1. **CALL TO ORDER:**

2. **DECLARATIONS OF INTEREST:**

3. **ADOPTION OF THE AGENDA:**

4. **DELEGATIONS:**

   10:00 – Mrs. Suzanne Prosser, United Way of Simcoe Muskoka – Re: Introduction & Background.

   10:15 – Mr. Ray Marchand – Re: Request for Township to Waive of Requirement to Pay Development Charges, Victoria Woods Phase 4

   10:30 – Mr. Paul Raymond – Re: Port McNicoll 100th Celebration Review.

5. **COMMITTEE BUSINESS:**

   | A: Protection to Persons & Property |
   | B: General Government & Finance |
   | C: Public Works |
   | D: Planning & Development |

6. **CLOSED SESSION:**

7. **ADJOURNMENT:**

   **NOTE:** DELEGATIONS WILL COMMENCE AT THE SCHEDULED TIME; HOWEVER, COMMENCEMENT TIME FOR EACH COMMITTEE WILL BE ADJUSTED AS THE MEETING TAKES PLACE.
Maxson Building Corporation  
200 County Road Six N.  
Tiny Ontario, L0L 2J0  
Telephone 705-549-8864  
raymarchand@live.ca  
October 31, 2017  

Mayor and Council,  
Township of Tay,  
450 Park Street,  
Victoria Harbour,  
Ontario, L0K 2A0  

Dear Mayor and Council,  

We would appreciate your considering removing the requirement for our company to pay 25% of the development charge on the 36 lots in phase 4 in Victoria Woods that we would like to service in 2018.  

We thank you for reducing the requirement from 100% to 25%, that made it possible to develop phase 2 and 3. We hate to ask you for this because we know that the Municipality could use these funds.  

The reason we are asking is because phase 4 has 36 lots. The Municipal development charge at present is $13,470.50, 25% of this amount is $3367.63 X 36 lots = $121,234.68. This is a major cash flow drain. Originally we considered servicing only half of the phase to make it more financially possible. This would become a major annoyance especially if the market picked up dramatically then we would not have the lots available.  

Thank you for considering our request.  

Ray Marchand  

[Signature]
1. **CALL TO ORDER:**

2. **REPORTS OF MUNICIPAL OFFICIALS:**

   2.1 Report from the OPP  
      Re: 3rd Quarter Report July to September 2017

   2.2 Report from the Fire Chief  
      Report No. PPP-2017-46  
      Re: Fire Chief Monthly Report – October

   2.3 Report from the Clerk  
      Report No. PPP-2017-45  
      Re: Emergency Management Appointments

   2.4 Report from the Deputy Fire Chief/FPO  
      Report No. PPP-2017-47  
      Re: Deputy Fire Chief/FPO Activity Report

   2.5 Report from the Municipal Law Enforcement Officer  
      Report No. PPP-2017-48  
      Re: By-law Activity Report October 2017

3. **OTHER BUSINESS:**

4. **ITEMS FOR INFORMATION:**

   4.1 Correspondence from the Ministry of Finance  
      Re: Legalization of Cannabis
Tay Township
Report

3rd Quarter
July to September 2017

Presented by:
Inspector Andrew Ferguson
November 8, 2017
Community Service Report

Tay Township

July to September, 2017

1. Meetings in the Communities we serve:

   - Safe & Sober Committee meets on a monthly basis to discuss Drinking and Driving Awareness. The committee is comprised of OPP, MPS, Simcoe Muskoka Health Unit, MTO, Anishinabek P.S. and several members of the community.
   - Crimestoppers meets monthly
   - Community Reach meets monthly for solutions for homeless people in our area
   - We support the Rotary Student of the Month program at the Penetanguishene high school
   - Southern Georgian Bay OPP in conjunction with the Simcoe Muskoka District Health Unit and MPS holds monthly FREE car seat safety clinics at the SGB OPP office

2. CSO events for this quarter:

   Our Community Service Officer is Sue Jessop and listed below are a few examples of the work she is doing in your community.

   - Pedal for the Past OPP friends of the museum fundraiser at Saint Marie Among the Hurons 30September17
   - Assist with traffic control for Toy drive event 16September17 from Waubaushene to Coldwater.
   - Bus patroller training at St. Antioune and Tay Shores schools

3. School Liaison officer events for this quarter:

   Our School Liaison Officer is Claude Duguay and listed below are a few examples of the work he is doing in our schools in the community. Claude is bilingual and serves our community well.

   - Preparation has begun to deliver the OPP Kids program at Tay Shores Public School.
   - Most elementary school students have received Bus Patrol Training for the New Year.
   - PC DUGUAY continues to do foot patrol during recess.
   - PC DUGUAY is also planning lockdowns for all schools.
1. Matters of Interest

Our Detachment members are also busy participating in many other important events:

- In collaboration with the Simcoe Muskoka Child Advocacy Centre the OPP will present to address the dangers of Human Trafficking. All students between grades 8 to grade 12 and faculty members will have the opportunity to educate themselves and their students on how to recognize and help those who are targeted.
### Violent Crime

<table>
<thead>
<tr>
<th>Actual</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Offences Causing Death</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attempted Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Abduction</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Crimes Against a Person</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Property Crime

<table>
<thead>
<tr>
<th>Actual</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Break &amp; Enter</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>Theft Over</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Theft Under</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Have Stolen Goods</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fraud</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Mischief</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>

### Drug Crime

<table>
<thead>
<tr>
<th>Actual</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Possession</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Trafficking</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Importation and Production</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

**Detachment:** 1K - SOUTHERN GEORGIAN BAY  
**Location code(s):** 1K00 - SOUTHERN GEORGIAN BAY  
**Area code(s):** 2 - Marine, 1071 - Tay  
**Data source date:** 2017/10/28  
**Report Generated by:** Hill, Cheryl  
**Report Generated on:** Oct 31, 2017 1:44:18 PM  
**Report Generated on:** PP-CSC-Operational Planning-4300
**Police Services Board Report for Tay Township**  
**Records Management System**  
**July to September - 2017**

## Clearance Rate

<table>
<thead>
<tr>
<th>Clearance Rate</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Violent Crime</td>
<td>90.9%</td>
<td>91.7%</td>
</tr>
<tr>
<td>Property Crime</td>
<td>17.4%</td>
<td>5.2%</td>
</tr>
<tr>
<td>Drug Crime</td>
<td>100.0%</td>
<td>66.7%</td>
</tr>
<tr>
<td>Total (Violent, Property &amp; Drug)</td>
<td>40.0%</td>
<td>23.0%</td>
</tr>
</tbody>
</table>

## Unfounded

<table>
<thead>
<tr>
<th>Unfounded</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Total (Violent, Property &amp; Drug)</td>
<td>12</td>
<td>11</td>
</tr>
</tbody>
</table>

Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**
- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

---

**Detachment:** 1K - SOUTHERN GEORGIAN BAY  
**Location code(s):** 1K00 - SOUTHERN GEORGIAN BAY  
**Area code(s):** 2 - Marine, 1071 - Tay  
**Data source date:** 2017/10/28  
**Report Generated by:** Hill, Cheryl  
**Report Generated on:** Oct 31, 2017 1:44:18 PM  
**Report Generated in:** PP–CSC–Operational Planning-4300
### Criminal Code and Provincial Statute Charges Laid

<table>
<thead>
<tr>
<th>Offence Count</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Highway Traffic Act</td>
<td>1,186</td>
<td>190</td>
</tr>
<tr>
<td>Criminal Code Traffic</td>
<td>34</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Code Non-Traffic</td>
<td>186</td>
<td>34</td>
</tr>
<tr>
<td>Liquor Licence Act</td>
<td>49</td>
<td>3</td>
</tr>
<tr>
<td>Other Violations</td>
<td>218</td>
<td>28</td>
</tr>
<tr>
<td><strong>All Violations</strong></td>
<td><strong>1,673</strong></td>
<td><strong>255</strong></td>
</tr>
</tbody>
</table>

### Traffic Related Charges

<table>
<thead>
<tr>
<th>Offence Count</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Speeding</td>
<td>645</td>
<td>130</td>
</tr>
<tr>
<td>Seatbelt</td>
<td>66</td>
<td>4</td>
</tr>
<tr>
<td>Impaired</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Distracted</td>
<td>45</td>
<td>5</td>
</tr>
</tbody>
</table>

Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

**Data Utilized**
- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube
## Motor Vehicle Collisions by Type

<table>
<thead>
<tr>
<th>Incidents</th>
<th>July to September</th>
<th>Year to Date - September</th>
<th>% Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Fatal</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>15</td>
<td>18</td>
<td>20.0%</td>
<td>51</td>
</tr>
<tr>
<td>Property Damage</td>
<td>77</td>
<td>66</td>
<td>-14.3%</td>
<td>230</td>
</tr>
<tr>
<td>Total</td>
<td>92</td>
<td>85</td>
<td>-7.6%</td>
<td>282</td>
</tr>
</tbody>
</table>

## Fatalities in Detachment Area

<table>
<thead>
<tr>
<th>Incidents</th>
<th>July to September</th>
<th>Year to Date - September</th>
<th>% Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Motor Vehicle Collision</td>
<td>Fatal Incidents</td>
<td>0</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Alcohol Related</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Off-Road Vehicle</td>
<td>Fatal Incidents</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Alcohol Related</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Motorized Snow Vehicle</td>
<td>Fatal Incidents</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Alcohol Related</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Killed</th>
<th>July to September</th>
<th>Year to Date - September</th>
<th>% Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Motor Vehicle Collision</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Off-Road Vehicle</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Motorized Snow Vehicle</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>
### Primary Causal Factors in Fatal Motor Vehicle Collisions

<table>
<thead>
<tr>
<th>Incidents</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Speeding as a contributing factor</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Where alcohol is involved</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wildlife as a contributing factor</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inattentive driver as a contributing factor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Killed</th>
<th>July to September</th>
<th>Year to Date - September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Seatbelt as a contributing factor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Data Utilized
- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube
## MOTOR VEHICLE COLLISIONS

**Tay Township**

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>YTD 2017</th>
<th>YTD 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Damage</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>57</td>
<td>64</td>
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<tr>
<td>Personal Injury</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>Fatal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Public Complaints

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>0</td>
</tr>
<tr>
<td>Service</td>
<td>0</td>
</tr>
<tr>
<td>Conduct</td>
<td>2</td>
</tr>
</tbody>
</table>

Date information collected from Professional Standards Bureau Commander Reports: 2017-10-31

Data Source
Ontario Provincial Police, Professional Standards Bureau Commander Reports
- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment
There are zero new notifications regarding Secondary Employment

Daily Activity Reporting Patrol Hours

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Cruiser Patrol Hours</td>
<td>478.50</td>
</tr>
<tr>
<td>Number of Motorcycle Patrol Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Number of Marine Patrol Hours</td>
<td>615.00</td>
</tr>
<tr>
<td>Number of ATV Patrol Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Number of Snowmobile Patrol Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Number of Bicycle Patrol Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Number of Foot Patrol Hours</td>
<td>24.25</td>
</tr>
<tr>
<td>Number of School Patrol Hours</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Data source (Daily Activity Reporting System) date: 2017/10/29

Staffing Updates

Transfers: Sgt. Greg Coulter transferred to Professional Standards Bureau Cst. Wendy Gowlett transferred to Professional Standards Bureau

Recognition: Constable Sue Jessop, our Community Service Officer retired September 30th after 30+ years of service

Other: Several Temporary Assignment (TAA) Opportunities during this Quarter: // S/Sgt. Burton doing a TAA at Barrie Detachment as Detachment Commander; S/Sgt Burton returned to SGB as OPS Manager in September// Cst. Mike Brady doing a TAA at SGB Det. as A/Sgt.// Cst. Courtney Coulter doing a TAA at SGB Det. as A/Sgt.// Cst. Rob Forsayeth doing a TAA at SGB Det. as A/Sgt.

Detachment: 1K - SOUTHERN GEORGIAN BAY
Location code(s): 1K00 - SOUTHERN GEORGIAN BAY
Area code(s): 2 - Marine, 1071 - Tay

Report Generated by: Hill, Cheryl
PP-CSC-Operational Planning-4300
STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: November 8, 2017

Report No.: PPP-2017-46

Report Title: Fire Chief Monthly Report: October

RECOMMENDATION:
That Staff Report No. PPP-2017-46 regarding the Fire Chief’s Monthly Report: October be received for information.

The Chief Attended:
2 Fire Calls
1 MVC’s
1 Medical Calls
1 Haz Mat Call
4 Meetings

Bylaw continues to be busy, as Council is aware there are a number of complaints being handled that have been taking up a large part of both staff and managements time.

I recently attended a two day seminar held in Toronto on Emergency Management, specifically on the effects of Climate Change and how it has and will continue to impact existing infrastructure. This is the first time that the Office of the Fire Marshal & Emergency Management (OFMEM) has held such a meeting. This has been a long awaited meeting with other topics such as there being specific Emergency Management staff rather than adding to the existing Fire Marshal staff’s workload. In addition, it was indicated that this would probably be the last seminar held by the OFMEM alone. It has been suggested that in the future, they will partner with the Ontario Association of Emergency Managers and hold an Emergency Management Conference together.

The Deputy Chief and I met with the County of Simcoe Paramedics staff regarding a new proposed method of accessing medical training and being
overseen by the County’s Medical Director and Sunnybrook Hospital. This can potentially save us on training and allow for the Fire Department to be able to assist patients with taking their medicine such as EPI Pens. This proposal is being offered County wide, and appears to have majority support from the Simcoe County Fire Chiefs. I feel this is a very positive interaction between the County of Simcoe and its municipalities.

**Recruitment:**
Live Fire Training for the 2017 new recruits took place during the last weekend of October. Overall the recruits did well with many practical skills applied to live fire scenarios. 2018 Recruitment has started with initial testing for potential Recruits happening November 1st.

**Monthly Training:**
This month the firefighters completed training in two areas. The first was Fire Alarm Detection Systems. The second was practical Pumper operations, specifically drafting and using the new Dry Hydrant installed at Wye Heritage Marina.

Tay Fire & Emergency Services were dispatched to 20 emergency calls during the month of October.

Year to Date Totals:
- 2017 221
- 2016 206
- 2015 216
- 2014 229
- 2013 201

Of the 20 calls this month, we had:
- 6 Medical calls
- 3 Fire Calls
- 3 Motor Vehicle Collisions

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date: November 1, 2017

Brian Thomas
Fire Chief

Reviewed By: Date: November 2, 2017

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

Department/Function: Protection to Persons & Property

Chair: Deputy Mayor David Ritchie

Meeting Date: November 8, 2017

Report No.: PPP-2017-45

Report Title: Emergency Management Appointments

RECOMMENDATION:
That Staff Report No. PPP-2017-45 regarding Emergency Management Appointments be received;

And that the Township C.A.O. be appointed as the Emergency Information Officer;

And that the Township Clerk be appointed as Chair of the Emergency Management Program Committee;

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

INTRODUCTION/BACKGROUND:
The Township’s Emergency Management Program Committee meets quarterly through the year to ensure the Township remains in compliance with the requirements of the Emergency Management and Civil Protection Act.

Section 11 of the Act requires the municipality to have an Emergency Management Program Committee and that the chair be appointed by Council.

Further, Section 14 requires every municipality to designate an employee of the municipality as its emergency information officer.
ANALYSIS:
At the Committee’s recent meeting, the appointees to these two roles, Chair and Emergency Information Officer, were reviewed.

The Committee appointed the Clerk as the Chair of the Committee in October 2016; however, the Province requests that the appointment be done through by-law so the Committee, having reviewed the matter, is bringing the matter forward for Council action at this time.

Presently the Clerk is appointed as the Township’s Emergency Information Officer; however, significant changes have occurred both operationally at the Township and in legislation since this was done in 2008. Following discussion, the Committee is recommending that the C.A.O. be appointed to this role. The Emergency Information Officer is responsible for

FINANCIAL/BUDGET IMPACT:
There is no financial impact as a result of this report.

CONCLUSION:
Staff is recommending that the Clerk be appointed as the Chair of the Emergency Management Program Committee and that the C.A.O. be appointed as the Emergency Information Officer.

Prepared By: Alison Gray, Clerk

Recommended By: Date:

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By: Date:

Robert J. Lamb, CEd, Ed.D.
Chief Administrative Officer
STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: November 8, 2017

Report No.: PPP-2017-47

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

RECOMMENDATION:
That Staff Report No. PPP-2017-47 regarding Deputy Fire Chief/FPO Monthly report –September be received for information;

INTRODUCTION/BACKGROUND:

<table>
<thead>
<tr>
<th>Activity</th>
<th>This Month</th>
<th>YTD 2017</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Inspections</td>
<td>3</td>
<td>27</td>
<td>20</td>
<td>23</td>
</tr>
<tr>
<td>Request Inspections</td>
<td>1</td>
<td>9</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Complaint Inspections</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Information Inspection</td>
<td>0</td>
<td>4</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Follow up Inspections</td>
<td>4</td>
<td>38</td>
<td>41</td>
<td>42</td>
</tr>
<tr>
<td>Courses Attended</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Fire Calls Attended</td>
<td>8</td>
<td>68</td>
<td>58</td>
<td>55</td>
</tr>
<tr>
<td>Meetings (PIP/OP-co-op etc)</td>
<td>7</td>
<td>43</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Orders issued</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>24</td>
</tr>
<tr>
<td>Immediate threat to life</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burning Complaint(s)</td>
<td>1</td>
<td>8</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Training Presented</td>
<td>2</td>
<td>19</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Pub Ed Performed</td>
<td>1</td>
<td>4</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Hall Meetings</td>
<td>4</td>
<td>37</td>
<td>28</td>
<td>27</td>
</tr>
<tr>
<td>Hall Practices</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Council</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Misc. (dept related)</td>
<td>9</td>
<td>61</td>
<td>59</td>
<td>42</td>
</tr>
<tr>
<td>Court</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire safety plans reviewed</td>
<td>5</td>
<td>32</td>
<td>19</td>
<td>34</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>47</strong></td>
<td><strong>360</strong></td>
<td><strong>302</strong></td>
<td><strong>321</strong></td>
</tr>
</tbody>
</table>
### TICKETS ISSUED

<table>
<thead>
<tr>
<th>Ticket</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART I</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PART II</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PART III</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Prepared By: Shawn Aymer, Deputy Fire Chief/ Fire Prevention Officer

Recommended By: Date: November 1, 2017

Brian Thomas
Fire Chief

Reviewed By: Date: November 2, 2017

Robert J. Lamb, CEdD, Ec.D.
Chief Administrative Officer
STAFF REPORT

Department/Function: Protection to Persons & Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: November 8th, 2017

Report No.: PPP-2017-48

Report Title: By-law Activity Report October 2017

RECOMMENDATION:
That Staff Report No. PPP-2017-48 regarding Bylaw Activity Report October 2017 be received for information;

COMPLAINT OVERVIEW- October 2017

<table>
<thead>
<tr>
<th>By-Law</th>
<th>Open this Month</th>
<th>Closed this Month</th>
<th>Ongoing/Working towards Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Yards</td>
<td>12</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Dogs</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DOLA</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Long Grass</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Noise</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Property Standards</td>
<td>5</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Zoning</td>
<td>5</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Fill</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burning</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Total files opened YTD: 179
Total files closed YTD: 141
Notable Cases:
- 2 Township muzzle orders have been issued this month due to dog attacks/bites. One of the files will be proceeding further under the Dog Owners Liability Act.
- The four dog delegation matter that was presented in September has now come into compliance. Two of the four dogs have been relocated to a new household and both have been licensed.
- A Property Standards Order has been issued to one address in Waubaushene for the siding of the accessory building to be replaced.

PON/Tickets Issued

<table>
<thead>
<tr>
<th>Type of Ticket</th>
<th>Quantity</th>
<th>By-law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Part 2</td>
<td>7</td>
<td>Parking</td>
</tr>
<tr>
<td>Part 3</td>
<td>4 (1 case)</td>
<td>DOLA</td>
</tr>
</tbody>
</table>

Type of Actions Taken

<table>
<thead>
<tr>
<th>Actions</th>
<th>October 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Violation</td>
<td>18</td>
</tr>
<tr>
<td>Order to Comply</td>
<td>4</td>
</tr>
<tr>
<td>Charges</td>
<td>4</td>
</tr>
<tr>
<td>Warning/Caution</td>
<td>11</td>
</tr>
</tbody>
</table>

While on routine patrols, most cautions are issued due to individuals walking their dogs off leash along the sidewalk or road. There has been no issue with compliance during these encounters.

Additional Items/ Future Considerations

- There was no court date in the month of October, next upcoming court date is November 2\textsuperscript{nd}, 2017 in which 3 defendants have been charged with a total of 5 offences on the docket.
- Over the next few months I will be undertaking a restructure of multiple by-laws in respect to wording/definitions as well as adding new restrictions to be presented to Council for consideration. The main
by-laws that will be reviewed are the parking by-law, canine and licensing by-law and the clean yards by-law.

Prepared By: Date: November 1\textsuperscript{st}, 2017

Rob Kennedy
Municipal Law Enforcement Officer

Recommended By: Date: November 1, 2017

Brian Thomas
Fire Chief/CEMC

Reviewed By: Date: November 2, 2017

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer
Dear Heads of Municipal Councils:

In April 2017, the federal government introduced legislation to legalize and regulate non-medical cannabis across Canada, and has firmly stated its intention to have the legislation in force by July 2018.

In response to the federal legalization of cannabis, the Government of Ontario announced, on September 8, 2017, a safe and sensible framework to govern the lawful use and retail distribution of non-medical cannabis as a carefully controlled substance within the province of Ontario.

As part of this framework, our government is proposing to retail cannabis through a government-operated Crown Corporation, as a subsidiary of the Liquor Control Board of Ontario (LCBO). This approach would meet the standards of control and social responsibility that Ontarians expect, while responding to consumer demand and displacing the illegal market.

Under the proposed approach, the retail and distribution system would include an online province-wide sales channel by July 2018 and up to 150 stand-alone stores by the end of 2020, starting with 40 by July 2018 and rising to 80 within the first year. This proposed retail system would sell cannabis and cannabis-related items only, not alcohol.

Our proposed approach is to build on the expertise and back-office capabilities of the LCBO to set up the Crown Corporation. Our priority is to reduce the illegal market by building on our strengths to create an efficient and secure system for people across the province.

Engagement with Ontario Municipalities

Our government acknowledges that municipalities are critical partners in provincial efforts to retail and distribute cannabis in communities across the province. We recognize that many municipalities have questions regarding the legal retail and distribution of cannabis and how municipalities will be involved going forward.

Since the announcement on September 8th, staff from the Ministry of Finance, Ministry of the Attorney General, Ministry of Municipal Affairs, and other partner ministries have engaged with municipalities through the Association of Municipalities of Ontario (AMO) on topics of interest to municipalities, including the retail model, enforcement and places of use. The input received to date has been valuable to informing the continued development of our approach and we look forward to ongoing discussions.

I would like to thank the municipalities that have engaged with our government to date, particularly those municipalities who participated on the conference call Minister Naqvi and I held with Mayors following the announcement, as well as, those municipalities participating on the AMO’s Marijuana Task Force. I understand that there have already been several productive consultation sessions with AMO since our announcement.

I am writing you today to outline our government’s approach to continuing to engage with municipalities on how retail stores may be located in advance of July 2018.

As we move forward with preparations to implement the proposed retail and distribution system, Ministry of Finance staff, together with the LCBO, will begin direct engagement with municipalities on how stores may be located for July 2018. We are proposing that the LCBO partner with impacted municipalities in advance of launch to ensure that input from municipalities can be provided directly to the LCBO and local community interests can be heard.
Identification of Municipalities for Initial Stores

To ensure Ontario’s readiness for the federal government’s deadline of July 2018, Ministry of Finance and the LCBO have begun identifying municipalities under consideration for initial stores. Municipalities will be identified in stages. This will support ongoing engagement with municipal staff in these affected municipalities and phase efforts to search for store sites.

Two primary considerations will be used to guide the identification of municipalities where stores will be located: first, to achieve geographic distribution of stores across the province; and second, to reduce the number of illegal stores, including dispensaries, currently operating in Ontario.

As municipalities are identified, letters from the Ministry of Finance will be sent to the municipal Clerk or CAO of each identified municipality. Ministry of Finance staff will also work to notify Heads of Councils in identified municipalities in advance of these letters and will work with these municipalities to continue an open dialogue to ensure that council’s perspectives are considered. The letters will request meetings between municipal staff, Ministry of Finance staff and the LCBO to discuss the guidelines and a process for siting stores, how the LCBO will address local concerns, and municipal interests in siting. This will serve as the beginning of the partnership between municipalities and LCBO. Municipalities selected for initial stores will also be transparently identified on a website maintained by the LCBO: http://www.lcbocannabisupdates.com/. This website is expected to be launched today, October 27, 2017 and will be updated in coming weeks as the first group of letters are sent to the municipal Clerks/CAO’s notifying them the LCBO intends to locate an initial store in their municipality. The LCBO will continue to update this website on a regular basis as additional municipalities are notified of the intention to locate stores in their municipality.

Guidelines and Process for Siting of Cannabis Retail Stores

Informed by consultations with AMO, proposed guidelines and a process for siting stores are being developed. The LCBO would utilize guidelines to identify specific store locations with the objectives of ensuring that youth are protected and addressing the illegal market. This includes ensuring stores are not located in close proximity to schools. Ministry of Finance staff and the LCBO are keen to meet with municipalities directly to discuss the proposed guidelines and ensure that local interests are being appropriately taken into account.

The LCBO would utilize a public notification process to inform the public that a specific store location has been identified in their community. As part of this process, the LCBO will provide information to the public that outlines the store’s operations and how local impacts would be mitigated.

This notification process will also provide an opportunity for public questions and concerns on specific store sites to be submitted directly to the LCBO. More details of this process will be shared with municipal staff through the planned direct engagement.

Province-wide Online Sales Channel

Alongside the roll-out of stores, the LCBO will be implementing a province-wide online sales channel for cannabis beginning July 2018. As with retail stores, this online channel will be carefully controlled and include important social responsibility measures. It will also help meet the demand for legal cannabis access in all parts of the province.

As we establish a new legal retail system for cannabis, it is critical that we do so with the objectives of protecting our youth and addressing the illegal market. I look forward to ongoing
dialogue with AMO and with municipalities as we take the next steps in implementing this important initiative.

I welcome your support in ensuring an open and productive partnership with our government, the LCBO and your municipality as we continue to prepare for federal legalization of cannabis in July 2018.

Where municipal staff may require assistance, please contact:

Nicole Stewart  
Executive Lead – Cannabis Retail Implementation Project  
Ontario Ministry of Finance  
Nicole.Stewart@ontario.ca  
416-325-1593  

Sincerely,  

Charles Sousa  
Minister
GENERAL GOVERNMENT & FINANCE COMMITTEE
NOVEMBER 8, 2017
MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

2.1 Verbal Report from the C.A.O.
   Re: CAO’s Monthly Report October, 2017

2.2 Report from the C.A.O.
   Report No. GGF-2017-63
   Re: Township Mileage Rates

2.3 Report from the C.A.O.
   Report No. GGF-2017-64
   Re: Personnel – Conference Council Policy

2.4 Verbal Report from the Clerk
   Re: Clerk’s Report – November 2017

2.5 Report from the Clerk
   Report No. GGF-2017-68
   Re: Draft New Council Procedural By-law

2.6 Report from the Clerk
   Report No. GGF-2017-66
   Re: Final 2018 to 2022 Accessibility Plan

2.7 Report from the Director of Finance
   Report No. GGF-2017-65
   Re: Tax Sale Results

2.8 Report from the Director of Finance
   Report No. GGF-2017-49
   Re: Deemed Water Connection for Bayview Ave. and Triple Bay Rd.

2.9 Report from the Financial Analyst
   Report No. GGF-2017-62
   Re: Capital Budget Update to October 31, 2017
3. **OTHER BUSINESS:**

| 3.1 Correspondence from Leif Jakobsen  
| Re: Letter of Resignation - Seniors Advisory Committee |

4. **ITEMS FOR INFORMATION:**

| 4.1 Correspondence from County of Simcoe  
| Re: County Council Update – Sept 2017 |
| 4.2 Correspondence from the Township of Severn  
| Re: Inter-municipal and Intra-hub Transit |
| 4.3 Correspondence from the Township of Severn  
| Re: Full Implementation of Standard Size Garbage Containers |
| 4.4 Correspondence from SSEA  
| Re: 2017 Third Quarter Report |
| 4.5 Correspondence from Martyrs’ Shrine  
| Re: Thank you |
STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: November 8, 2017

Report No.: GGF-2017-63

Subject: Township Mileage Rates

RECOMMENDATION:
That report number GGF-2017-63 be received;
And that effective January 1, 2018 and at the beginning of each year, the Director of Finance establish the Township’s mileage reimbursement rates based upon the approved Revenue Canada rates and reimbursement guidelines.

INTRODUCTION/BACKGROUND:

The current Township of Tay mileage rate of .495 cents per kilometer was established by Council on July 9, 2008 and has not been adjusted since.

Many of the municipalities in the area have adopted the Revenue Canada guidelines for mileage reimbursement and delegated the responsibility to implement Revenue Canada’s rates and guidelines to the Director of Finance. The current approved Revenue Canada rate is .54 cents per km for the first 5,000 kilometres and it drops to .48 cents per km after that. Revenue Canada has determined that if you don’t have the two rate system, any mileage paid at a higher rate beyond 5,000 km should be considered a taxable benefit.

The current Township mileage rate was established nearly 10 years ago by Council, and staff feels the rate and policy should be updated. Linking the Township rates and policy to Revenue Canada means that Council can delegate that authority to the Director of Finance to monitor and implement changes as required.
FINANCIAL/BUDGET IMPACT:

The current Township policy is for staff to use a Township vehicle for Township business whenever it is practical and one is available. It is estimated that this change will have only a minimal impact on Department budgets moving forward. For example if a total of 20,000 kms was driven by Township staff with their personal vehicles, the overall impact would be 20,000 x .045 cents = $900 dollars, spread between Council and all departments.

CONCLUSION:

Staff is recommending that the Municipal mileage rate for personal vehicle use be linked to Revenue Canada’s rate and policy, effective January 1, 2018.

Prepared By: Date Prepared:

Robert J. Lamb CEcD, Ec.D.
C.A.O.

October 18, 2017
STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: November 8, 2017

Report No.: GGF-2017-64

Subject: Personnel Policy – Conference - Council

RECOMMENDATION:
That report number GGF-2017-64 be received;
And that the revised Personnel Policy – Conference - Council as attached to this report be approved.

INTRODUCTION/BACKGROUND:

The Township of Tay adopted its Personnel Policy, Conference - Council on April 8, 1993 and last made amendments to that policy in March, 2009.

Staff has reviewed the current policy and is recommending that some minor changes be made to the existing policy. The proposed changes expand the Mayor and/or C.A.O.’s ability to incur some hospitality/entertainment expenses as part of Township business. This is done to make it easier for the C.A.O. to pay for these expenses on behalf of the Mayor and Council if at the same conference. The proposed changes also recognize a Spouse or Companion, allows for the Mayor or C.A.O. to authorize the purchase of alcohol in appropriate circumstances and updates Council’s per diem rate to reflect the 2017 rate vs. the 2009 rate.

CONCLUSION:

Staff is recommending that Council adopt the proposed changes to the Personnel Policy covering conference attendance for Mayor and Councillors.
CONFERENCE AND CONVENTION ATTENDANCE

1. APPROVAL:
   1.1 Approval for participation in convention/conferences is subject to budget provision and approval by Council. Requests are to be forwarded for discussion during budget deliberations for the related year.

2. EXPENSES:
   2.1 The Township shall reimburse allowable costs associated with attendance at approved events, upon the submission of original receipts. Allowable costs include the following:
      a) Registration fee.
      b) Transportation costs to, from and while in attendance at the function. Transportation costs include a mileage reimbursement based on actual distance traveled, taxi, subway, parking, etc.
         Consideration may be given to alternate modes of transportation (i.e. air fare, train) with the reimbursement based on the least cost method (including all transportation costs).
         Receipts for meter parking, bell hop tips and other incidental items where receipts are not reasonably available shall be detailed on the expense form, and are authorized for payment without receipt.
      c) Reimbursement for meals are authorized enroute to, from and while in attendance at a function, and must be supported by original receipts showing the names and business relationships of attendees.
d) Council recognizes that there are occasions where the provision of hospitality/entertainment is appropriate and can result in benefits to the Township. In such occasions, hospitality/entertainment expenses maybe incurred and paid by the Mayor or C.A.O.

e) Accommodation expenses at the standard room rate.

The following expenses are excluded:

a) Spousal/Companion registration and all other spousal/companion expenditures

b) Personal entertainment expenses

b) Travel, meals and accommodation expenses for family members

c) Alcoholic beverages of any kind without the prior approval of the Mayor or C.A.O.

d) Other unauthorized expenses

2.2 All receipts (where possible) for authorized expenses associated with conference/convention participation are to be forwarded to the C.A.O. as soon as possible following the function, along with the expenses report required for reimbursement of allowable costs.

2.3 A monetary advance may be approved by the C.A.O. for allowable costs associated with the conference/convention. In the event the Member of Council does not attend all or a portion of the function after an advance has been issued, the member of Council is responsible to reimburse the Township for the entire (or related portion thereof) advance received.

2.4 A per diem of $83.64 per day (2017 rate) shall be paid when a member of Council is attending a conference/convention. This amount will be adjusted annually at the same rate as the staff adjustment of the Salary Administration Plan.
3. REPORT:

3.1 Any Member of Council attending a conference/convention may be required by Council to submit either a verbal or written report concerning the topics, or specific topic, addressed at the conference/convention.
RECOMMENDATION:
That Staff Report No. GGF-2017-68 regarding the draft new Council Procedural By-law be received;

And that any feedback be provided to the Clerk by November 30th, 2017 so the final by-law may be brought forward.

INTRODUCTION/BACKGROUND:
The Municipal Act, 2001 as amended requires that every municipality adopt a procedural by-law that governs the calling, place and procedures of meetings. In addition, the procedural by-law is required to provide provisions for notice of meetings.

While various amendments have been adopted, a comprehensive review and update of the Council Procedural by-law has not been undertaken since 2011.

Further, the Province recently passed Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2017, which has introduced new procedural matters to the Municipal Act and Municipal Conflict of Interest Act, that need to be incorporated into the by-law such as additional Closed Session provisions, new Conflict of Interest requirements, and the possibility of electronic participation in the open portion of meetings. These new requirements have now been proclaimed and come into effect on January 1, 2018.
**ANALYSIS:**
The draft by-law reflects a complete revision of the existing Council Procedural By-law to provide ease of reference and use as well as addressing the new requirements resulting from Bill 68. The substantive changes, outside of formatting, are as follows:

**Consent Municipal Report**
The Township has adopted its by-laws and minutes by consent for quite some time, and so staff is proposing that recommendations coming from Committee of all Council through the Municipal Report would also now be adopted in a similar fashion.

It is important to note that if there is a recommendation that any Member would like to discuss further that it may be identified and separated from the main consent motion for further consideration. That recommendation would then be discussed and voted on separately.

**Definition of a Meeting**
Through Bill 68, the Province has provided municipalities with a new definition of a ‘meeting’ as follows:

“**Meeting**” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

a) a quorum of members is present, and  
b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

This new definition has been incorporated into the by-law and will hopefully help guide Council and staff with respect to when a meeting is being held.

**New Closed Session Provisions**
With the changes to the Municipal Act, the Province has added the following new Closed Session provisions:

(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

These new provisions have been included in the Closed Session provisions of the draft by-law. Further, reflecting some of the Closed Session investigations conducted by the Ombudsman’s office as well as other investigators a section has been added detailing what information will be included in the Closed Session minutes for increased transparency.

New Conflict of Interest Requirements

Another change as a result of Bill 68 is additional requirements on both Council and the municipality under the Municipal Conflict of Interest Act (Sections 59 & 61 of the new by-law).

Commencing January 1, 2018 whenever a Member discloses a conflict they are now required to ‘file a written statement of the interest and its general nature with the Clerk’. Staff will develop a form template that Members can use to fulfill this requirement.

Further, every municipality and local board will now be required to establish and maintain a registry in which a copy of each statement is kept and declaration is recorded. In addition, the registry must be made available for public inspection.

Optional Electronic Meeting Participation

A new optional item provided through the legislation is the possibility that a member of council, of a local board or of a committee be able to participate electronically in a meeting which is open to the public. If Council is interested in exploring this option, the extent and manner of participation must be established in the Procedural By-law. The Member would not count towards quorum and cannot participate in Closed Session. Electronic participation has not been included in the draft Procedural By-law at this time.

Given the increased emphasis the Province has placed on accountability and transparency in municipal government over the last few years, many were surprised that this option was approved in the final version of the legislation. Should Council wish to pursue electronic participation in meetings, then staff would report back in December as to how that may be facilitated and any associated costs (i.e. technology). Staff has concerns respecting how electronic participation would be facilitated and in what circumstances (i.e. vacation vs. illness) would it be permitted.
Temporary Replacement, Upper Tier Council
There is a new provision that expands and clarifies on the ability of a local municipality to appoint one of its members as an alternate member of the upper-tier council, to act in place of a person sitting on the upper tier council, in the event that the member is unable to attend.

There are limitations on the appointment of the alternate and the Simcoe County clerks are meeting with the County of Simcoe to review this matter on November 7th. Staff will report back to Council as to how this will be facilitated at the November 8th meeting.

FINANCIAL/BUDGET IMPACT:
There is no financial implication as a result of the changes to the Council Procedural By-law.

CONCLUSION:
Staff recommends that Council receive the draft by-law and provide comments to the Clerk by November 30, 2017 so that the final version may be presented in the December meeting cycle.

Prepared By: Alison Gray, Clerk

Recommended By: Date: November 1, 2017

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By: Date:

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

Attachment: Draft New Council Procedural By-law
THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW NO. 2017-xx

A By-Law of The Corporation of the Township of Tay to provide rules governing the proceedings of its Council, Council Committees, and its members’ conduct.

WHEREAS every municipality and local board shall pass a procedural by-law for governing the calling, place and procedures of meetings pursuant to Section 238(2) of the Municipal Act, 2001, as amended, ("Municipal Act");

AND WHEREAS the procedure by-law shall provide for public notice of meetings, pursuant to Subsection 238(2.1) of the Municipal Act;

AND WHEREAS the Council of The Corporation of the Township of Tay now deems it advisable to enact a new by-law to govern the proceedings of Council, the conduct of its Members and the calling of meetings, and to provide for procedures and statutory requirements in accordance with the Act, and to repeal previous by-laws related thereto.

NOW THEREFORE the Council of The Corporation of the Township of Tay enact as follows:

PART I - GENERAL

Short Title
1. This by-law shall be cited as the “Procedural By-law”.

Definitions
2. In this by-law, the following terms have the specified meanings:

   (1) “Abstain” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.


   (3) “Acting Chair” means the Member appointed, to act in place or instead of the Head of Council.

   (4) “Ad Hoc Committee” means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

   (5) “Adjourned Meeting” means the continuation of a Regular Meeting or Special Meeting, which deals with unfinished business of a Regular Meeting or Special Meeting.

   (6) “Advisory Committee” means a committee established by Council to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration.

   (7) “Agenda” means the written order of business for a meeting.
(8) “Board” means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, and the Public Library Board.


(10) “CAO” means the Chief Administrative Officer or designate of the Township of Tay.

(11) “Chairperson or Chair” means the person presiding over a meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chairperson may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or bylaw.

(12) “Holiday” means

a) those holidays listed in the Legislation Act, 2006, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and,
b) any day as set out in a resolution or by-law passed by Council.

(13) “Clerk” means the Town Clerk of Township of Tay or their designate.

(14) “Closed Session” (also known as an “in camera meeting”) means a Meeting, or portion thereof, closed to the public.

(15) “Committee of the Whole” means a committee of all Council Members convened to facilitate discussion using a less formal meeting process.

(16) “Committee” means a committee appointed by Council, regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.

(16) “Committee Member” means a member of a Committee as defined in the Committee’s Terms of Reference.

(17) “Communication(s)” includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.

(18) “Consent List” means a section of the Regular Meeting agenda containing recommendations from the Clerk as to their disposition, all of which may be adopted by one motion of Council.

(19) “Corporation” means The Corporation of the Township of Tay.

(20) “Council” means the Council of the Township of Tay comprised of an elected Mayor, Deputy Mayor and Councillors.

(21) “Council Member” means a member of Council, including the Mayor and Deputy Mayor.
“Defer” means to postpone the consideration of a question or resolution until a specific action(s) can be undertaken, such as obtaining advice, documentation or circulating for public comment.

“Delegate” means a person or group of persons that applies to the Clerk to make a Delegation.

“Delegation” means an appearance by a person or group of persons to address Council or a Committee.

“Division of Question” means a request by a Member to have a long motion divided into parts, which are capable of standing alone, so that the parts may be voted on separately.

“Emergency Governance Committee” means a Committee created to carry out the duties and responsibilities of Council, only under the following circumstances:

a) for the duration of an emergency which has been declared by the Mayor and/or his/her designee, in accordance with the Township’s Emergency Plan; and

b) at such times during which at least three members of Council have died, or are otherwise not able, for valid reasons, to attend a properly scheduled meeting of municipal Council.

“Ex-Officio Member” means that he/she is a member by virtue of his/her office and would not otherwise be a member. He/she has all of the rights of a member unless otherwise stated.

“Head of Council” means the Mayor of the Township of Tay.

“Improper Conduct” means conduct that obstructs the deliberations or proper action of Council or a Committee.

“Majority” means more than half of the votes cast by Members entitled to vote.

“Meeting” as per Section 238(1) of the Act means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

a) a quorum of members is present, and

b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

“Member(s)” means a Council Member(s) or Committee Member(s).


“Notice of Motion” means an advance notice to Members of a matter which Council or a Committee will be asked to take a position.

“Order of Business” means the sequence of business to be considered at a Meeting.
(37) “Pecuniary Interest” means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act.

(38) “Petition” means a document requesting Council’s consideration of a matter.

(39) “Point of Order” means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.

(40) “Point of Personal Privilege” means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.

(41) “Presentation” means the presenting of an award, certificate, cheque or similar item to members of the public, Council, Committee or staff.

(42) “Public Meeting Under an Act” means a Meeting held in accordance with Sections 32-37.

(43) “Quorum” means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council.

Members who Abstain for reasons of a declared pecuniary interest or perceived conflict of interest are deemed to count towards the total to constitute a Quorum, pursuant to Section 7 of the Municipal Conflict of Interest Act.

(44) “Recorded Vote” means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council or a Committee.

Where a Member abstains, the recorded vote shall read “opposed”, except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.

(45) “Regular Meeting” means a regularly scheduled Council business meeting held in accordance with Sections 21-26.

(46) “Recess” means a short break taken during a Meeting, which may be permitted at the discretion of the Chairperson.

(47) “Rules of Procedure” means the applicable regulations contained in this by-law.

(48) “Section” means an enumerated section of this by-law.

(49) “Special Meeting” means a Meeting called by the Mayor or Chairperson and not scheduled in accordance with the approved regular schedule of meetings.

(50) “Table” means to postpone or defer the consideration of a resolution until or for a specific time, such as the next Regular Meeting, and may not be longer than three (3) months.

(53) “Township” means The Corporation of the Township of Tay.

(55) “Township Website” means the internet site maintained by the Township at www.tay.ca
(56) “Vote” means a formal indication of a choice between being in favour of a question, motion, resolution or course of action, or opposed to same, which is typically expressed by a show of hands unless a recorded vote is requested.

**Application**

3. The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council and, with necessary modification, to all Committees. A failure to strictly adhere to the procedural rules of this by-law shall not invalidate the action of Council or a Committee acting in good faith.

**Suspension**

4. Except as provided elsewhere in this by-law, the rules contained in this paragraph may be temporarily suspended by Council or a Committee by a vote of two-thirds of the Members present:
   (a) amending the Order of Business;
   (b) adding or removing a Delegation;
   (c) increasing or decreasing speaking time for a Delegation; and,
   (d) introducing a motion without the standard Notice of Motion.

**Robert’s Rules of Order**

5. All Points of Order or procedure for which rules have not been provided in this by-law or its appendices shall be decided by the Chairperson in accordance with, as far as practicable, Robert’s Rules of Order. This by-law takes precedence where a conflict exists with Robert’s Rules of Order.

**Interpretation**

6. In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.

7. The business, by-laws and resolutions of the Town of Innisfil will be conducted and maintained in English.

8. Whenever any reference is made in this by-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

**PART II – MEETINGS**

**General**

**Location**

9. Council Meetings shall be held in the Council Chambers at the Township Office located at 450 Park Street, Victoria Harbour, unless
   (a) otherwise specified in this by-law;
   (b) an alternate location is passed by resolution of Council; or,
   (c) where a resolution is impractical, the Clerk may select an alternate location within the municipality.

10. Where a Meeting of Council is held at a location other than the Council Chambers, notice shall be provided to the public no later than the time of publication of the agenda.
**Decorum**

11. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.

Individuals shall refrain from public outburst, shouting, and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee. Individuals with placards, signs, posters, clothing and similar advertising devices, whether political or otherwise, that demonstrate a lack of respect for the formal nature of Council Meetings being held in Council Chambers, may be asked to leave or remove those items by the Clerk. The Mayor or Chairperson may request that a member or members of the public vacate the location of a Meeting if their behaviour or actions are deemed disruptive to the business at hand. The Mayor or Chairperson may unilaterally suspend the meeting until order is restored.

12. All present shall adhere to a business casual dress code.

13. No persons shall bring cellular telephones or other electronic devices into the Council Chamber or Committee meeting which emit a sound unless such devices are turned off or silenced.

**Open to the Public**

14. All Meetings shall be open to the public and no person shall be excluded except where Council or a Committee meets for a Closed Session in accordance with this by-law and the Act.

15. Notice of all Meetings shall be provided to the public by posting at minimum the date, time, location, and topic on the Township Website.

16. Lack of receipt of notice shall neither affect the validity nor any action taken at the Meeting.

**Staff Participation**

17. Town Staff in attendance at a Meeting may be recognized to speak at the discretion of the Mayor or Chairperson. Members shall, whenever possible, communicate their concerns to Town Staff in advance of discussing them at a Meeting.

**Inclement Weather**

18. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chairperson may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

**Inaugural Meeting of Council**

19. The inaugural meeting of Council shall be held at 7:00 p.m. in the Council Chambers on the first Thursday in December following a regular municipal election, or the first Thursday after the Council term commences, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch.

20. The Mayor-Elect, CAO and Clerk shall be responsible for the format, agenda content, and arrangements for the inaugural meeting, but the agenda shall include the declaration of office, pursuant to the Act.
Regular Council Meetings

Schedule & Notice
21. Council shall hold its Regular Meetings on the fourth Wednesday of each month, commencing at 7:00 p.m., subject to the exceptions noted in this by-law, or on such other day as may be determined by resolution of Council. In the event that such a day is a Holiday, Council shall meet at the same hour on the first day thereafter that is not a weekend or Holiday.

22. Regular meetings shall not be scheduling during the month of July.

23. Regular Meetings shall not be scheduled during the month of November of a regular municipal election year.

24. Notice of a Regular Meeting shall be provided to the public through publication of the Agenda on the Township Website by Friday at 4:30 p.m. the week prior to the Regular Meeting.

   As a result, the Clerk shall refuse any additional material for an Agenda that is not provided in accordance the supplementary provisions under Sections 52-55.

25. Where a Regular Meeting is to be held at a time or day other than as set out in this by-law, the Clerk shall give at least one week’s notice through publication on the Township Website to give the public reasonable notice of the changed meeting date and time.

Agenda
26. The Clerk shall have an Agenda prepared with the Order of Business outlined below for Regular Meetings, as further explained in Part III – Meeting Procedures.

   (1) Call to Order
   (2) Moment of Silent Reflection
   (3) Approval of the Agenda
   (4) Disclosure of Interest
   (5) Presentations / Delegations
   (6) Consent List
      a) Adoption of Minutes
      b) Reports of Various Committees
      c) Municipal Report
   (7) Staff Reports / Other Business
   (8) By-laws
   (9) Notice of Motions
   (10) Closed Session
   (11) Confirming By-law
   (12) Adjournment

Special Council Meetings
Notice
27. The Mayor or Chairperson may call, or the Clerk shall convene a Special Meeting specifying the purpose with a minimum forty-eight (48) hours’ notice to Members, staff, public and through posting on the Township Website.
28. Additional or extra items for which notice has not been given will not be entertained and are to be brought forward at the next regular meeting.

29. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 27 may be waived.

**Agenda**

30. The Clerk shall have an agenda prepared in the following Order of Business for the use by Members at a Special Meeting:

   (1) Call to Order
   (2) Approval of the Agenda
   (3) Disclosure of Interest
   (4) Business Items
   (5) By-laws
   (6) Confirming By-law
   (7) Adjournment

**Workshops**

31. Notwithstanding the previous Section of this by-law, where the purpose of a Special Meeting is to have a workshop to discuss matters that advance the business of the corporation, the Clerk in consultation with the Mayor or Chairperson may prepare a workshop agenda that reflects the informal setting of such a meeting. The workshop is deemed to be a session of the Committee of the Whole, although adherence to the provisions of this procedural by-law related to the Committee of the Whole may be relaxed at the discretion of the Mayor or Chairperson.

**Public Meetings Under an Act**

32. Council shall hold public meetings, as required, for purposes under the *Planning Act*, R.S.O. 1990, c. P.13, as amended; *Development Charges Act*, 1997, S.O. 1997, c. 27; or any other Act, on the fourth Thursday of each month as required, commencing at 6:30 p.m., subject to the exceptions noted in this by-law.

33. In the event that a Public Meeting under an Act falls on a Holiday, Council shall meet at the same hour on the first day thereafter that is not a weekend or Holiday.

34. The Clerk shall provide notice of the time, date and location of Public Meetings by publication of the Agenda on the Township Website and other means as required by the relevant Act.

35. A Delegation may address Council at a Public Meeting under an Act regarding the subject matter at hand without prior notice.

36. If the decision to be made by Council on the subject matter of a Public Meeting under an Act is a statutory power of decision within the meaning of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended, that Act, except Sections 17, 18 and 19, shall apply to the hearing conducted by Council. This paragraph applies with necessary modification to a hearing by a Committee.

37. Where Township Staff are of the opinion that a particular Public Meeting under an Act will require more than 60 minutes and therefore potentially impact the starting time of the Regular Meeting, Township Staff may request that the Clerk schedule that Public Meeting under an Act on the first or third Wednesday of the month at 6:30 p.m.
Committee of all Council (Committee of the Whole)

Schedule & Notice

38. There shall be (4) Standing Committees of Council composed of all Members of Council as follows;
   - Protection to Persons & Property
   - General Government & Finance
   - Public Works
   - Planning & Development

39. The Standing Committees of Council shall meet as the Committee of All Council on the second Wednesday of each month, commencing at 10:00 a.m., subject to the exceptions noted in this by-law, or on such other day as may be determined by resolution of Council. In the event that such a day is a Holiday, Council shall meet at the same hour on the first day thereafter that is not a weekend or Holiday.

40. Committee of all Council meetings shall not be scheduling during the month of July.

41. Notice of a Regular Meeting shall be provided to the public through publication of the Agenda on the Township Website by Friday at 4:30 p.m. the week prior to the Meeting.

As a result, the Clerk shall refuse any additional material for an Agenda that is not provided in accordance the supplementary provisions under Sections 52-55.

42. Where a Meeting is to be held at a time or day other than as set out in this by-law, the Clerk shall give at least one week's notice through publication on the Township Website to give the public reasonable notice of the changed meeting date and time.

Agenda

43. The order of business for the Committee of All Council meeting shall be as follows
   (1) Call to Order
   (2) Adoption of the Agenda
   (3) Disclosure of Interest
   (4) Delegations
   (5) Standing Committee Business:
      A: Protection to Persons & Property
      B: General Government & Finance
      C: Public Works
      D: Planning & Development
   (6) Closed Session
   (7) Adjournment

Emergency Governance Committee

44. Notwithstanding the provisions of this Section, the Emergency Governance Committee shall be comprised of a minimum of three members of Council, and shall elect its own Chair.

45. The Council of the Corporation of the Township of Tay hereby delegates to the Emergency Governance Committee all powers and duties that may legally be delegated to the Committee pursuant to the Act, or any other applicable provincial or federal legislation, subject to the following conditions and restrictions:
   (a) the delegation shall be effective only during the times specified in Section 1(26);
PART III - MEETING PROCEDURES

Call to Order and Quorum

46. The Mayor or Chairperson shall call the Members to order as soon after the hour of the Meeting as there is a Quorum present.

47. If a Quorum for a Meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the Meeting, the Clerk or designate shall indicate that no Quorum is present and the Meeting shall stand adjourned until the next Meeting called in accordance with the provisions of this by-law.

48. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict, in which case the Deputy Mayor will chair the Council Meeting. In the absence of the Mayor and the Deputy Mayor, and if a Quorum is present, the Clerk shall call the Members to order. An Acting Head of Council shall be chosen from the Members by the Members, who shall preside during the meeting or until the arrival of the Mayor or the Deputy Mayor, and such person shall be the Chairperson.

49. While presiding, the Deputy Mayor or the Chairperson shall have all the powers of the Mayor for the purpose of conducting the Meeting.

50. If, during the course of a Meeting, Quorum is lost, the Chairperson shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next Meeting called in accordance with the provisions of this by-law.

51. The Clerk shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.

Supplementary Business/Additions to the Agenda

52. The Clerk may receive supplementary item(s) for the Agenda up until 2:30 p.m. the day before a Meeting. The Clerk has discretion to add those supplementary item(s) to the Agenda where the Clerk is of the opinion that the matter is sufficiently urgent to violate the fundamental principle of providing one week’s public notice.

53. Notwithstanding the previous Section, Council shall consider the Clerk’s request for supplementary item(s) during the Approval of the Agenda part of the Meeting Agenda. A simple majority vote is required to approve an amended agenda that includes those supplementary item(s) recommended by the Clerk.

54. Items added to the Agenda shall be added under the Staff Reports / Other Business portion.

55. Whenever possible, the Clerk shall endeavour to circulate supplementary items and supporting documentation to Council, senior management, and post them on the Township Website for consideration by the public as soon as practicable.
Disclosure of Interest
56. Where a Member, either on his own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the member shall:
(a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
(b) not take part in the discussion of or vote on any question with respect to the matter; and,
(c) not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

57. Where a meeting is not open to the public (Closed Session) and a Member has a pecuniary interest in a matter, in addition to complying with the requirements of Section 56, the Member shall forthwith leave the meeting for the part of the meeting during which that matter is under consideration.

58. Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first meeting of Council or Committee attended by him/her after that Meeting.

59. Per the requirements of the Municipal Conflict of Interest Act, at a meeting at which a Member discloses an interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the committee or local board, as the case may be.

60. The Clerk shall record the particulars of any disclosure of interest made by a Member and any such record shall appear in the minutes of that particular Meeting.

61. Per the requirements of the Municipal Conflict of Interest Act, every municipality and local board shall establish and maintain a registry in which shall be kept,
(a) a copy of each statement filed
(b) a copy of each declaration recorded
Further, the registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine.

Communications/Petitions
62. The Clerk may, upon receipt, refer any communication or petition to Council, Committee or a Department Head without prior consideration.

63. Every communication or petition, to be included on an Agenda, shall be delivered to the Clerk no later than 4:30 on the Wednesday prior to the meeting. If, in the Clerk’s opinion, the communication/petition is of a time sensitive nature, the Clerk may bring forward such communication/petition for consideration, after the aforementioned deadline.

64. Every communication, including a petition designed to be presented to the Council/Committee and filed with the Clerk, shall be legibly written or printed; shall not contain any obscene or improper matter or language; shall be signed and dated by at least one person; and shall include an address and telephone number where return correspondence or contact is to be directed and shall become part of the public record of the meeting at which it is received.
65. Petitions designed to be presented to the Council or Committee and filed with the Clerk, shall contain original signatures, and all information on the petition, including names, addresses and telephone numbers shall become part of the public record of the meeting at which it is received.

**Delegations**

66. Persons desiring to present information to Council shall make request to the Clerk. The Clerk shall schedule the delegation to the next available Committee meeting;

67. The deputant must provide the subject matter that is going to be discussed when they book their delegation;

68. No more than two delegations relating to the same matter shall be scheduled for any Council meeting;

69. The Clerk has the authority to limit the number of delegations for a particular meeting provided the reasoning for same is justifiable and the delegations have been rescheduled to a subsequent meeting;

70. Requests from deputants who have previously addressed Council on a topic shall not be granted unless they have evidence that they have new information to present to Council;

71. No delegation, other than those listed on the agenda, shall be allowed to address Council unless the majority of the members present grant approval;

72. Persons who are allowed to address Council shall be limited in speaking for not more than 10 minutes;

73. During a meeting the Mayor or other authorized Presiding Officer has the right to limit the number of delegations when in their opinion the views are being repetitive and no new information is being brought forward;

74. Deputations shall not be received if the subject matter is of a personal and derogatory nature relating to any person including Municipal Officials or personnel in the employ of the Municipality. Such personal and derogatory deputations will be dismissed forthwith;

75. Where an individual in making a delegation to Council does not adhere to the rules as outlined within this section, the Mayor or Presiding Officer has the right to require the delegation to cease and has the authority to have the individual ejected from the Council Chambers. Council may require that future delegations from the individual be in a written format only for a period of time that Council may determine;

76. In the event of gross or repetitive misconduct, Council may by resolution suspend the privileges of attendance at Council Meetings for a specified time period.

77. Members may ask questions of the Delegate to obtain additional relevant information. Debate between Members is not permitted during the Delegation.

78. Upon a two-thirds majority vote, a Delegate may be invited to answer a further question(s) that is raised during debate following the Delegation.
Consent List

79. The Mayor or Chairperson shall review the Consent List at a Regular Meeting by providing Members with an opportunity to:
   (a) ask brief questions or make limited comments; and
   (b) clearly announce a request to refer an item for separate consideration.

80. Amendments, Deferral Motions, Tabling Motions, discussions, recorded votes, and other procedural motions are not permitted during the review of the Consent List but are permitted once the matter has been referred for separate consideration.

81. A Member’s request to refer an item for separate consideration is neither optional nor debatable. For greater clarity, each Member has the right to have a matter referred and considered separately.

82. At the conclusion of the review of the Consent List, the remaining recommendations that have not been referred shall be adopted by one omnibus resolution. The Consent List recommendations are deemed to be resolutions of Council as if voted on individually.

Closed Session

83. A Meeting may be closed to the public pursuant to the Act only if the subject matter being considered involves one of the following:
   (a) the security of the property of the municipality or Board;
   (b) personal matters about an identifiable individual, including municipal or local board employees;
   (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
   (d) labour relations or employee negotiations;
   (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
   (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
   (g) a matter in respect of which a council, board, committee or other body may hold a Closed Session under another Act;
   (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
   (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
   (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
   (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

84. A Meeting shall be closed to the public pursuant to the Act only if the subject matter being considered involves one of the following:
   (a) a request under Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is designated as head of the institution for the purposes of that Act; or
(b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of the Act, or the investigator referred to in subsection 239.2(1) of the Act.

85. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:
(a) the fact of the holding of the Closed Session, including the date and time; and
(b) the general nature of the matter to be considered at the Closed Session;

86. A Meeting may only be closed to the public during a vote if:
(a) Sections 84 & 85 of this by-law permits or requires a meeting to be closed to the public; and,
(b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.

87. Following a Closed Session, the Clerk shall prepare a Closed Session minutes that shall record:
(a) Where the meeting took place;
(b) When the meeting started and adjourned;
(c) Who chaired the meeting;
(d) Who was in attendance, including the identity of the clerk or other designated official responsible for recording the meeting;
(e) Whether any participants left or arrived while the meeting was in progress and if so, at what time this occurred;
(f) A description of the substantive and procedural matters discussed, including reference to any documents considered;
(g) any motions, including who introduced the motion and seconders; and
(h) all votes taken, and all directions given.

88. Members shall not release, make public or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

89. If the meeting location does not provide for a level of confidentiality to provide for Closed Session deliberations, the meeting may recess and reconvene in an alternate location.

90. Unfinished business of a Closed Session shall be automatically Tabled to the next Closed Session where the meeting is adjourned pursuant to the previous Section.

Adjournment
91. Adjournment for evening Regular Meetings shall be no later than 11:00 p.m., unless this rule is temporarily suspended by a two-thirds majority vote of the Members present, in which case the motion to extend the meeting shall stipulate the time to which the meeting is being extended.

92. Unfinished business as a result of an adjournment pursuant to the previous Section shall be automatically Tabled to the next Regular Meeting.
Committee of the Whole/Committee of all Council
93. The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other matters of concern for Members.

94. The Clerk may place business items at the appropriate location on the Agenda where discussion when likely to occur.

95. Recommendations resulting from deliberations during the Regular Committee of all Council meeting will come forward to the Regular Meeting as the Municipal Report for consideration under the Consent List.

96. The Mayor may appoint any Member as Chairperson for a specific Standing Committee of Council. While presiding, that Chairperson has the same powers of the Head of Council with respect to the conduct of the meeting.

97. Chairpersons of the Standing Committees of Council will be responsible for introducing matters and staff will through the Chair of their respective Committees, respond to questions from Council when the reports are being dealt with and provide other relevant information required for consideration by Council;

98. The Mayor shall be an ex-officio Member of each Committee, and have the same rights as the other Committee Members, including the right to vote.

Special Town Hall Meetings
99. Special Council Town hall meetings may be scheduled by request or resolution of Council.

100. The purpose of Special Council Town Hall meeting is to allow deputations on any municipal issue, receiving of petitions and questions by residents. The Mayor shall chair the meetings, each Council liaison shall respond to the questions asked within their area of jurisdiction and the Department Heads shall attend to assist in answering all concerns raised

PART IV – COMMITTEES, BOARDS, AUTHORITIES & COMMISSIONS

General
101. Council may, from time to time, appoint certain Council Members, ratepayers, staff, professionals or others, to serve on committees, board, authorities and commissions and report to Council. These appointments may be made by resolution unless specifically required to be passed by by-law.

102. Appointed Council liaisons for each Board, authority or commission shall attend those meetings, take part in its committee and sub-committee meetings, and report to Council.

103. When a Committee is composed of Council Members or a Council vacancy occurs on a Committee, the Mayor shall nominate Council Members for that Committee and such nominations shall be confirmed by resolution of Council prior to final approval.
104. When a Committee is established and comprised of public members, or a vacancy of a public member occurs on a Committee, Council may review any applications containing personal matters about an identifiable individual during a Closed Session prior to deciding on the nominations, which are then adopted at a Regular Meeting.

105. Reports of Committee Meetings shall be received and the recommendations considered by Council in the Consent List.

Committee Chairperson

106. The Chairperson of the Committee, unless otherwise prescribed by Council resolution or set out in the Committee’s Terms of Reference, is chosen by the members of the Committee.

107. The Chairperson shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chairperson’s efforts to do so. A Chairperson’s ruling on a Point of Order is subject to an appeal by any Committee Member to Council.

108. If the Chairperson desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice Chairperson, or in the absence of the Vice Chairperson on another Member, to temporarily fill the chair role.

Ad-Hoc & Advisory Committees

109. The Clerk shall maintain a list of Ad-Hoc and Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.

110. Ad-Hoc Committees may be established by Council or a Committee to consider a specific matter.

111. Once the task has been completed, Ad-Hoc Committees will present a final report to Council.

112. When an Ad-Hoc Committee has made its final report to Council, it shall be deemed to be dissolved, unless otherwise determined by Council.

PART V – BY-LAWS

113. Every by-law shall be given the required number of readings prior to passage by Council. These readings may be given by way of one inclusive omnibus motion for all by-laws listed on the Agenda. At the request of a Member, any by-law included in the motion may be withdrawn for a separate vote.

114. A by-law shall be passed when a majority of the members present on the third reading vote in favour of the by-law(s), provided no statute requires a greater majority.

115. The Clerk shall endorse on all by-laws read in the Council, the dates of the readings thereof, and shall be responsible for the correctness of such by-laws, should they be amended.

116. All amendments to any by-law approved by the Council shall be deemed to be incorporated into the by-law and if the by-law is enacted and passed by the Council, the amendments shall be inserted therein by the Clerk.
117. Every by-law enacted by Council shall be numbered, dated, affixed with the seal of the Town, signed by the Clerk and the Head of Council, and its safekeeping shall be assured by the Clerk.

118. The Mayor and Clerk are required to sign any formal agreement binding the corporation other than those authorized under the Town’s Procurement Policy or Delegation of Authority By-law.

119. A confirmatory by-law shall be passed at every meeting to confirm the decisions of Council or any decisions delegated to a Committee by Council. The confirmatory by-law confirms that the actions of council in respect of each resolution and other action taken by the Council at the meeting are, except where the prior approval of the Ontario Municipal Board or other authority is by law required, is thereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in a by-law.

A confirmatory by-law shall be listed separately on the agenda as the last item for Council consideration prior to Adjournment.

**PART VI – DEBATE**

**Conduct of Members**

120. Members shall:

(a) discharge with integrity all responsibilities to Council, the Township, and the public, in keeping with approved corporate policies.

(b) encourage public respect for and try to improve the administration of the Township;

(c) not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;

(d) treat the Chairperson, other Members, staff, and Delegates with courtesy, respect and honesty;

(e) hold in strict confidence all information concerning matters dealt with in a Closed Session;

(f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;

(g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;

(h) respect the decision of the Mayor, Chairperson or Council on a question of a Point of Order, practice or interpretation related to this by-law;

(i) when a Member is speaking, no other Member shall pass between the member speaking and the Mayor or Chairperson, or interrupt the member except to raise a Point of Order;
(j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while he/she is speaking; and,

(k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

121. In addition, Council Members shall:
   (a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
   (b) serve their constituents in a conscientious and diligent manner;
   (c) where a Councillor is involved with an issue outside the Councillor’s own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related meetings unless the issue is clearly of Town-wide significance or the Councillor is the Chairperson of the Committee handling the matter; and
   (d) not speak more than once to a motion or to the same question, or in reply for longer than three (3) minutes. The Mayor or Chairperson has discretion to provide latitude under this Section, but where such latitude is granted, the Mayor or Chairperson will endeavour to provide it equally to all Members.

Motions

122. All motions shall be moved and seconded before being read and then debated. There is no requirement to stand to read resolutions. Whenever possible, wording of motions should be provided to the Clerk in advance of the Meeting.

123. After a motion has been read and the wording confirmed, it shall be deemed to be in the possession of Council or the Committee and therefore the mover need not vote in favour of the motion.

124. When a motion is under debate, no other motion shall be received, except a motion to amend, Defer, Table, Divide the Question, or call the question.

125. After the question is called, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.

126. Resolutions shall require a Majority in order to be valid and binding on Council or a Committee, unless otherwise specified in this by-law.

127. Should the Mayor or Chairperson desire to move a motion or by-law, the Deputy Mayor or Vice Chairperson, or in their absence another Member, shall temporarily chair the meeting.

Motion to Call the Question

128. A motion to call the question shall take precedence over any other motion. It is only proper after all Members wishing to speak to the matter have had an opportunity to speak at least once.

Motion to Adjourn

129. A motion to adjourn the meeting shall be put immediately without debate, but requires that be moved and seconded and voted on.
Withdraw of Motion
130. A motion may be withdrawn at any time before decision with the consent of the mover, seconder, and a majority of Members. A withdrawn motion does not finally determine a matter and therefore does not trigger reconsideration.

Ultra Vires
131. A motion in respect to a matter which is beyond the scope of power (i.e. ultra vires the jurisdiction) of Council or a Committee shall not be in order except regarding a matter which, in the opinion of the majority of the Members, the question has to do with the welfare of the Town’s citizens generally.

Ruling Challenge
132. The ruling of the Mayor or Chairperson on a procedural matter, including a Point of Order and Point of Personal Privilege, may be overturned by a two-thirds vote of the Members. Such a vote is conducted by the Clerk.

Notice of Motions
133. All notices of motions shall be in writing, with written notice (most commonly through the Agenda package notice), with the following exceptions that may be introduced without notice:
   (a) Point of Order;
   (b) Point of Personal Privilege;
   (c) to suspend a rule of procedure in this by-law;
   (d) for a ruling by the Mayor or Chairperson as to whether an action is in compliance with a rule of procedure;
   (e) to overturn a ruling by the Mayor or Chairperson with respect to a matter of procedure;
   (f) to call the question, which is not debatable; and,
   (g) to adjourn, which is not debatable.

134. In addition, the following motions may be introduced without notice, but such motions shall be in writing or dictated and provided to the Clerk in advance of the Meeting:
   (a) to Defer;
   (b) to Table;
   (c) to Divide the Question;
   (d) to amend;
   (e) to suspend a provision of this by-law unless otherwise prohibited;

135. Once notice of a motion is provided pursuant to this by-law, the Clerk shall automatically add it to the next Regular Meeting agenda, unless advised otherwise by the Member who gave notice of an alternate date.

Dispensing with Notice
136. Any motion may be introduced without notice if the Members, without debate, dispense with notice with a two-thirds majority vote of the Members present.

Motion to Divide the Question
137. Any Member may request that the Mayor or Chair divide the question (also known as “splitting the motion”) where there are separate propositions contained in a motion.

138. If there is no objection, the Mayor or Chair shall facilitate the debate and the vote shall be called on each proposition separately.
If a Member objects to the division, the Mayor or Chair will call the vote on the question of whether the motion should be divided. In that case, a simple majority is required to divide the question.

139. A motion to divide the question is not debatable.

**Friendly Amendment**

140. After discussion, a motion duly moved and seconded may be altered by friendly amendment with the approval of the mover and the agreement of a majority of Council, Committee or local Board.

If a majority do not indicated their support of a friendly amendment, a formal motion to amend the main motion may be brought forward.

**Motion to Amend**

141. A motion to amend the main motion shall:
(a) be moved, seconded and then the amending portion(s) to the main motion shall be dictated and placed on the display screen in a manner that highlights the change(s);
(b) receive disposition of Council or the Committee before a previous amendment or the question;
(c) not be further amended more than once, although further amendments may be made to the main motion;
(d) be relevant to the main motion;
(e) not propose a direct negative to the main motion, although it may propose a separate and distinct disposition of a question; and,
(f) be put to a vote in the reverse order to that in which amendments were moved.

142. The vote on a motion to amend determines only whether the amendment is adopted.

If the motion to amend is carried, a vote is taken on the amended main motion.

If the motion to amend is defeated, a vote is taken on the original main motion.

**Motion to Table (Defer)**

143. A motion to Table requires a mover and seconder. It takes precedence over a motion to amend.

144. A motion to Table the main motion is debatable, but only with respect to the issue of whether to Table the matter.

145. A motion to Table the main motion may not be brought more than once during the same debate.

146. Once the motion is marked Tabled the said motion shall appear on the next Regular Meeting unless directed to a different meeting by Council.

**Reconsideration**

147. After any question has been decided the following shall prevail:
(a) no question shall be reconsidered within the council term, including at the same meeting it is originally passed;
(b) notwithstanding paragraph (a) above, reconsideration of the question may occur with two-thirds majority vote; and,
(c) no discussion of the main motion shall be allowed until the motion for reconsideration is carried.
148. A motion to reconsider suspends any action on the motion to which it applies until it has been decided.

149. If the action approved in the main motion has been acted upon, such as but not limited to monetary expenditure or executed agreements and cannot be reversed, the motion cannot be reconsidered.

150. Where a member has been named in any legal action related to a matter for reconsideration, no vote for reconsideration shall be taken until the legal action has been resolved.

Recess
151. Council or a Committee may without motion, after two consecutive hours of deliberation, recess for a short period deemed appropriate by the Mayor or Chairperson

Voting
152. Every Member, including the Mayor and Chairperson, shall have one vote.

153. Every Member present at a Meeting who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and, when required, shall be so recorded, subject to the provisions of this by-law

154. When a vote is called, every Member shall immediately:
   (a) occupy their seat and shall remain there until the result of the vote has been declared;
   (b) not traverse the room;
   (c) cease all discussion on the matter immediately; and,
   (d) not speak to any other member or make any noise or disturbance.

155. Any question on which there is a tie vote result shall be deemed to be lost.

156. The Mayor or Chairperson shall not announce the number of Members in favour and or opposed after each and every vote, unless it is by way of a recorded vote or it is unanimous.

Recorded Vote
157. Where a vote is taken and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by an Act, shall when called on by the Clerk announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote;

Such voting shall proceed on a basis whereby the order of announcing votes rotates;

When a recorded vote is called for, the Clerk shall read the question and then call for the individual votes from the members and when each member who is qualified has voted, announce the results of the vote;
**Severability & Repeal**

158. Should any provision of this by-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of the remaining provisions.

159. By-laws 2013-01, & 2013-63 & 2014-40, & 2015-73 & 2016-17 and all other by-laws inconsistent with the provisions of this by-law are hereby repealed.

160. This by-law shall take effect and come into force on January 1, 2018.

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS DAY OF DECEMBER, 2017**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

__________________________

MAYOR, Scott Warnock

__________________________

CLERK, Alison Gray
STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: November 8 2017

Report No.: GGF-2017-66

Subject: Final 2018 to 2022 Accessibility Plan

RECOMMENDATION:
That Staff Report No. GGF-2017-66 regarding the Final 2018 to 2022 Accessibility Plan be received and that the 2018 to 2022 Accessibility Plan be approved.

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

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

Per Section 4 of the IASR, the municipality is required to:
4.(1) (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation; (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and (c) review and update the accessibility plan at least once every five years.
ANALYSIS:
The draft 2018 to 2022 Accessibility Plan was submitted for comments to the October 11th, 2017 Committee meeting with comments being received until October 31st from the public and organizations who are aware of the needs of those with disabilities.

The Township did receive comments from Independent Living Services Simcoe respecting:
- extra detail on the amount of public consultation done as part of the development of this Plan
- noting the Township’s existing rules respecting accessibility considerations during procurement processes, and self-service kiosks
- extra detail respecting staff training on provincial accessibility laws and the Ontario Human Rights code
- adding dates to the items listed as Identified Improvements to ensure they are accomplished.

All of the input has been considered and inserted into the Plan as appropriate, and staff have highlighted the changes in red (see attached Plan).

The Township already had the majority of items identified in effect but they were missing in the detail from the draft Plan. As the Long Term Plan has already been approved, staff will review the outstanding items and place them into the budget cycle starting next year. Once the items have been placed into the Long Term Plan anticipated dates will be added to Schedule ‘B’.

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

CONCLUSION:
At this time, staff recommends that the 2018 to 2022 Accessibility Plan be approved.

Prepared By: Alison Gray, Clerk

Recommended By: Date: November 1, 2017

Alison Gray, BAH, CMO, AOMC
Clerk
Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer

Attachment: Draft Accessibility Plan
MULTI-YEAR ACCESSIBILITY PLAN
2018-2022

This document is available in alternate formats upon request.

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1.0 Introduction

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

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

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

2.0 Municipal Profile

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

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

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

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

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

4.0 Accessible Planning

4.1 Council’s Commitment to Accessibility Planning

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

Informed and committed leadership means:

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

The Township of Tay will continue to review existing and develop new corporate policies, practices and procedures in relation to the AODA requirements (as amended). The AAC will be consulted on any new policies and procedures that are created related to the AODA.
The Township of Tay, both as an employer and service provider, is committed to barrier free access and will:

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

4.2 Barriers

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

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

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

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

Technological Barriers: Occurs when technology cannot or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.
Systemic Barriers: Barriers within an organization’s policies, practices and procedures that do not consider accessibility. For example, listing a driver’s license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

4.3 Consultation

Township staff has provided input on the Plan.

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

When developing, reviewing and updating the Plan, Tay Township consulted with Independent Living Services Simcoe, an organization that maintains an awareness of the needs of people with disabilities, and solicited feedback directly from those with disabilities through public notice and correspondence.

4.4 Review and Monitoring Process

Status reports on the measures taken to implement the Township’s strategy and Plan barriers will be prepared and presented to Council annually, following a review by the AAC.

4.5 Communication of the Plan

Copies of the Plan and the annual status reports will be made available in an accessible format upon request and on the Township’s website at www.Tay.ca

4.6 Feedback

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

Members of the public are notified of the availability of accessible formats and communication supports with respect to the feedback process through the Township’s website. Feedback on the accessibility of its facilities, programs, and goods and services is always welcome.
5.0 Integrated Accessibility Standards Regulation (IASR)

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

5.1 Information and Communication

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

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

5.2 Employment

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

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

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

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

5.4 Design of Public Spaces (Built Environment)

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

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

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

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

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

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

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

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

All Township staff and volunteers are trained on Ontario’s accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

Further, the Township trains our employees and volunteers on accessibility as it relates to their specific roles.

5.6 Procurement of Goods and Services

Section 10 of the Township’s Procurement Policy – General Purchasing Rules states the following:

10. Staff shall consider accessibility when drafting documents for purchasing including such things as:

- Companies that provide services, train their staff on providing accessible services.
- Buildings or locations that are to be used can accommodate people with disabilities.
- Items to be purchased include accessible features.

Where it is not possible to procure accessible goods, services or facilities the department responsible for the purchase shall in an accessible format, explain why accessible goods, services or facilities could not be obtained.

5.7 Self-Serve Kiosks

The Township does not currently have any self-serve kiosks in place.

If that the Township does acquire them in the future we will incorporate accessibility features and consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.
6.0 Conclusion

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

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

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

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

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

Alison Gray, Township Clerk
Township of Tay
450 Park Street, P.O. Box 100
Victoria Harbour, ON L0K 2A0
Tel: 705-534-7248   Fax: 705-534-4493
Email: agray@tay.ca   web: www.tay.ca

For additional information visit the Ministry of Community and Social Services website at https://www.ontario.ca/page/accessibility-laws
Schedule “A”
Accessibility Achievements/Progress

General
- Ongoing training provided as part of new employee orientation on the Accessibility Standards
- Amendments made to any existing personnel policies as required to accommodate Employment Standard requirements
- Successful completion of Accessibility Compliance Audit by the Province in 2016

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

• 2014 – New Township website created to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, AA Standard and launched providing accessible content and features.

• 2014 – Municipal Election – Vote By Mail voting system introduced allowing electors to vote at home, single voting location provided at municipal office that was fully accessible. Accessibility report submitted to Council for their information post-election, and all election staff received full training on the standards.

• 2014 – Procurement Policy updated to include accessibility requirements as set out in the standards

• 2015 – Tay Community Rink – paved pathway from parking lot to rink

• 2015 – Oakwood Community Centre – accessible water bottle refill station installed

• 2016 – Baby changing tables installed in all three library branches and Port McNicoll Community Centre

• 2016 – Port McNicoll Community Centre – accessible water bottle refill station installed

• 2016 – Accessible playground installed at Talbot Park

• 2017 – New Old Fort Fire Hall, 2201 Old Fort Road - meeting all current accessibility requirements as set out in the Building Code

• 2017 – Accessible playground installed at Oakwood Park & Pine Street Beach Park

• 2017 – Municipal Office – accessible water bottle refill station installed

• Accessible parking spaces repainted as required as they are reviewed annually by staff
Schedule “B”
Identified Improvements

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

- **General**
  - Accessible parking spaces to be signed, not just painted
  - When replacing building alarms, Township to install alarms with combination of audio and visual alarms
  - Ensure accessible parking space requirements in updated zoning by-law for appropriate land uses (i.e. commercial, industrial)
  - New playground equipment to be purchased in accordance with Design of Public Spaces Standard

- **Municipal Office**
  - Power-assisted door opener to be installed on existing accessible washroom
  - Reception counter to be renovated to provide accessible workstation

- **Victoria Harbour Outdoor Rink Change Room**
  - Public washroom not large enough to accommodate a wheelchair,
  - Assistance bars required in washroom
  - Power-assisted washroom door required

- **MacKenzie Beach Park**
  - Public washroom not large enough to accommodate a wheelchair,
  - Assistance bars required in washroom
  - Power-assisted washroom door required

- **Sunset Ball Diamond**
  - Public washroom not barrier free – stall walls to be adjusted to widen one stall for a wheelchair

- **Albert Street Gazebo Park**
  - Accessible public washroom to be constructed

- **Tay Community Rink**
  - Power-assisted door opener to be installed on existing change room door
• Port McNicoll Library Branch
  • Ramp to branch main entrance too steep
  • Main floor washroom is not barrier free, requires renovation
  • Interior doorway too narrow, requires renovation/widening
  • Main entrance power-assisted doors required
  • Elevator between floors required as no accessible way to currently access both floors – only stairs
  • Path to rear entrance to be redone as surface uneven and there is a significant ‘lip’ at the door
  • Community Room interior ramp needs to be redesigned to standards, incline too steep
  • Community Room power-assisted door required
  • Community Room washroom needs renovation, not current accessible

• Waubaushene Library Branch
  • Entrance doors too narrow, require renovation
  • Entrance requires power-assisted door

• Port McNicoll Community Centre
  • Accessible lift, power-assisted chair or ramp to access stage

• Oakwood Community Centre
  • Accessible lift, power-assisted chair or ramp to access stage
STAFF REPORT

Department/Function: General Government & Finance

Chair: Councillor Gerard LaChapelle

Meeting Date: November 8, 2017

Report No.: GGF-2017-65

Report Title: Tax Sale Results

RECOMMENDATION:
That Staff Report No. GGF-2017-65, regarding the October 2017 Property Tax Sale results be received for information.

INTRODUCTION/BACKGROUND:
The purpose of this report is to present the results of the Tax Sale that took place on October 3, 2017.

The Municipal Act Section 371 authorizes and sets out a procedure for the sale of properties for unpaid taxes. The tax sale process begins with the registration of an arrears certificate on the property title and if the cancellation price (taxes owing, legal & administration costs) is not paid within one year or there is not a valid extension agreement in place, the property is offered for sale through a public tender process. Notices are sent in accordance with the legislation to interested parties during the process.

Information regarding the Tax Sale, including tender packages, are made available in the Township office as well as on our web site for easy access, making the information more readily available for interested parties.

Properties are sold by tender at the end of the process or may be vested to the Municipality when no valid tenders are received. The municipality has 2 years to decide whether to vest the property in which case the property taxes are written off and County and Education Taxes charged back to those levying bodies. If the Municipality does not vest a property for situations such as contaminated land they may either write
off the outstanding taxes, continue to bill property taxes and have them accumulate, or start the tax sale process over and re-advertise if the cancellation price is not paid within the legislated time frame.

**ANALYSIS:**

Fourteen properties were originally registered for sale. A number of properties were removed from the Tax Sale process throughout the year through payment of the cancellation price.

Three vacant properties plus one property with a structure were advertised for tax sale and all properties were sold.

The results of the tax sale are attached.

**SUSTAINABILITY PLAN:**
This report does not impact the Sustainability Plan.

**FINANCIAL/BUDGET IMPACT:**
All taxes and administration costs are recouped during the tax sale process when a property is redeemed or sold by tender. Revenue received for administration charges relating to the tax sale process is currently $13,367.65 for 2017.

When tender amounts exceed the minimum bid price, excess funds are paid into court and are available for one year to persons who apply to the court and the court determines their eligibility for the funds. The Municipality can apply to the court for the funds after the expiration of the one year period. This entitlement will change going forward with the upcoming changes to the Municipal Act.

**CONCLUSION:**
The 2017 tax sale process has successfully concluded.

Prepared By;

Joanne Sanders
Treasurer
Date: November 8, 2017

Reviewed By:

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer
Date: November 8, 2017
RESULTS OF SALE OF LANDS FOR TAX ARREARS
BY PUBLIC TENDER OCTOBER 3, 2017
MUNICIPAL ACT PART XI

THE CORPORATION OF THE TOWNSHIP OF TAY

<table>
<thead>
<tr>
<th>Tender</th>
<th>Description of Land(s)</th>
<th>Highest Tender Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td># 1</td>
<td>Part E 1/2 and W 1/2 Lot 13, Concession 5, as in RO888826, Township of Tay, County of Simcoe (PIN 58484-0236) Roll #4353 040 004 27600 2582 Reeves Rd.</td>
<td>$ 23,640.00</td>
</tr>
<tr>
<td># 2</td>
<td>Lots 1566 to 1571 inclusive, w/s Fifth Ave. Plan 569, Township of Tay, County of Simcoe (PIN 58478-0204) Roll #4353 040 004 34503 404 Fifth Ave.</td>
<td>$ 4,275.00</td>
</tr>
<tr>
<td># 3</td>
<td>Lots 55 to 58 inclusive, w/s First Ave. Plan 540, Township of Tay, County of Simcoe (PIN 58480-0185) Roll #4353 050 001 73300 500 Keewatin Ave.</td>
<td>$ 18,750.00</td>
</tr>
<tr>
<td># 4</td>
<td>Lot 84, East side Percy St., Plan 387, Township of Tay, County of Simcoe (PIN 58498-0152) Roll #4353 040 006 05701 450 Sturgeon Bay Rd.</td>
<td>$ 39,191.00</td>
</tr>
</tbody>
</table>

Kim La Rose
Deputy Treasurer
705-534-7248, Ext. 223
klarose@tay.ca

Township of Tay
P.O. Box 100
450 Park Street
Victoria Harbour, Ontario
L0K 2A0
RECOMMENDATION:
That Staff Report No. GGF-2017-49 regarding deemed water connection for Bayview Avenue and Triple Bay Road be received and;

That with respect to the Tay Area Water Project in the Bayview and Triple Bay area, all improved properties fronting on a serviceable watermain shall be deemed connected January 1, 2021 and be subject to the annual water rates, with the exception of properties on Triple Bay Road South of 3354 Triple Bay Road (properties with greater setbacks to dwellings and lots with more rural like characteristics) and;

That improved lots on Triple Bay Road not subject to annual water rates shall pay the annual vacant lot levy charge if fronting on a serviceable watermain and;

That collection of the connection and distribution charges continue to be indexed annually and collected at the time of connection and that the deemed connection date of January 1, 2021 is enforced only for the charging of annual rates.

INTRODUCTION/BACKGROUND:
It has been a number of years since the main was installed to connect Midland Bay Woods to the Tay Area Water Treatment Plant and development in the area has changed enough to warrant reconsideration of the previous decision regarding mandatory connection.
The Tay Area Water Project involved the decommissioning of the Midland Bay Woods and Bayberry Estates Water Treatment Plants and connection of these systems to the Tay Area Water Treatment Plant. This project resulted in the installation of trunk mains passing through areas that were not previously serviced by the Township water system.

In July 2003, Council received a letter and petition from Bayview Avenue and Triple Bay Road property owners opposing the capital costs of connecting to the water system and the obligation to pay annual water rates. The petition had 61 signatures representing 51 properties in the Triple Bay and Bayview area.

On July 21, 2003, Council passed a motion that with respect to the Tay Area Water Project, properties which were not currently connected to the water system would not be required to connect and would not be required to pay water rates if not connected. On August 6, 2003 the motion of July 21, 2003 was clarified to include that those electing not to connect would not be charged levies for the service connection and distribution system charges. No deadline for connection was imposed. Connection and distribution charges for those lots that chose not to connect were financed from the contingency reserve to be paid back over time as properties connected.

Improved and vacant properties within the area which are not connected are currently being charged the water vacant lot charge to account for the fire protection these properties receive.

With the exception of the Tay Area Water Project all benefiting property owners fronting on a serviceable watermain, have paid some portion of the capital costs (depending on grants received) for the watermain and service connection and are charged water rates following a deemed or mandatory connection date.

**ANALYSIS:**
The area of serviced properties on Bayview Avenue and the north end of Triple Bay Road have a more urban layout similar to other areas in the Township such as Robins Point Road. The balance of Triple Bay Road has a combination of larger lots with greater setbacks and lots with more rural like characteristics.

Of the 51 properties represented by the petition received in 2003, 22 are currently connected to the municipal water system and 29 properties remain unconnected. Many of these properties are similar in nature to the Robins Point area or properties in the Midland Bay Woods area that were part of the original area serviced by the Midland Bay Woods plant. A map showing the vacant, improved and connected lots is attached to this report.
The original discussions regarding this area referred to the main as a trunk main as it was installed to connect the original water users in the Midland Bay Woods area to the Tay Area Water Treatment Plant. A trunk main typically does not have many individual service connections to it. Today the watermain on Bayview Avenue as well as the North end of Triple Bay Road are clearly servicing the lots in these areas.

Staff recommends that Council reconsider the previous motion to exempt the properties in this area from the requirement to connect and pay user rates. If council wishes to make a change to the policy established in 2003 for this area, staff would suggest the following options:

**Option 1**  
That with respect to the Tay Area Water Project in the Bayview and Triple Bay area, all properties fronting on a serviceable watermain shall be deemed connected January 1, 2021 and be subject to the annual water rates with the exception of properties on Triple Bay Road South of 3354 Triple Bay Road (properties with greater setbacks to dwellings and lots with more rural like characteristics) and;

That improved lots on Triple Bay Road not subject to annual water rates shall pay the annual vacant lot levy charge if fronting on a serviceable watermain.

**Option 2**  
That with respect to the Tay Area Water Project in the Bayview and Triple Bay area, all properties fronting on a serviceable watermain shall be deemed to be connected January 1, 2021 and be subject to pay the annual water rates;

In order to give properties owners notice of a change in policy for this area it is recommended that the deemed connection date be the same date as the Paradise Point Grandview Beach project of January 1, 2021.

Properties on Bayview Avenue and Triple Bay Road were given the ability to defer the connection and distribution charges until such time as they connect. Options to recover this cost would be to require the payment at the time of the deemed connection date with an offer to spread the cost over time or to continue the current practice and collect the fee as they connect with no deadline. The latter option would likely be more acceptable by the property owner, but does mean the area must be tracked separately and the risk of not collecting a fee is much higher. **Given the small number of properties (approximately 30) in the area, staff recommends that collection of the connection and distribution charges continue to be indexed annually and collected at the time of connection and that the deemed connection date of January 1, 2021 is enforced only for the charging of annual rates.**
FINANCIAL/BUDGET IMPACT:
In order to provide safe drinking water and to meet the requirements under the Safe Drinking Water Act, the water system is costly to operate. There are a limited number of users to fund these costs.

Based on the 2018 rate structure an improved property paying the annual lot levy of $122 would see an increase of $711 when required to pay annual user rates under a deemed connection.

Requiring all properties fronting on serviceable mains to pay user rates to help support the water system has been a policy in Tay Township for many years. Adding approximately 30 users in the Bayview and Triple Bay area would result in approximately $25,000 in additional annual billings revenue for the water system.

CONCLUSION:
Staff is recommending Council reconsider the levying of water rates in the Bayview Avenue and Triple Bay Road area where properties with dwellings fronting on watermains have elected not to connect to the system. Properties would have until January 1, 2021 to connect to the water system and pay rates or be subject to a deemed connection, thereby ensuring consistent treatment of all properties within the Township fronting serviceable water mains.

Date Prepared: November 1, 2017

Prepared By:

Joanne Sanders
Treasurer

Peter Dance, P. Eng.
Director of Public Works

Reviewed By: Date:

Robert J. Lamb, CEC, EC.D.
Chief Administrative Officer
STAFF REPORT

Department/Function: General Government & Finance
Chair: Deputy Mayor Ritchie
Meeting Date: November 8, 2017
Report No.: GGF-2017-62
Report Title: Capital Budget Update to October 31, 2017

RECOMMENDATION:
That Staff Report No. GGF-2017-62 regarding the Capital Budget Update to October 31, 2017 be received for information;

And that Staff be authorized to adjust the transfer from the Municipal Equipment/Building Reserve to reflect the actual cost to repair the stucco on the Albert Street Mini-Mall by approximately $11,200 and to implement the Taylor Phone System by approximately $5,900;

And that Staff also be authorized to adjust the transfer from the Municipal Fleet Reserve to reflect the net cost (less trade in) of purchasing the new rubber tire loader/backhoe by approximately $9700;

And that Staff also be authorized to adjust the reserve transfers for minor increases in actual spending from the Building Vehicle Reserve.

INTRODUCTION/BACKGROUND:
As part of the ongoing review of the 2017 capital expenditures staff met with various departments to review expenditures to date along with anticipated expenditures to the end of the 2017 year. The attached report summarizes capital expenditures to October 31st, estimated expenditures to year end along with comments on budget variances.
ANALYSIS:

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

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

- An expenditure that is under budget creates a favourable variance. This is displayed on the report as a positive number.

- An expenditure that is over budget creates an unfavourable variance. This displayed as a negative number.

In many cases projects and/or equipment purchases are funded from reserves and therefore an under budget results in less funds being drawn from the reserve. Savings or overages resulting from changes in Water and Wastewater are transferred to/from their respective reserves. Only projects or purchases that are funded from current year taxation will result in a capital surplus/deficit.

From the attached analysis, we are not anticipating a capital surplus from the 2017 roads capital program. The Public Works Department requested a project overage of $120,000 on the 2017 Water/Roads Project for additional drainage and restoration work not anticipated in the original contract. Council approved this overage to be partially funded from the $35,000 surplus in this year’s gravel program and the $33,000 budget savings resulting from the recently adopted Road Needs Study. The remaining funding needed to complete the project is anticipated to come from the Clean Water and Wastewater Fund and/or the Future Capital Reserve.

The replacement of the stucco on the Albert Street Mini-Mall resulted in a budget overage of approximately $11,200 due to additional deficiencies that were noted once the old stucco was removed. Additional funding is required to fund this overage.

As a result of the corporate re-organization, the Taylor Phone System was implemented in 2017 to assist front line staff in managing call volume. As this system was not included in the 2017 budget, funding is required to fund this overage.

It is recommended that the overage for the work on the Albert Street Mini-Mall and the Taylor phone system be funded from the Municipal Equipment/Building Reserve.

Fleet purchases made by the Roads and Building Departments are over budget and will require additional funding from reserves. Staff received direction at June Council to purchase the John Deer rubber tire loader/backhoe at a price that included the trade in value received on the old backhoe. Including the trade-in, the net cost of the backhoe requires an additional $9700 in funding. The Building Department’s overage on their new vehicle is nominal ($925).
It is recommended that the additional funding required for these vehicle and equipment purchases come from their respective reserves.

**FINANCIAL/BUDGET IMPACT:**
Project overages have been identified for purchased equipment/vehicles and building repairs. These budget overages result in additional funds being drawn from their respective reserves than anticipated.

Other than the project overages identified above, overall funding from reserves will be less than budget. Funding from projects that are not yet complete will be rolled over as part of our normal budget process.

**CONCLUSION:**
Staff is recommending that year end reserve transfers be adjusted to reflect the actual spending from the 2017 capital program.

Prepared By: Lindsay Barron, Financial Analyst

Recommended By:

Joanne Sanders
Director of Finance/Treasurer

Reviewed By: Date: November 2, 2017

Robert J. Lamb, CEC, Ed.D.
Chief Administrative Officer
# TOWNSHIP OF TAY
## 2017 CAPITAL EXPENDITURE ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual Expenditures as at Oct 31st</th>
<th>Additional Projected Expenditures in 2017</th>
<th>Total Expenditures to Dec 31, 2017</th>
<th>2017 Budget</th>
<th>Variance</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Administration</td>
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<tr>
<td>Equipment</td>
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<td>Printer/Fax/Copier Public Works</td>
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<td>Colour Laser Printers</td>
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<td>Mini-Mailer/Stuffer</td>
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<td>Telephone</td>
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<td>Phone System Expansion for Taylor</td>
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<td>Community Sign Boards - LED Conversion</td>
<td>17,714</td>
<td>18,286</td>
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<td>Computer Hardware Acquisition</td>
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<td>PC/Monitor Replacements/New</td>
<td>5,620</td>
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<td>Financial Server</td>
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<td>25,000</td>
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<td>Carry forward to 2018</td>
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<td>Officer Server</td>
<td>2,106</td>
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<td>22,360</td>
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<td>Office Network Switches (MDF)/(IDF)</td>
<td>3,035</td>
<td>3,035</td>
<td>3,317</td>
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<td>Computer Software Acquisition</td>
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<td>Backup Tape Drive &amp; Software</td>
<td>2,855</td>
<td>9,145</td>
<td>12,000</td>
<td>9,000</td>
<td></td>
<td>Projects will likely be carried forward to 2018</td>
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<tr>
<td>Land Manager Upgrade</td>
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<td>9,000</td>
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<td>Work Order System</td>
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<td>Municipal Administration Building</td>
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<td>Municipal Works Garage</td>
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<tr>
<td>Lighting retro-fit</td>
<td>12,239</td>
<td>0</td>
<td>12,239</td>
<td>5,000</td>
<td>(7,239)</td>
<td>Anticipate a retrofit incentive rebate of upwards to $7,000.</td>
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<tr>
<td>Albert Street Mall</td>
<td></td>
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<tr>
<td>Repair stucco</td>
<td>61,231</td>
<td>0</td>
<td>61,231</td>
<td>50,000</td>
<td>(11,231)</td>
<td>Overage due to additional deficiencies that were noted once the old stucco was removed. Staff report PW 2017-56 noted that additional work (at an additional cost) was anticipated.</td>
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<td><strong>Total Administration</strong></td>
<td>128,382</td>
<td>27,431</td>
<td>155,813</td>
<td>309,303</td>
<td>153,490</td>
<td></td>
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</tbody>
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## TOWNSHIP OF TAY
### 2017 CAPITAL EXPENDITURE ANALYSIS

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Equipment</td>
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<tr>
<td>A/C Unit for EOC</td>
<td>5,933</td>
<td>0</td>
<td>5,933</td>
<td>10,000</td>
<td>4,067</td>
<td>Purchase complete under budget.</td>
</tr>
<tr>
<td>Total PPP</td>
<td>5,933</td>
<td>0</td>
<td>5,933</td>
<td>10,000</td>
<td>4,067</td>
<td></td>
</tr>
</tbody>
</table>

### By-Law Enforcement

| Total By-Law Enforcement        | 0                                       | 0                                        | 0                                 | 0           | 0       |             |

---

General Government & Finance Report No. GGF-2016-49 5 November 9, 2016
## TOWNSHIP OF TAY
### 2017 CAPITAL EXPENDITURE ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Water Rescue Suits</td>
<td>2,248</td>
<td>2,248</td>
<td>4,000</td>
<td>1,752</td>
<td>Purchase complete. Transfer unspent amount to reserve.</td>
</tr>
<tr>
<td>Bunker Suits</td>
<td>11,248</td>
<td>11,248</td>
<td>15,200</td>
<td>3,952</td>
<td>Full conversion scheduled to take place in 2018.</td>
</tr>
<tr>
<td>Communication (Portable Radios)</td>
<td>1,762</td>
<td>1,762</td>
<td>0</td>
<td>(1,762)</td>
<td></td>
</tr>
<tr>
<td>Rescue Vehicle (Hall 1)</td>
<td>0</td>
<td>0</td>
<td>124,554</td>
<td>124,554</td>
<td>Truck Chassis purchased. 20% Deposit paid for installation of rescue truck body. Remaining balance paid at time of delivery (2017). Total estimated cost of Rescue Vehicle is $223,217 plus HST (PPP-2017-52).</td>
</tr>
<tr>
<td>Pumper Truck (Hall 1)</td>
<td>107,238</td>
<td>393,200</td>
<td>393,200</td>
<td></td>
<td>Deposit paid to dealer.</td>
</tr>
<tr>
<td>Thermal Imaging Unit (Hall 2)</td>
<td>11,702</td>
<td>0</td>
<td>11,702</td>
<td>14,000</td>
<td>2,298</td>
</tr>
<tr>
<td>Capital Building:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Old Fort Fire Hall</td>
<td>576,953</td>
<td>7,290</td>
<td>584,243</td>
<td>592,569</td>
<td>8,326</td>
</tr>
</tbody>
</table>

**Total Fire Department** | 711,151 | 7,290 | 611,203 | 1,143,523 | 532,320
## TOWNSHIP OF TAY
### 2017 CAPITAL EXPENDITURE ANALYSIS

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<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loader/Backhoe</td>
<td>144,707</td>
<td>0</td>
<td>144,707</td>
<td>135,000</td>
<td>(9,707)</td>
<td>Council approved purchase via contract 2017-15 for $143,899. Cost of new machine purchased from the dealer was offset by a $15,000 allowance for trade-in on the old machine. The $15,000 has been correctly recorded as proceeds on the sale of fixed assets.</td>
</tr>
<tr>
<td>1/2 Ton Pickup</td>
<td>25,762</td>
<td>0</td>
<td>25,762</td>
<td>25,000</td>
<td>(762)</td>
<td>Purchase complete.</td>
</tr>
<tr>
<td>Additional Sidewalk Machine</td>
<td>144,387</td>
<td>0</td>
<td>144,387</td>
<td>146,000</td>
<td>1,613</td>
<td></td>
</tr>
<tr>
<td><strong>Rods Equipment Total</strong></td>
<td><strong>314,856</strong></td>
<td><strong>0</strong></td>
<td><strong>314,856</strong></td>
<td><strong>306,000</strong></td>
<td><strong>(8,856)</strong></td>
<td></td>
</tr>
</tbody>
</table>
### 2017 CAPITAL EXPENDITURE ANALYSIS

#### Roads Operations

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual Expenditures as at Oct 31st</th>
<th>Additional Projected Expenditures in 2017</th>
<th>Total Expenditures to Dec 31, 2017</th>
<th>2017 Budget</th>
<th>Variance</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Needs Study</td>
<td>42,328</td>
<td>24,776</td>
<td>67,105</td>
<td>100,000</td>
<td>32,895</td>
<td>Project complete. Under budget.</td>
</tr>
<tr>
<td><strong>Engineering:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albert &amp; John Dillingno</td>
<td>9,473</td>
<td>9,473</td>
<td>41,349</td>
<td>31,876</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Road Reconstruction:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 Road/Watermain Project</td>
<td>713,099</td>
<td>1,040,605</td>
<td>1,753,704</td>
<td>1,683,716</td>
<td>(69,988)</td>
<td>Water and road work on Simcoe Avenue is complete. Work on Assiniboia expected to be complete by the end of the construction season. It is likely that the work on Alberta Street will take place in the Spring of 2018. Project budget increased from $2,427,962 to $2,547,962 via report PW-2017-82 for work not included in the scope of the original contract.</td>
</tr>
<tr>
<td><strong>Bridges &amp; Culverts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rumney Road Culvert - Slope Stabilization</td>
<td>0</td>
<td>0</td>
<td>55,000</td>
<td>55,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Engineering - Rosemount Road South Bridge (BS) - Design</strong></td>
<td>8,284</td>
<td>0</td>
<td>8,284</td>
<td>10,000</td>
<td>1,716</td>
<td>Additional engineering and design scheduled for 2019, with construction expected to take place in 2021 as recommended in report PW-2017-63.</td>
</tr>
<tr>
<td><strong>Gravel Program:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerhardt Rd- West Service Road to South Limit</td>
<td>94,405</td>
<td>0</td>
<td>94,405</td>
<td>129,383</td>
<td>34,978</td>
<td>Project completed. Under budget. Actual measurements vs. current inventory.</td>
</tr>
<tr>
<td>Old Coach Rd- Gratrix Rd to South Limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comber Place - Triple Bay Rd to West Limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Dock Rd - Willow St. to Coldwater Rd.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemlock Ave. - Balsam St. to East Limit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Rd - Vasey Rd to End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Surface Treatment :</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newton Street - Hogg Valley to Vasey Rd.</td>
<td>63,487</td>
<td>0</td>
<td>63,487</td>
<td>64,000</td>
<td>513</td>
<td>Project complete.</td>
</tr>
<tr>
<td>Wood Road - McMann S.R. to Vasey Rd.</td>
<td>35,295</td>
<td>0</td>
<td>35,295</td>
<td>36,000</td>
<td>705</td>
<td></td>
</tr>
<tr>
<td>Sandhill Road - Highway 12 to 811m South</td>
<td>15,170</td>
<td>0</td>
<td>15,170</td>
<td>14,000</td>
<td>(1,170)</td>
<td></td>
</tr>
<tr>
<td><strong>Streetlighting:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment - LED conversion</td>
<td>19,642</td>
<td>0</td>
<td>19,642</td>
<td>20,000</td>
<td>358</td>
<td>Purchase and installation complete.</td>
</tr>
<tr>
<td><strong>Rocks Operations Total</strong></td>
<td>1,010,277</td>
<td>1,065,381</td>
<td>2,075,658</td>
<td>2,184,827</td>
<td>109,169</td>
<td></td>
</tr>
</tbody>
</table>

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**Report No. GGF-2016-49**

**November 9, 2016**
### TOWNSHIP OF TAY
#### 2017 CAPITAL EXPENDITURE ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual Expenditures as at Oct 31st</th>
<th>Additional Projected Expenditures in 2017</th>
<th>Total Expenditures to Dec 31, 2017</th>
<th>2017 Budget</th>
<th>Variance</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parks &amp; Recreation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Software</td>
<td>0</td>
<td>12,109</td>
<td>12,109</td>
<td>15,000</td>
<td>2,891</td>
<td>Software to be acquired this year with implementation and training sometime thereafter.</td>
</tr>
<tr>
<td><strong>Equipment:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakwood Park- Play Structure Replacement</td>
<td>30,490</td>
<td>0</td>
<td>30,490</td>
<td>30,000</td>
<td>(490)</td>
<td>Purchases complete.</td>
</tr>
<tr>
<td>Waubaushene Pier - Play Structure Replacement</td>
<td>10,123</td>
<td>0</td>
<td>10,123</td>
<td>10,000</td>
<td>(123)</td>
<td></td>
</tr>
<tr>
<td>3/4 Ton Pick up Truck</td>
<td>34,905</td>
<td>0</td>
<td>34,905</td>
<td>45,000</td>
<td>10,095</td>
<td></td>
</tr>
<tr>
<td><strong>Buildings:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albert Street Washroom</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100,000</td>
<td>100,000</td>
<td>Design/Engineers estimate received. Project will likely carry forward to 2018</td>
</tr>
<tr>
<td>Administration Building - Water Refill Station</td>
<td>2,495</td>
<td>0</td>
<td>2,495</td>
<td>3,500</td>
<td>1,005</td>
<td>Installation complete.</td>
</tr>
<tr>
<td><strong>Park Improvements:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacKenzie Beach - Splash Pad</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>110,000</td>
<td>110,000</td>
<td>Budget will carry over to 2018 and be used towards the list of items identified by the MacKenzie Beach Improvement Committee. Fundraising/Donation revenue is still anticipated to cover 25% of cost.</td>
</tr>
<tr>
<td>MacKenzie Beach- Tree Replacement (Emerald Ash Borer)</td>
<td>5,139</td>
<td>0</td>
<td>5,139</td>
<td>5,000</td>
<td>(139)</td>
<td>Program complete.</td>
</tr>
<tr>
<td>Oakwood Park - Ball Diamond Refurbishment</td>
<td>2,888</td>
<td>4,000</td>
<td>6,888</td>
<td>10,000</td>
<td>3,112</td>
<td>Fence work still to be done.</td>
</tr>
<tr>
<td>Oakwood Park - Hard Surface Rink</td>
<td>4,274</td>
<td>0</td>
<td>4,274</td>
<td>20,000</td>
<td>15,726</td>
<td>Temporary surface installed for Canada Day Celebrations. Cost will be re-allocated to operating budget under Council Donations</td>
</tr>
<tr>
<td>Patterson Park - Pavilion</td>
<td>603</td>
<td>0</td>
<td>603</td>
<td>0</td>
<td>(603)</td>
<td>Building permit fee for Pavilion. Construction area is fenced off and footings are in place.</td>
</tr>
<tr>
<td>Tay Shore Trail - Asphalt spot repairs</td>
<td>18,228</td>
<td>18,228</td>
<td>23,000</td>
<td>23,000</td>
<td>4,772</td>
<td>All three asphalt resurfacing areas (Caswell-Davis, Davis – Bass Bay, Vents Beach – Reeves) have been completed. County will match Township's contribution to the project, so actual cost to Township is approximately $18,228.</td>
</tr>
<tr>
<td><strong>Bridges &amp; Culverts:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hogg River Trail Bridge</td>
<td>3,943</td>
<td>111,860</td>
<td>115,803</td>
<td>60,000</td>
<td>(55,803)</td>
<td>Project expected to be completed by year end. Tender results did exceed budget as per PW-2017-71. County funding for project is $30,000 with the balance coming from the Infrastructure/Bridge Reserve.</td>
</tr>
<tr>
<td>St. Marie Trail Bridge</td>
<td>0</td>
<td>60,000</td>
<td>60,000</td>
<td></td>
<td></td>
<td>Project to be carried forward to 2018/2019</td>
</tr>
<tr>
<td><strong>Total Parks</strong></td>
<td>94,861</td>
<td>146,198</td>
<td>241,059</td>
<td>491,500</td>
<td>250,441</td>
<td></td>
</tr>
</tbody>
</table>
## TOWNSHIP OF TAY
### 2017 CAPITAL EXPENDITURE ANALYSIS

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 mid-size vehicle</td>
<td>27,925</td>
<td>0</td>
<td>27,925</td>
<td>27,000</td>
<td>(925)</td>
<td>Purchase complete.</td>
</tr>
<tr>
<td>Total Library</td>
<td>27,925</td>
<td>0</td>
<td>27,925</td>
<td>27,000</td>
<td>(925)</td>
<td></td>
</tr>
</tbody>
</table>
# TOWNSHIP OF TAY
## 2017 CAPITAL EXPENDITURE ANALYSIS

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</tr>
</thead>
<tbody>
<tr>
<td><strong>Waste Water</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Equipment:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2 Ton Pick up</td>
<td>24,832</td>
<td>0</td>
<td>24,832</td>
<td>25,000</td>
<td>168</td>
<td>Project Complete. Rails were in better condition than anticipated.</td>
</tr>
<tr>
<td>Capital Contingency Allowance (Pumps, Blowers etc.)</td>
<td>5,627</td>
<td>0</td>
<td>5,627</td>
<td>20,000</td>
<td>14,373</td>
<td>Project Complete. Rails were in better condition than anticipated.</td>
</tr>
<tr>
<td><strong>Collection System</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pump base replacements</td>
<td>5,577</td>
<td>5,577</td>
<td>30,000</td>
<td>24,423</td>
<td></td>
<td>Project Complete. Rails were in better condition than anticipated.</td>
</tr>
<tr>
<td>First Avenue Sewage Lift Station</td>
<td>0</td>
<td>40,000</td>
<td>40,000</td>
<td>Project to be carried forward to 2018.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Port McNicol Wastewater Treatment Plant:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Septage Receiving</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>70,000</td>
<td>70,000</td>
<td>Project to be carried forward to 2018.</td>
</tr>
<tr>
<td>SCADA Upgrade</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>Project to be carried forward to 2018.</td>
</tr>
<tr>
<td><strong>Victoria Harbour Wastewater Treatment Plant :</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blowers</td>
<td>35,614</td>
<td>0</td>
<td>35,614</td>
<td>70,000</td>
<td>34,386</td>
<td>Project Completed under budget.</td>
</tr>
<tr>
<td>HVAC</td>
<td>55,647</td>
<td>0</td>
<td>55,647</td>
<td>56,000</td>
<td>353</td>
<td>Project Completed under budget.</td>
</tr>
<tr>
<td><strong>Total Waste Water</strong></td>
<td>2,640,858</td>
<td>93,000</td>
<td>2,733,858</td>
<td>3,486,000</td>
<td>752,142</td>
<td>Wastewater portion of post EA support and Geotechnical Investigation. Funded from PP/GB grant.</td>
</tr>
</tbody>
</table>
## TOWNSHIP OF TAY
### 2017 CAPITAL EXPENDITURE ANALYSIS

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Water</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tay Area Water Treatment Plant:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Chemical Storage Tanks</td>
<td>12,795</td>
<td>0</td>
<td>12,795</td>
<td>20,000</td>
<td>7,205</td>
<td>Project completed under budget.</td>
</tr>
<tr>
<td><strong>Rope Water Treatment Plant:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retro-fit high lift pump suction</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>Awaiting delivery. Project may carry forward to 2018.</td>
</tr>
<tr>
<td><strong>Distribution System:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria Harbour Standpipe Inspection</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>Project completed under budget.</td>
</tr>
<tr>
<td>Port McNicoll Standpipe - Painting</td>
<td>131,779</td>
<td>0</td>
<td>131,779</td>
<td>150,000</td>
<td>18,221</td>
<td>Project completed under budget.</td>
</tr>
<tr>
<td><strong>2017 Watermain/Road Project</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 Watermain/Road Project</td>
<td>558,103</td>
<td>15,985</td>
<td>574,088</td>
<td>778,149</td>
<td>204,061</td>
<td>Work on Alberta Street expected to be completed in Spring 2018. Remaining budget to be carried forward.</td>
</tr>
<tr>
<td>Paradise Point Grandview Beach</td>
<td>556,606</td>
<td>556,606</td>
<td>4,400,000</td>
<td>3,843,394</td>
<td></td>
<td>Project on schedule. Remaining budget to be carried forward to 2018.</td>
</tr>
<tr>
<td><strong>Water Total</strong></td>
<td>1,259,283</td>
<td>25,985</td>
<td>1,285,268</td>
<td>5,383,149</td>
<td>4,097,881</td>
<td></td>
</tr>
</tbody>
</table>

---

General Government & Finance
Report No. GGF-2016-49
November 9, 2016
Good Morning All,

As a result of meetings yesterday with my client the AMJ Campbell Group, it is with deep heart and much regret that I must tender my resignation from the Tay Seniors Advisory Council. This committee is much too important to not give it all the attention and effort that will be required. At this juncture I have been given several critical projects by my client involving Government Contracts, participation in conducting due diligence on some targeted acquisitions, as well as, product launch new initiatives. This will be a 7 month plus full-time requirement and as such, won’t have the time to do the Chair position and/or member of the Committee the justice, I won’t just glide and provide “Lip” service. I have given this some great and deep thought and have come to the resolve this is the position and direction I must take.

I will return all documents in my possession to the Township office tomorrow.

With apologies & regret,
Leif
Warden Gerry Marshall, left, tees off at Midland Golf and Country Club for the 13th Annual Warden’s Golf Tournament. This year’s event raised approximately $40,000.

Having a ball, making a difference

Warden’s Golf Tournament raises funds for regional mental health initiatives

Community supporters joined Warden Gerry Marshall at the Midland Golf and Country Club for the 13th Annual Warden’s Golf Tournament in support of regional mental health initiatives, including training and youth mental health programs.

This year’s tournament raised approximately $40,000. This is the start of a larger campaign and partnership with area organizations, including Waypoint Centre for Mental Health Care, focused on supporting regional mental health needs in Simcoe County.

“I’m thankful to all our generous sponsors and participants for supporting this important cause,” said Warden Gerry Marshall.

Continued on Page 2
Warden Gerry Marshall, above, and fellow County Councillors celebrated Simcoe Day with a free community event at the Simcoe County Museum. Guests enjoyed complimentary admission to the Simcoe County Museum, a range of picnic-themed activities and of course a BBQ with homemade hand churned ice cream as a special treat.

Fed gas tax supports road, capital projects

The County of Simcoe will receive $8.4 million from the Government of Canada through the federal Gas Tax Fund (GTF) to support vital community projects in 2017.

Approximately $5.5 million of the GTF contributions will be applied to enhance nine road rehabilitation projects throughout the County, while $2.9 million will support two significant roads and transportation capital projects including the Wye River North Bridge Rehabilitation project and the reconstruction of County Road 17 from Severn Falls north to the Big Chute.

Since 2005, the County has received $76.6 million through the federal GTF to support the completion of numerous road and capital projects.

Councillor Gord Wauchope chats with a fellow golfer at the Warden’s tourney.

HAVING A BALL

“We are all impacted in some capacity by mental illness, as it’s estimated that one in five Canadians experience a mental health or addiction problem each year. The growing impact on our youth is extremely concerning and I’m proud that we are working with area partners and communities to make a lasting impact for those suffering from this illness.”

The success of the Warden’s Golf Tournament was made possible by community supporters and sponsors.
ALL IN THE FAMILY

Bradford West Gwillimbury mayor Rob Kefer, right, represented the County at its official grand opening of Kirkup Woods. Located within a County “greenlands” area, Kirkup Woods is ecologically diverse with important stream corridors and associated valleylands, along with mature and diverse woodlands. Top photo, members of the Kirkup and Drysdale families were on hand to celebrate.

Gala raises $51k for United Way

Annual event has raised more than $650k in 11 years

Simcoe County Warden Gerry Marshall hosted the 11th annual Simcoe County Warden’s Gala at the Nottawasaga Inn Resort in Alliston on September 28, 2017. Thanks to the sponsorship of the numerous businesses and organizations, the event raised more than $51,000 in support of United Way Simcoe Muskoka.

“Over the past 11 years, the Gala has raised more than $650,000 to assist our partners at the United Way bring residents from poverty to possibility,” said County of Simcoe Warden Gerry Marshall.

“It was a special night with a singular focus on making a meaningful impact on the lives of some of our most vulnerable residents. Thank you to all our generous sponsors, partners and guests for making the Gala such a huge success.”

Highlights of the evening included a musical performance by Jeremy de Freitas, decadent food stations provided by the Nottawasaga Inn Resort, entertainment by comedian Gilson Lubin, and the outstanding work of CTV News Anchor Jayne Pritchard as the evening’s emcee.

The County of Simcoe is a proud partner of United Way Simcoe Muskoka in part because of the complementary missions. As the Consolidated Municipal Service Manager, the County administers essential social services programs for residents throughout the region including the cities of Barrie and Orillia through the Children and Community Services, Social Housing, and Ontario Works departments.

“We truly appreciate the ongoing support of Warden Marshall, County Council and staff, as well as the generosity of all sponsors and guests who participated in this year’s event,” said UWSM CEO Dale Biddell, whose team works closely with the County of Simcoe and many other community partners to improve social conditions for the residents of local communities.

Continued on Page 4

From field to table

Charter Champion Awards highlight great work

Now in its fifth year, the Simcoe County Food and Agriculture Charter Champion Awards has celebrated more than 150 different individuals, organizations, and businesses working to create a strong and vibrant food system in Simcoe County.

On August 19, 2017, 13 residents from across the County took the stage at the Farm Fresh Food Fest event, hosted in Tiny Township, to accept awards honouring their work in the areas of agriculture, food security, food-skills development, environmental responsibility, agribusiness, and increasing the profile of farming in Simcoe County.

Continued on Page 4

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Continued on Page 4
**Fibre Content exhibit opens at Museum**

Join us as we host Fibre Content travelling exhibit at the Simcoe County Museum.

For the first time since its inception in 2012, the Fibre Content juried exhibition has been condensed into a collection of 38 pieces, featuring artwork garnering high viewers’ choice responses and providing a cross-section of the quality and variety of the full show.

The exhibit will be on display at the Simcoe County Museum until November 11, 2017.

These beautiful and thought provoking pieces were created by artists from Studio Art Quilts Associates (SAQA), Grand Guild of Fibre Artists, Group of Eight Fibre Artists, Oakville Fibre Artists, Connections Fibre Artists, Burlington Fibre Arts Guild, and Burlington Handweavers & Spinners Guild.

The main exhibition showcased 125 fibre art quilts and mixed media works by 80 artists from across Ontario in September 2016 at the Art Gallery of Burlington.

**GALA RAISES $51K**

Continued from Page 3

“Since 2006, the Warden’s Gala has been a valuable opportunity to build much-needed awareness, alliances and resources to further this work.”

United Way Simcoe Muskoka invests grants, research and expertise to address high-priority social challenges across Simcoe County.

These life-changing resources help move County residents from poverty to possibility, to build inclusive communities, and help our children and youth reach their potential.

**FROM FIELD TO TABLE**

Continued from Page 3

“The Charter Champion Awards were created to celebrate local food and agriculture while promoting all the tremendous products, services, activities and programs available across our region,” said Warden Gerry Marshall. “Our agri-food sector is booming and beyond feeding much of Canada, we strongly encourage our own residents to shop our local farm gates, local food retailers, community gardens, and the many programs and events that promote skills-building and civic engagement around local food.”

Launched in 2013, the Charter Champion Awards was a means to entrench the newly developed Simcoe County Food and Agriculture Charter in the community. Since the development of the Charter, the FPA says it has observed an increase in community gardens, local food and culinary events, retailers and restaurants supporting local food, and local volunteer groups dedicated to food security.

“The Charter is a document developed by community members for community members and is a guide for making decisions intended to improve the local food system,” said John Hemsted, Chair of the Food Partners Alliance (FPA).
October 5, 2017

County of Simcoe Office of the Warden
c/o Gerry Marshall
1110 Highway 26
Midhurst, Ontario
L9X 1N6

Dear Mr. Marshall:

RE: Inter-municipal and Intra-hub Transit

Your letter dated, September 12, 2017, with respect to the above-noted matter was presented to the Corporate Services Committee at a meeting held on September 27, 2017. The following is a copy of a resolution adopted by Council:

"THAT a letter from the County of Simcoe, dated September 12, 2017, with respect to Inter-municipal and Intra-hub Transit be received; AND FURTHER THAT the County be advised that the Township of Severn is not in support of this transit initiative.

CARRIED"

Yours truly,

Sharon R. Goerke, CMO, AOMC
Clerk

SRG/jt

C.C. All County of Simcoe Municipalities
November 2, 2017

County of Simcoe
C/o John Daly, Clerk
c/o john.daly@simcoe.ca

Dear Mr. Daly:

RE: Full Implementation of Standard Size Garbage Containers

A report to the Committee of the Whole, dated October 24, 2017, (copy attached) with respect to the above-noted matter was presented to Severn Township Council at a regular meeting held November 1, 2017, at which time the following resolution was passed:

"THAT a Report of the County of Simcoe, dated October 24, 2017, with respect to Full Implementation of Standard Size Garbage Containers be received; AND FURTHER THAT the County of Simcoe be advised that Option No. 1 is preferred by the Township of Severn; AND FURTHER THAT this resolution be circulated to all municipalities within the County of Simcoe.

CARRIED"

It would be appreciated if you would forward this correspondence to County Council as well as all municipalities within the County on behalf of the Township of Severn.

Yours truly,

Sharon R. Goerke, CMO, AOMC
Clerk

/srg
Encl.
Recommendation

That Item CCW 17-316, dated October 24, 2017, regarding implementation of standard size garbage containers, be received; and

That Council consider the options for implementation as outlined within Item CCW 17-316, and provide direction to staff as to the preferred option.

- Option 1 - Maintain the status quo for garbage containers
- Option 2 - Full distribution of an 80 litre automated cart
- Option 3 - Full Distribution of a retail type 80 litre container
- Option 4 - Subsidized container sales
- Option 5 - Increased enforcement
- Option 6 - Subsidized container sales in conjunction with increased enforcement
- Option 7 - Pilot – Standard size garbage container

Executive Summary

This Item fulfills Council's February 9, 2017 workshop direction for an implementation report with respect to the option for standard size garbage containers and the Committee of the Whole recommendation of September 26, 2017 to refer the pilot project report back to staff. This Item outlines a variety of implementation options, their impacts as well as pros and cons for Council consideration and direction.
Background/Analysis/Options

The Issues

The County's Waste Management By-law currently identifies both a garbage volume limit (80 litre container or 90 x 75 cm bags) and a weight limit (20 kg per bag or container). However, many residents do not adhere to these limits. Residents have historically been permitted to use a larger container to hold the required volume limit. Currently, residents are responsible for the purchase of their own container at retail outlets; selecting from a range of sizes, features and price points. Retail 80 litre garbage pails, which would meet the County volume limit, are relatively inexpensive but generally do not have desirable features such as wheels or lids capable of being locked. Larger retail containers (≥121 litres) generally do have features such as wheels and lockable lids. Many people may also choose a larger container to ensure greater available capacity. For these reasons the oversized container is more prevalently in use.

The use of oversized containers becomes a collection issue as, in order to meet County garbage eligibility requirements, a larger container should only be half or three quarters full, depending on the size. For the collector, assessing volume in an oversized container quickly is subjective and it is far easier to simply take all of the material since leaving garbage behind requires stickering, potentially weighing and reporting of the issue and often results in residents expressing their dissatisfaction with collection staff; sometimes escalating to angry and aggressive behaviour. The lack of a consistent container makes enforcement of the County's garbage limit by collection staff difficult.

As a result of this, a significant number of locations exceed the current weekly garbage volume. Set-out analysis indicates that approximately one third of residents exceed the current weekly volume limit and that these residents are exceeding the limit by over 50% (half a bag) on average. In most cases, those exceeding the garbage limit are also not participating in the green bin program. It is recognized that restricting curbside garbage is a motivator to participation in diversion programs such as the green bin. For example Waterloo recently increased their organics tonnages by 124% through every-other-week garbage collection.

The Strategy Update Recommendation

The Strategy Update identified that provision of an 80 litre standard size container would remove the variability of garbage set-outs; whether in bags or containers. It would provide the tool to limit the amount of untagged garbage and remove the subjectivity of a bag or an arbitrary container purchased by the resident, and may motivate increased green bin participation. It is further noted that a garbage bin would decrease litter by reducing animal scavenging.

The rationale of a standard size garbage container to allowed limits is consistent with results from the green bin survey (Item CCW 15-288, September 8, 2015) which indicated that some of the common reasons residents do not utilize their green bin was because they 'couldn't be bothered' or because they already met the "bag limit".

The Strategy Update indicated that the standard size garbage container program could be implemented in a variety of ways ranging from lower to higher cost options. Staff had previously outlined a number of scenarios for the implementation of standard garbage containers through Item
CCW 16-330 (September 27, 2016). This Item was referred to a workshop which was held on February 9, 2017 whereupon a number of waste collection program options, including the standard size garbage container, were again considered by Council. Ultimately, the standard size garbage container option was selected for an implementation report which would outline how the program would be executed. Item CCW 17-243 (September 26, 2017) recommended a pilot project to test different containers and distribution methods to determine the best option in consideration of future full implementation of standard garbage containers throughout the County. Committee recommendation CCW-270-17 referred the subject back to staff for information on full implementation.

Potential Impacts

Staff has identified a number of potential impacts which would apply across the board regardless of the implementation methodology of standard size garbage containers for Council consideration:

- Improved diversion rate -- in development of the Strategy Update, the consultants provided an estimate of a minimum 1.5% increase from the existing unaudited diversion rate of 60%. The consultants acknowledge that this is a conservative estimate as it will be dependent upon the distribution/implementation methodology determined by Council.
- Increased organics processing costs partially offset by avoided future waste export costs - using the conservative Strategy Update changes to organics capture rates, it is estimated that there would be an increase of approximately $400,000 for additional organics transfer, haulage and processing. This would be offset by increased landfill capacity resulting in avoided future waste export costs. Data indicates that this option may result in a garbage disposal decrease of approximately 2,600 tonnes per year, conserving the County’s existing landfill capacity and avoiding future waste export costs by approximately $250,000 annually.
- Resistance to change -- although the standard garbage container option was the most widely supported option for restrictions on curbside garbage, staff anticipates that some residents would be resistant to change as the 80 litre size, although required since 2008, is not widely adhered to. Some residents which currently utilize only a garbage bag to contain waste, may not wish to retrieve the empty container at curbside after it is emptied. Seasonal residents in particular may not support a container over a bag which is an issue for Council consideration. Some mechanisms can be put into place to ease the transition, described later under Other Considerations.
- Without a pilot to evaluate containers and distribution methods to determine the most optimal program and identify possible issues, there is increased potential for problems and/or negative perception of the program. Implementation of standard size garbage containers across the County would be a significant initiative and it is recognized that major change rarely occurs without a period of adjustment. Staff therefore anticipate that the implementation of standard size garbage containers will result in some issues regardless of how well the changes are communicated to the public. However, the changes will result in more consistent application of curbside garbage limits, increased waste diversion which the County is committed to, and potentially increased collection savings in the future.

The Options

1. Maintain the status quo for garbage containers

This option, #1, would allow residents to continue to utilize their existing garbage containers, including those which are larger than the established 80 L limit. There would be no change in the level of
enforcement. There are a number of pros and cons to option #1 - maintaining the status quo identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest cost option</td>
<td>Lack of consistent container = more difficult enforcement</td>
</tr>
<tr>
<td>No change for residents</td>
<td>Anticipate continued abuse of garbage limits</td>
</tr>
<tr>
<td>No impacts to customer service</td>
<td>No motivation for increased green bin participation and no change in diversion</td>
</tr>
</tbody>
</table>

Implementation timing of this option is immaterial as there would be no change.

2. Full distribution of an 80 litre automated cart

This option, #2, would involve the distribution of one 80 litre automated garbage cart to each serviced unit within the County, similar to that undertaken during the green bin distribution in 2008 and the larger blue box distribution in 2012.

There are a number of manufacturers which produce 80 litre carts and procurement processes would be undertaken to obtain carts and distribution services. The carts are very robust, have large wheels and can be equipped with a variety of locking lids. Carts can also be branded with the County logo, numbered for inventory control and can have Radio Frequency Identification tags installed to collect data on individual users.

Carts have a long history of successful use in recycling and garbage automated collection systems but are not suitable for manual collection due to their attached lid, pinch points and weight. Automated waste collection is growing rapidly; many jurisdictions across North America are switching to automated systems for a variety of reasons including increased health and safety of collections staff, longevity of worker careers, reduced WSIB costs, increased driver pool as physicality is virtually removed from the job, reduced collection costs from improved collection efficiency (reduced stop-time), reduced litter and improved aesthetics.

Automated collection involves use of a hydraulic arm which is controlled from within the truck cab by joystick, the hydraulic arm reaches toward the curb, grasps the cart and lifts it to dump materials into the appropriate compartment of the collection vehicle, then sets the cart back down at curbside. If locking lids are desired to reduce animal impacts, carts can be equipped with gravity locks, at an additional cost, which only allow the cart to open when it is lifted to tip garbage into the truck.

The City of Toronto, Region of Peel and the City of Guelph are some examples of Ontario municipalities which utilize carts for garbage collection. In these municipalities carts are used to collect all waste materials (garbage, organics and recycling). With the potential for changes to the recycling program as a result of the Waste Free Ontario Act it would be prudent to maintain the current two stream (paper and containers) collected manually in grey and blue boxes. Staff notes that Waste Connections of Canada senior district staff are very receptive to
automated cart collection and have indicated that they would be willing to retrofit their fleet to allow this, at no additional cost to the County, as it would reduce worker related injuries significantly, reduce WSIB costs, positively impact the available worker pool, and increase the longevity of worker careers. They would also be willing to continue collecting green bins manually should the County choose this option, automated cart collection of garbage, during the term of the existing contract.

The greatest benefit to automated cart collection would not be realized until the next collection contract as it is anticipated that automated collection, although expensive to implement, would result in a reduction in future collection costs and could be coordinated with automated organic cart distribution and collection.

There are a number of pros and cons to option #2 - full distribution of 80 litre automated carts to all serviced units as identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides the tool to limit garbage and motivate greater green bin participation</td>
<td>Highest cost option</td>
</tr>
<tr>
<td>Cart is very robust, large wheels and handle, can be equipped with a locking lid</td>
<td>Increased implementation logistics</td>
</tr>
<tr>
<td>Distribution is convenient for residents</td>
<td>Reduced usefulness of existing containers</td>
</tr>
<tr>
<td>Consistent level of service, everyone gets the same container and is required to use it</td>
<td>Requires residents to set out carts facing the street and located so that they can be reached by the hydraulic arm in order to be collected</td>
</tr>
<tr>
<td>Carts are consistent with system used at the primary residence of many of our seasonal residents</td>
<td>80 litre cart suitable for weekly collection but undersized for bi-weekly collection if Council considers that option in future</td>
</tr>
<tr>
<td>Compatible with automated collection systems</td>
<td>Not suitable for manual collection due to attached lid pinch points and cart weight</td>
</tr>
<tr>
<td>No direct out of pocket expense for residents</td>
<td>Future levy impacts to supply replacement carts</td>
</tr>
<tr>
<td>Can be branded with County logo</td>
<td>Major initial impacts to customer service</td>
</tr>
<tr>
<td></td>
<td>Potential resistance by those using bags only such as seasonal residents, storage concerns for small properties/those without garages, long driveways in rural areas</td>
</tr>
<tr>
<td></td>
<td>Requirement to maintain inventory for new residents and replacement of broken carts</td>
</tr>
</tbody>
</table>

Staff notes that with this option #2, a zero tolerance policy will be adhered to; serviced units will be required to utilize the bin provided. Multi-residential locations would be provided with the number of carts they are eligible for collection of. In all cases, any garbage exceeding the 80 litre limit may be placed in a bag but must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Staff would recommend implementing this option concurrent with the next waste collection contract for the following reasons:
- Implementation concurrent with the next waste collection contract would net some cost savings if automated green bin collection occurs at the same time due to increased efficiencies. Many of the existing green bins are 9 years old and are nearing the end of their anticipated lifespan and will require replacement. Larger automated green bins may prove useful if the Strategy Update
recommendation to include pet waste and diapers in the County’s organics program is implemented as this may require additional capacity.
- Implementation concurrent with the next collection contract would defer the capital outlay and if done simultaneously larger automated green bins would reduce overall distribution costs.
- The project scope will require additional logistics and time to set up including a significant promotion and education campaign

3. Full Distribution of a retail type 80 litre container

There are a number of different containers manufactured for retail sale that fulfill the 80 litre volume requirement, for example Rubbermaid. However, although these are a lower cost option, those currently available do not have wheels for accessibility and convenience or a lid capable of being easily locked to reduce litter and animal issues. Both of these issues make the 80 litre retail type container less desirable by the public. Staff has inquired to a major manufacturer and understand that they are not capable of being branded with the County logo. Therefore branding, if desired by Council, would require a sticker to be affixed during distribution which would be costly and eventually wear-off. The retail type 80 litre container is also not compatible with automated collection, therefore, should Council wish to implement an automated collection system in the future, the containers would not be usable. Provision of the retail type 80 litre containers would still reduce overall garbage set out and motivate green bin participation.

There are a number of pros and cons to option #3 – full distribution of 80 litre retail type containers to all serviced units as identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides the tool to limit garbage and motivate greater green bin participation</td>
<td>Mid-range cost</td>
</tr>
<tr>
<td>Distribution is convenient for residents</td>
<td>Increased implementation logistics</td>
</tr>
<tr>
<td>No direct out of pocket expense for residents but would result in a one-time increase to the County levy</td>
<td>Reduced usefulness of existing containers and potential resistance by those using bags only</td>
</tr>
<tr>
<td>Consistent level of service, everyone gets the same container and is required to use it</td>
<td>Not compatible with automated collection should Council wish to implement this type of system in the future</td>
</tr>
<tr>
<td>Compatible with the current manual collection system</td>
<td>Future levy impacts to supply replacement containers</td>
</tr>
<tr>
<td></td>
<td>Can’t be branded with County logo during manufacturing process</td>
</tr>
<tr>
<td></td>
<td>Major initial impacts to customer service</td>
</tr>
<tr>
<td></td>
<td>Containers do not have wheels</td>
</tr>
<tr>
<td></td>
<td>Requirement to maintain inventory for new residents and replacement of broken containers</td>
</tr>
</tbody>
</table>

Staff notes that with this option #3, a zero tolerance policy will be adhered to; serviced units will be required to utilize the bin provided. Multi-residential locations would be provided with the number of containers they are eligible for collection of. In all cases, any garbage exceeding the 80 litre limit may be placed in a bag but must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Example of retail type 80 litre container (Rubbermaid)

Page 6
Staff would recommend implementing this option in 2019 at the earliest for the following reasons:
The project scope will require additional logistics and time to set up.
The annual waste management calendar, the most all-encompassing and widely referenced waste communications tool, is already in final production for 2018.

4. Subsidized container sales

This option, #4, would permit those that currently have an 80 litre container to continue to use it. Oversized containers would be stickered by collections personnel prior to program implementation identifying that the larger container would no longer be permitted for use beyond the implementation date and that the owner can purchase an appropriate retail type container at a subsidized cost (the cost would be determined based on the results of a procurement process but is estimated to be approximately $7.50 or roughly 50% of the retail value). Similar to option #3, some concerns may result from the lack of wheels for accessibility and convenience or a lid capable of being easily locked to reduce litter and animal issues.

Should Council wish to pursue the subsidized container sales option, there are two distribution methods potentially available:
- Truckload sales events – similar to the truckload sales events held a number of years ago for backyard composters, the County would procure large quantities of appropriate 80 litre containers and hold events throughout the County on designated dates to sell them at the subsidized rate. Logistically, this option would be more difficult than the alternative but may offer some opportunity for public education and engagement. Contractual arrangements would require any left-over inventory to be returned to the manufacturer.
- Partnership with retail outlet(s) – promotional material regarding the standard size garbage container program would be distributed along with a coupon which could be redeemed at local retail outlets entitling the bearer to a discounted rate on an acceptable container which the retail outlet would then charge the County for the difference (the subsidy). This option removes inventory control from the County which removes logistical responsibility but also control and has the potential for inadequate supply by the retail partners. There would be no opportunity for branding.

Should this option #4 be preferred, additional research would be required to determine the most effective method. Staff notes again that the retail type 80 litre container is not compatible with automated collection, therefore, should Council wish to implement an automated collection system in the future, the containers would no longer be usable. Provision of the retail type 80 litre containers would still reduce overall garbage set out and motivate green bin participation.

There are a number of pros and cons to option #4 - subsidized container sales as identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower cost than full distribution</td>
<td>Currently available retail 80L containers do not have wheels/locking lids and are less desirable to some residents</td>
</tr>
<tr>
<td>Reduced implementation logistics compared to full distribution</td>
<td>Less convenient for residents to pick up containers at retail or at events</td>
</tr>
<tr>
<td>Allows continued use of existing compliant containers</td>
<td>Direct out-of-pocket cost to residents</td>
</tr>
<tr>
<td>Pros</td>
<td>Cons</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Reliance on retail outlets to stock-up/maintain inventory of 80L containers OR increased logistical requirements for County truckload sales events</td>
<td>Continued container variability and potential for confusion in future (new residents, wrong container purchased, etc.)</td>
</tr>
<tr>
<td>This option is not compatible with automated collection should Council wish to implement an automated collection system in future</td>
<td>Containers do not have wheels</td>
</tr>
</tbody>
</table>

Staff notes that with this option #4, a zero tolerance policy would be utilized for those using a bag/container greater than 80 litres. Any garbage exceeding the 80 litre limit may be placed in a bag but must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Staff would recommend implementing this option in 2019 at the earliest for the following reasons:
- The project scope will require additional logistics and time to set up.
- The annual waste management calendar, the most all-encompassing and widely referenced waste communications tool, is already in final production for 2018.

5. Increased enforcement

This option, #5, would allow residents to continue to utilize their existing garbage containers or bags but put into place an increased by-law presence to proactively enforce the volume limit. Oversized containers would be stickered by collections personnel prior to program implementation, identifying that it is easy to exceed the volume limit with oversized containers and notifying that the volume limit will be actively enforced upon the implementation date. Subsequent to the implementation date, by-law resources would proactively conduct random audits in neighbourhoods prior to collection occurring and would notify residents of their exceedance of the limit through notices and sticker the material for non-collection. Collections staff would continue to sticker and report over limit garbage, as they are required to do currently, but would also be subject to increased scrutiny by the County’s waste by-law staff to ensure more consistent adherence to collection limits.

This option #5 would require additional by-law enforcement resources. Staff anticipate a need for three FTE waste by-law officers to be retained, one permanent (which would require a vehicle purchase) and two temporary, and potentially a short term increase in Customer Service Centre staff to address the initial influx of customer contacts prior to and immediately after implementation. This assumes a non-compliance rate of 10% in the first year, falling to 5% in the second and 2% in the third; an estimated 95% of enforcement would be achieved by collection staff alone however, this would still result in approximately 130-140 locations per day requiring some form of by-law enforcement during year one, falling in subsequent years. Therefore a percentage of contacts to Customer Service would require escalation to waste by-law enforcement who would pay a visit to the location to provide further education on the policy and assistance to the location in order to gain compliance. As indicated, waste by-law enforcement would also provide support on the street to ensure that the contracted service provider’s staff are adhering to the collection limit. Staff notes however, that even with increased enforcement, resources are not able to be present everywhere at collection time; it is therefore anticipated that some residents would continue to try to abuse the limit.
There are a number of pros and cons to option #5 – status quo with increased enforcement identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower cost option</td>
<td>Reduced consistency of container, more difficult</td>
</tr>
<tr>
<td></td>
<td>enforcement</td>
</tr>
<tr>
<td>Reduced implementation logistics</td>
<td>Requires increased enforcement rather than</td>
</tr>
<tr>
<td></td>
<td>providing a tool</td>
</tr>
<tr>
<td>Reduced discarding of non-compliant containers</td>
<td>More subjective and most likely to increase</td>
</tr>
<tr>
<td></td>
<td>customer service contacts</td>
</tr>
<tr>
<td>Convenient for residents as does not</td>
<td>Limited resources can't be everywhere, anticipate</td>
</tr>
<tr>
<td></td>
<td>some continued abuse</td>
</tr>
</tbody>
</table>

Staff notes that with this option #5, a zero tolerance policy would be utilized for those using a bag/container greater than 80 litres. Any garbage exceeding the 80 litre limit may be placed in a bag but must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Staff would recommend implementing this option in 2018 for the following reasons:
- This option is not subject to the same logistical and advertising requirements as previous options but is simply increased enforcement of already existing garbage limits.

6. Subsidized container sales in conjunction with increased enforcement

This option #6, would combine options #4 and #5. This would permit those that currently have an 80 litre container to continue to use it. Oversized containers would be stickered by collections personnel prior to program implementation identifying that the larger container would no longer be permitted for use beyond the implementation date and that the owner can purchase an appropriate retail type container at a number events or locations at a subsidized cost (the cost would be determined based on the results of a procurement process but is estimated to be approximately $7.50 or roughly 50% of the retail value). Scenarios for distribution as per option #4 would be investigated.

Subsequent to the implementation date, increased by-law resources would proactively conduct random audits in neighbourhoods prior to collection occurring and would notify residents of their exceedance of the limit through notices and sticker the material for non-collection. Collections staff would continue to sticker and report over limit garbage, as they are required to do currently, but would also be subject to increased scrutiny by the County's waste by-law staff to ensure more consistent adherence to collection limits.

This option #6, would require additional by-law enforcement resources. Staff anticipate the same resources would be required and perform the same duties as outlined in option #5.

There are a number of pros and cons to option #6 – subsidized container sales with increased enforcement identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower cost than full distribution</td>
<td>More subjective and most likely to increase customer</td>
</tr>
<tr>
<td></td>
<td>service contacts</td>
</tr>
<tr>
<td>Pros</td>
<td>Cons</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Reduced implementation logistics</td>
<td>Limited resources can’t be everywhere, anticipate some continued abuse</td>
</tr>
<tr>
<td>compared to full distribution</td>
<td>Currently available retail 80L containers do not have wheels/locking lids and are less desirable to some residents</td>
</tr>
<tr>
<td>Reduced discarding of non-compliant</td>
<td>Less convenient for residents to pick up containers at retail or at events</td>
</tr>
<tr>
<td>containers</td>
<td>Combination of provision of the tool and enforcement</td>
</tr>
<tr>
<td>Allows continued use of existing</td>
<td>Direct out-of-pocket cost to residents</td>
</tr>
<tr>
<td>compliant containers</td>
<td>Reliance on retail outlets to stock-up/maintain inventory of 80L containers OR increased logistical requirements for County truckload sales events</td>
</tr>
<tr>
<td>Anticipated to be more effective than</td>
<td>Continued container variability and potential for confusion in future (new residents, wrong container purchased, etc.)</td>
</tr>
<tr>
<td>options #4 or #5 singularly</td>
<td>This option is not compatible with automated collection should Council wish to implement an automated collection system in future</td>
</tr>
<tr>
<td></td>
<td>Containers do not have wheels</td>
</tr>
</tbody>
</table>

Staff notes that with this option #6, a zero tolerance policy would be utilized for those using a bag/container greater than 80 litres. Any garbage exceeding the 80 litre limit may be placed in a bag but must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Staff would recommend implementing this option in 2019 at the earliest for the following reasons:
- The project scope will require additional logistics and time to set up.
- The annual waste management calendar, the most all-encompassing and widely referenced waste communications tool, is already in final production for 2018.

7. Pilot – Standard size garbage container

This option #7, would put into place the pilot as outlined within Item CCW 17-243 (September 26, 2017). Conducting a pilot would provide valuable information on the most efficient container type, identify any issues prior to full implementation and analysis could determine the anticipated results in terms of increased green bin capture and any reductions in garbage generation. The pilot would commence in 2018 and continue for approximately one year utilizing a variety of scenarios such as different containers and distribution methods.

In order to determine the benefits and barriers for future consideration, each of the three pilot scenarios, two specific collection routes, an urban and a rural area (totaling approximately 1,800 units per scenario), would be identified. Therefore, the three scenarios would impact 5,400 pilot locations or 6 collection routes in total.

Targeted promotion will be undertaken within each area such that only the pilot serviced units would receive information on their scenario. Staff will select the routes in consultation with the service provider and would not utilize any local municipality for more than one pilot route. A random selection will be made to determine which areas are selected for the differing pilot scenarios. Affected County
Councillors and municipal contacts would be apprised in advance and provided with copies of all promotional materials.

The pilot scenarios are generally envisioned as:

1) Full distribution of retail type 80 litre container to pilot households
2) Full distribution of 80 litre automated cart to pilot households
3) Subsidized sales events of 80 litre container for pilot households (subsidy of approximately 50%)

Significant monitoring and analysis of garbage and green bin tonnages and participation rates, will be undertaken both prior to and during the pilot for comparison purposes. Pilot areas will also have pre and post pilot satisfaction surveys undertaken as well as surveys to gauge user response to the containers themselves and the distribution/implementation method.

The variety of different scenarios to be piloted, the need to pilot in different demographic areas for each scenario, logistics of distributions and the need for set-out studies and surveys prior to and during the pilot will require additional resources for approximately 6 months prior to and during the pilot. Staff therefore propose that a temporary Co-ordinator position be established for approximately 1 ½ years to work on the pilot.

There are a number of pros and cons to option #7 – Pilot for standard size garbage containers identified below:

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain valuable information for consideration prior to full implementation</td>
<td>Pilot cost would add to overall cost of full implementation in future</td>
</tr>
</tbody>
</table>

Staff notes that with each of the scenarios above, a zero tolerance policy will be adhered to for excess garbage such that serviced units will be required to utilize the bin provided or, in the case of the subsidized sales events scenario, those using a bag/container greater than 80 litres will not have their garbage collected. In all cases, any garbage exceeding the 80 litre limit must have a garbage tag affixed in order to be collected. This may result in a slight increase in bag tag revenues.

Staff would recommend implementing this option in 2018 at the earliest for the following reasons:
- This option is not subject to the same largescale logistical and advertising requirements as previous options, the addition of one temporary FTE would suffice to implement within this timeline and gather necessary data for consideration of future full implementation.

Summary:

Options presented for implementation across the County include:

1) Maintain the status quo for garbage containers
2) Full distribution of an 80 litre automated cart
3) Full distribution of a retail type 80 litre container
4) Subsidized container sales
5) Increased enforcement
6) Combined subsidized container sales and increased enforcement
7) Pilot - standard size garbage container
Additional Considerations:

**Grace period for free organic bins:** If Council directs that the standard size garbage container (Option 7) initiative be implemented, a grace period for residents to pick-up replacement green bins at County facilities for no cost would help to ease the transition. A grace period would be established for a period of two months. Existing programs for free new resident kits and free exchanges of broken bins which would continue during the grace period and remain in effect subsequently. If Council approves full distribution of carts or containers, these would also be included in future new resident kits distributed.

**Old garbage containers:** During Strategy Update public consultation, feedback on standard size garbage containers was received with respect to what to do with old containers. This would be addressed in the promotion and education campaign through two mechanisms:
- Reuse of old garbage containers for storing pet food, sand/salt, as a reusable container for yard waste collection, to collect water from downspouts, to store shovels, brooms, etc.
- Implementation of a two month grace period at County waste management facilities during which the tipping fee for empty old garbage containers would be waived and the old containers sent for recycling through the existing bulky rigid plastic diversion program.

**Increased bag tag sales:** The Strategy Update identified that given that many residents are exceeding the volume limit with untagged waste, implementation of a standard size garbage container would likely result in increased bag tag revenues.

**Financial and Resource Implications**

Staff has outlined the estimated year one costs/revenues associated with each option. It is noted that actual costs would be determined through future procurement processes and that a number of variables will affect overall projections for example additional bag tag revenues which staff anticipate will be dependent upon the option.

<table>
<thead>
<tr>
<th></th>
<th>1) Maintain Status Quo</th>
<th>2) Distribute 80L auto cart</th>
<th>3) Distribute 80L container</th>
<th>4) Subsidized container sales</th>
<th>5) Increased enforcement</th>
<th>6) Combined sale &amp; enforcement</th>
<th>7) Pilot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag Tag Revenue</td>
<td>-</td>
<td>(1,160,000)</td>
<td>(1,160,000)</td>
<td>(386,000)</td>
<td>(386,000)</td>
<td>(772,000)</td>
<td>(35,000)</td>
</tr>
<tr>
<td>Containers</td>
<td>-</td>
<td>+4,700,000</td>
<td>2,220,000</td>
<td>338,000</td>
<td>-</td>
<td>338,000</td>
<td>158,000</td>
</tr>
<tr>
<td>Distribution</td>
<td>-</td>
<td>680,000</td>
<td>680,000</td>
<td>-</td>
<td>-</td>
<td><strong>75,000</strong></td>
<td>2,000</td>
</tr>
<tr>
<td>Temporary Salaries</td>
<td>-</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>240,000</td>
<td>240,000</td>
<td>90,600</td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>-</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>155,000</td>
<td>155,000</td>
<td>-</td>
</tr>
<tr>
<td>Promotion &amp; Other</td>
<td>-</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>50,000</td>
<td>200,000</td>
<td>43,000</td>
</tr>
<tr>
<td>Capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
November 24, 2017
Committee of the Whole - CCW 17-316
Page 13

<table>
<thead>
<tr>
<th></th>
<th>1) Maintain Status Quo</th>
<th>2) Distribute 80L auto cart</th>
<th>3) Distribute retail 80L container</th>
<th>4) Subsidized container sales</th>
<th>5) Increased enforcement</th>
<th>6) Combined sale &amp; enforcement</th>
<th>7) Pilot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Green Bins</td>
<td></td>
<td>244,000</td>
<td>244,000</td>
<td>81,500</td>
<td>81,500</td>
<td>244,000</td>
<td>24,700</td>
</tr>
<tr>
<td>Total Net Cost</td>
<td></td>
<td>4,804,000</td>
<td>2,324,000</td>
<td>448,500</td>
<td>200,500</td>
<td>540,000</td>
<td>283,300</td>
</tr>
<tr>
<td>Ongoing Costs</td>
<td></td>
<td>141,000</td>
<td>66,600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Diversion Impact</td>
<td>0%</td>
<td>&gt;1.5%</td>
<td>&gt;1.5%</td>
<td>0.5%</td>
<td>0.5%</td>
<td>&gt;1%</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*cost estimated is for basic cart, not including gravity locking mechanism
**freight costs for truckload sales which would not apply in the retail partnership scenario

Relationship to Corporate Strategic Plan

The Waste Management Strategy Update provided an estimate of a minimum 1.5% increase in diversion from implementation of the standard sized garbage container option, the consultants acknowledged that this was conservative and dependent upon the distribution/implementation methodology utilized. Strategy Update analysis indicated that approximately 2,600 tonnes annually is untagged garbage which exceeds the existing limit.

When definitive direction is received on all of the implementation reports related to the six selected options at the workshop staff will provide a further summary report outlining the anticipated diversion rates for the purpose of establishing the new waste diversion target.

Reference Documents

- Item CCW 16-284 (August 23, 2016) Solid Waste Management Strategy Update Final Recommendations and Initiatives
- Item CCW 15-288 (September 8, 2015) Organics Program Survey
- Item CCW 16-330 (September 27, 2016) Standard Size Garbage Containers
- Item CCW 17-243 (September 26, 2017) Implementation of Standard Size Garbage Container Pilot

Attachments

There are no attachments to this Item

Prepared By: Willma Bureau, Contracts & Collections Supervisor

Approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob McCullough, Director, Solid Waste Management</td>
<td>October 16, 2017</td>
</tr>
<tr>
<td>Debbie Korolnek, P. Eng., General Manager, EPE</td>
<td>October 16, 2017</td>
</tr>
<tr>
<td>Trevor Wilcox, General Manager, Corporate Performance</td>
<td>October 17, 2017</td>
</tr>
<tr>
<td>Mark Aitken, Chief Administrative Officer</td>
<td>October 17, 2017</td>
</tr>
</tbody>
</table>
Severn Sound Environmental Association
2017 Third Quarter (July 1-September 30)
Report/Update

Financial
Donations, Grants, Budget, Invoicing and Revenue (fee for service)

Grants
Successfully secured grants from:
- Huronia Community Foundation (HCF)
  - A Mother’s Love Fund: $1,400 for purchasing new field equipment for Open Water and Inland Lake Monitoring
  - Butch Lafrance Fund: $1,335 to support fish habitat and monitoring work
- World Wildlife Fund Canada’s (WWF-C) Go Wild Community Grant: $5,000 for Community Environmental Monitoring Kits for the SSEA citizen science program
- Environment and Climate Change Canada (ECCC): $5,000 for SSEA Citizen Science program and supporting monitoring programs

Cheque presentation from HCF

Budget & Invoicing
- 2018 SSEA budget requests have been submitted to member municipalities
- Draft 2016 Financial Statements have been completed (Town of Midland & KPMG)

Staffing/HR
Administration, Staffing, Training and Volunteers

Administration
- Strategic Plan Renewal process underway
  - Staff and Board member strategic planning day held August 14, 2017
- 1 Board of Directors meeting and 2 Board executive meetings

Staffing
- Welcomed contract staff Amanda Taylor (Risk Management/Data Management Technician) and Anna McClymont (Invasive Species Program Coordinator)
- Township of Tay partnership providing staff person Brittany Zucchetto as support for the Severn Sound Nearshore Fish Community Evaluation project

<table>
<thead>
<tr>
<th>Team SSEA – Q3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time = 7</td>
</tr>
<tr>
<td>Part Time = 1</td>
</tr>
<tr>
<td>Interns = 1</td>
</tr>
<tr>
<td>Contract = 4</td>
</tr>
</tbody>
</table>
Training
- Phragmites Adaptive Management Framework training session (Great Lakes Commission and Great Lakes Phragmites Collaborative - NO CHARGE)
- Species at Risk/Pollinator Habitat Creation Seed Collection Workshop (Canadian Wildlife Service - NO CHARGE)
- Creating an Invasive Plant Management Strategy (Ontario Invasive Plant Council - NO CHARGE)
- Grant/Proposal Writing (Orillia Area Community Development Corporation)
- SSS Speaker Series: Climate Change Tools for Municipalities with FCM (NO CHARGE)

Volunteers
- Laura Baldwick – inland lake sampling of Little Lake

Education, Engagement, Outreach
Presentations, Articles, Media, School Involvement and Events

Presentations
- Edmore and Georgian Heights Ratepayers Association AGM – SSEA and beach quality at Edmore/Georgian Heights beaches
- Farlain Lake Community Association AGM – update on 2016 Farlain Lake Water Quality Survey

Articles/Publications/News
- 2 invasive species articles published in the Tay Township Report (July 7 & 28)
- Feature story “Seven Sound Environmental Association to increase water quality monitoring” in the Midland Mirror/Simcoe.com (July 12)
- SSEA Release “SSEA jointly-hosts successful Invasive Species Workshop” (July 19)
- Article on SSEA Invasive Species Program published in Township of Georgian Bay August e-news
- Article on WWF-C Go Wild Community Grant recipients, including SSEA (August 2)
- Feature story “Citizen science program to help monitor, protect Severn Sound watershed” in the Midland Mirror/Simcoe.com (August 16)
- SSEA highlighted in Couchiching Conservancy’s Notes From The Field article (Summer 2017)
Media
- Initiated [SSEA YouTube Channel](#) - first video: SSEA Open House presentation by Gord Miller
- Worked with WWF-C and Copeland Forest Friends to film video story of the SSEA WWF-C project

Filming with WWF Canada

Events
Displays at: Midland Canada Day, Honey Harbour Canada Day, Edmore and Georgian Heights Ratepayers Association AGM, Farlain Lake WeedFest, Midland Kids Fishing Derby, Invasive Phragmites Workshop, Farlain Lake Community Association AGM, Tay Fishing Derby, Tay Taste the Trail, Farm Fresh Food Fest, and Caring Counts

SSEA booth at Midland Canada Day event

Education/Citizen Science
- Led a stream habitat assessment education program at Wildfire Education Centre
- Supported Couchiching Conservancy and Copeland Forest Friends volunteer water and benthic invertebrate sampling day
  - Promoted SSEA's Citizen Science Monitoring Project
  - SSEA staff provided benthic invertebrate identification expertise
- Mentored and evaluated Georgian College Student Applied Research Project "Analysis of SSEA historical precipitation data to determine climate change trends"

Citizen Science monitoring kit

Tree Planting

*Planting and Distribution*

Community Tree Planting & Tree Seedling Distribution
- In planning stages for spring 2018
Fish and Wildlife Habitat / Natural Heritage

Natural Heritage

- Town of Penetanguishene Natural Heritage Project: presentation to Town Council
- Township of Tiny Significant Woodlands Update: GIS layers provided to Township for woodlands that meet provincial criteria for 'significant'

Invasive Species (IS) – Pilot Project

- Continued mapping/documenting invasive species in participating municipalities to help evaluate and prioritize potential IS management projects
- Facilitated invasive plant management activities at four sites to date, including engaging and informing volunteers and community members about IS issues
- Provided IS information and education at 17 local events
- Co-hosted a community IS workshop with Georgian Bay Forever, focusing on invasive Phragmites
- Attended AMO conference to participate in Township of Tiny invasive species briefing with the Minister of Natural Resources and Forestry's staff
- Removed 5 invasive species monitoring pads in Little Lake to determine the extent of zebra mussel establishment

Wetland Evaluations

- Tay Bog/Gatrix Wetlands – report provided to Ducks Unlimited Canada (project funder); finalizing data, mapping and scoring record for submission to MNRF

Coastal Margins/Fish Habitat

- Continued working on mapping fish habitat in selected areas for year two of the Severn Sound Nearshore Fish Community Evaluation 2016-2018 Project (MNRF - Great Lakes Protection Fund)
- Field work is ongoing, including underwater video and photography, sonar, and substrate sampling

Management of invasive Phragmites, in partnership with Township of Tiny

Leopard frog

Substrate sampling
Land Use Planning

Input and Review

- Participating in Official Plan reviews for Midland, Penetanguishene and Tiny
- Attended workshops and provided input into provincial initiatives:
  - Natural Heritage System and Agricultural System for implementation of the Growth Plan for the Greater Golden Horseshoe
  - development of Watershed Planning Guidance (MOECC/MNRF)
- Commented on 7 municipal project proposals (Tiny [5], Tay [1], Penetanguishene [1])
- Commented on 6 other applications, reports and EIS proposals

Source Water Protection

Education & Outreach, Risk Management

Source Water

- Synthesis and component reports preparation for Lafontaine-Georgian Sands Issue Contributing Area for nitrate concentration
- Township of Tiny well owners involved in private water testing in 2015-2016 near Lafontaine and Georgian Sands municipal water systems were sent letters and their individual water sample results (e.g., alkalinity, nitrate, sodium, etc.)
- Meetings with SPC committee, Source Water Implementation Review Team and Technical working group
- Facilitated reviews of progress reports for municipal partners to the province
- Regional and Provincial Activities include MOECC reviews of prescribed threats, new mapping and updates on Provincial site and potential reviews on selected sites

Education & Outreach

- Provided input into the rebuild of the SWP Region's website (ourwatershed.ca)
  - SWP Region's YouTube channel was created to house video and social media

Risk Management Services

- Following submission of Annual 2016 reports to each municipal partner, presentations and meetings were held in several municipalities
- Worked with municipal staff (Muskoka, Gravenhurst, Georgian Bay, Severn, Oro-Medonte, Tiny) determining existing threats to municipal drinking water supplies
- Reviewed inquiries on potential future threats with several municipalities
Monitoring Programs

Field/data collection: Open Water, Inland Lakes, PGMN, PWQMN/Tributaries, Stream Temperature, Stream Invertebrates and Climate

Open Water
- Collected samples for ECCC in South Bay for analysis of algae toxins
- Bi-weekly sampling at 14 stations, ongoing until October
  - Water temperature, dissolved oxygen, pH, turbidity, metals, conductivity, water chemistry, algae & zooplankton
- Bi-weekly sampling at Tay Area Water Intake, ongoing until December
  - Basic water chemistry, nutrients, metals, algae, taste & odour and microcystin

Inland Lakes
- Bi-weekly sampling at 1 station in Little Lake, ongoing until October
  - Water temperature, dissolved oxygen, pH, turbidity, conductivity, water chemistry, algae, zooplankton & water levels

 Provincial Water Quality Monitoring Network (PWQMN)
- Approximately monthly sampling at 12 sampling sites, ongoing until December

Provincial Groundwater Monitoring Network (PGMN)
- Monthly water levels & data download at 13 wells

Stream Invertebrates
- 9 stations sampled for stream invertebrates (Lafontaine Creek, Copeland Creek, Wye River, and Hogg Creek watersheds)

Climate
- 73 stream temperature and 2 air temperature loggers maintained (data recorded every 30 minutes)
- Intensive stream temperature surveys at 197 locations in the North River watershed
- Rain gauges maintained recording precipitation at Huronia Airport, Midland Sewage Treatment Plant, Pine Grove (Penetanguishene), and Balm Beach
Data Analysis and Reporting
Statistics, Data Management & Analysis, Stream Invertebrate ID, and GIS/Mapping

Reporting
- Deanlea Beach (Township of Tiny) report finalized and submitted to Township

Data Requests Fulfilled
- Precipitation data - Town of Midland Operations Department
- Temperature logger data from numerous Severn Sound tributaries - MNRF

Stream Invertebrate ID
- 15 samples identified from Coldwater & Silver Creek watersheds (nearly 2,000 bugs)

Thank you from #TeamSSEA
- Julie Cayley – General Manager
- Gail Marchildon – Office Manager
- Lex McPhail – IT Manager/GIS Applications Specialist
- Michelle Hudolin – Wetlands and Habitat Biologist
- Aisha Chiandet – Water Scientist
- Paula Madill – Ecosystem Technologist
- Carl Lesperance – Lead Monitoring Technician
- Keith Sherman – Risk Mgmt. Official/Special Projects Officer
- Anna McClymont – Climate Change Field Tech. & Invasive Species Program Coordinator
- Amanda Taylor – Contract Risk/Data Management Technician
- Robyn Rumney – Invasive Species Intern (Former)
- Justine Lunt – Contract Risk/Data Management Technician (Former)
- Reilley Plue – Climate Change Field Tech. (Former)

Contact Information
Mailing Address: 67 Fourth St. Midland, ON L4R 3S9
Phone Number: (705) 527-5166
General Email: sseainfo@midland.ca
Website: www.severnsound.ca
Twitter: @SSEA_SSRAP

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TOWNSHIP OF TAY
450 PARK ST
VICTORIA HARBOUR ON L0K 2A0

My dear friends,

Par'ti!

Thank you very much for your generous contribution to our fourth annual Tiawenk Fundraising Dinner and Auction. It is through the support of our pilgrims, partners, sponsors, and the local community that Martyrs’ Shrine continues to thrive in its service to over 100,000 visitors who come to walk with St. Jean de Brébeuf towards a deeper union with Christ each season.

This year’s dinner has raised over $30,000.00, and it is not without thanks to your contribution that our goals were met! The funds raised will go directly to the renovation of our main washroom facilities located behind the Church.

As a token of our appreciation, we have enclosed a Season Pass for the 2018 season. Please join us on our opening day, Saturday, May 5th, and feel most welcome to bring your family as often as you wish, so as to enjoy our National Shrine, and its beautiful grounds.

Sincerely,

Fr. Michael Knox, S.J.
Director

Grace Kidd
Tiawenk Committee Chair

Looking forward to welcoming you to our new home!
# PUBLIC WORKS COMMITTEE
## NOVEMBER 8, 2017

### COUNCIL CHAMBERS – VICTORIA HARBOUR

### AGENDA

## 1. CALL TO ORDER

## 2. REPORTS OF MUNICIPAL OFFICIALS

<table>
<thead>
<tr>
<th>No.</th>
<th>Report from</th>
<th>Report No.</th>
<th>Re:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Superintendent of Water/Wastewater Operations</td>
<td>2017-94</td>
<td>October Activity Report</td>
</tr>
<tr>
<td>2.2</td>
<td>Manager of Parks, Recreation &amp; Facilities</td>
<td>2017-92</td>
<td>October Activity Report</td>
</tr>
<tr>
<td>2.3</td>
<td>Manager of Roads &amp; Fleet</td>
<td>2017-93</td>
<td>October Activity Report</td>
</tr>
<tr>
<td>2.4</td>
<td>Director of Public Works</td>
<td>2017-95</td>
<td>October Activity Report</td>
</tr>
</tbody>
</table>

## 3. OTHER BUSINESS:

<table>
<thead>
<tr>
<th>No.</th>
<th>Correspondence from Severn Sound Environmental Assoc.</th>
<th>Re: Tree Seedling Distribution</th>
</tr>
</thead>
</table>

## 4. ITEMS FOR INFORMATION:

<table>
<thead>
<tr>
<th>No.</th>
<th>Correspondence from Municipality of Machin</th>
<th>Re: Received Appreciation Card - Mike Emms</th>
</tr>
</thead>
</table>
STAFF REPORT

**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** November 8, 2017

**Report No.:** PW-2017-94

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

**ORIGIN**

**TENDERED PROJECTS:**
The Grandview Beach – Paradise Point watermain upgrades are currently underway the servicing along Patterson Blvd. to Limestone and along Limestone to Woodland back to first street is now completed. The excavation work is continuing along Woodland to Silver Birch currently. As with any project of this nature there have been some concerns raised by residents about where they would like the new water service installed and we have been cooperating with them to ensure we resolve any issues they may have.

**TREATMENT PLANTS:**
Currently repairs are being conducted to repair the Trojan UV system on the Ecodyne Mono filter which required a replacement of the HMI controller which was completed on October 25, 2017. In addition we also are awaiting parts to replace a broken Quartz lens in the same unit which was damaged earlier in the year. The turbidity analyzer on this same unit which had previously failed has been repaired and reprogrammed and was reinstalled. It is hoped to have the Ecodyne Mono Filter back in production readiness in November.

**DISTRIBUTION & COLLECTION SYSTEMS:**
Port McNicoll water main installation is currently completed for the 2017 construction year. The works along Alberta Street have been deferred until next spring.
The 300m watermain on First Street at Woodlands Ave and at First Street and Patterson Blvd have been tied into the new water mains installed in the Grandview Beach distribution system.

Our bi-annual wastewater lift station maintenance and cleaning is now complete.

All fire hydrants have been pumped out and winterized and we are currently in the process of completing the repainting of Fire Hydrants throughout the distribution system.

**ADVERSE WATER REPORTING:**
We have not had any adverse water quality issues this month

**WATER QUALITY MANAGEMENT SYSTEMS**
We have completed a number of updates to many of the QMS standard operating procedures and updated the Operational Plan to address issues related to the previous comments noted in our last Tay area water system MOECC inspection report # 1CLPC6 Date November 16, 2017. In advance of our 2017 QMS Audit by SAI Global.

Prepared By:    Date Prepared:  November 1, 2017

Mike Emms,
Water/Wastewater Superintendent
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Function:</strong></td>
<td>Public Works</td>
</tr>
<tr>
<td><strong>Chair:</strong></td>
<td>Councillor Jim Crawford</td>
</tr>
<tr>
<td><strong>Meeting Date:</strong></td>
<td>November 8, 2017</td>
</tr>
<tr>
<td><strong>Report No.:</strong></td>
<td>PW-2017-92</td>
</tr>
<tr>
<td><strong>Report Title:</strong></td>
<td>Monthly Activity Report – Parks, Recreation &amp; Facilities</td>
</tr>
</tbody>
</table>

**ORIGIN**  
Manager of Parks, Recreation & Facilities for the period of October 5 to November 2, 2017.

**RECREATION**

*Portaroma Committee*

The Committee, fresh off the success of the ‘reloaded’ event last year has already begun to put their ideas and thoughts together for the 2018 event. With the construction set to be in full swing in the GB PP area, the initial thought is to hold all events and activities in and around the library and Sacred Heart Church. More details to follow as they become available.

*Canada Day Committee*

Coming off the heels of what the Committee believes was their best event since the 100th Anniversary event in 2011, the Canada Day Committee got together to begin plans for 2018, which will be held on June 22nd and 23rd. They have already booked their evening entertainment with Friday evening showcasing a Beach Boys and Frankie Valli & the Four Seasons tribute bands and Saturday evening an AC/DC tribute band.

*Winter Parks and Recreation Guide*

The winter addition of the North Simcoe Parks and Recreation Guide is scheduled to come out on Thursday November 23rd. The guide will be distributed through the Midland Mirror and reach over 25,000 homes in North Simcoe.

*NEW Youth Art Program*

In conjunction with Quest Art School and Gallery the Township offered a new youth art program at the Harbour Shore Community Room on Saturday
mornings for a 6 week period. All participants thoroughly enjoyed the class so a winter session has been scheduled come the New Year.

**Youth Dances**
Youth dances are hosted by Community Volunteers & Organizations on the following dates from 7pm to 10pm. The fee is $5 at the door.
Oakwood Community Centre
November 17 & December 15.

**PARKS**

**Tay Shore Trail – Spot Asphalt Repairs**
The three sections of asphalt spot repairs on the Tay Shore Trail were completed in mid-October. The three sections that received spot asphalt repairs were: Reeves Rd to Vents Beach, Bass Bay Rd to Davis Dr and Davis Dr to Caswell Rd.

**Hogg Creek Bridge Rehabilitation**
The Hogg Creek Bridge Rehabilitation project began the week of October 16\textsuperscript{th}. Work is going well and the contractor believes they will be onsite until mid to late November.

**Old Municipal Building Flagpole**
Current practice sees the Township handle the continued flag replacement of the flagpole located in front of the old municipal building in Victoria Harbour. The flagpole is in very rough condition and it is becoming increasingly difficult to change the flag with the landscaping currently located around the base. Township staff is looking for Council direction to either decommission (remove) the flagpole or have the owners of the property take it over.
**Fall Park Clean-ups**
Work has begun on closing down all Municipal Parks for the winter months. This includes putting away picnic tables and garbage cans, blowing leaves and winterizing all washroom buildings.

**Tay Shore Trail - Winter Barrier Gates**
The winter barrier gates for the Tay Shore Trail have yet to be installed. Staff will keep a close eye on the weather forecast and gates will be installed promptly once consistent winter weather conditions are noticed.

**FACILITIES**

**Tay Community Rink Operations**
Staff has initiated work on preparing for the 2017/2018 operating season for the facility. The compressor unit will have its annual start up service on November 10\textsuperscript{th}. Staff will begin making ice on November 13\textsuperscript{th} and it is hoped that the facility will be open to the public on Monday November 20\textsuperscript{th}.

**Fire Extinguishers/ Fire Suppression System Annual Inspections**
The end of October marks the annual inspection of all fire extinguishers in municipally owned facilities and vehicles, as well as the fire suppression system at the Oakwood Community Centre.

**HVAC Fall Preventative Maintenance**
Work has begun on completing fall preventative maintenance on all rooftop HVAC units and residential furnaces at Township facilities.

**Miscellaneous Facility Work**
Replaced venting motor and centrifugal switch on rooftop HVAC unit Victoria Harbour library as the unit was not properly producing heat.

Replaced all pot lights in gymnasium at Oakwood Community Centre to LED. This work was completed while the lift was onsite for the annual fire suppression system checks.

New tap installed in the men’s washroom at Oakwood Community Centre.

Date Prepared: November 2, 2017

Prepared By:

Bryan Anderson
Manager of Parks, Recreation & Facilities

**Dates to remember:**

*November 26\textsuperscript{th} – Santa Claus Parade*
*December 3\textsuperscript{rd} – Township Tree Lighting Event*
STAFF REPORT

Department/Function: Public Works Department

Chair: Councilor Jim Crawford

Meeting Date: November 8, 2017

Report No.: PW-2017-93

Subject: Monthly Activity Report – Roads & Fleet

ORIGIN
Manager of Roads and Fleet from October 4, 2017 to November 1, 2017.

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

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

WATERMAIN AND ROAD RECONSTRUCTION – PORT MCNICOLL
Simcoe Avenue is now complete including restoration and top course of asphalt. On Assiniboia Street the road excavation has started. There were conflicts between the storm sewer main and four sanitary sewer laterals (the pipes that run to the houses) between Third Avenue and Fourth Avenue; the contractor had to lower the grades of the sanitary sewer laterals at the storm sewer location. There was another conflict with a natural gas main and the storm sewer at Second Avenue. The Township has been working with Enbridge Gas to have this corrected. These issues have caused delays to the project. Due to the construction delays caused by poor summer weather and utility conflicts the Township and the contractor don’t feel confident that Alberta Street could be completed this year before the winter weather moves in. Alberta Street will commence again in the spring of 2018.
**DITCHING/DRAINAGE**
Staff has continued working through drainage type service requests at various locations.

**WINTER OPERATIONS**
The contractor Carr Excavating has fully stocked the sand dome. Staff has also started converting the tandem plough trucks into snow ploughs for the winter rolls.

**SIDEWALK INSPECTIONS AND REPAIRS**
All locations have now been repaired.

**ROADSIDE BRUSHING**
The Township tractor has been making passes along the roadside in the rural areas cutting back the roadside brush. In the urban areas staff has been removing brush hanging over the sidewalks that would interfere with pedestrian traffic or winter maintenance and causing sight line obstructions.

**STREET SIGN RETROREFLECTIVITY**
All traffic signs, excluding street name and No Parking signs, have been inspected for their retroreflectivity. Only urgent and priority signs will be repaired this year due to available budget. All other signs will be replaced in the following year.

**BUDGET**
I participated in budget meeting with the CAO, Director of Public Works and Director of Finance.

**GRANDVIEW BEACH, PARADISE POINT WATERMAIN RECONSTRUCTION (GBPP)**
I have participated in regular construction meetings and provided a detailed list of known drainage issues in the area.

**TRAINING**
Staff participated in practical training for the new sidewalk tractor.

**FLEET**
- All vehicles are receiving their monthly servicing.
UPCOMING WORK FOR NOVEMBER
- Complete service requests
- Complete drainage or ditching requests
- Tree clearing along sidewalks
- Prepare for winter operations
- Winter control

Prepared By: Bryan Ritchie
Manager of Roads and Fleet

Date Prepared: November 1, 2017
ORIGIN

Director of Public Works for the period from October 5 to November 1, 2017.

ROADS/PARKS

- Long Point Road review and report
- Trail bridge site meeting
- Sidewalk brush clearing

WATER/WASTEWATER OPERATIONS

- Grandview Beach and Paradise Point: site meetings, drainage review, connections discussion with property owners, start of FAQ’s for the website
- Simcoe/Assiniboia Site meetings and review
- Bayview Water charges – report review and discussion
- Review and update of system mapping

DEVELOPMENT

- Victoria Woods – phase 2 sidewalk, drainage issues
- Windermere subdivision security release and as constructed drawings
- 497 Calvert tree concerns
- Victoria Glen phase 1 drainage concern, paving, hydro
GENERAL

- Employment Standards Act changes discussion
- Budget meetings
- 24/28 Lighthouse follow-up and discussion – direction needed
- Staff reviews

MEETINGS

- Department Heads’ meetings
- Public Works Managers’ meetings
- Emergency Plan meeting
- Health and Safety meeting
- COAC
- Council

Prepared By:          Date Prepared:  November 1, 2017

Peter Dance
Director of Public Works
October 26, 2017

To: Township of Tay

RE: TREE SEEDLING DISTRIBUTION PROJECT
– REQUEST TO CONSIDER MUNICIPAL PARTICIPATION IN 2018

Over the past eleven years, Severn Sound Environmental Association (SSEA) and North Simcoe Stewardship/Dufferin Simcoe Land Stewardship Network have partnered with the Townships of Tay, Tiny, Springwater, Oro-Medonte, Severn, and Georgian Bay, the Towns of Penetanguishene and Midland, and the City of Orillia to provide local residents with reasonably priced, native tree seedlings for spring planting. The objective of the project is to promote tree planting by residents in the Severn Sound area, improving environmental health and increasing tree cover.

The project has been very successful: in the past eleven years, 100,630 tree seedlings were purchased and planted by residents of the participating municipalities. The SSEA recommends that the program be offered to North Simcoe municipalities for spring 2018.

At this time, SSEA would like to determine if your municipality is interested in participating in the 2018 Tree Seedling Distribution Project. There is no direct funding required from the municipalities to SSEA; however, municipal partners will be responsible for assisting with project promotion and some aspects of project implementation (see below).

SSEA will be responsible for coordinating the program, including:
- Ordering tree seedlings and organizing pick-up of the bulk seedling order at the nursery.
- Creating electronic promotional materials for use by participating municipalities (i.e., poster, information/pricing sheet, species selection guide, and tree planting tips sheet). Participating municipalities can link to the SSEA website, which will contain all the promotional details.
- Receiving tree orders and payments from participating residents, with a proposed tree order deadline of January 19th, 2018.
- Providing receipts and pick-up instructions to participants.
- Coordinating volunteers to assist with sorting and distribution of tree orders. The distribution day will be in late April or early May 2018.
- Producing a final report on the project by September 2018.
Municipal partners will be required to undertake the following responsibilities:

- Provide the information/pricing sheet to residents. Options for program promotion by the municipality include: municipal web-site and at municipal facilities (e.g., poster on bulletin boards), inclusion in tax bills and/or other municipal mailings (where possible/appropriate), and local/social media (e.g., municipal page in newspaper, Twitter, Facebook). Promotional materials should be distributed to landowners by December 2017, to allow landowners sufficient time to place their orders before the proposed January deadline.

- Provide a suitable facility (e.g., sand dome, roads garage) for the distribution location. The distribution location needs to be cool, indoors, and secure, with sufficient space to store tree orders for a few days. Note: wherever possible (and depending on program participation), SSEA will coordinate joint distribution locations, rather than requiring each municipality to provide individual distribution sites.

- Provide assistance (e.g., staff, council member, or other municipal representative) with pick up, sorting, and distribution of tree seedlings.
  - **Bulk order seedling pick-up from the nursery (approximately ½ day):** Several vehicles will be required, including SSEA vehicle(s) to pick up seedlings from the nursery, located in Everett, north of Alliston. Whenever possible, depending on the size and type of vehicles the municipalities have available, SSEA alternates which participating municipalities are required to assist with tree seedling pickup each spring. The tree seedling bulk order is typically picked up from the nursery one or two days prior to the distribution day.
  - **Sorting bulk order into individual landowner orders (approximately ½ day):** Tree seedlings are normally sorted one day prior to the distribution day, at a central location. Following sorting, orders for participants are transported to the designated distribution locations.
  - **Distribution of tree orders (approximately ¾ day):** The distribution dates are tentatively April 27th/28th OR May 4th/5th, however the final dates will depend on spring weather conditions, which determine when seedlings can be harvested and packaged by the nursery. The distribution timing is typically finalized in late March or early April.

Municipal in-kind support for the program provides a visible partnership, and helps to keep project implementation costs low. If at all possible, the SSEA intends to divide up municipal responsibilities for seedling pick-up, sorting/packaging, and distribution for the 2018 program, so that each municipality contributes, but is not responsible for assisting with all aspects of project implementation (as was done in 2017).
Please advise the SSEA (by email to gmarchildon@midland.ca) no later than November 24th, 2017 if your municipality would like to participate in this project for 2018, and if so, who the contact person is who will liaise with SSEA on this project.

Sincerely,

Michelle Hudolin
Wetlands and Habitat Biologist
Severn Sound Environmental Association

CC: Julie Cayley, SSEA General Manager
    SSEA Board of Directors
Tree Seedling Distribution Project  
SSEA Final Report – October 2017  

Prepared by M. Hudolin

Background

Severn Sound Environmental Association (SSEA) and the Townships of Tay, Tiny, Oro-Medonte, Severn, Springwater, Georgian Bay, the Towns of Midland and Penetanguishene, and the City of Orillia partnered together to provide local residents of the nine municipalities with reasonably priced, native tree seedlings for planting in the spring of 2017. The objective of the project was to promote planting of native tree species in the Severn Sound area.

SSEA coordinated the program, ordering the seedlings, providing promotional materials to the municipalities, receiving seedling orders and payment from participants, and coordinating the pickup and distribution of tree seedlings.

Results

Nursery Seedling Order
The preliminary bulk tree seedling order was placed with the nursery in summer 2016. The nursery has a large demand for seedlings annually, and some species and quantities pre-ordered were not available.

The nursery required confirmation of the final bulk seedling order by the beginning of February 2017, which necessitated a January 20\textsuperscript{th} tree order deadline for participants.

Promotion
In November 2016, SSEA provided promotional materials to each participating municipality. The materials included a promotional poster that included a species and price list (Appendix A). Each municipality was responsible for determining how to best distribute the information to residents. Municipalities typically mentioned the program in a newsletter or newspaper, or included the promotional sheet with tax bills; information was also posted on municipal and SSEA web-sites, and social media such as Facebook and Twitter. In addition, people on the SSEA’s email list were notified directly that the program was being offered again.

SSEA prepared more detailed information, including answers to ‘Frequently Asked Questions’ to assist landowners in selecting species, planning for tree planting, and handling and planting trees. This information (Appendix B) was posted on the SSEA web-site.

The prices charged to participants for seedling trees varied according to species, but were reasonable (Appendix A).
Landowner Seedling Orders

SSEA accepted seedling orders from participants by email or by telephone. Response to the 2017 Tree Distribution Project was generally good. In total, 188 participants purchased 8,690 trees and shrubs of eight different species (Table 1). This is an increase over the past two years; the total number of trees/shrubs sold each year has fluctuated since the program began in 2007 (Table 2).

This year, as in previous years, several of the species offered sold out before the tree order deadline. General information on demand for additional species and quantities was tracked to help estimate seedlings that should be pre-ordered in the future. Some species, such as Tamarack and Hemlock, are not popular enough to offer each year, so they are typically offered in alternating years, if available from the nursery.

When seedling orders were placed, 96% of the participants provided an email address for correspondence about the program. Having email addresses enabled SSEA to quickly provide order confirmation and payment information to participants, as well as send out reminders about the pickup day. Receipts and pick up instructions were sent out by email; the seven participants without an email address received their receipt by ground mail.

Generally, larger orders of 100 trees or more were primarily composed of conifer species (pine, spruce, fir and cedar), which are likely being used for reforestation efforts. Smaller orders usually contained a larger proportion of hardwood trees and shrubs, which the landowner may be using for ornamental and/or wildlife habitat enhancement purposes.

Promotion of the program was focused in participating municipalities. Residents of non-participating municipalities were permitted to order trees, provided they were willing to pick up their seedlings from one of the designated locations. Approximately 2% of seedlings ordered in 2017 were from residents in non-participating municipalities.

Demand for tree seedlings continued after the order deadline; email addresses were tracked for disseminating information on the 2018 Tree Distribution Program.

Seedling Pickup, Sorting & Distribution
Each year, spring weather conditions determine the timing of harvest of seedlings by the nursery. Harvesting seedlings when they are still dormant, before the hardwood species fully leaf-out, is optimal for handling, transportation and planting.

The bulk tree seedling order was picked up in the afternoon on Thursday, April 27th, which was approximately the same time frame as the past few years. SSEA coordinated the order pick up; one SSEA vehicle and one truck each from the Townships of Tay and Tiny were sufficient to pick up the seedlings in one trip.
Volunteers, SSEA and municipal representatives/staff sorted the seedlings into individual landowner orders at the Township of Tay Roads Garage in Victoria Harbour in the morning on Friday, April 28th. Orders for each municipality were then transported to the designated pickup locations by SSEA staff and municipal representatives.

Participants were provided with several options for picking up their tree orders (Table 3). More than half of the participants picked up seedlings at one of the Friday distribution locations/times. SSEA staff were responsible for distributing seedling orders, except at the Springwater site, where municipal staff handed out the orders for that location.

Participants were provided with *Tree Planting Tips* (Appendix C).

**Expenses Compared to Revenue**

The main expenses SSEA incurred for the 2017 project were staff time (processing seedling orders, project coordination, seedling sorting and distribution), tree seedlings, mileage/vehicle costs, printing expenses, and materials (i.e., tree bags for packaging individual orders); sources of revenue included proceeds from tree sales (Table 4).

In-kind contributions by municipalities included project promotion (printing and media costs), staff time, and use of vehicles and facilities.

In 2017, the revenue generated from tree sales and partner funding was sufficient to cover the cost of trees as well as all of the project expenses (Table 4).

**Conclusions and Recommendations**

The pilot project in 2007 and expanded program from 2008 to 2017 confirm that there continues to be a demand by local residents for a native tree distribution program. In 2017, demand for seedlings continued after the order deadline, and many participants in all municipalities expressed an interest in purchasing trees again in 2018. This is a popular program that encourages private landowners to become involved in tree planting, improving environmental health at the local scale and beyond; to date, 100,630 seedlings have been distributed and planted by participants. It is recommended that the program be offered again in 2018.

- The preliminary tree seedling order for 2018 should be placed with the nursery by fall. The provincial government’s *50 Million Tree Program* (large-scale tree planting) has increased demand for seedlings from nurseries, which necessitates placing the order well before winter.
- Municipalities should continue to be the main means of promoting the program, taking advantage of options such as tax bills, other municipal mailings, municipal websites and social media accounts.
- A large bulk tree seedling order requires a considerable amount of vehicle space to transport. Bare-root seedlings are fragile and need to be handled carefully. Large municipal trucks with a covered truck bed are most practical since they keep trees cool and reduce wind stress on hardwood seedlings.
When possible, depending on the size and type of vehicles the municipalities have available, SSEA will alternate which municipalities are requested to assist with tree seedling pickup.

- Municipal staff and/or representatives assisting with seedling sorting and distribution works well, providing a visible partnership, and helping to keep implementation costs low; this should be continued in future years.
- Picking up the seedlings from the nursery and sorting the bulk order the following day worked well because it adds flexibility to the schedule, however it requires that the seedlings are stored for an extra day and a cool storage area is required.
- If possible, continue to offer both Friday and Saturday pick up options for participants, utilizing municipal facilities and joint distribution locations (e.g., one location for Midland/Penetanguishene/Tiny participants rather than two or three separate locations).

**Recommendation #1:** Continue the tree distribution program in 2018.

**Recommendation #2:** Follow the suggested schedule of activities and responsibilities outlined in Appendix D.
### Table 1: Tree/Shrub Seedlings Distributed through the 2017 Tree Distribution Program

<table>
<thead>
<tr>
<th>Tree/Shrub Species</th>
<th>Scientific Name</th>
<th>Georgian Bay</th>
<th>Midland</th>
<th>Tay</th>
<th>Tiny</th>
<th>Penetanguishene</th>
<th>Oro-Medonte</th>
<th>Severn</th>
<th>Orillia</th>
<th>Springwater</th>
<th>other municipality</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Pine</td>
<td>Pinus strobus</td>
<td>180</td>
<td>10</td>
<td>120</td>
<td>220</td>
<td>80</td>
<td>160</td>
<td>370</td>
<td>60</td>
<td>40</td>
<td>10</td>
<td>1,250</td>
</tr>
<tr>
<td>White Spruce</td>
<td>Picea glauca</td>
<td>170</td>
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<td>350</td>
<td>330</td>
<td>30</td>
<td>280</td>
<td>520</td>
<td>90</td>
<td>230</td>
<td>50</td>
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<tr>
<td>White Cedar</td>
<td>Thuja occidentalis</td>
<td>190</td>
<td>20</td>
<td>650</td>
<td>800</td>
<td>210</td>
<td>370</td>
<td>290</td>
<td>390</td>
<td>40</td>
<td>10</td>
<td>2,970</td>
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<tr>
<td>Balsam Fir</td>
<td>Abies balsamea</td>
<td>130</td>
<td>20</td>
<td>140</td>
<td>170</td>
<td>50</td>
<td>130</td>
<td>60</td>
<td>86</td>
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<td>60</td>
<td>850</td>
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<tr>
<td>White Oak</td>
<td>Quercus alba</td>
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<td>40</td>
<td>150</td>
<td>100</td>
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<td>30</td>
<td>20</td>
<td>640</td>
</tr>
<tr>
<td>Am. Highbush Cranberry</td>
<td>Viburnum trilobum</td>
<td>60</td>
<td>30</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>60</td>
<td>110</td>
<td>40</td>
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<td>530</td>
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<td>Nannyberry</td>
<td>Viburnum lentago</td>
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<td>20</td>
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<td>50</td>
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<td>70</td>
<td>40</td>
<td>10</td>
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<td>360</td>
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<tr>
<td>Red-osier Dogwood</td>
<td>Cornus stolonifera</td>
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<td>0</td>
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<td>20</td>
<td>0</td>
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<td>0</td>
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<tr>
<td><strong>TOTAL NUMBER OF TREES</strong></td>
<td></td>
<td><strong>840</strong></td>
<td><strong>190</strong></td>
<td><strong>1,350</strong></td>
<td><strong>1,790</strong></td>
<td><strong>510</strong></td>
<td><strong>1,210</strong></td>
<td><strong>1,520</strong></td>
<td><strong>690</strong></td>
<td><strong>400</strong></td>
<td><strong>190</strong></td>
<td><strong>8,690</strong></td>
</tr>
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</table>

### Table 2: Tree/Shrub Seedlings Distributed by Year (2007-2017)*

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>White Pine</td>
<td>1,250</td>
<td>900</td>
<td>1,000</td>
<td>1,450</td>
<td>1,700</td>
<td>2,080</td>
<td>1,400</td>
<td>1,400</td>
<td>1,950</td>
<td>1,220</td>
<td>2,950</td>
<td>17,300</td>
</tr>
<tr>
<td>Red Pine</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
</tr>
<tr>
<td>White Spruce</td>
<td>2,070</td>
<td>1,500</td>
<td>1,100</td>
<td>2,550</td>
<td>2,530</td>
<td>2,430</td>
<td>1,400</td>
<td>1,600</td>
<td>2,430</td>
<td>1,180</td>
<td>2,820</td>
<td>21,610</td>
</tr>
<tr>
<td>White Cedar</td>
<td>2,970</td>
<td>1,650</td>
<td>1,550</td>
<td>2,550</td>
<td>2,770</td>
<td>3,070</td>
<td>2,400</td>
<td>2,150</td>
<td>3,380</td>
<td>2,330</td>
<td>3,490</td>
<td>28,310</td>
</tr>
<tr>
<td>Balsam Fir</td>
<td>850</td>
<td>600</td>
<td>700</td>
<td>700</td>
<td>800</td>
<td>960</td>
<td>800</td>
<td>750</td>
<td>520</td>
<td>N/O</td>
<td>N/O</td>
<td>6,680</td>
</tr>
<tr>
<td>Hemlock</td>
<td>N/A</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>880</td>
</tr>
<tr>
<td>Tamarack</td>
<td>N/A</td>
<td>300</td>
<td>N/O</td>
<td>450</td>
<td>N/O</td>
<td>430</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>1,660</td>
</tr>
<tr>
<td>Green Ash</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>250</td>
</tr>
<tr>
<td>Red Oak</td>
<td>N/O</td>
<td>500</td>
<td>N/O</td>
<td>300</td>
<td>N/O</td>
<td>290</td>
<td>350</td>
<td>400</td>
<td>720</td>
<td>440</td>
<td>620</td>
<td>3,620</td>
</tr>
<tr>
<td>Bur Oak</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>270</td>
</tr>
<tr>
<td>White Oak</td>
<td>640</td>
<td>N/O</td>
<td>450</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>1,090</td>
</tr>
<tr>
<td>Sugar Maple</td>
<td>N/A</td>
<td>400</td>
<td>N/A</td>
<td>490</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>890</td>
</tr>
<tr>
<td>Red/Silver Maple Hybrid</td>
<td>N/O</td>
<td>500</td>
<td>500</td>
<td>N/O</td>
<td>500</td>
<td>500</td>
<td>N/O</td>
<td>500</td>
<td>500</td>
<td>N/O</td>
<td>500</td>
<td>1,000</td>
</tr>
<tr>
<td>Silver Maple</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>300</td>
<td>400</td>
<td>400</td>
<td>370</td>
<td>750</td>
<td>660</td>
<td>660</td>
<td>3,170</td>
<td></td>
</tr>
<tr>
<td>Black Cherry</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>300</td>
<td>300</td>
<td>310</td>
<td>510</td>
<td>150</td>
<td>1,270</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Birch</td>
<td>N/O</td>
<td>600</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>1,270</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Walnut</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>650</td>
<td>650</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2,220</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nannyberry</td>
<td>360</td>
<td>N/O</td>
<td>400</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>2,350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red-osier Dogwood</td>
<td>20</td>
<td>200</td>
<td>N/A</td>
<td>400</td>
<td>550</td>
<td>380</td>
<td>700</td>
<td>N/A</td>
<td>3,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highbush Cranberry</td>
<td>530</td>
<td>N/O</td>
<td>N/O</td>
<td>530</td>
<td>530</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>3,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staghorn Sumac</td>
<td>N/O</td>
<td>250</td>
<td>N/O</td>
<td>250</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>N/O</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF TREES** 11,040 8,690 7,850 10,000 10,160 9,700 8,640 7,080 10,090 15,400 100,830

*N/O = not offered
N/A = not available from nursery
### Table 3: 2017 Distribution Details

<table>
<thead>
<tr>
<th>Distribution Day &amp; Pick Up Times</th>
<th>Distribution Location</th>
<th>Number of Seedlings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 28, 2017 10:30 a.m. to 11:30 a.m.</td>
<td>Township of Tay Roads Garage, 450 Park Street, Victoria Harbour</td>
<td>2,470</td>
</tr>
<tr>
<td>Friday, April 28, 2017 2:30 p.m. to 3:30 p.m.</td>
<td>Severn Sound Environmental Association Office, 67 Fourth St, Midland</td>
<td>2,030</td>
</tr>
<tr>
<td>Friday, April 28, 2017 3:00 p.m. to 4:00 p.m.</td>
<td>Township of Springwater Administration Centre, 2231 Nursery Rd, Midhurst</td>
<td>180</td>
</tr>
<tr>
<td>Saturday, April 29, 2017 9:00 a.m. to 10:30 a.m.</td>
<td>Township of Severn Public Works Dep’t, South Yard, 4251 Burnside Dr, Severn</td>
<td>2,360</td>
</tr>
<tr>
<td>Saturday, April 29, 2017 9:00 a.m. to 10:30 a.m.</td>
<td>Midland Parks Depot, 67 Fourth St, Midland</td>
<td>1,240</td>
</tr>
<tr>
<td>week of May 1, 2017</td>
<td>Severn Sound Environmental Association Office, 67 Fourth St, Midland</td>
<td>410</td>
</tr>
</tbody>
</table>

### Table 4: Tree Distribution – Expenses Compared to Revenue (2017)

<table>
<thead>
<tr>
<th><strong>SSEA Expenses</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff time</td>
<td>$5,580</td>
<td></td>
</tr>
<tr>
<td>Mileage/Vehicles</td>
<td>$120</td>
<td></td>
</tr>
<tr>
<td>Translation costs</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Advertising costs</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Printing costs</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>$6</td>
<td></td>
</tr>
<tr>
<td>Trees (from nursery, incl. extra/contingency trees)</td>
<td>$7,527</td>
<td></td>
</tr>
<tr>
<td>Materials (tree bags)</td>
<td>$407</td>
<td></td>
</tr>
<tr>
<td>Accounting expense*</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td><strong>Total SSEA Expenses</strong></td>
<td></td>
<td>$13,740</td>
</tr>
</tbody>
</table>

**SSEA Revenue**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree sales</td>
<td>$14,522</td>
</tr>
<tr>
<td><strong>Total SSEA Revenue</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE MINUS EXPENSES</strong></td>
<td></td>
</tr>
</tbody>
</table>

*estimate

Additional in-kind contributions provided by participating municipalities included promotion (printing, mailing), staff time, and use of vehicles and facilities.
ORDER YOUR SPRING TREES NOW – DEADLINE JANUARY 20TH, 2017

Severn Sound Environmental Association and several local municipalities are working together to provide property owners with reasonably priced, native tree and shrub seedlings for planting in early spring 2017.

Tree seedlings must be pre-ordered. The deadline for ordering is Friday, January 20th, 2017. A limited number of seedlings are available and the program often sells out of many species – order early to avoid disappointment.

Seedlings are bare-root plants (i.e., not potted) and are sold in bundles of 10. The age, size and cost of seedlings varies by species:

<table>
<thead>
<tr>
<th>Species</th>
<th>Price (bundle of 10 trees, includes tax)</th>
<th>Seedling Age (years)</th>
<th>Approximate Height*</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Pine</td>
<td>$19.00</td>
<td>2</td>
<td>25-45 cm (10-16&quot;)</td>
</tr>
<tr>
<td>White Spruce</td>
<td>$17.00</td>
<td>3</td>
<td>18-35 cm (7-14&quot;)</td>
</tr>
<tr>
<td>White Cedar</td>
<td>$18.00</td>
<td>4</td>
<td>25-40 cm (10-16&quot;)</td>
</tr>
<tr>
<td>Balsam Fir</td>
<td>$20.00</td>
<td>2</td>
<td>25-40 cm (10-16&quot;)</td>
</tr>
<tr>
<td>White Oak</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
<tr>
<td>American Highbush Cranberry</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
<tr>
<td>Nannyberry</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
</tbody>
</table>

* stem diameter of seedlings is approximately ½ cm (¼")

The pick-up for tree orders will be a Friday/Saturday, in either late April or early May 2017, dependent on weather conditions and the nursery’s schedule. Participants will be able to choose from several pick up options and locations (to be determined closer to the pick up dates).

For full program details [including a species selection guide, instructions for ordering, site preparation information, and answers to Frequently Asked Questions], visit www.severnsound.ca/Pages/tree-seedling-distribution.aspx or telephone Severn Sound Environmental Association (705-527-5166 ext. 202).
Example Promotional Coverage - Municipalities

WEBSITE
– Township of Tay, December 2016

FACEBOOK
- Township of Tiny, December 2016

TWITTER
– Township of Oro-Medonte, January 2016
Appendix B – 2017 Tree Seedling Distribution Program Information
Available on Severn Sound Environmental Association Website

2017 TREE SEEDLING DISTRIBUTION PROGRAM - FREQUENTLY ASKED QUESTIONS

I found out about the program when it was too late to order for this year. How can I find out about next year’s program?

Contact Michelle Hudolin at 705-527-5166 ext. 202 to be added to an email distribution list. You will be notified about next year’s seedling program as soon as details are available [Severn Sound Environmental Association does not sell, trade, or exchange mailing lists].

Alternately, visit tree-seedling-distribution for updates on the program.

The participating municipalities, available species, and prices are typically finalized by early December. Seedlings must be pre-ordered in December/January.
Who can participate in the 2017 Tree Seedling Distribution Program?
The 2017 Tree Seedling Distribution Program is open to residents of the following municipalities:
- Georgian Bay
- Midland
- Orillia
- Oro-Medonte
- Penetanguishene
- Severn
- Springwater
- Tay
- Tiny
Residents of other North Simcoe municipalities can purchase seedlings through the program, however these residents will be required to pick up their trees at a designated location in one of the municipalities listed above.

How much do the seedlings cost?
For the 2017 Tree Distribution Program, all species are being sold in bundles of 10 seedlings. The price per bundle varies by species; all applicable taxes are included. See the 2017 Price List below.

<table>
<thead>
<tr>
<th>Species</th>
<th>Price per bundle (includes tax)</th>
<th>Seedling Age (years)</th>
<th>Approximate Height [stem diameter of seedlings is approximately ½ cm (1/4”)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Pine</td>
<td>$19.00</td>
<td>2</td>
<td>25-45 cm (10-18&quot;)</td>
</tr>
<tr>
<td>White Spruce</td>
<td>$17.00</td>
<td>3</td>
<td>18-35 cm (7-14&quot;)</td>
</tr>
<tr>
<td>White Cedar</td>
<td>$18.00</td>
<td>4</td>
<td>25-40 cm (10-16&quot;)</td>
</tr>
<tr>
<td>Balsam Fir</td>
<td>$20.00</td>
<td>2</td>
<td>25-40 cm (10-16&quot;)</td>
</tr>
<tr>
<td>White Oak</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
<tr>
<td>American Highbush Cranberry (shrub)</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
<tr>
<td>Nannyberry (shrub)</td>
<td>$23.00</td>
<td>2</td>
<td>25-60 cm (10-24&quot;)</td>
</tr>
</tbody>
</table>

I don't want an entire bundle of 10 trees. Can I buy just one tree?
No - for the Tree Distribution Program, all species are sold in bundles of 10 seedlings. The seedling program typically sells 8,000-10,000 seedlings annually, which makes it too labour-intensive to split up bundles into smaller quantities. Consider sharing a bundle of seedlings with friends, neighbours, or family.
What does “bare-root” mean?
Bare-root plant material is sold with the roots exposed and bare of soil (i.e., seedlings are not potted). The stock is grown in fields, and is harvested in early spring when the plant is dormant. Bare-root stock is perishable, and must be handled carefully and planted as soon as possible. Buying bare-root stock is considerably cheaper than purchasing container-grown plants.

How big will the tree seedlings be?
Seedlings are 1 to 4 year-old bare-root plants (i.e. not potted). Seedlings are approximately 18 to 60 cm (7 to 24”) in height, and ½ cm (1/4”) in stem diameter. The age and size of seedlings varies by species (for details, see our 2017 price list).

For the 2017 Tree Distribution Program, all species are being sold in bundles of 10 seedlings. Bundles of pine, spruce, cedar and fir will appear larger than hardwood trees and shrubs because the evergreen seedlings have needles, making the bundles look bushier.

I am looking for trees that are larger than the seedlings being sold in this program. Do you sell bigger stock?
No - Severn Sound Environmental Association does not have any stock larger than what is listed for sale. For larger stock, ask at a local nursery or garden centre.

Where can I learn more about selecting species suitable for my property?
For more information on species characteristics, see our Species Selection Guide. (Note: Some species are not available every year. Check the current year's price list for species offered this year.)

When is the deadline for ordering trees?
The deadline for ordering trees is January 20, 2017. Orders received after this date will NOT be accepted because we have to confirm our bulk order with the nursery. A limited number of trees are available, and we usually sell out of many species – order early to avoid disappointment.
How do I place an order for tree seedlings?
To place a seedling order, email (preferred) or telephone Michelle Hudolin at Severn Sound Environmental Association (mhudolin@midland.ca or 705-527-5166 ext. 202).

INSTRUCTIONS FOR ORDERING BY EMAIL

Include all the following information (incomplete orders will not be processed):

- Your municipality (Tay, Tiny, Midland, Penetanguishene, Severn, Oro-Medonte, Springwater, Orillia, other north Simcoe municipality)
- Your preferred pick up location [Midland, Orillia, Perkinsfield, Victoria Harbour, or Carley (Moonstone/Hillsdale area)]
- Your first and last name
- Your daytime phone number
- An alternate phone number
- Your email address
- Your mailing address
- The number of bundles of each species you would like to order (trees are sold in bundles of 10)

SSEA staff will verify that the requested stock is available, confirm your payment amount, and provide payment instructions within one week of your order.

If you do not receive a message about your order within one week, assume your order was not received, and contact the Severn Sound Environmental Association office by telephone (705-527-5166).

How do I pay for my tree seedling order?
Payment is due by Wednesday, January 25, 2017.

Payment options include personal cheque or money order (payable to: Severn Sound Environmental Association). Post-dated cheques will NOT be accepted.

Sorry, we do not accept credit card payments.

There are no refunds on orders less than $40.00 and no refunds on orders cancelled after - January 20, 2017. Send payment to:

SEVERN SOUND ENVIRONMENTAL ASSOCIATION
TREE DISTRIBUTION PROGRAM
67 FOURTH STREET
MIDLAND ON L4R 3S9
What should I do to prepare for tree planting?
For more information on preparing for tree planting, read the information on Site Preparation. Tree seedlings are perishable, and must be handled carefully and planted as soon as possible, ideally the same day they are picked up.

Where can I find details about the pick-up date, times and location?
Participants are provided with several options for pick up date and location. A receipt with pick-up instructions is sent BY EMAIL in early April. If you purchase trees and do not receive your receipt by early April, contact Michelle Hudolin by telephone, at 705-527-5166 ext. 202. Receipts are required as proof of purchase on the pick-up date.

What if I can’t pick up my trees on the designated date?
If you are unable to pick up your seedlings on the designated date, you are required to make arrangements to have someone pick up your order on your behalf (please send them with your receipt). We do not have the appropriate facilities available to store or distribute seedlings after the pick-up day.

How will my tree seedling order be packaged on pick-up day?
Individual orders of tree/shrub seedlings will be packaged in tree bags. Tree bags are large paper bags with a plastic liner, similar in size to a large curbside garbage bag. Depending on the type and size of the trees and the quantity of trees in the order, more than one tree bag may be required. Generally, one tree bag will hold approximately 200-300 trees, therefore only large orders will require more than one bag.

How should I transport my seedlings home from the pick-up location?
A trailer is not generally needed for picking up seedlings. Tree orders containing several hundred trees and/or a large proportion of evergreen seedlings will be bulkier than small orders of hardwood/shrub seedlings. Large orders may require a pick-up truck, but many smaller orders will fit in a van or in the trunk of a car. It is important to handle seedlings gently, and keep the seedlings cool and well ventilated at all times. Travel time should be minimized to prevent the seedlings from overheating in your vehicle, so plan to take your seedlings directly home once you pick them up.

How do I handle, plant, and care for the seedlings?
Tree seedlings are perishable, and must be handled carefully and planted as soon as possible, ideally the same day they are picked up. For more information on handling, planting and caring for seedlings, read our Tree Planting Tips and Careful Handling of Nursery Stock.
How long will it take me to plant my trees?
Tree seedlings should ideally be planted the same day they are picked up. Inexperienced tree planters should plan on planting approximately 400 trees per person in an eight-hour day. Experienced tree planters will usually plant 1000 trees or more per person in a day.

Should I fertilize my tree seedlings?
If the right tree was selected for the planting site, fertilizer should not be needed to produce healthy trees. Be aware that fertilizer can harm tree seedlings if used improperly:
- Never add fertilizer to the hole before planting seedlings - fertilizer can damage the delicate roots.
- Too much nitrogen causes above-ground seedling growth at the expense of root development.
- To help your seedlings grow, keep the area around the tree free from grass or weeds that will compete for moisture and nutrients, and water the seedlings during dry periods for the first few years.

Species Selection Guide
(Note: Some species are not available every year. Check the current year's price list for species offered this year.)

<table>
<thead>
<tr>
<th>Species</th>
<th>Site Suitability - Species Characteristics/Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evergreen Trees</strong></td>
<td></td>
</tr>
<tr>
<td>White Pine (Pinus strobus)</td>
<td>Average to moist, well-drained sands or clay/loam soils. Avoid extremely dry or exposed sites. Used primarily for reforestation. Will tolerate some shade. Moderate growth rate.</td>
</tr>
<tr>
<td></td>
<td>- Download OMNR's White Pine Extension Note for more species information</td>
</tr>
<tr>
<td></td>
<td>- Ontario.ca information on Eastern White Pine</td>
</tr>
<tr>
<td>White Spruce (Picea glauca)</td>
<td>Average to moist sands, sandy loams, clay loams or well-drained clay soils. Avoid very dry or very wet sites.</td>
</tr>
<tr>
<td></td>
<td>Used for reforestation, shelterbelts and windbreaks. Will tolerate some shade. Moderate growth rate.</td>
</tr>
<tr>
<td></td>
<td>- Download OMNR's White Spruce Extension Note for more species information</td>
</tr>
<tr>
<td></td>
<td>- Ontario.ca information on White Spruce</td>
</tr>
<tr>
<td>White Cedar (Thuja occidentalis)</td>
<td>Will tolerate a wide range of soils, from moderately dry to very moist conditions. Avoid very dry sites.</td>
</tr>
<tr>
<td></td>
<td>Used for windbreaks. Will tolerate some shade. Slow growing.</td>
</tr>
<tr>
<td></td>
<td>- Download OMNR's Eastern White Cedar Extension Note for more species information</td>
</tr>
<tr>
<td></td>
<td>- Ontario.ca information on Eastern White Cedar</td>
</tr>
<tr>
<td>Balsam Fir (Abies balsamea)</td>
<td>Will tolerate a wide range of soils, but requires moist soils. Used as a Christmas tree. Will tolerate some shade.</td>
</tr>
<tr>
<td></td>
<td>- Ontario.ca information on Balsam Fir</td>
</tr>
<tr>
<td>Hemlock (Tsuga canadensis)</td>
<td>Grows best in moist to very moist soils with good drainage. Provides food and cover for wildlife; also used as an ornamental tree. Shade tolerant. Slow growing but long lived tree.</td>
</tr>
<tr>
<td></td>
<td>- Download OMNR's Eastern Hemlock Extension Note for more species information</td>
</tr>
<tr>
<td></td>
<td>- Ontario.ca information on Eastern Hemlock</td>
</tr>
<tr>
<td>Species</td>
<td>Site Suitability - Species Characteristics/Uses</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Deciduous Trees</strong> - require more protection in seedling stages from extreme weather &amp; animals (mice, rabbits &amp; deer)**</td>
<td><strong>Red Oak</strong> (<em>Quercus rubra</em>) Rich, well drained sandy loams and loams. Avoid planting in heavy clays or on wet sites. Provides food and cover for wildlife. Requires full sunlight. Moderate growth rate. Download OMNR's <strong>Red Oak Extension Note</strong> for more species information</td>
</tr>
<tr>
<td><strong>Tamarack</strong> (<em>Larix laricina</em>) Moist, well-drained soils; often grows in or near wetlands. Intolerant of shade. Fast growing tree.</td>
<td><strong>White Birch</strong> (<em>Betula papyrifera</em>) Fresh to moist sands, sandy loams and moderately drained soils. Requires full sunlight. Fast growing. Ontario.ca information on <strong>White Birch</strong></td>
</tr>
<tr>
<td><strong>White Oak</strong> (<em>Quercus alba</em>) Adaptable to a variety of soil types and moisture conditions; grows best on moist to well-drained loamy soils. Prefers full sun but will tolerate some shade. Deep, spreading root system. Acorns are an excellent source of food for wildlife. Ontario.ca information on <strong>White Oak</strong></td>
<td><strong>American Highbush Cranberry</strong> (<em>Viburnum trilobum</em>) Moist to very moist soils. Often grows near wetland areas or shorelines. Moderate shade tolerance. Produces fruit that is used by birds and other wildlife. Evergreen Native Plant Database <strong>Highbush Cranberry information</strong></td>
</tr>
<tr>
<td><strong>Nannyberry</strong> (<em>Viburnum lentago</em>) Moist to very moist soils. Often grows near wetland areas. Commonly planted to attract birds and other wildlife. Will tolerate some shade. -Ontario Trees &amp; Shrubs <strong>Nannyberry information</strong></td>
<td><strong>Shrubs</strong></td>
</tr>
</tbody>
</table>
Appendix C – Tree Planting Tips

Tree Planting Tips
- Handle trees with care, and plant as soon as possible, keeping roots moist until planted.
- Handle seedlings by the base of the stem, taking care not to bruise the bark.
- Plant the tree in a hole large enough to accommodate the roots spread out in a natural position.
- Do not bunch, spiral, double-over or bend roots.
- Do not bury live branches or foliage, or leave any roots exposed to air.
- Cover roots with soil and tamp soil firmly to remove air pockets.
- Spacing: trees should generally be planted 2-3 m (6-10') apart.
- At the time of planting, only prune broken or damaged branches or roots.
- For the first year or two, after a week of hot or dry weather, water the trees well and slowly, if possible.
- Keep the area around the tree free from grass or weeds that compete for moisture.
- Fertilizer is not needed for newly planted trees

Site Preparation Information
A variety of fact sheets about trees and tree planting are available from the Ontario Ministry of Natural Resources Landowner Resource Centre:
- Planning for Tree Planting
- Preparing a Site for Tree Planting
- Careful Handling of Nursery Stock
- The complete list of Forestry Extension Notes
**Appendix D— Suggested Schedule of Activities & Responsibilities for 2017 Tree Distribution Project**

<table>
<thead>
<tr>
<th>Task/Activity</th>
<th>Time Frame*</th>
<th>Responsible Partner(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit preliminary order to nursery (estimate number of trees)</td>
<td>Fall 2017</td>
<td>SSEA</td>
</tr>
<tr>
<td>Determine municipalities/partners to participate in project, and formalize responsibilities and contributions of each</td>
<td>Fall 2017</td>
<td>SSEA, municipalities</td>
</tr>
<tr>
<td>Select species to be offered &amp; determine landowner pricing</td>
<td>Oct./Nov. 2017</td>
<td>SSEA</td>
</tr>
<tr>
<td>Produce species selection guide for landowners (modify 2017 guide)</td>
<td>Nov. 2017</td>
<td>SSEA</td>
</tr>
<tr>
<td>Develop promotional materials (electronic and hard-copy formats) &amp; deliver to participating municipalities</td>
<td>Nov. 2017</td>
<td>SSEA</td>
</tr>
<tr>
<td>Produce spreadsheet for receiving orders (modify 2017 version)</td>
<td>Nov. 2017</td>
<td>SSEA</td>
</tr>
<tr>
<td>Promote program (web-sites, municipal offices, mailings, media, etc.)</td>
<td>Oct./Nov 2017</td>
<td>SSEA, municipalities</td>
</tr>
<tr>
<td>Receive and compile tree orders from landowners</td>
<td>Nov. 2017-Jan. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Process payment for tree orders</td>
<td>Nov. 2017-Feb. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Finalize order with nursery (based on total from orders plus extras)</td>
<td>Feb. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Purchase supplies for sorting/distribution (e.g. tree bags, etc.)</td>
<td>Feb./Mar. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Establish distribution location(s)</td>
<td>Feb. 2018</td>
<td>municipalities</td>
</tr>
<tr>
<td>Finalize distribution date (typically late Apr or early May)</td>
<td>Mar. 2018</td>
<td>SSEA, municipalities</td>
</tr>
<tr>
<td>Generate receipts for tree orders for landowners</td>
<td>Mar. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Mail receipts and pick-up instructions to landowners</td>
<td>Mar./Apr. 2018</td>
<td>municipalities</td>
</tr>
<tr>
<td>Solicit &amp; coordinate volunteers for sorting and distribution days</td>
<td>Mar. 2018</td>
<td>SSEA, municipalities</td>
</tr>
<tr>
<td>Produce ‘tree planting tips’ for participants (modify 2017 version)</td>
<td>Mar. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Coordinate pick-up or delivery date(s) and times for trees</td>
<td>Mar./Apr. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Generate and print tree order labels and master spreadsheet</td>
<td>Apr. 2018</td>
<td>SSEA</td>
</tr>
<tr>
<td>Prepare sorting/distribution facilities (i.e. space, tables)</td>
<td>Apr./early May 2018</td>
<td>municipality</td>
</tr>
<tr>
<td>Pick-up tree order from nursery &amp; sort/package individual landowner orders</td>
<td>Apr./early May 2018</td>
<td>SSEA, municipalities,</td>
</tr>
<tr>
<td>Distribute tree orders at distribution location(s)</td>
<td>Apr./early May 2018</td>
<td>SSEA, municipalities,</td>
</tr>
<tr>
<td>Produce a report on the results of the project</td>
<td>Aug. 2018</td>
<td>SSEA</td>
</tr>
</tbody>
</table>

* some activities are influenced by the nursery’s schedule and therefore their associated time frames may be subject to change
You could never be thanked enough...
To: Mike

For ALWAYS DOING
such NICE stuff!

THANK YOU

Thank you for all your extra work and good luck with your new job.

Machin Staff & Council.

Tammy Robb, Clerk from the Municipality of Machin, in Vermilion Bay sent a card to extend her thanks in regards to Mike's hard work and efforts in October setting up their SCADA system to oversee their water dept.
PLANNING & DEVELOPMENT COMMITTEE
NOVEMBER 8, 2017

MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

   2.1 Report from the Chief Building Official
   Re: Building Services Division Monthly Update – October 2017

   2.2 Report from the Director of Planning & Development
   Re: Directors Monthly Update – September & October 2017

   2.3 Report from the Director of Planning & Development
   Report No. PD-2017-44
   Re: ‘Planning First’ Philosophy and ‘Complete Submission’ Approach

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:

   4.1 Correspondence from Sustainable Severn Sound
   Re: Local Climate Change Action Plan Overview and Resolution

   4.2 Correspondence from Sustainable Severn Sound
   Re: Summary of Sustainability Speaker Event
STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: November 8, 2017


Subject: Building Services Division Monthly Update Report October 2017

RECOMMENDATION:

INTRODUCTION/BACKGROUND
The following is an overview of the activities of the Building Services Division for the October 2017 calendar month.

<table>
<thead>
<tr>
<th>PERMITS</th>
<th>OCTOBER 2016</th>
<th>OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Permits Issued this Month</td>
<td>24</td>
<td>43</td>
</tr>
<tr>
<td>Number of Permits Issued to Date</td>
<td>331</td>
<td>387</td>
</tr>
<tr>
<td>New Dwelling Units</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>Total New Dwelling Units to Date</td>
<td>48</td>
<td>61</td>
</tr>
<tr>
<td>Accessory Buildings (garages, sheds, gazebos etc.)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Additions</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Decks</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Demolition</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Water line services/Plumbing</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Farm Buildings</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Renovations</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Solid Fuel-Fired Appliances</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Swimming Pool / Fence Permits</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commercial/Industrial/Institutional</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Transfer</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Temporary Structures</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Planning and Development Committee

**November 8, 2017**


<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Count 1</th>
<th>Count 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Government New</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Residential Solar Panel/Mechanical</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Change of Use</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Septic System</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Inspections and Orders

<table>
<thead>
<tr>
<th>Description</th>
<th>Count 1</th>
<th>Count 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections Conducted</td>
<td>153</td>
<td>242</td>
</tr>
<tr>
<td>Site Inspections/Consultations Conducted without a Permit</td>
<td>42</td>
<td>18</td>
</tr>
<tr>
<td>Inspections Conducted to Date</td>
<td>1660</td>
<td>1651</td>
</tr>
<tr>
<td>Orders to Comply Issued</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Stop Work Orders Issued</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Orders to Remedy Unsafe Building Issued/Prohibited Use</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Orders to Uncover</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Permits Closed</td>
<td>26</td>
<td>78</td>
</tr>
<tr>
<td>Total Permits Closed to Date</td>
<td>337</td>
<td>287</td>
</tr>
<tr>
<td>Total Permits Outstanding</td>
<td>609</td>
<td>725</td>
</tr>
</tbody>
</table>

#### Fees and Construction Value

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Fees</td>
<td>$12,203.37</td>
<td>$34,900.21</td>
</tr>
<tr>
<td>Total Permit Fees to Date</td>
<td>$159,110.22</td>
<td>$251,631.12</td>
</tr>
<tr>
<td>Construction Value</td>
<td>$1,169,500.00</td>
<td>$4,771,500.00</td>
</tr>
<tr>
<td>Total Construction Value to Date</td>
<td>$21,724,107.50</td>
<td>$27,922,113.97</td>
</tr>
</tbody>
</table>

Prepared by:

Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by:

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

Reviewed by:

Robert J. Lamb, CECID, EC.D.  
Chief Administrative Officer
The following are the highlights from September 1, 2017 to October 31, 2017:

Zoning Certificates
1. During the month of September twenty-two (22) Zoning Certificate applications were received, with an average review and processing time of 2.9 days. Two Zoning Certificates were withdrawn by the applicant.
2. During the month of October Seventeen (17) Zoning Certificate applications were received and processed with an average 1.9 days.

Development
3. In September and October the Committee of Adjustment considered 1 Minor Variance application in each month, and both received approval.
4. Processed the Heritage Permit application for 154 William Street. Currently, waiting for the owners to provide direction on how they wish to proceed with the outstanding matters.
5. The Township provided comments to the Province regarding the proposed Agricultural Mapping and Natural Heritage System Mapping.
6. Planning Staff met with other Planning Directors, County of Simcoe and Province, regarding the changes to the Places to Grow legislations and the new role of the County of Simcoe.
7. The CAO, Planner and our Consultant met with the Province and County of Simcoe to discuss how the changes to the Places to Grow, proposed agricultural and natural heritage mapping affect the timing of the new Official Plan.
8. North Simcoe CAO’s and Planning Director’s met to discuss the individual meeting with the Province and County, and discuss a joint training session with all of our Council’s.
9. North Simcoe Planning Directors have met to discuss the format for the training session to take place on
10. November 8th is World Town Planning Day.
Meetings/Training
  11. Attended Department Heads Meetings
  12. Health and Safety Meeting
  13. Heritage Planning
  14. Simcoe County Planners meeting
  15. Committee of Adjustment

Prepared and Recommended By:

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

Department/Function: Planning and Development
Chair: Councillor Heinrich Naumann
Meeting Date: November 9, 2017
Report No.: PD-2017-44
Report Title: ‘Planning First’ Philosophy and ‘Complete Submission’ Approach

RECOMMENDATION:
That Report Number PD-2017-44 regarding a Planning First Philosophy and Complete Submission approach for the processing of Building Permits be received;
That the Fees and Service Charges By-law be amended to add the Zoning Certificate Application in the amount of $25;
And further that Council supports the permanent implementation of this Planning First Philosophy and Complete Submission Approach for Building Permits, effective immediately.

1.0 INTRODUCTION/BACKGROUND

As a result of reviewing the internal processing of building permits, Planning staff presented a report to Council on February 10, 2016, to implement on a trial basis a “Planning First” and “Complete Submission” approach. The purpose of the Township completing this was to streamline the building permit process, in compliance with current Building Code legislation. By having the “Planning First” approach, Planning staff would flag any planning issues as it relates to the Zoning By-law and identify any additional fees that would be collected as part of or in addition to the building permit such as Development Charges, Water or Sewer Connections, and additional approvals that may be required, such as:
- Engineered Lot Grading (Engineering Review)
- Minor Variance/Consent
- Ontario Land Surveyor Pinning
Entrance Permit (and associated Municipal Address Number, if required)
- Ministry of Transportation or County Roads

Since the Planning First implementation in April 1, 2016, Planning Staff have processed a total of 308 Zoning Certificates (152 in 2016 and 156 to date in 2017). The Township is experiencing an increase in the number of building permits since 2015 which is common across Simcoe County. The Township processed 49 new single detached dwellings in 2015, with an increase to 79 in 2016 and 2017 is currently on pace to exceed 2016. It is anticipated that three draft plan approved subdivisions and two registered subdivisions may be developed in 2018. The implementation of the Zoning Certificate has allowed staff to provide an improved overall customer service to the residents, contractors and developers.

In order to retain feedback on the new process, Planning staff provided an opportunity for applicants to complete an online survey. While the Township has processed a total of 300 zoning certificates to date, only 23 surveys were completed.

2.0 ANALYSIS

Survey Results

In order to get feedback from customers on the Zoning Certificate process, the Township established a survey to gain a better understanding of how the process was going and what improvements could be achieved. The survey was launched on February 28, 2017 and closed on August 20, 2017. There were a total of 23 respondents, while the survey was not completed by 285 potential respondents. A summary of the closed ended questions in the survey can be found as Attachment 1. It is also important to note, so repeat customers may have only filled out the survey once. Planning staff spoke personally with some of the repeat customers to gain feedback from them.

The majority of the respondents were homeowners constructing new dwellings. The intent of the Planning First is that pre-consultation with Planning staff occurs prior to any submission of an application. The survey showed that 87% of participants consulted with Planning staff and that 73% were given the proper information for submission of their application.

At first implementation of the Planning First approach, Planning staff aimed to have the zoning certificate issued within 3-5 business days. 68% of the 22 respondents commented that staff very consistently or
extremely consistently met this target and 77% said the quality of the customer services experience was “Good” or “Excellent”.

The survey showed that areas of improvement for the process would be to ensure that the planning first philosophy saved the customer time and money for the building permit, and that accessing information on the Township website is easily accessible. Some of these process improvements are outlined below, which will address some of the comments we received from customers and Township staff.

Submission of joint applications:

Some of the feedback that Staff received through this process was that applicants had to make two trips to the municipal office to drop off their zoning certificates and building permits. Planning staff have spoken with the Chief Building Official to determine what would be the best approach to address this concern. One of the process improvements proposed would be for the applicants to submit both applications at the same time, however the building permit would not be considered complete nor be reviewed by Building Services until clearance from Planning has been received. Currently, under the User Fee and Services By-law a $100 non-refundable) fee is collected as part of the building permit process, should the applicant desire to apply prior to planning approval. By allowing for the submission of a building permit at the same time as the zoning certificate it would not impact the goals and objectives of the “Planning First” approach and would not affect the timeframes as regulated by the Ontario Building Code Act for the Building Permit to be reviewed. Once the Zoning Certificate is issued it would form part of a “complete” building permit application submission, at which time a building permit can be reviewed and issued.

Planning Services would continue to be the first point of contact for counter or phone inquiries relating to development plans. This would ensure that projects can be reviewed for compliance with various planning documents prior to the submission of a “complete” building permit application. The purpose of this is to provide guidance to residents and developers regarding items they need to provide in order for Staff to determine if the project meets the Township’s Official Plan and Zoning By-law, and any other planning related regulations and policies.

Lot Grading Review

The purpose and intent of the lot grading review is to ensure that the proposed drainage plan conforms to the overall drainage plan for the area and/or would not negatively impact the adjacent lots. Many of the
applications that staff is processing are infill redevelopments. As part of the lot grading plan moving forward, applicants would be required to show the grades of not only their property but also the neighbouring properties. This would help reduce the potential of drainage issues between neighbours, if mitigation measures are put in place during construction. Currently, the requirement to provide a lot grading plan is that the lot is within a registered plan of subdivision or the building is within 8.0 metres of a lot line. Through some of the comments received from members of the public and builders, staff is proposing the following changes to the lot grading process to include:

1. **All** lots within M-plans (e.g. Plan 51M-1107, Plan M-128), regardless of lot area or setbacks;

2. **All** lots (including lots in a Registered Plan) where the lot is 0.2 ha / 0.5 acre or less;

3. **All** waterfront lots;

4. **All** lots where a Site Plan Agreement is required.

5. **All** lots where a proposed dwelling, accessory building or addition is 5.0 m / 16.4 ft. or less from a lot line;

6. **All** lots where the building permit will **also** require a revision to the septic permit / septic system;

7. **Any** lot where the Director of Planning and Development or Director of Public Works determines Engineered Lot Grading is required as part of a Planning Application or due to grading / topography / slope stability issues.

While there may be circumstances where the proposed development meets the above criteria for requiring a lot grading plan, the Director of Planning and Development and the Director of Public Works will have the authority to waive such requirements.

The review of lot grading plans is currently completed by the Public Works Department. It is the intention that this practice would continue, with the additional requirement that the applicant’s professional who completed the grading plans provides written confirmation that the grading on the site has been completed to the plans as submitted and accepted by the Township. With the newly created Certified Engineering Technologist (CET) position within the Public Works Department, this position would be the Township appointed staff member to review and approve lot grading plans. The CET would inspect the site to verify that the site has been
completed to the approved plans of the applicant’s professional. By having the applicant’s professional provide written confirmation of compliance with the grading plans, the responsibility is on the homeowner to ensure that the grades are not altered without approval being granted by their professional and the Township.

In reviewing other local municipalities that have the Zoning Certificate in place, the above practice occurs in both the Township of Oro-Medonte and Town of Midland, with the exception that lot grading is completed at the building permit stage and not zoning approval stage. Planning staff are recommending that the practice of obtaining lot grading approval at the zoning certificate stage remain in place, in case the building location need to be altered as a result of lot grading and the building no longer meets zoning.

Application Fee

As part of an initial review of the ‘Planning First’ process, a no fee Application for Zoning Certificate was established and would be reviewed after one year of implementation. Planning staff have been tracking the processing time of the Zoning Certificate to see how long it takes to review and issue approval. On average, the processing of a zoning certificate takes 2.8 days. As part of the survey that staff completed, 14 of the 18 respondents stated they would support a $25 to $35 charge for the Zoning Certificate. The implementation of a $25 application fee would help offset staff time on the reviewing of the zoning application. The Township of Oro-Medonte presently has a fee of $75 and a $40 revision fee for an approved Zoning Certificate. Planning staff are not recommending a revision fee to an approved Zoning Certificate. If the applicant does not apply for a building permit after one year of issuance, then they would be required to reapply and pay the application fee again.

Ontario Land Surveyor (OLS) Verification

To ensure that the requirements of the Zoning By-law are being maintained, if the application for a proposed building/structure or addition is within one (1) metre of any required setback or height restriction of the Zoning By-law, the applicant is required to obtain verification from an Ontario Land Surveyor (OLS) that the Zoning By-law standard is being maintained. Originally this condition was placed at the start of the building permit process prior to the booking of a footing inspection. However, through discussion with the Chief Building Official, it was suggested to make this condition prior to booking a framing inspection. The intent of moving it to later in the building permit process was to not delay the building permit, but at the same time place more responsibility on the
applicant to ensure the building is in the correct location prior to the pouring of any foundation.

**Process of the Zoning Certificate**

There are no proposed changes to other forms of development that do not require a Zoning Certificate such as septic permits, foundation repairs or water connections. In these cases the applicant would be permitted to proceed right to a building permit if no other Planning Approvals are required.

In addition to the ‘Planning First’ philosophy, it is recommended that a ‘Complete Submission’ approach for building permits be supported and implemented. This approach would require the applicants to provide the necessary information as part of the Building Permit submission in one comprehensive package. This would allow for Building Services staff to undertake an efficient review and provide a timely response on subject applications as per the requirements of the *Ontario Building Code Act*. The Building Services staff would continue to assist the applicant with preparing a complete submission, but it would also avoid the submission of incomplete applications. Many of the applicants, after speaking with Planning staff, consult with the Building Services staff to determine what will be required for a complete building permit submission.

**3.0 FINANCIAL/BUDGET IMPACT:**

As outlined earlier in this report, Planning staff have reviewed the processing time for an application to proceed from start to finish, and are recommending that a $25 fee be implemented, the cost of which would help off-set staff time for reviewing the application. The Township of Oro-Medonte has a set fee of $75 and if revisions are made, an additional $40 is charged. Planning Staff is not proposing a revision fee as the Zoning Certificates are valid for one year, and if no building permit is applied for and issued the applicant would be required to reapply and pay the $25 fee again. While a $25 application fee would not be a 100% off-set of the cost, it would assist in ensuring the service can be properly funded and provided.

**4.0 CONCLUSION:**

The Zoning Certificate process has allowed Planning staff to review applications in a more efficient way to ensure customers can obtain building permits in a timely manner. The Planning Department has gone through some significant staffing changes over the course of the last year; however the simplicity of the Zoning Certificate process has enabled
staff to maintain an efficient level of customer service for zoning reviews.

By implementing a ‘Planning First’ philosophy and a ‘Complete Submission’ approach for building permits it would continue to improve customer service, streamline the approval process, increase public knowledge of land use planning and the Township’s Zoning By-law, reduce frustration with the process, reduce costs and time, and improve building permit submission packages.

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

Reviewed by: Robert J. Lamb, CEcd, EC.D.
CAO

Attachment 1: Survey Results
**Attachment 1: Survey Results**

**8/20/2017**

**Survey Results**

### Zoning Certificate Survey (Winter/Spring 2017)

<table>
<thead>
<tr>
<th>Respondents:</th>
<th>308 displayed, 308 total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch Date:</td>
<td>02/26/2017</td>
</tr>
<tr>
<td>Close Date:</td>
<td>06/20/2017</td>
</tr>
</tbody>
</table>

1. Number of Zoning Certificates that have been applied for?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>1-4</td>
<td>18</td>
<td>78%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>5-9</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>10 or more</td>
<td>1</td>
<td>4%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Total Respondents: 23 (100%)

(omitted responses)

2. How did you apply for the Zoning Certificate(s)?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home owner</td>
<td>15</td>
<td>65%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Agent</td>
<td>5</td>
<td>22%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Both</td>
<td>3</td>
<td>12%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Total Respondents: 23 (100%)

(omitted responses)

3. What was the Zoning Certificate(s) for? (check all that apply)

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>New dwelling</td>
<td>11</td>
<td>48%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>New accessory building</td>
<td>5</td>
<td>22%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Deck</td>
<td>5</td>
<td>22%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Addition to an existing dwelling</td>
<td>8</td>
<td>35%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Addition to an existing detached accessory building</td>
<td>1</td>
<td>4%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Total Respondents: 23 (100%)

(omitted responses)

4. Did you pre-consult with Planning Staff prior to the submission of your Zoning Certificate(s)?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>20</td>
<td>87%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don’t know</td>
<td>1</td>
<td>4%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Total Respondents: 23 (100%)

(omitted responses)

5. Did you find that Planning Staff provided you with the information you needed to properly submit your application(s)?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>16</td>
<td>73%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>4</td>
<td>18%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don’t know</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Total Respondents: 22 (100%)

(omitted responses)

6. Did you find that the “Planning First” process saved you time and money in preparing your final plans for a building permit?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
</table>

(omitted responses)
### Survey Results

**6/23/2017**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Total</th>
<th>Response Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. To help increase efficiency and decrease processing times, what would be an appropriate fee to be applied to the &quot;Planning First&quot; process?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25 to $35</td>
<td>14</td>
<td>78%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>$36 to $50</td>
<td>3</td>
<td>17%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>$51 to $70</td>
<td>1</td>
<td>6%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>$71 to $90</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>18</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8. Was the information about the Zoning Certificate process easy to access on the Township website?**

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>9</td>
<td>41%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>7</td>
<td>32%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don't know</td>
<td>6</td>
<td>27%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>18</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**9. What do you feel could be done to improve the Zoning Certificate process? Please specify:**

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>8</td>
<td>56%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>8</td>
<td>54%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don't know</td>
<td>10</td>
<td>46%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>18</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**10. Overall, would you support the Zoning Certificate application to be formally part of the Building Permit process?**

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>12</td>
<td>65%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>8</td>
<td>36%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don't know</td>
<td>2</td>
<td>10%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**11. How improved has your experience been after the execution of the "Planning First" process since April 1, 2016?**

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Much Better</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Better</td>
<td>2</td>
<td>10%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Neutral</td>
<td>12</td>
<td>57%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Worse</td>
<td>5</td>
<td>24%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Much Worse</td>
<td>2</td>
<td>10%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>21</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**12. How consistently did the Planning and Development Department meet the 3-6 day timeframe for completing the Zoning Certificate(s)?**

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely consistently</td>
<td>5</td>
<td>23%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Very consistently</td>
<td>10</td>
<td>46%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Moderately consistently</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Slightly consistently</td>
<td>1</td>
<td>5%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Not at all consistently</td>
<td>4</td>
<td>18%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**13. Overall, how would you rate the quality of your customer service experience throughout the Zoning Application process?**
Survey Results

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>4</td>
<td>18%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Good</td>
<td>13</td>
<td>59%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Neutral</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Fair</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Poor</td>
<td>3</td>
<td>14%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Overall, how would you rate the “Planning First” process? 1 = “Very Poor” and 0 = “Extremely Good”

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td></td>
<td></td>
<td>5.73</td>
</tr>
</tbody>
</table>

15. Were you satisfied with the Zoning Certificate process?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Satisfied</td>
<td>0</td>
<td>0%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Satisfied</td>
<td>10</td>
<td>45%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Neutral</td>
<td>5</td>
<td>23%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Dissatisfied</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Very Dissatisfied</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Other, please specify</td>
<td>3</td>
<td>14%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Would it be beneficial for the Township to host a Building Permit “Express Day” which applicants can apply for and obtain approval for smaller projects such as decks, swimming pools etc. outside of regular work hours?

<table>
<thead>
<tr>
<th>Response</th>
<th>Total</th>
<th>Percent</th>
<th>Points</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>9</td>
<td>41%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
<td>9%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I don’t know</td>
<td>11</td>
<td>50%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total Respondents</strong></td>
<td>22</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM 2017-10(B)

To: Mayor and Councils of the Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay

From: Sustainable Severn Sound (SSS), and the Sustainability Committee (SC)

Date: October 16, 2017

RE: 1. Local Climate Change Action Plan (LCCAP) Overview, and (2) Request for Council Approval of the Attached Resolution to ‘Support the Completion of a Community-Wide GHG Inventory as Part of the Local Climate Change Action Plan Project Initiated by Sustainable Severn Sound (SSS).’

MEMORANDUM RECOMMENDATION

THAT Council approve the following recommendation within Memorandum No.2017-10(B) from Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) dated October 16, 2017, being:

a) That the LCCAP overview be received for information;
b) That Council approve the attached resolution to ‘Support the Completion of a Community-Wide GHG Inventory as Part of the Local Climate Change Action Plan Project Initiated by Sustainable Severn Sound (SSS).’

OVERVIEW OF SSS’s LOCAL CLIMATE CHANGE ACTION PLAN

Why is this Project of Value to our Municipal Partners and their Communities?

The Local Climate Change Action Plan project will:

- Improve the access of municipalities and their communities to climate change funding opportunities, specifically to the GHG Challenge Fund. The eligibility for this fund was updated on October 6, 2017. Prior to October 6, 2017, municipalities were eligible only if they had already completed a community-wide GHG inventory. Municipalities can now apply with an approved Council resolution of support for the development of a community-wide GHG inventory, to be completed within 18 months. SSS has begun the process of preparing this inventory as part of the LCCAP, as funded by our successful $68,700 Ontario Trillium Foundation (OTF) Seed grant.
- Enhance community and municipal understanding of climate change impacts and what actions can be undertaken to prepare for such changes.
- Build a strong foundation for future collaborative/ regional climate change actions and initiatives by building new partnerships and strengthening those existing.
- Address an identified gap in the 2016 Municipal Sustainability Report Card, and in the Sustainability Plan.

Activities and Outcomes

- Hiring of a Climate Change Action Plan Coordinator to complete the development of the GHG inventory.
- Completion of a community-wide GHG inventory guided by best practices and research.
- Direct engagement with municipal staff, Council members, First Nation representatives, businesses, community organizations and residents through surveys, interviews, workshops and events to acquire input into the development of the LCCAP.
- Creation of a complementary education and awareness campaign to inform on climate change mitigation and adaptation, and what can be done by the community to reduce their contribution to the production of GHGs.
• Transfer of findings to stakeholders through the preparation of the Local Climate Change Action Plan document (LCCAP) by June 2018 to support community and municipal actions to mitigate and adapt to climate change. This Local Climate Change Action Plan will identify both corporate and community actions, and encourage and foster the partnerships required for future implementation of climate change programming.

LINKS TO NEW FUNDING OPPORTUNITIES FOR MUNICIPALITIES

**GHG Challenge Fund**

• The new Municipal GHG Challenge Fund is a program funded by the proceeds from Ontario’s carbon market that aims to support community-led action on climate change. The competitive application-based program will fund up to 100% of the eligible costs for greenhouse gas emissions reduction projects proposed by municipalities. Municipalities may request up to $10 million per project. Deadline to apply is November 14, 2017.

**Natural Resources Canada - Climate Change Adaptation – 2017 Call for Proposals**
http://www.nrcan.gc.ca/environment/impacts-adaptation/adaptation-platform/10027

• Natural Resources Canada (NRCan) has issued a Call for Proposals to solicit proposals for cost-shared projects that address climate change adaptation in the areas of coastal management, energy, mining, economics, infrastructure, forestry and training. Funding for this Call comes from NRCan’s Climate Change Adaptation Program. Up to $8.25 million in funding may be awarded through this process. The Call for Proposals is available for download here. Deadline for submission of proposals is November 27, 2017.

If you have any questions regarding this report, please contact the Sustainability Coordinator at tracy@sustainablesevernsound.ca or 705.526.1371 x.112, or your appointed Sustainability Committee representative.

Town of Midland: Councillor Jack Contin and Councillor Jon Main | Town of Penetanguishene: Andrea Betty, Director of Planning and Community Development, Councillor Mike Lauder | Township of Georgian Bay: Laurie Kennard, CAO, 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 | Brenda Armstrong, Simcoe Muskoka District Health Unit | Julie Cayley, Severn Sound Environmental Association | Chris McLaughlin, North Simcoe Community Futures Development Corporation

**Attachment #1:** Template: Council Resolution to Support the Completion of a Community-Wide GHG Inventory as Part of the Local Climate Change Action Plan Project Initiated by Sustainable Severn Sound (SSS).

**Attachment #2:** Re: Update to the Eligibility for the Municipal Greenhouse Gas (GHG) Challenge Fund - October 6, 2017

**Attachment #3:** Eligible Project Examples, GHG Challenge Fund
Attachment #1

**Template:** Council Resolution to Support the Completion of a Community-Wide GHG Inventory as Part of the Local Climate Change Action Plan Project Initiated by Sustainable Severn Sound (SSS).

**WHEREAS** it is in the interest of the <Town/Township> of _________ to address climate change issues and to take action on climate change;

**WHEREAS** the Local Climate Change Action Plan project aims to provide the <Town/Township> of _________ with a completed community-wide greenhouse gas emissions inventory and creation of a Local Climate Change Action Plan;

**WHEREAS** the completed community-wide greenhouse gas emissions inventory will provide the <Town/Township> of _________ with a baseline to measure and evaluate the success of future GHG reduction initiatives undertaken by the municipality and recommended within the Local Climate Change Action Plan;

**BE IT RESOLVED** that the <Town/Township> of _________ commits to participating in the development of the LCCAP as member of the Sustainable Severn Sound (SSS) program;

**BE IT FURTHER RESOLVED** that the <Town/Township> of _________ commits to creating a community-wide greenhouse gas emissions inventory as a member of the Sustainable Severn Sound (SSS) program, to be completed in 2018.

SIGNED, IN THE <TOWN/TOWNSHIP> OF _________, THIS DAY OF ____________________.

[Name and Title of Signatory]
Attachment #2

Re: Update to the Eligibility for the Municipal Greenhouse Gas (GHG) Challenge Fund - October 6, 2017

On August 14th, 2017 at the AMO annual conference, the government of Ontario launched the Municipal GHG Challenge Fund.

The Municipal GHG Challenge Fund is a competitive, application-based program. Ontario is inviting municipalities to submit applications for the fund by November 14, 2017. Selected projects will be announced in 2018.

We have heard feedback from many municipalities that, although they do not have a complete community-wide inventory of GHG emissions, GHG reduction targets and/or a plan to achieve them, they are eager to participate in the Municipal GHG Challenge Fund.

**Given the amount of interest generated by the Challenge Fund so far, the eligibility requirements for the first round of funding will be opened to allow all municipalities to apply, so long as applicants demonstrate a commitment to completing their community-wide GHG inventory, targets and plan within 18 months, through a council resolution.** If approved for funding, the council resolution must occur before the transfer payment agreement is completed.

All applications will be scored using the criteria outlined in the Program Guide. If applicants do not have an inventory, targets, and/or a GHG reduction plan, this will impact their score in the section entitled “Alignment with Municipal GHG Planning”.

For more information on the Municipal GHG Challenge Fund, please visit the [Grants Ontario website](http://www.ontario.ca). Questions can also be sent to [ChallengeFund@ontario.ca](mailto:ChallengeFund@ontario.ca)

Sincerely,

Municipal GHG Challenge Fund Team
Attachment #3

Eligible Project Examples, GHG Challenge Fund

1. Reducing GHG emissions in existing municipal fleets and transportation networks.
2. Updates to parking lot and building lighting systems.
3. Building or modifying an anaerobic treatment system for municipal organic waste, where generated biogas is put to beneficial use.
4. Roof membrane replacement, specifically with a white membrane (reduced solar radiation and associated GHGs).
5. Enhancement of active transportation networks, such as services which complement existing public transit or provides connectivity by filling in transit gaps, or enhanced networks for commuter, recreational or visitor cyclists.
6. Replacement of natural gas furnaces by geothermal heat pumps, installation of heat recovery ventilators, or replacing and air-cooled compressor with geothermal for ice making.
7. Energy efficiency retrofits to municipal facilities (i.e., arenas, community centres, libraries), including replacing and redesigning lighting, installing weatherproofing and insulation, installing building automation control equipment, or expanding or installing solar energy systems.
8. Completing energy-efficiency and renewable upgrades to drinking water or wastewater treatment plants (i.e., more efficient pumps, low-pressure spray nozzle technologies, updated filtration systems).
MEMORANDUM SSS-2017-10

To: Mayor and Councils of SSS Partner Municipalities:
    Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay
From: Sustainable Severn Sound (SSS), and the Sustainability Committee (SC)
Cc: Sustainability Committee
Date: 16-Oct-2017
RE: Summary of SSS’s 12-Sep-2017 Sustainability Speaker Event, ‘Climate Change Tools for Municipalities’
    featuring speakers from the Federation of Canadian Municipalities, the Simcoe Muskoka District Health
    Unit, and SSS.

RECOMMENDATION
THAT Memorandum No. SSS-2017-10, dated 16-Oct-2017, regarding municipal attendee feedback and
presentations from SSS’s 12-Sept-2017 event, ‘Climate Change Tools for Municipalities’ featuring speakers Jim
Wren, Program Advisor, Federation of Canadian Municipalities; Dr. Charles Gardner, Medical Officer of Health,
Simcoe Muskoka District Health Unit; Morgan Levison, Public Health Promoter, Environmental Health
Department, Simcoe Muskoka District Health Unit; and Tracy Roxborough, Sustainability Coordinator,
Sustainable Severn Sound; be received for information.

PURPOSE OF REPORT
The purpose of this report is to provide Council and municipal staff with a summary of SSS’s Sustainability
Speaker Series event held 12-Sep-2017.

BACKGROUND
Through the Sustainability Bulletin, 18-Aug-2017, and through Memorandum No. SSS-2017-08 (dated 31-Aug-
2017), Council and staff received an invitation to attend the ‘Climate Change Tools for Municipalities’ event
hosted by SSS at the Oro-Medonte Community Centre. This report provides a summary of that event, including
attendee responses to interactive polling by SSS and SMDHU, a PDF of each presentation for reference, and next
steps by SSS and the SC.

SUMMARY
SSS welcomed (32) attendees from the Town of Midland, Town of Penetanguishene, Townships of Severn, Oro-
Medonte, Tiny, Tay, the City of Barrie, the County of Simcoe, the District Municipality of Muskoka, Beausoleil
First Nation, Severn Sound Environmental Association, the Simcoe Muskoka District Health Unit and community
members.

Event Objectives
1. Provide municipal staff and Council members with information on FCM’s $75 million Municipal
Climate Innovation Program, including grants for plans, studies, capital projects and staff salaries.
Outcomes: Municipal staff and Council members are now familiar with FCM’s new MCIP, and are better
prepared to develop proposals for funding. Attendees were introduced to Jim Wren, Program Advisor to
whom they can contact directly for support with their proposal, and FCM introduced attendees to the

Page1
Green Municipal Program database, highlighting projects from other smaller, more rural communities which local municipalities could use for successful examples.

i.  Click here to review the MCIP presentation by Jim Wren, Program Advisor, FCM

FCM_MCIPFocus.pdf

2. Overview of the Simcoe Muskoka District Health Unit’s newly released Climate Change Vulnerability Assessment document.

Outcomes: Municipal staff and Council members are now familiar with the SMDHU’s report, and were provided with examples of climate change vulnerabilities and opportunities for action in Simcoe Muskoka. Speakers Dr. Charles Gardner and Morgan Levison presented climate projections for the Simcoe Muskoka region for 2020, 2050 and 2080, and how those projections could impact public health in relation to (1) extreme temperatures and weather, (2) air quality, (3) availability and contamination of food and water, (4) vector-borne disease, and (5) UV radiation.

i.  Click here to review the Climate Change and Health presentation by Dr. Charles Gardner and Morgan Levison, SMDHU.

ii.  Click here to read ‘A Changing Climate: Assessing health impacts & vulnerabilities due to climate change within Simcoe Muskoka, Summary Report for Municipalities & Stakeholders’.

SSS_Climate_Change_Workshop_Sep.pdf

3. Introduction to SSS’s Local Climate Change Action Plan Project, funded by the Ontario Trillium Foundation.

Outcomes: Municipal staff and Council members now better understand the scope of SSS’s Local Climate Change Action Plan project, and what activities SSS will undertake to deliver on the and the key deliverables of (1) completion of a corporate & community inventory of greenhouse gas (GHG) emissions inventory, (2) selection of a local GHG reduction target, and (3) identification of short-term action & prioritization of long-term strategies to reduce municipal and community contributions to climate change. Speaker Tracy Roxborough detailed the project outcomes in the presentation, and proposed the development of a Climate Change LISTSERV to share climate change information (project examples, guides and resources, funding and events) on an on-going basis, with 85% of attendees registering.

iii.  Click here to review the Local Climate Change Action Plan presentation by Tracy Roxborough, SSS

Presentation_12-Sept-17_SSS-withpoll.pdf
INTERACTIVE POLLING RESULTS

Has you municipality implemented any of these steps to improve climate change knowledge amongst municipal staff, Council, and/or the larger community?

Rank the selected climate change risks below in terms of highest to lowest concern for your municipality.

To further review all responses from municipal attendees at this event, please review the presentation by SSS by clicking here.

NEXT STEPS

Federation of Canadian Municipalities Climate Change Adaptation Partner Grant
SSS staff has submitted an application for funding to further support the sustainability program and the Local Climate Change Action Plan (LCCAP). This grant would also support the development of a municipal climate change knowledge network (CCKNet), which would further address opportunities for information-sharing and skill-building for municipalities. The application is currently under review and a decision is anticipated within the next few months.
Best Practices Review
The Best Practices Review by SSS will draw on best practices to highlight how other municipalities have developed climate change action plans, prepared a GHG inventory and achieved their greenhouse gas reduction targets. Common challenges and solutions will be highlighted to ensure that the actions and strategies of the LLCAP are achievable.

Community Engagement and Awareness Initiative
SSS is developing a new webpage for the LCCAP, featuring FAQs, resources and project news. SSS is creating print and digital literature for distribution within our partner municipalities to enhance community literacy of climate change. SSS will also provide ideas for action which can be taken by residents to reduce their impact to climate change.

Staff and Stakeholder Interviews
Interviews of facility supervisors/coordinators and staff with an energy management related role will be completed. SSS will also contact key stakeholders through various methods, including interviews, on-line and in-person surveys, focus groups and discussions. Input received through these interviews will be captured within the recommendations of LCCAP.