THE CORPORATION OF THE TOWNSHIP OF TAY
REGULAR MEETING OF MUNICIPAL COUNCIL

FEBRUARY 22, 2017
7:00 P.M.

MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

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1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **ADOPTION OF THE AGENDA**
4. **DECLARATIONS OF PECUNIARY INTEREST**
5. **CORRESPONDENCE**
6. **DELEGATIONS**

7. **MUNICIPAL REPORT & RECOMMENDATIONS**

   7.1 Municipal Report 2017-02-01

8. **OTHER BUSINESS**

   8.1 Report from the Director of Public Works
   Report No. PW-2017-18
   Re: Road Needs Study Contract Award

   8.2 Report from the Director of Public Works
   Report No. PW-2017-17
   Re: Contract 2017-04 Two Wheel Drive Pickup Trucks

   8.3 Report from the President, Newmarket-Tay Power Distribution
   Re: Approval of Bid for the Acquisition of Another Utility (on desk)

9. **BY-LAWS**

   2017-10 Agreement, Purchase of Pickup Trucks (Jim Wilson)
   2017-11 Agreement, Road Needs Study (CC Tatham)
   2017-12 Appointment, Clerk
   2017-13 Business Licensing

10. **NOTICES OF MOTION**

11. **CLOSED SESSION**

12. CONFIRMATORY BY-LAW

13. ADJOURNMENT

CORRESPONDENCE:

5.1 **FROM:** Heritage Committee **RE:** Minutes – Jan 5/17

REFERRED TO CHAIRPERSON: For Your Information

5.2 **FROM:** Library Board **RE:** Minutes – Dec 22/16

REFERRED TO CHAIRPERSON: For Your Information

5.3 **FROM:** SPSC **RE:** Minutes Jan 5/17

REFERRED TO CHAIRPERSON: For Your Information

5.4 **FROM:** Rawson Family **RE:** Thank you

REFERRED TO CHAIRPERSON: For Your Information

5.5 **FROM:** Committee of Adjustment **RE:** Minutes Nov 16/16

REFERRED TO CHAIRPERSON: For Your Information

5.6 **FROM:** Committee of Adjustment **RE:** Notice of Decision

REFERRED TO CHAIRPERSON: For Your Information

TAY HERITAGE COMMITTEE

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

705-534-7248 ext 231

sfarquharson@tay.ca

Minutes

JANUARY 5th, 2017

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

Staff Present: Treena Clark, Recording Secretary

Regrets: Mr. Steven Farquharson, Director of Planning & Development
Mrs. Sherril Foster, Committee Member
Mr. John Todd, Committee Member
Mr. Allan Mantel, Committee Member

1. Call to Order

The Chair, Mr. Fegarty called the meeting to order at 5:05 p.m.

2. Conflicts of Interest

Mr. Terry Fegarty Re: 200 Cherry Street Designation

3. Adoption of Minutes

The Chair put a motion forward to adopt the minutes of December 1, 2016

Moved by Mr. O'Connor and seconded by Councillor Root:
That the minutes of December 1, 2016 be adopted.
CARRIED.

4. Business Arising From the Minutes

4.1 Designation of 200 Cherry Street

Refer to Item 6.9 – New and Unfinished Business

6.13 The Victoria Harbour Range Light

In attendance was a member of the public who asked why the Range light was not installed and/or working. Councillor Root responded that the light is available for installation and Recording Secretary was asked to follow-up with Steve Farquharson to contact Public Works for an update.

5. For Your Information

5.1 Letter received from the Waubaushene Santa Claus Parade Committee, as the parade committee appreciated the support and hard work from the Heritage Committee members in their participation in the 2016 parade.

5.2 Email correspondence with MP Bruce Stanton (separate email), was acknowledged for information.

5.3 Annual Stipends, Annual stipends for committee members were paid in December. Fee is $25.00 per meeting.

5.4 Virtual Museum of Canada

Refer to Item 6.10 – New and Unfinished Business

5.5 Century House Number Program

Refer to Item 6.4 – New and Unfinished Business

6. New and Unfinished Business

6.1 Treasurer's Report

Mr. Fegarty reviewed the December report and asked to obtain more detail for line item Plaques & Momentos in the amount of $915.84.

6.2 Gervais Road site of first Martyrs' Shrine

A Committee member visited and walked around the site as was trying to locate the base of a statue of Saint Ignatius Loyola, patron Saint of Jesuit order but could not locate it.

6.3 Heritage Street Sign Program (PowerPoint file)

The Committee attendees watched the presentation which was approved by Council. The presentation provided visual details and mapping of historical homes over 100 years old within each of the 4 villages. Heritage style street signs are to be installed to mark the boundaries of historic areas.

6.4 Heritage House Number Program (PowerPoint file)

The Chair discussed the differences between a Registered and Recognized Heritage property. The 2 main criteria is architectural or historical value. Council has approved a program to design, produce and sell heritage style house numbers to owners of 100 year old houses and otherbuildings. The plaque would be "made to order" upon application by the homeowner. Said plaques would raise the heritage value within the Township. Next steps for plaques are costing, estimate and design. Councillor Root will follow-up with Steve Farquharson in regards to street signs and plaques, as Jonathan Pauk may be able to assist with preliminary designs from local parties.

6.5 Heritage Walking Tours (Word file)

The Chair discussed the differences between a Registered and Recognized Heritage property. The 2 main criteria for Designated properties are architectural or historical value.

The Chair reviewed a survey of Tay heritage sites and walking tours. Ms. Foster is reviewing the design and content of the walking tours.

6.6 New QR Signage (Word file)

Council has approved a program to install 16 more QR signs. The suggested sites were reviewed by the Committee.

6.7 3 New Tay Shore Trail Plaques

This was deferred to the next meeting

6.8 Social Media

Social media needs to be better utilized to inform the public about Tay Heritage programs and activities. We will follow-up with Tay's Communication officer.

6.9 Designation of 200 Cherry Street

Notice of Intent to Designate has been published and no objections were received during the notice period. In addition, an application has been submitted by the homeowner under the Heritage Property Tax Relief Program for adjustment to property taxes for designated residences. The Recording Secretary was asked to follow-up with the Director of Planning and Development for an update.

6.10 Virtual Museum of Canada

The Chair reviewed this program. Funding for heritage organizations up to $10,000 is available. Mr. Fegarty advised that this program may be more suited to small museums designing exhibits and will follow-up with Ms. Foster to investigate the program further.

7. Adjournment and Next Meeting

Moved by Mr. O'Connor seconded by Councillor - The meeting was adjourned at 6:40 p.m.

There was some discussion on the date and time for the February meeting. The next meeting is to be held Thursday February 2nd, 2017 at 5:00 p.m. in the Admin boardroom.

_____
Terry Fegarty, Heritage Committee Chair

Recording Secretary, Ms. Clark

Minutes of the Tay Township
Public Library Board Regular Meeting
held at Port McNicoll Public Library
Thursday, December 22, 2016
4:00 P.M.

PRESENT:	Bob Coryell, Chair Heinrich Naumann Jackie Ramler Cate Root Susan Read
STAFF PRESENT:	Alison Thomas, C.E.O. Heather Walker, Head Librarian
SPECIAL GUESTS:	TCI Management Consultants

1. CALL TO ORDER:

The meeting was called to order at 4:05 p.m. by Chair Coryell.

2. CONFIRMATION OF AGENDA:

The order of business was revised to consider Item 10.2 at the start of the meeting.

Moved By: Susan Read
Seconded By: Heinrich Naumann
That the agenda be approved as presented.

Carried.

3. DECLARATIONS OF PECUNIARY INTEREST:

There were no declarations of interest brought forward.

10. OTHER ITEMS OF BUSINESS:

10.2 Tay Library Master Plan Recommendations

The Board received a presentation from TCI Management Consultants regarding the Tay Library Master Plan.

Moved By: Heinrich Naumann
Seconded By: Susan Read
That the Tay Township Public Library Board receives the Library Master Plan.

Carried.

Following discussion, the Board directed that the January 2017 meeting be used to review the Master Plan and all other standard agenda items will be moved to February's meeting for consideration.

4. ADOPTION OF MINUTES:

4. 1 November 19, 2016

Moved By: Susan Read
Seconded By: Heinrich Naumann
That the minutes of the special meeting dated November 19th, 2016 be adopted as circulated.

Carried.

4. 2 November 24, 2016

Moved By: Susan Read
Seconded By: Heinrich Naumann
That the minutes of the meeting dated November 24th, 2016 be adopted as circulated.

Carried.

5. BUSINESS ARISING FROM THE MINUTES:

None were presented.

6. ACCOUNTS:

6. 1 November 2016

Moved By: Heinrich Naumann
Seconded By: Susan Read
That the November accounts, as presented and attached, in the amount of $3,799.24 be accepted.

Carried.

7. BRANCH REPORTS-November:

7.1. Port McNicoll

The Board received for information the November 2016 activity report prepared by the Branch Librarian for the J & M Young Public Library.

7. 2 Victoria Harbour

The Board received for information the November 2016 activity report prepared by the Branch Librarian for the Theo & Elaine Bernard Branch Library.

7.3. Waubaushene

The Board received for information the November 2016 activity report prepared by the Branch Librarian for the Waubaushene Library.

8. STATISTICS:

8.1 The Board received November statistics of the individual branches for information.

9. ITEMS FOR INFORMATION:

9.1 Tay Library Newsletter, December 2016; received for information only.

9.2 Simcoe County Library Co-operative Annual Report, 2015; received for information only.

10. OTHER ITEMS OF BUSINESS:

10.1 Verbal Report – Jackie Ramler - Re: Establishment of a Special Conditional Donation Category

The Board received a verbal report from member Jackie Ramler on the attempt of the Waubaushene Community Hub planning committee to establish a special condition donation category.

Following discussion, the Board discussed the possibility of the existing Port McNicoll Friends Group becoming an umbrella volunteer/fundraising committee for all three branches.

11. ADJOURNMENT:

Moved By: Heinrich Naumann
Seconded By: Susan Read
That this meeting of The Tay Township Public Library Board adjourn at 6:18 p.m.

Carried.

Date: February 23, 2017

_____
Chair: Bob Coryell

_____
Secretary: Heather Walker

Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.

Sustainability Plan Steering Committee (SPSC) Meeting – DRAFT Minutes

Date	Thursday, January 5, 2017
Time	10am-12pm
Location	Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

Attendance

Chris McLaughlin, General Manager, NSCFDC (Alternate Chair)
Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Jonathan Main, Councillor, Town of Midland
Marina Whelan, Program Manager, Health Protection Service, Simcoe Muskoka District Health Unit (via teleconference)
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative
Councillor Mike Lauder, Town of Penentanguishene
Councillor Cate Root, Township of Tay
Councillor Jack Contin, Town of Midland
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound

Regrets

Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Julie Cayley, General Manager, Severn Sound Environmental Association
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Ron Stevens, Councillor, Ward 4, Township of Severn
Andrea Betty, Director of Planning and Community Development, Town of Penentanguishene
Doug Luker, CAO/Clerk, Township of Tiny
Nick Popovich, Director of Development Services, Township of Georgian Bay

1.0 Welcome, Introductions and Approval of Agenda

Discussion: Roundtable introductions, noting the change in representation from P. File to J. Contin, and S. Farquharson to C. Root. Chair (C. McLaughlin) requested a motion to approve the agenda, then moved by J. Main and seconded by S. Walma. Agenda approved.

2.0 Approval of Minutes from the 8-DEC-16 SPSC Meeting

SustainabilityPlanSteeringCommittee_D

Discussion: Chair requested if the committee had any additions or changes to the minutes as distributed December 21. None noted. Chair then requested a motion to approve the 8-Dec-16 minutes. Moved by J. Main, seconded by B. Coutanche. Minutes approved.

Action Item: Coordinator to send the approved minutes to each Clerk (8), and copy all committee members. Minutes will also be available on the SSS website.

3.0 2017 SSS Work Plan Items

3.1 End of Year Report and 2017 Actions

SSS_Memorandum_Jan5_TEMPLATE.doc

Discussion: Coordinator overviewed the report, explaining it was developed as an end of year summary of activities, as well as a summary of proposed actions for 2017. The committee advised that the report be sent to the Clerk and CAO of each municipality, with a request to share with Council.

Action Item: Coordinator to personalize and send the document to each Clerk (8) and municipal representative, and provide to NSCFDC, SSEA and SMDHU for information and submission as appropriate.

3.2 Review and Discussion of 2017 Work Plan - Draft 2

DRAFT_Workplan_13-Dec-16_VERSION2

Discussion: Coordinator overviewed the 2017 work plan, noting this version has been developed through committee comments and suggestions received at the 8-Dec-16 meeting and through e-mail and conversations. As per the committee's recommendation, the Community of Practice work plan item was combined with the Communications and Engagement activities, aligning more with the 2016 report card items (policies/practices). Comment was received to correct 'deliver presentations' under Project 1 to 'develop reports', as the travel costs and time required to do 7 presentations per month is not feasible, as per the Coordinator's recommendation. J. Main inquired to the 'Sustainability Speaker

Series', suggesting to coordinate the event with Earth Day (April), and to consider alternative venues (parks, green spaces, etc.). M. Whelan recommended the inclusion of Sustainability Leaders in the sustainability e-bulletins, to ensure momentum, and bring attention to both the SSS project and work that these and other staff/council members contribute.

Action Item: (1) Coordinator to correct the work plan as above, and include with DRAFT 5-Jan-17 meeting minutes to the committee. (2) Coordinator to connect with J. Main regarding the Speaker Series, and discuss options for the first of the series. (3) Coordinator to incorporate the 2016 Sustainability Leadership Award recipients in upcoming e-bulletins. Consideration should also be given to identifying additional staff and Council members for recognition in the e-bulletins.

4.0 SSS Project Budget

4.1 Financial Statement: Profit and Loss Budget vs. Actual, January - December 2016

ProfitLossvsActual_2016.pdf

Discussion: Coordinator overviewed the 2016 project costs, with total expenses at $98,092, under budget by $11,973, with $21,452 of a total of $44,666 of available deferred revenue from 2013/14/15 revenue being utilized to cover 2016 expenses. Moving forward, the project has funding to continue in a positive position until March 2017. Coordinator presented a request to invoice those municipalities which have approved their budgets, in order to avoid a negative cash flow in April 2017. Tiny and Penetanguishene approved the request, advising the Coordinator to send the invoice for 2017. Chair then requested a motion to receive the 2016 project profit and loss vs. actual. Moved by S. Walma and seconded by B. Coutanche. 2016 profit/loss/actual received.

4.2 2017 SSS Project Budget

SSS_2017_Budget_DRAFTforAPPROVAL

Discussion: Coordinator referenced the 2016 project costs of $98,092, noting the addition of approximately $20,000 from external funding sources to support the Speaker Series. The Coordinator presented the 2017 budget to the committee, with a total projected expense of $84,973. The Coordinator noted that SSS will be submitting a request for funding in the amount of $10,000 to the County of Simcoe funding program, and will meet with S. Walma to discuss. SSS will also be writing an application for submission under the Ontario Trillium Foundation's Seed Grant Program ($5,000 to $75,000 for up to 1 year). The Coordinator requested assistance from the committee, with C. Root

offering assistance in reviewing the grant application during the development process. This application will be submitted for the committee's review at the 9-Feb-17 meeting, and will be based upon the approved 2017 work plan. Chair then requested a motion to approve the 2017 SSS project budget as presented. Moved by M. Lauder, and seconded J. Main. 2017 SSS project budget approved.

Action Item: (1) Coordinator to write Expression of Interest for submission to the County by January 13, with assistance from S. Walma. (2) Coordinator to begin development of the OTF application, with review assistance from C. McLaughlin and C.Root. This is to be included as an agenda item for the 9-Feb-16 SPSC meeting, with the application due February 22.

5.0 February 2017 – April 2017 Meeting Schedule

Date	Time	Location	Purpose
February 9, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• Review of OTF grant for submission on February 22 • Discussion of Speaker Series • Update on Monthly Work Plan Items
March 9, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• To Be Determined
April 6, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• To Be Determined

6.0 Information Sharing

SMDHU is beginning work on 'Sustainable Policies and Procedures' in relation to procurement practices. This information will be shared when complete, and will be featured as a case study on the SSS website at that time.

Penetanguishene will be holding 2 sessions (January 12, 19) to develop climate change assessment statements with assistance from stakeholders and the public, facilitated by staff from I.C.L.E.I, which the Town has been working with since September to develop a Climate Change Assessment Plan. The link for I.C.L.E.I, Local Governments for Sustainability, explains the BARC (Building Adaptive and Resilient Communities) Program. They were able to participate in this program through a grant program, being the Great Lakes Climate Change Adaptation Project. I requested further details from I.C.L.E.I as to the potential of another grant program (so our other municipalities could apply), but I have yet to hear from the program coordinator. SSS will connect with I.C.L.E.I at the event on Jan. 12, with further information to be available after that date.
http://www.icleicanada.org/programs/adaptation

Midland is hosting a King St. Redesign Public Information Session on Wednesday, January 18 from 6pm-8pm at the Midland Cultural Centre. This is an opportunity for the community to tell the Town what changes they would like to see as part of the downtown master plan. Preliminary concepts will be presented and discussed.

Tay shared information regarding the Muskoka Extended Transit pilot program, which provides Tuesday Thursday service between Victoria Harbour, Port McNicoll and Honey Harbour. Beginning January 10, Passengers can stop in Midland at Mountainview Mall, Walmart, Georgian Bay General Hospital or downtown for about three and a half hours until the bus returns. The project is funded by the Ontario Ministry of Transportation and helps people have better access to communities, programs and services in their area. More info: http://www.tay.ca/en/news/index.aspx?newsId=b648f439-51ca-44cd-92a1-6ace11240db7 Tay is also in the process of developing a Strategic Plan for their 3 libraries. Further update will be provided at the next SPSC meeting.

Oro-Medonte is currently involved in OMB hearings for Burl's Creek (https://www.omb.gov.on.ca/ecs/CaseDetail.aspx?n=PL151011) and determining options for sewage and septic management in lands development applications. Further information can be obtained by reading: http://www.oro-medonte.ca/Shared%20Documents/Public%20Notices%20and%20Media%20Releases/sub-01/2016-SUB-01%202016-ZBA-01%20Interim%20Wastewater%20Report.pdf

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County of Simcoe will be reviewing options for the type of process to be used at the Organics Processing Facility (OPF) at a meeting at the end of the month. S. Walma will share the meeting information once received, as members expressed interest in attending. S. Walma will also be meeting with ROMA (RURAL Ontario Municipal Association) regarding septage issues. An update will be provided when available.

NSCFDC is hosting a speaker event on Thursday, January 26 from 9am-11am at the NSSRC. Event details and registration for 'Find Your Inner Leader' can be accessed at http://www.nscfdc.on.ca/upcoming-events.php. This event is free to attend, and all are welcome.

7.0	**Adjournment:**	Time:	11:40am
	Next Meeting	When:	Thursday, February 9, 2017
		Time:	10am-12pm
		Where:	SSS Office, 105 Fourth Street, Midland

Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.

Sustainability Plan Steering Committee (SPSC) Meeting – DRAFT Minutes

Date	Thursday, December 8, 2016
Time	10am-12pm
Location	Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

1.0 Welcome, Introductions and Approval of Agenda

Andrea Betty, Director of Planning and Community Development, Town of Penentanguishene
Chris McLaughlin, General Manager, NSCFDC (Alternate Chair)
Councillor Barbara Coutanche, Township of Oro-Medonte
Doug Luker, CAO/Clerk, Township of Tiny
Jonathan Main, Councillor, Ward 1, Town of Midland
Marina Whelan, Program Manager, Health Protection Service, Simcoe Muskoka District Health Unit
Nick Popovich, Director of Development Services, Township of Georgian Bay
Patricia File, Councillor, Ward 1, Town of Midland
Ron Stevens, Councillor, Ward 4, Township of Severn
Steffen Walma, Deputy Mayor, Township of Tiny, County of Simcoe representative
Steve Farquharson, Director of Planning and Development, Township of Tay
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound

Regrets

Councillor Mike Lauder, Ward 2, Town of Penentanguishene
Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Jonathan Pauk, Planning Intern, Township of Tay
Julie Cayley, General Manager, Severn Sound Environmental Association
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit

2.0 Approval of Minutes from the 3-Nov-16 SPSC Meeting

SustainabilityPlanSteeringCommittee_D

Discussion: Per Item 3.4, the Chair had requested that a discussion take place in regards to letters from SSS regarding plan positions, advocacy, etc. Coordinator advised that the committee defer that item to the next meeting in response to today's full agenda. Chair requested that the Coordinator update the attendance list from the previous meeting. Chair then requested motion to approve the agenda. Moved by R. Stevens, seconded by A. Betty. Agenda approved.

Action Item: Coordinator to send the approved minutes to each Clerk and post to the SSS website.

3.0 2016 SSS Work Plan Items

3.1 Sustainability Speaker Series Event, November 29th, 2016

- Media Release

MediaRelease_Dec5_SustainabilitySpeak

Discussion: Coordinator provided a brief update regarding the Speaker Event held on November 29, and advised that each municipality had been contacted with the Coordinator providing event photographs and a media release for their consideration.

Action Item: None identified.

- Photographs

Full Resolution photos are here:
https://natelacroix.smugmug.com/Client-Downloads/SSS/n-dtrxFj/
Note: They are quite large and should only be used for printing.
Scaled down for better use on the web:
https://drive.google.com/open?id=0By4OtERHxS-wUThlbGNsSklHT00

Discussion: Coordinator provided the link (as above) for the committee as above. All event photos are also the property of each municipality.

Action Item: Coordinator to identify the NSCFDC and SMDHU photos and send for their records.

3.2 Website Redesign Project

- Overview of Next Steps (part of 2017 Work Plan)

3.3 Sustainability Report Card

- Overview of Next Steps (Part of 2017 Work Plan)

Discussion: Coordinator explained that Item 3.2 and Item 3.3 are included as part of the Draft 2017 work Plan, and will be discussed as part of Item 4.0.

4.0 2017 SSS Work Plan

Discussion: Coordinator presented the DRAFT 2017 Work Plan for the committee's review and comment. Recommendations received after the review of the PowerPoint (re: Community of Practice Model) and Work Plan breakdown included:

- Community of Practice (CoP) Model suitable for moving forward
- Simplify Work Plan by integrating Report Card recommendations as the Communications and Engagement action items
- Limitations could arise from defining it as a 'Climate Change' CoP
- Deliver efficient and effective reports with social, economic and environmental considerations and successful municipal examples for Council and committee review and discussion
- Key purpose of SSS to educate, inform and influence

Action Item(s): (1) Coordinator to review the DRAFT work plan and simplify by integrating the CoP with the Communications and Engagement project area. (2) Coordinator to provide DRAFT work plan for committee review. Further discussion to be held at next meeting on 5-Jan-16. (3) Coordinator and C. McLaughlin to meet before 22-Dec-16 to review changes and revise prior to sending to committee as part of the 5-Jan-16 agenda package.

MunicipalImplications_ClimateChange.c

DRAFT_Workplan_8-Dec-16(1).xlsx

Dec8_2016.pdf

5.0 SSS Project Budget

5.1 Financial Statement, November 30, 2016

FinancialStatement_30-Nov-16.pdf

Discussion: Coordinator presented the 30-Nov-16 Financial Statement for information. C. McLaughlin noted that although it appears the SSS project is in a negative position, that amount is being covered through deferred revenue from prior years. This will be reflected in the January statement. Chair requested a motion to receive the minutes for information. Moved by A. Betty, seconded by J. Main. Statement received.

6.0 January 2017 – March 2017 Meeting Schedule

Date	Time	Location	Purpose
January 5, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• Discussion of 2017 Work Plan
February 9, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• To Be Determined
March 9, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• To Be Determined

7.0 Information Sharing

Discussion: Committee received an update from each member as available, with those comments summarized as follows:

P. File – Midland:

Funding

- Tree of Our Nature Funding Program: Deadline February 17, 2017 (150 projects of up to $5,000 per project for Canada's 150th) https://www.sustainablesevernsound.ca/event.php?id=34
- Edible Trees Funding Program: Deadline February 24, 2017 (Up to $4,000 for community-based projects, i.e., community gardening groups, community housing projects, communities, schools, parks and arboretums) https://www.sustainablesevernsound.ca/event.php?id=35

Resources

- Facing Climate Change, 2016 Greenhouse Gas Progress Report https://www.sustainablesevernsound.ca/super-page.php?id=14
- Conservation, Let's Get Serious, Annual Energy Conservation Report 2015/2016 https://www.sustainablesevernsound.ca/super-page.php?id=16
- Small Steps Forward: Environmental Protection Report 2015/2016 https://www.sustainablesevernsound.ca/super-page.php?id=15

C. McLaughlin – NSCFDC:

Event

- 'Find Your Inner Leader' Speaker Series Event, January 24
  Register at: http://www.nscfdc.on.ca/upcoming-events.php

M. Whelan – SMDHU:

- Possible Partnership Opportunity for SSS

- Barrie is hosting a Climate Change Symposium follow-up to 2015, being considered for 2017
- Opportunity to participate as a speaker or workshop host
- SSS to connect with Barrie for further information

J. Main – Midland:

Tree Canada Resources

- Canadian Urban Forest Strategy
  Most recent CUFS may be found here: http://www.cufn.ca/canadian-urban-forest-strategy
- List of Municipalities with Urban Forestry Plans in Canada (this list is updated as Tree Canada receives new submissions)
  http://media.wix.com/ugd/64e90e_fdb8b6ce39f94cccabe290fb1d21f9ee.pdf
- Online Resource Called The "Compendium Of Best Management Practices"
  This resource may be found here: http://www.cufn.ca/best-urban-forest-management-practices

  For more information on these efforts please contact:
  Adrina C. Bardekjian, MFC, PhD
  Manager, Urban Forestry Programs and Research Development
  Tree Canada | Arbres Canada
  470 rue Somerset St. West/ouest |Ottawa, ON K1R 5J8
  abardekjian@treecanada.ca / abardekjian@arbrescanada.ca
  treecanada.ca / arbrescanada.ca

A. Betty – Penetanguishene:

- 5 discussion papers for the OP approved by Council
- Business View Magazine (+400,000 subscribers), the Town to be featured in the January issue featuring Economic Development and Sustainable City Management

N. Popovich – Georgian Bay:

- Budget discussions on-going (re: Phragmites removal), possible community grant program, efforts/work could also occur in tandem with Georgian Bay Forever and potentially SSEA

B. Coutanche – Oro-Medonte:
Key items include,

- OP Process,
- Site Alteration By-law (per the Report Card),
- and Candlelight Walk (please contact Councillor Coutanche at Barbara.Coutanche@oro-medonte, ca for further information).

S. Farquharson – Tay
OP for adoption in 1st quarter of 2017,
Updates available at,

- http://www.tay.ca/en/your-municipality/Official-Plan-and-Zoning-By-law-Update.asp

D. Luker, Tiny

- Reminder, August 2017 – Farm Fresh Food Fest planning, event to be held in Tiny

8.0	**Adjournment:**	Time:	
	Next Meeting	When:	Thursday, January 5, 2017
		Time:	10am-12pm
		Where:	SSS Office, 105 Fourth Street, Midland

Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.

WWW.SUSTAINABLESEVERNSOUND.CA

Memorandum

To: Members of Council and Staff, _____

Submitted By: Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound (SSS), and Sustainability Plan Steering Committee

Date: January 5, 2017

Subject: 2016 Update from SSS, and
2017 SSS Project Actions

RECOMMENDATION

It is recommended:

That the Memorandum dated January 5, 2017 from Sustainable Severn Sound (SSS) be received for information.

BACKGROUND

SSS was created in 2011 to provide leadership on the Severn Sound Sustainability Plan, completed in 2009. Although no longer a key driver of the SSS project, as the Sustainability Plan Steering Committee (SPSC) now selects actions for SSS project to undertake - the Plan and the pillar structure of Environmental Protection and Integrity, Community Well-Being and Economic Prosperity continue to remain the fundamental principles guiding SSS and their approach to the sustainability program.

SSS and the SPSC have taken significant steps over the past year to address the objectives identified within the Sustainability Action Plan, 2016-2018 (SAP) created through the input and direction of representatives from our 7 partner municipalities (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay) and our 4 supporting organizations (Simcoe Muskoka District Health Unit, North Simcoe Community Futures Development Corporation, Severn Sound Environmental Association and the County of Simcoe). The objectives selected by these representatives were:

1. Effectively share information with our project partners, developing monthly bulletins and a website dedicated to featuring sustainable practices and funding opportunties.
2. Deliver presentations, workshops and events designed to introduce municipalities and their communities to sustainable practices, techniques and ideas.
3. Review and assess the status of the Sustainability Plan actions and distribute a sustainability report card.

SSS and the SPSC created a new framework to organize the information shared by the project into 10 focus areas, termed 'sustainability building blocks'. The 10 focus areas are the framework, or foundation for the case studies, bulletins, resources and funding information SSS shares with the project partners. These 10 areas are:

1. Climate Change
2. Community Economic Development
3. Energy Efficiency and Renewables
4. Green Building
5. Greener, Food-secure Communities
6. Housing and Community Development
7. Land Use, Urban Form and Community Design
8. Transportation Planning and Traffic Management
9. Waste Reduction and Recycling
10. Water and Sewage

2016 PROJECT ACCOMPLISHMENTS

Sustainability Bulletin

(12) E-news issues, featuring:

- (14) Municipal sustainability practices by the project partners,
- (3) Guest articles
- (+8) Sustainability Speaker Series event registration and event summaries, and
- (+20) External funding opportunities and training opportunities.

Sustainability Speaker Series

March, Environmental Conundrums

- (1) Keynote speaker; CBC's Bob McDonald,
- (2) Student guest speakers, winners of a sustainability essay contest - partnership with the Township of Tiny,
- (8) community volunteers, including (6) high-school students from St. Theresa's,
- (11) involved organizations plus (2) external funders (TD Friends of the Environment Foundation and Philips Lighting),
- (226) Attendees from across each of the project's partner municipalities,
- (270) Wildflower seed packets distributed (equal to .75 acres of coverage),
- (175) Light Emitting Diodes (LED) bulbs distributed, and
- (175) SSS reusable totes distributed.

June, Nature and the Human Health Connection

- (5) Guest speakers including:
  - Simcoe Muskoka District Heath Unit, municipal staff from the County of Wellington and the City of Brampton, representatives from ICLEI-Local Governments for Sustainability, and Tree Canada,
- (45) Attendees across (10) municipalities, (2) school boards and (5) not-for-profit organizations, and
- (8) Information follow-up packages sent to the project's supporting municipalities.

November, Celebrating Municipal Sustainability – Successes and Opportunities

- Keynote speaker, Dr. Karen Farbridge to discuss energy/climate change planning and community engagement frameworks,
- (51) Attendees welcomed by guest MC Warden Gerry Marshall,
- Release of the 2016 Sustainability Report Card and launch of the redesigned SSS website, and
- Recognition of (8) staff and council members from (7) municipalities with a 2016 Annual Sustainability Leadership Award.

Municipal Survey, Partnership with Georgian College Research Analyst Program

- Benchmark knowledge level of Council members and municipal staff in relation to sustainability and the SSS project,
- Identified priorities and motivations for municipalities in implementing sustainability projects and complimentary initiatives,
- Requested suggestions from Council members and municipal staff to enhance engagement with municipal partners, with overall key findings being:
  - Climate Change and Community Economic Development were both equally ranked as the '#1 Priority' for municipalities,
  - 'Top 3 Motivating Factors' for integrating sustainability practices into municipal operations were (1) Environmental Threats, (2) Cost Savings, and (3) Government Regulations, and
  - 'Recommendations' included (1) More events just for municipalities (workshops, speakers), (2) E-mail sustainability updates and information direct to municipal staff, and (3) Increase SSS presence at each municipality and in the community.

2016 Sustainability Report Card

- Completed (7) interviews with municipal staff and CAO's to discuss (23) sustainability practices and (25) stewardship actions across (4) stages of implementation, being:
  - Council approved,
  - In progress/development,
  - To be undertaken within the next 2-3 years,
  - Not yet a priority,
- Celebrated accomplishments of each partner municipality (what are others in our partnership doing?), and identified opportunities for improvement,
- Provided as a planning tool for Councils and municipal staff, and
- Directed and focused work plan development for SSS and the SPSC.

Website Redesign

- Designed as a platform for our partner municipalities and organizations to celebrate successes, share knowledge and enhance communications,

- Completed (18) interviews to develop (+25) case studies of municipal sustainability practices by the project partners,
- Researched and selected guidance/best practice documents to build a compendium of sustainability resources,
- Wrote and edited all content for the revised site, including text and images,
- Created a funding page to provide funding updates and support to municipalities, and
- Bulletins, SSS events and 'request for information/feedback' mechanism for web-users.

Other Activities

- Attended the Tay Bike Day event, speaking with (+50) attendees on the sustainability program and distributing (+100) wildflower seed packets, (+50) SSS totes and acquired (21) E-News subscribers,
- Led the development of a (8) page article on Sustainable City Management with the Town of Penetanguishene, to be featured in the digital publication; Business View Magazine (+400,000 subscribers throughout North America),
- Independently responsible for SSS project management, administration and evaluation,
- Participation on the Town of Midland's Technical Review Committee, and
- Supported the Town of Penetanguishene in identifying and preparing a funding proposal for $30,000 to support trail development and enhance biodiversity.

2017 PROJECT ACTIONS

Communications and Engagement

Actions

- Further enhance communication activities to increase (1) municipal staff and Council member traffic to website, (2) social media followers, and (3) registrants to the new SSS website,
- Work with municipal Communications staff to deliver sustainability program information (Action Plan, Report Card, details to sign-up to website) to all staff and Council,
- Write and release regular (monthly minimum, bi-weekly as possible) Sustainability Bulletins,
- Develop and deliver presentations and reports to Councils and Committees presenting information to support the adoption of sustainability practices as selected from the Sustainability Report Card, and
- Prepare and submit quarterly reports to Council and Committees.

Website Maintenance and Development

Actions

- Identify and complete additional case studies for addition to website,
- Release case studies to municipal staff and Council members to enhance awareness and communications,

- Further develop the funding and events pages and share additions with municipal staff and Council, and
- Directly assist municipalities upon request with identification, preparation and securement of funding.

Sustainability Speaker Series

Actions

- Identify topics and speakers to compliment Communication and Engagement activities,
- Determine appropriate format with SPSC members,
- Host Event #6, #7, and
- Host Event #8 (speaker, 2017 Report Card Release and 2017 Sustainability Leadership Awards presentation).

2017 Sustainability Report Card

Actions

- Acquire content from municipalities through interviews with senior staff and CAO's,
- Develop report and approve for release, and
- Present sustainability progress through the Report Card at Sustainability Speaker Series (Event #8).

CONCLUSION

This report provides a 2016 project update and an overview of 2017 project actions for Township Council and staff in regards to the Sustainable Severn Sound (SSS) project, and is recommended to be received for information.

ATTACHMENT

A: 2016 Municipal Sustainability Report Card

DRAFT Work Plan 2017
VERSION 2 - 13-DEC-16

		17-Jan				17-Feb				17-Mar				17-Apr				17-May				17-Jun				17-Jul				17-Aug				17-Sep				17-Oct				17-Nov				17-Dec			
		Q1												Q2												Q3												Q4											
PROJECT 1	***Communications & Engagement***																																																
	Actions	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Develop a new Communications Strategy to increase 1. municipal staff & Council member traffic to website, 2. social media followers, & 3. registrants to the new SSS website	■	■	■																																													
	Work with municipal Communications staff to deliver sustainability program information (Action Plan, Report Card, details to sign-up to website) to all staff & Council				■																																												
	Write & release regular (monthly minimum, bi-weekly as possible) Sustainability Bulletins				■			■					■			■				■				■				■				■				■				■				■				■	
	Prepare & submit quarterly reports to Council & Committees												■											■																									■
	Develop & deliver reports/information to Councils & Committees for sustainability practices as selected from the Sustainability Report Card:					■	■																																										
	JAN - None - Preparation for Feb/Mar				■	■	■																																										
	FEB - Municipal Energy Planning (include rural examples, identify stakeholders, funding options)					■	■	■	■	■																																							
	MAR - Establishing Municipal Energy Reduction & GHG Reduction Targets (include examples (Midland, Georgian Bay), & Earth Week & Earth Hour outlines, plus proclamation examples)									■	■	■	■																																				
	APR - Corporate Energy Conservation Program (include group format, results, basic toolkit)												■	■	■	■																																	
	MAY - Low Impact Design (LID) Guidelines (include examples from District of Muskoka, Oro-Medonte Stormwater Plan, other successful LID practices, on-line tools & resources)																■	■	■	■																													
	JUN - Becoming a Blue Community (how-to, examples (Tiny, Tay), proclamation)																				■	■	■	■																									
	JUL - Renewable Energy Purchasing - Options for Municipalities (include examples for supporting & purchasing, i.e., revolving energy funding, FIT & Bullfrog)																								■	■	■	■																					
	AUG - Water Conservation Initiatives (develop toolkit using municipal examples (i.e., Midland rain barrels/toilet rebate, odd/even watering By-law by Tiny, By-law for no driveway spraying, plus other incentive programs)																											■	■	■	■																		
	SEP - Tree Cutting &/or Tree Preservation By-law (include examples (Georgian Bay, District of Muskoka), community engagement & communication strategies)																															■	■	■	■														
	OCT - Anti-idling By-law (include By-law examples, communications/social media template, signage template)																																			■	■	■	■										
	NOV - Plastic or Other Waste (i.e., plastic bags, take-out cutlery, styrofoam) Reduction Guideline (include By-law examples, communications/social media template)																																					■	■	■	■								
	DEC - Native Species Lists for Development Proposals (include guidelines for use, list (trees, shrubs, flowers, grasses), & distributors)																																										■	■	■	■			
SAP LINKAGE	***Effectively share information with our project partners, developing monthly bulletins & a website dedicated to featuring sustainable practices & funding opportunities***																																																
OUTCOME	***(1-3) Improved awareness & increased adoption of sustainable practices, resulting in an enhanced culture of sustainability.***																																																
		Q1												Q2												Q3												Q4											
PROJECT 2	***Website Maintenance & Development***	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Actions	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	Identify additional case studies for addition to website	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	Interview staff & develop case studies for addition to website					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	Release case studies to municipal staff & Council members per the Communications Strategy					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	Further develop the funding & events pages & share additions with municipal staff & Council	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	Directly assist municipalities upon request with identification, preparation & securement of funding	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
SAP LINKAGE	***Effectively share information with our project partners, developing monthly bulletins & a website dedicated to featuring sustainable practices & funding opportunities***																																																
OUTCOME	***(1-3) Improved awareness & increased adoption of sustainable practices, resulting in an enhanced culture of sustainability.***																																																
		Q1												Q2												Q3												Q4											
PROJECT 3	***Sustainability Speaker Series (other workshops & events delivered will be marketed as Sustainability Speaker Series)***	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Actions							■	■																																								
	Identify topics & speakers to compliment Communication & Engagement activities							■	■	■	■																																						
	Determine appropriate format with SPSC members												■	■	■																																		
	Host Event #6																							■	■	■	■																						
	Host Event #7																																																
	Host Event #8- Speaker, 2017 Report Card Release & 2017 Sustainability Leadership Awards																																							■	■	■							
SAP LINKAGE	***Deliver presentations, workshops & events designed to introduce municipalities & their communities to sustainable practices & funding opportunities***																																																
OUTCOME	***(1-3) Improved awareness & increased adoption of sustainable practices, resulting in an enhanced culture of sustainability.***																																																
		Q1												Q2												Q3												Q4											
PROJECT 4	**2017 Sustainability Report Card**	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Acquire content from municipalities through interviews with senior staff & CAO's																				■	■				■	■				■	■	■																
	Develop report																																	■	■	■													
	Approve for release																																					■	■										
	Present sustainability progress through the Report Card at Sustainability Speaker Series Event #8																																							■	■								
SAP LINKAGE	***Review & assess the status of the Sustainability Plan actions & distribute a Sustainability Report Card***																																																
OUTCOME	***(1-3) Improved awareness & increased adoption of sustainable practices, resulting in an enhanced culture of sustainability.***																																																

11:43 AM
04/01/17
Accrual Basis

Community Development Fund
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	$ Over Budget	% of Budget
Income				
4104 · County of Simcoe Grant	7,000.00			
4103 · Other Income	4,021.24			
4102 · External Funding (TD FEF Grant)	8,000.00	8,000.00	0.00	100.0%
4100 · Municipal Contributions	57,400.00	57,400.00	0.00	100.0%
4200 · Interest Income	218.83			
Total Income	76,640.07	65,400.00	11,240.07	117.2%
Gross Profit	76,640.07	65,400.00	11,240.07	117.2%
Expense				
5500 · Other Expenses				
5550 · Public Relations & Marketing	2,195.07	2,400.00	-204.93	91.5%
5555 · Professional Printing Services	1,950.15	4,000.00	-2,049.85	48.8%
5501 · Conferences & Prof. Development	0.00	1,500.00	-1,500.00	0.0%
Total 5500 · Other Expenses	4,145.22	7,900.00	-3,754.78	52.5%
5200 · Occupancy & Equipment				
5270 · Cellular Phone Expense	440.00	480.00	-40.00	91.7%
5280 · Rent Expense	2,400.00	2,400.00	0.00	100.0%
Total 5200 · Occupancy & Equipment	2,840.00	2,880.00	-40.00	98.6%
5000 · Payroll Expense				
5010 · CPP Expense	2,546.68	2,703.00	-156.32	94.2%
5020 · EI Expense	1,330.57	1,478.00	-147.43	90.0%
5030 · Health Benefits Expense	2,206.54	2,111.00	95.54	104.5%
Total 5000 · Payroll Expense	6,083.79	6,292.00	-208.21	96.7%
5100 · Payroll				
5160 · Wage Expense	57,487.90	59,604.00	-2,116.10	96.4%
Total 5100 · Payroll	57,487.90	59,604.00	-2,116.10	96.4%
5300 · Meetings & Events Expense				
5334 · Speaker Events (County Simcoe)	4,931.96			
5333 · Sustainability Discussion Serie	2,141.09	4,000.00	-1,858.91	53.5%
5332 · Speaker Events (TD FEF)	9,205.10	10,000.00	-794.90	92.1%
5331 · Café Scientifique Events	1,458.73	1,500.00	-41.27	97.2%
5310 · Meeting Expenses	294.54	300.00	-5.46	98.2%
5330 · Workshops	109.14	1,000.00	-890.86	10.9%
Total 5300 · Meetings & Events Expense	18,140.56	16,800.00	1,340.56	108.0%
5400 · Audit	250.00	250.00	0.00	100.0%
5600 · Administration				
5620 · Computer & Software Purchase	534.18	3,000.00	-2,465.82	17.8%
5610 · Office Administration	283.59	2,040.00	-1,756.41	13.9%
5650 · Materials, Supplies & Postage	568.03	1,200.00	-631.97	47.3%
5660 · Website Maintenance/ Updates	5,832.60	7,000.00	-1,167.40	83.3%
5690 · Translation	0.00	1,000.00	-1,000.00	0.0%
5695 · Travel	1,926.39	2,100.00	-173.61	91.7%
Total 5600 · Administration	9,144.79	16,340.00	-7,195.21	56.0%
Total Expense	98,092.26	110,066.00	-11,973.74	89.1%
Net Income	**-21,452.19**	**-44,666.00**	**23,213.81**	**48.0%**

2017 SSS Project: Budget

ADMINISTRATION		17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	TOTAL PROJECTED EXPENSES
Office Administration	**5610**	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	**2,040.00**
Materials, Supplies and Postage	**5650**	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	**600.00**
Computer and Software Purchase	**5620**	-	500.00	-	500.00	-	-	500.00	-	-	500.00	-	-	**2,000.00**
Website Maintenance/Updates	**5660**	-	-	-	500.00	-		-	-	500.00	-	-	-	**1,000.00**
Translation	**5690**	-	-	-	250.00	-	-	-	-	250.00	-	-	-	**500.00**
Travel	**5695**	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	**2,100.00**
TOTAL:		*395.00*	*895.00*	*395.00*	*1,645.00*	*395.00*	*395.00*	*895.00*	*395.00*	*1,145.00*	*945.00*	*395.00*	*395.00*	**8,290.00**
OTHER														
Conference Attendance and Professional Development	**5501**	-	-	500.00	-	-	500.00	-	-	500.00	-	-	-	**1,500.00**
Public Relations and Marketing	**5550**	150.00	150.00			150.00	150.00			150.00	150.00			**900.00**
Professional Printing Services	**5555**	-	-	-	300.00	-	-	-	300.00	-	-	-	-	**600.00**
Audit	**5400**	-	-	-	250.00	-	-	-	-	-	-	-	-	**250.00**
TOTAL		*150.00*	*150.00*	*500.00*	*550.00*	*150.00*	*650.00*	*-*	*300.00*	*650.00*	*150.00*	*-*	*-*	**3,250.00**
OCCUPANCY AND EQUIPMENT	**5200**													
Rent Expense	**5280**	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	**2,400.00**
Cellular Phone Expense	**5270**	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	**480.00**
TOTAL		*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	*240.00*	**2,880.00**
MEETINGS AND EVENT EXPENSES	**5300**											-		
Meeting Expenses	**5310**	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	**300.00**
Workshops	**5330**	-	-	150.00			150.00	-	-	150.00	-	-	150.00	**600.00**
Sustainability Speaker Series	**5333**	-		2,000.00		-	2,000.00	-	-	-	2,000.00	-		**6,000.00**
TOTAL		*25.00*	*25.00*	*2,175.00*	*25.00*	*25.00*	*2,175.00*	*25.00*	*25.00*	*175.00*	*2,025.00*	*25.00*	*175.00*	**6,900.00**
PAYROLL EXPENSES	**5000**													
CPP Expense	**5010**	196.46	196.46	196.46	196.46	196.46	196.46	196.46	196.46	196.46	196.46	196.46	196.46	**2,357.52**
EI Expense	**5020**	102.84	102.84	102.84	102.84	102.84	102.84	102.84	102.84	102.84	102.84	102.84	102.84	**1,234.08**
Health Benefits Expense	**5030**	175.00	174.73	174.73	174.73	174.73	175.00	174.73	174.73	178.22	178.22	178.22	178.22	**2,111.28**
TOTAL		*474.30*	*474.03*	*474.03*	*474.03*	*474.03*	*474.30*	*474.03*	*474.03*	*477.52*	*477.52*	*477.52*	*477.52*	**5,702.88**
WAGE EXPENSES	**5100**	**4,395.00**	**4,395.00**	**6,595.00**	**4,395.00**	**4,395.00**	**4,395.00**	**4,395.00**	**4,395.00**	**4,575.00**	**4,575.00**	**4,575.00**	**6,865.00**	**57,950.00**
Total Wage Expense w/ MERCs	**5160**	4,869.30	4,869.03	7,069.03	4,869.03	4,869.03	4,869.30	4,869.03	4,869.03	4,960.42	4,965.52	4,965.52	4,965.52	**63,652.88**
												Total Projected Project Expenses		**84,972.88**
In-Kind Contribution														
Office Space (NSCFDC)		365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	**4,380.00**
Accounting (NSCFDC)		110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	115.00	115.00	**1,330.00**
		475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	480.00	480.00	**5,710.00**
														11,420.00

2016 Project Expenses	**$ 98,095**
2017 Opening Bank Balance (Deferred 2014/15/16)	**$ 21,452**
Municipal Contributions 2017 ($9,800 x 7)	**$ 68,600**
TOTAL	**$ 90,052**
2017 Total Project Costs	**$ 84,973**
	$ (5,079)

THANK YOU

It was so kind of you to make a donation in honour of Bill. I am so grateful for everything the township has done to support Bill during the last two years. He was proud to serve the residents of Tay. I also want to thank everyone who attended his celebration of life.

With sincere thanks,

Janet Rawson & family

Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248
FAX (705)534-4493

COMMITTEE OF ADJUSTMENT
MINUTES OF MEETING
Wednesday November 16, 2016 – 7:00 PM
Township of Tay Municipal Office – Council Chambers

Members Present: A. Ott, Chair
C. Constantin-Barron
M. Van Halem
D. Strachan
H. Naumann

Staff Present: T. Huguenin, Secretary-Treasurer
S. Farquharson, Planning and Development Director

Chair A. Ott called the meeting to order at 7:00 p.m.

1.0 OPENING ADDRESS FROM THE CHAIR

2.0 DECLARATION OF CONFLICT OF INTEREST

None of the Committee Members had an interest to disclose.

3.0 MINUTES

MOTION: Moved by: D. Strachan
Seconded by: C. Constantin-Barron

THAT the minutes of the Public Hearing held October 19, 2016 be adopted as circulated.

CARRIED.

4.0 MEETING

4.1.1 and 4.1.2 Consent Application 2016-B-06 and Minor Variance Application 2016-A-14 – Lynda Crowe

Location: 6511 Highway 93

Attending
Applicant/Agent: Agent Gary French

Written Comments Received
Township: Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Chief Building Official, Fire Chief, Planning Student
Agencies: Newmarket-Tay Power Distribution Ltd.
Ministry of Transportation
Others: None

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The agent, Gary French, advised the Committee:
- Brief summary of proposal.
- Agree with Director's comments and planning report.
- This is an opportunity to improve the lots that are involved.
- The retained parcel is substantial in area.
- The benefitting lot makes no sense as either Institutional or Commercial.
- There is no available parking for an Institutional or Commercial use.

In response to questions posed by the Committee members, the agent advised the Committee:
- The property transfer from Crowe (the original owner when the consent application was filed) to Schulz (the current owner) has taken place.

There was one (1) neighbour in the public audience and he was in favour of the application.

4.2 Consent Application 2016-B-07 – Kevan Dutchak Productions Inc.

Location: 142 Robins Point Road

Attending

Applicant/Agent: Applicant Kevan Dutchak (Kevan Dutchak Productions Inc.)

Written Comments Received

Township:	Chief Administrative Officer, Clerk, Treasurer, Public Works Director, Water/Sanitary Wastewater Operations Superintendent, Chief Building Official, Fire Chief, Planning Student
Agencies:	Newmarket-Tay Power Distribution Ltd.
Others:	None

The Planning and Development Director gave a PowerPoint presentation, through which he reviewed the application and planning report.

Discussion:

The applicant, Kevan Dutchak (Kevan Dutchak Productions Inc.), advised the Committee:

- Brief summary of proposal.

In response to questions posed by the Committee members, the applicant advised the Committee:

- The two (2) subject lots were purchased at separate times and put into separate ownership to prevent the two properties from merging.

There was no public audience.

5.0 DECISIONS

5.1.1 Consent Application 2016-B-06 – Lynda Crowe

Location: 6511 Highway 93

MOTION: Moved by: H. Naumann
Seconded by: C. Constantin-Barron

THAT,

Consent Application **2016-B-06 (Lynda Crowe, former owner and Viktor Schulz and Valentina Schulz, current owner)** be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;

2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township;

3. That all municipal taxes be paid in full to the Township of Tay;

4. That Subsection 50 (3) and/or (5), of the *Planning Act* applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.

5. That the applicant's solicitor prepares a letter of undertaking that the severed lands and the lands to be enhanced municipally known as 1022 Truax Lane will merge in title.

6. That the Minimum Lot Area be 1,323 square metres for Part Lot 76, Concession 1

7. That Variance Application 2016-A-14 is approved.

8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

FOR THE FOLLOWING REASONS,

The proposed consent is considered to be reasonable and good planning. The subject application is consistent with the Provincial Policy Statement and conforms to the policies of the County of Simcoe's and the Township's Official Plans and complies with the Township's General Zoning By-law No. 2000-57 as amended.

CARRIED.

Explanation of the effect any written and/or oral submissions from the public had on the decision, n/a.

5.1.2 Minor Variance Application 2016-A-14 – Lynda Crowe

Location: 6511 Highway 93

MOTION: Moved by: M. Van Halem
Seconded by: D. Strachan

THAT,

Minor Variance Application **2016-A-14 (Lynda Crowe, former owner and Viktor Schulz and Valentina Schulz, current owner)** be granted approval subject to the following conditions being imposed on the Committee's decision:

1. That all municipal taxes be paid in full to the Township of Tay;

2. That the Minimum Lot Area be 1,323 square metres for 6511 Highway 93.

FOR THE FOLLOWING REASONS,

The requested variance is only required to support the requested boundary adjustment, and as there are no physical changes contemplated to the site as a result of these applications, the variance can be considered minor and appropriate for the development of the lot.

CARRIED.

Explanation of the effect any written and/or oral submissions from the public had on the decision, n/a.

5.2 Consent Application 2016-B-07 – Kevan Dutchak Productions Inc.

Location: 142 Robins point Road

MOTION: Moved by: C. Constantin-Barron
Seconded by: H. Naumann

THAT,

Consent Application **2016-B-07 (Kevan Dutchak Productions Inc.)** be granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That a copy of a registered reference plan for the subject land indicating the severed parcel be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;

2. That the applicant's solicitor prepare and submit a copy of the proposed conveyance for the parcel severed, for review by the Township;

3. That all municipal taxes be paid in full to the Township of Tay;

4. That Subsection 50 (3) and/or (5), of the *Planning Act* applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.

5. That the applicant's solicitor prepare a letter of undertaking that the severed lands and the lands to be enhanced municipally known as 138 Robins Point Road will merge in title.

6. That the maximum lot area of the severed lands be no larger than approximately 532 sq. m. (0.05 ha);

7. That the applicant remove/ relocate the boathouse and accessory building "C" on the severed parcel;

8. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

FOR THE FOLLOWING REASONS,

The proposed lot boundary adjustment is considered to be reasonable and good planning. The subject application is consistent with the Provincial Policy Statement and conforms to the policies of the County of Simcoe's and the Township's Official Plans and complies with the Township's General Zoning By-law No. 2000-57 as amended.

CARRIED.

Explanation of the effect any written and/or oral submissions from the public had on the decision, n/a.

6.0 OTHER BUSINESS

Staff provided the Committee with a review of changes to the Planning Act under Bill 73, Smart Growth for Our Communities Act, 2015 and how these changes affect the Committee of Adjustment process.

Members submitted summaries of meetings, mileage, etc. for disbursement of 2016 stipends and expenses.

7.0 NEXT MEETING

The next meeting of the Committee of Adjustment is scheduled for January 18, 2017 at 7:00 p.m. in the Municipal Council Chambers.

8.0 ADJOURNMENT

The Committee adjourned at 8:13 p.m.

Respectfully Submitted:

Original Signed By

_____
A. Ott, Chair

Original Signed By

_____
T. Huguenin, Secretary-Treasurer

Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248
FAX (705)534-4493

COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION

CONSENT APPLICATION: **2017-B-01**
ROLL NUMBER: **040-005-49000**

IN THE MATTER OF The Planning Act, 1990, Section 53 (17)
And
IN THE MATTER OF an application to the Committee of Adjustment
Submitted by:
John Michael Eplett and Leah Annette Eplett

FOR CONSENT

In making its decision upon this application for consent the Committee in addition to other matters has had regard to the matters that are to be had regard under Section 53(12) of the Planning Act, and considered whether a plan of subdivision pursuant to Section 51 of the land described in the application is necessary for the proper and orderly development of the municipality.

In respect of land located at **39 & 83 Robins Point Road**, legally described as Plan 861, Lots 36 and 64, Township of Tay, County of Simcoe.

We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **January 18th, 2017**. **SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

By

_____ _____ _____
A. Ott, Chair M. Van Halem, Member F. Ruf, Member

_____ By _____
C. Constantin-Barron, Member D. Strachan, Member

Pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, c.P.13, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

DATED THIS 25th day of JANUARY, 2017.

THE LAST DATE FOR FILING A NOTICE OF APPEAL OF THE DECISION OF THE COMMITTEE OF ADJUSTMENT IS FEBRUARY 14, 2017.

Said Notice of Appeal must be filed with the Corporation of the Township of Tay and must set out the reasons for the appeal and must be accompanied by the fee required by the Ontario Municipal Board.

NOTE:

1. Where a provisional consent has been given you will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent;

2. Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

3. The Land subject to this consent application is also subject to the following applications under the Planning Act: **Minor Variance Application 2017-A-01**.

Original Signed By

_____

Tony Huguenin, ACST
Secretary-Treasurer,
Committee of Adjustment

DECISION:

Consent Application **2017-B-01 (John Eplett and Leah Eplett)** is granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That the Township receives cash in lieu of parkland dedication of 5% of the appraised value of the area of the severed lands. The value of the land to be determined as of the day before the granting of provisional consent. The appraiser to be determined by the Township at the expense of the owner, with the appraisal fee paid in advance;

2. That a copy of a registered reference plan for the subject land indicating the severed parcels be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;

3. That the applicant's solicitor prepare and submit a copy of the proposed conveyances for the severed parcels, for review by the Township;

4. That all municipal taxes be paid in full to the Township of Tay;

5. That the severed parcel have a minimum lot area of approximately 3,740 square metres and a minimum lot frontage of approximately 47.4 metres;

6. That the retained lands have minimum lot area of approximately 48,900 square metres and a minimum lot frontage of approximately 15.2 metres;

7. That the applicant enter into an updated private road agreement with the Township per By-law 2004-39;

8. That Variance Application 2017-A-01 be approved;

9. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

FOR THE FOLLOWING REASONS,

The consent application which proposes to create a lot at 39 Robins Point Road and a retained lot at 83 Robins Point Road, is appropriate. The consent application is consistent with the Provincial, County and Township policies.

EXPLANATION OF THE EFFECT ANY ORAL OR WRITTEN COMMENTS HAD ON THE DECISION, n/a

Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

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COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION

MINOR VARIANCE APPLICATION: **2017-A-01**
ROLL NUMBERS: **040-005-49000**

IN THE MATTER OF The Planning Act, 1990, Section 45(8) and (10)
And
IN THE MATTER OF an application to the Committee of Adjustment
Submitted by:
John Michael Eplett and Leah Annette Eplett

FOR MINOR VARIANCE

In making its decision upon this application for Minor Variance, the Committee in addition to other matters has considered whether or not the variance was minor and desirable for the appropriate development or use of land, building or structure and that the general intent and purpose of the by-law and official plan are maintained.

In respect of **39 & 83 Robins Point Road**, legally described as Plan 861, Lots 36 and 64, Township of Tay, County of Simcoe.

We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **January 18th, 2017**. **SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

By

A. Ott, Chair

M. Van Halem, Member

F. Ruf, Member

By

C. Constantin-Barron, Member

D. Strachan, Member

Pursuant to Section 45(10) of the Planning Act, R.S.O. 1990, Chapter 1, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

DATED this 25th day of JANUARY, 2017.

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THE ABOVE DECISION TO THE ONTARIO MUNICIPAL BOARD IS, FEBRUARY 7, 2017.

NOTE:
The Planning Act provides for appeals to be filed by "persons". As groups or associations, such as residents or ratepayers groups which do not have incorporated status, may **not** be considered "persons" for purposes of the Act, groups wishing to appeal this decision should do so in the name or names of individual group members, and not in the name of the group unless such group is incorporated".

Original Signed By
_____
Tony Huguenin, ACST
Secretary/Treasurer
Committee of Adjustment

DECISION:

Minor Variance Application **2017-A-01 (John Eplett and Leah Eplett)** is granted approval subject to the following conditions being imposed on the Committee's decision:

1. That the minimum lot frontage be 15.2 metres;

2. That Consent Application 2017-B-01 be approved.

FOR THE FOLLOWING REASONS,

The proposed lot frontage of approximately 15.2 metres would provide sufficient access to the retained property.

The variance is found to be desirable for the appropriate development of the lot as it is of similar size with the surrounding properties on Robins Point Road.

The proposed variance is viewed as being minor in nature and would be in keeping with the character of the area.

Explanation of the effect any oral or written comments had on the decision, n/a

Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
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ONTARIO L0K 2A0

(705) 534-7248
FAX (705)534-4493

COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION

CONSENT APPLICATION: **2017-B-02**
2017-B-03
ROLL NUMBER: **060-002-16400**

IN THE MATTER OF The Planning Act, 1990, Section 53 (17)
And
IN THE MATTER OF an application to the Committee of Adjustment
Submitted by:
Hayward Properties Ltd. (Kim Seeley)

FOR CONSENT

In making its decision upon this application for consent the Committee in addition to other matters has had regard to the matters that are to be had regard under Section 53(12) of the Planning Act, and considered whether a plan of subdivision pursuant to Section 51 of the land described in the application is necessary for the proper and orderly development of the municipality.

In respect of land located at **204 John Street**, legally described as Part of Mill Reserve and Part of Mary Street, Plan 201, denoted as Part 1 on Reference Plan 51R-40542, Township of Tay, County of Simcoe.

We the undersigned concur in the following decision and reasons for the Committee of Adjustment for the Township of Tay, made on **January 18th, 2017**. **SEE ATTACHED PG. 3 FOR DECISION DETAILS.**

By
_____
A. Ott, Chair

_____
M. Van Halem, Member

/
_____
F. Ruf, Member

ned By
_____
C. Constantin-Barron, Member

By
_____
D. Strachan, Member

Pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, c.P.13, I, Tony Huguenin, Secretary/Treasurer of the Committee of Adjustment for the Township of Tay in the County of Simcoe certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

DATED THIS 25th day of JANUARY, 2017.

THE LAST DATE FOR FILING A NOTICE OF APPEAL OF THE DECISION OF THE COMMITTEE OF ADJUSTMENT IS FEBRUARY 14, 2017.

Said Notice of Appeal must be filed with the Corporation of the Township of Tay and must set out the reasons for the appeal and must be accompanied by the fee required by the Ontario Municipal Board.

NOTE:

1. Where a provisional consent has been given you will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent;

2. Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

3. The Land subject to this consent application is also subject to the following applications under the Planning Act: **None**.

Original Signed By

_____

Tony Huguenin, ACST
Secretary-Treasurer,
Committee of Adjustment

DECISION:

Consent Applications **2017-B-02 & 2017-B-03 (Hayward Properties Ltd. (Kim Seeley)** is granted provisional approval subject to the following conditions being imposed on the Committee's decision:

1. That the Township receive cash in lieu of parkland dedication of 5% of the appraised value of the area of the severed lands. The value of the land to be determined as of the day before the granting of provisional consent. The appraiser to be determined by the Township at the expense of the owner, with the appraisal fee paid in advance;

2. That a preliminary Lot Grading and Drainage Plan designed by a Professional Engineer, or a Landscape Architect, or an Ontario Land Surveyor, be prepared for the severed lot to the approval of the Township's Public Works Department, to demonstrate the viability of developing the lots with respect to lot grading and drainage;

3. That a copy of a registered reference plan for the subject land indicating the severed and retained parcels be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;

4. That the applicant's solicitor prepare and submit a copy of the proposed conveyances for the severed parcels, for review by the Township;

5. That all municipal taxes be paid in full to the Township of Tay;

6. That the minimum lot area of the severed parcel Part "1" be not lesser than approximately 676 square metres and a minimum lot frontage of approximately 19.1 metres;

7. That the minimum lot area of the severed parcel Part "2" be not lesser than approximately 746.8 square metres and a minimum lot frontage of approximately 19.1 metres;

8. That the minimum lot area of the retained parcel Part "3" be not lesser than approximately 800.8 square metres and a minimum lot frontage of approximately 19.1 metres;

9. That the applicant submit to the Planning Department a tree planting plan, which shows a landscaped buffer along the north lot line adjacent to the Tay Shore Trail;

10. That the applicant shall convey a 3.0 metre wide drainage easement along the west lot line and for the existing fire hydrant;

11. That the conditions of consent imposed by the Committee be fulfilled within one year from the date of giving of the notice.

FOR THE FOLLOWING REASONS,

The consent applications are consistent with Provincial, County and Township policies.

EXPLANATION OF THE EFFECT ANY ORAL OR WRITTEN COMMENTS HAD ON THE DECISION, n/a

THE CORPORATION OF THE
TOWNSHIP OF TAY
450 Park St.
P.O. Box 100
Victoria Harbour, ON
L0K 2AO

February 22, 2017

Mayor and Council,
The Corporation of the
Township of Tay

Enclosed please find Municipal Report No. 2017-02-01 respectfully recommended to Council for adoption.

_____
Alison Thomas, 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-2017-09 regarding Fire Chief Monthly Report – January 2017 be received for information.

COUNCIL ACTION:_____

2. That Report No. PPP-2017-08 regarding Deputy Fire Chief/FPO Monthly Report – January 2017 be received for information.

COUNCIL ACTION:_____

3. That Report No. PPP-2017-07 regarding By-law Activity Report – January 2017 be received for information.

COUNCIL ACTION:_____

4. That Report No. PPP-2017-10 regarding MLEO/Canine Activity Report – January 2017 be received for information.

COUNCIL ACTION:_____

5. That Report No. PPP-2017-06 regarding the Draft Canine control By-law be received for information;
And that comments be provided on the draft by-law to the Municipal Law Enforcement Officer by February 24, 2017.

COUNCIL ACTION:_____

6. That Report No. PD-2017-04 regarding the proposed zoning provisions for kennels be received for information;
And that a Public Meeting in accordance with Section 34 of the Planning Act be scheduled for the March 22nd, 2017 Council meeting starting at 6:30 p.m.

COUNCIL ACTION:_____

7. That the Township of Tay supports the motion from the Town of New Tecumseth respecting municipal fire department infrastructure.

COUNCIL ACTION:_____

GENERAL GOVERNMENT AND FINANCE
CHAIRPERSON: DEPUTY MAYOR RITCHIE

RECOMMENDATIONS

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

8. That the report, dated February 22, 2017 recommending adopting of the minutes be approved.

COUNCIL ACTION:_____

9. That the 2017 Budget request from Severn Sound Sustainability Plan Steering Committee of $9,800 be approved.

COUNCIL ACTION:_____

10. That Staff Report No. GGF-2017-05 regarding Christmas Season Office Hours 2017 be received;

And further that the cost savings practice of closing the municipal office during Christmas week be continued in 2017, with the municipal office being closed from Friday, December 22nd at 12:00 noon and re-opening on Tuesday, January 2nd, 2018 at 8:30 a.m.

COUNCIL ACTION:_____

11. That Staff Report No. GGF-2017-07 regarding a Business Licensing By-law be received;

And that the Township's User Fees & Service Charges be amended to include the new licensing fees for farmers markets and salvage yards;
And that salvage yards be granted one year from the date of passage of the new Business Licensing By-law to come into compliance with the new licensing requirements;
And that the new Business Licensing By-law be approved and brought forward to the next meeting of Council.

COUNCIL ACTION:_____

12. That Staff Report No. GGF-2017-08 regarding Lease Extension for the Victoria Harbour Canada Post Office be received;

And that the Lease Extension be approved as detailed in Staff Report GGF-2017-08.

COUNCIL ACTION:_____

13. That Staff Report No. GGF-2017-02 regarding Health & Safety Policy be received;

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

COUNCIL ACTION:_____

14. That the Township of Tay supports the motion from the Town of Bancroft regarding municipal lotteries;

And that the Council of the Township of Tay does hereby request that the Province of Ontario strongly consider allowing municipalities in Ontario to hold lotteries and receive lottery revenues from other organizations for the purpose of generating funds for local infrastructure needs.

COUNCIL ACTION:_____

15. That Staff Report No. GGF-2017-06 regarding an Inquiry to Purchase Vacant Land – Reeves Road be received;

And whereas the owner of abutting lands is interested in acquiring the vacant lots abutting their property;
Now therefore be it resolved that the Council of the Township of Tay declare the following lands to be surplus:

1. Vacant Lot – Roll No. 4353040004166190000, Concession 5 East Part Lot 10, Part 59 Plan 51R5415;
2. Vacant Lot – Roll No. 4353040004166200000, Concession 5 East Part Lot 10, Part 58 Plan 51R5415;
3. Vacant Lot – Roll No. 4353040004166220000, Concession 5 East Part Lot 10;
4. Vacant Lot – Roll No. 4353040004166240000, Concession 5 East Part Lot 10.

COUNCIL ACTION:_____

TO: Deputy Mayor Dave Ritchie,
Chairman, General Government Committee

FROM: Alison Thomas, Clerk

DATE: February 22, 2017

SUBJECT: **COUNCIL, PLANNING PUBLIC MEETINGS AND COMMITTEE OF ALL COUNCIL MINUTES**

I recommend the adoption of the minutes of the

- Regular Meeting of Council – January 25, 2017
- Regular Meeting of Committee of All Council – February 9, 2017
- Special Meeting of Committee of All Council – February 13, 2017

_____
Alison Thomas, BAH, CMO
Clerk

THE CORPORATION OF THE TOWNSHIP OF TAY
REGULAR COUNCIL MEETING
WEDNESDAY, JANUARY 25, 2017
7:00 P.M.

PRESENT: Mayor Scott Warnock
Deputy Mayor David Ritchie
Councillor Jim Crawford
Councillor Gerard LaChapelle
Councillor Heinrich Naumann
Councillor Catherine Root

STAFF PRESENT: Robert Lamb, CAO/Deputy Clerk
Alison Thomas, Clerk
Joanne Sanders, Director of Finance
Peter Dance, Director of Public Works

REGRETS: Councillor Sandy Talbot

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. ADOPTION OF THE AGENDA
Moved By: Councillor Jim Crawford
Seconded By: Deputy Mayor David Ritchie
That the Council Meeting Agenda for January 25, 2017 be adopted as amended:
8.3 – Addition – Verbal Councillor LaChapelle – Re: Muskoka Extended Transit.
Carried.

4. DECLARATIONS OF INTEREST:
None were presented.

5. CORRESPONDENCE:
Moved By: Councillor Jim Crawford
Seconded By: Deputy Mayor David Ritchie
That the correspondence be directed to file with the exception of those items being referred to committee chairpersons.
Carried.

6. DELEGATIONS:

None were presented.

7. MUNICIPAL REPORTS:

7.1 Municipal Report 2017-01-01:

Moved By: Councillor Jim Crawford
Seconded By: Deputy Mayor David Ritchie
That Municipal Report No. 2017-01-01 be and is hereby adopted as follows:

1. Carried.	**6. Carried.**	**11. Carried.**
2. Carried.	**7. Carried.**	**12. Carried.**
3. Carried.	**8. Carried.**	**13. Carried.**
4. Carried.	**9. Carried.**	**14. Carried.**
5. Carried.	**10. Carried.**	**15. Carried.**

Carried.

8. OTHER BUSINESS:

8.1 Report from the Director of Finance regarding Repeal of Water/Sewer Billings Policy.

Council received Report No. GGF-2017-04 from the Director of Finance regarding Repeal of Water/Sewer Billings Policy.

Moved By: Councillor Heinrich Naumann
Seconded By: Councillor Catherine Root
That Staff Report No. GGF-2017-04 regarding the repeal of a policy now provided for within the Water and Wastewater Rate By-law be received and the policy titled Water/Sewer Billings – Upon Lateral Connection be repealed.

Carried.

8.2 Report from the Director of Public Works regarding Grandview Beach and Paradise Point Water System Design.

Council received Report No. PW-2017-11 from the Director of Public Works regarding Grandview Beach and Paradise Point Water System Design.

Moved By: Councillor Catherine Root
Seconded By: Councillor Heinrich Naumann
That Staff Report No. PW-2017-11 regarding the water system design and contract administration for Grandview Beach and Paradise Point be received;
And that C.C. Tatham & Associates Ltd. be awarded the assignment for the design and contract administration of the Grandview Beach and Paradise Point water system further to the Township's Request for Proposal (RFP 2016-49) and their Proposal dated January 12, 2017; **Cont'd…**

And that staff be directed to prepare the By-law authorizing the execution of the agreement between the Township of Tay and C.C. Tatham & Associates Ltd.

Carried.

8.3 Verbal – Councillor LaChapelle – Re: Muskoka Extended Transit.

Councillor LaChapelle commented that the limited pick up locations may impact the use and results of the pilot transit system.

9. BY-LAWS:

2017-04 Official Plan Amendment No. 39 (449 Assiniboia Street)
2017-05 Zoning By-law Amendment (440 Assiniboia Street)
2017-06 Appointment, Fenceviewers (F. Ruf)
2017-07 Appointment, Property Standards Committee (F. Ruf)
2017-08 Agreement, Grandview Beach and Paradise Point Water System Design

Moved By: Councillor Heinrich Naumann
Seconded By: Councillor Catherine Root
That leave be granted to introduce By-laws 2017-04, 2017-05, 2017-06, 2017-07, and 2017-08.

Carried.

Moved By: Deputy Mayor David Ritchie
Seconded By: Councillor Jim Crawford
That By-laws 2017-04, 2017-05, 2017-06, 2017-07, and 2017-08 be read a first, second and third time and finally passed.

Carried.

10. NOTICES OF MOTION:

None were presented.

11. CLOSED SESSION:

No Closed Session was held.

12. CONFIRMATORY BY-LAW:

Moved By: Deputy Mayor David Ritchie
Seconded By: Councillor Jim Crawford
That leave be granted to introduce By-law 2017-09 being a by-law to adopt the proceedings of the meeting.

Carried.

Moved By: Deputy Mayor David Ritchie
Seconded By: Councillor Jim Crawford
That By-law 2017-09 being a by-law to adopt the proceedings of the meeting be read a first, second and third time and finally passed.

Carried.

13. ADJOURNMENT:

Moved By: Deputy Mayor David Ritchie
Seconded By: Councillor Jim Crawford
That this Regular Meeting of Council adjourn at 7:34 p.m. and to reconvene on February 22nd, 2017 at 7:00 p.m.

Carried.

MAYOR **CLERK**

THE CORPORATION OF THE TOWNSHIP OF TAY
COMMITTEE OF ALL COUNCIL MEETING
WEDNESDAY, FEBRUARY 9, 2017
10:00 A.M.

PRESENT: Mayor Scott Warnock
Deputy Mayor David Ritchie
Councillor Jim Crawford
Councillor Gerard LaChapelle
Councillor Heinrich Naumann
Councillor Catherine Root

STAFF PRESENT: Alison Thomas, Clerk
Peter Dance, Director of Public Works
Joanne Sanders, Director of Finance
Steven Farquharson, Director of Planning & Development
Shawn Aymer, Deputy Fire Chief/FPO
Jennifer Nichols, By-law Enforcement Officer (Sec. A)
Bryan Anderson, Manager of Parks, Recreation & Facilities (Sec. C)
Bryan Ritchie, Manager of Roads & Fleet (Sec. C)

REGRETS: Councillor Sandy Talbot

1. CALL TO ORDER:

Mayor Warnock called the meeting to order at 10:00 a.m.
(The order of items dealt with during the meeting may differ from the order presented in these Minutes.)

2. DECLARATIONS OF INTEREST:

Deputy Mayor David Ritchie declared a pecuniary interest on the 10:30 a.m. delegation from Martyrs' Shrine as he is a member of the Board.

3. 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 Root recommending the following to Council for consideration:
That the February 9, 2017 agenda be adopted with the following amendments:

- **Public Works – 3.2 – Other Business – Correspondence – SSEA Trillium Foundation Grant Application**

Carried.

4. DELEGATIONS:

10:00 a.m. – Mr. Dave Turner, Vice President of the GBGH Foundation – Re: Foundation Update.

Mr. Dave Turner appeared before Committee to provide an update on the GBGH Foundation, as detailed in his PowerPoint presentation. He extended the Foundation's thanks for their ongoing support and annual contributions, which have been used towards various capital projects.

Mr. Turner reviewed the Foundation's annual operations and ongoing projects they are supporting through the Foundation's capital campaigns. He detailed how they conduct their fundraising, highlighting the various campaigns and advertising methods used. He emphasized that a successful, strong hospital leads towards a successful and strong community. In conclusion, Mr. Turner thanked Council for their ongoing support and capital contributions.

10:15 a.m. – Ms. Tracy Roxborough, Sustainable Severn Sound – Re: 2017 Budget Request.

Ms. Tracy Roxborough appeared before Committee regarding Sustainable Severn Sound's 2017 Budget Request, as detailed in her PowerPoint presentation. She reviewed accomplishments from 2016 and highlighted the value delivered to their partners through education, services, events, and best practices.

Ms. Roxborough reviewed their annual operating budget and the various funding sources. She detailed their 2017 budget request and outlined the additional grant applications that they are applying for to assist with program delivery. Ms. Roxborough reviewed the various avenues through which they support their municipal partners through newsletters, projects and grants. In conclusion, she noted that Sustainable Severn Sound is confident that they can deliver on the expectations of their partners and projects in 2017.

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 the 2017 Budget request from Severn Sound Sustainability Plan Steering Committee of $9,800 be approved.

Carried.

Deputy Mayor Ritchie declared a pecuniary interest on the 10:30 delegation by Martyrs' Shrine and vacated his seat and Council Chambers

10:30 a.m. – Fr. Michael Knox, Martyrs' Shrine – Re: Request for Support and Waived Development Charges & Permit Fees.

Fr. Michael Knox appeared before Committee regarding Martyrs' Shrine's request for support for their new residences and waived development charges & permit fees related to their construction, as detailed in his PowerPoint presentation. He reviewed the history of Martyrs' Shrine in the area, highlighting that is the National Shrine to the North American Martyrs with approximately 110-125,000 annual visitors.

Fr. Knox reported that the creation of a permanent Jesuit residence is at the heart of their five year strategic plan. The permanent Jesuit residence allows for the advancement of year-round opportunities in area, such as support for local churches, school partnerships, etc. that otherwise would not be possible. He reviewed programs and services provided that have been expanded since year-round residency has commenced a year ago.

Fr. Knox outlined the social impact of their increased community participation, which is a direct result of year-round residency. In conclusion, he requested Council's support for a year-round permanent residence at Martyrs' Shrine and the waiving of the site plan process, and related permit fees for the construction of the new residence.

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 the Council of the Township of Tay support the new permanent Jesuit Residence at Martyrs' Shrine;

And that the site plan process and requirements be waived for the new Jesuit Residence;

And that a grant be provided for the Development Charges and Building Permit fees related to the construction of the new Jesuit Residence.

Carried.

Deputy Mayor Ritchie resumed his seat.

5. COMMITTEE BUSINESS:

A: PROTECTION TO PERSONS & PROPERTY COMMITTEE CONT'D – CHAIRED BY VICE CHAIR COUNCILLOR JIM CRAWFORD:

A.1 The Protection to Persons & Property Committee was called to order by the Vice Chair at 11:15 a.m.

A.2.1 We received Report No. PPP-2017-09 from the Fire Chief, under date of February 9, 2017, regarding a Monthly Activity Report for January 2017.

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 Report No. PPP-2017-09 regarding Fire Chief Monthly Report – January 2017 be received for information.

Carried.

A.2.2 We received Report No. PPP-2017-08 from the Deputy Fire Chief/Fire Prevention Officer, under date of February 9, 2017 regarding a Monthly Activity Report for January 2017.

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 Report No. PPP-2017-08 regarding Deputy Fire Chief/FPO Monthly Report – January 2017 be received for information.

Carried.

A.2.3 We received Report No. PPP-2017-07 from the Municipal Law Enforcement Officer, under date of February 9, 2017 regarding a Monthly Activity Report for January 2017.

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

That Report No. PPP-2017-07 regarding By-law Activity Report – January 2017 be received for information.

Carried.

A.2.4 We received Report No. PPP-2017-10 from the Canine Municipal Law Enforcement Officer, under date of February 9, 2017 regarding a MLEO/Canine Monthly Activity Report for January 2017.

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

That Report No. PPP-2017-10 regarding MLEO/Canine Activity Report – January 2017 be received for information.

Carried.

A.2.5 We received Report No. PPP-2017-06 from the Municipal Law Enforcement Officer, under date of February 9, 2017 regarding a Canine Control By-law.

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

That Report No. PPP-2017-06 regarding the Draft Canine control By-law be received for information;

And that comments be provided on the draft by-law to the Municipal Law Enforcement Officer by February 24, 2017.

Carried.

A.2.6 We received Report No. PD-2017-04 from the Director of Planning & Development, under date of February 9, 2017 regarding Proposed Zoning Provisions for Kennels.

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 Report No. PD-2017-04 regarding the proposed zoning provisions for kennels be received for information;

And that a Public Meeting in accordance with Section 34 of the Planning Act be scheduled for the March 22nd, 2017 Council meeting starting at 6:30 p.m.

Carried.

A.3 No Other Business Items were presented.

A.4.1 We received correspondence from the Town of New Tecumseth regarding Municipal Fire Department Infrastructure.

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 the Township of Tay supports the motion from the Town of New Tecumseth respecting municipal fire department infrastructure.

Carried.

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

B.1 The General Government & Finance Committee was called to order by Vice Chair at 11:29 a.m.

B.2.1 We received for information a report from the Chief Administrative Officer regarding the C.A.O.'s January 1 to February 4, 2017 Monthly Update.

B.2.2 We received Report No. GGF-2017-5 from the Chief Administrative Officer, under date of February 9, 2017 regarding Christmas Season Office Hours 2017.

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

That Staff Report No. GGF-2017-05 regarding Christmas Season Office Hours 2017 be received;

And further that the cost savings practice of closing the municipal office during Christmas week be continued in 2017, with the municipal office being closed from Friday, December 22nd at 12:00 noon and re-opening on Tuesday, January 2nd, 2018 at 8:30 a.m.

Carried.

B.2.3 We received for information a report from the Clerk, under date of February 9, 2017 regarding the Clerk's January 2017 Monthly Update.

B.2.4 We received Report No. GGF-2017-07 from the Clerk, under date of February 9, 2017 regarding Final Business Licensing By-law.
After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Councillor Root recommending the following to Council for consideration:
That Staff Report No. GGF-2017-07 regarding a Business Licensing By-law be received;
And that the Township's User Fees & Service Charges be amended to include the new licensing fees for farmers markets and salvage yards;
And that salvage yards be granted one year from the date of passage of the new Business Licensing By-law to come into compliance with the new licensing requirements;
And that the new Business Licensing By-law be approved and brought forward to the next meeting of Council.
Carried.

B.2.5 We received Report No. GGF-2017-08 from the Clerk, under date of February 9, 2017 regarding Lease Extension – Canada Post.
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. GGF-2017-08 regarding Lease Extension for the Victoria Harbour Canada Post Office be received;
And that the Lease Extension be approved as detailed in Staff Report GGF-2017-08.
Carried.

B.2.6 We received Report No. GGF-2017-02 from the Health & Safety Program Assistant, under date of February 9, 2017 regarding Township of Tay Health and Safety Policy.
After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Councillor LaChapelle recommending the following to Council for consideration:
That Staff Report No. GGF-2017-02 regarding Health & Safety Policy be received;
And that the Corporate Health & Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council;
And that the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.
Carried.

B.3 No Other Business Items were presented.

B.4.1 We received for information correspondence from Simcoe Muskoka District Health Unit regarding Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016

B.4.1 We received for information correspondence from Federal Economic Development Agency regarding Canada 150 Community Infrastructure Program Application (Tay Community Rink Penalty and Timekeeper's Boxes).

B.4.2 We received for information correspondence from Federal Economic Development Agency regarding Canada 150 Community Infrastructure Program Application (Port McNicoll Library's Community Room Accessibility Upgrade).

B.4.3 We received for information correspondence from Ministry of Tourism, Culture & Sport regarding Ontario 150 Community Celebration Program (Portfest 2017).

B.4.4 We received for information correspondence from Ministry of Agriculture, Food & Rural Affairs regarding Launch of the Renewed RED Program.

B.4.5 We received for information correspondence from Simcoe County Agricultural Hall of Fame regarding Seeking Nominations.

B.4.6 We received for information correspondence from AMO regarding Premier Announces Increase to Ontario Gas Tax Fund for Transit.

B.4.7 We received for information a resolution from Town of Bancroft regarding Municipal Lotteries.
After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor LaChapelle recommending the following to Council for consideration:
That the Township of Tay supports the motion from the Town of Bancroft regarding municipal lotteries;
And that the Council of the Township of Tay does hereby request that the Province of Ontario strongly consider allowing municipalities in Ontario to hold lotteries and receive lottery revenues from other organisations for the purpose of generating funds for local infrastructure needs.
Carried.

It was requested that the matter be brought forward at a future AMO, ROMA, OGRA conference and that the resolution be circulated to the Province and all Ontario municipalities.

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

C.1 The Public Works Committee was called to order by the Chair at 12:01 p.m.

C.2.1 We received for information Report No. PW-2017-06 from the Superintendent of Water/Wastewater Operations, under date of February 9, 2017 regarding a Monthly Activity Report for January 2017.

C.2.2 We received for information Report No. PW-2017-14 from the Manager of Parks, Recreation & Facilities, under date of February 9, 2017 regarding a Monthly Activity Report for January 2017.

C.2.3 We received for information Report No. PW-2017-15 from the Manager of Roads & Fleet, under date of February 9, 2017, regarding a Monthly Activity Report for January 2017.

C.2.4 We received for information Report No. PW-2017-08 from the Director of Public Works, under date of February 9, 2017, regarding a Monthly Activity Report for January 2017.

C.2.5 We received Report No. PW-2017-07 from the Director of Public Works, under date of February 9, 2017 regarding Tay Shore Trail – Sponsorship & Donation Program Review.
After discussion and consideration the following motion was moved by Councillor Naumann and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:
That Staff Report No. PW-2017-07 regarding the Tay Shore Trail Sponsorship and Donation Program be received;
And that staff be directed to update the current Tay Shore Trail Sponsorship and Donation Program brochure to include a ten year maintenance warranty clause on all memorial bench and picnic table donations.

Carried.

C.2.8 We received Report No. PW-2017-12 from the Director of Public Works, under date of February 9, 2017 regarding Off Road Vehicles on Township Roads.
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. PW-2017-12 regarding the use of Township roads by off road vehicles be received for information.

Carried.

C.2.9 We received Report No. PW-2017-13 from the Director of Public Works, under date of February 9, 2017 regarding Replacement of Aeration Blowers at the Port McNicoll WWTP.

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

That Staff Report No. PW-2017-13 regarding the replacement of aeration blowers at the Port McNicoll WWTP be received;

And that Council approves the quotation from Ingersoll Rand Compression Technologies and Services Hibon Inc. for the upgrade of four aeration blowers at a cost of $31,493.00 plus HST.

Carried.

C.2.10 We received Report No. PW-2017-16 from the Director of Public Works, under date of February 9, 2017 regarding 2016 Tay Drinking Water System Summary Report.

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

That Staff Report No. PW-2017-16 regarding the 2016 Tay Drinking Water System Summary Report be received;

And as per the Safe Drinking Water Act and Reg. 170/03 the 2016 Drinking Water Systems Annual Report for the Tay Area and the Rope Drinking Water Systems plants are included in the Summary Report under Appendix 1 and 2.

Carried.

C.3.1 We received correspondence from Mrs. Nadine Woods regarding Port McNicoll Farmers Market.

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

That the Port McNicoll Farmers Market be approved to utilize the Port McNicoll Gazebo Park as the location for the farmers market in 2017 and that staff be directed to work with Mrs. Nadine Woods on the business licensing requirements.

Carried.

C.3.2 We received correspondence from Severn Sound Environmental Association regarding Trillium Grant Application.

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 the Township of Tay agrees to act as the lead applicant, on behalf of Severn Sound Environmental Association, for the Ontario Trillium Foundation seed grant application; cont'd…

And recognizing the short application deadline that staff is authorized to proceed immediately on the application.

Carried.

Council temporarily recessed at 12:40 p.m.

Council resumed at 1:05 p.m.

C.2.6 We received Report No. PW-2017-09 from the Director of Public Works, under date of February 9, 2017 regarding MacKenzie Park Splash Pad Fundraising.

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-2017-09 regarding the MacKenzie Park Splash Pad Fundraising be received;

That Council create an Ad-hoc MacKenzie Park Splash Pad Community Fundraising Committee;

And that an Ad-hoc Committee comprised of 5 community citizens and 2 Council members be created and recruitment for citizen representatives begin immediately.

Carried.

Staff was directed to send correspondence to area service clubs while also recruiting for community members for the committee.

C.2.7 We received Report No. PW-2017-10 from the Director of Public Works, under date of February 9, 2017 regarding MacKenzie Park Splash Pad – Location and Request for Proposals (RFP).

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-2017-10 regarding the MacKenzie Park Splash Pad location and RFP document be received;

And that Council endorse the proposed location and RFP elements outlined in this report.

Carried.

C.4 No Items for Information were received.

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

D.1 The Planning & Development Committee was called to order by the Chair at 1:22 p.m.

D.2.1 We received for information Report PD-2017-05 from the Director of Planning & Development, under date of February 9, 2017 regarding Planning & Development Update – January 2017.

D.2.2 We received Report No. PD-2017-06 from the Chief Building Official, under date of February 9, 2017 regarding Building Services Division's Year End Report for 2016.
After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:
That Report No. PD-2017-06 regarding Building Services Year End Report for 2016 be received.
Carried.

D.2.3 We received for information Report PD-2017-07 from the Director of Planning & Development, under date of February 9, 2017 regarding Planning & Development Year End Update.

D.2.4 We received Report No. PD-2017-08 from the Chief Building Official, under date of February 9, 2017 regarding Building Services Division's Monthly Update – January 2017.
After discussion and consideration the following motion was moved by Mayor Warnock and seconded by Councillor Crawford recommending the following to Council for consideration:
That Report No. PD-2017-08 regarding Building Services Monthly Update Report January 2017 be received.
Carried.

D.3 No Other Business Items were received.

D.4.1 We received for information correspondence from EDCNS regarding EDCNS December 15, 2016 Update.

D.4.2 We received for information correspondence from EDCNS regarding EDCNS January 19, 2017 Update.

D.4.3 We received for information correspondence from the Ministry of Housing regarding The Promoting Affordable Housing Act, 2016.

6. <u>CLOSED SESSION:</u>
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 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 - as marked:

- **a proposed or pending acquisition or disposition of land by the municipality or local board.**

Carried.

Closed Session commenced at 1:37 p.m.

6.1 We received a report from the Clerk regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Sale).
Council reviewed Staff Report No. GGF-2017-06 and agreed to consider the required recommendation following the Closed Session.

Moved By: Councillor Jim Crawford
Seconded By: Councillor Gerard LaChapelle
That Council adjourn from the Closed Session at 1:42 p.m. and return to the regular meeting.
Carried.

After discussion and consideration the following motion was moved by Councillor Crawford and seconded by Councillor Naumann recommending the following to Council for consideration:
That Staff Report No. GGF-2017-06 regarding an Inquiry to Purchase Vacant Land – Reeves Road be received;
And whereas the owner of abutting lands is interested in acquiring the vacant lots abutting their property;
Now therefore be it resolved that the Council of the Township of Tay declare the following lands to be surplus:

1. **Vacant Lot – Roll No. 435304000416619000 0, Concession 5 East Part Lot 10, Part 59 Plan 51R5415;**
2. **Vacant Lot – Roll No. 435304000416620000 0, Concession 5 East Part Lot 10, Part 58 Plan 51R5415;**
3. **Vacant Lot – Roll No. 435304000416622000 0, Concession 5 East Part Lot 10;**
4. **Vacant Lot – Roll No. 435304000416624000 0, Concession 5 East Part Lot 10.**

Carried.

7. ADJOURNMENT:

Moved by Councillor Crawford and seconded by Councillor Root.
That this Committee of All Council meeting adjourn at 1:44 p.m. and reconvene on March 8, 2017.
Carried.

Minutes Recorder: Alison Thomas, Clerk

THE CORPORATION OF THE TOWNSHIP OF TAY
SPECIAL COMMITTEE OF ALL COUNCIL MEETING
GENERAL GOVERNMENT & FINANCE COMMITTEE

MONDAY, FEBRUARY 13, 2017
3:00 P.M.

PRESENT: Mayor Scott Warnock
Deputy Mayor David Ritchie (Chair)
Councillor Jim Crawford
Councillor Sandy Talbot
Councillor Gerard LaChapelle
Councillor Heinrich Naumann
Councillor Catherine Root

STAFF PRESENT: Robert Lamb, CAO/Deputy Clerk
Alison Thomas, Clerk *

REGRETS:

* did not attend Closed Session or return to the meeting

1. CALL TO ORDER

Mayor Warnock called the special meeting to order at 3:00 p.m.

2. DECLARATION OF PECUINARY INTEREST

None were presented.

3. 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 Councillor Naumann and seconded by Deputy Mayor Ritchie recommending the following to Council for consideration:

That the February 13, 2017 agenda be adopted as circulated.
Carried.

4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN

4.1 Closed Session – Verbal – Chief Administrative Officer – Re: Personal matters about an identifiable individual, including municipal or local board employees (Employee Matters).

The following motion was passed and we adjourned to a Closed Session.

Moved By: Deputy Mayor Ritchie
Seconded By: Councillor Jim Crawford
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.**

Carried.

Closed Session commenced at 3:02 p.m. in the Boardroom.

6.1 We received a verbal report from the Chief Administrative Officer regarding personal matters about an identifiable individual, including municipal or local board employees (Employee Matters).
The Chief Administrative Officer reviewed various employee matters with Council and received direction.

Moved By: Deputy Mayor David Ritchie
Seconded By: Councillor Jim Crawford
That Council adjourn from the Closed Session at 4:51 p.m. and return to the regular meeting.

Carried.

4. ADJOURNMENT

Moved by Councillor Naumann and seconded by Deputy Mayor Ritchie.
That this Special General Government & Finance Committee meeting adjourn at 4:52 p.m.

Carried.

Minutes Recorder – Alison Thomas, Clerk

PUBLIC WORKS
CHAIRPERSON: COUNCILLOR JIM CRAWFORD

RECOMMENDATIONS

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

16. That Staff Report No. PW-2017-07 regarding the Tay Shore Trail Sponsorship and Donation Program be received;
And that staff be directed to update the current Tay Shore Trail Sponsorship and Donation Program brochure to include a ten year maintenance warranty clause on all memorial bench and picnic table donations.

COUNCIL ACTION:_____

17. That Staff Report No. PW-2017-12 regarding the use of Township roads by off road vehicles be received for information.

COUNCIL ACTION:_____

18. That Staff Report No. PW-2017-13 regarding the replacement of aeration blowers at the Port McNicoll WWTP be received;
And that Council approves the quotation from Ingersoll Rand Compression Technologies and Services Hibon Inc. for the upgrade of four aeration blowers at a cost of $31,493.00 plus HST.

COUNCIL ACTION:_____

19. That Staff Report No. PW-2017-16 regarding the 2016 Tay Drinking Water System Summary Report be received;
And as per the Safe Drinking Water Act and Reg. 170/03 the 2016 Drinking Water Systems Annual Report for the Tay Area and the Rope Drinking Water Systems plants are included in the Summary Report under Appendix 1 and 2.

COUNCIL ACTION:_____

20. That the Port McNicoll Farmers Market be approved to utilize the Port McNicoll Gazebo Park as the location for the farmers market in 2017 and that staff be directed to work with Mrs. Nadine Woods on the business licensing requirements.

COUNCIL ACTION:_____

21. That the Township of Tay agrees to act as the lead applicant, on behalf of Severn Sound Environmental Association, for the Ontario Trillium Foundation seed grant application;
And recognizing the short application deadline that staff is authorized to proceed immediately on the application.

COUNCIL ACTION:_____

22. That Staff Report No. PW-2017-09 regarding the MacKenzie Park Splash Pad Fundraising be received;
That Council create an Ad-hoc MacKenzie Park Splash Pad Community Fundraising Committee;
And that an Ad-hoc Committee comprised of 5 community citizens and 2 Council members be created and recruitment for citizen representatives begin immediately.

COUNCIL ACTION:_____

23. That Staff Report No. PW-2017-10 regarding the MacKenzie Park Splash Pad location and RFP document be received;
And that Council endorse the proposed location and RFP elements outlined in this report.

COUNCIL ACTION:_____

PLANNING AND DEVELOPMENT
CHAIRPERSON: COUNCILLOR NAUMANN

RECOMMENDATIONS

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

24. That the Council of the Township of Tay support the new permanent Jesuit Residence at Martyrs' Shrine;
And that the site plan process and requirements be waived for the new Jesuit Residence;
And that a grant be provided for the Development Charges and Building Permit fees related to the construction of the new Jesuit Residence.

COUNCIL ACTION:_____

25. That Report No. PD-2017-06 regarding Building Services Year End Report for 2016 be received.

COUNCIL ACTION:_____

26. That Report No. PD-2017-08 regarding Building Services Monthly Update Report January 2017 be received.

COUNCIL ACTION:_____

STAFF REPORT

Department/Function: Council

Chair: Mayor Scott Warnock

Meeting Date: February 22, 2017

Report No.: **PW-2017-18**

Report Title: **Road Needs Study Contract Award**

RECOMMENDATION:

That report PW-2017-18 regarding the road needs study consulting assignment be received;

And that C.C. Tatham & Associates Ltd. be awarded the assignment for completion of the roads needs study further to the Township's Request for Proposal (RFP 2017-03) and their Proposal dated February 2, 2017 including the optional Guiderail Program for a total cost of $65,944 plus HST;

And that staff be directed to prepare the By-law authorizing the execution of the agreement between the Township of Tay and C.C. Tatham & Associates Ltd.

INTRODUCTION/BACKGROUND:

This report provides a review of the Request for Proposal process for the consulting assignment for the Road Needs Study and recommends a consultant.

Further to the request for expressions of interest process Council, at its December 21, 2016 meeting, approved the following short-list of consultants for this assignment:

- C.C. Tatham & Associates, and
- R.J. Burnside & Associates Limited.

The request for proposals (RFP) was issued January 6, 2017 with closing date of February 2, 2017. The RFP outlined expectations for the proposals and the scope of the project. It was noted that the overall project budget was $100,000 and that the consultants were to provide a base proposal of $75,000 and could offer additions or deletions for this base. In addition, separate pricing was requested for a sign program and a guiderail program. Both of these items were to review exiting inventory and existing deficiency locations (need for signs or guiderails) and recommend a program to address the deficiencies in priority.

In order that the work will be completed in timely manner, this evaluation is being provided directly to Council. There is some urgency to the award of this work so that the road evaluation can be completed through the spring and so that the completed study can inform the 2018 budget process later this year.

ANALYSIS:

Submissions were received from both firms by the closing time on February 2, 2017. The Manager of Roads and Fleet and the Director of Public Works have reviewed the proposals in detail. This review included cost, overall methodology and approach to the project, scope of work proposed, direct experience of key staff, completeness of the proposal and cost and scope of options proposed.

The proposals were both solid with all of the requirements of the submission and the scope being addressed. In keeping with the RFP, both proposals included an allowance for two presentations to Council.

One area were the proposals differed was in the approach to the road evaluation. Tatham anticipated eight days for the field work and that it would be preferred if Township staff could accompany the inspector. Burnside anticipated five days for this task and was "…based on the Township providing one staff person and vehicle who is familiar with the Township road system and history to assist Burnside with completing the road condition assessments."

Tatham proposes a July completion while Burnside anticipates a September completion.

The sub-consultant costs for traffic counts is about $6,000 lower for Tatham as they are assuming a 24 hour count rather than the Burnside approach with 72 hour counts. Both firms are proposing to use the same sub-consultant for traffic counts.

Burnside provided suggested additional scope items including: road culvert inventory, ditching needs, brushing needs and streetlight inventory. Tatham provided additional scope items including: additional traffic counts,

preliminary geotechnical investigation, road culvert inventory, sidewalk inventory, curb inventory and preliminary drainage analysis.

FINANCIAL/BUDGET IMPACT:

A 2017 budget of $100,000 was allocated for this project.

The proposal fees are summarized below.

	CCT	RJB
Core scope	$58,638	$74,060
Guiderail	$7,306	$9,650
Signage	$7,306	$6,300

The Tatham total for these items was $73,250. While both the signage program and the guiderail program would be helpful, there are greater concerns with possible guiderail needs and that work is recommended.

It is recommended that Tatham be assigned the core scope and the guiderail program at a cost of $65,944 plus HST ($67,104 including net HST).

CONCLUSION:

The Township issued an RFP for the completion of a Road Needs Study. After reviewing the proposals, it is recommended that C.C. Tatham & Associates Ltd. be awarded this work including the guiderail program.

Prepared By: Peter Dance, Director of Public Works

Recommended By: Date Prepared: February 9, 2017

Peter Dance
Director of Public Works

Reviewed By: Date: February 14, 2017

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

STAFF REPORT

Department/Function:	Public Works
Chair:	Councillor Jim Crawford
Meeting Date:	February 22, 2017
Report No.:	**PW-2017-17**
Report Title:	**Contract 2017-04 Two Wheel Drive Pickup Trucks**

RECOMMENDATION:

That Staff Report No. PW-2017-17 regarding the purchase of two, 2017, two wheel drive pickup trucks, Contract 2017-04 be received;

And that the bid from Jim Wilson Chevrolet Buick GMC in the amount of $48,510.96 before HST to supply two, 2017, two wheel drive half ton pickup trucks be accepted;

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

INTRODUCTION/BACKGROUND:

The 2017 Capital Budget for the Roads/Parks Division included funding for a new 2017 two wheel drive half ton pickup truck to replace an existing vehicle which has high kilometers and is showing signs of wear. To assist with staff transportation, the existing vehicle will be retained through the summer and then sold at an auction in the fall.

The 2017 Capital Budget for the Water/Wastewater Division included funding for a new 2017 two wheel drive half ton pickup truck. This will be an additional vehicle to the fleet to address chronic vehicle shortages within this division.

This year's procurement process was issued as a Request for Proposal so the vehicles could be evaluated on compliance with specifications, fuel efficiency based on fuel type (gas, diesel, compressed natural gas) and vehicle cost.

The proposal was advertised on Biddingo and the Township website. The proposal closed on February 3, 2017 at 2:00 p.m. At that time there were eight proposals received. The proposals were opened by the Clerk, Manager of Parks, Recreation and Facilities, Administrative Assistant for the Roads and Parks Operations and the Manager of Roads and Fleet.

ANALYSIS:

The list of proponents and prices for both vehicles is as follows:

- Hanna Motors Sales Ltd. #1 $59,000.96
- Blue Mountain Chrysler Ltd. $57,172.00
- New Roads Chevrolet Cadillac $56,646.00
- Hanna Motors Sales Ltd. #2 $55,130.00
- Georgian Commercial Centre $53,200.00
- Bourgeois Motors Ltd. $52,478.00
- Tom Smith Chevrolet $50,431.00
- Jim Wilson Chevrolet Buick GMC $48,510.96

Proponents were encouraged to submit more than one proposal if they felt one vehicle had better fuel savings or specification compliance more than other. Hanna Motors Ltd. was the only proponent to submit more than one proposal, both proposals were identical vehicles with gasoline engines; just the engine displacement size was different.

The proposals were evaluated on specific criteria:

a) Proposal Price quoted for the Deliverables;
b) Compliance with the Proposal Specifications;
c) Life cycle, capital, maintenance and fuel costs;
d) 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 proposed will meet the Township needs. All proposals were examined for arithmetic errors and proper documentation, no issues were identified.

A further analysis was completed with the lowest bidder (cheapest) and the most fuel efficient (cheapest to operate). The lowest bidder is Jim Wilson Chevrolet Buick GMC and the most fuel efficient vehicle was from Bourgeois Motors.

The table below shows the proponent, the proposal price for both vehicles, the city rated fuel economy and estimated fuel cost for both vehicles:

Proponent	Proposal Price	City Fuel Economy	Ten Year Fuel Cost
Jim Wilson Chevrolet	$48,510.96	13.4 litres per 100km	$64,239.60
Bourgeois Motors Ltd	$52,478.00	12.7 litres per 100km	$60,883.80

The most economical option would be the cheapest vehicle. The Township's fleet average of kilometers travelled in 2015 and a gasoline pricing from the Ministry of Natural Resources reporting website was used for this analysis. See **Attachment A** at the end of this report for the full evaluation.

FINANCIAL/BUDGET IMPACT:

The Roads/Parks and Water/Wastewater Divisions both have $25,000 for the purchase of a new vehicle in the Capital budgets.

The proposal price from Jim Wilson of $48,510.96 is for both vehicles. The price for each vehicle is $24,255.48.

There are no additional costs anticipated for the Roads/Parks vehicle, the existing radio and GPS will be transferred from the old vehicle to the new vehicle. Since the Water/Wastewater vehicle is an new addition to the fleet it will require a new GPS and two-way radio, that cost is about $5,000.

The tables below show the anticipated cost of each vehicle for the perspective division:

Roads/Parks

Item	Price
Jim Wilson price	$24,255.48
Net HST of 1.76%	$426.90
Additional Costs	$0
Total Vehicle Cost	**$24,682.38**
Budget	$25,000

Water/Wastewater

Item	Price
Jim Wilson price	$24,255.48
Net HST of 1.76%	$426.90
Additional Costs	$5,000
Total Vehicle Cost	**$29,682.38**
Budget	$25,000

The overage for the Water/Wastewater vehicle will be funded from reserves.

CONCLUSION:

The Township completed a competitive bid process for the purchase of two new pickup trucks by issuing a Request for Proposals. One new vehicle is replacing an older existing truck. The other new truck is an addition for the Water/Wastewater Division to address vehicle shortages. All vehicles in the proposals had minor noncompliances with the technical specifications but will not have an impact on the operational purpose of the vehicle. After further evaluation the most economical option was the proposal from Jim Wilson

Chevrolet Buick GMC. Staff recommendation is to award the contract to Jim Wilson Chevrolet Buick GMC. Staff will then prepare the necessary agreements and By-laws.

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

Attachment A: Lifecycle Cost Analysis

PW-2017-17 Contract 2017-04 Two Wheel Drive Pickups

	Bid Amount	Price Per Vehicle	Fuel Type	$/L	City L/100km	Fleet Average km/yr	$/yr
Blue Mountain Chrysler	$ 57,172.00	$ 28,586.00	gas	1.02	15.7	23500	$ 3,763.29
Bourgeois Motors Ltd.	$ 52,478.00	$ 26,239.00	gas	1.02	12.7	23500	$ 3,044.19
Georgian Commercial Centre	$ 53,200.00	$ 26,600.00	gas	1.02	13.4	23500	$ 3,211.98
Hanna Motor Sales (1 of 2)	$ 55,130.00	$ 27,565.00	gas	1.02	13.2	23500	$ 3,164.04
Hanna Motor Sales (2 of 2)	$ 59,000.00	$ 29,500.00	gas	1.02	15.4	23500	$ 3,691.38
Jim Wilson Chevrolet	$ 48,510.96	$ 24,255.48	gas	1.02	13.4	23500	$ 3,211.98
New Roads Chevrolet Cadillac	$ 56,646.00	$ 28,323.00	gas	1.02	15	23500	$ 3,595.50
Tom Smith Chevrolet	$ 50,431.00	$ 25,215.50	gas	1.02	13.4	23500	$ 3,211.98

Attachment A: Lifecycle Cost Analysis

PW-2017-17 Contract 2017-04 Two Wheel Drive Pickups

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New Roads Chevrolet Cadillac	$ 56,646.00	$ 28,323.00	gas	1.02	15	23500	$ 3,595.50
Tom Smith Chevrolet	$ 50,431.00	$ 25,215.50	gas	1.02	13.4	23500	$ 3,211.98