

**The Corporation of the Township of Tay
Committee of all Council Meeting Minutes**

**Wednesday, February 14, 2018
10:00 A.M.**

Present:

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

Staff Present:

Robert Lamb, CAO/Deputy Clerk
Alison Gray, Clerk
Peter Dance, Director of Public Works
Steven Farquharson, Director of Planning & Development
Joanne Sanders, Director of Finance
Brian Thomas, Fire Chief
Robert Kennedy, Municipal Law Enforcement Officer (Sec. A)
Lindsay Barron, Financial Analyst (Sec. B)
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)
Terry Tompkins, Chief Building Official (Sec. D.)
Sara Hahn, Solicitor (Item 6.1)

Regrets:

Mayor Scott Warnock

* arrived at 11:30 a.m.

1. Call to Order:

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

2. Adoption of the Agenda:

Deputy Mayor Ritchie inquired as to any additions, deletions or amendments to the agenda.

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

That the February 14, 2018 agenda be adopted with the following amendments:

- **Planning & Development - 3.1– Verbal Report – Councillor Root – Re: MET Transit.**

Carried.

3. Disclosure of Interest:

No interests were declared.

4. **Delegations:**

10:00 a.m. – Mrs. Nadine Woods – Re: Appeal of Muzzle Order

Mrs. Nadine Woods appeared before Committee requesting the appeal of a muzzle order for her dog, as detailed in her correspondence. She advised that they are aware of their dog's temperament, but did have their dog professionally assessed, a copy of which has been provided for Council's information.

Mrs. Woods stated that she does not believe that her dog requires a muzzle and that her dog has been misunderstood. She requested access to the pictures of the dog bite and any other related records as she believes her son's account that their dog never did bite. Mrs. Woods that their dog walks with a full harness is fully immunized and has been neutered since the event took place. In conclusion, she advised that in they will ensure that their dog is only walked by an adult in the future and requested that the two-year muzzle order be repealed.

Council advised that they would be reviewing the matter during Closed Session and that staff would advise them as to Council's decision following the meeting.

10:15 a.m. – Mr. Steve Pelletier, Guesthouse Shelter – Re: Update

Mr. Steve Pelletier, Guesthouse Shelter appeared before Committee to provide an update on the Guesthouse Shelter, as detailed in his PowerPoint presentation.

Mr. Bob Bruer reviewed history of the Out of the Cold initiative that resulted in The Guesthouse and noted that they do have intentions of returning the original \$25,000 loan provided by the Township this year. He detailed the statistics and success of the shelter in 2017, highlighting the volunteer hours, new guests and meals served.

Mr. Pelletier, CEO extended thanks for the Township's ongoing support and reviewed what The Guesthouse has been up to over the last year, including staff hiring's, as result of funding provides by County of Simcoe. He noted that their goal is to expand their operations into a Hub that include a youth shelter and the Huronia Pregnancy Resource Centre. In addition, he highlighted other community partnerships with the Library, Chigamik, etc. as well as area council's and committee's involved in housing.

5. **COMMITTEE BUSINESS:**

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

A.1 The Protection to Persons & Property Committee was called to order by the Chair at 10:35 a.m.

A.2.1 We received Report No. PPP-2018-11 from the Fire Chief, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

That Report No. PPP-2018-11 regarding Fire Chief Monthly Report – January 2018 be received for information.

Carried.

Council gave direction that the Township make a donation to the Critical Incident Stress Management Team volunteer group of \$250 each time the Township utilizes their services and that the funds be included in the budget.

A.2.2 We received Report No. PPP-2018-14 from the Fire Chief, under date of February 14, 2018 regarding County of Simcoe Quality Care Program.

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

That Staff Report No. PPP-2018-14 regarding the County of Simcoe Quality Care Program be received; and

That Council endorse the Agreement between Tay Fire & Emergency Services and the County of Simcoe Quality Care Program; and

That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement with the County of Simcoe and the Quality Care Program to supply medical training services for Tay Fire & Emergency Services when required and budgeted for.

Carried.

A.2.3 We received Report No. PPP-2018-08 from the Deputy Fire Chief/Fire Prevention Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

That Report No. PPP-2018-08 regarding Deputy Fire Chief/FPO Monthly Activity Report – January 2018 be received for information.

Carried.

- A.2.4 We received Report No. PPP-2018-12 from the Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

That Report No. PPP-2018-12 regarding By-law Monthly Activity Report – January 2018 be received for information.

Carried.

- A.2.5 We received Report No. PPP-2018-13 from the Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Delegation of Authority & Policy Change for Two Dog Limit.

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

That Staff Report No. PPP-2018-13 regarding Delegation of Authority Policy Change for two dog limit be received;

And that the Council Exemption – Two Dog Limit Policies be approved;

That staff be given delegated authority to approve or deny exemptions to the Two Dog Limit Policy;

And that the required amended policy be brought forward to the next regular meeting of Council for consideration.

Carried.

- A.2.6 We received Report No. PPP-2018-10 from the Canine Municipal Law Enforcement Officer, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

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

That Report No. PPP-2018-10 regarding MLEO/Canine Monthly Activity Report – January 2018 be received for information.

Carried.

- A.3 No Other Business Items were received.

- A.4.1 We received for information correspondence from Ted Woods, Fire Marque – Re: Thank You.

- A.4.2 We received for information correspondence from Andrew Ferguson, Ontario Provincial Police – Re: Thank You.

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

B.1 The General Government & Finance Committee was called to order by the Chair at 11:15 a.m.

B.2.1 We received for information a verbal report from the Chief Administrative Officer regarding the C.A.O.'s January 2018 Monthly Update.

B.2.2 We received Report No. GGF-2018-07 from the Chief Administrative Officer, under date of February 14, 2018 regarding Citizen's Committee on Council Remuneration.

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

That Staff Report No. GGF-2018-07 regarding Citizen's Committee on Council Remuneration be received;

And further that Council approves the terms of reference and the creation of the Citizen's Committee on Council Remuneration as outlined in this report consisting of three voting members of the public and as non-voting members Council Representative, Mayor Warnock, and the Chief Administrative Officer;

And that the Committee be directed to report back to the August 8, 2018 Committee of All Council meeting with their recommendations for Council's consideration and then formally dissolve.

Carried.

B.2.3 We received for information a report from the Clerk regarding the Clerk's January 2018 Monthly Update.

B.2.4 We received Report No. GGF-2018-09 from the Clerk, under date of February 14, 2018 regarding Election Sign By-law.

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

That Staff Report No. GGF-2018-09 regarding a new Election Sign By-law be received;

And that the new Election Sign By-law be approved and brought forward to the next regular Council meeting.

Carried.

B.2.5 We received Report No. GGF-2018-10 from the Clerk, under date of February 14, 2018 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation.

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

That Staff Report No. GGF-2018-10 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation be received;

And that the Township of Tay enter into a contribution agreement with the Government of Canada under Enabling Accessibility Funding Agreement – Reception Counter Renovation;

And that the required by-law to authorize the contribution agreement be brought forward for consideration.

Carried.

- B.2.6 We received Report No. GGF-2018-08 from the Director of Finance, under date of February 14, 2018 regarding 2017 Land Transactions Report.

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

That Staff Report No. GGF-2018-08 regarding the 2017 Land Transactions be received and;

That the Treasurer is hereby authorized to increase the budgeted transfer to the Contingency Reserve by \$110,708 to \$160,508 to and further;

That the Treasurer is hereby authorized to transfer the net proceeds from the sale of former rink lots on Calvert Street, in the amount of \$123,137 to the Parks and Recreation Reserve and further;

That the Treasurer is hereby authorized to transfer the net proceeds from the sale of the Fire Hall on Old Fort Road in the amount of \$212,188 to the Municipal Fleet and Equipment Reserve.

Carried.

- B.2.7 We received Report No. GGF-2018-11 from the Director of Finance, under date of February 14, 2018 regarding 2017 Financial Summary.

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

That Report GGF-2018-11 dated February 14, 2018 regarding the 2017 Financial Summary be received and that the following recommendations be brought forward to the next Council meeting:

- (a) That the transfer from the Policing Reserve be reduced from \$47,468 to \$3,624;**

- (b) That a transfer of approximately \$216,170 to the Wastewater Operations Reserve be made to reflect the 2017 operating surplus;
- (c) That a transfer of approximately \$50,104 to the Water Operations Reserve be made to reflect the 2017 operating surplus;
- (d) That the 2017 surplus of approximately \$5,395 in the Library accounts be transferred to the Library reserve;
- (e) That the balance of the 2016 surplus of \$4,067 be transferred to the Future Capital Reserve;
- (f) That the remaining uncommitted 2017 operating surplus of approximately \$67,906 be transferred to the Municipal Building Reserve to be discussed in future budget discussions; and
- (g) That any significant changes to the estimated transfers above be brought forward to Council once year-end work is finalized.
- (h) That the transfer to the Municipal Fleet Reserve for Fire Capital for unspent equipment funding be reduced from \$13,942 to \$2,037 to fund additional Old Fort Fire Hall costs incurred (including the LED signage) after the debt was secured.

Carried.

B.2.6 We received Report No. GGF-2018-05 from the Health & Safety Program Assistant, under date of February 14, 2018 regarding Township of Tay Health & Safety Policy.

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

**That The Corporate Health and Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council;
And that the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.**

Carried.

B.3.1 We received correspondence from Mr. Fred Hacker, Culture Committee regarding the appointment of a Township representative.

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

That Lynn Racicot be appointed as the Township's representative to the Culture Committee.

Carried.

B.4.1 We received for information correspondence from the County of Simcoe regarding White Paper – Building a Seniors Campus.

- B.4.2 We received for information correspondence from SEGBAY Chamber of Commerce regarding Request for Councillor to Sit on the Chamber Board.

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

That Deputy Mayor Ritchie be appointed as the Township's representative to the SEGBAY Chamber of Commerce Board.

Carried.

Council temporary recessed at 12:12 p.m.

The meeting resumed at 1:00 p.m.

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

- C.1 The Public Works Committee was called to order by the Chair at 1:00 a.m.

- C.2.1 We received for information Report No. PW-2018-09 from the Superintendent of Water/Wastewater Operations, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

- C.2.2 We received for information Report No. PW-2018-10 from the Manager of Parks, Recreation & Facilities, under date of February 14, 2018 regarding a Monthly Activity Report for January 2018.

- C.2.3 We received for information Report No. PW-2018-11 from the Manager of Roads & Fleet, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

- C.2.4 We received for information Report No. PW-2018-12 from the Director of Public Works, under date of February 14, 2018, regarding a Monthly Activity Report for January 2018.

Council agreed to hold a Special Public Works Committee Meeting on March 28th, 2018 at 6:00 p.m. regarding the Road Needs Study.

- C.2.5 We received Report No. PW-2018-07 from the Director of Public works, under date of February 14, 2018 regarding Annual Review of Waived Rental Fees.

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

That Staff Report No. PW-2018-07 regarding the annual review of waived rental fees be received;

And that the recommendations regarding the individual user groups are approved as outlined in this report.

Carried.

C.2.6 We received Report No. PW-2018-08 from the Director of Public works, under date of February 14, 2018 regarding an Enbridge Gas Franchise Agreement.

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

That Staff Report No. 2018-08 regarding Enbridge Gas Franchise Agreement renewal be received;

And that Council approves the form of draft By-law (including the franchise agreement forming part thereof) attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act.

And that Council requests the Ontario Energy Board to make an order dispensing with the assent of the municipal electors of the attached draft By-law (including the franchise agreement forming part thereof) pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.

And once the Ontario Energy Board has approved the franchise agreement between the Township of Tay and Enbridge Gas Distribution Inc. the draft By-law and franchise agreement be brought forward to Council for approval.

Carried.

C.2.7 We received Report No. PW-2018-13 from the Director of Public works, under date of February 14, 2018 regarding 2019 Plough Truck Purchases.

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

That Staff Report No. 2018-13 regarding the purchase of plough trucks in 2019 be received;

And as an exception to the Procurement Policy, Council approves the pre-selection of the plough equipment through a competitive bid process prior to issuing a tender for the purchase of the trucks.

And that the current number of tandem snow ploughs be reduced from the current compliment of six to five with the purchase of a single axle truck and chassis with snow plough equipment in 2019.

Carried.

C.2.8 We received Report No. PW-2018-02 from the Director of Public works, under date of February 14, 2018 regarding Victoria Glen Drainage Issue.

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

That Staff Report No. PW-2018-02 regarding a drainage issue in the Victoria Glen subdivision be received for information and that Option 3 as outlined in Report PW-2018-02 be selected.

Carried.

- C.3.1 We received correspondence from Paul Raymond, Portarama Chair regarding ATV Permission for Portarama Family Festival.

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

That the Portarama Family Festival be granted approval to use ATV's on Township roads to assist with the Soapbox Derby for the date and time specified in their correspondence.

Carried.

- C.4 No Items for Information were received.

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

- D.1 The Planning & Development Committee was called to order by the Chair at 1:30 p.m.

- D.2.1 We received Report No. PD-2018-05 from the Chief Building Official, under date of February 14, 2018 regarding Building Services Division Monthly Report – January 2018.

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

That Report No. PD-2018-05 regarding Building Services Division Monthly Update Report – January 2018 be received.

Carried.

- D.2.2 We received Report No. PD-2018-06 from the Chief Building Official, under date of February 14, 2018 regarding Recent Changes to the Ontario Building Code.

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

That Staff Report No. PD-2018-06 regarding recent changes to the Ontario Building Code be received for information.

Carried.

D.2.3 We received for information Report No. PD-2018-07 from the Director of Planning & Development, under date of February 14, 2018 regarding Directors Monthly Update - January 2018.

D.2.4 We received for information Report No. PD-2018-08 from the Director of Planning & Development, under date of February 14, 2018 regarding Provincial Growth Plan 2017 & the County of Simcoe Municipal Comprehensive Review (MCR).

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

That Staff Report No. PD-2018-08 regarding the Provincial Growth Plan 2017 and the County of Simcoe Municipal Comprehensive Review (MCR) be received for information.

Carried.

D.2.5 We received for information Report No. PD-2018-10 from the Director of Planning & Development, under date of February 14, 2018 regarding Minor Variance Applications.

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

That Staff Report PD-2017-10 regarding Minor Variance Applications be received; and

That pursuant to Section 45 (1.4) of the *Planning Act*, where Zoning By-law 2000-57 has been amended in response to an application, the Township shall accept applications for Minor Variances from the provisions of By-Law 2000-57 in respect of the land, building or structure within two (2) years of the Zoning By-Law amendment coming into effect.

Carried.

D.2.6 We received for information Report No. PD-2018-11 from the Planning Consultant, under date of February 14, 2018 regarding Port McNicoll Holding LP – January-February 2018.

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

That Report Number PD-2018-11 regarding Port McNicoll Holding LP – January-February 2018 be received as information.

Carried.

D.3.1 We received a verbal report from Councillor Root regarding Muskoka Extended Transit (MET).

Councillor Root reported that the District of Muskoka is applying for a grant to extend the MET Pilot for an additional five years and as part of that they are requesting a letter of support for the application. In addition, it is requested that the Township continue its funding through to the end of June 2018.

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

That the Township of Tay send a letter of support to the District of Muskoka for a grant application for funding for the MET Pilot Project.

Carried.

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

That the Township continues funding of the existing MET Pilot until the end of June 2018 to be funded from the Planning Department Outside Services Budget.

Carried.

- D.4.1 We received for information correspondence from a resident regarding Marijuana Exposure & Immediate Shut Down of Waubaushene Grow-Op.

The Fire Chief provided an update on the status of the Coldwater Road grow op.

Council gave direction that the staff investigates any options available to shut down the grow op.

- D.4.2 We received for information correspondence from EDCNS regarding Economic Development Office Update – January 2018.

6. CLOSED SESSION:

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

Moved By: Councillor Gerard LaChapelle

Seconded By: Councillor Catherine Root

That Council adjourn to a Closed Session;

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

- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (2558 West Service Road, Muzzle Order & Fire Vehicles).**

Carried.

Closed Session commenced at 2:25 p.m.

- 6.1 We received Report PD-2018-09 report from the Director of Planning & Development regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (2558 West Service Road).

The Director and Township Solicitor reviewed the matter with Council and Council gave direction in accordance with the solicitor's advice.

- 6.2 We received Report PPP-2018-07 from the Municipal Law Enforcement Officer regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Muzzle Order).

Council reviewed the report and agreed to consider the required resolution following the Closed Session.

- 6.3 We received a verbal report from the Fire Chief regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Fire Vehicle).

Council received an update on an ongoing issue from the Fire Chief.

Moved By: Councillor Catherine Root

Seconded By: Councillor Gerard LaChapelle

That Council adjourn from the Closed Session at 2:58 p.m. and return to the regular meeting.

Carried.

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

That Staff Report PPP-2018-07 regarding 458 Broderick Street – Request that Muzzle Order be Repealed by received;

And that the request by the owners of 458 Broderick Street respecting the Muzzle Order be denied.

Carried.

7. ADJOURNMENT:

Moved by Councillor Root and seconded by Councillor Crawford.

That this Committee of All Council meeting adjourn at 2:59 p.m. and reconvene on March 14, 2018.

Carried.

Minutes Recorder: Alison Gray, Clerk