



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

**February 27, 2019  
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**

- 5.1 Heritage Plaque Presentation to J. Chidiac  
Re: Waverley School Heritage Designation
- 5.2 Report from the Director of Finance  
Report No. GGF-2019-13  
Re: Tax Applications made under Section 357 & 358 of the Municipal Act, R.S.O. 2001

**6. Consent List**

**a) Adoption of Minutes**

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

**Resolution**

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

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

**Resolution**

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

- iii. Regular Council – January 23, 2019

**Resolution**

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

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

**Resolution**

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

- v. Special Council – February 6, 2019

**Resolution**

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

- vi. Special Council – February 13, 2019

**Resolution**

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

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

**Resolution**

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

**b) Reports of Various Committees**

- i. Horticulture Committee Minutes – January 17, 2019

**Resolution**

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

- ii. Sustainability Committee Minutes – December 6, 2018

**Resolution**

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

- iii. Sustainability Committee Minutes – January 10, 2019

**Resolution**

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

**c) Municipal Report**

- i. Municipal Report 2019-02-02

**Resolution**

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

**7. Staff Reports / Other Business**

- 7.1 Report from the Director of Public Works  
Report No. PW-2019-13  
Re: Consultant Selection
- 7.2 Report from the Chief Administrative Officer  
Report No. GGF-2019-14  
Re: Council Pregnancy and Parental Leave Policy
- 7.3 Report from the Director of Finance  
Report No. GGF-2019-16  
Re: Administrative Amendments - Development Charges By-law No. 2019-07
- 7.4 Report from Mayor Walker  
Report No. GGF-2019-17  
Re: 2018–2022 Update to Committee Appointments

**8. Closed Session**

- 8.1 Report from the Chief Administrative Officer – Re: Personal matters about an identifiable individual, including municipal or local board employees (Heritage Committee Appointment)

**9. By-laws**

- 2019-10 Laneway Stop Up & Close and Sale (433 Hayes St)  
2019-11 Assume & Dedicate Part of Old Coach Road & Fesserton Side Road  
2019-12 Agreement, Statistical Collision Data (MTO)  
2019-13 Policy, Tree Canopy  
2019-14 Policy, Parental Leave  
2019-15 Amending, Appointments to Various Committees  
2019-16 Agreement, Bunker Gear Replacement (AJ Stone)  
2019-17 Open Air Burning

2019-18 Agreement, Site Plan (60 Maple St)  
2019-19 Lift Holding Provision (60 Maple St)

**10. Notice of Motions**

**11. Confirming By-law**

**12. Adjournment**



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Ted Walker

**Meeting Date:** February 27, 2019

**Report No.:** GGF-2019-13

**Report Title:** Tax Applications 2018

### **RECOMMENDATION:**

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

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

### **INTRODUCTION/BACKGROUND:**

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

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

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

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

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

**ANALYSIS:**

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

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

**FINANCIAL/BUDGET IMPACT:**

The reduction in the municipal tax revenue for these tax applications will be \$245.33.

**CONCLUSION:**

The total amount of tax adjustments under section 357 and 358 of the Municipal Act, 2001 as attached is \$413.12 with the Township portion being \$245.33.

Prepared By: Diane Sagle, Accounting Payroll Clerk

Recommended By: Date:

Joanne Sanders  
Treasurer

Reviewed By: Date:

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

Corporation of the Township of Tay					
357 and 358 Tax Applications					
Roll Number	Property Address	Reason	Year	Municipal Levy Amount	Total Levy Amount
050-001-86100-0000	147 Woodlands Avenue	Demolition - Razed by Fire	2019	245.33	413.12
	<b>Totals</b>			<b>\$245.33</b>	<b>\$413.12</b>

**The Corporation of the Township of Tay**  
**Special General Government & Finance Committee**  
**Meeting**

**Wednesday, January 23, 2019**  
**4:00 p.m.**

**Present:**

Mayor Ted Walker  
Councillor Paul Raymond  
Councillor Sandy Talbot  
Councillor Jeff Bumstead  
Councillor Mary Warnock  
Councillor Barry Norris

**Staff Present:**

Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Sara Runnalls, BFL Canada

**1. Call to Order**

Mayor Walker called the special meeting to order at 4:03 p.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 Norris and seconded by Councillor Raymond recommending the following to Council for consideration:

**That the January 23, 2019 agenda be adopted as circulated.**  
**Carried.**

**3. Disclosure of Interest**

None were presented.



**4. Staff Reports / Other Business**

**4.1 Closed Session – Re: Per Section 239(3.1) of the Municipal Act, for the purpose of educating or training the members (Insurance, Liability & Risk Management Training)**

We held a Closed Session per Section 239(3.1) of the Municipal Act, for the purpose of educating or training the members (Insurance, Liability & Risk Management Training).

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

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

**And further that this portion of the meeting be closed to the public pursuant to Section 239, Subsection 3.1 of the Municipal Act, 2001;**

**A meeting of Council or Local Board or Committee of either of them may be closed to the public if the following conditions are both satisfied:**

- a) The meeting is held for the purpose of educating or training the members; and**
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.**

**Carried.**

Closed Session commenced at 4:05 p.m.

Council received training from BFL Canada regarding Insurance, Liability and Risk Management.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councilor Mary Warnock**

**That Council adjourn from the Closed Session at 5:45 p.m. and return to the regular meeting.**

**Carried.**

**5. Adjournment**

Moved by Councillor Talbot and seconded by Councillor Bumstead.

**That this Special General Government & Finance Committee meeting adjourn at 5:46 p.m.**

**Carried.**

Minutes Recorder – Alison Gray, Clerk

**The Corporation of the Township of Tay  
Public Meeting of Municipal Council  
Development Charge Review**

**January 23, 2019  
6:30 p.m.**

**Municipal Office Council Chambers  
Minutes**

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**Present:**

Mayor Ted Walker  
Councillor Paul Raymond  
Councillor Sandy Talbot  
Councillor Jeff Bumstead  
Councillor Mary Warnock  
Councillor Barry Norris

**Staff Present:**

Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Lindsay Barron, Financial Analyst

**1. Call to Order**

Mayor Walker called the meeting to order at 6:30 p.m.

**2. Declarations of Interest**

None were presented.

Mayor Walker announced that this is a Public Meeting of Council held in compliance with the Development Charges Act. The intent of the meeting is to receive input on the proposed development charges as per the Draft Development Charge Background Study.

The Chair advised that all persons will be given the opportunity to ask questions and comment on the proposed development charge by-law. Any person who requires notice of the passage of a by-law regarding should leave their name and address on the sign in sheet in the lobby.

The Chair reported that during the Public Meeting, Council will consider and hear comments on the proposed by-law. This is the opportunity for Council to hear from residents who wish to express their comments and/or concerns. The Chair noted that everyone who wishes to speak and ask a question or comment will be given the opportunity; however, no further opportunity for public comment will be provided.

The Chair advised that in accordance with the Development Charges Act, if a person or public body does not provide comments at the Public Meeting or a written submission prior to the final Council decision the Local Planning Appeal Tribunal (LPAT) may, on an appeal; dismiss the appeal on the basis that no concerns were raised during the public process. If you have concerns or comments regarding the application they should be expressed this evening.

### **3. Statement of Public Notice**

The Chair then called on the Consultant to describe the method by which notice of this meeting was given.

The Director of Planning & Development advised that notice of the meeting was placed in the Midland Mirror on January 3, 2019. In addition, staff also utilized social media and the community message boards, with details of the meeting.

The Director noted that the Township also placed the Draft Development Charges Background Study and By-law on the Township website and made hard copies of the documents available at the Township Office on December 3, 2018. He further advised that staff also provided notification to approximately 40 stakeholders of two public consultation sessions which occurred on January 8<sup>th</sup>, 2019 from 1:00 to 3:00 p.m. and 7:00 p.m. to 9:00 p.m., as well as the required public meeting.

### **4. Correspondence Received**

No correspondence was received.

### **5. Presentation and Background Report by Consultant**

5.1 Presentation and Background Study Overview from DFA Infrastructure International Inc.

Mr. John Murphy, DFA Infrastructure International appeared before Council to review the Development Charges Background Study and By-law, as detailed in his PowerPoint presentation. He reviewed the legislation and requirements that must be met for the imposition of development charges. In addition, he advised that the intent is to update the Township's development charges rates and ensure that they are recovering the appropriate amount from anticipated growth.

Mr. Murphy detailed the components of the Background Study, including residential and non-residential growth projections, as well as historic service levels. He outlined how future capital costs are calculated, and how future growth projections affect the proposed calculated charges. Mr. Murphy reviewed the proposed development charge rates highlighting that residential rates are predicted to be lower; however, there will be an increase in apartment and non-residential rates.

**6. Questions & Clarification Period - Public**

The Chair inquired if there were any questions from the audience in regards to this matter.

Mr. Kevin Seeley, Seeley Homes, 1 Dock Lane noted that building is entering some challenging times as sales are slow with markets changing regularly. He noted that they want to keep building, but the industry is high risk as there is a lot of money that has to be put out ahead to build. He requested any assistance possible from Council to make growth possible in the future as housing costs continue to rise. Mr. Seeley commented that no one is building apartments, and the Township will need to do what it can to help development in the future. In conclusion, he advised that holding the line on costs will be a positive step.

**7. Questions & Clarification Period – Council**

The Chair inquired if there were any questions from Council in regards to this matter.

Mayor Walker inquired as to whether this was an annual review or not. Mr. Murphy advised that a review is done every five years.

Mayor Walker inquired as to why apartments increased rather than normal residential.

Mr. Murphy reviewed how the person per unit costs affects the calculated development charges. He particularly noted how the difference in unit costs between 2014 and 2018 impact the calculated costs.

**8. Final Statement by the Chair**

The Mayor announced that if you have not made oral or written submissions in regard to this proposal before a decision is reached, you should be aware that the Ontario Municipal Board may dismiss your appeal.

The Mayor advised that anyone wishing to be contacted regarding this matter should leave their name and address on the sign in sheet in the lobby. Any personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for notification of future meetings and is considered public information.

In conclusion the Mayor advised that following tonight's meeting, staff will review the comments received and a final staff report will come before Council for further consideration. Council will then make final determination regarding the proposed changes in Development Charges and the required by-law will be subsequently passed.

9. **Adjournment**

Moved By: Councillor Paul Raymond

Seconded By: Councillor Mary Warnock

That this public meeting per the Development Charges Act  
adjourn at 7:00 p.m.

Carried.

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MAYOR

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CLERK

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

**Wednesday, January 23, 2019  
7:00 p.m.**

**Present:**

Mayor Ted Walker  
Councillor Paul Raymond  
Councillor Sandy Talbot  
Councillor Jeff Bumstead  
Councillor Mary Warnock  
Councillor Barry Norris

**Staff Present:**

Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Lindsay Barron, Financial Analyst

**1. Call to Order:**

Mayor Walker called the meeting to order at 7:05 p.m.

**2. Moment of Silent Reflection:**

Mayor Walker called for a moment of silent reflection.

**3. Approval of the Agenda:**

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That the Council Meeting Agenda for January 23, 2019 be adopted as circulated.**

**Carried.**

**4. Disclosure of Interest:**

Councillor Bumstead declared a pecuniary interest on Municipal Report 2019-01-01 Recommendations #13 & 14 as he is a member of the Canada Day Committee involved in fundraising and sponsorship.

**5. Presentations / Delegations:**

No presentations/delegations were made.

**6. Consent List:**

**a) Adoption of Minutes**

- i. Regular Council – December 19, 2018

**Resolution**

That the regular Council meeting minutes dated December 19, 2018 be approved.

- ii. Special Council – December 19, 2018

**Resolution**

That the special Council meeting minutes dated December 19, 2018 be approved.

- iii. Special Closed Session – December 19, 2018

**Resolution**

That the special Closed Session meeting minutes dated December 19, 2018 be approved.

- iv. Regular Committee of all Council – January 9, 2019

**Resolution**

That the regular Committee of all Council meeting minutes dated January 9, 2019 be approved.

**b) Reports of Various Committees**

- i. Tay Township Public Library Board – September 18, 2018

**Resolution**

That the Tay Township Public Library Board meeting minutes dated September 18, 2018 be approved.

- ii. Tay Township Public Library Board – October 16, 2018

**Resolution**

That the Tay Township Public Library Board meeting minutes dated October 18, 2018 be approved.

- iii. Tay Township Public Library Board – November 20, 2018

**Resolution**

That the Tay Township Public Library Board meeting minutes dated November 20, 2018 be approved.

iv. Sustainability Committee Meeting – November 8, 2018

**Resolution**

That the Sustainability Committee meeting minutes dated November 8, 2018 be approved.

**c) Municipal Report**

i. Municipal Report 2019-01-01

**Resolution**

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

Correspondence, related to Recommendation #14, from the Canada Day Committee.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That the Consent List for January 23, 2019 and the Recommendations contained therein be adopted as Resolutions of Council, except Municipal Report 2019-01-01, Recommendation No. 10 & 14, which will be dealt with as a separate matter; and**

**Further, that any items in the Consent List for which conflict has been declared are deemed not to have been voted on or discussed by the individual making the declaration.**

**Carried.**

**Recommendation #10**

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That the Council Vacancy Option Policy be amended so that the two appointment options be clearly delineated in the Council Vacancy Policy.**

Recorded Vote requested by Councillor Warnock

Councillor Bumstead     AYE

Councillor Norris        AYE

Councillor Raymond     AYE

Councillor Talbot        AYE

Councillor Warnock      NAY

Mayor Walker            AYE

**Carried 5:1.**

**Councillor Bumstead declared an interest on Recommendation #14 and removed himself from the dais.**



**Recommendation #14**

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Paul Raymond**

**That the Township deny the funding request by the Canada Day Committee to cover the cost of portable flooring for under the venue tent.**

Recorded Vote requested by Councillor Warnock

Councillor Norris AYE

Councillor Raymond AYE

Councillor Talbot AYE

Councillor Warnock NAY

Mayor Walker NAY

**Carried 3:2.**

**Councillor Bumstead resumed his seat.**

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

**7.1 Verbal report from the Clerk regarding Declaration of Vacancy – Office of Deputy Mayor.**

The Clerk advised that per the Municipal Act, Council is required to declare the position of Deputy Mayor to be vacant.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**Whereas Deputy Mayor Crawford passed away on December 14, 2018;**

**Whereas per Section 262(1) of the *Municipal Act, 2001* states that Council shall declare the seat vacant;**

**Now therefore be it resolved that per Section 262(1) of the *Municipal Act, 2001*, that the Council of the Township of Tay declares the office of Deputy Mayor for the Township of Tay to be vacant.**

**Carried.**

**7.2 Report from the Clerk regarding Council Vacancy Voting Process**

Council received Staff Report No. GGF-2019-08 from the Clerk regarding the Council Vacancy Voting Process.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Staff Report GGF-2019-08 with respect to Council Vacancy Voting Process be received; and**

**That Council adopts the process detailed in Staff Report GGF-2019-08 with respect to the voting process for selecting the method to fill the current council vacancy.**

**Carried.**

### **7.3 Memorandum from the Clerk regarding Vacancy Method Selection.**

The Clerk provided a brief overview of the methods available to fill the vacant Deputy Mayor position as detailed in the Memorandum.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That per Section 263 of the *Municipal Act, 2001*, that Direct Appointment method be used to fill the vacant office of Deputy Mayor.**

**Carried.**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That the Council of the Township of Tay offer the position of Deputy Mayor to Gerard LaChapelle.**

**Carried.**

### **7.4 Verbal Report from Mayor Walker regarding an Appointment of County Council Alternate for 2018-2022 Term and Temporary Deputy Mayor.**

Mayor Walker advised that Councillor Talbot will be the County Council Alternate Member for the 2018-2022 Term.

As Council voted to fill the vacant Deputy Mayor position by appointment, Council elected not to appoint a temporary member to the upper tier Council and removed By-law 2019-04 from the agenda.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That per Section 268.(1) of the Municipal Act that Councillor Sandy Talbot be appointed as the alternate member to the Council of the County of Simcoe for the 2018-2022 Term;  
And that the required appointment by-law be brought forward for consideration.**

**Carried.**

### **7.5 Report from the Director of Finance regarding Development Charges Background Study.**

Council received Staff Report No. GGF-2019-05 from the Director of Finance regarding Development Charges Background Study.

Council gave direction that the apartment rates be set at 88% of the proposed rate for two years, and then increase to the full rate.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That Staff Report No. GGF-2019-05 regarding the Development Charges Background Study, dated January 23, 2019, be received for information.**

**Carried.**

**7.6 Verbal Report from the Director of Finance regarding Tax Sale Extension Agreements.**

The Director provided a brief overview of the tax sale process and tax sale extension agreements.

**8. By-laws:**

2019-01 Agreement, Tax Sale Extension  
2019-02 Agreement, Tax Sale Extension  
2019-03 Appointment, County Council Alternate 2018-2022 Term  
2019-05 Repeal, Township Smoking By-law

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Sandy Talbot**

**That By-laws 2019-01, 2019-02, 2019-03, and 2019-05 be read a first, second and third time and finally passed.**

**Carried.**

**9. Notices of Motion:**

None were presented.

**10. Closed Session:**

No Closed Session was held.

**11. Confirming By-law:**

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Sandy Talbot**

**That By-law 2019-06 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**12. Adjournment:**

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That this Regular Meeting of Council adjourn at 8:15 p.m. and to reconvene on February 27, 2019 at 7:00 p.m.**

**Carried.**

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**MAYOR**

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**CLERK**

**The Corporation of the Township of Tay**  
**Special General Government & Finance Committee**  
**Meeting**

**Thursday, January 24, 2019**  
**10:00 a.m.**

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

**Staff Present:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Brian Thomas, Fire Chief  
Lindsay Barron, Financial Analyst  
Bryan Anderson, Manager of Parks, Recreation & Facilities  
Lyle Bergstrom, Manager of Roads & Fleet  
Mike Emms, Superintendent of Water & Wastewater  
Daryl O'Shea, IT Coordinator

**1. Call to Order**

Mayor Walker called the special 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 January 24, 2019 agenda be adopted as circulated.**  
**Carried.**

**3. Disclosure of Interest**

Councillor Bumstead declared a pecuniary interest on the cost of living adjustment for staff as he has a family member employed with the municipality.

Mayor Walker turned the meeting over to the Vice Chair of General Government & Finance, Councillor Raymond. Councillor Raymond assumed the Chair.

**4. Staff Reports / Other Business**

**4.1 Presentation from the Director of Finance and Financial Analyst regarding Overview of Budget Process and Long Term Plan**

The Director of Finance provided an overview of the budget process to date and approved Long Term Plan, as outlined in her PowerPoint presentation.

**4.2 We received a report from the Director of Public Works regarding Roads Long Term Plan Update**

We received Staff Report No. PW-2019-07 from the Director of Public Works regarding a Roads Long Term Plan Update.

Council referred the recommendation for consideration with the rest of the 2019 Budget.

**4.3 Report and Presentation from the Director of Finance - Re: 2019 Preliminary Operating & Capital Budget**

The Director of Finance and Financial Analyst reviewed the highlights from Report No. GGF-2019-06 with respect to the Preliminary 2019 Operating and Capital Budget, and Department Heads then addressed their individual items.

Staff was directed to report back with a review of the current corporate structure.

Staff was directed to report back regarding a Management Study to be undertaken in 2019.

Council directed that the Heritage Sign Program be removed from the budget as there is no Heritage Committee in place at this time, and that the base Heritage Committee budget remain at \$5,200.

Council directed that consideration of a permanent reserve transfer to capital be dealt with at the April Budget meeting.

Staff was directed to report back on options to hard surface the Oakwood outdoor rink for \$25,000.

Council temporarily recessed at 12:45 p.m.

Council reconvened at 1:15 p.m.

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

**That Staff Report No. PW-2019-07 regarding the update of the Long Term Plan for Roads be received;**

**And that the 2019 road program be approved with the following amendments:**

- **Gratrix Road be removed for 2019 and that the Director report back on alternatives for the budgeted \$600,000;**

**And that the 2019 design for the 2020 and 2022 watermain/road project be approved.**

**Carried.**

**Councillor Bumstead declared a pecuniary interest and removed himself from the dais.**

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

**That Staff Report No. GGF-2019-06 regarding the Preliminary Operating and Capital Budget be received and that the following motions be brought forward to the next Council Meeting;**

**That the CAO is hereby authorized to implement a 2.5 percent cost of living increase to the salary administration plan, the volunteer firefighter compensation and council remuneration, effective January 1, 2019.**

**Carried.**

**Councillor Bumstead resumed his seat.**

#### **Staff – IT Technician**

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

**That a new position of Information Technology Technician be added to the complement effective May 1, 2019.**

**Carried.**

#### **Student Position – Planning Department**

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

**That an additional 18 week student position be added to the complement to assist with administrative support in the Planning & Development Department.**

**Carried.**

### **Severn Sound Sustainability Plan Steering Committee**

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

**That the 2019 Budget request from Severn Sound Sustainability Plan Steering Committee of \$10,200 be approved.**

**Carried.**

### **Severn Sound Environmental Association**

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

**That the 2019 Budget request from Severn Sound Environmental Association for continuation of the Invasive Species Program of \$7,500 be approved.**

**Carried.**

### **North Simcoe Economic Development Corporation**

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

**That the 2019 Budget request from North Simcoe Economic Development Corporation to increase Tay Township's contribution  $\frac{3}{4}$  of 1% of funds raised by general taxation including OPP being an increase of \$29,500 to total \$64,500 be approved.**

**Carried.**

### **Georgian Bay General Hospital Foundation**

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

**That a donation of \$25,000 be made to the Georgian Bay General Hospital Foundation in the 2019 to 2022 budget years for capital improvements.**

**Carried.**

### **Georgian Bay Forever – Phragmites Program**

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

**That the request of from Georgian Bay Forever to increase their funding from \$10,000 received in 2018 to \$15,000 for the 2019 budget year, for continuation of the phragmites program be approved.**

**Carried.**

### **Library Board**

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

**That the request for additional funds from the Library Board in the amount of \$35,347 be deferred until the current Board members have had an opportunity to review the budget with the current CEO.**

**Carried.**

### **Fire Department – Spills Trailer**

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

**That an amount of \$3,000 be added to the preliminary budget to fund heating and air conditioning in the spills trailer.**

**Carried.**

### **Capital expenditures**

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

**That the total capital expenditures of \$20,135,052 be approved.**

**Carried.**

### **Preliminary Budget Approval**

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

**That the preliminary budget, as amended, be approved and that Staff be given authority to proceed with the Capital program as well as projects and initiatives identified in the operating budget.**

**Carried.**

Councillor Raymond passed the Chair to Mayor Walker.

#### **4. Adjournment**

Moved by Councillor Warnock and seconded by Councillor Talbot.

**That this Special General Government & Finance Committee meeting adjourn at 2:49 p.m.**

**Carried.**

Minutes Recorder – Alison Gray, Clerk



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

**Wednesday, February 6, 2019  
10:00 a.m.**

**Present:**

Mayor Ted Walker  
Councillor Paul Raymond  
Councillor Sandy Talbot  
Councillor Jeff Bumstead  
Councillor Mary Warnock  
Councillor Barry Norris

**Staff Present:**

Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Brian Thomas, Fire Chief  
Lindsay Barron, Financial Analyst

**1. Call to Order:**

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

**2. Approval of the Agenda:**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Jeff Bumstead**

**That the Council Meeting Agenda for January 23, 2019 be adopted with the following amendment:**

**Addition – 4.6 – Verbal – Councillor Norris – Re: Snow Removal & Sanding Policies.**

**Carried.**

**3. Disclosure of Interest:**

Councillor Bumstead declared a pecuniary interest on the Municipal Report 2019-02-01 Recommendation #2 as he has a family member employed with the municipality.

**4. Staff Reports /Other Business**

**4.1 Report from the Director of Public Works regarding 2019 Road Program Options.**

Council received Staff Report No. PW-2019-09 from the Director of Public Works regarding 2019 Road Program Options.

**Moved By: Councillor Paul Raymond**

**Seconded By: Councillor Barry Norris**

**That Staff Report No. PW-2019-09 regarding options for the 2019 road program be received;**

**And that the 2019 road program be approved as presented in Option 3 of this report with the following amendment:**

- **removing Hogg Valley and adding 1500m of Gervais Road.**

**Carried.**

#### **4.2 Memorandum from the Financial Analyst regarding 2019 Operating & Capital Budget Amendments**

Council received a memorandum from the Financial Analyst regarding the 2019 Operating and Capital Budget Amendments.

Staff reviewed the changes to the budget resulting from the January 24, 2019 Budget meeting.

#### **4.3 Municipal Report 2019-01-01**

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Municipal Report 2019-01-01 be received and the recommendations contained therein be approved, except Item - Recommendation #2 be dealt with as a separate matter; and**

**That any item for which conflict has been declared is deemed not to have been voted on or discussed by the individual making the declaration.**

**Carried.**

**Councillor Bumstead declared an interest on Recommendation #2 and removed himself from the dais.**

**Moved By: Councillor Barry Norris**

**Seconded By: Councillor Paul Raymond**

**That Staff Report No. GGF-2019-06 regarding the Preliminary Operating and Capital Budget be received and that the following motions be brought forward to the next Council Meeting;**

**That the CAO is hereby authorized to implement a 2.5 percent cost of living increase to the salary administration plan, the volunteer firefighter compensation and council remuneration, effective January 1, 2019.**

Recorded Vote requested by Councillor Talbot

Councillor Norris            AYE

Councillor Raymond        AYE

Councillor Talbot           NAY

Councillor Warnock        AYE

Mayor Walker                AYE

**Carried 4:1.**

**Councillor Bumstead resumed his seat.**

**4.4 Correspondence regarding the Deputy Mayor Appointment**

Council received correspondence indicating Gerard LaChapelle's acceptance of the offer to be appointed to the position of Deputy Mayor.

**4.5 Report from the Director of Finance regarding Development Charges Background Study & By-law Approval.**

Council received Staff Report No. GGF-2019-11 from the Director of Finance regarding Development Charges Background Study & By-law Approval.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Staff Report No. GGF-2019-09 regarding the Development Charges Background Study and By-law Approval dated February 6, 2019, be received;**

**And Whereas the Council of the Corporation of The Township of Tay has considered the background study of November 30, 2018 as amended January 30, 2019, prepared by DFA Infrastructure International Inc.;**

**And Whereas the Council of the Corporation of The Township of Tay continue the Development Charge approach to calculate the charges on a uniform municipal-wide basis for all services except water and wastewater and on an urban-area basis for all water and wastewater services;**

**And Whereas that Council of The Corporation of The Township of Tay receive and approve, under Section 10 of the Development Charges Act, 1997, the 2019 Development charges Background Study dated January 30, 2019;**

**And Whereas that the Council of The Corporation of The Township of Tay approves the forecast of anticipated development, the underlying capital forecast and capital project listing set out in Appendix D along with the calculations contained within the Development Charges Background Study dated January 30, 2019, subject to further annual review during the capital budget process;**

**And Whereas a public meeting was held on January 23, 2019;**

**And Whereas the Council for the Township of Tay has considered the input from the public meeting and hereby confirms that no further public meeting is required pursuant to Section 12 of the Development Charges Act, 1997;**

**Now therefore be it resolved that the Council of The Corporation of The Township of Tay consider a by-law authorizing Development Charges for the Township of Tay at its meeting February 6, 2019, to be effective upon the passing thereof.**

**Carried.**

#### **4.6 Verbal Report from Councillor Norris regarding Snow Removal and Sanding Policies.**

Councillor Norris expressed concerns and made comments on the current snow removal and sanding policies.

Following discussion, Councillor Norris and Councillor Raymond were requested to meet with the Director of Public Works regarding their concerns.

Staff was directed to report back to the March Committee meeting.

#### **5. By-laws:**

2019-04 Appointment, Deputy Mayor (G. LaChapelle)

2019-07 Development Charges

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Sandy Talbot**

**That By-law 2019-04 be read a first, second and third time and finally passed.**

Recorded Vote requested by Councillor Warnock

Councillor Bumstead AYE

Councillor Norris AYE

Councillor Raymond AYE

Councillor Talbot AYE

Councillor Warnock NAY

Mayor Walker AYE

**Carried 5:1.**

**Moved By: Councillor Sandy Talbot**

**Seconded By: Councillor Mary Warnock**

**That By-law 2019-07 be read a first, second and third time and finally passed.**

**Carried.**

#### **6. Confirming By-law:**

**Moved By: Councillor Mary Warnock**

**Seconded By: Councillor Jeff Bumstead**

**That By-law 2019-08 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

7. **Adjournment:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That this Special Meeting of Council adjourn at 10:25 a.m.  
Carried.

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MAYOR

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CLERK

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

**Wednesday, February 13, 2019  
10:00 a.m.**

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

**Staff Present:** Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Shawn Aymer, Deputy Fire Chief/FPO  
Daryl O'Shea, ICT Coordinator

**Regrets:** Councillor Sandy Talbot

1. **Call to Order:**  
Mayor Walker called the meeting to order at 10:00 a.m.

2. **Approval of the Agenda:**  
**Moved By: Councillor Mary Warnock**  
**Seconded By: Councillor Jeff Bumstead**  
**That the Special Council Meeting Agenda for February 13, 2019**  
**be adopted as circulated.**  

**Carried.**

3. **Disclosure of Interest:**  
None were declared.

4. **Staff Reports /Other Business**  
**4.1 Oath of Office: Deputy Mayor David Ritchie**  
The Clerk administered the Oath of Office to Deputy Mayor-designate Gerard LaChapelle.  
Deputy Mayor LaChapelle then assumed his seat and thanked Council for their support.

**4.2 Report from the President of Newmarket-Tay Power Distribution – Re; Newmarket-Tay Power Distribution Ltd. Shareholders Agreement.**

Council received a report from the President of Newmarket-Tay Power Distribution, dated January 25, 2019 regarding Newmarket-Tay Power Distribution Ltd. Shareholders Agreement

**Moved By: Deputy Mayor Gerard LaChapelle**

**Seconded By: Councillor Paul Raymond**

**THAT the Newmarket – Tay Power Distribution Ltd. Report of the President dated January 25, 2019 regarding an amendment to the Shareholders Agreement between Tay Hydro Inc., Newmarket Hydro Holdings Inc., Newmarket – Tay Power Distribution Ltd., the Corporation of the Town of Newmarket and the Corporation of the Township of Tay be received and the following recommendation be adopted:**

**WHEREAS Article 3.03(1) of the Shareholders Agreement between Tay Hydro Inc., Newmarket Hydro Holdings Inc., Newmarket – Tay Power Distribution Ltd. (the “Corporation”), the Corporation of the Town of Newmarket and the Corporation of the Township of Tay (the “Agreement”) states:**

**“The board of directors of the Corporation shall consist of (7) directors, four (4) of whom shall be Non-Municipal Appointees, one (1) of whom shall be the Mayor of Tay, one (1) of whom shall be the Mayor of Newmarket, and one (1) of whom shall be the chief executive officer of the Corporation. The chair of the board of directors shall be a Non-Municipal Appointee designated by the other six (6) directors.”**

**AND WHEREAS the Township of Tay has requested that Article 3.03(1) be amended to allow for a designated sitting member of Council to be appointed to the board of directors in the Mayor’s place;**

**AND WHEREAS the Council of the Town of Newmarket is agreeable to this amendment;**

**NOW THEREFORE BE IT RESOLVED by the Municipal Council of the Township of Tay that Article 3.03(1) of the Agreement be amended to state:**

**“The board of directors of the Corporation shall consist of seven (7) directors, four (4) of whom shall be Non-Municipal Appointees, one (1) of whom shall be the Mayor of Tay or a designated sitting member of the Council of the Township of Tay, one (1) of whom shall be the Mayor of Newmarket or a designated sitting member of the Council of the Town of Newmarket, and one (1) of whom shall be the chief executive officer of the Corporation. The chair of the board of directors shall be a Non-Municipal Appointee designated by the other six (6) directors.”**

**Carried.**

**4.3 Report from the President of Newmarket-Tay Power Distribution – Re: Tay Hydro Inc. 2017 Annual General Meeting.**

Council received a report from the President of Newmarket-Tay Power Distribution, dated January 25, 2019 regarding Tay Hydro Inc. 2017 Annual General Meeting.

**Moved By: Councillor Paul Raymond**

**Seconded By: Deputy Mayor Gerard LaChapelle**

**THAT the Tay Hydro Inc. Report of the President dated January 25, 2018 regarding the financial statements of Tay Hydro Inc., Tay Utility Contracting Inc., the written resolutions of Newmarket – Tay Power Distribution Ltd. and appointment of the sole director and auditors be received and the following recommendations be adopted:**

**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 a minority of common shares of Newmarket-Tay Power Distribution Ltd. (“NT Power”);**

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

**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 the Tay Hydro financial statements for the financial year ended December 31, 2017 together with the report of Tay Hydro’s auditors, Collins Barrow, thereon dated December 12, 2018 be approved and adopted.**
  - b. THAT Collins Barrow, Chartered Accountants, be appointed auditors of Tay Hydro to hold office until the next annual meeting of shareholders at such remuneration as may be fixed by the sole director and the sole director is authorized to fix such remuneration.**

Cont’d...



- c. THAT Robert Lamb be appointed as the sole director of Tay Hydro to hold office until the next annual meeting of shareholders or until his successor is elected or appointed.
  - d. THAT Robert Lamb, so long as he is the sole director of Tay Hydro, shall represent Tay Hydro at meetings of shareholders of NT Power and Tay Contracting;
  - e. AND THAT all acts, contracts, bylaws, proceedings, appointments elections and payments, enacted, made, done and taken by the sole director and officers of Tay Hydro to December 31, 2017, as the same are set out or referred to in the resolutions of the sole director, or in the financial statements of Tay Hydro, are approved, sanctioned and confirmed.
2. THAT the Mayor, as the Sole Shareholder's legal representative, direct Robert Lamb, the sole director and legal representative of Tay Hydro, to sign the following NT Power shareholder resolutions in lieu of an annual meeting:
- a. THAT the financial statements of NT Power for the financial year ended December 31, 2017 together with the report of NT Power's auditors, Collins Barrow, thereon dated March 28, 2018 be approved and adopted.
  - b. THAT Collins Barrow, Chartered Accountants, be appointed auditors of NT Power to hold office until the next annual meeting of shareholders at such remuneration as may be fixed by the directors and the directors are authorized to fix such remuneration.
  - c. THAT J. Taylor, T. Walker, B. Gabel, R. Betts, D. Charleson, C. Prattas and P. Ferguson are elected directors of NT Power to hold office until the next annual meeting of shareholders or until their successors are elected or appointed.
  - d. AND THAT all acts, contracts, bylaws, proceedings, appointments elections and payments, enacted, made, done and taken by the directors and officers of NT Power to December 31, 2017, as the same are set out or referred to in the resolutions of the board of directors, the minutes of the meetings of the board of directors or in the financial statements of NT Power, are approved, sanctioned and confirmed.
3. AND THAT the Mayor, as the Sole Shareholder's legal representative, direct Robert Lamb, the sole director and legal representative of Tay Hydro, to sign the following Tay Contracting shareholder resolutions in lieu of an annual meeting:

Cont'd...

- a. THAT the Tay Contracting financial statements for the financial year ended December 31, 2017 together with the report of Tay Contracting's auditors, Collins Barrow, thereon dated April 11, 2018 be approved and adopted.
- b. THAT Collins Barrow, Chartered Accountants, be appointed auditors of Tay Contracting to hold office until the next annual meeting of shareholders at such remuneration as may be fixed by the sole director and the sole director is authorized to fix such remuneration.
- c. THAT Robert Lamb be appointed as the sole director of Tay Contracting to hold office until the next annual meeting of shareholders or until his successor is elected or appointed.
- d. AND THAT all acts, contracts, bylaws, proceedings, appointments elections and payments, enacted, made, done and taken by the sole director and officers of Tay Contracting to December 31, 2017, as the same are set out or referred to in the resolutions of the sole director, or in the financial statements of Tay Contracting, are approved, sanctioned and confirmed.

Carried.

5. **By-laws:**

None were presented.

6. **Confirming By-law:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That By-law 2019-09 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

7. **Adjournment:**

Moved By: Councillor Mary Warnock

Seconded By: Councillor Jeff Bumstead

That this Special Meeting of Council adjourn at 10:20 a.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, February 13, 2019**  
**10:00 A.M.**

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

**Staff Present:** Robert Lamb, CAO/Deputy Clerk  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Joanne Sanders, Director of Finance  
Steve Farquharson, Director of Planning & Development  
Daryl O'Shea, ICT Coordinator \*  
Shawn Aymer, Deputy Fire Chief/FPO (Sec. A)  
Robert Kennedy, By-law Enforcement Officer (Sec. A)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Lyell Bergstrom, Manager of Roads & Fleet (Sec. C)  
Lindsay Barron, Financial Analyst (Closed Session Item 6.2)

**Regrets:** Councillor Sandy Talbot

\* did not attend Closed Session

1. **Call to Order:**  
Mayor Walker called the meeting to order at 10:21 a.m.
2. **Adoption of the Agenda:**  
Mayor Walker inquired as to any additions, deletions or amendments to the agenda.  
After discussion and consideration the following motion was moved by Councillor Bumstead and seconded by Councillor Raymond recommending the following to Council for consideration:  
**That the February 13, 2019 agenda be adopted with the following amendments:**
  - **Deletion – Delegation – Re: 10:30 – W. Simpson – Re: By-law Enforcement Matters related to 43 Meadows**  
**Carried.**

3. **Disclosure of Interest:**

None were declared.

4. **Delegations:**

**10:00 – F. Hacker, Midland Culture Committee – Re: Request Creation of Joint Culture Committee**

We received a delegation from Mr. Fred Hacker, Midland Culture Committee regarding a request for the creation of a Joint Culture Committee and funding, as detailed in his PowerPoint Presentation. Mr. Hacker outlined the history of the culture committee, starting with the Town of Midland's culture plan and the activities undertaken over the last term. He further detailed their plans for 2019, such as support for the 2019 Tall Ships, Busker Festival, etc.

Mr. Hacker reviewed the proposal to create a joint Committee with the Town of Midland, Town of Penetanguishene, Beausoleil First Nation, Township of Tiny and Township of Tay. The Committee would request a member from Tay along with a representative from each member community. He requested an annual \$10,000 contribution and one staff person to support the Committee's work. In conclusion, he outlined the benefits of a joint Committee which will create a positive relationship between the communities.

Council received the presentation for information and advised that they will reply in due course.

**10:15 – A. Hartman - Re: Funding Request for the new Georgian Bay Cancer Support Centre.**

We received a delegation from Mrs. Anna Hartman and Mrs. Susan Beatty regarding a funding request for the new Georgian Bay Cancer Support Centre, as detailed in their PowerPoint Presentation. Mrs. Susan Beatty, Executive Director advised that they intend to build a new Cancer Support Centre to support, educate and assist those dealing with cancer. In addition, Mrs. Beatty reported that by 2020 the Centre requires a new home due to the closure of the Penetanguishene Hospital and outlined the needs of the new facility, which will be located at 31 Lucy Street.

Mrs. Anna Hartman detailed their 'A Home for Hope' fundraising campaign which hopes to raise \$1.6 million for the new centre. She detailed the fundraising completed which has raised \$1.1 million, and requested a one-time grant contribution in the amount of \$10,000. Mrs. Hartman advised that 20% of their membership comes from Tay and a strong commitment has already been made through Cycle Camelot and other fundraising events.

Council received the presentation for information and advised that they will reply in due course.

**10:30 – W. Simpson – Re: By-law Enforcement Matters related to 43 Meadows**

Delegation was cancelled.

**10:45 – L. Perreault, VP of Clinical Services and Chief Nursing Executive – Re: GBGH Foundation Update.**

We received a delegation from Ms. Jennifer Russell, and Mrs. Laurie Perreault, VP of Clinical Services and Chief Nursing Executive regarding an update on the GBGH Foundation, as detailed in their PowerPoint Presentation. She advised that over the last eighteen years Tay has contributed \$817,576 towards the hospital, and thanked Tay for the contribution.

Mrs. Perreault provided an overview of Georgian Bay General Hospital and the Foundation's past and current projects. She further detailed the need to focus on upgrading the equipment throughout the hospital over the next few years to the sum of \$20 million.

Ms. Russell reviewed the impact of equipment upgrades to patients, who directly benefits from capital contributions. In conclusion, she requested a continued annual contribution from Council.

**5. Committee Business:**

**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 11:15 a.m.

A.2.1 We received Report No. PPP-2019-09 from the Fire Chief, under date of February 13, 2019 regarding a Monthly Activity Report for January 2019.

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-2019-09 regarding Fire Chief's Monthly Activity Report – January 2019 be received for information.**

**Carried.**

A.2.2 We received Report No. PPP-2019-10 from the Fire Chief, under date of February 13, 2019 regarding Bunker Gear Purchase 2019.

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

**That Staff Report No. PPP-2019-10 regarding Bunker Gear purchase 2019 be received; and;**

**Cont'd...**

**That Council grants an exception for the sole source procurement of bunker gear under the Township of Tay's Purchasing Policy; and;**

**That the Township purchase Bunker Gear to replace existing equipment that has come to the end of its useful life from A.J. Stone in the amount of \$26,203.20 plus HST.;**

**And that the required bylaw be brought forward to the next regular Council Meeting.**

**Carried.**

A.2.3 We received Report No. PPP-2019-11 from the Fire Chief, under date of February 13, 2019 regarding Potential Pumper Truck Disposal.

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

**That Staff Report No. PPP-2019-11 regarding a potential Pumper Truck Donation for the Orillia Georgian College Firefighter Program be received.**

**Carried.**

Staff was directed to sell the truck on Gov. Deals with any proceeds going to the Fire Department.

A.2.4 We received Report No. PPP-2019-13 from the Deputy Fire Chief/Fire Prevention Officer, under date of February 13, 2019 regarding a Monthly Activity Report for January 2019.

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

**That Staff Report No. PPP-2019-13 regarding Deputy Fire Chief/FPO Monthly Activity Report – January 2019 be received for information.**

**Carried.**

A.2.5 We received Report No. PPP-2019-17 from the Municipal Law Enforcement Officer, under date of February 13, 2019 regarding a By-law Monthly Activity Report for January 2019.

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

**That Staff Report No. PPP-2019-17 regarding By-law Monthly Activity Report – January 2019 be received for information.**

**Carried.**

- A.2.6 We received Report No. PPP-2019-03 from the Municipal Law Enforcement Officer, under date of February 13, 2019 regarding Year End By-law Activity Report for 2018.

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-2019-03 regarding Year End By-law Activity Report for 2018 be received for information .**

**Carried.**

- A.2.7 We received Report No. PPP-2019-15 from the Municipal Law Enforcement Officer, under date of February 13, 2019 regarding a Proposed Public Parks and Trails By-law.

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

**That Staff Report No. PPP-2019-15 be deferred.**

**Carried.**

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

**That Staff Report No. PPP-2019-15 regarding the proposed Public Parks and Trails By-law be received;**

**And that the proposed Public Parks and Trails By-law be approved;**

**And that the required By-law be brought forward to the next Council meeting for consideration.**

**Deferred.**

The Chair and Vice Chair of the Protection to Persons & Property Committee, with Deputy Mayor LaChapelle were directed to arrange a meeting with staff to review their concerns and that staff report back to a future meeting.

- A.2.8 We received Report No. PPP-2019-16 from the Municipal Law Enforcement Officer, under date of February 13, 2019 regarding a Proposed Open Air Fires By-law.

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

**That Staff Report No. PPP-2019-16 regarding the proposed Open Air Fires By-law be received;**

**And that the proposed Open Air Fires By-law be approved;**

**And that the required By-law be brought forward to the next Council meeting for consideration.**

**Carried.**

Staff was directed to bring the entire Open Air Fires By-law back for review at a future date.

- A.2.9 We received Report No. PPP-2019-14 from the Canine Municipal Law Enforcement Officer, under date of February 13, 2019 regarding a By-law Monthly Activity Report for January 2019.

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

**That Staff Report No. PPP-2019-14 regarding MLEO Canine By-law Monthly Activity Report – January 2019 be received for information.**

**Carried.**

- A.2.10 We received Report No. PPP-2019-08 from the Clerk, under date of February 13, 2019 regarding a Community Policing Committee.

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

**That Staff Report PPP-2019-08 with respect to a Community Policing Committee be received; and**

**That the Township of Tay's Community Policing Committee be established as a Volunteer Community Policing Committee.**

**Carried.**

Councillor Warnock was selected as the Council liaison for the Committee.

- A.3 No Other Business Items were presented.

- A.4.1 We received correspondence for information from the Ministry of Finance regarding Enforcement of the Cannabis Control Act, 2017.

Council temporarily recessed at 12:34 p.m.

Council reconvened at 1:14 p.m.

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

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

- B.2.1 We received for information a report from the Chief Administrative Officer regarding the CAO's Monthly Update – January 3 to February 6, 2019.

Staff was directed to bring forward a timeline for the development of a Township Facebook page.



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

B.2.3 We received Report No. GGF-2019-07 from the Clerk, under date of February 13, 2019 regarding 2018 AODA Annual Status Report.

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

**That Staff Report No. GGF-2019-07 regarding 2018 AODA Annual Status Report be received; and**

**That Staff Report GGF-2019-07 be forwarded to the Joint Accessibility Advisory Committee for their information.**

**Carried.**

B.2.4 We received Report No. GGF-2019-09 from the Clerk, under date of February 13, 2019 regarding Old Coach Road & Fesserton Side Road Assumption & Dedication.

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

**That Staff Report No. GGF-2019-09 regarding Old Coach Road & Fesserton Side Road Assumption & Dedication be received;**

**That the lands described as follows are hereby established, assumed and dedicated as part of the municipal highway system (public highway):**

**(a) Part of Lots 6 and 7, Concession 10, being Part 1, 51R-41878, hereby known as "Old Coach Road";**

**(b) Part of the original road allowance between Lots 5 and 6, Concession 10, being Part 1, 51R-41884, hereby known as "Fesserton Sideroad";**

**And that the Private Road Agreement with Richard and Arden Maltby be terminated;**

**And that the required by-laws be brought forward for consideration.**

**Carried.**

Council gave direction that staff confirms that Fesserton Side Road has been upgraded to Township standard prior to the assumption by-law being passed on February 27, 2019.

B.2.5 We received Report No. GGF-2019-10 from the Clerk, under date of February 13, 2019 regarding Agreement with MTO – Statistical Collision Data.

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 Staff Report No. GGF-2019-10 regarding an Agreement with MTO – Statistical Collision Data be received; and  
That the Township of Tay enter into an Agreement with the Ministry of Transportation to receive access to statistical collision data; and  
That the required authorizing by-law be brought forward to the next regular Council meeting.**

**Carried.**

- B.3.1 We received a verbal report from the CAO regarding the annual Wye Marsh Fundraising Dinner.  
Staff was directed to proceed with the planning for the annual Wye Marsh Fundraising Dinner in May.
- B.3.2 We received a verbal report from Mayor Walker regarding an Agriculture FAM Tour Offer.  
Mayor Walker and Councillor Raymond received direction to proceed with organizing a Fall Agriculture Day.
- B.3.3 We received a verbal report from Mayor Walker regarding Mayor & Council Monthly Newsletter.  
Staff was directed to work with Council to produce a monthly newsletter starting in March.
- B.3.4 We received a verbal report from Mayor Walker regarding the Coldest Night of the Year – February 23<sup>rd</sup>.  
Councillor Bumstead noted that he will be participating and is working to submit a team as well.
- B.4.1 We received correspondence for information from Ministry Clark regarding the Regional Review of Ontario.
- B.4.2 We received correspondence for information from AMO regarding the Province's "Regional Review" to be Limited.
- B.4.3 We received correspondence for information from the Government of Ontario regarding the Regional Government Review.
- B.4.4 We received correspondence for information from the County of Simcoe regarding council approves 2019 County of Simcoe Budget.
- B.4.5 We received correspondence for information from the Township of Zorra regarding the Regional Government Review.

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

- C.1 The Public Works Committee was called to order by the Chair at 2:20 p.m.
- C.2.1 We received for information Report No. PW-2019-08 from the Director of Public Works, under date of February 13, 2019, regarding a Monthly Activity Report for the January 2019.  
Staff was directed to look at the intersection of Albert St. & William St. and report back with potential safety improvements.
- C.2.2 We received for information Report No. PW-2019-10 from the Superintendent of Water/Wastewater Operations, under date of February 13, 2019, regarding a Monthly Activity Report for January 2019.  
Staff was requested to look into ways to showcase Township facilities to the public and referred the matter to the Strategic Plan.
- C.2.3 We received for information Report No. PW-2019-11 from the Manager of Roads & Fleet, under date of February 13, 2019, regarding a Monthly Activity Report for January 2019.
- C.2.4 We received for information Report No. PW-2019-12 from the Manager of Parks, Recreation & Facilities, under date of February 13, 2019 regarding a Monthly Activity Report for January 2019.
- C.3.1 We received a verbal report from Councillor Bumstead regarding a North Simcoe Girls Hockey Team.  
Councillor Bumstead reviewed the team accomplishments and volunteer efforts towards the Guesthouse Shelter.  
Council extended the invitation to the Team to attend the next Council meeting in recognition of their efforts.
- C.3.2 We received correspondence from Recreation Committee Members submitting Letters of Resignation.  
After discussion and consideration the following motion was moved by Councillor Bumstead and seconded by Councillor Raymond recommending the following to Council for consideration:  
**That Council accepts the resignation of Helen Proctor and Nicole Carswell from the recreation committees.**  
**Carried.**
- C.3.3 We received correspondence from the MacKenzie Park Revitalization Committee.  
After discussion and consideration the following motion was moved by Deputy Mayor LaChapelle and seconded by Councillor Warnock recommending the following to Council for consideration:

**That Council endorses the construction of a picnic shelter in MacKenzie Beach Park similar to the recent build in Patterson Park;**  
**And that the Committee report back with respect to a final construction and park plan.**

**Carried.**

C.4 No Items for Information were received.

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

D.1 The Planning & Development Committee was called to order by the Chair at 2:55 p.m.

D.2.1 We received for information Report No. PD-2019-08 from the Director of Planning & Development, under date of February 13, 2019 regarding Directors Monthly Update – January 2019.  
Staff was directed to report back regarding the Township's lot grading procedures and regulations.

D.2.2 We received for information Report No. PD-2019-06 from the Director of Planning & Development, under date of February 13, 2019 regarding Tree Canopy and Natural Vegetation Policy.  
After discussion and consideration the following motion was moved by Councillor Norris and seconded by Mayor Walker recommending the following to Council for consideration:  
**That Staff Report No. PD-2019-06 regarding Tree Canopy and Natural Vegetation Policy be received;**  
**That Council approves the proposed Tree Canopy and Natural Vegetation Policy;**  
**And that the required by-law be brought forward to the next regular Council meeting for consideration.**

**Carried.**

D.2.3 We received Report No. PD-2019-09 from the Director of Planning & Development, under date of February 13, 2019 regarding Site Plan Agreement Application 2018-SPA-04 60 Maple Street – Simcoe County Housing Corporation.  
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. PD-2019-09 regarding Site Plan Agreement for 60 Maple Street be received;**

**Cont'd...**

**That Council authorize the Mayor and Clerk to enter into a site plan agreement with the Simcoe County Housing Corporation for the development at 60 Maple Street and that the required By-law be brought forward to Council;**

**That the County of Simcoe be permitted to remove tree vegetation on the site within the permitted building envelope in accordance with the approved tree preservation plan;**

**That the County of Simcoe be exempt from providing the required securities and letter of credit for the affordable housing development at 60 Maple Street;**

**That the appropriate By-law be brought forward at the next scheduled Council meeting to remove the holding symbol;**

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

**Carried.**

- D.2.4 We received for information Report No. PD-2019-10 from the Director of Planning & Development, under date of February 13, 2019 regarding Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017.

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

**That Staff Report No. PD-2019-10 regarding the Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 be received;**

**And that Staff be directed to provide written comments to the Province regarding the Proposed Growth Plan Amendment #1 prior to the February 28, 2019 deadline.**

**Carried.**

- D.2.5 We received Report No. PD-2019-07 from the Chief Building Official, under date of February 13, 2019 regarding Building Services Division Monthly Report – January 2019.

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 Report No. PD-2019-07 regarding Building Services Division Monthly Report – January 2019 be received.**

**Carried.**

- D.3 No Other Business Items were presented.

- D.4.1 We received correspondence for information from EDCNS regarding EDO Report – January 2019.

- D.4.2 We received correspondence for information from the Town of Orangeville regarding Bill 66, Open for Business Zoning By-laws.
- D.4.3 We received correspondence for information from the Town of Georgina regarding Bill 66, Restoring Ontario's Competitiveness Act.
- D.4.4 We received correspondence for information from the Local Planning Appeal Tribunal regarding Draft Plan of Subdivision – CIM Homes Inc.
- D.4.5 We received correspondence for information from AGCO regarding Cannabis Retail Stores.

**6. CLOSED SESSION:**

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

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

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

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

- **Personal matters about an identifiable individual, including municipal or local board employees (Committee Appointments)**
- **A proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Acquisition)**
- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Litigation Update).**

**Carried.**

Closed Session commenced at 4:07 p.m.

- 6.1 We received a verbal report from the Chief Administrative Officer and Clerk regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Acquisition). The Chief Administrative Officer and Clerk reviewed a potential land acquisition with Council and was provided with direction.
- 6.2 We received a verbal report from the Director of Public Works regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Litigation Update). The Director reviewed an ongoing litigation with Council and was provided with direction.

- 6.3 We received Staff Report GGF-2019-12 from the Chief Administrative Officer regarding personal matters about an identifiable individual, including municipal or local board employees (Committee Appointments).  
Following discussion, Council agreed to consider the required recommendation following the adjournment of Closed Session.

**Moved By: Councillor Jeff Bumstead**

**Seconded By: Councillor Mary Warnock**

**That Council adjourn to a Closed Session at 5:00 p.m.**

**Carried.**

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

**That Council appoints Ken Lung to the Heritage Committee and Krista Gliddon & Ken Fulford to the Waubaushene Recreation Committee for the remainder of the 2018-2022 term;**

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

**Carried.**

**7. ADJOURNMENT:**

Moved by Councillor Norris and seconded by Councillor Bumstead.

**That this Committee of All Council meeting adjourn at 5:02 p.m. and reconvene on March 13, 2019.**

**Carried.**

Minutes Recorder: Alison Gray, Clerk



**Township of Tay  
Horticulture Committee  
Minutes  
January 17, 2019**

The Horticulture Committee met at 3:00 p.m. in the Vic Kelley Room on January 17, 2019

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

**Staff Present:** Alison Gray, Clerk

**1.0 Call to Order**

The meeting was called to order at 3:00 p.m.

**1.1 Appointment of Chair**

**Moved By: Betty Wakish**

**Seconded By: Susan Reid**

**That Marina Josey be elected Chair of the Horticulture Committee.**

**Carried.**

**2.0 Declarations of Interest**

There were no declarations of interest.

**3.0 Adoption of the Minutes**

None were presented.

**4.0 Business Arising from the Minutes**

None were presented.

**5.0 Correspondence**

None were presented.



## **6.0 New & Unfinished Business**

### **6.1 2019 Meeting Schedule**

The members reviewed and approved the 2019 Meeting Schedule.

### **6.2 Review of Committee Terms of Reference**

The members reviewed the terms of reference particularly their mandate and past projects.

Following discussion, the Committee agreed to move forward with a decorative bicycle program in 2019. The bicycles would be painted and placed at the community entrance signs, with the first one located at the Township Office. It was agreed that future expansions could include bicycles at trailheads along the Tay Shore Trail and other parks in the community.

Staff was directed to report back as to the number of community entrance signs and committee members agreed to look into how they bicycles may be acquired.

### **6.3 Review of 2019 Projects/Plans**

The Committee reviewed the following 2019 projects:

- Tay Blooms Event – to be held on the first Saturday in June
- Benny Club Planting – to be scheduled once correspondence is received from the Benny Club
- Garden Awards- to be reviewed at the next meeting
- 2019 Garden Project – Decorative Bicycle Project (see notes above)
- Newsletter (Bi-Annual) – Staff was directed to circulate a link to past newsletters and members were requested to bring ideas/information to the next meeting

## **7.0 Adjournment & Next Meeting**

That the meeting adjourn at 4:17 p.m.

## Sustainability Committee Meeting Minutes

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**Date:** Thursday, December 6, 2018  
**Time:** 10am-12pm  
**Location:** SSS Office, 105 Fourth Street, Midland, ON

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### In Attendance

Alicia Hall, Sustainable Operations Analyst, County of Simcoe  
Doug Luker, CAO, Township of Tiny  
Chris McLaughlin, General Manager, NSCFDC  
Councillor Jonathan Main, Town of Midland  
Councillor Ron Stevens, Township of Severn  
Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association  
Morgan Levison, Climate Change Lead, Healthy Environments Program, Simcoe Muskoka District Health Unit  
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound  
Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe  
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

### Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
Aisha Chiandet, Water Scientist, Severn Sound Environmental Association  
Brenda Armstrong, Program Manager, Healthy Environments Program, Simcoe Muskoka District Health Unit  
Deputy Mayor Anita Dubeau, Town of Penetanguishene  
Deputy Mayor Steffen Walma, Township of Tiny and County of Simcoe representative  
Councillor Cate Root, Township of Tay  
Councillor Jack Contin, Town of Midland  
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay  
Julie Cayley, Executive Director, Severn Sound Environmental Association  
Nick Popovich, Director of Development Services, Township of Georgian Bay

### 1.0 Approval of agenda

SC Chair D. Luker requested any additions and/or changes to agenda. With no further additions and/or changes to the agenda, D. Luker requested a motion to approve the agenda. Moved by, R. Stevens, seconded by J. Main. Carried.

### 2.0 Approval of minutes from the 8-Nov-2018 SC meeting (pages 6-10)

No comments and/or corrections were received. Motion to approve the 8-Nov-2018 minutes. Moved by M. Hudolin, seconded by M. Levison. Carried.



SustainabilityComm  
ittee-4-Oct-2018\_Dr

### 3.0 SSS work plan items

#### 3.1 Reports to Councils

The following information was sent to Councils on 16-Nov-2018:

- Memorandum SSS-2018-04: Update on the Repeal of the Green Energy Act (GEA) and the impact on your municipality (Midland included as example, page 11-15).

Action item: Next report from SSS to Council's to be sent mid Jan-2019, requesting approval of municipal-level GHG reduction targets and municipal-level climate action plan (see Item 3.2).



Memorandum-SSS-  
2018-04-GEA-Repeal

- Submission by SSS and the SC to the Ministry of Environment, Conservation and Parks (page 16-20), re: Provincial climate change plan consultation ('made-in-Ontario climate plan').

Action item: SSS to provide comment on the plan before the Jan-2019 deadline. Draft to be provided to the SC at the 10-Jan-2019 meeting.



Comments-Sustaina  
bleSevernSound-Or

- Approved SC meeting minutes available at: <https://www.sustainablesevernsound.ca/agendas.php>
  - o 12-Jul-2018
  - o 6-Sept-2018
  - o 9-Aug-2018
  - o 4-Oct-2018

Action item: Decision made to send SC meeting minutes to clerks monthly versus quarterly.

#### 3.2 Update on the development of the municipal-level climate change action plan

- Includes specific municipal recommendations, targets, GHG inventory – complimentary to the regional LCCAP. Draft municipal-level action plans provided to SC members in attendance.  
Action item: SSS to investigate the development of a letter addressed to municipal Councils and CAOs from SSS/SC which aligns with the Feb-2019 report to Council, with the recommendation to integrate their PCP program commitments and their respective climate change action plan goals and targets into their strategic plans.

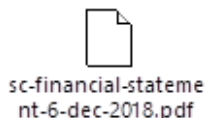
### 3.3 Update on municipal PCP membership status

- Joint SSS and Oro-Medonte report to be sent to Council on 9-Jan-2018 overviewing (a) value of SSS participation, (b) recommendation to join the PCP program (c) request for provision of out-standing data to SSS to complete the Township's baseline GHG inventory and (d) to present 2019/2020 budget request.
- [2019 National Measures Report survey](#)  
Action item: SC members to identify 1-2 actions or projects in their municipality for submission by SSS. SSS will then complete the survey on behalf of each municipality prior to the 15-Feb-2019 deadline. SSS to consider submission summarizing the collective work by SSS as supported by multiple municipalities - and the GHG reductions to be achieved if each municipality meets their targets.

## 4.0 SSS Budget

### 4.1 30-Nov-2018 Financial Statement (page 21-22)

- Motion to receive 30-Nov-2018 Financial Statement for information, moved by C. McLaughlin, seconded by J. Main. Carried. SSS was not successful in receiving the FCM Climate Change staff grant.  
Action item: Decision made for SSS to send FCM a letter requesting additional clarification as to why application was declined. Letter to be reviewed by D. Luker and C. McLaughlin prior to submission.



## 5.0 Other business and roundtable information-sharing

- SSEA – Finalized Strategic Plan (distributed)
- Midland – Inaugural meeting has taken place, Council appointments upcoming. Save the Date for the Butternut Festival on June 8 2019!
- Severn – Inaugural meeting has taken place, \$3million Recreation Facility in the works
- SMDHU – Into Phase 2 of Climate Change Action Plan, focusing on community engagement – waiting to hear back from Health Canada re: funding to do adaptation planning around climate change and health (3 year); allowing for more staff resources supporting adaptation planning and outreach to municipalities around adaptation.

- County of Simcoe: Budget may not get approved till Jan/Feb 2019; requirement to update Corporate Energy Plan as required by Province heading in the direction of the PCP program
- SSS: SSS/SSEA merger was spoken to at Tay Council orientation utilizing the communication plan –questioned the time frame of this merger and appointments to Ad-Hoc; to bring to SSS-SSEA Ad-Hoc committee meeting.
- NSCFDC- Put in joint application to WES from Federal Government to support entrepreneurial women throughout the County of Simcoe.
- Tiny: Inaugural meeting and Council orientation is complete, budget meeting taking place on December 12th. One of the cottage associations received grant from OTF for eradication of an aquatic invasive species

#### 6.0 SSS and SC Meeting Schedule, 2018-2019 (page 5)

<b>Adjournment:</b>	Time:	11:15am
<b>Next Meeting</b>	When:	<b>Thursday, January 10, 2018</b>
	Time:	<b>10am-12pm</b>
	Where:	<b>SSS Office, 105 Fourth Street, Midland</b>

**Item 6.0 SSS and SC Meeting Schedule, 2018-2019<sup>1</sup>**

Date	Time	Purpose
Thursday, December 6, 2018	10am-12pm	<ul style="list-style-type: none"> <li>Distribution of municipal-level action climate change action plans to each respective member for review and request for direction to SSS staff</li> </ul>
Thursday, January 10, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Presentation of 2019 work plan items by V. Ervick</li> </ul>
Thursday, February 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Council endorsement of municipal-level climate change action plans</li> <li>Best practice report review, climate change, GHGs and strategic plans</li> </ul>
Thursday, March 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Council endorsement of municipal-level climate change action plans</li> <li>Best practice report review, GHGs and asset management regulation requirements</li> <li>Review of revised OTF Grow Grant for May submission (<i>Re: LCCAP Implementation Plan, Strategy 1, Rec.1</i>)</li> </ul>
Thursday, April 11, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Best practice report review, climate change, GHGs and CDM plans</li> </ul>
Thursday, May 9, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Best practice report review, climate change, GHGs and emergency management plans</li> <li>Final review of OTF Grow Grant for submission</li> </ul>
Thursday, June 6, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Partners for Climate Protection (PCP) program milestone progress</li> <li>Status update of annual GHG data collection and analysis</li> </ul>
Thursday, July 11, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection and analysis</li> <li>Review of newsletter #1 (bi-annual progress report #1)</li> </ul>
Thursday, August 8, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection and analysis</li> <li>Release of newsletter #1 (bi-annual progress report #1)</li> </ul>
Thursday, September 5, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection and analysis</li> <li>Review of 2020 budget request letters to municipalities</li> </ul>
Thursday, October 10, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Completion of annual Partners for Climate Protection program reporting</li> <li>Review of 2020 work plan items</li> </ul>
Thursday, November 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Review of newsletter #2 (bi-annual progress report #2)</li> <li>Discussion of reporting requirements for FCM Annual PCP Members Survey</li> <li>Presentation of 2020 work plan items</li> </ul>
Thursday, December 5, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Release of newsletter #2 (bi-annual progress report #2)</li> </ul>

<sup>1</sup> All meetings take place at the SSS office, located at 105 Fourth Street, Midland unless otherwise stated.

**MEMORANDUM SSS-2018-04**


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To: Honourable Mayor McKay, members of Council, CAO John Skorobohacz and municipal staff  
 From: Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)  
 Date: 16-November-2018  
 RE: Update on the Repeal of the Green Energy Act (GEA) and its impact on the Town of Midland

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**Memorandum Recommendation**

THAT Memorandum No. SSS-2018-04 dated 16-Nov-2018 submitted by SSS<sup>1</sup> and the SC to the Town of Midland be received for information.

**Summary: Repeal of the Green Energy Act**

On September 20<sup>th</sup>, 2018 the Provincial government announced the repeal of the Green Energy Act (GEA). The GEA was enacted in 2009 for the purpose of fostering the growth of renewable energy, promoting a green economy, and ensuring that the broader public sector makes effort to conserve and uses energy efficiently. This repeal still needs to be successful in the 2<sup>nd</sup> and 3<sup>rd</sup> reading prior to Royal Assent into Provincial legislation.

<sup>1</sup> Sustainable Severn Sound (SSS) is a regional sustainability program supported by 7 of the municipalities in the County of Simcoe and the District Municipality of Muskoka, including the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay. This project also receives in-kind support and Sustainability Committee representation from the North Simcoe Community Futures Development Corporation / Société d'aide au développement des collectivités Simcoe Nord (NSCFDC), the Severn Sound Environmental Association (SSEA), and the Simcoe-Muskoka District Health Unit (SMDHU). The SC serves as an advisory committee to SSS by supporting the SSS objectives to: (1) educate municipalities and their communities on sustainable practices and policies and connect them to resources, tools and funding, (2) advance the adoption of practices/policies within municipal operations to support climate change action, greenhouse gas mitigation and sustainable communities, and (3) advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities.

The Proposed repeal of the GEA will result in amendments to the following Acts:

Regulation	Proposed amendment	Potential impacts to municipal operations
Electricity Act, 1998	Reintroduce GEA energy conservation and efficiency initiatives	Municipalities will continue to report annually on its facility energy consumption and associated greenhouse gas emissions, and will develop and implement energy conservation and demand management plans every 5 years.
Planning Act, 1990	Restore municipal authority over siting renewable energy projects	Municipal planning authority will be restored regarding the siting of renewable energy generation projects, as they will be subject to planning tools such as zoning and Official Plan By-laws.
Environmental Protection Act, 1990	Authorize the Lieutenant Governor in Council to prohibit issuance of Renewable Energy Approvals (REAs) where energy demand is not demonstrated	The Province still needs to define how renewable energy projects will demonstrate demand to obtain the necessary Provincial approvals. This may impact municipalities' ability to receive Renewable Energy Approval for future renewable energy projects.

### (1) Amendments to the Electricity Act, 1998

Provisions related to certain energy conservation and efficiency initiatives would be repealed from the Green Energy Act and would be re-introduced in the Electricity Act, specifically:

- **Promoting Energy Conservation ([O. Reg 97/08](#))**: permits the use of energy efficient goods, services and technologies despite restrictions that may prevent their use;
- **Energy Efficiency Standards ([O. Reg 404/12](#))**: regulates energy and water efficiency standards for appliances and products in Ontario;
- **Customer Access to Data**: establishes a framework to introduce a common data standard for energy data i.e. Green Button Initiative;
- **Energy and Water Reporting and Benchmarking ([O. Reg 20/17](#))**: Ontario building owners (commercial, industrial, multi-unit residential and other building types) that are 50,000 square feet or larger, are required to report their building's energy and water consumption and greenhouse gas (GHG) emissions annually; and



- **Broder Public Sector Energy Reporting ([O. Reg 397/11](#))**: Public sector agencies (including municipalities) are required to report annually on their energy use and associated GHG emissions and publish reports this data on their websites, in addition to a five energy conservation and demand management plan.

Impacts to the municipal operations:

No impacts to current municipal operations. Municipal staff will continue to report to the Province annually on the Town's facility energy consumption and associated GHG emissions and will develop and implement an energy conservation demand management plan every 5 years.

**(2) Amendments to the Planning Act, 1990**

The Green Energy Act gave the Provincial government authority to approve renewable energy projects, despite if resistance was demonstrated from residents or the municipal government. The Planning Act would be amended to repeal exemptions that exist under the Green Energy Act for renewable energy undertakings from most land use planning instruments. This would restore municipal planning authority regarding the siting of renewable energy generation facilities. In addition, the legislation would:

- Provide immunity from litigation arising from the restoration of municipal planning authority; and
- There can no longer be an official appeal made to the Local Planning Appeal Tribunal (formerly known as the Ontario Municipal Board) where Official Plan and zoning By-law policies do not support the siting of renewable energy. The Minister of Municipal Affairs and Housing is exempt to this amendment.

Impacts to municipal operations:

An appeal is being made to empower municipalities to use planning tools to control the siting of renewable energy projects, including policy statements, provincial plans, zoning By-laws, public works and By-laws to conform to Official Plans, demolition control By-laws, development permit regulations and orders under Section 17 under the Ontario Planning and Development Act, 1994. Empowering municipalities to have more control on the siting of renewable energy

projects should be considered through the current Official Plan and associated zoning By-law updates.

### **(3) Amendments to the Environmental Protection Act, 1990**

The Environmental Protection Act will be amended to give the Lieutenant Governor in Council the authority to make regulations to prohibit the issuance or renewal of Renewable Energy Approvals.

- This would include circumstances where the demand for the electricity that would be generated by the renewable energy project has not been demonstrated; and
- A renewable energy project developer will be required to demonstrate that there is demand for the electricity they will generate to get a renewable energy approval for wind, solar or bio-energy projects.

#### Impacts to municipal operations:

This regulatory amendment would affect future renewable energy approval applicants and those whose applications are under review. It will not affect renewable energy approvals that have already been issued. The Province has not yet defined what is specifically required to demonstrate a demand for electricity as a result of the regulation. This may impact the process to receive a REA if your municipality were to pursue future renewable energy projects.

### **Conclusion**

The Town of Midland has taken a strong leadership position on actions to mitigate and adapt to climate change as a member of SSS and the SC, and through your Council's 2018 commitment to join the Federation of Canadian Municipalities Partners for Climate Protection (PCP) program. This information as contained in this memorandum relates to efforts your municipality may take in the response to climate change. In addition to the success of your various community sustainability and climate change mitigation initiatives (i.e., your efforts to conserve energy through streetlight conversions to light emitting diodes (LEDs), traffic light retrofits to LEDs, arena upgrades, installation of variable frequency drives (Vindin flume, well #15, well #7), your 'solar-ready' operations center, on-

going tree planting and tree dedication efforts), SSS and the SC are currently working to identify realistic and achievable climate change actions to further mitigate (reduce) your GHG contributions, save the Town money and deliver on your PCP program commitments. If you would like further information in relation to this memorandum or to the services provided by SSS and the SC, please connect with Councillor Jonathon Main or Councillor Jack Contin, your current Council representatives to the Sustainability Committee.

The information presented in Memorandum SSS-2018-04 was prepared by Victoria Ervick, SSS's Climate Change Coordinator and is adapted from an analysis completed by Christina Guido from the Town of Caledon summarizing the repeal and the impacts to Ontario municipalities.

**Cc:** Andy Campbell, Director, Engineering, Water and Wastewater, PCP staff representative  
Councillor Jack Contin, Sustainability Committee member  
Councillor Jonathon Main, Sustainability Committee member

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## Links and Resources

Bill 34, Green Energy Repeal Act, 2018

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-34>

Electricity Act, 1998

<https://www.ontario.ca/laws/statute/98e15>

Environmental Protection Act, 1990

<https://www.ontario.ca/laws/statute/90e19>

Planning Act, 1990

<https://www.ontario.ca/laws/statute/90p13>

Planning and Development Act, 1994

<https://www.ontario.ca/laws/statute/94o23>

Federation of Canadian Municipalities, Partners for Climate Protection program

<https://fcm.ca/home/programs/partners-for-climate-protection.htm>

SSS's Local Climate Change Action Plan: Regional Greenhouse Gas Summary, 2018

<https://drive.google.com/file/d/11nCL5EugvgXcW6aSQY1LKtGxerK9b9IA/view>

Tracy Roxborough  
 Sustainability Coordinator  
 Sustainable Severn Sound (SSS)  
 105 Fourth Street  
 Midland, ON  
 L4R 4K6

November 15, 2018

**RE: Consultation: A made-in-Ontario climate change plan**

To representatives from the Ministry of Environment, Conservation and Parks:

Sustainable Severn Sound (SSS) is a sustainability-focused not-for-profit program funded and directed by seven of the municipalities in the southern Georgian Bay area (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay). In addition to these partners, we work in collaboration with the North Simcoe Community Futures Development Corporation (NSCFDC), the Severn Sound Environmental Association (SSEA), the Simcoe-Muskoka District Health Unit (SMDHU), and the County of Simcoe. SSS works with these partners to (1) educate municipalities and their communities on sustainable practices and policies and connect them to resources, tools and funding, (2) to advance the adoption of practices/policies within municipal operations to support climate change action, greenhouse gas mitigation (GHG) and sustainable communities, and (3) to advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities.

In 2018, in collaboration with our municipal and community partners, SSS developed our Local Climate Change Action Plan (LCCAP): Regional GHG Summary. The LCCAP includes the development of a community-wide GHG inventory for our 7 municipal partners, the setting of corporate and community GHG reduction targets, and the identification of action to reduce those GHGs, as selected by stakeholders and members of these 7 communities. Initiatives arising from the LCCAP will reduce

overall GHG emissions in the region while also delivering on municipal energy conservation goals and positively impacting the economic, social and environmental sustainability of our communities.

The organizational model applied by SSS in utilizing our limited resources to advance corporate and community climate change action in our smaller, mostly rural municipalities has positioned our local governments and their communities to take an active response to climate change, and demonstrates a successful archetype of municipal collaboration and innovation. Further support of this model by the Province within the made-in-Ontario climate plan would allow for continued sharing and learning opportunities by these municipalities – which is vital to growing the knowledge-base of not only our local municipal representatives, but also the public-at-large. This collaboration and innovation should be recognized by the Province, with SSS and similar models referenced as examples of successful approaches to climate action by smaller municipalities that are constrained by limited resources as mentioned above, demonstrating that action can be taken in any size municipality, and that the response to climate change is the responsibility of us all, not just our urban centres. The success of Ontario's new climate plan relies on a strong network of climate partnerships that includes collaborative organizations such as SSS and the municipalities that work as part of our collective. Correspondingly, in 2018 our partner municipalities committed to taking on climate change by joining the Federation of Canadian Municipalities (FCM) and ICLEI's – Local Governments for Sustainability Partners for Climate Protection (PCP) program. Our municipalities have designated SSS as the organization responsible for representing their local government and community in the proven 5-milestone program to reduce GHG emissions.

As part of the LCCAP, SSS acquired the data needed to prepare GHG inventories for each of our 7 partner municipalities in alignment with the PCP program's Canadian Supplement to the International Emissions Analysis Protocol. The completion of these 7 GHG inventories is of key importance to the success of our efforts to reduce GHGs as they allow for:

- a better understanding of the link between environmental pollution and the effects of such pollutants,
- identification of the sectors, sources, and activities responsible for GHG emissions,
- policy formation and implementation,
- understanding of GHG emission contributions and GHG reduction trends,
- the development of cost-effective mitigation actions,

- monitoring of progress towards climate change and GHG reduction goals, and
- the sharing of this information with the public.

It is imperative that the work completed by our municipalities as members of the PCP program be recognized, and that this work be considered in the development of the Province's made-in-Ontario climate plan. Additionally, the leadership demonstrated by these municipalities deserves due recognition through new funding and resource supports to sustain the momentum achieved by the development of these comprehensive local climate change action plans that truly demonstrate leadership and innovation through collaboration/resource-sharing.

The task of preparing the 7 GHG inventories posed a significant challenge, and required the investment of significant SSS staff time, municipal staff and Council member efforts and finances by these municipalities. In smaller municipalities, the energy service providers can be numerous, varied in size, and limited in their respective capacity to provide data as requested to complete these GHG inventories. The challenges associated with the collection of data could be limited by bringing forward a provincial requirement for all energy service providers to report annual energy use at the municipal-level, versus the service-scale of the utility. Easier access to energy data for Ontario municipalities and their partners would simplify the data collection process, and limit the ever-increasing data requests from municipalities to these service providers which likely slow down the overall data acquisition phase. Therefore, reliable and consistent energy data per municipality and per their respective community, including that on transportation, should be made available to all municipalities; collected, analyzed and maintained by the Province, as this would ensure a consistent approach to calculating and/or modelling achieved and/or projected energy use and associated GHG contributions/reductions, and allow for a better understanding of energy use per community. This would also support a complementary GIS or mapping application that could allow for energy mapping which could be accessed by any and all municipalities.

SSS also recommends and requests the need for increased availability of provincial funding to support the implementation of GHG emissions reduction projects for smaller, rural and semi-rural communities encouraging these municipalities through priority funding in applying collective impact models and a learning-by-experience approach to GHG reduction actions, and to fully realize the quantitative, targeted results of our regional and municipal-level climate change action plans. Based upon our

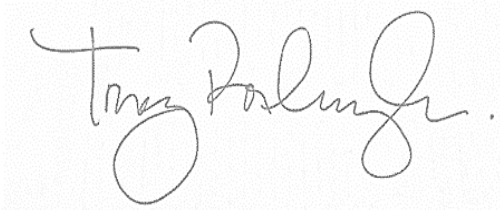
analysis completed through our local climate change action plans, municipal facilities and community residential areas consistently account for the highest energy sector use behind transportation - and offer the largest opportunity for significant energy savings, cost-savings and GHG reductions. Consequently, funding and incentive programs that target those high energy use municipal facilities and residential areas should be made available to local governments and the not-for-profits that support them, especially in our rural and semi-rural municipalities and their communities who generally rely on non-sustainable energy sources.

As growing communities located within 165 kilometres of Toronto which are also high-use seasonal locations for our urban neighbours, our municipalities have the unique opportunity to pilot innovative and effective climate action through better community design and by applying new technologies and approaches as our communities grow and expand. In order to ensure the most effectual and fair allocation of funds, the Province should undertake further consultation with rural and semi-rural municipalities and their communities to ensure any funding programs developed as a result of the Province's made-in-Ontario climate change plan recognize local priorities and capacity. Funding options are needed not only for large-scale GHG emissions projects, but also for more scalable projects which can be realistically undertaken by smaller municipalities, needed to build internal capacity and skill-level, and to foster stakeholder support and action.

Furthermore, recognition of the value of the natural infrastructure and the services provided by our rural and semi-rural communities is needed. SSS recommends that an ecological services evaluation standard should be developed by the Province to quantify these services provided, boosting the value of these areas through the assignment of an economic benefit, and that the continued value of these benefits and the services they provide be supported through committed provincial funding to preserve, restore and/or enhance these areas (i.e, wetlands, forests, green spaces and parks).

SSS would like to thank the Province for the opportunity to share SSS's comments on the made-in-Ontario climate plan. We would be pleased to speak with a representative from the Province regarding this submission. Please contact myself, Tracy Roxborough, Sustainability Coordinator, at 705.526.1371 x.112 or by email at [tracy@sustainablesevernsound.ca](mailto:tracy@sustainablesevernsound.ca) with any questions. We look forward to participating in further discussions regarding the proposed made-in-Ontario climate plan.

With kind regards,

A handwritten signature in black ink, appearing to read 'Tracy Roxborough', is displayed on a light gray background.

Tracy Roxborough  
Sustainability Coordinator  
Sustainable Severn Sound

Cc: Sustainability Committee Membership  
Midland: Councillor Jack Contin; Councillor Jonathan Main | Penetanguishene: Andrea Betty, Director of Planning and Community Development; Deputy Mayor Anita Dubeau; Councillor Mike Lauder | Township of Georgian Bay: Nicholas Popovich, Director of Planning and Development | Township of Severn: Councillor Ron Stevens | Township of Oro-Medonte: Councillor Barbara Coutanche | Township of Tiny: Doug Luker, CAO | Township of Tay: Councillor Cate Root | County of Simcoe: Deputy Mayor Steffen Walma, Township of Tiny | County of Simcoe: Tyler Hunt, Sustainable Operations Supervisor, Procurement, Fleet and Property | Simcoe Muskoka District Health Unit: Brenda Armstrong, Program Manager, Healthy Environments Program; Morgan Levison, Climate Change Lead, Healthy Environments Program | Severn Sound Environmental Association: Julie Cayley, Executive Director; Michelle Hudolin, Wetlands and Habitat Biologist | North Simcoe Community Futures Development Corporation: Chris McLaughlin, Executive Director | Sustainable Severn Sound: Victoria Ervick, Climate Change Coordinator



12/05/18  
Accrual Basis

**Sustainable Severn Sound**  
**Profit & Loss Budget vs. Actual SSS**  
**As of November 30, 2018**

	Jan - Dec 18	Budget	\$ Over Budget
<b>Income</b>			
4100 · Municipal Contributions	64,200.00	64,200.00	0.00
4104 · County of Simcoe Grant	9,247.75		
4200 · Interest Income	450.29		
<b>Total Income</b>	<b>73,898.04</b>	<b>64,200.00</b>	<b>9,698.04</b>
<b>Gross Profit</b>	<b>73,898.04</b>	<b>64,200.00</b>	<b>9,698.04</b>
<b>Expense</b>			
5000 · Payroll Expense			
5010 · CPP Expense	1,904.54	2,858.48	-953.94
5020 · EI Expense	937.44	930.00	7.44
5030 · Health Benefits Expense	2,222.79	2,411.40	-188.61
<b>Total 5000 · Payroll Expense</b>	<b>5,064.77</b>	<b>6,199.88</b>	<b>-1,135.11</b>
5100 · Payroll			
5160 · Wage Expense	40,380.23	61,758.06	-21,377.83
<b>Total 5100 · Payroll</b>	<b>40,380.23</b>	<b>61,758.06</b>	<b>-21,377.83</b>
5200 · Occupancy & Equipment			
5270 · Cellular Phone Expense	381.04	480.00	-98.96
5280 · Rent Expense	2,200.00	2,400.00	-200.00
<b>Total 5200 · Occupancy &amp; Equipment</b>	<b>2,581.04</b>	<b>2,880.00</b>	<b>-298.96</b>
5300 · Meetings & Events Expense			
5301 · OTF Venue Costs	402.95		
5310 · Meeting Expenses	39.51	75.00	-35.49
<b>Total 5300 · Meetings &amp; Events Expense</b>	<b>442.46</b>	<b>75.00</b>	<b>367.46</b>
5400 · Audit	250.00	250.00	0.00
5500 · Other Expenses			
5501 · Conferences & Prof. Development	0.00	1,500.00	-1,500.00
5555 · Professional Printing Services	280.64		
<b>Total 5500 · Other Expenses</b>	<b>280.64</b>	<b>1,500.00</b>	<b>-1,219.36</b>
5600 · Administration			
5620 · Computer & Software Purchase	1,534.74	500.00	1,034.74
5650 · Materials, Supplies & Postage	97.87	200.00	-102.13
5660 · Website Maintenance/ Updates	82.60	500.00	-417.40
5690 · Translation	0.00	200.00	-200.00
5695 · Travel	-157.54	750.00	-907.54
<b>Total 5600 · Administration</b>	<b>1,557.67</b>	<b>2,150.00</b>	<b>-592.33</b>
<b>Total Expense</b>	<b>50,556.81</b>	<b>74,812.94</b>	<b>-24,256.13</b>
<b>Net Income</b>	<b>23,341.23</b>	<b>-10,612.94</b>	<b>33,954.17</b>

12/05/18  
Accrual Basis

**Sustainable Severn Sound**  
**Profit & Loss Budget vs. Actual FCM**  
As of November 30, 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4106 · FCM</b>	51,800.00	68,400.00	-16,600.00	75.7%
<b>Total Income</b>	51,800.00	68,400.00	-16,600.00	75.7%
<b>Gross Profit</b>	51,800.00	68,400.00	-16,600.00	75.7%
<b>Expense</b>				
<b>5000 · Payroll Expense</b>				
5010 · CPP Expense	1,689.18	2,254.50	-565.32	74.9%
5020 · EI Expense	830.23	1,124.34	-294.11	73.8%
<b>Total 5000 · Payroll Expense</b>	2,519.41	3,378.84	-859.43	74.6%
<b>5100 · Payroll</b>				
5160 · Wage Expense	36,880.44	50,939.12	-14,058.68	72.4%
<b>Total 5100 · Payroll</b>	36,880.44	50,939.12	-14,058.68	72.4%
<b>5300 · Meetings &amp; Events Expense</b>				
5301 · OTF Venue Costs	75.00			
5310 · Meeting Expenses	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5300 · Meetings &amp; Events Expense</b>	75.00	2,500.00	-2,425.00	3.0%
<b>5500 · Other Expenses</b>				
5550 · Public Relations & Marketing	2,661.56	3,500.00	-838.44	76.0%
5551 · Digital Services	595.83	5,500.00	-4,904.17	10.8%
<b>Total 5500 · Other Expenses</b>	3,257.39	9,000.00	-5,742.61	36.2%
<b>5600 · Administration</b>				
5620 · Computer & Software Purchase	517.31	3,500.00	-2,982.69	14.8%
5695 · Travel	597.99	800.00	-202.01	74.7%
<b>Total 5600 · Administration</b>	1,115.30	4,300.00	-3,184.70	25.9%
<b>Total Expense</b>	43,847.54	70,117.96	-26,270.42	62.5%
<b>Net Income</b>	<b>7,952.46</b>	<b>-1,717.96</b>	<b>9,670.42</b>	<b>-462.9%</b>

## Sustainability Committee Meeting Minutes

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**Date:** Thursday, January 10, 2019  
**Time:** 10am-12pm  
**Location:** SSS Office, 105 Fourth Street, Midland, ON

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### In Attendance

Brenda Armstrong, Program Manager, Healthy Environments Program, Simcoe Muskoka District Health Unit  
Chris McLaughlin, General Manager, NSCFDC  
Councillor Ron Stevens, Township of Severn  
Councillor Jeff Bumstead, Township of Tay  
Deputy Mayor Anita Dubeau, Town of Penetanguishene  
Doug Luker, CAO, Township of Tiny  
Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association  
Nick Popovich, Director of Development Services, Township of Georgian Bay  
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound  
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

### Regrets

Alicia Hall, Sustainable Operations Analyst, County of Simcoe  
Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
Aisha Chiandet, Water Scientist, Severn Sound Environmental Association  
Councillor Jonathan Main, Town of Midland  
Councillor Carole McGinns, Town of Midland  
Deputy Mayor Steffen Walma, Township of Tiny & County of Simcoe representative  
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay  
Julie Cayley, Executive Director, Severn Sound Environmental Association  
Morgan Levison, Climate Change Lead, Healthy Environments Program, Simcoe Muskoka District Health Unit  
Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe

#### 1.0 Approval of agenda

SC Chair D. Luker requested any addition and/or changes to the agenda. Item 5.2 added. Moved by R. Stevens, seconded by A. Dubeau. Carried.

#### 2.0 Approval of minutes from the 6-Dec-2018 SC meeting (pages 8-11)

No comments and/or corrections were received. Motion to approve the 6-Dec-2018 minutes. Moved by N. Popovich, seconded by J. Bumstead. Carried.



draft-minutes-sustainable-committee-

### 3.0 SSS work plan items

#### 3.1 Reports to Councils, committees and/or municipal staff

*The following information was submitted to Councils in Dec-2018:*

- Approved SC meeting minutes 8-Nov-2018, available at:  
<https://www.sustainablesevernound.ca/agendas.php>
- Next report from SSS to Councils to be sent mid-Jan-2019 to mid-Mar-2019, corresponding with delegations. Delegations to be completed with the objectives to:
  - A. support SSS's budget request for 2019,
  - B. acquire approval of municipal-level GHG reduction targets and municipal-level action plan (see Item 3.2)

#### 3.2 Update on the development of the municipal-level climate change action plans

1. **Midland:** Deadline for draft by SSS is 25-Jan-2019, presentation to Technical Review Committee proposed for 19-Feb-2019.
2. **Penetanguishene:** Draft sent to department heads/Technical Review Committee members for comment on 20-Dec-2018, presentation to TRC by SSS on 10-Jan-2019, delegation to Council TBD. Draft available at:  
<https://drive.google.com/file/d/1RTq19XypSO0IAJnVmFW1CefGa731rW4M/view?usp=sharing>
3. **Georgian Bay:** Draft shared with N. Popovich on 17-Dec-2018 for comment, to be reviewed during meeting with SSS staff and N. Popovich on 24-Jan-2019, prior to sending to Township staff, budget delegation to Council 15-Jan-2019, presentation to Planning Council proposed for 7-Mar-2019, draft available at:  
<https://drive.google.com/file/d/1Sbxb14eYBLfD4NyTrr2EbJMY5-60wXZa/view?usp=sharing>
4. **Severn:** Draft available, to be discussed with R. Stevens prior to sending to Township staff in mid-Jan, Mar-2019 presentation to be scheduled with R. Steven's approval, draft available at: [https://drive.google.com/file/d/1F-ulsD0QVucDYNOs\\_ecK\\_W7fWa5zvyq5/view?usp=sharing](https://drive.google.com/file/d/1F-ulsD0QVucDYNOs_ecK_W7fWa5zvyq5/view?usp=sharing)
5. **Oro-Medonte:** Presentation to Council scheduled for 9-Jan-2019, requesting (a) 2019 budget contribution, (b) PCP membership commitment and (c) provision of outstanding energy data to SSS in order to complete the Township's 2015 GHG baseline profile, presentation available at:  
<https://drive.google.com/file/d/1W7ioem1oDHLlcEdL4oJeNmHMo2nTuHYG/view?usp=sharing>

6. **Tiny**: Draft available, meeting with Administrative and Public Works managers on 17-Jan-2019 to review draft, delegation to Council scheduled for 30-Jan-2019, draft available at: <https://drive.google.com/file/d/1stAGeiZuU-CQSAaWeIBFsmioLL5atgMt/view?usp=sharing>
7. **Tay**: Draft available, sent to department heads for comment on 3-Jan-2019, delegation to Council proposed for either 13-Feb-2019 or 13-Mar-2019, draft available at:  
<https://drive.google.com/file/d/11ZGc2PlaLVq7BiHQRHGU6DWiCsaZf2RY/view?usp=sharing>

### 3.3 Update on municipal PCP membership status

#### 2019 National Measures Report survey

- Deadline 15-Feb-2019 to have your municipality's achievements related to climate change included in FCM's report, SSS is here to assist you in:
  - Identifying actions your municipality is taking to reduce GHGs (such as buildings, energy systems, transportation, etc.)
  - Outlining any policies, bylaws, programs or projects used to move this action forward
  - Identifying the scale and stage of implementation
  - Confirming (if any) your targets and expected outcomes

Action Item: Each Sustainability Committee member is responsible for recommending 1-2 actions or projects to SSS from their municipality that they would like recognized. V. Ervick to look at FCM Survey, & identify further information as to what is needed re: identified actions & projects.

### 4.0 2019 SSS work plan, summary presentation (pages 12-14)

Action Item: SSS to draft a letter addressed to CAO's and cc: SC Council members, requesting (1) the consideration to include the climate change action plan and PCP program commitment in the Strategic Plan, (2) the request to be contacted during the strategic planning process, and (3) identify reasons as to why this would be beneficial to each municipality.



Jan 10\_SC 2019  
Workplan.pdf

### 5.0 SSS Budget

#### 5.1 31-Dec-2018 financial statement (pages 15-16)

Motion to receive for information. Moved by N. Popovich, seconded by R. Stevens. Carried.

Action Item: SSS to submit a letter to Donna Goodwin requesting that the County of Simcoe consider extending the deadline for the Arts, Culture and Heritage grant (\$9,247.75) into 2019 for future use. T. Roxborough to send out 2019 budget request letters to municipal partners as needed.



sss-profit-and-loss-  
31-dec-2018-sc-copy

## 5.2 FCM Climate Change Staff Grant – update (page 17-18)

Action Item: T. Roxborough to provide update at 7-February-2019 meeting re: reconsideration of the climate change staff grant from FCM.



7-Jan-2019-MCIP-16  
206.pdf

## 6.0 Other business and roundtable information-sharing

### 6.1 SSS and SC Terms of Reference, updated membership list (pages 19-24)

Action Item: Update SC Council and PCP program appointees (Oro-Medonte, Georgian Bay TBD), and County of Simcoe PCP program appointees. SSS to bring the 2019 Terms of Reference forward to the 7-Feb-2019 SC meeting, including updated membership list for approval. Consider the process of re-electing / electing SC Chair, and bring to 7-Feb-2019 meeting.



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### 6.2 Submission by SSS and the SC re: *Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan*

- ERO number, 013-4208: <https://ero.ontario.ca/notice/013-4208#>, comment period 29-Nov-2018 – 28-Jan-2019.
- Action Item: SSS to submit comments to SC members by 17-Jan-2019. Please send any comments or suggestions to SSS by 24-Jan-2019. SSS will submit to municipalities to be received for information.

### 6.3 Georgian Bay Biosphere's Climate Change Planning Meeting, 21-Jan-2019

Action Item: V. Ervick to send e-mail to SC members with details re: GBBR event, please RSVP.

**COMMUNITY CLIMATE CHANGE PLANNING**  
JANUARY 21ST 2019  
10AM-12PM

WHO?	WHAT?	WHERE?
Planners, Public Works, economic development staff, Council Members	Guest presenter & roundtable. Lunch included.	Wahta Mohawks 2664 Muskoka Rd #38 Bala

Guest speaker: Victoria Ervick, M.E.S.  
Climate Change Coordinator  
Sustainable Severn Sound

RSVP: Abbey Dudas - communications@gbbr.ca

Logos: Wahta, Local Climate Change Action Plan, Georgian Bay Biosphere Reserve

### 6.4 Clean Air Partnership Corporate Energy Managers Workshop summary (pages 25-26)



MEMO-CAP Energy  
Managers Workshop

### 7.0 2019 SSS and SC Meeting Schedule (page 7)

Adjournment: Time: 12:00pm

Next Meeting: When: Thursday, February 7, 2019  
Time: 10am-12pm  
Where: SSS Office, 105 Fourth Street, Midland

Motion to adjourn. Moved by R. Stevens, seconded by N. Popovich. Carried.

## **8.0 Roundtables**

**SSEA** – Tentatively meeting is January 24, 2019 (TBC). Deadline to order tree seedlings is 18-Jan-2019, please contact Michelle Hudolin if interested.

**SMDHU** – Waiting to hear back from Health Canada grant, which would help SMDHU continue having staff working on our climate change project.

**NSCFDC** – “Enhancing Respect in the Workplace” on 21-Feb-2019 – register online.

**Township of Tay** - No updates.

**Township of Penetanguishene** – Main St. construction is complete. Special meeting for budget discussions upcoming, looking forward to this term of Council! Opted in for Cannabis Retail Locations.

**Township of Severn** – 15-Jan-2019 deadline for budget, voted 10-January-2019.

**Township of Georgian Bay** - Hoping to have budget finalized in February 2019.

**Township of Tiny** – Budget is still in progress.



## 9.0 SSS and SC Meeting Schedule, 2019<sup>1</sup>

Date	Time	Purpose
Thursday, January 10, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Presentation of 2019 work plan items by V. Ervick</li> </ul>
Thursday, February 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Council endorsement of municipal-level climate change action plans</li> <li>Best practice report review &amp; submission to Councils/staff, re: climate change, GHGs, PCP program commitment &amp; strategic plans</li> </ul>
Thursday, March 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Council endorsement of municipal-level climate change action plans</li> <li>Best practice report review &amp; submission to Councils/staff, re: GHGs and asset management regulation requirements (climate policy)</li> <li>Review of revised OTF Grow Grant for May submission (<i>Re: LCCAP Implementation Plan, Strategy 1, Rec.1</i>)</li> </ul>
Thursday, April 11, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Best practice report review &amp; submission to Councils/staff, re: climate change, GHGs &amp; CDM plans</li> </ul>
Thursday, May 9, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Best practice report review &amp; submission to Councils/staff, re: climate change, GHGs &amp; emergency management plans</li> <li>Final review of OTF Grow Grant for submission</li> </ul>
Thursday, June 6, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status of Partners for Climate Protection (PCP) program milestone progress</li> <li>Status update of annual GHG data collection &amp; analysis</li> </ul>
Thursday, July 11, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection &amp; analysis</li> <li>Review of newsletter #1 (bi-annual progress report #1)</li> </ul>
Thursday, August 8, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection &amp; analysis</li> <li>Release of newsletter #1 (bi-annual progress report #1)</li> </ul>
Thursday, September 5, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Status update of annual GHG data collection &amp; analysis</li> <li>Review of 2020 budget request letters to municipalities</li> </ul>
Thursday, October 10, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Completion of annual Partners for Climate Protection program reporting</li> <li>Review of 2020 work plan items</li> </ul>
Thursday, November 7, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Review of newsletter #2 (bi-annual progress report #2)</li> <li>Discussion of reporting requirements for FCM Annual PCP Members Survey</li> <li>Presentation of 2020 work plan items</li> </ul>
Thursday, December 5, 2019	10am-12pm	<ul style="list-style-type: none"> <li>Release of newsletter #2 (bi-annual progress report #2)</li> </ul>

<sup>1</sup> All meetings take place at the SSS office, located at 105 Fourth Street, Midland unless otherwise stated.



## Sustainability Committee Meeting Minutes

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**Date:** Thursday, December 6, 2018  
**Time:** 10am-12pm  
**Location:** SSS Office, 105 Fourth Street, Midland, ON

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### In Attendance

Alicia Hall, Sustainable Operations Analyst, County of Simcoe  
 Doug Luker, CAO, Township of Tiny  
 Chris McLaughlin, General Manager, NSCFDC  
 Councillor Jonathan Main, Town of Midland  
 Councillor Ron Stevens, Township of Severn  
 Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association  
 Morgan Levison, Climate Change Lead, Healthy Environments Program, Simcoe Muskoka District Health Unit  
 Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound  
 Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe  
 Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

### Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
 Aisha Chiandret, Water Scientist, Severn Sound Environmental Association  
 Brenda Armstrong, Program Manager, Healthy Environments Program, Simcoe Muskoka District Health Unit  
 Deputy Mayor Anita Dubeau, Town of Penetanguishene  
 Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative  
 Councillor Cate Root, Township of Tay  
 Councillor Jack Contin, Town of Midland  
 Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay  
 Julie Cayley, Executive Director, Severn Sound Environmental Association  
 Nick Popovich, Director of Development Services, Township of Georgian Bay

### 1.0 Approval of agenda

SC Chair D. Luker requested any additions and/or changes to agenda. With no further additions and/or changes to the agenda, D. Luker requested a motion to approve the agenda. Moved by, R. Stevens, seconded by J. Main. Carried.

### 2.0 Approval of minutes from the 8-Nov-2018 SC meeting

No comments and/or corrections were received. Motion to approve the 8-Nov-2018 minutes. Moved by M. Hudolin, seconded by M. Levison. Carried.

SSS and SC Minutes, 6-Dec-2018



SustainabilityComm  
ittee-4-Oct-2018\_Dr

### 3.0 SSS work plan items

#### 3.1 Reports to Councils

The following information was sent to Councils on 16-Nov-2018:

- Memorandum SSS-2018-04: Update on the Repeal of the Green Energy Act (GEA) and the impact on your municipality

Action item: Next report from SSS to Council's to be sent mid Jan-2019, requesting approval of municipal-level GHG reduction targets and municipal-level climate action plan (see Item 3.2).



Memorandum-SSS-  
2018-04-GEA-Repeal

- Submission by SSS and the SC to the Ministry of Environment, Conservation and Parks (page 16-20), re: Provincial climate change plan consultation ('made-in-Ontario climate plan').

Action item: SSS to provide comment on the plan before the Jan-2019 deadline. Draft to be provided to the SC at the 10-Jan-2019 meeting.



Comments-Sustaina  
bleSevernSound-Or

- Approved SC meeting minutes available at: <https://www.sustainablesevernsound.ca/agendas.php>
  - o 12-Jul-2018
  - o 6-Sept-2018
  - o 9-Aug-2018
  - o 4-Oct-2018

Action item: Decision made to send SC meeting minutes to clerks monthly versus quarterly.

#### 3.2 Update on the development of the municipal-level climate change action plan

- Includes specific municipal recommendations, targets, GHG inventory – complimentary to the regional LCCAP. Draft municipal-level action plans provided to SC members in attendance.  
Action item: SSS to investigate the development of a letter addressed to municipal Councils and CAOs from SSS/SC which aligns with the Feb-2019 report to Council, with the recommendation to integrate their PCP program commitments and their respective climate change action plan goals and targets into their strategic plans.

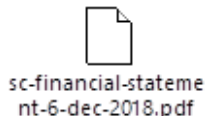
### 3.3 Update on municipal PCP membership status

- Joint SSS and Oro-Medonte report to be sent to Council on 9-Jan-2018 overviewing (a) value of SSS participation, (b) recommendation to join the PCP program (c) request for provision of out-standing data to SSS to complete the Township's baseline GHG inventory and (d) to present 2019/2020 budget request.
- [2019 National Measures Report survey](#)  
Action item: SC members to identify 1-2 actions or projects in their municipality for submission by SSS. SSS will then complete the survey on behalf of each municipality prior to the 15-Feb-2019 deadline. SSS to consider submission summarizing the collective work by SSS as supported by multiple municipalities - and the GHG reductions to be achieved if each municipality meets their targets.

## 4.0 SSS Budget

### 4.1 30-Nov-2018 Financial Statement

- Motion to receive 30-Nov-2018 Financial Statement for information, moved by C. McLaughlin, seconded by J. Main. Carried. SSS was not successful in receiving the FCM Climate Change staff grant.  
Action item: Decision made for SSS to send FCM a letter requesting additional clarification as to why application was declined. Letter to be reviewed by D. Luker and C. McLaughlin prior to submission.



## 5.0 Other business and roundtable information-sharing

- SSEA – Finalized Strategic Plan (distributed)
- Midland – Inaugural meeting has taken place, Council appointments upcoming. Save the Date for the Butternut Festival on June 8 2019!
- Severn – Inaugural meeting has taken place, \$3million Recreation Facility in the works
- SMDHU – Into Phase 2 of Climate Change Action Plan, focusing on community engagement – waiting to hear back from Health Canada re: funding to do adaptation planning around climate change and health (3 year); allowing for more staff resources supporting adaptation planning and outreach to municipalities around adaptation.

- County of Simcoe: Budget may not get approved till Jan/Feb 2019; requirement to update Corporate Energy Plan as required by Province heading in the direction of the PCP program
- SSS: SSS/SSEA merger was spoken to at Tay Council orientation utilizing the communication plan –questioned the time frame of this merger and appointments to Ad-Hoc; to bring to SSS-SSEA Ad-Hoc committee meeting.
- NSCFDC- Put in joint application to WES from Federal Government to support entrepreneurial women throughout the County of Simcoe.
- Tiny: Inaugural meeting and Council orientation is complete, budget meeting taking place on December 12th. One of the cottage associations received grant from OTF for eradication of an aquatic invasive species

## 6.0 SSS and SC Meeting Schedule, 2018-2019

<b>Adjournment:</b>	Time:	11:15am
<b>Next Meeting</b>	When:	<b>Thursday, January 10, 2018</b>
	Time:	<b>10am-12pm</b>
	Where:	<b>SSS Office, 105 Fourth Street, Midland</b>



## Our objectives

The SC serves as an advisory committee to SSS by supporting the SSS objectives to:

1. **Educate** municipalities & their communities on sustainable practices & policies – connecting them to resources, tools & funding,
2. **Advance** the adoption of practices/policies within municipal operations to support climate change action, GHG mitigation & sustainable communities, &
3. **Advocate** for sustainable environmental, social & economic practices & policies at the direction of the partner municipalities.



## What services does SSS provide?

1. Provides reports & research for our municipalities (i.e. best practices, policy development & funding opportunities)
2. Acts as the lead representative for our municipal partners enrolled in FCM's PCP program
3. Supports & recommends projects to reduce (mitigate) municipal & community GHG emissions



2019 work plan	J	F	M	A	M	J	J	A	S	O	N	D
Update SC membership list & PCP Council & staff appointments, provide orientation as required												
Complete each municipalities' climate change action plans & acquire Council endorsement of their respective GHG targets & plan												
Integrate PCP program commitments & climate change action plan targets & actions into municipal staff reports												
Review 2019 municipal budgets to identify initiatives that align with each municipalities PCP program commitment & climate change action plan, & submit a memo to each municipality for their consideration (2-3 initiatives)												
Best practice report submission, PCP program & climate change commitments in Council Strategic Plans												
Best practice report submission, revised Asset Management regulation & new climate change policy requirements												
Submission of final report per the FCM Municipalities for Climate Innovation funding agreement												
Best practice report submission, Conservation Demand Management Plan & alignment with the PCP program & their climate change action plan												
Best practice report submission, Emergency Management and their climate change action plan												
Review, revise & submit OTF Crow Grant												
Submission of PCP program milestone progress (2 & 3) reports to FCM												
Re-inventory of municipal & community GHG data (collection & analysis), acquiring data agreements with energy service providers for annual provision of data												
Release newsletter #1 : Bi-annual progress report #1 (i.e., GHG reduction initiatives & results, PCP program progress, secured funding, policy adoption, "success stories", next steps, etc.)												
Draft & send 2020 budget request letters to municipalities, including the consideration for a multi-year (2020-2023) request												
Submission of annual PCP program reports to FCM												
Review of 2020 work plan items, present to SC												
Release newsletter #2: Bi-annual progress report #2 (i.e., GHG reduction initiatives & results, PCP program progress, secured funding, policy adoption, "success stories", next steps, etc.)												
Review reporting requirements for FCM Annual PCP Members Survey & submit 1-2												



## Sustainability Committee responsibilities

1. Support reports sent by SSS to Council through direct reference/discussion during Council meetings, esp. recommendations.
2. Act as the champion of SSS!
3. If possible, involve SSS in relevant meetings (TRC, Energy Managers, etc.).
4. Ensure SSS is kept up-to-date on the progress of the municipal budget, allowing staff to review & provide comment after approval.



**Ask yourself,**

***“How does [this] connect to climate change & our municipalities’ commitment to the PCP program?”***





**Sustainable Severn Sound  
Profit & Loss Budget vs. Actual SSS  
As of December 31, 2018**

01/03/19

Accrual Basis

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4100 · Municipal Contributions	64,200.00 #1	64,200.00	0.00	100.0%
4104 · County of Simcoe Grant	9,247.75 #2			
4200 · Interest Income	493.20			
<b>Total Income</b>	<b>73,940.95</b>	<b>64,200.00</b>	<b>9,740.95</b>	<b>115.2%</b>
<b>Gross Profit</b>	<b>73,940.95 #3</b>	<b>64,200.00</b>	<b>9,740.95</b>	<b>115.2%</b>
<b>Expense</b>				
5000 · Payroll Expense				
5010 · CPP Expense	1,904.54	2,858.48	-953.94	66.6%
5020 · EI Expense	937.44	930.00	7.44	100.8%
5030 · Health Benefits Expense	2,424.86	2,411.40	13.46	100.6%
<b>Total 5000 · Payroll Expense</b>	<b>5,266.84</b>	<b>6,199.88</b>	<b>-933.04</b>	<b>85.0%</b>
5100 · Payroll				
5160 · Wage Expense	40,380.23	61,758.06	-21,377.83	65.4%
<b>Total 5100 · Payroll</b>	<b>40,380.23</b>	<b>61,758.06</b>	<b>-21,377.83</b>	<b>65.4%</b>
5200 · Occupancy & Equipment				
5270 · Cellular Phone Expense	431.04	480.00	-48.96	89.8%
5280 · Rent Expense	2,400.00	2,400.00	0.00	100.0%
<b>Total 5200 · Occupancy &amp; Equipment</b>	<b>2,831.04</b>	<b>2,880.00</b>	<b>-48.96</b>	<b>98.3%</b>
5300 · Meetings & Events Expense				
5301 · OTF Venue Costs	402.95			
5310 · Meeting Expenses	138.25	75.00	63.25	184.3%
<b>Total 5300 · Meetings &amp; Events Expense</b>	<b>541.20</b>	<b>75.00</b>	<b>466.20</b>	<b>721.6%</b>
5400 · Audit	250.00	250.00	0.00	100.0%
5500 · Other Expenses				
5501 · Conferences & Prof. Development	0.00	1,500.00	-1,500.00	0.0%
5555 · Professional Printing Services	280.64			
<b>Total 5500 · Other Expenses</b>	<b>280.64</b>	<b>1,500.00</b>	<b>-1,219.36</b>	<b>18.7%</b>
5600 · Administration				
5620 · Computer & Software Purchase	1,534.74	500.00	1,034.74	306.9%
5650 · Materials, Supplies & Postage	97.87	200.00	-102.13	48.9%
5660 · Website Maintenance/ Updates	82.60	500.00	-417.40	16.5%
5690 · Translation	0.00	200.00	-200.00	0.0%
5695 · Travel	-157.54	750.00	-907.54	-21.0%
<b>Total 5600 · Administration</b>	<b>1,557.67</b>	<b>2,150.00</b>	<b>-592.33</b>	<b>72.4%</b>
<b>Total Expense</b>	<b>51,107.62</b>	<b>74,812.94</b>	<b>-23,705.32</b>	<b>68.3%</b>
<b>Net Income</b>	<b>22,833.33 #3</b>	<b>-10,612.94</b>	<b>33,446.27</b>	<b>-215.1%</b>

Minus the County Contribution (#3)	
Total income	\$64,693.20
Expenses	\$51,107.62
Balance as of 31-Dec-2018	\$13,585.58

- #1. NSCFDC & SSS practices accrual accounting rather than cash basis accounting, therefore the invoice generated for the 2018 municipal contributions automatically recognize the anticipated revenue as income. Total income (municipal contributions) for 2018 was \$64,200, which was \$5,800 less than requested, due to the partial payment of \$4,200 by the Township of Oro-Medonte.
- #2. SSS received \$9,247.75 from the County of Simcoe through the Arts, Culture and Natural and Built Heritage Grant program. This funding is only applicable for project costs, and is non-eligible for overhead, administrative, or operating costs. SSS staff has contacted the County to determine if the funding can be used by SSS in the redesign of the SSS website, as the funding was to develop a video series that is no longer relevant to the SSS work plan. This funding has to be used by 31-Mar-2019, or will have to be returned to the County.
- #3. Considering #2 (not including the County contribution for total income of \$64,693.20), SSS remains in a positive financial position as of 31-Dec-2018 at \$13,585.58. Including the County grant funding, SSS remains in a positive financial position of \$22,833.33.

01/03/19  
Accrual Basis

## Sustainable Severn Sound Profit & Loss Budget vs. Actual FCM As of December 31, 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4106 · FCM</b>	51,800.00#1	68,400.00#2	-16,600.00	75.7%
<b>Total Income</b>	51,800.00	68,400.00	-16,600.00	75.7%
<b>Gross Profit</b>	51,800.00	68,400.00	-16,600.00	75.7%
<b>Expense</b>				
<b>5000 · Payroll Expense</b>				
5010 · CPP Expense	2,081.54	2,254.50	-172.96	92.3%
5020 · EI Expense	959.46	1,124.34	-164.88	85.3%
<b>Total 5000 · Payroll Expense</b>	3,041.00	3,378.84	-337.84	90.0%
<b>5100 · Payroll</b>				
5160 · Wage Expense	50,766.87	50,939.12	-172.25	99.7%
<b>Total 5100 · Payroll</b>	50,766.87	50,939.12	-172.25	99.7%
<b>5300 · Meetings &amp; Events Expense</b>				
5301 · OTF Venue Costs	75.00			
5310 · Meeting Expenses	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5300 · Meetings &amp; Events Expense</b>	75.00	2,500.00	-2,425.00	3.0%
<b>5500 · Other Expenses</b>				
5550 · Public Relations & Marketing	2,661.56	3,500.00	-838.44	76.0%
5551 · Digital Services	1,815.03	5,500.00	-3,684.97	33.0%
<b>Total 5500 · Other Expenses</b>	4,476.59	9,000.00	-4,523.41	49.7%
<b>5600 · Administration</b>				
5620 · Computer & Software Purchase	562.55	3,500.00	-2,937.45	16.1%
5695 · Travel	919.34	800.00	119.34	114.9%
<b>Total 5600 · Administration</b>	1,481.89	4,300.00	-2,818.11	34.5%
<b>Total Expense</b>	59,841.35	70,117.96	-10,276.61	85.3%
<b>Net Income</b>	<b>-8,041.35</b>	<b>-1,717.96</b>	<b>-6,323.39</b>	<b>468.1%</b>

#1. FCM /MCIP funding is split into (3) separate payments.

1. 03-Sep-2018: \$51,800
2. 03-Dec-2018: \$16,600
3. 15-Apr-2019: \$21,300

These payments are dependent on the submission of Progress Reports by SSS.

#2. The 2nd payment of \$16,600 expected 3-Dec-2018 has not yet been received, and is expected in Jan-2019. \$68,400 is the total of FCM/MCIP payments 1 and 2.

#3. Considering the payment of \$16,600 to be received, the -8,041.35 will be absorbed by that payment, which would result in SSS being in a positive financial position of \$8,558.65 as of 31-Dec-2018.

**Note:** Invoices for your municipality will be generated on 15-Jan-2019 and sent to your respective Treasury/Finance departments.



**Tiny**  
TOWNSHIP OF / CANTON DE

130 BALM BEACH ROAD WEST  
TINY, ONTARIO L0L 2J0  
(705) 526-4204 1-866-939-8469  
FAX (705) 526-2372  
www.tiny.ca

January 7, 2019

Ms. Jacquelyn Taylor - Manager, Funding  
Municipalities for Climate Innovation Program - MCIP  
Federation of Canadian Municipalities  
24, rue Clarence Street  
Ottawa, ON  
K1N 5P3

**Project Title:** Climate Change Staff Grant application  
**Application Number:** MCIP 16206

Dear Ms. Jacquelyn Taylor:

Thank you for your letter dated November 20, 2018, outlining the rationale for the decision not to support our Climate Change Staff Grant application – MCIP 16206. As the Chair of the Sustainable Severn Sound (SSS) steering committee, I must express our appreciation of the Federation of Canadian Municipalities' financial contribution provided to the North Simcoe Community Futures Development Corporation (NSCFDC) in the amount of \$89,700.00, to support SSS's work on behalf of the seven partner municipalities to develop a Local Climate Change Action Plan – MCIP 15779. However, your letter states that our application was denied as a result of the Corporation of the Township of Tiny "already successful in obtaining \$89,700 of MCIP funding through the MCIP 15779 initiative."

It is our position that the Corporation of the Township of Tiny's Climate Change Staff Grant application – MCIP 16206, has been unduly impacted by our support, on behalf of the seven municipal partners, of NSCFDC's Local Climate Change Action Plan application – MCIP 15779. In regard to MCIP 15779, NSCFDC was the lead applicant/recipient on behalf of SSS's seven municipal partners, with The Corporation of the Township of Tiny providing the required partnership support from a municipal government. Had we known that FCM would receive an extremely high volume of applications for the Climate Change Staff Grant program and, as a result, preference would be given to first-time MCIP funding recipients and that our support of MCIP 15779 would preclude us from funding, one of the other seven municipal partners could have presented as the lead applicant for MCIP 16206.

As expressed in your letter, the FCM peer reviewer noted “[the Corporation of the Township of Tiny] should be commended for establishing a structure whereby several communities are working together to share the costs and benefits of this position, which will further advance your climate change mitigation activities[,]”; however, the decision to not approve our application undermines the collaborative approach we are being commended for and will severely hinder the collaboration’s efforts going forward.

I would ask that FCM reconsider our original Climate Change Staff Grant application – MCIP 16206 based on the information provided in this letter or work with our seven municipal partners to identify an application method that would result in a favourable outcome.

I look forward to your response and I am available to answer any questions you may have by phone or email.

Sincerely,



**THE CORPORATION OF THE TOWNSHIP OF TINY**

Doug Luker – Chief Administrative Officer



## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

### Background

In 2008, local regional municipalities and their communities' first demonstrated sustainability leadership by adopting the regional Sustainability Plan. This action led to the creation of Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) in 2011 to lead the implementation of that Plan. In 2015, SSS and the SC reviewed the Sustainability Plan to develop a Sustainability Action Plan. In 2016, the development of a local climate change action plan was identified within SSS's inaugural Municipal Sustainability Report Card as a priority action item for implementation by local municipalities. In 2017, SSS and the SC initiated the development of the local climate change action plan for their (7) member municipalities and communities, and released the Local Climate Change Action Plan: Regional Greenhouse Gas Summary document in mid-2018

### Community

Beyond working with our (7) member municipalities, being the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Oro-Medonte, Severn, Tay and Tiny, SSS also collaborates with the general public with the express approval of the majority of the SC, including those which work, live and/or play in the South-eastern Georgian Bay area and located within SSS's area of service. This area has a population of 84,658 (Statistics Canada, 2016) permanent residents, with this number expanding to over 150,000 with the inclusion of seasonal residents.

### Role of SSS and the SC

The SC serves as an advisory committee to SSS by supporting the SSS objectives to:

1. Educate municipalities and their communities on sustainable practices and policies and connect them to resources, tools and funding.
2. Advance the adoption of practices/policies within municipal operations to support climate change action, greenhouse gas mitigation and sustainable communities.
3. Advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities.



## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

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### Responsibilities of SSS and the SC

Responsibilities of SSS and the SC include:

1. Promote, communicate and educate municipalities and the community about SSS's role and the progress of the Local Climate Change Action Plan (LCCAP), further defining SSS and the SC as the area's climate change and sustainability 'head-quarters,'
2. Manage membership requirements for SSS partner municipalities which have joined the Federation of Canadian Municipalities Partners for Climate Protection (PCP) program
3. Collaborate with municipalities and the community to create and implement projects that deliver on the LCCAP recommendations,
4. Provide research and information as requested by member municipalities (i.e., best practices, funding /grant information, GHG data analysis), and;
5. Seek funding opportunities, prepare applications and administer grants to fund municipal and community-based climate action projects.

SSS staff are accountable to the SC, and supervised by the SC Chair and the General Manager of NSCFDC. Core responsibilities are outlined in the annual contract per employee. Refer to Appendix I for a list of the municipal representatives and community organizations that participate as project partners and members of the SC. Refer to Appendix II for a list of Council and staff representatives per each municipality that are members of the PCP program.

### Budget

The SSS budget will be a component of North Simcoe Community Futures Development Corporation's annual operating budget, maintained and communicated monthly to the SC by SSS staff.





## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

### Accountability and Reporting

All approved SC meeting minutes shall be posted on the SSS website and provided to each SC member. SSS staff shall ensure the approved minutes and reports are sent to each member municipality Council, as directed by the SC. SSS staff shall present to Mayors and Councils at a minimum of once per year. Additional reporting may be required as deemed necessary per SSS and the SC.

### Meetings

#### *Frequency*

SC meetings shall be held monthly on the first or second Thursday of each month. Additional meetings may be scheduled as necessary at the call of the Chair.

#### *Agenda*

SSS staff shall set the agenda through input from the SC. This will be sent to members a minimum of (3) business days prior to the meeting.

#### *Quorum and Decision-Making*

A quorum will consist of 50% of members (6 of 11) to put forth or act on any recommendation. Tasks will be assigned by consensus. Formal motions will be utilized as deemed necessary by the Chair. If at any time more than one representative per municipality or organization is in attendance at a scheduled SC meeting, and a vote is called by the Chair, only one vote per each municipality or organization shall be recorded. When less than 6 members are present at a meeting, items listed on the agenda may still be reviewed and discussed; however, any SC action as to those items will be postponed until a quorum is present.

#### *Conduct of Meeting*

As above, all eligible committee members shall hold one vote; resolutions or decisions must be moved, seconded, and voted on by the SC in accordance with Robert's Rules. SC members should treat each other with respect, listen to each other, work cooperatively and allow all members to voice their opinions.



## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

### *Minutes*

SSS staff shall minute the proceedings, actions and resolutions of all SC meetings and any required Working Group meetings, including the names of those in attendance. Minutes are to be posted on the SSS website and distributed to the SC members and each respective municipality when approved.

### *Working Groups and Ad Hoc Sub-Committees*

SSS and the SC may establish Working Groups to advance their work. They shall subsequently report on the activities of their respective group to the SC as a whole. Other members or agencies may be invited at the discretion of the Chair to attend or participate in the SC meetings. Details and contributions pertaining to new formal membership is determined on an individual basis, and approved by the SC as a whole.

### *Public Requests or Inquiries*

The SC meetings are open to members of the public for listening purposes only. Requests to present or speak to the SC are to be submitted in writing to SSS at [info@sustainablesevernsound.ca](mailto:info@sustainablesevernsound.ca). These written requests are to include the individual or group name, contact information and the topic and reason for request. Requests will be brought forth to the SC for consideration. If the request is approved by the SC, SSS and the SC are bound to no action in response to the approval of any request to present or speak.

Approval Date: \_\_\_\_\_





## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

### Appendix I: Sustainability Committee (SC) Membership List, 2018

Amended December, 2018

#### SSS Financial Contributors and Municipal Project Partners

Town of Midland:	Councillor Carole McGinn-Nichols, Councillor Jonathan Main
Town of Penetanguishene:	Deputy Mayor Anita Dubeau; Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay:	Nicholas Popovich, Director of Development Services
Township of Oro-Medonte:	<i>To be appointed</i>
Township of Severn:	Councillor Ron Stevens
Township of Tay:	Councillor Jeff Bumstead
Township of Tiny:	Doug Luker, Chief Administrative Officer, Chair of the SC

#### SSS In-Kind Project Partners

Simcoe Muskoka District Health Unit	Brenda Armstrong, Program Manager, Healthy Environments Program, Environmental Health Department; Morgan Levison, Climate Change Lead, Healthy Environments Program, Environmental Health Department (alternate)
North Simcoe Community Futures Development Corporation	Chris McLaughlin, General Manager
Severn Sound Environmental Association	Julie Cayley, Executive Director; Michelle Hudolin, Wetlands and Habitat Biologist (alternate)
County of Simcoe	Deputy Mayor Steffen Walma; Tyler Hunt, Sustainable Operations Supervisor; Alicia Hall, Sustainable Operations Analyst (alternate)



## Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) Terms of Reference

### Appendix II: Partners for Climate Protection (PCP)\* Members

#### Council and Staff Representatives per Member Municipality

Town of Midland:	Councillor Carole McGinn-Nichols; Andy Campbell, Director Engineering, Water and Wastewater
Town of Penetanguishene:	Deputy Mayor Anita Dubeau; Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay:	Councillor Paul Wiancko; Nicholas Popovich, Director of Development Services
Township of Oro-Medonte:	<i>Non-PCP members as of 31-Dec-2018</i>
Township of Severn:	Councillor Ron Stevens; Andrew Plunkett, Director of Corporate Services/Treasurer
Township of Tay:	Councillor Jeff Bumstead; Robert Lamb, Chief Administrative Officer
Township of Tiny:	Deputy Mayor Steffen Walma; Doug Luker, Chief Administrative Officer
County of Simcoe:	<i>Council representative to be appointed in 2019;</i> Tyler Hunt, Sustainable Operations Supervisor

*\*The [Partners for Climate Protection \(PCP\) program](#) is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHG) and to acting on climate change. Since the program's inception in 1994, over 350 municipalities have joined PCP, making a public commitment to reduce GHG emissions. PCP membership covers all provinces and territories and accounts for more than 65 per cent of the Canadian population. The PCP program is managed and delivered by FCM and [ICLEI Canada](#). FCM and ICLEI Canada form the PCP Secretariat, which provides administrative and technical support, develops tools and resources, and delivers capacity building activities to support members in reducing local GHG emissions. The program empowers municipalities to take action against climate change through a five-milestone process that guides members in creating GHG inventories, setting GHG reduction targets, developing local action plans, implementing actions to reduce emissions, and monitoring and reporting on results. SSS acts as the Associate Member on behalf of the PCP member municipalities, and is responsible for assisting the member municipalities with membership requirements and program advancement.*





## Memorandum

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**To:** Sustainability Committee membership  
**From:** V. Ervick, Climate Change Coordinator  
**Date:** 10-Jan-2019  
**RE:** Attendance at the Clean Air Partnership's Corporate Energy Manager Workshop on 13-Dec-2018

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### Background

SSS attended the Clean Air Partnership's Corporate Energy Managers Workshop held at Vaughan City Hall on 13-Dec-2018, to discuss the upcoming 2019 Conservation Demand Management update. This workshop brought together municipal staff from across the GTA and the County of Simcoe, to review the 2019 CDM update requirements and how staff would like to work together on plan development.

Some topics of discussion were as follows:

1. 2019-2024 target setting and the consideration of aligning municipal 2019 CDM plans with IPCC and/or Federal/Provincial targets, or what factors are being considered in developing a specific target for your municipality.
2. Importance of 2019 plan alignment with other corporate plans such as community climate change plans, energy plans, and/or corporate assets management plans.
3. Monitoring and reporting structure of 2019 plans.

Attending this workshop provided insight on how SSS can further support our municipal partners throughout the 2019 CDM update process. Being connected to a larger network, and listening to municipal staff discuss best practices and challenges, will allow SSS to better inform and provide recommendations to our municipalities in terms of target setting, integrating climate change considerations, and aligning CDM plans with other corporate plans.

A sample Table of Contents was provided at the workshop (see below) as an example of what sections could be included in a 2019 CDM plan. SSS will provide additional information re: 2019 plan development to municipal staff, as it becomes available from the Clean Air Partnership.

## Table of Contents

### **1. Goal | Value | Purpose of plan**

### **2. Framework policy**

- This guides the development of the plan.

### **3. Standard**

- What standard is being used?

### **4. How the CDM plan aligns/integrates with other corporate plans**

- Example: Community Climate Change Action Plan, Assets Management Plan, Corporate Energy Plan, Official Plan, Active Transportation Plan, etc.

### **5. Energy team**

- Who is involved in the development of the plan, monitoring, reporting, etc.?

### **6. Capital / operation discussion**

### **7. Risk**

### **8. Projections**

- Usage and/or price projections for electricity, natural gas, carbon price, etc.

### **9. Targets**

- Discussion of the different types of targets, including IPCC, Federal, Provincial and municipal

### **10. Monitor and reporting**

- How does your municipality plan to monitor and report?



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

February 27, 2019

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2019-02-02 respectfully  
recommended to Council for adoption.

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Alison Gray, BAH, CMO  
Clerk

**PROTECTION TO PERSONS AND PROPERTY  
CHAIRPERSON: VICE CHAIR COUNCILLOR BUMSTEAD**

**RECOMMENDATIONS**

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

1. That Staff Report No. PPP-2019-09 regarding Fire Chief's Monthly Activity Report – January 2019 be received for information.

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

2. That Staff Report No. PPP-2019-10 regarding Bunker Gear purchase 2019 be received; and;  
That Council grants an exception for the sole source procurement of bunker gear under the Township of Tay's Purchasing Policy; and;  
That the Township purchase Bunker Gear to replace existing equipment that has come to the end of its useful life from A.J. Stone in the amount of \$26,203.20 plus HST.;  
And that the required bylaw be brought forward to the next regular Council Meeting.

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

3. That Staff Report No. PPP-2019-11 regarding a potential Pumper Truck Donation for the Orillia Georgian College Firefighter Program be received.

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

4. That Staff Report No. PPP-2019-13 regarding Deputy Fire Chief/FPO Monthly Activity Report – January 2019 be received for information.

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

5. That Staff Report No. PPP-2019-17 regarding By-law Monthly Activity Report – January 2019 be received for information.

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

6. That Staff Report No. PPP-2019-03 regarding Year End By-law Activity Report for 2018 be received for information.

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

7. That Staff Report No. PPP-2019-16 regarding the proposed Open Air Fires By-law be received;  
And that the proposed Open Air Fires By-law be approved;  
And that the required By-law be brought forward to the next Council meeting for consideration.

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

8. That Staff Report No. PPP-2019-14 regarding MLEO Canine By-law Monthly Activity Report – January 2019 be received for information.

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

9. That Staff Report PPP-2019-08 with respect to a Community Policing Committee be received; and  
That the Township of Tay's Community Policing Committee be established as a Volunteer Community Policing Committee.

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

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

**RECOMMENDATIONS**

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

- 10.** That Staff Report No. GGF-2019-07 regarding 2018 AODA Annual Status Report be received; and  
That Staff Report GGF-2019-07 be forwarded to the Joint Accessibility Advisory Committee for their information.

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

- 11.** That Staff Report No. GGF-2019-09 regarding Old Coach Road & Fesserton Side Road Assumption & Dedication be received;  
That the lands described as follows are hereby established, assumed and dedicated as part of the municipal highway system (public highway):

(a) Part of Lots 6 and 7, Concession 10, being Part 1, 51R-41878, hereby known as "Old Coach Road";

(b) Part of the original road allowance between Lots 5 and 6, Concession 10, being Part 1, 51R-41884, hereby known as "Fesserton Sideroad";

And that the Private Road Agreement with Richard and Arden Maltby be terminated;

And that the required by-laws be brought forward for consideration.

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

- 12.** That Staff Report No. GGF-2019-10 regarding an Agreement with MTO – Statistical Collision Data be received; and  
That the Township of Tay enter into an Agreement with the Ministry of Transportation to receive access to statistical collision data; and  
That the required authorizing by-law be brought forward to the next regular Council meeting.

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

- 13.** That Council appoints Ken Lung to the Heritage Committee and Krista Gliddon & Ken Fulford to the Waubashene Recreation Committee for the remainder of the 2018-2022 term;  
And further that the required appointment by-law be brought forward to the February 27, 2019 Council meeting.

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



**PUBLIC WORKS  
CHAIRPERSON: COUNCILLOR NORRIS**

**RECOMMENDATIONS**

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

- 14.** That Council accepts the resignation of Helen Proctor and Nicole Carswell from the recreation committees.

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

- 15.** That Council endorses the construction of a picnic shelter in MacKenzie Beach Park similar to the recent build in Patterson Park;  
And that the Committee report back with respect to a final construction and park plan.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR WARNOCK**

**RECOMMENDATIONS**

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

- 16.** That Staff Report No. PD-2019-06 regarding Tree Canopy and Natural Vegetation Policy be received;  
That Council approves the proposed Tree Canopy and Natural Vegetation Policy;  
And that the required by-law be brought forward to the next regular Council meeting for consideration.

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

- 17.** That Staff Report No. PD-2019-09 regarding Site Plan Agreement for 60 Maple Street be received;  
That Council authorize the Mayor and Clerk to enter into a site plan agreement with the Simcoe County Housing Corporation for the development at 60 Maple Street and that the required By-law be brought forward to Council;  
That the County of Simcoe be permitted to remove tree vegetation on the site within the permitted building envelope in accordance with the approved tree preservation plan;  
That the County of Simcoe be exempt from providing the required securities and letter of credit for the affordable housing development at 60 Maple Street;  
That the appropriate By-law be brought forward at the next scheduled Council meeting to remove the holding symbol;  
And further that Council authorizes staff to finalize the outstanding details of the agreement prior to registration

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

- 18.** That Staff Report No. PD-2019-10 regarding the Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 be received;  
And that Staff be directed to provide written comments to the Province regarding the Proposed Growth Plan Amendment #1 prior to the February 28, 2019 deadline.

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

- 19.** That Report No. PD-2019-07 regarding Building Services Division Monthly Report – January 2019 be received.

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



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Mayor Walker

**Meeting Date:** February 27, 2019

**Report No.:** PW-2019-13

**Report Title:** Consultant Selection

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### **RECOMMENDATION:**

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

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

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

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

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

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

## **INTRODUCTION/BACKGROUND:**

This report reviews upcoming work that requires consulting assistance. In the cases where short-listing or sole sourcing requests for proposal is the preferred approach recommendations are made.

## **ANALYSIS:**

### **Watermain and Road Projects**

An allowance was included in the budget to proceed with design for watermain replacement work. This work has been scheduled to address needs of the water distribution system and the taking into account the condition of the road surfaces. Construction is planned for 2020 and 2022.

There is an opportunity to complete design for sanitary sewer on Fifth Avenue where there is some interest in development. It is proposed that this design be completed now at Township cost. This expense will confirm that the possible sanitary sewer would function and fit in the road allowance, whether constructed with our 2020 project or at some point in the future. The construction cost for new sanitary sewer would ultimately be borne by the benefiting properties – agreement or fees and charges by-law.

Previously the Township had completed an open process for selection of consultants. That review resulted in a short list of three consultants for this type of work. At this time, it is recommended that we seek proposals from two of those firms, namely C.C. Tatham and Associates Ltd and Pearson Engineering Ltd.

The design budget for this work is \$50,000.

### **Tay Area Water Treatment Plant**

The current upgrade project at the Tay Area Water Treatment Plant started with the Environmental Assessment in late 2010. The main element of the first phase of construction was replacement of three of the four old filters with membrane filtration units. This was put into service in 2015. The primary work of the second phase is to replace the final old filter with a new membrane filtration unit. There are other minor works at the Tay Area Water Treatment Plant associated with the project and other 2019 budget approvals that require engineering assistance.

C.C. Tatham and Associates has been involved with the upgrade project since it started. The Township has been satisfied with the service provided. In addition, they have recently provided support in discussion with the Ministry of Environment, Parks and Conservation regarding regulatory compliance. The ongoing nature of this project would benefit from continuity of consulting support. It is recommended that C.C. Tatham and Associates be sole-sourced to provide a proposal for the approved works at the Tay Area Water Treatment Plant.

The 2019 budget for this work is \$200,000. This should address design, approvals and contract administration. The rough construction estimate is \$1,400,000.

**FINANCIAL/BUDGET IMPACT:**

There is no direct budget impact related to this report. In keeping with the purchasing policy individual purchasing decisions will come back to Council if appropriate. The individual budget amounts are noted with the projects above.

**CONCLUSION:**

As permitted within the purchasing policy, this report recommends sole sourcing and short-listing consultants for various projects.

Prepared By: Peter Dance, Director of Public Works

Recommended by:

Date: February 20, 2019

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By:

Date: February 20, 2019

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



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Ted Walker

**Meeting Date:** February 27, 2019

**Report No.:** GGF-2019-14

**Report Title:** Council Pregnancy and Parental Leave Policy

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### **RECOMMENDATION:**

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

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

### **INTRODUCTION/BACKGROUND:**

With the recent changes to the *Municipal Act*, 2001 (as revised by Bill 68), the Province has indicated that prior to March 1, 2019 all municipalities in Ontario must adopt and maintain a policy with respect to pregnancy and parental leaves for members of Council.

### **ANALYSIS:**

This policy is to address a Council Member's pregnancy or parental leave entitlement in a manner that respects a Member's statutory role as an elected officer.

The changes to the Municipal Act in Bill 68 states that an elected official is entitled to take up to 20 consecutive weeks as a result of a Council Member's pregnancy, a parental leave or adopting a child without their office being declared vacant.

**FINANCIAL/BUDGET IMPACT:**

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

**CONCLUSION:**

Staff is recommending that the Council Pregnancy and Parental Leave Policy be adopted.

Recommended By:

Date: February 27, 2019

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

Attachment: Draft Policy



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

<b>SUBJECT: Administration Council Pregnancy and Parental Leave Policy</b>	<b>EFFECTIVE DATE: February 27, 2019</b>
<b>REVISION DATE:</b>	<b>PAGE: 1 of 2</b>

### 1. SCOPE

The Township of Tay recognizes a Council Member's right to take leave for the member's pregnancy, birth of the member's child or the adoption of a child by the member, in accordance with the *Municipal Act*, 2001.

### 2. PURPOSE OF THE POLICY & STATEMENT OF PRINCIPLES

The purpose of this Policy is to address a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected officer.

### 3. DEFINITIONS

"Pregnancy and/or Parental Leave" means an absence of 20 consecutive weeks or less because of a member's pregnancy, the birth of a member's child or the adoption of a child by the member in accordance with Section 259. (1.1) of the *Municipal Act*, 2001.

"Member" means a member of Council for the Township, including the Mayor and Deputy Mayor.

### 4. SCOPE

In accordance with Section 270 of the *Municipal Act*, 2001, this policy applies to members of Council.

### 5. GENERAL PRINCIPLES

Township Council supports a member's rights to pregnancy and/or parental leave in keeping with the following principles:

1. A member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of this leave.
2. A member of Council will provide in writing to the Mayor and Council an anticipated leave date 30 days prior to the leave.





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

<b>SUBJECT: Administration Council Pregnancy and Parental Leave Policy</b>	<b>EFFECTIVE DATE: February 27, 2019</b>
<b>REVISION DATE:</b>	<b>PAGE: 2 of 2</b>

### 6. RESPONSIBILITIES

Members of Council and the Township staff are responsible for adhering to the parameters of this policy. The Chief Administrative Officer will be responsible to ensure the monitoring and application of the policy and for receiving complaints or concerns related to this policy. Section 270 of the *Municipal Act, 2001*, as revised by Bill 68, requires the Township to adopt and maintain a policy with respect to the pregnancy and parental leaves of members of Council.



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Ted Walker

**Meeting Date:** February 27, 2019

**Report No.:** GGF-2019-16

**Report Title:** Administrative Amendments - Development Charges By-law No. 2019-07

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### **RECOMMENDATION:**

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

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

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

Now therefore be it resolved that Council confirms the following;

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

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

**INTRODUCTION/BACKGROUND:**

Since the Development Charges By-law was passed on February 6, 2019, some errors in dates contained within the whereas clauses fronting the main By-law have been discovered. As these dates identify the first draft of the Background Study and final draft of the Background Study that was adopted by Council, staff, believe the correct dates should be documented.

**ANALYSIS:**

There are two corrections in the preamble to the by-law within the Whereas Clauses:

1. In the fourth clause November 30, 2019 should have read November 30, 2018.
2. The second last clause should read "Council has indicated its intent that the future excess capacity identified in the background study, shall be paid for by development charges or other similar charges;" in place of "Council has indicated its in intent that the future excess capacity identified in the Development Charges Background Study, dated February 6, 2019, shall be paid for by development charges or other similar charges;". This amends the title to "the background study" for consistency and removes the date of February 6<sup>th</sup>.

**FINANCIAL/BUDGET IMPACT:**

There are no financial impacts to this report

**CONCLUSION:**

Staff is requesting Council pass a resolution confirming these administrative corrections and that this report be filed with the By-law for future reference.

Prepared By:

Date: February 21, 2019

Joanne Sanders  
Treasurer

Reviewed By:

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



## STAFF REPORT

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**Department/Function:** Council

**Chair:** Mayor Ted Walker

**Meeting Date:** February 27, 2019

**Report No:** GGF-2019-17

**Subject:** 2018– 2022 Update to Committee Appointments

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**RECOMMENDATION:**

That report number GGF-2019-17, update to 2018 – 2022 Committee Appointments be received.

**INTRODUCTION/BACKGROUND:**

At the beginning of each new term of council, the Mayor assigns council committee/Boards duties to individual Councillors. All Mayor appointments to committees/boards will be reviewed at the half way point of this term of office. It should be note that the Mayor is automatically an ex-officio member of all committees.

The following are the updated appointments for 2018 – 2022 Tay Township Boards and Committees for Deputy Mayor Gerard LaChapelle and C.A.O. Robert Lamb.

**Standing Committees:**

General Government/Finance                      Chair – Deputy Mayor Gerard LaChapelle

**Township Committees/Boards:**

Audit Committee                                      Deputy Mayor Gerard LaChapelle

**Associate Committees:**

E.D.C.N.S.    C.A.O. Robert Lamb

**SUSTAINABILITY PLAN:**

N/A

**FINANCIAL/BUDGET IMPACT:**

N/A

**CONCLUSION:**

This report be received as informational.

Prepared By;

Date Prepared:

February 21, 2019

Robert J. Lamb Ec.D., CEcd  
Chief Administrative Officer/ Deputy Clerk

Recommended By;

Mayor Walker