



THE CORPORATION OF THE TOWNSHIP OF TAY
COMMITTEE OF ALL COUNCIL MEETING
APRIL 12, 2017
10:00 A.M.

MUNICIPAL OFFICE – COUNCIL CHAMBERS

1. **CALL TO ORDER:**
2. **DECLARATIONS OF INTEREST:**
3. **ADOPTION OF THE AGENDA:**
4. **DELEGATIONS:**

10:00 a.m. – Rod & Maureen Paskin, 319 Ouida Street – Re: 3 Dog Request.

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.

Alison Gray

Subject: FW: Third Australian Shepherd at 319 Ouida St Waubauskene
Attachments: cheyenne 1.jpg; Mariah grand Champion picture 001.JPG; Charlie CKC first points.jpg

From: ROD & MAUREEN PASKIN
Sent: April-05-17 3:08 PM
To: Alison Gray
Subject: Fw: Third Australian Shepherd at 319 Ouida St Waubauskene

I had it returned as undelivered so I hope this reaches you.. see you on Wednesday at 10

On Tuesday, April 4, 2017 12:31 PM, ROD & MAUREEN PASKIN wrote:

Thank you for booking us into Council next Wed April 11 at 10 am..

We currently have three dogs residing with us but when we moved in almost 11 years ago we had two. Our Golden's passed away almost ten years ago and we were empty nesters but alas.. I missed the companionship of a dog

We currently have Champion Tuckercreaks Cheyenne Aleshanee - CKC registered- UKC registered - ASCA registered.. call name Cheyenne - and retired show dog - red merle and her daughter CKC Grand Champion/UKC Champion Aleshanee Stargazer - CKC registered - UKC registered - ASCA registered who is currently being campaigned.. call name Mariah - red tri and CKC/UKC Champion Cedarcreaks Dream Lover CGN (Canine Good Neighbour) aka Charlie.. black tri

Cheyenne and Mariah are licensed with Tay Township (2017) and we seek permission to license Charlie also..

Background on our Charlie and why we have three dogs

We found out about a male who was for sale to an approved home in Wisconsin who had suffered badly at the hands of a party in Arizona and his breeder Dr Connie Hurley Pritzel seized the dog back and rehabbed him in her Vet Clinic in Wisconsin.

He was shut down and totally afraid of people and needed a specialized home where he could receive on going socialization and training and since we have been showing dogs off an on since 1971 we applied to get him. He was scheduled to be put to sleep if they could not find the right home.. After her investigation of our credentials, we were granted the right to purchase him so we drove to Wisconsin to pick him up and the rest they say is History.. It did not take him long to realize he was in a loving home where only positive training methods were used in our daily routine and he has blossomed ever since.. He is nine years old in September and we achieved a CKC Championship on him and his CKC Canine Good Neighbour certificate.. His registered name is CKC/UKC Champion Cedarcreaks Dream Lover - He CKC registered -UKC registered - ASCA registered.

We would dearly love to continue to have him reside with us as his former experience in life was pretty horrific and now he has full trust in us

We are fenced on three sides and will complete the final side this Spring.. Nancy Moreau came to our property this year and commented that in the middle of our harsh winter .. our property was immaculate.. not a single poop is left after they potty.. We cannot afford for any diseases to arise from keeping unsanitary conditions and as we are both in our 60's , my husband and I clean each time.. Old school I guess.

He is scheduled for his three year rabies booster this week at Chidiac Animal Hospital and my other two are all UTD on their shots

Here are pictures of our girls and Charlie.. Cheyenne is the red merle and she is going onto 9 years old and her daughter is the red tri and she is going onto 5 and of course our precious Charlie is the Black Tri boy..

Our dogs are kept groomed at all times as I am a professional groomer .. totally retired but feel that a dog should always be kept clean and well groomed..

Our dogs are trained - have excellent recall and are NEVER ALLOWED AT LARGE.. We accompany them each and EVERY time they potty - winter - summer -rain - snow or whatever.. They are never left unattended.. They will of course stay home to watch the house when we have errands to do.. Both my husband and I are retired..

I have also included the url of his breeder in Wisconsin for further documentation.. We occasionally breed and all puppies are pre-reserved and leave for their forever homes at 8 weeks..

Below is the url for Cedar Creek Aussies in Wisconsin.. Cole is Charlies brother.. but Charlie is the picture next to him with little old me- lol

Can you give me a quick return email so I know you have it in your hand.. thanks so much

See you next Wednesday.. Please let us know if you require anything further..

Maureen and Rod Paskin

319 Ouida St

705-718-7372





MARKHAM
KENNEL CLUB

BEST OF OPPOSITE
NEW GRAND
CHAMPION

GARTH GOURLAY
PHOTOGRAPHY 2015



CAVIN

WINNERS DOG BEST OF OPPOSITE
CALEDON

**PROTECTION TO PERSONS & PROPERTY COMMITTEE
APRIL 12, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA**

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

- 2.1 Report from the Fire Chief
Report No. PPP-2017-19
Re: Fire Chief Monthly Report – March 2017
- 2.2 Report from the Fire Chief
Report No. PPP-2017-20
Re: Issuing Multi-Year Dog Licences
- 2.3 Report from the Deputy Fire Chief/FPO
Report No. PPP-2017-21
Re: Deputy Fire Chief/FPO Activity Report - March 2017
- 2.4 Report from the Municipal Law Enforcement Officer
Report No. PPP-2017-22
Re: By-law Activity Report - March 2017
- 2.5 Report from the Canine/Municipal Law Enforcement Officer
Report No. PPP-2017-17
Re: MLEO/Canine Activity Report – March 2017
- 2.6 Report from the Canine/Municipal Law Enforcement Officer
Report No. PPP-2017-23
Re: Three Dog Request – Maureen Paskin (on desk)

3. OTHER BUSINESS:

- 3.1 Correspondence from Mayor Marshall, Town of Penetanguishene
Re: Closest Fire Station Response & Feasibility of Regional Fire Services

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from OFMEM
Re: Essentials of Municipal Fire Protection & Emergency
Management



STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: April 12, 2017

Report No.: PPP-2017-19

Report Title: Fire Chief Monthly Report: March

RECOMMENDATION:

That Staff Report No. PPP-2017-19 regarding the Fire Chief's Monthly Report: March be received for information;

The Chief Attended:

- 1 Fire Call
- 1 Carbon Monoxide Calls
- 3 MVC Calls
- 2 Medical Call
- 8 Meetings

I would like to congratulate Marc Drews and Greg Bertram, the successful candidates of the Hall 4 Captain positions. Both Captains bring years of experience to the hall, and have the full support of Officers and firefighters.

This month I attended a two day seminar at the Ontario Fire College regarding Fire Safety Planning and writing Inspection Orders. The instructor indicated that many orders are written poorly, so when brought before a review board, the orders have been rescinded. This course provided helpful information to ensure that does not happen to any of our orders.

Specialty Sands on Old Fort Road have been issued orders by the Ministry of the Environment. We have seen the order and are in the process of getting a copy for Council's perusal.

Most of the Township staff completed the WHMIS 2015 training held in Council Chambers. An extremely dry session but the instructor did his best to keep the class entertaining.

New Fire Hall:

At this time a date for occupancy has not been determined. A list of deficiencies has been made and the contractor is working on correcting them. I recently completed a walkthrough and demonstration of Mechanical Operations with the contractor, the Hall 2 District Chief, and Mark Hearn, our Facilities Maintenance Coordinator. Mark was impressed by both the installation and quality of the equipment.

Recruitment:

Recruit training continues, with recent training involving practical skills such as cutting holes in a roof to allow for ventilation. Midland Timber Mart supplied and delivered the sheeting to be used on the roof prop, at a very reasonable cost.

Monthly Training:

Staff completed training on Emergency Patient Care as well as Fentanyl awareness. Also training was done regarding new Fire Attack methods and how they impact fire extinguishment.

Tay Fire & Emergency Services were dispatched to 17 emergency calls during the month of March.

Year to Date Totals:

2017	64
2016	38
2015	39
2014	48
2013	25

Of the 24 calls this month, we had:	4	Medical calls
	1	Fire Call
	4	Motor Vehicle Collisions

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date:

Brian Thomas
Fire Chief

Reviewed By: Date:

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



STAFF REPORT

Department/Function: Protection to Property & Persons

Chair: Councillor Sandy Talbot

Meeting Date: April 12, 2017

Report No.: PPP-2017-20

Report Title: Issuing Multi-year Dog Licenses

RECOMMENDATION:

That Staff Report No. PPP-2017-20 regarding Issuing Multi-year Dog Licenses be brought forward to Council:

And that Multi-year Dog Licenses, starting with 2018 Licenses be sold to those that produce multi-year rabies shot documentation and request a multi-year dog license;

And that the Township's User Fees and Service Charges be amended to include the issuance of multi-year dog licenses.

INTRODUCTION/BACKGROUND:

One of the main purposes of issuing dog licenses is to ensure that the dogs had received their rabies inoculation. It has come to our attention that rabies inoculations now can last up to 3 years before another inoculation is required. We have received an inquiry regarding the possibility of getting a multi-year dog license to match the length of the rabies inoculation.

ANALYSIS:

Many staff hours are taken up inputting the dog license information each year. By allowing multi-year licenses, we should be able to cut down on the hours required for inputting annually. When the dog owner comes in to purchase their annual dog license and it is the second or third year of the inoculation, many people have a difficult time finding their 2 or 3 year old documentation. Multi-year dog licenses are a more efficient use of staff time. The early fee for the first year of the licensing would still apply for the first year only, and the benefit of a multi-year license would be that the owner

would not have to pay any license fee increases over the multi-year timeframe. We would recommend that there would be no refunds on the multi-year license in the event that the pet is sold or passes away.

FINANCIAL/BUDGET IMPACT:

There will be little financial impact, but there would be big gains in freeing up staff time to perform their other duties.

CONCLUSION:

Staff is recommending that a multi-year dog license be issued for those dog owners that have had a multi-year rabies inoculation performed on their dog.

Prepared By: Brian Thomas Fire Chief/CEMC

Recommended By: Date:

Brian Thomas
Fire Chief/CEMC

Reviewed By: Date:

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



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: April 12, 2017

Report No.: PPP-2017-21

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

RECOMMENDATION:

That Staff Report No. PPP-2017-21 regarding Deputy Fire Chief/FPO Monthly report – March be received for information;

INTRODUCTION/BACKGROUND:

Activity	This Month	YTD 2017	YTD 2016	YTD 2015
Routine Inspections	2	6	4	3
Request Inspections	1	3	3	2
Complaint Inspections	1	1	0	2
Information Inspection	0	1	1	2
Follow up Inspections	3	9	9	7
Courses Attended	1	2	0	0
Fire Calls Attended	5	11	15	19
Meetings (PIP/OP-co-op etc)	4	10	11	7
Orders issued	1	1	2	2
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	0	0	0
Training Presented	1	3	3	6
Pub Ed Performed	0	0	3	0
Hall Meetings	4	10	7	12
Hall Practices	0	0	0	1
Council	0	1	0	0
Misc. (dept related)	3	13	16	13
Court	0	0	0	0
Fire safety plans reviewed	2	7	3	7
TOTAL	28	78	77	83

[illegible]

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

Recommended By:

Date:

Brian Thomas
Fire Chief

Reviewed By:

Date:

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



STAFF REPORT

Department/Function: Protection to Persons & Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: April 12, 2017

Report No.: PPP-2017-22

Report Title: By-law Activity Report March 2017

RECOMMENDATION:

That Staff Report No. PPP-2017-22 regarding Bylaw Activity Report March 2017 be received for information;

ACTIVITY REPORT - OPEN FILES BY CATEGORY

By-law	Open this Month	Closed this Month	Working towards Compliance	Open to Date	Closed to Date
Animal at Large	0	0	0	0	0
Burning	0	0	0	0	0
Clean Yards (Heavy Garbage)	3	2	1	3	3
Clean Yards	17	2	23	23	4
Dogs	1	2	2	4	3
Dumping/Littering	0	0	0	0	0
House Numbering	1	0	1	12	11
Long Grass	0	0	0	0	0
Noise	2	0	2	3	1
Pool Fence	0	0	0	0	0
Property Standards	4	1	7	4	6
Sign	0	0	0	0	0
Watering	0	0	0	0	0
Zoning	2	0	9	3	3
Other (Fill)	0	0	1	1	1
Encroachment	1	1	0	1	1
TOTAL	31	8	46	54	33

COMPARISON OF OPEN FILES 2017/2016

Month	2017	2016
March	31	21
YTD Total	54	35

TICKETS ISSUED

Ticket	Quantity	By-law
PART I	2	(1)Dog, (1)Noise
PART II	3	Parking
PART III	0	
TOTAL	5	
YTD Total	10	

Actions	Mar/17	YTD 2017	Mar/16	YTD 2016
Notice of Violation	27	43	22	34
Order to Comply	2	6	1	1
Warning	1	8	1	5

Officer Time	Mar/17	YTD 2017	Mar/16	YTD 2016
Community Patrol	58.75	161.75	41.25	134.5
Court	0	2.5	0	3
Other	0	0.5	2.5	3
Office	84.25	264.25	85.25	182.25

Prepared By:

Date: April 3, 2017

Jennifer Nichols
Municipal Law Enforcement Officer

Recommended By:

Date:

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date:

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



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councilor Sandy Talbot

Meeting Date: April 12, 2017

Report No.: PPP-2017-17

Report Title: MLEO/Canine Activity Report March 2017

RECOMMENDATION:

That Staff Report No. PPP-2017-17 MLEO/Canine Activity Report March 2017 be received for information.

ACTIVITY REPORT

	2017	2016
COMPLAINTS AND INVESTIGATIONS	19	22
POUND AND SEIZURE	2	1
DOLA ORDERS	0	0
DOG TAG SALES	March Sales-145 Year to date-803	2016 Final Dog Tag Sales 810
FINES ISSUED	0	0

Dog tag sales for 2017:

December 2016- **56** tags sold

January 2017- **280** tags sold

February 2017- **322** tags sold

March 2017- **145** tags sold

Year to date - 803

	2017	2016
PATROL	75	42
OFFICE	75	92
COURT	0	0
FIRE	4	11
OTHER	2	2

Prepared By:

Nancy P. Moreau,
Municipal Law Enforcement Officer

Date: April 3, 2017

Recommended By:

Brian Thomas
Fire Chief

Date:

Reviewed By:

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

Date:



Town of Penetanguishene
10 Robert St. West
P.O. Box 5009
Penetanguishene, ON
L9M 2G2

February 10, 2017

Mayor George Cornell
130 Balm Beach Road West
Tiny, ON L0L 2J0
mayor@tiny.ca

Dear Mayor Cornell,

RE: Closest Fire Station Response

Thank you for your letter dated January 9, 2017. The correspondence appeared on our January 25, 2017 Committee of the Whole agenda. The Committee and subsequently Council on February 8, 2017 resolved that staff be directed to respond to Tiny Township's request and take it one step further to investigate a potential regional fire initiative in North Simcoe.

The Town of Penetanguishene Council requests that the four municipalities participate in a joint effort to research the feasibility and value of regional fire services through a fulsome review by a consulting firm. If agreeable, the four Chief Administrative Officers could prepare and present options for moving forward with the undertaking of a study.

We look forward to the collective and continued effort to work together as opportunities arise to improve the services provided to our respective municipalities.

Sincerely,

Mayor Gerry Marshall
gmarshall@penetanguishene.ca

cc: Township of Tiny (CAO and Council)
Town of Midland (CAO, Mayor and Council)
Township of Tay (CAO, Mayor and Council)



The Office of the Fire Marshal and Emergency Management (OFMEM)

PRESENTS:

Essentials of Municipal Fire Protection & Emergency Management

The following seminars have been scheduled, to register please contact:

Wed. April 12, 2017

Greater Sudbury
CEMC Latoya McGaw
(705)-674-4455 Ext. 2725
latoya.mcgaw@greatersudbury.ca

Wed. April 19, 2017

Norwich Fire Service
Fire Chief Paul Groeneveld
(519)-468-2410
pgroeneveld@norwich.ca

Tue. April 25, 2017

The Archipelago
CEMC Joe Villeneuve
(705)-746-4243 Ext. 320
jvilleneuve@thearchipelago.on.ca

Wed. April 26, 2017

Wellesley Fire Department
Fire Chief Paul Redman
(519)-699-3941
predman@wellesley.ca

Fri. April 28, 2017

Wainfleet Fire & Emergency Services
Fire Chief Kevin Foster
(905)-899-3463 Ext. 221
imcdonald@wainfleet.ca

Thu. May 18, 2017

City of Belleville Fire Department
Fire Chief Mark MacDonald
(613)-962-2010
mmacdonald@cityofbelleville.on.ca

Fri. May 26, 2017

North Bay Fire & Emergency Services
Fire Chief Jason Whiteley
(705)-474-5662 Ext. 4801
jason.whiteley@cityofnorthbay.ca

Fri. June 09, 2017

New Tecumseth Fire Rescue
Fire Chief Dan Heydon
(705)-435-3900 Ext. 1436
dheydon@newtecumseth.ca

Minimum of 12 registrants required to be met 5 working days prior to presentation otherwise course may be cancelled, lower numbers may be approve by manager.

WHO should attend this one day seminar?

- Senior Municipal Leaders (members of council, CAO's, clerks, directors, commissioners)
- Community Emergency Management Coordinators (CEMC's) & Alternates
- Fire Chiefs appointed for the fire departments in their municipalities
- Deputy Fire Chiefs appointed for the fire departments in their municipalities

WHY should you attend?

The 2015 *Essentials of Municipal Fire Protection & Emergency Management - A Decision Makers' Guide Seminar* is an updated combination of the former "Essentials of Municipal Fire Protection Seminar" and the Emergency Management "Senior Elected Officials Workshop". These presentations were originally developed several years ago with the collaborative expertise and efforts of municipal, emergency management and fire service stakeholders. This new seminar now provides you with information from both.

The guidebook provided at the *Essentials Seminar* is designed as a reference and companion document, which incorporates both fire service and emergency management key information. It is intended to assist municipal decision-makers in their understanding of critical municipal responsibilities under the *Fire Protection and Prevention Act, 1997* (FPPA), the *Fire Code*, the *Emergency Management and Civil Protection Act* (EMCPA), Ontario Regulation 380/04, associated standards and other related legislation.

WHAT will you learn?

This one-day seminar will provide you with a good overall understanding of: the structure of the OFMEM, the principals behind promoting public safety and safer communities, elements of the *Fire Protection and Prevention Act, 1997*, various municipal requirements, enforcement of offences under the FPPA, municipally-determined fire protection service delivery considerations, fire risk management tools, *Emergency Management and Civil Protection Act* requirements and emergency management basic principles, programs and resources - with multiple references to legislation, regulations and standards.

For more information, please contact our OFMEM Advice and Assistance Unit toll free number at **1-844-638-9560** and a unit member will assist you.

If you wish to have a response in writing please send your email to OFMEM-FAS-AA@ontario.ca.

**GENERAL GOVERNMENT & FINANCE COMMITTEE
APRIL 12, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA**

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

- 2.1 Report from the C.A.O.
Re: CAO's Monthly Report
- 2.2 Report from the Clerk
Re: Clerk's Monthly Report
- 2.3 Report from the Director of Finance
Report No. GGF-2017-17
Re: Extension of Agreement for Banking Services

3. OTHER BUSINESS:

- 3.1 Correspondence from the Georgian Bay Biosphere Reserve
Re: 2017 Membership

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from Simcoe County District School Board
Re: Disposition of Surplus Property: 36 Hazel Street, Former Waubauskene Elementary School
- 4.2 Correspondence from Simcoe Muskoka Catholic District School Board
Re: Decision on Pupil Accommodation Review
- 4.3 Correspondence from Simcoe County Federation of Agriculture
Re: Increase in Farmland Assessment
- 4.4 Correspondence from the Township of Oro-Medonte
Re: Bill C-233 – Rehabilitation of Historic Property
- 4.5 Correspondence from Sylvia Jones, MPP
Re: Provincial Government's Approach to Infrastructure

STAFF REPORT

Department/Function: General Government & Finance Committee

Chair: Deputy Mayor David Ritchie

Date: April 12, 2017

Subject: **CAO's Report –March 8 to April 4, 2017**

The following are some of the highlights for this time period:

- Planning is now underway for 2nd Annual Tay Township Wye Marsh Fundraising dinner
 - Will be held at Oakwood Community Centre on Friday, May 12th
 - Tickets will be on sale soon
 - Will once again feature live entertainment, a raffle and interactive Wildlife display
- Attended multiple Board meetings as Township representative on E.D.C.N.S..
- Attended Joint Health and Safety Committee meeting
- Assisting when required addressing construction issues at the new Fire Hall including bi weekly sight visits and meeting with our project supervisor from Steenhof.
- Held multiple Department Heads meetings
- Held multiple meetings with our H.R lawyer and staff as we prepared for and implemented the recent reorganization of the Planning and Building Department.
- Meetings with staff and M.O.E. representative over issues at Specialty Sands on Old Fort Road
- Multiple meetings with the members of the hiring committee of N/T Power Corporation re replacing Paul Ferguson as well as conversations with Bob Shelton, the C.A.O. for the Town of Newmarket
- With staff, completed the corporate wide training on the new WHMIS 2015
- Participated in the opening of three tenders for Playground equipment, Watermain and Road Reconstruction and the new Building and Public Works Vehicles closed recently. The results will be coming to Council shortly.
- Meetings with staff to prepare for the forming of the McKenzie Beach Splash Pad fundraising committee
- Worked with Department Heads and Communications and Special Projects Officer to prepare and hold the special COAC meeting re update to Corporate Strategic Plan.

Respectfully submitted;
Robert J. Lamb, CAO

STAFF REPORT

Department/Function: General Government & Finance Committee

Chair: Deputy Mayor Dave Ritchie

Date: April 12, 2017

Subject: Clerk's Report – April 2017

The following are the highlights for April 2017:

- Horticulture Committee
 - The Committee has organized a bus tour on June 15th as well as the Tay Blooms Event on June 3rd that includes the annual plant exchange and mulch pick up.
 - The Committee received a delegation at their March meeting proposing a Heritage garden around the Range Light. They will be meeting onsite on April 13th to review plans.
- Library
 - The Board held a special meeting to review the Library Master Plan on March 25th at the Port McNicoll Branch. The Board, with consultants, will present the Plan to Council at the April 24th Special General Government & Finance Committee meeting.
 - The Board is expected to receive a second report on proposed branch hours at their April 20th meeting.
- General
 - Helped organize and prepare the agenda for the first Grants Committee meeting on March 22nd.
 - Developed and provided procedural training to the Committee of Adjustment which was held on March 15
 - Held three teleconference/web sessions with Laserfiche staff to address routine system issues
 - Attended emergency management scribe training on March 21st at Oakwood Community Centre
 - Attended library staff appreciation luncheon on March 29th
 - Attended branch librarian staff meeting on March 29th to review and discuss the progress on the Master Plan as well as upcoming programming for the library
 - Processed two FOI Requests respecting general information inquiries
 - Annual records management box destruction/shred of 455 gallons of records (seven 65 gallon bins) was completed on April 5. Substantial time spent with department staff preparing for annual shred.
 - Worked with refreshment vehicle vendors for special event licensing for the Wye Marsh Sweetwater Festival

- Responded to various land sale inquiries about the Township's real estate listing.
- Processed and worked with Township realtor and solicitor on accepted offers to purchase Township lands
- Attended meeting of County Clerks on March 29th at the County to discuss and review the implications & anticipated changes from Bill 68, the proposed amendments to the Municipal Act, and Conflict of Interest Act.
- Attended WHMIS training on March 31st in Council Chambers
- Summer student recruitment – received applications for the Planning Student until March 31
- Attended Department Head meetings

Respectfully submitted;



Alison Thomas, Clerk



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: April 12, 2017

Report No.: GGF-2017-17

Report Title: Extension of Agreement for Banking Services

RECOMMENDATION:

That Staff Report No. GGF-2017-17 regarding an extension to the agreement for banking services be received;

And that the proposal from TD Commercial Bank to extend the current banking arrangement for an additional 5 year term from April 1st 2017 to April 1st, 2022 be accepted;

And that staff be directed to prepare the By-law authorizing the execution of the agreement between the Corporation of The Township of Tay and TD Commercial Bank.

INTRODUCTION/BACKGROUND:

The Township of Tay issued a tender for banking services in 2006 as it was felt that a review of services and fees was in order. The previous tender for banking services was prior to the amalgamation of 1994. Council approved an agreement with TD Commercial Banking to provide services for an additional 5 year term in December, 2011.

ANALYSIS:

While the current agreement has the option to renew for an additional 2(two) year period, staff have requested that the bank prepare a proposal with any proposed enhancements they are able offer at this time.

Staff have a good working relationship with TD Bank staff and has found them to be very helpful in assisting with the setup of various electronic processes which are offered by most banks today. In 2017, TD Bank added

the service of electronic payments to our suppliers, along with training for the bank's file transfer process at no additional cost.

The TD Bank has an easy to use website which our staff use for identifying unusual deposits to our account, processing customer's NSF payments and using electronic processes to reconcile our bank account monthly.

With the evolution of electronic banking which allows for tax and utility payments online, preauthorized payment processing, electronic payments to vendors and staff, funds transfers between Township accounts and online monitoring of accounts, it is becoming more and more complicated to switch from one banking institution to another.

A change in banking institution would require a number of administrative steps including:

- Opening accounts and renewing signing authorities
- Updating bill payment online files for tax and utilities and other payments
- Update file format for payroll direct deposit
- Ordering of new cheques, deposit books, deposit stamps and authentication devices
- Setting up night deposit and issuing new keys
- Changing banking information with all government contacts who regularly deposit funds directly to the municipality's bank account. i.e. Grants, HST rebates, Tax Payers Mortgage Companies, Renters.
- Changing banking information for all debt payments automatically withdrawn from the bank account.
- Setup treasury staff as users with appropriate security for access to online banking services
- Change in software to accommodate online payments for importing to and from the financial software. Programs require modifications to file formats to meet the requirements of the bank and the particular process for both transfers to and transfers from. Currently these include; cash receipts for online payments, payroll, accounts payable for EFT payments and electronic bank reconciliation processes.
- Reconciling two bank accounts for a period of time while all files get updated.

Staff contacted the TD Bank to enquire if they would enhance any of their services prior to Council's discussions regarding the extension of the banking agreement. The attached proposal for extending our current banking arrangement is submitted for Council's consideration. TD bank continues to waive bank service charges and have also either waived or reduced the cash management fees under web business. In addition to fees waived under the previous agreement, fees for electronic reports and returned items as well as fees for payment to suppliers through electronic funds transfer have been waived.

Although the proposal from TD Bank is based on transactions and balances held on deposit, the proposal does not restrict the Township from investing in other institutions, other than if banking activity deviates more than 10% the fees charged can be renegotiated. This does not apply to the Term Deposit we hold with TD Securities.

Staff have been satisfied with TD Bank's service over the past 5 years. Staff believes that the TD Bank has the capability of providing assistance in moving forward with additional online payment services when required and would therefore recommend that the Township enter into an agreement to extend banking services with TD Bank for an additional 5 year period.

FINANCIAL/BUDGET IMPACT:

A considerable amount of staff time will be saved along with costs for new cheques, software changes relating to uploading and downloading payment files, etc. by negotiating with the current banking institution.

CONCLUSION:

Staff has been satisfied with TD Bank's service over the past 5 years and would recommend that the Township enter into a new agreement for banking services with TD Bank for an additional 5 year period.

Prepared By:

April 5, 2017

Joanne Sanders
Treasurer

Reviewed By:

Date:

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

APPENDIX 1 – PRICING

Recognizing that we are all operating in a period of restraint and that the Corporation of the Township of Tay is placing greater emphasis on reduced costs to remain within budgetary guidelines, we offer competitive pricing associated with the processing of Standard Banking Activity for Canadian accounts and Cash Management Services.

Fees Summary

To assist you in the evaluation of this proposal, we have projected your **annual net earnings from bank services to be \$178,916.75**. This includes interest earned from deposit balances and costs associated with cash management. We have based our calculations from the February 2017 CMS Billing Statement as well as actual 12 month activity averages.

Required Services					
Interest Earned			Monthly		Annual
Cdn\$ Deposit Interest paid on account balances @ Prime – 1.85%			\$3,347.12		\$40,165.39
Cdn\$ Term Deposit Interest paid based on 12 month average investments					\$139,999.00
Total Interest Earned			\$3,347.12		\$180,164.39
Account Fees			Monthly		Annual
Township of Tay – 5 Accounts			\$0.00		\$0.00
Total Account Fees Paid			\$0.00		\$0.00
Cash Management Fees	Set Up Fee	Monthly Fee	Activity Fee	Monthly Total	Annual
Web Balance Reporting	Waived	\$0.00	\$0.00	\$0.00	\$0.00
Online Transfers	Waived	\$0.00	\$0.00	\$0.00	\$0.00
EFT credit/debit	Waived	\$0.00	\$0.00	\$0.00	\$0.00
Bill Payment Receiver Service	Waived	\$50.00	\$53.97	\$103.97	\$1,247.64
Total Cash Management Fees Paid				\$109.22	\$1,247.64
Total Interest Earned					\$180,164.39
Minus Cash Management and Account Fees Paid					\$1,247.64
Projected Net Annual Earnings					\$178,916.75

Notes:

- Deposit Interest paid (shown) above to Township of Tay is based on consolidated monthly average deposit balances of \$4,725,340.00 CDN. TD Bank will pay interest on balances in operating accounts. TD Cdn Prime is currently 2.70%.
- Term Deposit Interest paid to Township of Tay is based on Term #8289992-34 for 90 day investment period in the amount of \$5,000,000.00. Interest rate of 1.07%.
- Term Deposit Interest paid to Township of Tay is based on Term #8289992-35 for 90 day investment period in the amount of \$4,000,000.00. Interest rate of 1.09%.
- Term Deposit Interest paid to the Township of Tay is based on Term #8289992-36 for 91 day investment period in the amount of \$4,000,000.00. Interest rate of 1.12%.
- Term Deposit Interest paid (shown) is based on average investment size of approx. \$13,000,000.00 for 90 day investment period in interest rate ranges quoted above.
- The Monthly Account Fee includes the processing of all transactional activity in your CDN accounts. Refer to the Pricing Summary – Schedule A below.



- We have provided the Corporation of the Township of Tay special pricing for all of the Cash Management Services noted above. These discounts to TD's standard published pricing have been detailed on the attached Fees Schedules. Volumes used to derive the fees above are from the February 2017 Billing Statement:
 - * Web Balance Reporting: 5 accounts x ~~\$45.00~~ \$0.00/acct = \$0.00
 - * Online Transfers: 2 transfers x ~~\$2.00~~ \$0.00 = \$0.00
 - * Electronic Funds Transfers (credits and debits combined): (3 Originator IDs x ~~\$25.00~~ \$0.00) + (10 files x ~~\$7.50~~ \$0.00) + (1,889 items x ~~\$0.06~~ \$0.00) + (2 returned items x ~~\$2.50~~ *\$0.00) + (1 electronic reports x ~~\$0.25~~ *\$0.00) = ~~\$5.25~~ *\$0.00. ***Pricing amended in April 2017 to waive both electronic reports and return items.**
 - * Bill Payment Receiver Service: (1 x ~~\$75.00~~ \$50.00 Monthly Fee) + (1799 x ~~\$0.05~~ \$0.03) = \$103.97
- * Recommended services: calculations and volume breakdowns for projected fees are available upon request.
- Credit Facility and Merchant Services pricing has not been included in our assessment of projected net earnings.



- **Pricing Summary For Standard Banking Activity**

Schedule A – Corporation of the Township of Tay

The following provides the Corporation of the Township of Tay details of the average monthly transactional activity that was processed through your accounts in last 12 months.

Notes:

- The fees associated with the standard banking activity as detailed in Schedule A are discounted for the Corporation of the Township of Tay.
- TD also offers a variety of other user pay services, for which fees are available on request. Such services include, but are not limited to, manual incoming wire payments \$10.00, and manual stop payments which range from \$12.50 to \$17.50. Please refer to the Business Account Service Charges and Fees further in this Appendix.



Commercial Banking

<div> <div>TD</div> <div>Commercial Banking</div> <div>Canadian Monthly Volume & Pricing Recap for the Township of Tay</div> <div>March 1, 2017</div> </div>			
SUMMARY			
Account Included in Analysis			
Township of Tay (5 accounts)			
CDN\$ ACCOUNT ACTIVITY			
DEPOSITS & TRANSFERS - CDN\$			
	Volume	Published Price	Charge To Customer
By Teller in a Branch			
Regular Deposits			
Regular teller deposit	3	\$1.25	\$3.85
Express Deposit/Direct Delivered	12	\$1.25	\$14.59
CTS Express Deposit/Direct Delivered		\$2.50	\$0.00
Unencoded cheques	432	\$0.22	\$95.00
Green Machine (ATM)		\$1.00	\$0.00
Express Deposit/Direct Delivered/ATM		\$1.00	\$0.00
Cash deposited (priced per \$1000) ¹	\$38,124.25	\$2.50	\$95.31
Number of Rolls of Coin	\$2.92	\$0.10	\$0.29
\$ Value of Loose Coin	\$38.21	\$0.15	\$5.73
Number of Notes		0	
\$ Value of Notes		\$2.50	\$0.00
By Automated Credit			
EFT (Pre-Authorized) deposits	14.08	\$1.25	\$17.60
DEBITS & SUNDRY - CDN\$			
Regular CDA cheques issued	269	\$1.25	\$336.25
Automated Debits			
EFT (Pre-Authorized) debits posted	2.67	\$1.25	\$3.34
Certified cheques		\$10.00	\$0.00
Stop Payments	0.75	\$12.50	
Returned Items (paper - non EFT)	1.5	\$5.00	\$7.50
Automated Transfer Service (ATS) Transfers		\$0.95	
Monthly bank statements	8.08	\$5.00	\$40.40
Interim bank statements		\$5.00	\$0.00
CURRENCY & COIN SUPPLIED - CDN\$			
Number of Currency Orders		0	\$0.00
Number of Bank Notes		0	
\$ Value of Bank Notes (priced per \$1000)		\$2.00	\$0.00
Number of Coin Orders		0	
Number of Coin Rolls (priced per 10 rolls)		\$1.20	\$0.00
TOTAL CURRENT ACCOUNT ACTIVITY - CDN\$			
Published Price		\$619.86	
Proposed Flat Fee		\$0.00	

Verification (ongoing)

Pricing identified herein is based on the information provided in your RFP as well as information obtained from you as to business and activity volumes. Should actual business and /or activity volumes differ by 10% +/- from those detailed in Schedule A attached herein, we reserve the right to reopen discussions with you with a view to negotiating alternative compensation arrangements.

Cash Management Service Fees

Cash Management Services (such as Web Business Banking, Electronic Funds Transfer etc.) are considered separate and contractual in nature and are subject to pricing that is independent of the above mentioned compensation arrangements. Pricing schedules for all cash management services are detailed further in this Appendix.

Appendix

Business Account Service Charges and Fees (Reference only)

Account Handling (cont'd) ²	
Interim Statement	
• In-branch	FREE
• Updater/Green Machine ATM/EasyWeb ¹	FREE
• EasyLine ¹ via Fax	\$2.50 per page
Postdated Deposit (to a TD Canada Trust account)	FREE
Bank Confirmation	\$25.00
Certificate of Balance	FREE
Account Balance Transferred to Another Financial Institution	\$15.00 per account
Transfer Confirmation by Mail or Fax	\$2.00
Express Deposit Bags See Davis & Henderson ² Business ChequeSelector [®] Catalogue for pricing	N/A

Account Inquiries ²	
Account Information (balance inquiries & account activity)	
• in-branch (by telephone or in person)	\$5.00 per request
• EasyLine or EasyWeb ¹	FREE
Credit Reports	
Inquiry in Canada, written	
• per hour	\$40.00
• minimum	\$18.50
Inquiry outside Canada, written	
• per hour	\$40.00
• minimum	\$23.00
Third Party Credit Inquiry	
• per inquiry	\$25.00

Wire Payments ^{2,9}	
Outgoing Wire Transfers	
• \$10,000 or less	\$30.00
• \$10,000.01 to \$50,000	\$50.00
• over \$50,000	\$80.00
• TD branch to branch	\$16.00
Incoming Wire Transfers	
• \$100 or less	FREE
• \$100 and over	\$17.50
• TD branch to branch	no charge
Wire Investigation Fee for Non-Bank Errors	
• per hour	\$40.00
• minimum	\$25.00

- Effective March 2, 2015. Prices subject to change.
- Amounts shown and service charges for Canadian Dollar transactions in Canadian Dollar Business Accounts are quoted and/or payable in Canadian dollars. Amounts shown and service charges for U.S. Dollar Business transactions and U.S. Dollar Business Accounts are quoted and/or payable in U.S. dollars, or their Canadian equivalent, using the TD Canada Trust prevailing exchange rate at the time the service charge is applied. Fees and service charges for transactions in any foreign currency other than U.S. dollars are payable in Canadian dollars at the Canadian Dollar equivalent using the TD Canada Trust prevailing exchange rate at the time the fee or service is charged.
- There is no deposit access paper-based payment items (cheques, money orders, drafts and all other clearing items).
- Unauthorized Bank is a group of cheques, money orders, drafts or other clearing items where the total number of items has not been provided to the holder on an item or on a deposit slip. (To avoid this charge, cheques must be numbered and dated when making a deposit).
- Withdrawals made at a TD Banknote ATM are exempt from the PLUS system handling fees. Interim ATM and PLUS system handling fees are in addition to the applicable transaction fee. For foreign currency withdrawals performed at ATMs outside of Canada, the exchange rate includes an amount equal to 2.5% of the converted amount.
- This fee is in addition to any applicable transaction fees.
- Applies to Canadian dollar and/or current account only.
- Applies to U.S. dollar denominated current account only.
- Other bank charges and out-of-pocket expenses may apply.
- All trade marks are the property of their respective owners.
- © The TD logo and other trade marks are the property of The Toronto-Dominion Bank.

Business Account Service Charges and Fees

This schedule of business account service charges outlines our standard pricing of services commonly used by our commercial customers.¹

For more information on our business accounts and services, simply visit any TD Commercial Banking Centre, or visit our website at www.tdcommercialbanking.com



520594 (0315)



Transaction Fees²

Deposit & Credit Entries

• fee per entry	\$1.25
• fee per item deposited ¹	\$0.22
• fee per uncounted batch ¹	\$8.00

Currency Deposited

Applicable to Accounts with Fees Charged For Each Transaction

• cash (paper currency and coin) deposited per \$1,000	\$2.50
--------------------------------------------------------	--------

Applicable to Accounts with a Fixed Monthly fee

• paper currency deposited per \$1,000	\$2.50
• coin deposited per roll	\$0.10

Currency Supplied

• In Branch - paper currency per \$1,000	\$2.00
• Direct Delivered - paper currency per 100 notes*	\$0.50
• coin per roll	\$0.12

*Requires the customer to contact and pay for a TD Canada Trust approved armored car delivery service

Cheques & Debit Entries

• fee per entry (MICR-encoded cheques and other debit entries)	\$1.25
----------------------------------------------------------------	--------

Withdrawal Entries

• fee per entry	\$1.25
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ATM Handling Fees

• Interac®	\$1.50
• PLUS® System ¹ (within Canada, U.S. and Mexico)	\$3.00
• (outside Canada, U.S. and Mexico)	\$5.00

Funds Transfer

Transfer between a customer's own TD Canada Trust accounts

• if requested - by telephone, mail or facsimile ¹	\$5.00
• Green Machine® ATM	\$1.25
• EasyLine® or EasyWeb® ¹	\$1.25
• Corporate Transfer Service	\$1.50
• Automated Transfer Service	\$0.95

Transaction Fees (cont'd)²

Bill Payments

• in-branch - paid by cash or cheque	\$1.25
• paid from a TD Canada Trust account	\$1.25
• Green Machine ATM	\$1.25
• EasyLine or EasyWeb ¹	\$1.25
• Web Business Banking	\$1.25

Handling Fee

Cheque Handling²

Non-Sufficient Funds

(cheques, pre-authorized payments, post dated bill payments, TD Canada Trust loan payments, etc.)

• returned	\$48.00
• paid (plus overdraft interest charges)	\$5.00

Returned Item

(includes mail advice to payee)

\$5.00

Cheque Certification

• account holder	\$10.00
• non-account holder	\$15.00

Stop Payments

(cheque or pre-authorized payment)

In Branch \$12.50

Web Business Banking

• with complete details	\$8.00
• with incomplete details	\$12.00

Cheque Not Written in Currency of Account

\$20.00

Outgoing Cheque Collections¹

Canadian Dollar, U.S. Dollar or Foreign Currency cheques payable outside of Canada¹

0.20%

min \$30.00

max \$150.00

Collection Item Returned Unpaid

\$15.00

Drafts²

Any Canadian, U.S., Foreign or International Draft (foreign bank charges may apply)

\$7.50

• request for refund or replacement of lost or stolen draft

\$10.00

Searches/Notices²

Searches

(e.g. Cheque copy)

In Branch

• If processed within 90 days	FREE
• If processed after 90 days	\$15.00 per request

EasyWeb Cheque Image View¹

\$1.50 per image

Web Business Banking Cheque Image View via the Balance Reporting Service

\$1.50 per image

*If you elect to have the paper record keeping option, the fee is waived

Account Handling²

Record Keeping Options

• per paper statement*	\$5.00
• waived when the average daily credit balance in any calendar month exceeds ¹ : (Canadian Accounts)	\$2,500
• waived when the minimum monthly credit balance exceeds ¹ : (U.S. Accounts)	\$2,500
• business savings account	\$2.00

*If you elect to have the paper record keeping option, the fee is waived

Duplicate Statement

FREE



Cash Management Price Schedules

Web Business Banking - Balance Reporting

Fees for Standard Service

Set Up Fee ¹	\$100.00
Maintenance Fee (effective from registration)	\$30.00 \$0.00 <i>per month</i>

Includes

2 accounts (any combination of TD personal or business deposit accounts or operating loan accounts)
Deposit Account History of 120 Calendar days

Fees for Other Services

Additional Accounts	\$15.00 \$0.00 <i>per account/month</i>
Cheque image view of 90 calendar days	\$1.50 <i>per cheque image viewed</i>

Balance Reporting Service Fees are in addition to regular account service charges.

Please Note: Customers are responsible for their own Internet Service Provider charges.

Web Business Banking – Payments And Transfers

Set up Charges

Set Up Fee ¹	\$100.00
-------------------------	----------

Fees for Standard Service – Transfers

Account Fee ²	\$2.00 \$0.00 <i>per account / month</i>
Transfers	\$2.00 \$0.00 <i>per transfer</i>
Authentication Device(s)	\$50.00 <i>per device (one-time charge)</i> ³

Fees for Standard Service – Bill Payments

Bill Payments	\$1.00 \$0.00 <i>per bill payment</i>
---------------	---------------------------------------

Fees for Standard Service – Stop Payments

Cheques or Pre-Authorized Payments

With Complete Details	\$8.00 \$0.00 <i>per stop payment</i>
With Incomplete Details	\$12.00 \$0.00 <i>per stop payment</i>

Payments and Transfers Fees are in addition to regular account service charges.

Please Note: Customers are responsible for their own Internet Service Provider charges.

¹ The Set Up fee is waived if the customer also registers for the Balance Reporting Service.

² There is no per account fee for accounts already accessing the Balance Reporting Service via the Internet through Web Business Banking.

³ Plus G.S.T



Express Deposits

Fees for Standard Service

Express Deposit Bags ~~\$75.00~~ \$0.00 *per box of 250 or \$0.30 per bag*

Tax Payment And Filing Service

Payment / Filing Fee	\$2.00 / Payment	Charged to specified TD customer account at the beginning of each month for the previous month's activity.
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Electronic Funds Transfer (EFT) - Debit & Credit

General Service Description	Price Per Unit	Description
Set Up Fee	\$250.00 \$0.00	Initial fee to set up and test each Originator ID
Monthly Service Fee	\$50.00 \$0.00	<i>Monthly fee per originator</i>
Files Submitted	\$10.00 \$0.00 <i>per file</i>	This price schedule applies to transmissions within Canada. <i>(Prices may vary outside Canada)</i>

Payment/Debit Instructions Submitted	\$0.10 \$0.00 <i>per instruction*</i>	Suitable for volumes over 150 instructions/month and over 2 files/month
--------------------------------------	--------------------------------------------------	-------------------------------------------------------------------------

Other Services	Price Per Unit	Description
Delete entire file	\$50.00 <i>per file</i>	Same day deletion of file received.
Delete or Recall individual instruction from within TD Bank	\$15.00 <i>per instruction</i>	Same day deletion of instruction at TD Bank.
Delete or Recall individual instruction from outside TD Bank	\$15.00 <i>per instruction</i>	Same day deletion of instruction not at TD.
Returned Instructions	\$2.50 <i>per instruction</i>	Returned Instructions that could not be processed (ie. NSF)
Re-Presentment	\$1.00 <i>per instruction</i>	NSF and Funds on Hold instructions to be re-processed
Instruction Trace	\$30.00 <i>per instruction</i>	No charge if found to be a Bank error.
Electronic or Fax Report Delivery	\$0.25 <i>per page</i>	Reports can be delivered by fax or to your mailbox directly
Authentication Device	\$50.00 <i>per device**</i> \$35.00 <i>**</i>	Security Device. Per additional device ordered (same order)
Notice of Change	\$0.25 <i>per instruction</i>	Notice of changes to payee/payor banking information in electronic format.



All Electronic Funds Transfer (EFT) Fees are in addition to our account Service Charges.

* Fixed instruction pricing and will not change as volumes fluctuate

** Plus Applicable Taxes.

Bill Payment Receiver Service

General Fees

Setup Fee	\$250.00 \$ 0.00
Monthly Maintenance Fee	\$ 75.00 \$50.00
Per Payment Fee	\$ 0.05 \$ 0.03

Web Business Banking Wire Payment Service

General Fees

Setup Fee (includes all software, product materials)	\$150.00
Maintenance Fee	\$ 50.00

Payment Fees - Standard Pricing Options

	25 or less / month	More than 25 / month
Between Settlement Accounts	\$2.00 / payment	\$2.00 / payment
To another TD branch	\$5.00 / payment	\$5.00 / payment
To another Bank in Canada (Including TD's International Centre)	\$15.00 / payment	\$12.00 / payment
To another Bank in U.S.	\$15.00 / payment	\$12.00 / payment
Outside of Canada and U.S.	\$25.00 / payment	\$20.00 / payment

Note: reduced fees (more than 25/month category) are on a volume per category basis.

Other Charges

Authentication Device	\$50.00/device*
Fixed Template Add/Change	\$10.00 / add/change

Note: All fees quoted in Canadian dollars.

* Plus Applicable Taxes

Low Volume Pricing Options

Will benefit those customers who average 2 or fewer wires per month.

Maintenance Fee	\$ 0.00 per month
Between Settlement Accounts	\$ 5.00 per payment
To another TD branch	\$ 15.00 per payment
To another Bank in Canada (Including TD's International Centre)	\$ 35.00 per payment
To another Bank in U.S.	\$ 35.00 per payment
Outside of Canada and U.S.	\$ 35.00 per payment

Please note: Pricing option will not vary automatically depending on the volume of wires sent. The customer must be registered under either Standard Pricing or Low Volume Pricing.



Appendix:

Calculation Method and Interest Rates:

Balance	Rate
Average Daily Credit Balance	TD Bank Composite Prime Rate less 1.85%

As outlined above interest amount equals Balance multiplied by rate divided by 365 multiplied by the number of days in the month.

TD Bank Composite Prime Rate is calculated by summing, in any month, the TD Prime Rate in effect each day in that month and dividing by the number of days in the month.

Alison Gray

From: Georgian Bay Biosphere Reserve <education@gbbr.ca>
Sent: April-03-17 9:52 AM
To: Alison Gray
Subject: Renew your Biosphere Membership April 21 to double your support!



11 James Street
Parry Sound ON, P2A 1T4
705.774.0978
info@gbbr.ca
gbbr.ca

April-03-17

Dear Township Of Tay,

Your annual Business/Organization level Biosphere Charter Membership has expired.

Renew at the
Biosphere Bake Sale
and double your support!
Friday April 21 at
Parry Sound Scotiabank
*Cheques dated April 21 will be
matched. Thank you!*





Your support will go to community based programs:

- Local food initiatives such as **Grown by the Bay**.
- **Lessons in a Backpack & Georgian Bay Water Festival** for schools.
- **Species at Risk** research and outreach.
- The **Amazing Places** sustainable tourism project.
- **State of the Bay** and **Coordinated Nutrient Monitoring** project.

Continue to enjoy the benefits of membership, including marketing and promotion, event invitations, as well as your online listing on the Charter Member Map and the List of Charter Members.

If you cannot be at the Scotiabank bakesale but would like to renew your membership, please date your renewal cheque 'April 21 2017'.

[Online renewal is available on our website.](#)

Thank you,

The GBBR Team



FYI

March 23, 2017

Alison Thomas, Clerk
Township of Tay
450 Park St
Box 100
Victoria Harbour, ON L0K 2A0

RECEIVED

MAR 27 2017

**Disposition of Surplus Property:
36 Hazel Street, Waubaushene
Former Waubaushene Elementary School**

The Simcoe County District School Board has approved the disposition of the property listed below. I am writing on behalf of the Board to solicit your organization's interest in purchasing the subject property at fair market value.

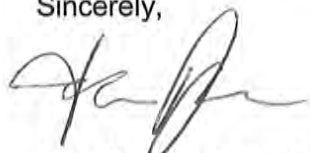
Municipality:	Township of Tay
Address:	36 Hazel Street, Waubaushene
Property Description:	Part Lot 11 Concession 11, Geographic Township of Tay
ARN:	435304000618400
Owner:	Simcoe County District School Board
Lot Size:	0.88 ha (2.18 ac) approximate
Official Plan Designation:	Institutional
Zoning:	Institutional (I)
Present Use:	Vacant 13,798.4 sq ft facility, 1920 original, additions 1962, 1985
Conditions:	Offered "AS IS"; survey available April 2017;

The Board's proposal to sell the above property to your organization is being made in accordance with O. Reg. 444/98. If your organization decides to submit an expression of interest, kindly ensure that it complies with the regulation. Excerpts from O. Reg. 444/98 with respect to expressions of interest and offers are included on the reverse of this page.

This proposal will lapse 90-days from the date of this letter. Please indicate your organization's intention to submit an expression of interest no later than Wednesday, June 21, 2017.

If you have any questions, do not hesitate to contact Janet Porter, Senior Planner, Planning, Enrolment, and Community Use at (705) 734-6363 extension 11416 or by email jporter@scdsb.on.ca.

Sincerely,



John Dance, Superintendent of Facility Services
Simcoe County District School Board

EXPRESSIONS OF INTEREST

6. (1) A body to which a board issued a proposal under section 3 or 4 or to which a proposal was referred under section 3 or 4 may submit to the board an expression of interest in response to the proposal before the expiration of 90 days after the day on which the board issued the proposal. O. Reg. 115/16, s. 5.

(2) An expression of interest must be in writing, must be signed by a person authorized by the body to express interest on its behalf and must include,

- (a) the description of the property that was included in the proposal;
- (b) the name of the body expressing interest;
- (c) the name of any body that referred the proposal to the body expressing interest; and
- (d) the date of the expression of interest. O. Reg. 115/16, s. 5.

(3) A body referred to in subsection (1) may submit an offer to the board in response to the proposal,

- (a) along with its expression of interest; or
- (b) after submitting its expression of interest but before the expiration of 180 days after the day on which the board issued the proposal. O. Reg. 115/16, s. 5.

7. Except as otherwise provided in section 8, an offer under section 6 must be for sale, lease or other disposition of the property at fair market value. O. Reg. 444/98, s. 7; O. Reg. 415/05, s. 3.

8. (1) This section applies to an offer under section 6 for the lease of property on which there is a building, or part of a building, that is used or was last used for providing pupil accommodation if the body that issued the proposal and the body making the offer are both district school boards and if the purpose of leasing the building is to provide pupil accommodation. O. Reg. 115/16, s. 5.

36 Hazel Street, Waubaushene
Former Waubaushene E.S.





March 2, 2017

Ms. Alison Thomas, Clerk
The Corporation of the Township of Tay
450 Park Street, PO Box 100
Victoria Harbour, ON, L0K 2A0

VIA EMAIL ONLY: athomas@tay.on.ca

RE: DECISION ON PUPIL ACCOMMODATION REVIEW
Our Lady of Mercy Catholic School, 2586 Honey Harbour Road, Honey Harbour

Dear Ms. Thomas,

On October 5, 2016, the Simcoe Muskoka Catholic District School Board approved the initiation of a Modified Pupil Accommodation Review to include Our Lady of Mercy Catholic Elementary School in Honey Harbour and St. Antoine Daniel Catholic Elementary School in Victoria Harbour. The staff recommended option was to close Our Lady of Mercy and consolidate the current Our Lady of Mercy school area with St. Antoine Daniel Catholic School, in Victoria Harbour, and its school boundary area.

As per the Board's Pupil Accommodation Review (PAR) Policy (LE-14) and in keeping with the Ministry of Education's Pupil Accommodation Review Guidelines, a Public Meeting was held on November 28, 2016 at Our Lady of Mercy CES, to receive input from the community. A Final Staff report was presented to the Board on January 18, 2017 including the information received through the Public Meeting. An opportunity for delegations to the Board was provided at the February 8, 2017 Board Meeting. The Final Staff Report with Public Delegation Addendum was presented at the March 1, 2017 Board Meeting.

The Simcoe Muskoka Catholic District School Board wishes to advise you that at the regular Board meeting of March 1, 2017, the Board approved the following recommendations:

That the Board approve the closure of Our Lady of Mercy Catholic Elementary School, Honey Harbour, effective June 30, 2017.

That the students from Our Lady of Mercy Catholic Elementary School, Honey Harbour be directed into St. Antoine Daniel Catholic Elementary School in Victoria Harbour starting in September 2017.

Should you have any questions regarding this matter, please feel free to contact Mr. Ab Falconi, Superintendent of Schools at (705) 722-3555 ext. 272.

Yours truly,

Brian Beal,
Director of Education

Our Mission: Our inclusive Catholic learning community is dedicated to excellence.
We give witness to the teachings of Jesus Christ, as we journey in faith and learning, to develop
the God-given abilities of each person.



Simcoe County Federation of Agriculture

ADMINISTRATIVE CENTRE MIDHURST, ONT. L0L 1X0 (705) 726-9300 Ext. 1224

March 9, 2017

Warden Gerry Marshall
County of Simcoe
Administrative Centre
Midhurst, ON L9X 1N6

Dear Warden Marshall:

On behalf of the Simcoe County Federation of Agriculture, I wish to bring forward an urgent matter that will have serious financial implications for all the farmers in Simcoe County. That is the disproportionate increase in taxable farmland assessment and the incoming increase in farmland property tax burden that will take place without action from County Council.

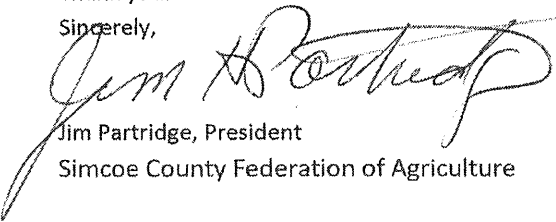
As you well know, the increase in a property owner's tax bill is determined by how much revenue municipalities need to meet their budget requirements and **how much their property has increased in assessed value relative to other properties**. In the recent province wide reassessment conducted by MPAC, the taxable assessment of farmland in Ontario has increased by an average of nearly 70%. In Simcoe County taxable assessment of farmland has increased by 58%, while residential assessments have only increased by 19%. If the farm tax ratio is unaltered for the 2017 tax year, there will be significant increase in the tax burden placed on farmers in Simcoe County.

Simcoe County Council has the authority to adjust the farm tax ratio to anywhere between 0% and 25% of the local residential tax rate. Simcoe County Federation of Agriculture respectfully requests to make a presentation to council when public meetings on the County budget take place.

We appreciate your consideration on this important matter that impacts all Simcoe County farmers and look forward to an opportunity to speak further on this important matter.

Thank you.

Sincerely,


Jim Partridge, President
Simcoe County Federation of Agriculture

CC: CAO Mark Aitken
Treasurer Lealand Sibbick
Municipalities of Simcoe County



March 15, 2017

Environment and Climate Change Canada
Public Inquiries Centre
7th floor, Fontaine Building
200 Sacré-Coeur Boulevard
Gatineau QC K1A 0H3

RECEIVED
MAR 20 2017

Dear Minister McKenna,

Re: Bill C-323 [An Act to Amend the Income Tax (Rehabilitation of Historic Property)].

The Council of the Township of Oro-Medonte, at its Council meeting held on March 8, 2017 passed the following motion with respect to the above-noted matter:

"Be it resolved that, per Motion No. HC170227-3 of the February 27, 2017 Heritage Committee meeting, the Township of Oro-Medonte send a letter supporting Bill C-323 [An Act to Amend the Income Tax (Rehabilitation of Historic Property)] to the Minister of Environment and Climate Change; MP, Barrie-Springwater-Oro-Medonte; MP, Simcoe North; MP York-Simcoe and other municipalities in Simcoe County under the Mayor's signature."

Sincerely,

Mayor H.S. Hughes
/mjb

cc: MP, Barrie-Springwater-Oro-Medonte;
MP, Simcoe North;
MP York-Simcoe;
Other municipalities in Simcoe County



HY

Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8
Tel: 416-325-1898
Fax: 416-325-1936
E-Mail: sylvia.jonesla@pc.ola.org

MAR 20 2017

March 9th, 2017

Mayor Scott Warnock and Council
Township of Tay
450 Park Street PO Box 100
Victoria Harbour, ON
L0K 2A0

A handwritten signature in black ink, appearing to be "SJ", written over the address line.

Dear Mayor Warnock and Council,

I am writing to you as the new Progressive Conservative Critic for Infrastructure. In my role as the critic for infrastructure, I will be looking to hold the provincial government to account on its announcements and plans for infrastructure projects across the province. Municipalities, like yours, are an important partner in helping define Ontario's infrastructure needs.

If you have concerns about the provincial government's approach to infrastructure, be it delays or red tape, I want to hear from you. Ensuring that the government is held to account is essential as it ensures that the government invests transparently and in the areas that Ontarians need. If you would like to meet with me to discuss these issues in person, please contact my office at sylvia.jonesqp@pc.ola.org or 416-325-1898.

Sincerely,

A handwritten signature in black ink, appearing to be "SJ", written over the name and title.

Sylvia Jones, MPP
Dufferin-Caledon
Deputy Leader of the PC Caucus
Progressive Conservative Critic for Infrastructure

**PUBLIC WORKS COMMITTEE
APRIL 12, 2017**

**COUNCIL CHAMBERS – VICTORIA HARBOUR
AGENDA**

1. CALL TO ORDER

2. REPORTS OF MUNICIPAL OFFICIALS

- 2.1 Report from Superintendent of Water/Wastewater Operations
Report No.: 2017-32
Re: April Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities
Report No.: 2017-33
Re: April Activity Report
- 2.3 Report from Manager of Roads & Fleet
Report No.: 2017-34
Re: April Activity Report
- 2.4 Report from Director of Public Works
Report No.: 2017-35
Re: April Activity Report
- 2.5 Report from Director of Public Works
Report No.: 2017-28
Re: Tay Community Rink – Ice Rental Fees
- 2.6 Report from Director of Public Works
Report No.: 2017-29
Re: Oakwood Outdoor Rink - Hard Surface Options
- 2.7 Report from Director of Public Works
Report No.: 2017-37
Re: Calvert Rink Lots Servicing
- 2.8 Report from Director of Public Works
Report No.: 2017-30
Re: Contract 2017-09, 3/4 Ton Pickup Truck
- 2.9 Report from Director of Public Works
Report No.: 2017-31
Re: Contract 2017-14, Watermain and Road Reconstruction

2.10 Report from Director of Public Works
Report No.: 2017-36
Re: RFP Results - Oakwood and Waubauskene Pier Park
Playgrounds

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:



STAFF REPORT

<u>Department/Function:</u>	Public Works Department
<u>Chair:</u>	Councilor Jim Crawford
<u>Meeting Date:</u>	April 12, 2017
<u>Report No:</u>	PW-2017-32
<u>Report Title:</u>	Monthly Activity Report Water/Wastewater Operations

ORIGIN

Superintendent of Water/Wastewater Operations for the period from March 1, 2017 to April 3, 2017.

TENDERED PROJECTS

- Water/wastewater operators have now been trained on all new equipment included in the Victoria Harbour Wastewater Treatment Plant upgrade. The 14 day trial run for the new headworks building and the control building were successful and the new equipment is now in full operation. As an example of the value of the new headworks building there has been approximately 40 cubic feet of debris removed from the wastewater influent stream since the building was put online. This debris would have otherwise gone into the process tanks and equipment downstream.
- The tender for the 2017 Watermain and Road Reconstruction Project including Simcoe Avenue, Assiniboia Street, and Alberta Street (a provisional item) has closed and the results from the five tenderers have been reviewed.

TREATMENT PLANTS

- The chemical storage upgrade for the Tay Area Water Treatment Plant is nearing completion. This upgrade eliminates safety concerns for water/wastewater operators handling heavy chemical filled barrels and reduces extra costs for smaller delivery shipments.
- The new highlift pump header for the Rope WTP has been prefabricated. Plans are being reviewed with the MOECC and the Health Unit for that installation and for the cleaning of the clearwell at the plant during the process.

DISTRIBUTION AND COLLECTION SYSTEMS

- The televising RFQ for Victoria Harbour under the inflow and infiltration program has been sent out.
- The tender for the refurbishment of the exterior of the Port McNicoll Standpipe is being reviewed for advertising. During this project the cathodic protection system for the standpipe will also need to be updated. This is part of repairs and maintenance for the water distribution system.
- Watermain flushing begins April 17th in Victoria Harbour.
- The seasonal water system will also be pressured up to ensure all repairs and maintenance is completed by the May long weekend.

ADVERSE DRINKING WATER SYSTEM ITEMS

- There were no adverse drinking water issues noted for this report period.

QMS PROGRESS REPORT

- Continued review of the elements of the Quality Management System is ongoing.
- The Quality Management System will soon include the wastewater treatment plants. Water/wastewater operators are in the process of reviewing the document put together by the in house Quality Management System Representative before that is implemented.

Prepared by:

Date Prepared: April 3, 2017

Raymond Knuff
Superintendent of Water/Wastewater Operations
Township of Tay



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-33

Report Title: Monthly Activity Report – Parks,
Recreation & Facilities

ORIGIN

Manager of Parks, Recreation & Facilities for the period from March 2, 2017 to April 5, 2017

RECREATION

Active Living Programs & Youth Programs

The winter program session came to a close on the week of March 13th. During the winter session, registration numbers were approximately 150 participants registered in 10 different programs.

T.O.T.S. Outdoor Soccer – Ages 3 to 13

The Township of Tay Soccer Program is gearing up for another successful season starting the week of July 3rd to the week of August 21st (8 wks.) at the St. Antoine Daniel School field. This non-competitive, fun league focuses on skill development and having fun. Registration fee includes a team jersey which players get to keep, team photo, medal & season end party.

Waubashene Recreation Committee

The Waubashene Recreation Committee has been open and operational for six years now, and held a celebration to mark the occasion at the portable in Bridgeview Park on April 4th, 2017. This group of hard working volunteers has put countless hours into ensuring that the children of Waubashene have a place to go and get involved in activities every Tuesday and Friday evening from 6pm-8pm at Bridgeview Park. Congratulations to the group on their six year anniversary.

Volunteer Appreciation Event

Plans are underway to host another Volunteer Appreciation event on April 8th in order to give thanks to all of the volunteers in Tay Township who have given their time in order to help the community in one way or another. Volunteers are a vital part of Tay Township, and many community events and activities would not take place without their support.

Tay Townships Volunteer Appreciation luncheon will be held on **Saturday April 8th from 11:00am – 1:00pm at Oakwood Community Centre**. There will be a brief appreciation presentation at 11:15am. Lunch will follow.

Canada Day Celebrations

The Canada Day Committee is well on their way to firming up plans for the annual Canada Day Celebration that will take place in Victoria Harbour on June 23rd/24th. The event will take place again this year at the Oakwood Community Centre/Outdoor rink. Local community groups will again be involved in helping host various events/meals over the course of the weekend and plans are in place to have stage entertainment both evenings. Friday night will feature the ever popular Hotel California and Saturday evening will showcase a Garth Brooks & Shania Tribute Band. The ever popular parade will be back again on Saturday morning with the afternoon filled with various family activities. Further details regarding the various other events and entertainment will be made available once they are confirmed.

Check out their new website at www.taycanadaday.ca

Portarama

Plans are coming together quickly for the annual Portarama event that will take place May 19th – 21st at various locations throughout the community. For a full event listing please check out their new website at <http://www.portarama.info>

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

April 7, May 19, June 16

PARKS

Oakwood and Waubaushene Pier Park Playground RFP

Staff completed the Request for Proposal document for the new playgrounds that are being proposed at Oakwood and Waubaushene Pier Park. The document was uploaded to biddingo and the Township website for potential bidders to access. The closing date for proposals was March 24th. Staff plan to review the proposals and bring a recommendation to Council at the April 12th COAC meeting.

Trails Connecting Communities Program Grant – County of Simcoe

A grant application was submitted to the program for asphalt surfacing upgrades to the Tay Shore Trail. These asphalt upgrades will help to rectify some of the areas in which crack sealing was completed in 2012. The asphalt upgrades will be completed in 50 to 100 metre sections. Staff has been in touch with the County to ensure the application was received, and should hear back about the status of the application in the coming weeks.

FACILITIES

Tay Community Rink Operations

Tay Community Rink concluded winter ice operations on Tuesday March 21st. By all accounts it was another great winter ice season at the facility with steady turnouts of users for both free public times and private bookings. It was the most successful year to date as far as private bookings are concerned.

Private bookings in March 2017: 24

Private bookings in March 2016: 11

Private bookings in March 2015: 19

Total bookings 2016/2017 season: 187

Total Bookings 2015/2016 season: 94

Total Bookings 2014/2015 season: 110

Water Refill Station

As part of the 2017 capital budget plans a new water refill station was installed at the Township Municipal building.

Port McNicoll Wastewater Treatment Plant

Decommissioned and removed all existing exhaust and return pipes running into treatment/process area of water plant and replaced with new exhaust and return air pipes from the roof furnace and hot water tank. Each pipe was a 60 foot run to the exterior of building. All pipes has been hung and installed according to code (natural gas and propane installation code book).

Energy Retrofit – Roads/Parks Garage

Completed all data needed for Township Municipal truck bay lighting retrofit. Working on receiving quotes for the LED lighting work and will begin with the project shortly thereafter.

Port McNicoll Fire Hall

All light in the truck bay have been changed out from fluorescent to LED.

Date Prepared: April 5, 2017

Prepared By:

Bryan Anderson
Manager of Parks, Recreation & Facilities

Dates to remember:

April 8th – Volunteer Appreciation Event

May 18th – 21st - Portarama Reloaded

June 3rd – Tay Blooms Plant Exchange & Mulch Day

June 15th – Tay Blooms Bus Trip to Plant Paradise Country Gardens

June 17th - Tay Bike Day & Booster Station Mural unveiling

June 23rd & 24th – Canada Day Celebrations

August 4th – 6th – Port McNicoll 100th Anniversary Celebrations

November 26th – Santa Claus Parade

December 3rd – Township Tree Lighting Event



STAFF REPORT

Department/Function: Public Works Department

Chair: Councilor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-34

Subject: Monthly Activity Report – Roads & Fleet

ORIGIN

Manager of Roads and Fleet from March 2, 2017 to April 5, 2017.

OPERATIONS

Staff has been completing service requests and cold patching. The grader has been scarifying gravel roads to remove potholes and to help dry the road during the thawing period.

WINTER CONTROL

The Township responded to six winter events. Winter night patrolling is scheduled to end on April 30, 2017.

RESTRICTED LOAD PERIOD

The Township roads that are not exempted under the restricted load period by-law are currently under a load limit of 5,000kg per axle. Staff has installed the signs where necessary. A request for selective enforcement has been made to the Ministry of Transportation for areas within the Township where trucking activities have been noticed.

PORT MCNICOLL ROAD AND WATERMAIN IMPROVEMENTS

This tender has closed and the review completed. A separate report is being brought to the April 12, 2017 Committee of All Council.

ROADSIDE BRUSHING

Staff has been steadily brushing the roadside in areas where there are trees encroaching on the travelled portion of road or large tree limbs overhanging the road.

VEHICLE TENDERS

I have been organizing the specifications for new sidewalk machine and rubber tire backhoe.

DEVELOPMENT/BUILDING APPLICATION

Attended site meetings with the Director of Public Works to review the compliance with the approved design and list the deficiencies. I have been reviewing lot grading designs and completing pre-inspections of the municipal infrastructure at the building sites.

FLEET

- All vehicles are receiving their monthly servicing.
- Unit 0749, the Vacuum truck, received a certification which is the last step before being licensed as a commercial vehicle.
- Unit 0616, a tandem plough truck is being examined for a shifting issue in high range. The cause is not known at this time.

UPCOMING WORK FOR MARCH

- Winter control
- Complete service requests
- Cold patching
- Scarifying gravel roads
- Begin cleanup of winter sand
- Begin restoration and repair to property damaged during winter control
- Vehicle and equipment tenders

Prepared By:

Date Prepared: April 5, 2017

Bryan Ritchie
Manager of Roads and Fleet



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-35

Report Title: Monthly Activity Report
Public Works Department

ORIGIN

Director of Public Works for the period from March 3 to April 3, 2017.

ROADS/PARKS

- Bridge projects review: south Rosemount Road cost/benefit, trail at Hogg River work plan and trail at Wye River Trail (needs a field review)
- Good Roads Conference review with managers
- Road Needs Study kick-off meeting
- Meeting and discussion on Oakwood Rink surface
- Specialty Sands – fill permit and issues
- Paterson Park picnic shelter review and discussion

WATER/WASTEWATER OPERATIONS

- Victoria Harbour WWTP Construction – construction meetings and review
- Grandview Beach and Paradise Point: follow-up to report on connection issues, preparation for Public Information Centre (April 22), water system design review meeting
- Response to citizen water/wastewater enquiry
- Calvert Rink lots servicing review and report

DEVELOPMENT

- Met with builder on John St., Lumber Rd., and Victoria Glen
- Victoria Woods phase 3 site meeting
- 7 Moore Ave property sale responses
- Brown's Line property sale discussion

GENERAL

- Strategic Plan Review – preparation and meeting
- Waubauskene mural – drawing review and site visit
- Health and Safety Committee inspections
- WHMIS (Workplace Hazardous Materials Information System) training

MEETINGS

- Public Works managers' meetings
- Department Heads' meetings
- COAC
- Council
- Health and Safety Committee meeting

Prepared By:

Date Prepared: April 3, 2017

Peter Dance
Director of Public Works



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-28

Report Title: Tay Community Rink – Ice Rental Fees

RECOMMENDATION:

That Staff Report No. PW-2017-28 regarding the Tay Community Rink Ice Rental Fees be received;

And that ice rental rates at the Tay Community Rink increase to \$105+HST per hour in for the 2017/2018 season and to \$110+HST per hour starting in November 2018;

And that the Township's User Fees and Service Charges be amended to include the revised winter ice rental rates outlined in this report.

INTRODUCTION/BACKGROUND:

The Tay Community Rink opened for its first full season of operation in November of 2012. At that time, the ice rental rates were set at \$100+ HST. At the March 2017 Committee of All Council meeting, Council instructed staff to review the ice rental rate as there had been no change in rental fees since 2012.

ANALYSIS:

Upon further review of ice rental rates from surrounding municipalities it shows that rental rates in the area are quite a bit higher then what we currently charge. It is believed that there would still be room for the Township to adjust rental rates and still be affordable for Minor Sport and

Adult groups. Below is a table with ice rental costs from surrounding municipalities.

MUNICIPALITY	ADULT	MINOR
PENETANGUISHENE	\$159.67	\$111.77
TOWNSHIP OF SEVERN	\$145.33	\$103.81
MIDLAND	\$169.37	\$138.37
ORO MEDONTE	\$192.00	\$148.00
SPRINGWATER	\$205.57	\$159.27
WASAGA BEACH	\$132.49	\$111.50
CLEARVIEW	\$175.00	\$136.00

The Tay Community Rink would be considered a hybrid facility (indoor/outdoor) from the indoor arena rates above and therefore it only makes sense that our ice rental rates be slightly lower than the surrounding municipalities.

In order to maximize the potential for revenue at the Tay Community Rink it is proposed that private ice rental rates be increased to \$105+HST for the 2017/2018 season (November 2017 to March 2018) and then to \$110+HST from November 2018 and beyond.

FINANCIAL/BUDGET IMPACT:

The financial impact on increasing the private ice rental rates is hard to determine as it is difficult to project private ice rentals from year to year, however, projections will be made from rentals in the 2016/2017 season.

Private rentals received for December (2016), January and February (2017) totaled 163.

163 rentals X \$100/per hour = \$16,300 (before tax)

163 rentals X \$105/per hour = \$17,115 (before tax)

163 rentals X \$110/per hour = \$17,930 (before tax)

CONCLUSION:

The Tay Community Rink is coming off its best operating season to date and the time has come to review rental rates for the facility. The new proposed rentals rates will be implemented over the course of a two year period and will help to optimize potential revenues for the facility while not being a large burden on potential rental groups.

Prepared By: Bryan Anderson, Manager of Parks, Recreation & Facilities

Recommended by:

Date: March 21, 2017

Peter Dance, P. Eng.
Director of Public Works

Reviewed By;

Date: March 27, 2017

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



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-29

Report Title: Oakwood Outdoor Rink – Hard Surface Options

RECOMMENDATION:

That Staff Report No. PW-2017-29 regarding the Oakwood Outdoor Rink hard surfacing options be received;

And that staff pursue Option 3 as outlined in this report.

INTRODUCTION/BACKGROUND:

At the August 10, 2016 Committee of All Council meeting, Council received a letter from the Canada Day Committee requesting that some type of hard surface be put in place at the Oakwood Outdoor Rink site for the 2017 Canada Day Celebrations. The main focus of the letter revolved around getting the inside of the rink area to be 'dust-free' so that event participants do not leave the event with their clothing full of dirt and dust. Council directed staff to provide surface option cost estimates to the October 5th, 2016 Special General Government Committee Meeting for the Long Term Plan. At the Long Term Plan meeting several options were detailed to Council including: arena board's refurbishment (\$94,000), concrete (\$70,000+), and asphalt (\$20,500). There was a lot of discussion and various ideas about what the 'hard surface' could look like. Staff were instructed to include \$20,000 in the 2017 budget and report back in early 2017 with options.

ANALYSIS:

After careful review of the potential options that would keep within the proposed budget of \$20,000, staff have been able to narrow it down to three options.

Option 1

Asphalt - \$20,500

This option would be comprised of a 2" (50mm) pad. There would be minimal base preparation other than removing the grass and weeds, adding some granular A and re-grading and packing. There would be a small component of staff time in preparing the surface for asphalt.

Option 2

Cement/granular mixture - \$5,000-\$15,000

This option would be comprised of granular A being spread throughout the rink surface area. It would be packed and then sprinkled with cement powder and watered. It would then be leveled and packed. This process could be quite labour intensive for staff. If the weather is not cooperating the weekend of the event (rain) this option has the potential to turn messy.

Option 3

Subfloor rental for weekend of event - \$6000 + HST

The company that supplies the tent for the event also rents subfloor that can be used to cover unwanted surfaces (grass, dirt, etc.). The subfloor is rented for \$1.25/sq ft. In speaking with the Canada Day Committee they would be more than pleased with a 60ft X 80ft floor (4800 sq ft). The cost would be \$6000 + HST. The floor would be installed by the company, and removed after the event is complete. There would be no staff time involved in the placement or removal of the subfloor.

**It is noted that staff did investigate a rubberized surface for the site, much like you see at various ball hockey venues, however the estimate came back at a cost of \$39,600 + HST. The quote did not include any site work that would need to be completed beforehand (rubberized tiles need to be installed underneath the boards in order to be able to contract and expand without obstruction).*

During discussions about a permanent hard surface at this location it has been noted that there is a clay base currently underneath the dirt/stone surface at the site. If a permanent hard surface (asphalt or concrete) is preferred for this site it would be best if the clay base was removed, which could take a considerable amount of work, time and money.

FINANCIAL/BUDGET IMPACT:

The budget set aside for this project is \$20,000. Option 1 would come in a little above budget, while Options 2 and 3 would be well within the budget.

CONCLUSION:

In the essence of time and the fact that a dust free surface has been agreed to for the Canada Day events in 2017, staff feel that Option 3 would be best suited for the current situation. It provides the Canada Day event a dust free venue and allows for more discussion and thought to be put into whether or not a permanent hard surface is needed at this facility.

Prepared By: Bryan Anderson, Manager of Parks, Recreation & Facilities

Recommended by:

Date: March 28, 2017

Peter Dance, P. Eng.
Director of Public Works

Reviewed By;

Date: March 28, 2017

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



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No: PW-2017-37

Report Title: Calvert Rink Lots Servicing

RECOMMENDATION:

That report PW-2017-37 regarding servicing of the Calvert Street rink lots be received;

And that staff proceed with water, sanitary sewer and hydro servicing at a cost of approximately \$60,000;

And that the cost of this work be funded from the sale of the lots and/or contingency reserves depending on the timing of lot sales;

And that the CAO be authorized to approve contract award as an exemption to the standard purchasing authority limit of \$25,000.

INTRODUCTION/BACKGROUND:

Prior to the construction of the Tay Community Rink, the Township maintained an outdoor skating rink on the north side of Calvert St just to the east of the Ninth Avenue right-of-way. That land is now surplus to the needs of the Township and has been offered for sale as five lots, with the asking price of \$39,900 each. They are approximately 17 metres by 35 metres. The eastern most lot has a 4 metre drainage easement along its eastern limit.

This report provides a status of the servicing for these lots and estimated costs and timing for upgrades.

ANALYSIS:

A sketch is provided below to illustrate the lots in question. It is noted that the former rink building (green roof) has been removed.



Roadway

This section of Calvert is a paved two-lane, local road. Calvert Street also provides access to the Tay Community Rink. The asphalt width at the westerly three lots is very wide (15 to 18 m). At the time of a future repaving the asphalt would be returned to a more conventional width. At the east end of the area the asphalt is replaced in 2013 as part of the road and watermain project. Prior to work on other servicing we should cut the road edge to a more reasonable width and remove the extra asphalt.

Stormwater Drainage

The area stormwater drains to low point at the eastern edge of the Township holdings. There is a significant ditch that runs along the eastern portion of the easternmost lot. The water then flows westerly along the lane behind these properties. No changes are anticipated to the area stormwater drainage. However, we plan to remove some trees that are leaning or blocking the ditch prior to the closing date for property sales.

Water

150 mm PVC watermain is in place across the entire frontage of the lots. The watermain is on the north side of the right-of-way. A new water service to property line is in place for #538 (location of the former rink building). Water services need to be constructed for the other four lots. This could be completed in six to eight weeks.

Sanitary Sewer

Sanitary sewer laterals are installed to property line for the eastern two lots (#536 and #538). These are connected to the 200 mm sanitary sewer. The remaining three lots do not have sanitary sewage laterals installed. To service the Snack Shack for the ball diamonds at Talbot Park a 150 mm sanitary sewer was installed from just west of the Ninth Avenue right-of-way across to the manhole at #538. The Tay Community Rink was subsequently constructed and is also serviced by that sewer. The sewage is pumped from a chamber just behind the Snack Shack to the manhole just west of the Ninth Avenue right-of-way.

While the sewer is smaller than what is normally installed in the road allowance, it is certainly capable of handling the flow from three residential properties. Three sanitary sewer laterals will need to be constructed. This could be completed in six to eight weeks. It is noted that the sewer is approximately 2.1 m deep across the front of the these three lots. This is sufficient for building servicing.

Hydro

There is primary hydro service along the south side of the road in this area. To be considered serviced, hydro should be provided to the property lines (secondary). This would be best done by installing a pole and a pad mount transformer at the west end of the properties and providing underground services to the lots from there. The design and installation time would likely be six to eight weeks.

Natural Gas

There is a gas pipe on Calvert approaching these lots. At present it may be possible to provide service to the easterly two lots. The design and construction process for completion of natural gas service across the remaining frontage would take six to eight months.

Bell and Rogers

The communications servicing has not been considered for this report.

FINANCIAL/BUDGET IMPACT:

Cost estimates have been provided below. These are all estimates based on past experience. They are not based on actual tendered costs or detailed material and labour estimates.

Service	Cost
Road – excess asphalt removal	\$3,000
Water – four services	\$10,000
Sanitary – three laterals	\$25,500
Hydro – transformer and secondary	\$20,000
Total – Base Servicing	\$58,500
Gas	\$25,000
Total – Base + Gas	\$83,500

From the above, basic servicing could be achieved for about \$60,000. This is less than the asking sale value of \$199,500. In addition, once held privately the related assessment would generate tax revenue.

CONCLUSION:

The report reviews then costs and timing for installation of basic servicing for the Township's Calvert Street rink lots. It is recommended that staff proceed with the basic serving.

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

Recommended by: Date: April 4, 2017

Peter Dance
Director of Public Works

Reviewed by: Date: April 4, 2017

Robert Lamb
Chief Administrative Officer



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-30

Report Title: Contract 2017-09, $\frac{3}{4}$ Ton Pickup Truck

RECOMMENDATION:

That Staff Report No. PW-2017-30 regarding the purchase of one, 2017, two wheel drive $\frac{3}{4}$ ton pickup truck, Contract 2017-09 be received;

And that the bid from Tom Smith Chevrolet Buick GMC in the amount of \$28,603.41 before HST to supply one, 2017, two wheel drive $\frac{3}{4}$ ton pickup truck be accepted;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Tom Smith Chevrolet Buick GMC.

INTRODUCTION/BACKGROUND:

The 2017 Capital Budget for the Roads/Parks Division included funding for a new 2017 two wheel drive three quarter ton pickup truck to replace an existing vehicle which has high kilometers and is showing signs of wear. Included in this contract was a condition to accept the existing truck as a trade and that the value of the trade be subtracted from the price of the new vehicle.

To be efficient, this tender included the light SUV for the Planning and Development Department. The tender allowed for the award of each vehicle to be separate depending on price and compliance with specifications. The Planning and Development Department will report separately on that vehicle.

The tender was advertised on Biddingo and the Township website. The tender closed on March 24, 2017 at 2:00 p.m. At that time there were eight bids received. The tender were opened by the CAO, Director of Public Works, Administrative Assistant for the Roads and Parks Operations and the Manager of Roads and Fleet.

ANALYSIS:

The list of bidders and their price including the trade-in is as follows:

- Tom Smith Chevrolet \$28, 603.41
- Bourgeois Motors Ford \$29,698.00
- Jim Wilson Chevrolet \$31,005.00
- Blue Mountain Chrysler \$44,490.36

The proposals were evaluated on specific criteria:

- a) Proposal Price quoted for the Deliverables;
- b) Compliance with the Proposal Specifications;
- c) Additional technical features, not specified in this proposal, appropriate to the Township's operations.

Other than minor noncompliances with the specifications all the vehicles that were bid will meet the Township needs. All bids were examined for arithmetic errors and proper documentation, no issues were identified.

The low bid from Tom Smith Chevrolet is acceptable and the vehicle will meet the Township requirements.

This truck will be used for building and park maintenance. The truck will include an electric liftgate to hoist snowblowers, garbage cans and tables up onto the bed of the truck box. Once the truck has been delivered the Township will have a storage compartment installed to store tools and cleaning supplies.

As mentioned, the existing truck will be disposed of through a trade-in with successful bidder.

FINANCIAL/BUDGET IMPACT:

The Roads/Parks Division has \$45,000 for the purchase of a new vehicle in the 2017 Capital budget.

The bid price from Tom Smith Chevrolet of \$28,603.41 is before Net H.S.T and includes the trade-in value of \$5,500

There is an additional cost to install the storage compartment of \$2,000.

The table below shows the cost of the vehicle:

Item	Price
Tom Smith's price	\$28,603.41
Net HST of 1.76%	\$503.42
Additional Costs	\$2,000.00
Total Vehicle Cost	\$31,106.83
Budget	\$45,000

CONCLUSION:

The Township completed a competitive bid process for the purchase of a new pickup truck by issuing a Request for Tenders. The new vehicle is replacing an older existing truck. All vehicles the bid had minor noncompliances with the technical specifications but will not have an impact on the operational purpose of the vehicle. It is recommended that the contract be awarded to Tom Smith Chevrolet Buick GMC.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended by: Date:

Peter Dance, P. Eng.
Director of Public Works

Reviewed By; Date:

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



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-31

Report Title: Contract 2017-14, Watermain and Road Reconstruction

RECOMMENDATION:

That Staff Report No. PW-2017-31 regarding Watermain and Road Reconstruction, Contract 2017-14 be received;

And that Contract 2017-14 including the provisional items, Option 1, be awarded to S. Charlebois Haulage for the total price of \$2,167,698.55 plus HST;

And that the Contract Administration and Site Supervision be awarded to Gerrits Engineering for a total price of \$120,000 plus HST;

And that the roads portion of the current project budget be increased by \$51,000 as reflected in the 2017 final budget;

And that staff be directed to prepare the by-laws authorizing the execution of the contracts between the Township of Tay and Gerrits Engineering and S. Charlebois Haulage.

INTRODUCTION/BACKGROUND:

The Township has been working on an every other year combined road and watermain replacement project since 2007 in the Port McNicoll area. The areas selected for construction are based on water distribution issues and poor drivability. The reason the road and watermain projects are combined and every other year is to eliminate the possibility of new roads being dug

up for the installation of new watermain and also to increase the quantity of work for better pricing.

The 2016 Capital Budget included road and water design for:

- Simcoe Avenue, from Talbot Street to Alberta Street
- Assiniboia Street, from Fourth Avenue to First Avenue
- Alberta Street, from Simcoe Avenue to Barnes Avenue

Since the estimates were higher than the available funds at the time of the 2017 budget discussion, Alberta Street was included as a provisional item.

These roads are for the most part a rural or semi-rural design. Once the construction is completed Simcoe Avenue and Assiniboia Street will be an urban design, which means concrete curb and gutter, storm sewer and sidewalk. Alberta Street will remain a rural design. Moving this section to an urban design had grading challenges that would have had a larger impact on the budget. There will be a new sidewalk constructed on the south side of Assiniboia Street; this will close the loop between the First Avenue path and the new sidewalk on Fourth Avenue. The sidewalk on Simcoe Avenue will be inspected and only section in poor condition will be replaced.

The tender was advertised on Biddingo and the Township website. The tender closed on March 24, 2017 at 2:00 pm. At that time there were five bids received. The bids were opened by the C.A.O., Director of Public Works, Administrative Assistant for the Roads/Parks Operations and the Manager of Roads and Fleet.

ANALYSIS:

The bidders and their corrected bid prices excluding HST are as follows:

- | | |
|-------------------------|----------------|
| • S. Charlebois Haulage | \$2,167,698.55 |
| • CCH Excavating | \$2,353,914.75 |
| • Arnott Construction | \$2,705,000.00 |
| • Fowler Construction | \$2,906,579.03 |
| • Pennorth Group | \$2,897,348.44 |

Gerrits Engineering examined all bids in detail for proper documentation and pricing for arithmetical errors. Some bids included prices that were to be left blank in the provisional item section of the tender. Gerrits subtracted those amounts from the submitted bid price and the corrected price above is the proper bid amount. CCH Excavating had calculation errors in their submitted bid price. The proper amount is shown above. All bids had the proper documentation.

S. Charlebois Haulage, the low bidder, was awarded the project on Pine Street in 2016. Although they completed the work and Township staff is generally satisfied with the quality of workmanship, Township staff has some concerns. Staff felt that they lacked the proper amount of equipment to expeditiously complete the work within the schedule, as an example, road closures during the road excavation took longer than scheduled because there was a lack of adequate trucks hauling granular. The Pine Street project started about a month ahead of schedule and the contractor struggled to complete it by the substantial completion date of June 30, 2016. There was also a concern with submitting proper traffic control plans in advance of the road closures. The contractor had to be continually coached on keeping the site left in a passable condition at the end of each day along with controlling the dust. Township staff will address these concerns prior to construction. However, for all of these reasons staff expects there to be additional costs for the site supervision and contract administration. Spending a bit more on the supervision part of this project is better value for the Township than awarding this work to the second or third lowest bidder.

When Gerrits Engineering was awarded the design work for this project they provided costing and unit rates for contract administration and site supervision, as it was required in the RFP. They had lowest rate than any other consultant which was one factor of them having the sharpest price. Since Gerrits Engineering completed the design work for this project, it is most logical choice for them to complete the project management and site supervision as they are the most familiar with the project. Their duties will include, monitoring the contractors progress and compliance with specification, prepare and issue progress payment certificates and complete the record drawings for future use by the Township.

Completing this work will address the deteriorating watermain, improve surface drainage and repair the road structure.

FINANCIAL/BUDGET IMPACT:

In this section the road and water costing are addressed separately.

The 2017 Preliminary Capital Roads Budget for this project is \$1,633,116, that figure is the combined amount for each road section listed in the year's project.

A portion of the new storm sewer has been funded from the Clean Water and Waste Water Fund (CWWF). Funding announcements for the CWWF have not yet been released, however, given that the fund is allocation based, staff are confident that this project will be accepted under this round of funding.

The table below provides the projected costs for the roads portion including Alberta Street:

S. Charlebois price for road work	\$1,524,515.54
Contract Admin and Site supervision, roads portion	\$72,100.00
Net HST of 1.76%	\$28,100.43
Sub total	\$1,624,715.98
Contingency allowance	\$59,000
Anticipated project cost, roads portion	\$1,683,715.98

The difference between the budget and anticipated project cost for the roads portion is \$50,599.98. Funding sources will be required to complete all roads sections.

The 2017 Preliminary Capital Water Budget for this project is \$964,616. That figure is the combined amount for each road section listed in the year's project.

The table below provides the projected costs for the water portion including Alberta Street:

S. Charlebois price for watermain work	\$643,183.01
Contract Admin and Site supervision, water portion	\$47,900.00
Net HST of 1.76%	\$12,163.06
Sub total	\$703,246.07
Contingency allowance	\$41,000.00
Anticipated project cost, water portion	\$744,246.07

The water portion of the project is within the 2017 Capital budget. No other funding sources are required.

Since the roads portion is over the 2017 Capital Budget, staff is providing two options for Council to Consider:

Option 1, Complete Simcoe Avenue, Assiniboia Street and Provisional Item Alberta Street

Alberta Street was listed as a provisional item due to a shortage in funds during the 2017 budget discussions. However, since the tender closed and the Township received better than expected pricing the difference of \$50,599.98 can be funded from the Future Capital Reserve and the CWWF. This is the preferred option because Alberta Street is in poor condition and with the work being done on Simcoe Avenue makes this a great opportunity to improve Alberta Street and take advantage of the savings by sharing mobilization site preparation costs with the other road sections. Also, the watermain on Alberta Street between Seventh Avenue and Simcoe Avenue is being increase to a 250mm pipe from a 150mm pipe to provide an alternate route to the standpipe in case of a failure on the primary supply.

Option 2, Complete Simcoe Avenue and Assiniboia

This option would mean eliminating Alberta Street. The price for the entire Alberta Street, including watermain and road reconstruction is \$223,752.25. Excluding Alberta Street would bring the cost of the project well within cost. This is not recommended by staff because of the poor condition of the watermain and road.

CONCLUSION:

It is recommended that Council accept the low bid from S. Charlebois Haulage for the construction and that Gerrits Engineering be approved to complete the contract administration and site supervision. Staff is satisfied that S. Charlebois Haulage can complete the work and will review our concerns with the contractor prior to the work commencing. It is also recommended Council approve all the provisional items. Completing this work will improve water delivery, manage stormwater more effectively and improve the drivability of the roads. Staff will prepare the by-laws to authorize execution of the contract documents.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended by: Date:

Peter Dance, P. Eng.
Director of Public Works

Reviewed By: Date:

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

Attached - Tender Analysis – 2017 Watermain and Road Reconstruction
Project Contract 2017-14



GERRITS ENGINEERING

LIMITED

March 31st, 2017

File: 560-003-16

Attention: Bryan Ritchie

The Corporation of the Township of Tay
450 Park Street
Tay Township, ON
L0K 2A0

Re: Tender Analysis - 2017 Watermain and Road Reconstruction Project
Contract: 2017-14

1. TENDER INVITATION

On March 3rd, 2017 Tender documents were made available for downloading through the Bidding website:

The following contractors downloaded a full set of Tender Documents:

B&J Contracting
Battano Construction
C.C. Tatham & Associates
Coco Paving Inc.
K.J. Beamish Construction
Duivenvoorden Haulage
Fowler Construction
Seely and Arnill Construction
Georgian Paving Ltd.

J.B. Enterprises Ltd.
Maacon Construction
North Rock Group Ltd.
Pennorth Group Ltd.
Primrose Contracting Inc.
S Charlebois Haulage
Terranean Construction Inc.
Skyview Group
CCH Excavating

2. TENDERS RECEIVED

On March 24th, 2017 at 2:00 p.m. tenders were received by the following contractors:

Fowler Construction
Arnott Construction
Pennorth Group Ltd.
S.Charlebois Haulage
CCH Excavating



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A public tender opening was held in the Township of Tay Council Chambers, by The Corporation of the Township of Tay on March 24th, 2017.

3. TENDER ASSESSMENT

The Tender documents were checked for completeness as well as reviewed for arithmetic errors, additions, omissions and revisions and any qualifications submitted with each bid.

3.1. ARITHMETIC ERRORS

Arithmetic errors include incorrect quantity numbers, extension miscalculations or addition miscalculations.

CCH Excavating made the following errors in their calculations:

- Item C.1.1 is \$13,955 – should be \$17,955
- Item E.1.7 - \$1,300.00/m is changed to \$13.00/m
- Item F.3.9 is \$1,900 – should be \$3,800

There were no other arithmetic errors made by any of the remaining tenderers in the submission of their bid prices.

In the Tender Analysis sheet attached, 'corrections' have been applied to the above noted items for the respective contractors. It is our opinion that the scope of work contained in the tender items listed above should not be completed at the unit rates provided in the tenders. As such, the 'corrected' total better represents the total value of work to be completed by the successful tenderer. We recommend that these items be reconciled with the successful tenderer prior to execution of the contract.

3.2. ADDITIONS, OMISSIONS AND REVISIONS

As per Addendum #01, Provisional Item F.4.8 found on the Schedule of Unit prices for the assumed length of repair of sidewalk on Simcoe Ave. was to be left blank. A detailed inspection will take place after construction works have been completed in order to properly determine the repair requirements. The following revisions have been made to the contractor bids:

- S.Charlebois – deduct \$11,000.00
- CCH Excavating – deduct \$12,000.00
- Arnott Construction – deduct \$12,000.00
- Pennorth Group Ltd – deduct \$,19,427.00



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Provisional Item F.3.5 in the Schedule of Unit Prices shows a total of five (5) fire hydrants on Alberta Street – there are only two (2). The following revisions have been made to the contractor bids:

- S.Charlebois – deduct \$17,400.00
- CCH Excavating – deduct \$14,700.00
- Arnott Construction – deduct \$21,000.00
- Fowler Construction – deduct \$26,588.01
- Pennorth Group Ltd – deduct \$18,957.33

3.3. QUALIFICATIONS

Tenderers submitting bids did not make any amendments to the tender documents submitted by along with the Form of Tender.

4. TENDER RANK

Based on the Tender Assessment S.Charlebois Haulage was the overall low bidder in all cases. Table 1 has summarized the submitted values.

Table 1: Tender Comparison Summary

Tenderer	Submitted Bid	Rank (% Diff.)	'Corrected' Bid	Rank (% Diff.)
S.Charlebois Haulage	\$2,196,098.55	1. (- %)	\$2,167,698.55	1. (- %)
CCH Excavating	\$2,380,614.75	2. (7.8%)	\$2,353,914.75	2. (7.9 %)
Arnott Construction	\$2,738,000.00	3. (19.8%)	\$2,705,000.00	3. (19.9%)
Fowler Construction	\$2,933,167.04	4. (25.1%)	\$2,906,579.03	5. (25.4%)
Pennorth Group	\$2,935,732.77	5. (25.2%)	\$2,897,348.44	4. (25.2%)



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5. CONTINGENCY ITEM ASSESSMENT

All tenderers provided hourly and unit rates for machinery and manpower, as well as unit rates for materials as requested in the form of tender. All contractors have provided a 20% discount from the OPSS 127 rates. No additional contingency items were provided in the Schedule of Unit Prices for pricing by the bidders, as such no analysis of prices will take place.

6. SUBMISSION OF REQUIRED DOCUMENTS

Tender Submission documentation to be included was the following:

- Page 2-1 to 2-2 – Compliance Checklist
- Page 2-3 to 2-4 – Tender Form
- Page 2-5 to 2-11 – Extra Work/Contingency Items and Schedule of Unit Prices
- Page 2-12 to 2-13 – Statutory Declaration
- Page 2-14 to 2-19 – Qualifications, Sub-Contractors, Experience & References
- Page 2-20 – Agreement to Bond Form
- Page 2-21 – Bid Security Form
- Addendum #1

All Tenderers with the exception of CCH Excavating were complete. CCH Excavating did not complete the Statutory Declaration found on page 2-12 of the form of Tender.

7. SUB-CONTRACTOR ASSESSMENT

All of the Sub-Contractors mentioned above have the experience and equipment to carry out the works prescribed in the Tender in a satisfactory manner.

8. TENDERERS EXPERIENCE

All of the tenderers submitting bids have the experience and equipment required to carry out the work within the timeline provided in Part 1 – Instructions to Bidders and in a satisfactory manner.



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LIMITED

9. RECOMMENDATION

As noted earlier, we recommend that the items previously identified in Section 3 be reconciled with the successful tenderer prior to execution of the contract. Utilizing the 'corrected' bid prices and based on our analysis of the submitted bids, it is recommended that the contract be awarded to **S.Charlebois Haulage** for the 2017 Watermain and Road Reconstruction Project for the value of approximately **\$2,167,698.55**, not including HST.

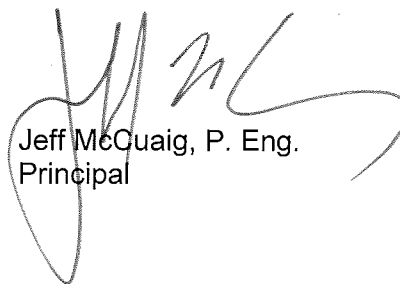
Should you find the above recommendations to be satisfactory, please advise the undersigned and we shall contact the Contractor and prepare Contract Documents for signing. If you any questions or concerns in this regard, please do not hesitate to contact the undersigned.

All of which is respectfully submitted,

Gerrits Engineering Ltd.



Peter Derro, EIT
Contract Administrator



Jeff McCuaig, P. Eng.
Principal



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: April 12, 2017

Report No.: PW-2017-36

Report Title: RFP Results – Oakwood and
Waubashene Pier Park Playgrounds

RECOMMENDATION:

That Staff Report No. PW-2017-36 regarding the RFP results for the Oakwood and Waubashene Pier Park Playgrounds be received;

And that the quotation submitted by Openspace Solutions Inc. in the amount of \$29,963.04 plus HST for the Oakwood Park Playground as part of RFP contract 2017-08 - Design, Supply and Installation of Playground Equipment at Oakwood and Waubashene Pier Park be accepted;

And that the quotation submitted by Openspace Solutions Inc. in the amount of \$9,947.79 plus HST for the Waubashene Pier Park Playground as part of RFP contract 2017-08 - Design, Supply and Installation of Playground Equipment at Oakwood and Waubashene Pier Park be accepted;

And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Openspace Solutions Inc.

INTRODUCTION/BACKGROUND:

Playground/play structure replacement is included in the Township's long term plan in order to update park equipment that is becoming outdated or faulty due to age.

Currently at Oakwood Park there is a playground that was updated in 2014 through the GIVER Program. Unfortunately, this updated playground was

not what the Township expected from the program after a successful update in Waubaushene the previous year. The current playground is not serving the needs of the individuals and families that frequent the park. Therefore the decision was made during the 2017 long term plan budget deliberations to have this playground moved up for replacement in 2017.

Waubauskene Pier Park used to house several different play elements just in front of the parking area in the north east corner of the property. Over the years this equipment become outdated and in poor repair so it was decommissioned. This park is located right off the Tay Shore Trail and currently has a small beach and picnic area. The Township is looking to add a couple new pieces of play equipment so that additional amenities will be available to park users.

The Township has one staff member that is a certified through the Ontario Parks Association to inspect play structures. Inspections are completed three times per year (Spring, Summer, and Fall) and the new playground pieces will all be in compliances with the most up to date standards and regulations (AODA, etc.).

ANALYSIS:

The Township recently released a Request for Proposals for the Design, Supply and Installation of Playground Equipment at Oakwood and Waubauskene Pier Parks in Victoria Harbour and Waubauskene. Potential bidders were allowed to submit up to two design proposals. As well, for Oakwood Park we asked for a proposal at \$15,000 and \$30,000. Four proposals were received by closing time 2pm, Friday March 24th, 2017. The proposals were reviewed by the Manager of Parks, Recreation & Facilities and Director of Public Works. Proposal results are listed below.

OAKWOOD PLAYGROUND - \$15,000 OPTION

Proposal received from	Total Price excluding taxes	Remarks
Henderson	\$14,845.00	Meets RFP requirements
Openspace Solutions Inc.	\$14,501.33	Meets RFP requirements
PlayPower	\$14,999.05	Meets RFP requirements
ABC Recreation	\$15,694.58	Meets RFP requirements

OAKWOOD PLAYGROUND - \$30,000 OPTION

Proposal received from	Total Price excluding taxes	Remarks
Henderson	\$30,000.00	Meets RFP requirements
Openspace Solutions Inc.	\$29,963.04	Meets RFP requirements
PlayPower	\$29,963.40	Meets RFP requirements
ABC Recreation	\$29,222.97	Meets RFP requirements

WAUBAUSHENE PIER PARK PLAYGROUND - \$10,000

Proposal received from	Total Price excluding taxes	Remarks
Henderson	\$9851.00	Meets RFP requirements
Openspace Solutions Inc.	\$9947.79	Meets RFP requirements
PlayPower	\$9946.96	Meets RFP requirements
ABC Recreation	\$9983.06	Meets RFP requirements

As this was a request for proposal there were several different aspects of the potential playgrounds that needed to be taken into account in order to find the playground that best suited the needs of the Township at these parks. Some of the evaluation criteria are listed in the table below.

OAKWOOD PLAYGROUND \$15,000 OPTION

Proposal received from	Price excl. taxes	Site Excavation	Surface Material	Date of Completion	Slide	Swings
Henderson	\$14,845.00	Included in price	Engineered Wood Fiber	Late June	No	keep existing
Openspace Solutions Inc.	\$14,501.33	Included in price	Engineered Wood Fiber	Early July	Yes	keep existing
PlayPower	\$14,999.05	Township	Engineered Wood Fiber	Late June	Yes	Yes (new)
ABC Recreation	\$15,694.58	Included in price	Engineered Wood Fiber	Late June	No	keep existing

OAKWOOD PLAYGROUND \$30,000 OPTION

Proposal received from	Price excl. taxes	Site Excavation	Surface Material	Date of Completion	Slide	Swings
Henderson	\$30,000.00	Included in price	Engineered Wood Fiber	Late June	Yes (3)	keep existing
Openspace Solutions Inc.	\$29,963.04	Included in price	Engineered Wood Fiber	Early July	Yes (3)	keep existing
PlayPower	\$29,963.40	Township	Engineered Wood Fiber	Late June	Yes (3)	Yes (new)
ABC Recreation	\$29,222.97	Included in price	Engineered Wood Fiber	Late June	Yes (1)	keep existing

WAUBAUSHENE PIER PARK PLAYGROUND \$10,000

Proposal received from	Price excl. taxes	Site Excavation	Surface Material	Date of Completion	Slide	# of Play Elements
Henderson	\$9851.00	Included in price	Engineered Wood Fiber	Late June	No	2
Openspace Solutions Inc.	\$9947.79	Included in price	Engineered Wood Fiber	Early July	No	2
PlayPower	\$9946.96	Township	Engineered Wood Fiber	Late June	Yes	2
ABC Recreation	\$9983.06	Included in price	Engineered Wood Fiber	Late June	No	2

All proposals outlined warranty and maintenance requirements. Warranty ranges from 1 – 50 years on the various elements that make up the different play structures, while maintenance requirements for all of the various play elements were also outlined in each proposal.

With all of the proposals so tightly matched it really came down to which playground layout would be best suited for the park and its users.

Oakwood Park

After reviewing the playground layouts for the \$15,000 and \$30,000 range it was evident that in order to maximize play value a \$30,000 playground layout was needed.

One of the major concerns that residents had when the playground was retrofit in 2014 was that there was no longer any slide options at the park for their children. Keeping this in mind, sliding options held high value in the evaluation of the four proposals. Three of the proposals incorporated three slides in their designs; unfortunately one of these proposals had the excavation of the new play area to be completed by the Township, which was not desirable to the evaluation team. The Two remaining proposals offered sliding options from different heights (4ft and 6ft). The playground layout from Openspace Solutions Inc. had more offerings of play spaces with the addition of a teeter totter, oscillating sound podium and fireman mini climber. The two bank swing set and fire spinner that are currently located at the site will be incorporated into the new design. The design components also work well with the current theme of the park which is located behind the fire hall. As you may recall the Victoria Harbour Fire Station was one of the leading volunteer forces who helped building the GIVER playground in 2014. It is with this in mind that staff recommends hiring Openspace Solutions Inc. as the successful company for the new playground at Oakwood Park. Their proposal outlined that their products are certified for

CSA compliance to regulation CAN/CSA-Z614-14 and will provide a letter of compliance upon completion of installation.

Waubauskene Pier Park

All of the proposals for this park were closely matched, making the evaluation of the different design layouts more difficult. Of the four proposals, one outlined that excavation of the new play area would need to be completed by the Township, which was not desirable to the evaluation team. Of the three remaining proposals two of them offered a climbing option as well as another piece of play equipment. In evaluating to final two proposals with two different play options it was felt that the climbing option paired with the rocking piece of equipment will be better suited for the younger families that frequent the park. It is with this in mind that staff recommends hiring Openspace Solutions Inc. as the successful company for the new playground at Waubauskene Pier Park. Their proposal outlined that their products are certified for CSA compliance to regulation CAN/CSA-Z614-14 and will provide a letter of compliance upon completion of installation.

FINANCIAL/BUDGET IMPACT:

The financial/budgetary impact of the proposed work at Oakwood Park is \$30,490.39 (net HST incl.). The budget allocated for this project is \$30,000.

The financial/budgetary impact of the proposed work at Waubauskene Pier Park is \$10,122.87 (net HST incl.). The budget allocated for this project is \$10,000.

CONCLUSION:

Staff recommends hiring Openspace Solutions Inc. to complete the new playground installations at Oakwood and Waubauskene Pier Parks.

Prepared By: Bryan Anderson, Manager of Parks, Recreation & Facilities

Recommended by: Date:

Peter Dance, P. Eng.
Director of Public Works

Reviewed By; Date:

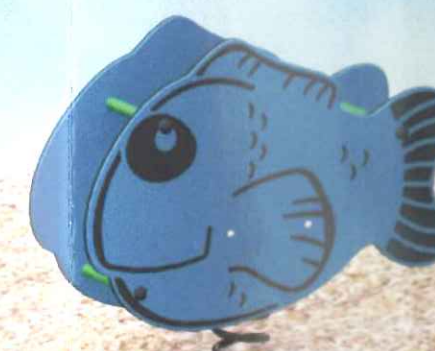
Robert J. Lamb, CEC, Ec.D.
Chief Administrative Officer

Attach – Oakwood Park Renderings
Waubauskene Pier Park Renderings





Township of Tay - Oakwood Park



**PLANNING & DEVELOPMENT COMMITTEE
APRIL 12, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA**

1. CALL TO ORDER:

2. REPORTS OF MUNICIPAL OFFICIALS:

- 2.1 Report from the Chief Building Official
Report No. PD-2017-14
Re: Building Services Division Monthly Update – March 2017
- 2.2 Report from the Planning Consultant
Report No. PD-2017-15
Re: Skyline Update Report – Update as of March 30, 2017
- 2.3 Report from the Director of Planning & Development
Report No. PD-2017-13
Re: Planning & Development Director March Update

3. OTHER BUSINESS:

4. ITEMS FOR INFORMATION:



STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: April 12, 2017

Report No: PD-2017-14

Subject: Building Services Division Monthly Update Report March 2017

RECOMMENDATION:

That Report No. PD-2017-14 regarding Building Services Division Monthly Update Report March 2017 be received.

INTRODUCTION/BACKGROUND

The following is an overview of the activities of the Building Services Division for the March 2017 calendar month.

PERMITS	MARCH 2016	MARCH 2017
Number of Permits Issued this Month	23	23
Number of Permits Issued to Date	30	46
New Dwelling Units	5	0
Total New Dwelling Units to Date	5	0
Accessory Buildings(garages,sheds,gazebos etc.)	2	2
Additions	0	0
Decks	1	4
Demolition	7	2
Water line services/Plumbing	2	2
Farm Buildings	2	0
Renovations	2	7
Solid Fuel-Fired Appliances	0	0
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	1	2
Transfer	0	0
Temporary Structures	0	1

Other Government New	0	0
PERMITS		
Residential Solar Panel/Mechanical	0	1
Change of Use	0	1
Septic System	1	1
Inspections and Orders		
Inspections Conducted	87	84
Site Inspections/Consultations Conducted without a Permit	50	70
Inspections Conducted to Date	351	378
Orders to Comply Issued	2	0
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	0
Orders to Uncover	0	0
Permits Closed	34	34
Total Permits Closed to Date	121	51
Total Permits Outstanding	527	619
Fees and Construction Value		
Permit Fees	\$11,069.12	\$7,303.34
Total Permit Fees to Date	\$12,232.32	\$14,886.66
Construction Value	\$1,286,600.00	\$347,500.00
Total Construction Value to Date	\$1,443,600.00	\$1,160,500.00

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, CECd, Ec.D.
Chief Administrative Officer



STAFF REPORT

TO: Planning and Development Committee

CHAIR: Councillor Heinrich Naumann

MEETING DATE: April 12, 2017

REPORT NUMBER: PD-2017-15

SUBJECT: Skyline Update Report – Update as of March 30, 2017

RECOMMENDATION:

That Report Number PD-2017-15 regarding a Skyline Update as of March 30, 2017 be received for information.

File Activity for period ending March 30, 2017.

The purpose of this report is to provide Council with an update on the planning activities for the Skyline files.

As you may recall staff had met with Skyline representatives several times to discuss both the Official Plan review, as well as the need for an Official Plan Amendment with respect to the overall Skyline Lands. There were discussions about at minimum, contemplating the Skyline development within the Official Plan review, and that a future Official Plan Amendment would be submitted by Skyline for the development. We have now received the following with respect to the Official Plan review process:

- A concept figure showing the land use designations for the Skyline property for consideration as part of the OP Schedule updates.
- Proposed policies for the “Harbour Town” area of the Skyline land holdings (basically the waterfront area between the Keewatin and Cargill Pier.

These documents have been forwarded to Steve Weaver, GSP Group Inc. for review.

Prepared and Recommended by:

A handwritten signature in dark ink, appearing to read "Kristine Loft". The signature is written in a cursive, flowing style.

Kristine Loft, MCIP, RPP
Consulting Planner

Reviewed by:

Robert Lamb
C.A.O.



STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: April 12th, 2017

Report Number: PD-2017-13

Report Title: Planning and Development Director March Update

The following are the highlights from March 1, 2017 to March 31, 2017:

Zoning Certificates

1. For the month of March we received five (5) applications, with four of those being processed and issued within 1.5 days. The fifth zoning certificate was reviewed and determined that a Minor Variance was required which the applicant has applied for.

Development

2. Public Meetings were held on March 22, 2017 for proposed zoning provisions for kennels, as well as a proposed seniors development at 400 Newton Street
3. Rezoning application has been deemed complete for the Victoria Glen Subdivision, and the Public Meeting is scheduled for the April 26th Council Meeting
4. Rezoning application has been deemed complete for 6789 Highway 93, and the Public Meeting is scheduled for the April 26th Council Meeting
5. Subdivision agreements have been drafted and are currently being reviewed internally before being sent to the developers of the Victoria Woods Phase 3 and Victoria Glen Phase 2 Subdivisions to begin drafting the Subdivision Agreements, with plans to register in the Spring of 2017.
6. February Committee of Adjustment considered 2 Minor Variance applications. The Committee approved both Variance applications.
7. An appeal to the Ontario Municipal Board was also received by the applicants for 174 Bayview Avenue. Planning staff will provide a report to Council advising them of the options for municipal involvement.
8. The Clerk also attended the March C of A meeting to provide further assistance to the members on how to make motions and the conduct a meeting.

9. The Township was granted an extension on the Source Protection Municipal Implementation Fund to March 31, 2018. The Mayor and Clerk have signed the updated agreement which has been forwarded off to the Province.

Meetings/Training

10. Attended Department Heads Meetings

Prepared and Recommended By;

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