



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

**March 28, 2018  
7:00 p.m.**

**Municipal Office Council Chambers  
Agenda**

---

**1. Call to Order**

**2. Moment of Silent Reflection**

**3. Approval of the Agenda**

**4. Disclosure of Interest**

**5. Presentations / Delegations**

5.1 Presentation – Firefighter Medals & Recognition

**6. Consent List**

**a) Adoption of Minutes**

- i. Regular Council – February 28, 2018

**Resolution**

That the regular Council meeting minutes dated February, 28 2018 be approved.

- ii. Closed Session – February 28, 2018

**Resolution**

That the Closed Session meeting minutes dated February 28, 2018 be approved.

- iii. Regular Committee of all Council – March 14, 2018

**Resolution**

That the regular Committee of all Council meeting minutes dated March 14, 2018 be approved.

**b) Reports of Various Committees**

- i. Heritage Committee Minutes – January 4, 2018

**Resolution**

That the Heritage Committee meeting minutes dated January 4, 2018 be approved.

- ii. Tay Horticulture Committee Minutes – February 15, 2018

**Resolution**

That the Tay Horticulture Committee meeting minutes dated February 15, 2018 be approved.

- iii. Emergency Control Group Minutes – October 23, 2017

**Resolution**

That the Emergency Control Group meeting minutes dated October 23, 2017 be approved.

- iv. Grants Committee Minutes – November 22, 2017

**Resolution**

That the Grants Committee meeting minutes dated November 22, 2017 be approved.

**c) Municipal Report**

- i. Municipal Report 2018-03-01

**Resolution**

That Municipal Report 2018-03-01 be received and the recommendations contained therein be approved.

**7. Staff Reports / Other Business**

- 7.1 Report from the Director of Public Works

Report No. PW-2018-17

Re: Contract 2018-18 – Custodial Services

**8. By-laws**

- 2018-12 Agreement, Liquid Dust Suppressant (Pollard Highway Products)
- 2018-13 Agreement, Custodial Services (Junior Enterprise Ltd)
- 2018-14 Joint Accessibility Advisory Committee
- 2018-15 Appointment, Property Standard Officers

**9. Notice of Motions**

**10. Closed Session**

**11. Confirming By-law**

**12. Adjournment**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
REGULAR COUNCIL MEETING  
WEDNESDAY, FEBRUARY 28, 2018  
7:00 P.M.**

**PRESENT:**

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

**STAFF PRESENT:**

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

**1. CALL TO ORDER:**

Mayor Warnock called the meeting to order at 7:00 p.m.

**2. MOMENT OF SILENT REFLECTION:**

Mayor Warnock called for a moment of silent reflection.

**3. APPROVAL OF THE AGENDA**

**Moved By: Councillor Gerard LaChapelle**

**Seconded By: Councillor Heinrich Naumann**

**That the Council Meeting Agenda for February 28, 2018 be adopted with the following amendments:**

**10.2 – Verbal – Fire Chief – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Update – Coldwater Road).**

**Carried.**

**4. DISCLOSURE OF INTEREST:**

None were declared.

**5. DELEGATIONS:**

No delegations were held.

**6. CONSENT LIST:**

**a) Adoption of Minutes**

- i. Regular Council – January 24, 2018

**Resolution**

That the regular Council meeting minutes dated January 24, 2018 be approved.

- ii. Closed Session – January 24, 2018

**Resolution**

That the regular Closed Session meeting minutes dated January 24, 2018 be approved.

- iii. Regular Committee of all Council – February 14, 2018

**Resolution**

That the regular Committee of all Council meeting minutes dated February 14, 2018 be approved.

**b) Reports of Various Committees**

- i. Audit Committee Minutes – October 25, 2017

**Resolution**

That the Audit Committee meeting minutes dated October 25, 2017 be approved.

- ii. Tay Township Public Library Board – November 21, 2017

**Resolution**

That the Tay Township Public Library Board meeting minutes dated November 21, 2017 be approved.

- iii. Sustainable Severn Sound Sustainability Committee Minutes – December 7, 2017

**Resolution**

That the Sustainable Severn Sound Sustainability Committee meeting minutes dated December 7, 2017 be approved.

- iv. Tay Township Public Library Board – December 19, 2017

**Resolution**

That the Tay Township Public Library Board meeting minutes dated December 19, 2017 be approved.

- v. Horticulture Committee Minutes – January 11, 2018

**Resolution**

That the Horticulture Committee meeting minutes dated January 11, 2018 be approved.

**c) Municipal Report**

- i. Municipal Report 2018-02-01

**Resolution**

That Municipal Report 2018-02-01 be received and the recommendations contained therein be approved.

**Moved By: Councillor Gerard LaChapelle**

**Seconded By: Councillor Heinrich Naumann**

**That the Consent List for February 28, 2018 and the Recommendations contained therein be adopted as Resolutions of Council.**

**Carried.**

**7. STAFF REPORTS / OTHER BUSINES:**

**7.1 Report from the Director of Planning & Development regarding Source Protection Implementation Fund Agreement (SPMIF) Extension.**

Council received Report No. PD-2018-12 regarding Source Protection Implementation Fund Agreement (SPMIF) Extension.

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That Staff Report No. PD-2018-12 be received for information;  
And that the Township of Tay authorizes the amendment to the Source Protection Municipal Implementation Fund Grant Funding Agreement with the Province of Ontario that allow for an extension to utilize the funds until December 31, 2018;  
And further, that the required by-law be brought forward for consideration.**

**Carried.**

**7.2 Correspondence from Georgian Bay General Hospital – Re: Community Based Nominations Committee.**

Council received correspondence from Georgian Bay General Hospital seeking a council representative on the Community Based Nominations Committee.

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That Councillor Gerard LaChapelle be appointed to the Township's representative to the Georgian Bay General Hospital Community Based Nominations Committee.**

**Carried.**

**8. BY-LAWS:**

- 2018-06 Amending Agreement, Source Protection Implementation Fund  
2018-07 Agreement, Enabling Accessibility Grant  
2018-08 Election Signs  
2018-09 Amending, Delegation of Authority (3 Dog Requests)  
2018-10 Agreement, Quality Care Program (County of Simcoe)

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That leave be granted to introduce By-laws 2018-06, 2018-07, 2018-08, 2018-09 and 2018-10.**

**Carried.**

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Gerard LaChapelle**

**That By-laws 2018-06, 2018-07, 2018-08, 2018-09 and 2018-10 be read a first, second and third time and finally passed.**

**Carried.**

**9. NOTICES OF MOTION:**

None were presented.

**10. CLOSED SESSION:**

**Moved By: Councillor Heinrich Naumann**

**Seconded By: Councillor Gerard LaChapelle**

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

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

- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Update – Land Sale Court Claim & Update – Coldwater Road).**

**Carried.**

**Moved By: Councillor Gerard LaChapelle**

**Seconded By: Councillor Heinrich Naumann**

**That Council adjourn from the Closed Session at 7:26 p.m. and return to the regular meeting.**

**Carried.**

**11. CONFIRMING BY-LAW:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That leave be granted to introduce By-law 2018-11 being a by-law to adopt the proceedings of the meeting.**

**Carried.**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor Ritchie**

**That By-law 2018-11 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.**

**Carried.**

**12. ADJOURNMENT:**

**Moved By: Councillor Jim Crawford**

**Seconded By: Deputy Mayor David Ritchie**

**That this Regular Meeting of Council adjourn at 7:27 p.m. and to reconvene on March 28, 2018 at 7:00 p.m.**

**Carried.**

---

**MAYOR**

---

**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
CLOSED SESSION MEETING**

**WEDNESDAY, FEBRUARY 28, 2018  
7:00 P.M.**

**PRESENT:**

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

**STAFF PRESENT:**

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

Council met during a Closed Session which was closed to the public on Wednesday, February 28, 2018 in the Council Chambers.

The Closed Session commenced at 7:18 p.m.

Following discussion, we report as follows;

1. We received a verbal report from the Clerk regarding Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Update – Land Sale Court Claim).  
The Clerk provided an update to Council and was directed to report back as necessary.
2. We received a verbal report from the Fire Chief regarding Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Update – Coldwater Road).  
The Fire chief provided an update to Council and was directed to report back to the March COAC meeting.

The Committee of the Whole Closed Session adjourned at 7:26 p.m.

Minutes Recorder: Alison Thomas, Clerk



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

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

**Present:**

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

**Staff Present:**

Robert Lamb, CAO/Deputy Clerk \*\*  
Alison Gray, Clerk  
Peter Dance, Director of Public Works  
Steven Farquharson, Director of Planning & Development  
Joanne Sanders, Director of Finance  
Brian Thomas, Fire Chief  
  
Robert Kennedy, Municipal Law Enforcement Officer (Sec. A)  
Lindsay Barron, Financial Analyst (Sec. B)  
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)  
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)  
Mike Emms, Superintendent of Water & Wastewater (Sec. C)  
Terry Tompkins, Chief Building Official (10:00 Delegation & Sec. D.)

\* arrived at 10:46 a.m.

\*\* did not attend Closed Session Item 6.2.

**1. Call to Order:**

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

**2. Adoption of the Agenda:**

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

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

**That the March 14, 2018 agenda be adopted as circulated.  
Carried.**

**3. Disclosure of Interest:**

No interests were declared.

#### 4. Delegations:

**10:00 a.m. – Mr. Jason Honan – Re: Request to have Septic Re-inspection Program Fee Waived.**

Mr. Jason Honan appeared before Committee requesting that his septic re-inspection program fee be waived, as detailed in his correspondence.

Mr. Honan reviewed the history of the septic inspection program and inspector at his property. He noted that following the initial inspection, the required inspection report was provided; however, he continued to receive the invoice for the septic re-inspection fee.

In conclusion, he requested that the \$150.00 fee related to the Order to Comply, plus interest, be waived.

Council requested that staff report back regarding the matter at the next Committee of all Council meeting.

**10:15 a.m. – Mrs. Tracy Roxborough, Sustainable Severn Sound – Re: Climate Change Action Project & Request to Join the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) Program**

Mrs. Tracy Roxborough, Sustainable Severn Sound appeared before Committee regarding the Climate Change Action Project & Request to Join the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) Program, as detailed in her PowerPoint presentation.

Mrs. Roxborough spoke to the Sustainable Severn Sound's involvement in the Climate Change Action Plan and of the importance and benefits of why the municipality should consider this project and join the Partners for Climate Protection Program.

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

**WHEREAS it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;**

**WHEREAS the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;**

**WHEREAS** local governments are essential to the successful implementation of the Paris Agreement; cont'd...

**WHEREAS** Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

**WHEREAS** investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

**WHEREAS** a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

**WHEREAS** the Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

**WHEREAS** over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

**WHEREAS** PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

Cont'd...

**WHEREAS PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;**

**WHEREAS PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;**

**BE IT RESOLVED that the municipality of the Township of Tay endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and**

**BE IT RESOLVED that the municipality of the Township of Tay review the guidelines on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;**

**BE IT FURTHER RESOLVED that the municipality of the Township of Tay appoint the following:**

**a) Corporate Staff Person Robert Lamb**

**b) Elected Official Councillor Catherine Root**

**to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.**

**Carried.**

**5. COMMITTEE BUSINESS:**

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

A.1 The Protection to Persons & Property Committee was called to order by the Chair at 10:37 a.m.

A.2.1 We received a report from the O.P.P. regarding 2017 O.P.P. Year End Report.

A.2.2 We received Report No. PPP-2018-17 from the Fire Chief, under date of March 14, 2018 regarding a Monthly Activity Report for February 2018.

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

**That Report No. PPP-2018-17 regarding Fire Chief Monthly Report – February 2018 be received for information.**

**Carried.**

Council gave direction that the municipality respond to canine control calls outside of regular business hours only on an emergency basis at the officer's discretion, and that any other canine control matters be

dealt with during regular hours. Further, that staff report back on the financial difference of 24/7 access to kennel services vs. on a per diem basis with the results of the poundkeeping RFP.

- A.2.3 We received Report No. PPP-2018-20 from the Fire Chief, under date of March 14, 2018 regarding Auto Extrication Equipment Purchase. After discussion and consideration the following motion was moved by Deputy Mayor Ritchie and seconded by Mayor Warnock recommending the following to Council for consideration:

**That Staff Report No. PPP-2018-20 regarding the Auto Extrication Equipment purchase be received and;**

**That Council grants an exception for the sole source procurement provision of the Township of Tay Purchasing Policy and;**

**That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement of Purchase with Code 4 Fire & Rescue Inc., in the amount of \$40,800, excluding HST, to provide Auto Extrication Equipment for Tay Fire & Emergency Services to replace existing equipment that has come to the end of its useful life and has been budgeted for.**

**Carried.**

- A.2.4 We received Report No. PPP-2018-18 from the Deputy Fire Chief/Fire Prevention Officer, under date of March 14, 2018 regarding a Monthly Activity Report for February 2018.

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

**That Report No. PPP-2018-18 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2018 be received for information.**

**Carried.**

- A.2.5 We received Report No. PPP-2018-16 from the Municipal Law Enforcement Officer, under date of March 14, 2018 regarding a Monthly Activity Report for February 2018.

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

**That Report No. PPP-2018-16 regarding By-law Monthly Activity Report – February 2018 be received for information.**

**Carried.**

A.2.6 We received Report No. PPP-2018-19 from the Municipal Law Enforcement Officer, under date of March 14, 2018 regarding a Monthly Activity Report for February 2018.

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

**That Report No. PPP-2018-19 regarding MLEO/Canine Monthly Activity Report – February 2018 be received for information.**

**Carried.**

A.3 No Other Business Items were received.

A.4 No Items for Information were received.

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

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

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

B.2.2 We received for information a report from the Clerk regarding the Clerk's February/March 2018 Monthly Update.

Deputy Mayor Ritchie, Councillor Talbot and Councillor Crawford agreed to review nominees for the Citizen/Senior of the Year and report back.

B.2.3 We received Report No. GGF-2018-13 from the Clerk, under date of March 14, 2018 regarding Joint Accessibility Advisory Committee.

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

**That Staff Report GGF-2018-13 regarding Joint Accessibility Advisory Committee be received;**

**And that the Terms of Reference for the Joint Accessibility Advisory Committee as attached to Staff Report No. GGF-2018-13 be approved;**

**And that Mayor Warnock be appointed as the council representative to the Committee;**

**And that the required by-law be brought forward for Council's consideration.**

**Carried.**

B.2.4 We received Report No. GGF-2018-14 from the Director of Finance, under date of March 14, 2018 regarding 2017 Statement of Remuneration and Expenses.

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

**That Report GGF-2018-14 regarding the 2017 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.**

**Carried.**

B.2.5 We received Report No. GGF-2018-15 from the Director of Finance, under date of March 14, 2018 regarding 2019 Budget Schedule.

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

**That Staff Report No. GGF-2018-15 regarding the 2019 Budget Schedule be received; and**

**That the 2019 Proposed Budget Schedule be endorsed and placed on the Township's website.**

**Carried.**

B.3.1 We received correspondence from the Office of the Ombudsman regarding Ombudsman Complaint, File No. 318097.

Council directed that a letter of response be sent advising that the municipality responded to the matter in the interest of the municipality, per Section 224(a) of the Municipal Act, and advising that we do have a by-law enforcement policy that will be amended at a future meeting to clearly indicate that by-law enforcement has discretion as to whether or not a complaint is investigated.

B.4.1 We received for information correspondence from Simcoe County Agricultural Hall of Fame regarding 2018 Nominations.

B.4.2 We received for information correspondence from the Township of Springwater regarding Annual Log-Sawing Contest – Elmvale Maple Syrup Festival.

B.4.3 We received for information correspondence from the Hearn Family regarding Thank You.

B.4.4 We received for information correspondence from the Southern Georgian Bay Chamber of Commerce regarding 2018 Annual General Meeting & Business Achievement Awards.

B.4.5 We received for information correspondence from the Township of Springwater regarding Resolution regarding Provincial Funding for Ontario Libraries.

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

**That the Township of Tay supports the resolution of the Township of Springwater requesting additional funding for public libraries.**

Carried.

Council temporary recessed at 12:07 p.m.

The meeting resumed at 12:40 p.m.

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

C.1 The Public Works Committee was called to order by the Chair at 12:40 p.m.

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

C.2.2 We received for information Report No. PW-2018-18 from the Manager of Parks, Recreation & Facilities, under date of March 14, 2018 regarding a Monthly Activity Report for February 2018.

C.2.3 We received for information Report No. PW-2018-19 from the Manager of Roads & Fleet, under date of March 14, 2018, regarding a Monthly Activity Report for February 2018.

C.2.4 We received for information Report No. PW-2018-15 from the Director of Public Works, under date of March 14, 2018, regarding a Monthly Activity Report for February 2018.

C.2.5 We received Report No. PW-2018-16 from the Director of Public works, under date of March 14, 2018 regarding Contract 2018-17 – Dust Suppressant.

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

**That Staff Report No. 2018-16 regarding Contract 2018-17, Liquid Dust Suppressant for a two year term be received;**

**And that Contract 2018-17 for the Supply and Apply of Liquid Dust Suppressant for a two year term be awarded to Pollard Highway Products for a price of \$56,250 plus HST.**

**And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Pollard Highway Products.**

Carried.



C.2.6 We received Report No. PW-2018-20 from the Director of Public works, under date of March 14, 2018 regarding 2017 Tay Area Drinking Water System Summary Report.

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

**That Staff Report No. PW-2018-20 regarding the 2017 Tay Area DWS Annual Report be received;**

**And that the 2017 Tay Area Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.2.7 We received Report No. PW-2018-21 from the Director of Public works, under date of March 14, 2018 regarding 2017 Rope Drinking Water System Summary Report.

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

**That Staff Report No. PW-2018-21 regarding the 2017 Rope DWS Annual Report be received;**

**And that the 2017 Rope Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.**

**Carried.**

C.2.8 We received Report No. PW-2018-22 from the Director of Public works, under date of March 14, 2018 regarding 2017 Tay Area DWS M.O.E.C.C. Inspection Reports.

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

**That Staff Report No. PW-2018-22 regarding the 2017 M.O.E.C.C. Tay Area DWS Inspection be received;**

**And that the M.O.E.C.C. report 1-F6KWY be received for information.**

**Carried.**

C.2.9 We received Report No. PW-2018-23 from the Director of Public works, under date of March 14, 2018 regarding 2017 Rope DWS M.O.E.C.C. Inspection Reports.

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

**That Staff Report No. PW-2018-23 regarding the 2017 M.O.E.C.C. Rope DWS Inspection be received; cont'd...**

**And that the M.O.E.C.C. report 1-F6KVP be received for information.**

**Carried.**

C.3.1 We received correspondence from the Ministry of Municipal Affairs regarding Water & Wastewater Servicing in Simcoe County. Staff advised that a meeting has been arranged with the Provincial Facilitator in early April.

C.4 No Items for Information were received.

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

D.1 The Planning & Development Committee was called to order by the Chair at 1:04 p.m.

D.2.1 We received Report No. PD-2018-13 from the Chief Building Official, under date of March 14, 2018 regarding Building Services Division Monthly Report – February 2018.

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

**That Report No. PD-2018-13 regarding Building Services Division Monthly Update Report – February 2018 be received.**

**Carried.**

D.2.2 We received for information Report No. PD-2018-15 from the Director of Planning & Development, under date of March 14, 2018 regarding Directors Monthly Update - February 2018.

D.2.3 We received for information Report No. PD-2018-14 from the Planning Consultant, under date of March 14, 2018 regarding Port McNicoll Holding LP – March 2018.

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

**That Report Number PD-2018-14 regarding Port McNicoll Holding LP – March 2018 update be received as information.**

**Carried.**

D.3 No Other Business Items were received.

D.4.1 We received for information correspondence from the Township of Severn regarding Study Area for a Proposed Greenbelt Expansion.

- D.4.2 We received for information correspondence from EDCNS regarding Economic Development Office Update – January 2018.
- D.4.3 We received for information a report from Severn Sound Environmental Association regarding 2017 Fourth Quarter Update (October 1-December 31).
- D.4.4 We received for information correspondence from the Ministry of Municipal Affairs regarding Proclamation of the Building Better Communities & Conserving Watersheds Act, 2017 changes to the land use planning and appeal system.

**6. CLOSED SESSION:**

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

**Moved By: Councillor Jim Crawford**

**Seconded By: Councillor Sandy Talbot**

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

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

- **Personal matters about an identifiable individual, including municipal or local board employees (Various Property Standards Files);**
- **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Coldwater Road - Update).**

**Carried.**

Closed Session commenced at 1:25 p.m.

- 6.1 We received Report PPP-2018-15 report from the Municipal Law Enforcement Officer & Fire Chief regarding personal matters about an identifiable individual, including municipal or local board employees (Various Property Standards Files).  
Staff reviewed the report with Council and was provided with direction on specific properties.
- 6.2 We received a verbal report from the Fire Chief regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Coldwater Road - Update).  
Staff provided Council with an update and was provided with direction.

**Moved By: Councillor Heinrich Naumann  
Seconded By: Councillor Gerard LaChapelle  
That Council adjourn from the Closed Session at 2:48 p.m. and  
return to the regular meeting.**

**Carried.**

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

**That Report No. PPP-2018-15 regarding update on outstanding property standards files and new properties to investigate be received for information;**

**And that staff proceed with direction as given by Council.**

**Carried.**

**7. ADJOURNMENT:**

Moved by Councillor Talbot and seconded by Councillor Root.

**That this Committee of All Council meeting adjourn at 2:50 p.m. and reconvene on April 11, 2018.**

**Carried.**

Minutes Recorder: Alison Gray, Clerk



# TAY HERITAGE COMMITTEE

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

Minutes  
January 4, 2018

---

Present: Mr. Terry Fegarty, Chair  
Mrs. Catherine Root, Council Representative  
Mr. Matthew Heffer, Committee Member  
Mr. Stan O'Connor, Committee Member  
Mrs. Susan Lucas, Committee Member

Regrets: Mr. John Todd, Committee Member

Staff Present: Steve Farquharson, Director of Planning & Development  
Treena Clark, Recording Clerk

1. **Call to Order**

The Chair called the meeting to order at 5:00 p.m.

2. **Acceptance of Agenda**

The Agenda was accepted.

**Moved By: Mr. O'Connor**

**Seconded By: Mrs. Lucas**

**That the Agenda be accepted.**

**CARRIED.**

3. **Conflicts of Interest**

None.

4. **Adoption of Minutes**

**4.1** Minutes of November 4, 2017 Meeting

**Moved By: Mr. O'Connor**

**Seconded By: Mrs. Lucas:**

**That the minutes of the November 4, 2017 be adopted as presented.**

**CARRIED.**

5. **New & Unfinished Business**

**5.1 2018 Meeting Schedule**

The Committee received a Memo from the Clerk regarding the 2018 Meeting Schedule.

The Committee discussed the proposed meeting dates and noted that the reduction in meetings in 2018 may impact the completion of projects. It was reported that sub-committees may meet in July. Following further discussion, the Committee agreed that meetings will now commence at 3:00 p.m.

## **5.2 Draft Terms of Reference**

The Committee received a Memo from the Clerk regarding a Draft Terms of Reference for the Heritage Committee.

Following discussion, it was agreed that each member will provide comments and feedback to the Chair in order to consolidate and present feedback to the Clerk by April 1, 2018.

## **5.3 Waverley School Designation**

The Committee discussed a Heritage Property Research and Evaluation Report to determine which members can assist in the Designation process for the School.

The Chair advised that he will provide a copy of the 200 Cherry Street designation report to the members for reference.

Following discussion, the Committee members agreed to complete various tasks required in order to complete the information required for the designation.

## **5.4 QR Signs and Information Plaques**

The Committee discussed the installation of QR signs and information plaques at the Hwy 12 Hole in the Wall location.

The Director was directed to contact MTO and report back regarding possible locations along the highway corridor, including the Trestle Park. The Committee discussed alternate locations if the Hwy 12 corridor is not approved.

## **5.5 CHO Educational Workshops & Seminars – Spring 2018**

Staff was directed to follow-up to confirm Spring dates for the CHO workshop taking place at the Township of Tiny in April.

# **6. For Your Information**

## **6.1 Treasury Financial Report**

Defer to next meeting.

## **6.2 Doors Open County of Simcoe 2018**

The Chair advised that he will share a copy of the participation request letter sent to residents in 2014. Councillor Root will follow-up with Donna Goodwin at the County of Simcoe.

**6.3 CHONews Fall 2017 Edition**

The Committee received the newsletter and future editions will be forwarded electronically.

**6.4 Community Outreach-Proposed Tay Library Education Sessions**

Deferred until April 5, 2018 meeting.

**6.5 4 Jewels of Georgian Bay DVD – Meeting with Town of Midland**

The Chair advised that he will attend the meeting on January 10, 2018 and report back to the Committee.

**6.6 Waubaushene Christmas Parade 2017**

The Committee noted that the parade was a success with 30 floats in attendance.

**6.7 Update – Historic Street Sign Program**

The Director advised that the installation of street signs will commence in Spring 2018.

Mr. Fegarty will follow-up with Lynn Racicot to meet and discuss a communication/marketing strategy for the Century Home plaques and Heritage street signs.

Staff advised that they will discuss, with Finance, the process for the ordering, and payment of Century Home plaques.

The Committee voted to add discussion on the Range Light.

**Range Light**

**Moved By: Mrs. Lucas**

**Seconded By: Councillor Root**

**That Mr. Farquharson to follow-up with Public Works to obtain quotes on repainting the Range Light.**

**CARRIED**

**7. Adjournment and Next Meeting**

**Moved By: Mr. O'Connor**

**Seconded By: Councillor Root**

**That the meeting adjourned at 7:30 p.m.**

**CARRIED.**

The next meeting to be held at 3:00 p.m. on Thursday, February 1, 2018.

---

Terry Fegarty, Heritage Committee Chair

Recording Clerk, Mrs. Clark

**Task List/Pending Items**

- a) Ontario Heritage Trust (SF)
- b) Century Home # Program /Electronic Form (SF)
- c) 2018 Driving Tour (Sub-Committee)





**Township of Tay  
Horticulture Committee  
Minutes  
February 15, 2018**

The Horticulture Committee met at 4:00 p.m. in the Vic Kelley Room on February 15, 2018

**Present:** Member Marina Josey, Chair  
Member Glenda Bosley  
Member Betty Wakish

**Staff Present:** Alison Thomas, Clerk

**Regrets:** Councillor Cate Root

**1.0 Call to Order**

The Chair called the meeting to order at 4:05 p.m.

**2.0 Declarations of Interest**

There were no declarations of interest.

**3.0 Adoption of the Minutes**

**3.1 Minutes – January 11, 2018**

**Moved By: Glenda Bosley**

**Seconded By: Betty Wakish**

**The Committee adopted the minutes dated January 11, 2018.  
Carried.**

**4.0 Business Arising from the Minutes**

**4.1 Winter Speaker Session**

The Committee discussed the feedback received on the cancelled winter speaker session noting that the scheduling of the event was the major issue and that the event should be planned for later winter/early spring in 2019.

**5.0 Correspondence**

No correspondence was received.

## **6.0 New & Unfinished Business**

### **6.1 Planning/Promo – Tay Blooms Event – June 2, 2018**

The reviewed preliminary details of the annual Tay Blooms Event and discussed promoting the event through the recreation guide as well as event calendar.

### **6.2 Planning – Benny Club Planting – TBD**

The Committee noted that they are still interested in doing the annual planting with the children and staff was directed to reach out to the Benny Club for potential dates.

### **6.3 Planning/Promo – Bus Tour – August 14<sup>th</sup>, 2018**

The Committee reviewed preliminary plans for the bus tour and staff was directed to bring pricing forward with a tentative schedule.

Promotion of the bus tour was reviewed, resulting in the following promotional ideas:

- \* use of the sign boards
- \* advertisement in the recreation guide with registration
- \* handouts at Tay Blooms and Portarama and Canada Day
- \* advertising as needed in Midland Mirror and Tay Report

## **7.0 Adjournment & Next Meeting**

**Moved By: Betty Wakish**

**Seconded By: Glenda Bosley**

**That the meeting adjourn at 4:35 p.m.**

**Carried.**

The next meeting will be held on March 8, 2018.

**EMERGENCY CONTROL GROUP MEETING**  
**October 23, 2017**  
**Administration Boardroom**

---

**PRESENT:** Alison Thomas, Clerk/Alt. CEMC (Chair)  
Robert Lamb, CAO/Deputy Clerk  
Peter Dance, Director of Public Works  
Mayor Warnock  
Deputy Mayor David Ritchie  
Mike Burton, O.P.P.  
Rob Heffernan, County of Simcoe

**1. CALL TO ORDER:**

The meeting was called to order at 2:05 p.m.

**2. MINUTES:**

Those present reviewed minutes of the Emergency Management Program Committee meeting of July 31, 2017 and they were accepted as presented.

**3. REVIEW OF 'ACTION REQUIRED LIST':**

The Committee reviewed the July 31, 2017 'Action Required List' and provided updates on the action items.

**4. NEW & UNFINISHED BUSINESS:**

*4.1 Training – Rob Heffernan, County of Simcoe – Re: IMS*

The Committee received training on IMS from Rob Heffernan with the following topics covered:

- review of emergency management framework in Ontario
- role of EOC
- operational cycle of the EOC
- outlined the principles of IMS and its operational framework
- reviewed the command and section roles within IMS and noted how various roles can naturally fall into certain roles
- detailed how IMS can be expanded or contracted depending on the size of staff, scale of emergency, etc.

Further, he provided a handout detailing the roles & responsibilities of each command and section role within IMS.

#### *4.2 HIRA Sheet: Community Events*

The Committee reviewed the draft HIRA Sheet for Community Events and provided feedback. The updated sheet will be added to the Township's HIRA listing.

#### *4.3 Report to Council – Re: By-law for Appointment of New Emergency Information Officer & Committee Chair*

The Committee discussed the roles of Emergency Information Officer and Committee Chair.

Following review the Committee directed the Clerk to bring a report forward to Council to have the CAO appointed as the Emergency Information Officer and herself as the Chair.

#### *4.4 2017 Exercise*

The Clerk requested direction as to possible 2017 Exercises and was requested to contact the County of Simcoe to borrow one of their existing table-top exercises.

### **5. NEXT MEETING DATE:**

The meeting adjourned at 3:56 p.m.

Minutes Recorder:        Alison Thomas, Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY  
GRANTS COMMITTEE MEETING  
WEDNESDAY, NOVEMBER 22, 2017  
11:00 A.M.**

**Present:** Councillor Jim Crawford  
Councillor Gerard LaChapelle

**Regrets:** Councillor Sandy Talbot

**Staff Present:** Joanne Sanders, Director of Finance  
Vera Finlay, Recording Secretary

**1. Call to Order:**

As Chair Talbot was absent, Councillor LaChapelle assumed the role of Chair and called the meeting to order at 11:29 a.m.

**2. Declarations of Pecuniary Interest:**

None were presented.

**3. Adoption of Minutes:**

Chair LaChapelle asked that J. Sanders assume the role of Chair for voting purposes.

**Moved by: Councillor Crawford**

**Seconded by: Councillor LaChapelle**

That the minutes, as presented, be adopted.

**Carried.**

**4. Correspondence:**

There was no correspondence received for the agenda.

**5. Items for Information:**

5.1 Grants and Donations Policy

The Director of Finance provided a brief review of the draft Grants & Donations Policy, stating that it had been posted on the Township website. She noted that due to the short timeline it had not been advertised in the newspaper, but it would be for next year's program.

**6. New & Unfinished Business:**

6.1 Municipal Grant Applications

The Director of Finance outlined the Grants and Donations Summary, noting that an application had not been received for the Port McNicoll Cemetery Insurance, so she had sent an email to them. The Committee then reviewed all of the requests that were received, and after some discussion, the following motions were passed:



**THE CORPORATION OF THE  
TOWNSHIP OF TAY**

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

March 28, 2018

Mayor and Council,  
The Corporation of the  
Township of Tay

Enclosed please find Municipal Report No. 2018-03-01 respectfully  
recommended to Council for adoption.

---

Alison Gray, BAH, CMO  
Clerk

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

**RECOMMENDATIONS**

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

1. That Report No. PPP-2018-17 regarding Fire Chief Monthly Report – February 2018 be received for information.

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

2. That Staff Report No. PPP-2018-20 regarding the Auto Extrication Equipment purchase be received and;  
That Council grants an exception for the sole source procurement provision of the Township of Tay Purchasing Policy and;  
That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement of Purchase with Code 4 Fire & Rescue Inc., in the amount of \$40,800, excluding HST, to provide Auto Extrication Equipment for Tay Fire & Emergency Services to replace existing equipment that has come to the end of its useful life and has been budgeted for.

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

3. That Report No. PPP-2018-18 regarding Deputy Fire Chief/FPO Monthly Activity Report – February 2018 be received for information.

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

4. That Report No. PPP-2018-16 regarding By-law Monthly Activity Report – February 2018 be received for information.

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

5. That Report No. PPP-2018-19 regarding MLEO/Canine Monthly Activity Report – February 2018 be received for information.

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

6. That Report No. PPP-2018-15 regarding update on outstanding property standards files and new properties to investigate be received for information;  
And that staff proceed with direction as given by Council.

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

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

**RECOMMENDATIONS**

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

- 7.** WHEREAS it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;

WHEREAS the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;

WHEREAS local governments are essential to the successful implementation of the Paris Agreement;

WHEREAS Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

WHEREAS investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

WHEREAS a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

WHEREAS the Federation of Canadian Municipalities (FCM) and ICLEI—Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;



WHEREAS over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

WHEREAS PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

WHEREAS PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;

BE IT RESOLVED that the municipality of the Township of Tay endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

BE IT RESOLVED that the municipality of the Township of Tay review the guidelines on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of the Township of Tay appoint the following:

- a) Corporate Staff Person Robert Lamb
  - b) Elected Official Councillor Catherine Root
- to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

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

8. That Staff Report GGF-2018-13 regarding Joint Accessibility Advisory Committee be received;  
And that the Terms of Reference for the Joint Accessibility Advisory Committee as attached to Staff Report No. GGF-2018-13 be approved;  
And that Mayor Warnock be appointed as the council representative to the Committee;  
And that the required by-law be brought forward for Council's consideration.

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

9. That Report GGF-2018-14 regarding the 2017 Statement of Remuneration and Expenses, paid to members of Council, Local Boards and Committees be received.

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

10. That Staff Report No. GGF-2018-15 regarding the 2019 Budget Schedule be received; and  
That the 2019 Proposed Budget Schedule be endorsed and placed on the Township's website.

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

11. That the Township of Tay supports the resolution of the Township of Springwater requesting additional funding for public libraries.

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

**PUBLIC WORKS  
CHAIRPERSON: COUNCILLOR JIM CRAWFORD**

**RECOMMENDATIONS**

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

- 12.** That Staff Report No. 2018-16 regarding Contract 2018-17, Liquid Dust Suppressant for a two year term be received;  
And that Contract 2018-17 for the Supply and Apply of Liquid Dust Suppressant for a two year term be awarded to Pollard Highway Products for a price of \$56,250 plus HST.  
And that staff be directed to prepare the by-law authorizing the execution of the contract between the Township of Tay and Pollard Highway Products.

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

- 13.** That Staff Report No. PW-2018-20 regarding the 2017 Tay Area DWS Annual Report be received;  
And that the 2017 Tay Area Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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

- 14.** That Staff Report No. PW-2018-21 regarding the 2017 Rope DWS Annual Report be received;  
And that the 2017 Rope Drinking Water System Annual Report be accepted by Council as required by Schedule 22 and Section 11 of Ontario Regulation 170/03.

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

- 15.** That Staff Report No. PW-2018-22 regarding the 2017 M.O.E.C.C. Tay Area DWS Inspection be received;  
And that the M.O.E.C.C. report 1-F6KWY be received for information.

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

- 16.** That Staff Report No. PW-2018-23 regarding the 2017 M.O.E.C.C. Rope DWS Inspection be received;  
And that the M.O.E.C.C. report 1-F6KVP be received for information.

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

**PLANNING AND DEVELOPMENT  
CHAIRPERSON: COUNCILLOR NAUMANN**

**RECOMMENDATIONS**

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

- 17.** That Report No. PD-2018-13 regarding Building Services Division Monthly Update Report – February 2018 be received.

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

- 18.** That Report Number PD-2018-14 regarding Port McNicoll Holding LP – March 2018 update be received as information.

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



## STAFF REPORT

---

**Department/Function:** Public Works

**Chair:** Mayor Scott Warnock

**Meeting Date:** March 28, 2018

**Report No.:** PW-2018-17

**Report Title:** Contract 2018-18 - Custodial Services

---

### **RECOMMENDATION:**

**That Staff Report No. PW-2018-17 regarding the Custodial Services Contract be received;**

**And that the Custodial Services Contract be awarded to Junior Enterprise Ltd;**

**And that the Contract shall cover the period from April 1, 2018 to June 30, 2020 for the price of \$82,188.00 plus HST;**

**And that the required by-law and execution of the agreement between the Township and Junior Enterprise Ltd. occur immediately.**

### **INTRODUCTION/BACKGROUND:**

With the recent passing of Bill 148 in the Ontario Legislature the minimum wage rate will rise from \$11.60/hr in 2017 to \$14.00/hr in 2018 and \$15.00/hr in 2019. These increases directly affect some of the business the Municipality is currently under contract with for various services. One of these services is the custodial contract for the Municipal Office, Canada Post Outlet and Harbour Shore Room located at 145 Albert St (mini mall).

The original Midnorth (current contractor) 2018 price was \$24,792.36. In December of 2017 Midnorth submitted a proposed 2018 contract price of \$34,511.28 (39.2% increase from their previously approved 2018 contract price). They attributed the increase to the new minimum wage. Council at the December 13 Committee of All Council meeting agreed to approve, in good faith, a 2018 renewal price of \$29,414.66 (18.6% increase to be more in line with the unexpected portion of the increase to minimum wage).

Midnorth declined the offer and requested that the remainder of the 2018 contract be terminated. The new price for comparable work as submitted through the RFP by the new contractor is \$32,367.96.

### **ANALYSIS:**

Township staff has worked with Midnorth to keep the contract going until a new contractor can be in place. A Request for Proposal (RFP) document was created, with the addition of cleaning the three Township Library Branches in 2019 and beyond. The current library cleaning contractor has indicated that they would not continue beyond 2018. Four proposals were received by closing time 2pm, Friday March 2<sup>nd</sup>, 2018. The proposals were reviewed by the Manager of Parks, Recreation & Facilities and Facilities Maintenance Coordinator. Proposal results are listed below.

#### **Custodial Services Contract – 27 Months**

<b>Proposal received from</b>	<b>Total Price excluding taxes</b>	<b>Total Corrected Price excluding taxes</b>
Junior Enterprise Ltd	\$101,491.89	\$82,188.00
Superior Facility Cleaning	\$96,412.80	n/a
Clean Confidence	\$86,322.00	n/a
Cheema Cleaning Services Ltd	\$84,665.25	\$74,925.00

After reviewing the submissions the Facilities Maintenance Coordinator conducted a review of the contractor's references. The references for Cheema Cleaning Services were not favorable. All four of the references listed in their bid were not satisfied with the services they were getting and were not planning to renew their contracts. They all cautioned of mediocre cleaning practices, issues around buildings being left unlocked and an inability to get a hold of anyone at the company to discuss ongoing issues. These all pose red flags for the Township to enter into a contract with Cheema Cleaning Services. Therefore, staff is recommending not to enter into an agreement with the low bidder for this contract.

The second lowest bidder for this contract is Junior Enterprise Ltd. The Facilities Maintenance Coordinator contacted all of the references listed for this contractor. Upon review of their references, all had very positive comments regarding their work. They noted that any issues that arise are dealt with immediately and the quality of work performed is to a high standard. Junior Enterprise Ltd. also have similar commercial contracts locally (Township of Tiny, Town of Midland, Elmvale and Perkinsfield Post Offices) and all their staff have obtained the proper security clearances to work in these type of government buildings. It is with these factors in mind that staff recommends Junior Enterprise Ltd. for the custodial contract.

## **FINANCIAL/BUDGET IMPACT:**

Presently, the 2018 combined budget for the custodial contract is \$25,105 annually (\$10,050 for the Municipal Office and \$15,055 for the Post Office and Harbour Shores Community Room). For the remainder of 2018 the current budget will be sufficient.

### 2018

Costing Breakdown (all pricing excl. HST)

April 1, 2018 – December 31, 2018      \$24,275.97

Cost per month (\$24,275.97/9 months = \$2697.33/per month)

### 2019 (cost now includes the 3 Library Branches)

Costing Breakdown (all pricing excl. HST)

January 1, 2019 – December 31, 2019      \$38,607.96

Cost per month (\$38,607.96/12 months = \$3217.33/per month)

Library Cost = 2019 price/per month – 2018 price/ per month

\$3217.33 - \$2697.33 = \$520/per month

### 2019 Cost Breakdown

Municipal Office, Post Office & Harbour Shore Room = \$32,367.96

Three Library Branches = \$6240

Total: \$38,607.96

### 2020

Costing Breakdown (all pricing excl. HST)

January 1, 2020 – June 30, 2020      \$19,304

Cost per month (\$19,304/6 months = \$3217.33)

### Annual Cost Summary

	Current (2018)	New (2019 & beyond)
Library Branches	\$4516.68	\$6240.00
Township Office/Post Office/HSCR	\$24,792.36	\$32,367.96
TOTAL	\$29,309.04	\$38,607.96

As the chart above indicates there will be a slight increase to the Library cleaning contract come 2019, however, the Library Board was made aware of the pending increase as their current cleaner had been with them for a very long period of time with no cost increase.

**CONCLUSION:**

After reviewing the submitted bids and speaking with references it is recommended that the custodial contract be awarded to Junior Enterprise Ltd.

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, CEcD, Ec.D.  
Chief Administrative Officer