
And that the 2019 Tay Area Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: CHAIR COUNCILLOR WARNOCK**

**RECOMMENDATIONS**

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

- 22.** That Report No. PD-2020-09 regarding Building Services Division Monthly Report – February 2020 be received.

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



## STAFF REPORT

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<b><u>Department/Function:</u></b>	Protection to Persons and Property Committee
<b><u>Chair:</u></b>	Councillor Sandy Talbot
<b><u>Meeting Date:</u></b>	March 11, 2020
<b><u>Report No.:</u></b>	<b>PPP-2020-15</b>
<b><u>Report Title:</u></b>	Establishing & Regulating By-law Schedule "A" Amendment

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2020-15 regarding Establishing & Regulating By-law Schedule "A" Amendment be received; and That Council approve the increased level of service for marine access to Islands and water-based firefighting and other emergency services normally provided by Tay Fire & Emergency Services; and That the required amending by-law be brought forward to the next regular meeting of Council.**

### **INTRODUCTION/BACKGROUND:**

Council recently directed the Fire Chief to try and find an economical way for The Corporation of The Township of Tay to provide water-based Emergency and Rescue Services within the Municipality's borders.

### **ANALYSIS:**

Careful analysis was done and a service agreement was presented to Council and passed at the February 26, 2020 Council meeting regarding access to Marine Units between the Corporation of The Township of Georgian Bay and The Corporation of The Township of Tay. As the level of service Council passed has been increased, the Township of Tay Fire Department Establishing and Regulating Bylaw requires updating to indicate that Fire Department staff are now allowed to participate in water-based firefighting, rescue, and medical response calls within the Municipality's boundaries.

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

Increases to the existing budget would be minimal, as the number of times that Tay Fire & Emergency Services has been requested to attend a water-based emergency has been less than once per year.

**CONCLUSION:**

It is recommended that the Establishing & Regulating By-law for Tay Fire and Emergency Services be amended to show the increased level of service that Council has approved to include water-based firefighting, rescue, and medical calls, as shown in the new Schedule "A" attached.

Prepared By: Brian Thomas, Fire Chief/CEMC

Reviewed By:

Date: March 04, 2020

Lindsay Barron, CPA, CGA, HB Com  
Chief Administrative Officer/Deputy Clerk

## SCHEDULE 'A' - APPROVED DELIVERY OF CORE SERVICES

<b>YES</b>	Service approved by Council - Presently trained, equipped, and providing service
<b>NO</b>	Service not approved by Council
<b>FLS</b>	Service approved by Council - Department not offering service until training is completed

<b>Purpose:</b>	To provide a summary of the core services that The Tay Fire Department provides.		
<b>Emergency Response:</b>			
	1	Basic Firefighting - no expected rescue component	<b>YES</b>
	2	Structural Firefighting – Including Rescue	<b>YES</b>
	3	Vehicle Firefighting	<b>YES</b>
	4	Wildland Firefighting	<b>YES</b>
	5	Marine Firefighting	<b>YES</b>
	6	Automatic / Mutual Aid – Per Council Approval	<b>YES</b>
	8	Tiered Medical Response – Per Agreement between Simcoe County Paramedic Services and Tay Council	<b>YES</b>
	9	Quality Care Medical Agreement	<b>YES</b>
	10	Hazardous Materials Response – Awareness Level	<b>YES</b>
	11	Hazardous Materials Response – Operations Level	<b>YES</b>
	12	Hazardous Materials Response - Technician Level	<b>YES</b>
	13	Vehicle Accidents including Extrication	<b>YES</b>
	14	Transportation Incidents including Aircraft, Trains and Watercraft	<b>YES</b>
	15	Water and Ice Rescue – Awareness Level	<b>YES</b>
	16	Water and Ice Rescue – Operations Level (Shore Base)	<b>YES</b>
	17	Water and Ice Rescue – Technician Level (Water Entry)	<b>YES</b>
	18	Other Public Assistance	<b>YES</b>
	19	Ambulance Assistance	<b>YES</b>
	20	Police Assistance	<b>YES</b>
	21	Public Utilities Assistance	<b>YES</b>
	23	Urban Search and Rescue	<b>YES</b>
	24	Rope Rescue – Awareness Level	<b>YES</b>
	25	Rope Rescue – Operations Level	<b>YES</b>
	26	Rope Rescue – Technician Level	<b>NO</b>
	27	Confined Space Rescue / Farm and Silo Rescue	<b>FLS</b>
	28	Water Based – Firefighting/ Search & Rescue/ EMS Response	<b>YES</b>



<b>Fire Prevention and Education:</b>			
	1	Complete Inspection on Complaint or Request	YES
	2	Complete Routine Inspections	YES
	3	Issue / Revoke Burn Permits	YES
	4	Prepare Reports and Written Responses to Inspections	YES
	5	Develop, Deliver and Maintain a Smoke Alarm Program	YES
	6	Provide Public Education Programs	YES
	7	Provide Media Releases and Media Access	YES
	8	Liaise with Municipal Departments to Ensure Code Compliance	YES
	9	Develop, Deliver and Maintain Educational Programs Unique to the Needs of The Corporation of the Township of Tay	YES
	10	Develop and Maintain a Residential Home Inspection Program	YES

<b>Fire Investigation:</b>			
	1	Determine Fire Cause and Origin for all Fires	YES
	2	Determine Fire Code Compliance	YES
	3	Determine Fire Suppression Effectiveness	YES
	4	Liaison with Ontario Fire Marshal Investigators	YES
	5	Liaison with Law Enforcement and Other Agencies	YES
	6	Support Criminal Prosecutions	YES
	7	Prepare for and Testify in Legal Proceedings	YES

# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



March 18, 2020

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

Attn: Mayor Cornell,

## **Re: Aggregate Resources Act Application – Teedon Pit Extension**

Please be advised that the Council of the Township of Tay reviewed your January 29<sup>th</sup>, 2020 correspondence respecting the Teedon Pit Extension application at its March 11<sup>th</sup> Committee meeting.

The Township supports the position of the Township of Tiny with respect to the application particularly your opposition to the extraction & washing of aggregate in environmentally sensitive areas as well as the request that the findings of the groundwater study be taken into consideration prior to any further licenses.

Please feel free to share our letter of support for your Township's position with any authorities that you deem necessary.

Should you require anything further, please do not hesitate to contact our office.

Best Regards,

Mayor Ted Walker



## STAFF REPORT

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<b><u>Department/Function:</u></b>	Council
<b><u>Chair:</u></b>	Mayor Walker
<b><u>Meeting Date:</u></b>	March 25, 2020
<b><u>Report No.:</u></b>	<b>GGF-2020-27</b>
<b><u>Report Title:</u></b>	Electronic Participation at Council & Committee Meetings

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2020-27 regarding electronic participation at Council & Committee meetings be received;**

**And the proposed amendments to the Council Procedural By-law to permit electronic participation at Council & Committee meetings be approved;**

**And that the required amending by-law be brought forward immediately.**

### **INTRODUCTION/BACKGROUND:**

Presently the Township's Council Procedural By-law does not permit electronic participation in Council or Committee meetings.

Further on March 19, 2020 the Province approved the *Municipal Emergency Act, 2020* that provides some flexibility in the event of a declared emergency with respect to municipal council meetings. These provisions only come into effect in the event of a declared emergency and if the Council Procedural By-law is amended.

It is proposed that in the event of a significant event that triggers the activation of the Emergency Control Group, a declared emergency by any level of government or health unit that provisions be added to the Council Procedural By-law to set out a framework for electronic meeting participation by Council members.

## **ANALYSIS:**

In consultation with the Township's solicitor, staff advise that the requirement under Section 239 of the Municipal Act, 2001 (the "Act") to ensure that meetings shall be open to the public does not provide any specific guidance in terms of how they are to be open to the public. Instead, guidance is provided by the case law that has interpreted the intent of the open meeting requirement. The leading case on the subject is *RSJ Holdings Inc. v. London (City)* 2007, 2007 CarswellOnt 3919, 2007 SCC 29, 2007 CarswellOnt 3920 in which the Court stated that the "open meeting requirement reflects a clear legislative choice for increased transparency and accountability in the decision-making process of local governments."

What the case law supports is, subject to limited exceptions for closed meetings, that the deliberations of Council and the decisions of Council have to be conducted openly before the public and must therefore be accessible. Accessibility can mean different things depending upon the context. The accessibility legislation in Ontario has resulted in public and private institutions making changes to accommodate the accessibility needs of members of the public who have disabilities and face access challenges. These can range from mobility issues to sight and hearing impairment. The open meeting requirement has caused municipalities to embrace a variety of solutions to accommodate the needs of these members of the public and the general right to monitor and participate in the meetings of local government to ensure that transparency and accountability can be achieved to the greatest extent possible in the circumstances.

The COVID-19 pandemic is an extraordinary circumstance that will require some extraordinary measures to be taken.

Consideration should be given to Sections 2 and 8 of the Act. Section 2 sets out the purposes of the Act which are stated as follows:

"Municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters under their jurisdiction and each municipality is given powers and duties under this Act and many other Acts for the purpose of providing good government with respect to those matters."

Clearly, while municipalities are created to be responsible and accountable governments, their role is to provide good government within the limits of their jurisdiction.

Section 8 of the Act sets out the general scope of powers available to a municipality and provides:

"The powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers

appropriate and to enhance the municipality's ability to respond to municipal issues."

This Section of the Act broadens the powers of each municipality to respond to municipal issues generally whether or not a specific provision in the Act or any other Act provides prescriptive power or guidance on a given matter. When read together with Section 2 of the Act, it is clear that a municipal council has been given broad powers to effectively carry out its role to provide good government in response to municipal issues as they may arise.

The COVID-19 pandemic has resulted in an extraordinary situation where all levels of government are required to use the tools at their disposal in a creative and expansive manner to allow them to carry on the business of government within their legislative mandate effectively, efficiently and responsibly. This includes taking extraordinary steps to prevent the likely spread of the virus while still ensuring that the discussions and actions of Council remain transparent and accountable through reasonable accommodation steps taken to satisfy the open meeting requirements.

It is proposed that the following new section be added to the Council Procedural By-law:

**"Part II – Meetings – 46. Electronic Meeting Participation due to the activation of the Emergency Control Group, a declared emergency by any level of government or health unit (Council and Committee of all Council)**

Although members are encouraged to participate at meetings in person, they may participate in a meeting by telephone or other electronic teleconferencing means as a result of the activation of the Township's Emergency Control Group, a declared emergency by any level of government or health unit. Members participating electronically are required to use their Township issued equipment or use their own personal equipment (i.e. phone and/or computer) at their own expense.

Members shall advise the Clerk, or designate, at least 24 hours prior to the scheduled meeting of his/her intent to participate electronically. Less than 24 hours' notice will be permitted subject to technical capabilities and resources available to implement. In all cases, staff will accommodate electronic participation on a best effort basis and subject to available resources that may be required for the delivery of competing essential municipal services.

Members participating electronically will count towards quorum and ability for full participation including ability to vote.

A member cannot be physically absent for more than three (3) consecutive meetings without the consent of Council.

In the event of a technical failure during the meeting, Council/Committee of all Council may take a recess of not more than 10 minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means it will not affect the validity of the meeting or decisions made.

Electronic participants are prohibited from participating in any Closed Session (In-Camera) session meetings.”

**FINANCIAL/BUDGET IMPACT:**

There is no anticipated financial impact to facilitate teleconferencing. There are no funds budgeted to facilitate video conferencing at this time.

**CONCLUSION:**

Staff recommends the amendment to the Council Procedural By-law to permit electronic participation in Council and Committee meetings as a result of the activation of the Emergency Control Group, a declared emergency by any level of government or health unit.

Prepared By: Alison Gray, Clerk

Recommended By: Date: March 19, 2020

Alison Gray, BAH, CMO  
Clerk

Reviewed By:

Lindsay Barron, CPA, CGA, HBCom.  
Chief Administrative Officer/Deputy Clerk



## STAFF REPORT

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<b><u>Department/Function:</u></b>	Protection to Persons and Property Committee
<b><u>Chair:</u></b>	Mayor Ted Walker
<b><u>Meeting Date:</u></b>	March 25, 2020
<b><u>Report No.:</u></b>	<b>PPP-2020-21</b>
<b><u>Report Title:</u></b>	2021 Tanker Truck Purchase and Delivery

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2020-21 regarding the purchase and delivery of a 2021 Tanker Truck be received and;**

**That Council approves of the purchase and delivery of a Tanker Truck from Fort Garry Fire Trucks in the amount of \$343,674.00 excluding HST;**

**And further that the deposit cheques be returned to the bidders that were not successful;**

**And further that the required by-law to authorize the agreement with Fort Garry Fire Trucks be brought forward for consideration.**

### **INTRODUCTION/BACKGROUND:**

The Corporation of The Township of Tay has a frontline Emergency Vehicle Tanker Truck life expectancy of 20 years. The current Tanker Truck stationed at Hall 2 consists of a water tank installed on a 2001 International Chassis. The vehicle was a rental delivery truck at one time until converted to a Tanker Truck by the municipality.

### **ANALYSIS:**

We received three responses from our Request for Proposal, and the results (excluding HST) are as follows:

Fort Garry Fire Trucks	\$348,924.00
Carrier Centers Proposal A Midwest Fire Tanker	\$371,844.30

**FINANCIAL/BUDGET IMPACT:**

There is \$350,000 for purchasing the Tanker Truck in the 2021 budget. In their proposal, Fort Garry Fire Trucks offered a couple options to lessen the cost of the Tanker. After careful examination and in what I feel are equivalent pieces of equipment, I recommend taking advantage of two of the options and take the \$5,250.00 lesser price offered by Fort Garry, which would bring the total for the tanker \$343,674.00 (excluding HST).

**CONCLUSION:**

Staff is recommending that the tender be awarded to Fort Garry Fire Trucks and that the required by-law be brought forward.

Prepared By: Brian Thomas, Fire Chief/CEMC

Reviewed By:

Date:

Lindsay Barron, CPA, CGA, HBCom.  
Chief Administrative Officer/Deputy Clerk