



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

**January 9, 2019  
10:00 a.m.**

**Municipal Office Council Chambers  
Agenda**

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- 1. Call to Order:**
- 2. Adoption of the Agenda:**
- 3. Disclosure of Interest:**
- 4. Delegations**

10:00 – E. Zimmermann – Re: 161 William Street Matters

10:15 – Southeastern Georgian Bay Chamber of Commerce (SEGBC) –  
Re: 2019 Request for Funding.

- 5. Standing Committee Business:**

**A: Protection to Persons & Property**

**B: General Government & Finance**

**C: Public Works**

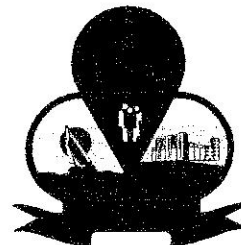
**D: Planning & Development**

- 6. Closed Session:**
- 7. Adjournment:**

**Note: Delegations will commence at the schedule time; however, commencement time for each Committee will be adjusted as the meeting takes place.**

# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



## Delegation Request Form

Name: *Erwin Zimmermann* E-mail: [REDACTED]  
Phone: [REDACTED] Other Phone: [REDACTED]  
Bus./Org. Name: [REDACTED]  
Address: [REDACTED] *161 William St, Victoria Harbour L0K2A0*

### PRESENTATION DETAILS

Presenter: *Erwin Zimmermann*

Subject Matter:  
*By-laws/policy*

Action Requested:  
*To be determined*

Date Requested: *Next Council meeting*

Equipment to be used:

☐ Projector ☐ Township Laptop ☐ USB ☐ Other

Delegations are provided a maximum of ten minutes, per the Council Procedural By-law.

NOTE: Delegations will not be scheduled if the matter has already been before Council and a decision rendered. Further, multiple or repeat delegations on the same matter will not be scheduled unless new information on the matter is provided.

**Please submit your completed request to:**

**Mrs. Alison Gray, Clerk**

[agray@tay.ca](mailto:agray@tay.ca)

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

**Notice of Collection/Use/Disclosure:** All information submitted in support of meetings of Council is collected in accordance with the *Municipal Act, 2001*, and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council. All information submitted to the municipality is subject to disclosure under the *Municipal Freedom of Information Act (MFIPPA)*. Questions about this notice of collection should be directed to the Clerk's Office 705-534-7248 ext. 240.



*Chamber of Commerce*

45 Lone Pine Road  
Port Severn, ON L0K 1S0

November 19, 2018

Tay Township  
450 Park Street, PO Box 100  
Victoria Harbour, ON L0K 2A0

TO: Mayor Ted Walker and Council  
Robert Lamb, CAO  
Joanne Sanders, Director of Finance/Treasurer

**RE: SEGBAY Chamber of Commerce Request for Funding for 2019**

Dear Mayor Walker and Council, Mr. Lamb and Ms. Sanders:

As you are aware, Southeast Georgian Bay (SEGBAY) Chamber of Commerce proudly services the areas from Mactier in the north around the south east region of Georgian Bay including the towns and villages of Port Severn, Honey Harbour, Coldwater, Severn Falls, Waubaushene, and stretching west towards Victoria Harbour and east towards Orillia. Our objective is to improve the social, economic and environmental conditions in these areas and to help our vital Small Businesses and to improve tourism.

We currently work on behalf of 151 members located as follows:

- 83 in GB Township;
- 30 in Severn Township
- 17 in Tay Township
- 21 elsewhere (Barrie, Midland, Orillia, Muskoka.)

**The Chamber has achieved the following in 2018:**

- Achieving well beyond our goal for our Golf Tournament for Georgian Bay Hospital, we raised \$167,000 in five years! For this year's 5<sup>th</sup> annual golf tournament, in addition to the GBGH Foundation, we included the Wendat Community Programs to support their residence for low income seniors of Simcoe/Muskoka, and raised \$32,000 in total!
- We continue to enhance our relationship with major Service Clubs in our area, specifically Baxter Snow Riders, Baxter/Severn ATV Riders, Six Star Snow Riders, Georgian Bay Township Historical Society, MacTier Community Development Association, Honey Harbour Community Co-operative, Six Mile Lake Cottagers Association and the Coldwater Heritage Mill Foundation;

- SEGBAY provided support and resources, as well as promoted Witches Walk, Santa Claus Parade, Coldwater Mill and Canadiana Museum events, and Coldwater Duck Race.
- We built an Information Kiosk at the Petro Canada Travel Centre which is especially well-utilized by the general public. This new kiosk has caught the attention of businesses wishing to join the Chamber for promotional distribution of their brochures and business cards through the kiosk.

#### **What the Chamber does to support our small businesses:**

- We distributed a great number of information brochures in our Information Kiosk at the Petro Canada Travel Centre, and direct tourists and others to area businesses, events, exhibits and attractions such as Georgian Bay Islands National Park, Six Mile Lake Provincial Park, the Big Chute Marine Railway and Lock 45, the SS Keewatin, Wye Marsh, St. Marie among the Huron and the Tay Shore Trail, the Village of Coldwater, the Canadiana Museum, Coldwater Farmers Market, the Coldwater/Uthoff Trail, as well the Georgian Bay Biosphere Reserve.
- We produce an annual Business Directory and Visitor Guide with a distribution of 12,000 copies locally, as well as at important shows in the GTA (the Toronto Boat Show and the Snowmobile Show) and through tourist information centers across Ontario.
- We produce a high quality full colour tear-off map of our area. Showcasing the communities in our service area along the Highway 400 corridor, this popular map makes it easier for tourists and others to find our businesses and to make use of as many of our members' services as possible.
- We have a highly accessed website, we have been developing Social Media marketing (ie. Facebook and Twitter) employing promotion strategies, informing our readers of our events, workshops and other news, as well as those events and workshops, which are hosted locally by others, that benefit our members and others in our various locales.
- We provide networking functions annually such as Meet & Greet/Business after Five.
- We have a business awards program and we participate in the local events in the 3 Townships we serve.

#### **For 2019 we are planning to achieve the following:**

With your help and assistance, SEGBAY is planning the following events and initiatives:

- Organizing and sponsoring the 6<sup>th</sup> annual SEGBAY Golf Tournament for two important local institutions that benefit all of the permanent and seasonal residents in the 3 townships that we serve.

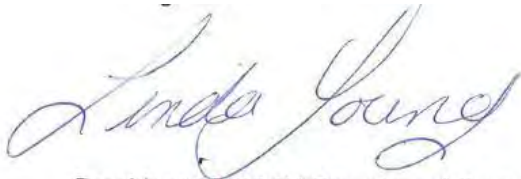
- We will continue to provide tourism and promotional services at our kiosk in the Petro Canada Travel Centre. This and the creation of further Marketing Plans will require additional staff resources, including a summer student, to help us in our tourism initiatives.
- Producing our annual directory; an updated detailed area map to point the way to our businesses, events and exhibits.
- Promote local events such as Canada Day, Steampunk Festival, Witches Walk, Santa Claus Parade, Coldwater Mill and Canadiana Museum events, and Coldwater Duck Race, CP Holiday Train and many others that draw visitors to the area.

In these lean economic times plus the fact that SEGBAY is a small Chamber, we find it necessary to seek financial assistance from the municipalities that we serve in order to make sure our great services can continue to be offered to our many Small Business members and to foster tourism and increased economic activity in our area.

Based on our membership in the Township of Severn and anticipated growth in members, we are seeking a subsidy of \$3,000.00 for the year 2019.

Thank you for your consideration. SEGBAY sincerely wants to improve the business atmosphere, business successes and tourism throughout our truly unique area.

Best regards,



President SEGBAY Chamber of Commerce

**Protection to Persons & Property Committee  
January 9, 2019**

**Agenda**

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**1. Call to Order:**

**2. Reports of Municipal Officials:**

- 2.1 Report from the Fire Chief  
Report No. PPP-2019-06  
Re: Fire Chief Monthly Report – December 2018
- 2.2 Report from the Deputy Fire Chief/FPO  
Report No. PPP-2019-05  
Re: Deputy FC/FPO Monthly Activity Report – December 2018
- 2.3 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2019-01  
Re: By-law Monthly Activity Report – December 2018
- 2.4 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2019-07  
Re: New Smoke Free Ontario Act Regulations
- 2.5 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2019-02  
Re: MLEO/Canine Monthly Activity Report – December 2018
- 2.6 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2019-04  
Re: Canine Control 2018 Year End Report

**3. Other Business:**

**4. Items for Information:**



## STAFF REPORT

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**Department/Function:** Protection to Persons and Property

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-06**

**Report Title:** Fire Chief Monthly Report - December 2018

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2019-06 regarding the Fire Chief's Monthly Report - December 2018 be received for information;**

The Chief Attended:     1     MVC Call  
                                     1     Medical Call

In December we promoted one of our Station 1 firefighters to Captain, and we are currently in the process of interviewing to fill a Captain position for Station 4.

This month I reviewed and commented on a number of planning submissions, and the Director of Planning and Development and I met with the Township lawyers regarding an existing business' site plan non-compliance issues.

We recently completed an emergency management tabletop exercise using our new Incident Management System (IMS) plan. This is the first time we used our alternates during the exercise. Although it went well, it was evident that more training and practices are required for staff.

The new Medium Duty Rescue Truck for Station 1 should be delivered by the second week of January.

### **Recruitment:**

Interviews have been completed and 11 candidates have been made an offer to continue on forward with the scholastic and practical training. Three of the

candidates recently graduated from a Fire Service College course so they can be brought into the Department sooner.

### **Monthly Training:**

Staff completed training on Operating Procedures at Natural Gas Leaks. The training was taught by an Enbridge representative who went over what to do and not do while on scene.

In addition, this month the firefighters completed medical upgrade training supplied by the Simcoe County Paramedics. This training is a requirement to comply with our Quality Care Agreement with the County. The second part of the training will take place the first two weeks of January, and after training is completed it will allow the firefighters to be able to administer Epi pens and Narcon in emergency circumstances.

Tay Fire & Emergency Services were dispatched to 11 emergency calls during the month of December.

Year to Date Totals:

2018	257
2017	272
2016	241
2015	263
2014	282

### **Year in Review:**

Here is a partial breakdown of calls dispatched:

<b><u>Call Type</u></b>	<b><u>Month</u></b>	<b><u>YTD</u></b>
Fire	0	39
Medical	4	73
Motor Vehicle Collision	4	56
False Alarms	0	42
Carbon Monoxide	0	24
Hazardous Material	0	11

Two of the more memorable calls of the year were:

On the 1<sup>st</sup> of January, Tay Fire & Emergency Services were dispatched to a car fire which was in close proximity to a house. While on scene, there was another call of a multi-car collision on Hwy 400 between Waubauskene and Fesserton side road. Twenty minutes after that there was another multi-car collision on Hwy 400 at the bridges before the Hwy 12 exit. The two collisions involved approximately 60 cars.

The loss of the Tay Newmarket Hydro works shed was another large event in which your firefighters excelled in performing the required task. They



ensured their own safety while limiting the impact to the rest of the community.

### **By-law**

By-law staff have done very well in catching up and closing a large number of open files, and as every year, we will have a property standards in-camera session in March or April depending on the wishes of Council.

We are continuing our prosecution of the medical marijuana establishment as well as a number of property standards noncompliance issues.

### **Canine Control**

The December Canine report will give you up to date numbers of calls and canine-related matters. The 2019 dog tag renewals have been mailed out, and we will follow up on those that bought dog tags in 2018 but not in 2019. Our full time canine officer continues to be on long term disability and the contracted officer's contract has been extended to February.

Prepared By: Brian Thomas, Fire Chief/CEMC

Reviewed By: Date: January 2, 2019

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



## STAFF REPORT

**Department/Function:** Protection to Persons and Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-05**

**Report Title:** Deputy Fire Chief/Fire Prevention Officer  
Monthly Activity Report – December 2018

### **RECOMMENDATION:**

**That Staff Report No. PPP-2019-05 regarding Deputy Fire Chief/FPO Monthly Activity report – December be received for information.**

### **INTRODUCTION/BACKGROUND:**

<b>Activity</b>	<b>This Month</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>YTD 2016</b>
Routine Inspections	2	35	34	31
Request Inspections	0	7	9	7
Complaint Inspections	0	3	3	6
Information Inspection	1	8	4	5
Follow up Inspections	4	47	47	53
Courses Attended	1	7	3	5
Fire Calls Attended	1	73	86	81
Meetings (PIP/OP-co-op etc)	9	67	56	51
Orders issued	1	11	5	9
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	1	9	8
Training Presented	0	6	22	7
Pub Ed Performed	0	1	5	9
Hall Meetings	4	46	44	40
Hall Practices	1	1	0	4
Council	0	2	2	3
Misc. (dept related)	7	84	81	89
Court	0	0	0	0
Fire safety plans reviewed	3	48	39	31
<b>TOTAL</b>	<b>34</b>	<b>447</b>	<b>449</b>	<b>439</b>

### **TICKETS ISSUED**

<b>Ticket</b>	<b>Quantity</b>	<b>Total</b>
PART I	0	0
PART II	0	0
PART III	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

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

Recommended By: Date: January 2, 2019

Brian Thomas  
Fire Chief

Reviewed By: Date: January 2, 2019

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



## STAFF REPORT

**Department/Function:** Protection to Persons and Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-01**

**Report Title:** By-law Monthly Activity Report –  
December 2018

### **RECOMMENDATION:**

**That Staff Report No. PPP-2019-01 regarding By-law Monthly Activity Report – December 2018 be received for information.**

### **COMPLAINT OVERVIEW – December 2018**

<b>By-Law</b>	<b>Opened Files</b>	<b>Closed Files</b>	<b>Ongoing 2017</b>	<b>Ongoing 2018</b>
Clean Yards	0	0	5	10
Dogs	2	2	0	5
DOLA	0	0	0	0
Long Grass	0	0	0	0
Noise	0	0	0	0
Property Standards	0	0	2	12
Zoning	1	0	0	7
Fill	0	0	0	0
Burning	0	0	0	2
House Numbering	0	0	0	0
Heavy Garbage	0	0	0	0
Parking	0	0	0	0
Building	0	0	0	1
Encroachment	0	0	0	1
Snow Removal	0	0	0	0

<b>Total files opened YTD</b>	<b>Total files closed YTD</b>	<b>Total Files Outstanding</b>
259	248	45

Throughout the month of December staff have focused on updating existing by-laws to ensure that they are current with legislation. At a future meeting, staff will be recommending to Council that several by-laws have a new fine structure imposed, as there has been a decision made within the Supreme Court of Canada to have the victim fine surcharge struck from fine amounts in the future.

Most of the open files continue to be from court cases which have not yet been concluded, or in some cases we are waiting to find out if the accused has opted for a trial. With the winter months upon us all of the Property Standards and Clean Yards files have been put on hold until the spring.

### **Type of Actions Taken**

<b><u>Actions</u></b>	<b><u>December 2018</u></b>
Notice of Violation	2
Order to Comply	0
Charges	4
Notice of Demo/Removal	0

### **PON/Tickets Issued**

<b><u>Type of Ticket</u></b>	<b><u>Quantity</u></b>	<b><u>By-law</u></b>
Part 1	3	Dogs
Part 2	3	Parking
Part 3	1	Zoning (Site Plan)

This month an individual was charged for permitting her dogs to run at large, and 3 counts were laid as a result. The Part 3 charge was laid in relation to a property that had not fulfilled their Site Plan Agreement and is currently being handled externally by legal representatives.

### **Previous Month's Tickets Paid**

There were a total of 34 unpaid tickets from the month of November. There were 14 tickets paid in December leaving a total of outstanding 20 tickets. Individuals who not paid their ticket have been sent an additional notice with a deadline of January 4<sup>th</sup>, 2019 to pay before the fine amount is registered with the court and added to their cost of their validation sticker renewal.

### **Tickets Written- December 2018**

<b><u>Type of Parking Ticket</u></b>	<b><u>Tickets written</u></b>	<b><u>Paid</u></b>	<b><u>No Payment</u></b>
Park with vehicle facing wrong direction	1	1	0
Park on Boulevard/Sidewalk	0	0	0
Park in Prohibited Area	0	0	0
Park within 3 metres of fire hydrant	0	0	0
Park on Municipal Property Without Permission	0	0	0
Park on roadway/ within 3.05m of roadway	1	1	0
Interfere with snow removal	0	0	0
Park in Fire Route	1	1	0
Park obstructing traffic	0	0	0

There were 3 tickets issued in December. With limited snowfall this month, there were reduced opportunities for early morning patrols. During routine patrols after 8:30am, staff observed very few vehicles parked on the road, which is an indicator that residents are aware of the winter parking restrictions.

Our Toys for Tickets program concluded on December 15<sup>th</sup>. There were 53 tickets written during the campaign, with a total of 13 food or toy donations received. Participation in the campaign was lower than last year, and the amount of unpaid tickets could be a factor in the reduced number of participants.

### **Additional Items/ Future Considerations**

The following matters were dealt with in court on December 6<sup>th</sup>, 2018:

- Two clean yards matters were adjourned until February 14<sup>th</sup>, 2019. One was at the request of the defense and another was adjourned on the same date for an "ex-parte trial".
- An additional accused was charged under the clean yards and property standards by-law and that matter was adjourned to have time to comply at the request of the defense. The next court date for that matter will be June 6<sup>th</sup>, 2019 to set a date for trial if compliance has not been achieved.

- Another property standards issue was adjourned to February 14<sup>th</sup>, 2019 at the request of the defense to give time for compliance and that date will either be resolved or a date will be set for trial.
- One accused that was charged for operating a motorized vehicle on the Tay Shore Trail appeared and plead guilty with a \$100 fine imposed.

In addition to the review of existing by-laws, staff are also in the process of writing new by-laws which are projected to be brought forward for review at the February Committee of All Council meeting.

Prepared By: Rob Kennedy, Municipal Law Enforcement Officer

Recommended By:

Date: January 2, 2019

Brian Thomas  
Fire Chief/CEMC

Reviewed By:

Date: January 2, 2019

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



## STAFF REPORT

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**Department/Function:** Protection to Persons and Property

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-07**

**Report Title:** New Smoke Free Ontario Act Regulations

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**RECOMMENDATION:**

**That Staff Report No. PPP-2019-07 regarding Housekeeping Amendments to Regulatory By-laws be received;**

**And that the Township of Tay Smoking By-law 2003-45 be repealed.**

**INTRODUCTION/BACKGROUND:**

The Provincial government passed new regulations for the Smoke Free Ontario Act (SFOA) that came into effect on October 17<sup>th</sup>, 2018 in keeping with the constant change in products and legislation relating to smoking. Two of the largest changes are the new “vaping” products and the new legalization of cannabis.

**ANALYSIS:**

By-law and Parks Staff met with the Simcoe Muskoka Health Unit on December 13<sup>th</sup>, 2018 to review these new regulations. Within the new regulations there are now more stringent laws in relation to smoking/ vaping within certain properties and buildings. In addition, there are different definitions of properties. The following list is what the new regulations state for each type of property:

- **“Community Recreational Facilities”** (such as the Port McNicoll Community Center and Oakwood Community Center): Smoking and vaping is not permitted on the outdoor grounds of community recreational facilities or in public spaces within 20 metres of the perimeter of the grounds.



- **"Enclosed Public Places"** (Taxi Cab, any workplace building, malls etc.): Smoking or vaping is not permitted inside of any enclosed public space. This has not changed from the previous regulations.
- **"Enclosed Workplaces"** (Township office, Convenience stores): Smoking or vaping is not permitted inside any enclosed workplace. This has not changed from the past regulations.
- **"Sporting Areas"** (baseball fields, football fields etc.): Smoking and vaping is not permitted at publicly-owned outdoor sporting areas, spectator areas next to the sporting areas and public areas within 20 metres of any point of the edge of the sporting or spectator areas. Golf courses are exempt from this section.
- **"Children's Playgrounds"**: Smoking and vaping is not permitted on children's playgrounds or in public spaces within 20 metres of the perimeter of a playground.
- **"Bars and Restaurants"**- Smoking and vaping is not permitted inside of any bar or restaurant and for outdoor patios smoking or vaping is not permitted within the patios or within a 9 metre radius of any point of the patio.

Some of the regulations are the same as in the past, but there are a few changes such as the Community Recreational Facilities. Any school property also has the same restrictions as those defined as Community Recreational Facilities.

New signs were provided by SMDHU during the meeting and are already in the process of being installed as required. A lot of the signage is retrofitted as a sticker to place over the existing signs that are already installed.

#### **FINANCIAL/BUDGET IMPACT:**

N/A

#### **CONCLUSION:**

This report shows that the law is ever changing with respect to smoking and now vaping. The Township does have a smoking by-law in effect that does have the same restrictions as the past regulations set out by the Smoke Free Ontario Act, but is now outdated and would need to be changed. Staff feels that there are no further restrictions that need to be put in place that go above and beyond the Smoke Free Ontario Act, and that the smoking laws should be handled by Simcoe Muskoka Health Unit as they see fit.

With Council's concurrence, the current Smoking By-law 2003-45 would be repealed, as the new Smoke Free Ontario Act regulations address the majority of smoking concerns and as such would be adopted.

Prepared By: Rob Kennedy, Municipal Law Enforcement Officer

Recommended By:

Date: January 2, 2019

Brian Thomas  
Fire Chief

Reviewed By:

Date: January 2, 2019

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



## STAFF REPORT

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**Department/Function:** Protection to Persons and Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-02**

**Report Title:** MLEO/Canine Monthly Activity Report –  
December 2018

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**RECOMMENDATION:**

**That Staff Report No. PPP-2019-02 MLEO/Canine Monthly Activity Report - December 2018 be received for information.**

### **MLEO/ Canine Activity Report**

Activity	Count
Complaints and Investigations	4
Pound and Seizure	0
Dogs Returned to Owner or Adopted	0
DOLA Orders	0
Dog Tags Sold	27
Fines Issued	0
Files Opened	2
Files Closed	0
Approved Kennel Inspections	0

Tags by Year	Tags Sold (YTD)
Total	944
2018 Tags	685
2019 Tags	164
2020 Tags	95

<b>Dog Attacks</b>	<b>2017</b>	<b>2018 (YTD)</b>
Dog on Dog	2	5
Dog on Human	1	2
DOLA Order Issued	2	3
Muzzle Orders Issued	2	1

2021 Dog tags are now available for purchase.

There were 28 dog licenses sold in the month of December. Dog owners with expiring 2018 dog tags have been sent a letter notifying them that they are required to renew their dog licence. If residents no longer own a dog, they are encouraged to contact the Canine Control Officer so that the information can be updated and remain current in order to avoid any notices sent in error.

No dogs were found at large or impounded in the month of December.

No kennel inspections took place for the month of December.

Prepared By: Justin Rounds, MLEO/Canine Control

Recommended By: Date: January 2, 2019

Brian Thomas  
Fire Chief

Reviewed By: Date: January 2, 2019

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



## STAFF REPORT

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**Department/Function:** Protection to Persons & Property Committee

**Chair:** Councillor Sandy Talbot

**Meeting Date:** January 9, 2019

**Report No.:** **PPP-2019-04**

**Subject:** Canine Control 2018 Year End Report

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### **RECOMMENDATION:**

**That Staff Report No. PPP-2019-04 regarding Year End Canine Control Report for 2018 be received for information;**

### **INTRODUCTION/BACKGROUND:**

Overall 2018 was statistically a success. By-Law staff proactively enforced canine by-laws and the majority of the public complied when a violation was found. Staff received a total of 121 complaints regarding dogs, and a total of 47 files were created this year. That is an increase of 32 files being created from 15 created in 2017. These files range from dog owners not licencing their dogs, to dogs being found at large. There are 7 files that remain open as they were created near the end of the year or require a response from the accused. 2018 had a slight increase of Dog Owner's Liability Act (DOLA) cases however many of the victims chose not to pursue as they felt that the incident was unlikely to reoccur or they were satisfied that staff had done a sufficient amount to insure that the dog owner would take greater control of their canine.

The multi-year dog tag system worked quite well for its first year being implemented. This new approach to purchase dog licences is widely liked throughout the township as it allows residents to take full advantage of vaccinations that are valid for multiple years. Having this system also allows greater convenience for the public as it creates one less item on the annual "to do list" for residents who participate.

The biggest incident By-Law staff handled relating to Canines occurred in October. By-Law staff was contacted by Southern Georgian Bay OPP to assist in the seizure of three dogs. One dog was allegedly struck by a vehicle and was taken to an emergency veterinary clinic. After several weeks staff was able to contact and notify the dog owner. The owner failed to claim the

dogs or pay any outstanding fees therefore the Township Poundkeeper assumed ownership of the dogs and had all three adopted out.

In 2019 By-Law staff will continue to proactively enforce the canine by-laws. One of the issues that stood out for staff was an increase of complaints regarding the Tay Shore Trail. Along with motorized vehicles, dogs off leash are increasingly becoming a problem for the Tay Shore Trail. Complaints received regarding dogs off leash range from residents spotting a dog off leash with the owner, to residents being fearful of using the trail because they have had a dog approach them aggressively while on the Trail. To counter this issue, staff will be conducting more patrols of the Tay Shore Trail as well as to continue to educate trail users of what is acceptable use, as the trail is intended for public use and the public should not be fearful of using one of the many attractions Tay has to offer. Violations of By-Laws on the Tay Shore Trail will be dealt with accordingly.

	2018	2017	2016
<b>Dog Tags Sold</b>	944	921	810
<b>Complaints</b>	121	N/A	281
<b>Files Created</b>	47	15	12
<b>Part 1 Charges</b>	16	5	4
<b>DOLA Orders</b>	8	3	7
<b>Muzzle orders</b>	1	2	N/A
<b>Dogs Captured</b>	18	N/A	15

Prepared By: Justin Rounds, MLEO/ Canine Control

Recommended By: Date: January 2, 2019

Brian Thomas  
Fire Chief/CEMC

Reviewed By: Date: January 2, 2019

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

**General Government & Finance Committee  
January 9, 2019**

**Agenda**

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**1. Call to Order:**

**2. Reports of Municipal Officials:**

- 2.1 Verbal Report from the C.A.O.  
Re: CAO's Report – December 2018
- 2.2 Report from the C.A.O.  
Report No. GGF-2019-02  
Re: Christmas Season Office Hours 2019
- 2.3 Report from the Clerk  
Re: Clerk's Report – December 2018
- 2.4 Report from the Clerk  
Report No. GGF-2019-01  
Re: Inquiry to Purchase Vacant Land – Laneway, 433 Hayes (Robitaille)
- 2.5 Report from the Clerk  
Report No. GGF-2019-04  
Re: Council Vacancy Options
- 2.6 Report from the Fire/Health and Safety Program Assistant  
Report No. GGF-2019-03  
Township of Tay Health and Safety Policy

**3. Other Business:**

- 3.1 Correspondence from Wendat Community Programs  
Re: Request for Support

**4. Items for Information:**

- 4.1 Correspondence from Ministry of Municipal Affairs and Housing  
Re: Municipal Reporting Burden
- 4.2 Correspondence from MPAC  
Re: 2018 Year-End Assessment Report
- 4.3 Correspondence from AMO  
Re: Financial Risks for Property Taxpayers & Municipal Budgets
- 4.4 Correspondence from AMO  
Re: At Queen's Park: Summary of 2018 Completed Legislation



## STAFF REPORT

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**Department/Function:** General Government & Finance Committee

**Chair:** Deputy Chair Raymond

**Meeting Date:** January 9, 2019

**Report No.:** GGF-2019-02

**Subject:** Christmas Season Office Hours 2019

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### **RECOMMENDATION:**

That report number GGF-2019-02 be received;

And further that the cost savings practice of closing the municipal office during Christmas week be continued in 2019, with the municipal office being closed from Tuesday, December 24th at 12:00 noon and re-opening on Thursday, January 2nd, 2020 at 8:30 am.

### **INTRODUCTION/BACKGROUND:**

Many years ago as a cost savings measure, Council implemented the closing of the Municipal Office during the week of Christmas. This resulted in generally 3 days being unpaid days for office staff, unless staff used vacation or lieu days for the corresponding days. The measure has worked quite well, as normally these days are not high volume public traffic days but are busy days for Treasury, with the balance of the office maintaining a skeleton staff. Complaints have not been received from the public with respect to the office closing, and most municipalities in Simcoe County have implemented a similar procedure.

We are at the time of year when staff begins to book their 2019 vacations and it is therefore necessary to determine the days of the office shutdown. The outside staff continues to work during this timeframe, as well as some other staff, based on approval by their Department Head.



## **ANALYSIS:**

This year, Christmas falls on a Wednesday. This means that the office will be closed for statutory holidays as follows:

Wednesday, December 25 – for Christmas Day

Thursday, December 26 – for Boxing Day

Wednesday, January 1, 2020 – for New Year's Day

It is tradition that the office close on the last working day before Christmas at 12:00 noon, with a lunch, and following lunch, staff are permitted to go home.

This schedule will require that inside staff will be unpaid for three days (December 27, 30 & 31) unless vacation or lieu time is saved for that purpose.

## **SUSTAINABILITY PLAN:**

N/A

## **FINANCIAL/BUDGET IMPACT:**

N/A

## **CONCLUSION:**

Staff is recommending that the municipal office be closed from 12:00 noon on Tuesday, December 24, 2019 and reopen for regular business on Thursday, January 2, 2020.

Prepared By:

Date Prepared:

January 2, 2019

Robert J. Lamb CEcD, Ec.D.  
Chief Administrative Officer/Deputy Clerk

## **STAFF REPORT**

**Department/Function:** General Government & Finance Committee

**Chair:** Councillor Raymond

**Date:** January 9, 2019

**Subject:** Clerk's Report – December 2018

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The following are the highlights from December 13, 2018 to January 2, 2019:

- Continued regular correspondence with the Privacy Commissioner's Office respecting three matters being one appeal and two privacy complaints, all from one appellant.
- Attended December 14<sup>th</sup> conference call to finalize the procedures for the Joint Compliance Audit Committee. The first meeting of the Committee was held on December 17<sup>th</sup> to appoint the chair, auditor and hold a general orientation for members.
- Notified all successful and unsuccessful committee and board applicants of their appointment (or not) following the December 19<sup>th</sup> Council Meeting.

A recruitment advertisement will be in the newspaper and online for the remaining vacancies on the Heritage and Horticulture Committees. Application will be received until January 31<sup>st</sup> so that any appointments may be made during the February meeting cycle.

- Annual emergency management compliance reporting submitted to the Province.
- Obtained estimates on survey work for two laneway sales in Port McNicoll and am now awaiting deposits from purchasers prior to next steps being undertaken.
- Following the sudden passing of Deputy Mayor Crawford, undertook work to prepare a report for January Committee regarding options to fill the sudden vacancy.
- Vacation & Office Closure – December 21, 2018 to January 1, 2019

Respectfully submitted;

Alison Gray, Clerk



## STAFF REPORT

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**Department/Function:** General Government & Finance

**Chair:** Councillor Raymond

**Meeting Date:** January 9, 2019

**Report No.:** GGF-2019-01

**Report Title:** Inquiry to Purchase Vacant Land – Laneway,  
433 Hayes (Robitaille)

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2019-01 regarding an Inquiry to Purchase Vacant Land – Laneway, 433 Hayes (Robitaille) be received;**

**Whereas pursuant to the Township's Sale of Land Policy the Township is interested in selling the laneways within Port McNicoll;**

**And whereas the owner abutting the laneway is interested in acquiring the portion of the laneway abutting their property;**

**Now therefore be it resolved that the Council of the Township of Tay stop up, close, declare surplus and sell the laneway and lands described as Part 1 on Plan 51R-41866;**

**And that the lands be sold and merged with 433 Hayes Street (Roll Number 435305000133700) and that the required by-laws be brought forward.**

### **INTRODUCTION/BACKGROUND:**

In 2018, staff received an inquiry to purchase the laneway abutting the property from the owner of 433 Hayes Street.

Per the Township's Policy, correspondence was sent the other abutting landowners to determine whether or not they were also interested, and replies were received advising that they were not interested. As a result, staff has been working with the inquirer to process the inquiry and received the completed survey in late December 2018.

## **ANALYSIS:**

Upon receipt of the letter of interest a circulation was sent to all departments for their comments/concerns.

### Comments on the Sale:

Chief Administrative Officer – No concerns or issues.

Building – No concerns or issues.

Fire – No fire concerns or issues.

Treasury – No concerns or issues.

Public Works – No concerns or issues and recommended sale of the laneway.

Environmental – No services present in laneway, no concerns or issues.

Planning & Development – Planning staff note that the lands are zoned Village Residential (R2) and the Official Plans designates the lands as Village Residential. It is recommended that upon sale that the lands merge with 433 Hayes St.



**FINANCIAL/BUDGET IMPACT:**

Per the Sale of Land Policy, the laneways portion shall be sold for \$1.00.

Staff is recommending that the laneway portion be declared surplus to the needs of the municipality so that the proposed land sale transaction may proceed.

January 9, 2018

Recommended By:

Date: December 17, 2018

Alison Gray, BAH, CMO, AOMC  
Clerk

Reviewed By:

Date:

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



## STAFF REPORT

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**Department/Function:** General Government & Finance

**Chair:** Councillor Raymond

**Meeting Date:** January 9, 2019

**Report No.:** GGF-2019-04

**Report Title:** Council Vacancy Options

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### **RECOMMENDATION:**

**That Staff Report No. GGF-2019-04 regarding Council Vacancy Options be received for information.**

Sections 259 through 267 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provide provisions for dealing with council vacancies.

Section 259 of the Municipal Act provides for when a seat becomes vacant, and reads as follows:

#### **Vacant seat**

"The office of a member of council of a municipality becomes vacant if the member,

- (h) dies, whether before or after accepting office and making the prescribed declaration."

Deputy Mayor Crawford passed away in December 2018, and per Section 262 of the Municipal Act "If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings." This requires Council to formally declare Deputy Mayor Crawford's seat to be vacant at the January 23, 2019 Council meeting.

Per Section 263 of the Municipal Act, once the office has been declared vacant, the municipality shall within **60 days**:

1. appoint a person to fill the vacancy  
**or**
2. pass a by-law requiring a by-election be held in to fill the vacancy.

## **ANALYSIS:**

Council approved the Council Vacancy Policy at their August 26, 2015 meeting to provide a framework for either option, in the event that there was a council vacancy.

### **Option A – Appointment**

Council may fill the vacancy by appointing a person qualified to hold municipal office in the Township of Tay. If Council chooses this option, Section 263 of the Act requires Council to make a decision to fill the vacancy and to have filled the vacancy within sixty (60) days.

The Council Vacancy Policy establishes the process for filling the office through appointment, as follows (see policy for specific details):

1. The Clerk shall post a Council Vacancy Notice following Council's decision to fill a vacancy by appointment. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.
2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.
3. Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms by the deadline established by the Clerk (this includes any sitting Council members).
4. A Special Council meeting will be held where the following shall take place:
  - a. The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
  - b. Individuals seeking appointment to the position of Deputy Mayor who are also current members of Council (nominees) shall declare a pecuniary interest.
  - c. The Clerk will provide to the Chair a list of the names of those individuals who have indicated, in writing, their interest in being appointed.
  - d. Each of the nominees shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot.
  - e. Each remaining member of Council will be permitted one (1) question to each candidate.



- f. Upon hearing all the submissions of the nominees, Council will proceed to vote.
- g. Upon conclusion of the voting, the Clerk will note the nominee receiving the votes of more than one-half of the number of the voting members of Council or the nominee selected through section (f)(viii)(2) of the Policy.
- h. The appointment of the nominee shall be made by by-law.

If this option is selected, a special council meeting would be held on March 6<sup>th</sup> to select the new Deputy Mayor and the new member would be sworn in on March 13<sup>th</sup>, 2019.

### **Option B – By-Election**

Council may also decide to fill the vacancy by requiring that a by-election be held. Section 263 of the Act requires Council to make the decision and pass a by-law to fill the vacancy by by-election also within sixty (60) days after Council has declared the seat vacant.

Should Council decide to fill the vacancy by by-election, Section 65 of the Municipal Elections Act requires the Clerk to establish Nomination Day not less than 30 days and not more than sixty (60) days from the day Council passes a by-law to hold a by-election and Voting Day shall be forty-five (45) days after Nomination Day. The Municipal Elections Act also requires that by-elections be conducted as far as possible in the same manner as regular elections. In this instance, the by-election would be done using the Vote By Mail voting method.

If Council passed a by-law for a by-election at the February 27<sup>th</sup> Council meeting, Election Day would be May 30<sup>th</sup>, 2019.

If Council passed a by-law for a by-election at the March 27<sup>th</sup> Council meeting, Election Day would be June 27<sup>th</sup>, 2019.

### **FINANCIAL/BUDGET IMPACT:**

#### **Option A – Appointment**

The municipality would incur the cost of advertising for the vacant office and special council meeting.

#### **Option B – By-Election**

As the office of Deputy Mayor is an at-large election the costs of running a by-election would be approximately:

- 1) \$34,000 without vote counting tabulators – manual count for one office.
- 2) \$54,000 with vote counting tabulators.

The costs of a by-election would be funded from reserve.

**CONCLUSION:**

This report is being provided for information purposes only. Staff has attached ratepayer correspondence received regarding this matter for Council's information as well as the Council Vacancy Policy.

Council, per the Municipal Act, will be required to declare Deputy Mayor Crawford's seat vacant at the January 23<sup>rd</sup> Council meeting and decide which option they wish to pursue.

Prepared By: Alison Gray, Clerk

Recommended By:

Date: January 2, 2019

Alison Gray, BAH, CMO, AOMC  
Clerk

Reviewed By:

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

Attachments      Ratepayer Correspondence  
                         Council Vacancy Policy

December 30, 2018

To Mayor Ted Walker and Tay Councillors

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a **by-election**.

It is our strongly held belief that a **by-election** should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a **by-election** to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association  
President David Cornish

**Alison Gray**

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**Subject:** DM

From: Bayla Fishman  
Sent: December-22-18 8:49 PM  
To: Alison Gray  
Subject: DM

Hope you're having a nice holiday Alison.

Re: replacing Jim Crawford; if I recall correctly, the runner up in the race for Deputy Mayor was a very distant second and I therefore hope that that person will not be taking Jim's spot.

Thanks,  
Bayla

**Subject:** Deputy Mayor position

**From:** evelyn roberts  
**Sent:** January-01-19 11:50 AM  
**To:** Mayor Ted Walker; Alison Gray  
**Subject:** Deputy Mayor position

Jan 1, 2018

To Mayor Ted Walker and Tay Councillors

As a resident of Tay Township, I am immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubauskene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a **by-election**.

It is my strongly held belief that a **by-election** should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to chose again the representative it wants.

I know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a **by-election** to give legitimacy and citizen support for this important Council role of Deputy Mayor.

Thank you for your consideration of my input.

Evelyn Roberts

**Alison Gray**

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**Subject:** Deputy Mayor

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**From:** Mark Tucker  
**Sent:** January-01-19 12:56 PM  
**To:** Mayor Ted Walker; Alison Gray  
**Subject:** Deputy Mayor

As a lifelong Tay resident, my preference would be a bi-election to fill this position.

I certainly don't want the runner up from the previous election to be put in the position.

Thank You.

Mark Tucker

**Subject:** Support Letter - By - Election

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**From:** Jody Tregenza  
**Sent:** January-01-19 11:57 AM  
**To:** Mayor Ted Walker  
**Cc:** Alison Gray  
**Subject:** Support Letter - By - Election

January 1, 2019

To Mayor Ted Walker and Tay Councillors,

As a community member of Waubashene, I would like to pass along this letter with full support.

Thank you,

Jody Tregenza

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a by-election.

It is our strongly held belief that a by-election should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a by-election to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association  
President David Cornish

**Subject:** Support Letter - By - Election

**From:** Penny Tregenza  
**Sent:** January-01-19 2:07 PM  
**To:** Mayor Ted Walker  
**Cc:** Alison Gray  
**Subject:** Support Letter - By - Election

January 1, 2019

To Mayor Ted Walker and Tay Councillors,

As community members of Waubashene, we would like to pass along this letter with our full support.

Thank you,

Penny & Carl Tregenza

As Directors of Talpines Property Owners' Association (Talpines POA), a volunteer community association, we are immensely saddened by the passing of newly elected Deputy Mayor, Jim Crawford. Jim Crawford loved Tay Township and contributed enormously to the well being of all communities in Tay. In Waubashene, we were thrilled when he attended community events here, and supported our volunteer work. We know that Council is now faced with a weighty task under the Municipal Act: whether to appoint a new Deputy Mayor, or hold a by-election.

It is our strongly held belief that a by-election should be held, given the circumstances. Deputy Mayor Jim Crawford never had the chance to fulfil his role, and four years remain on this Council's term. The electorate chose Jim, over the other candidate, and should be permitted to choose again the representative it wants.

We do know elections are expensive, and Tay finances are rightfully closely managed because of their impact on taxpayer citizens. However, democracy matters, and the voices and involvement of the citizens are crucial to establishing the legitimacy of a brand new Council. Also, Council does have financial reserves for such rare and unforeseen circumstances, and this seems to be an instance where the use of reserves would be most appropriate.

In keeping with Council's policies on enhancing transparency, engagement of citizens, and building community across the Township, we urge you to hold a by-election to give legitimacy and citizen support for this important Council role of Deputy Mayor.

We thank you for your consideration of our input.

Talpines Property Owners' Association  
President David Comish



**Subject:** Appointment of Deputy Mayor

From: Angela Cristini  
Sent: January-02-19 6:10 PM  
To: Alison Gray  
Subject: Appointment of Deputy Mayor

Hi Alison, my name is Angela Cristini. I read in the paper that the Deputy Mayor has unfortunately passed away. I'd like to extend our condolences to his family.

Based on what I read in the paper I'd like to offer my feedback to the Mayor and ask that our Tax dollars not be wasted on another election. I voted for Gerard LaChapelle and feel due process should prevail and our votes be the voice for the next Deputy Mayor. Gerard has represented this community well as Councillor and was the only other person who took the time to run for Deputy Mayor. As a voter I would like to see my vote stand for something.

Thank you for your consideration and assistance.

Best Wishes to you in your new position.

Warmest Wishes,

Angela Cristini



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 1 of 6</b>

### **PURPOSE:**

The purpose of this policy is to provide for an accountable and transparent process for the filling of Council vacancies which occur during a term of office.

### **POLICY PRINCIPLES:**

In accordance with the *Municipal Act, S.O. 2001, c.25*, when the seat of a member of Council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a by-election be held to fill a vacancy in accordance with the *Municipal Elections Act, S.O., 1996, c.32*.

This policy will provide for a clear, accountable and transparent process for filling vacancies on Council.

### **DEFINITIONS:**

In this Policy, the following terms have the meanings set out below:

"Act" means the *Municipal Act, S.O. 2001, c. 25*, as amended.

"Appointment" means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

"By-election" means an election, other than a regular election, held to fill a vacancy on Council and that is conducted in accordance with Section 65 of the *Municipal Elections Act, 1996*, as amended.

"Candidate" means any individual qualified to be elected to hold office as a member of Council in accordance with the Act.

"Clerk" means the Clerk of the Township of Tay or his/her designate.

"Council" means the Council of the Township of Tay.

"Municipal Elections Act" means the *Municipal Elections Act, S.O., 1996, c.32*, as amended.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 2 of 6</b>

"Regular Election Year" means the year established for a regular municipal election in accordance with the *Municipal Elections Act, 1996*, as amended.

"Term of Office" means the period of time a Member is elected to hold office for which he/she is elected in accordance with the *Municipal Elections Act, 1996*, as amended.

"Vacancy" means when a seat on Council has become vacant in a manner described in Section 259 of the Act.

### **SCOPE:**

This policy applies to any vacancy on Council which occurs during the term of office.

### **POLICY:**

#### **General**

The Township of Tay is committed to an open, accountable and transparent government.

Within 60 days after the day a Declaration of Vacancy is made by Council, Council shall determine whether to fill the vacancy by by-election or by appointment in accordance with the Act, subject to:

- (a) the limitation on filling a vacancy only by appointment if the vacancy occurs after March 31 in the year of a regular election set out in Section 65(2) of the Municipal Elections Act; and
- (b) the restriction on filling a vacancy that occurs within 90 days of voting day of a regular election in Section 263(5)(b) of the Act,.

In making its determination, Council will consider the costs and timelines associated with filling a vacancy by appointment or by by-election.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 3 of 6</b>

### **Eligibility Requirements**

Any individual filling a vacancy must meet the eligibility requirements of office as outlined in the Act and the Municipal Elections Act, 1996 and as noted below:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Township of Tay, or an owner or tenant of land in the Township or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or from holding municipal office.

### **Filling Vacancies by Appointment**

#### **1. Vacancy in the Office of the Mayor or Deputy Mayor**

If a vacancy in the Office of Mayor or Deputy Mayor is to be filled by appointment, Council may choose to fill the vacancy by appointing:

- a) a current Member of Council; or,
- b) any qualified individual as outlined in Section 256 of the Act.

#### **2. Vacancy in the Office of a Ward Councillor**

If a vacancy in the Office of a Ward Councillor is to be filled by appointment, Council may choose to fill the vacancy by appointing:

- a) any qualified individual as outlined in Section 256 of the Act.

The following processes shall be followed when filling a vacancy by appointment:

1. The Clerk shall post a Council Vacancy Notice on the Township website and in the local newspaper for a minimum of four (4) consecutive weeks following Council's decision to fill a vacancy by appointment. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 4 of 6</b>

2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.
3. Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms by the deadline established by the Clerk.
4. At the Special Council meeting, the following shall take place:
  - a. The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
  - b. Individuals seeking appointment to the position of Mayor and/or Deputy Mayor and Ward Councillor who are also current members of Council (nominees) shall declare a pecuniary interest.
  - c. The Clerk will provide to the Chair a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Chair will call for a motion from Council in the following form:

"THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."
  - d. Each of the nominees shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot. (The Clerk shall place the names of all nominees in a container and randomly draw the names).
  - e. Each member of Council will be permitted one (1) question to each candidate. Candidates will be sequestered in an adjacent room until it is their time to answer the questions posed by Council. Once a candidate has answered the questions, they may remain in the Council Chambers.



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 5 of 6</b>

- f. Upon hearing all the submissions of the nominees, Council will proceed to vote as follows:
  - i. Members of Council will vote by way of public vote.
  - ii. Nominee names shall be displayed on the projection screens in alphabetical order, in the Council Chambers by the Clerk.
  - iii. Members of Council shall vote for one nominee only.
  - iv. The Clerk shall call upon the members of Council in random order.
  - v. Members of Council shall verbally cast their vote.
  - vi. The Clerk shall tabulate the results.
  - vii. If the nominee receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the nominee or nominees who received the fewest number of votes shall be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the nominee or nominees who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
  - viii. Where the votes cast are equal for all the nominees and if:
    - 1. There are three or more nominees remaining, the Clerk shall by lot select one such nominee to be excluded from the subsequent voting;
    - 2. Only two nominees remain, the tie shall be broken by selecting a nominee by lot, as conducted by the Clerk.
- g. Upon conclusion of the voting, the Clerk will note the nominee receiving the votes of more than one-half of the number of the voting members of Council or the nominee selected through section (f)(viii)(2).



## THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Council Vacancy Policy</b>	<b>EFFECTIVE DATE: August 26, 2015</b>
<b>REVISION DATE:</b>	<b>PAGE: 6 of 6</b>

- h. The appointment of the nominee shall be made by by-law. A by-law confirming the appointment shall be enacted by Council or Council shall direct the Clerk how to proceed further.

### **Filling Vacancies by By-Election**

If a vacancy is to be filled by a by-election it shall be held in accordance with the *Municipal Elections Act, 1996*, as amended.

### **ROLES AND RESPONSIBILITIES:**

#### Members of Council

- Council is responsible for the adoption and application of this policy.

#### Clerk

- The Clerk is responsible for the administration and interpretation of this policy, including advising Council on its application.



## STAFF REPORT

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**Department/Function:** General Government & Finance

**Chair:** Councillor Paul Raymond

**Meeting Date:** January 9, 2019

**Report No.:** **GGF-2019-03**

**Report Title:** Township of Tay Health and Safety Policy

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### **RECOMMENDATION:**

**That the Corporate Health and Safety Policy attached hereto, being reviewed by Council, is hereby confirmed by Council;**

**AND that the Mayor and the C.A.O. are hereby authorized to sign the said policy on behalf of the Township.**

### **INTRODUCTION/BACKGROUND:**

Section 25 (2) (j) of the Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1 as amended requires that the Township prepare and review annually a written Occupational Health and Safety Policy. Section 32 of the Occupational Health and Safety Act, R.S.O. 1990, requires that in addition, the policies related to violence and harassment be posted and reviewed on an annual basis.

### **ANALYSIS:**

To comply with the above noted legislation, the Township is required to prepare a written Occupational Health and Safety Policy Statement, including provisions for harassment and violence in the workplace.

This requirement relates to the general corporate Health and Safety Policy and should not be confused with the various policies and procedures provided for in our Health and Safety Policy and Procedures Manual, which is amended from time to time as circumstances warrant.

The corporate Health and Safety Policy has been in existence for some time and remains pertinent, comprehensive, and reviewed on a regular basis. Staff have proceeded with the detailed review of the specific policy



documents, and will be working with the Joint Health and Safety Committee to bring forward to Council recommendations for change, if necessary.

Notwithstanding the foregoing, Council needs to review the policy statement (attached hereto) and adopt it in its present form, or make amendments.

**FINANCIAL/BUDGET IMPACT:**

N/A

**CONCLUSION:**

With the ongoing review of specific policies by the Joint Health and Safety Committee, the plan in place for 2019 adopted by the Joint Health and Safety Committee with respect to meeting the requirements of section 32 of the Act, and with the adoption of the attached policy statement, the municipality will be meeting its requirements under the Act.

Prepared by: Misty Everson, Fire/Health and Safety Program Assistant

Approved by:

Date: January 2, 2019

Robert J. Lamb CECd, Ec.D.,  
Chief Administrative Officer/Deputy Clerk



## **THE CORPORATION OF THE TOWNSHIP OF TAY**

### **HEALTH AND SAFETY POLICY STATEMENT**

The Corporation of the Township of Tay is vitally interested in the health and safety of its employees. Protection of employees from injury, occupational disease, discrimination, harassment or violence is a major continuing objective. Council will make every effort to provide a safe, healthy work environment. All managers, supervisors and workers must be dedicated to the continuing objective of minimizing risk of injury and occupational disease, and maintaining a positive and healthy workplace.

The Corporation of the Township of Tay, as an employer, is ultimately responsible for worker health and safety. Council shall ensure that every reasonable precaution will be taken for the protection of workers.

Management and supervisors will be held accountable for the health and safety and work environment of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe, that complaints are responded to, and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety. Unacceptable conduct will not be tolerated in the workplace, and disciplinary action, if warranted, will be taken as required.

Every worker must protect his or her health and safety by working in compliance with the applicable law and regulations and with safe work practices and procedures established by the municipality. Workers are responsible to know the Health and Safety Policy, including that of Harassment and Violence and the Discipline Policy, and to abide by the procedures contained therein.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, encompassing Council, management, supervisors and the workers.

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Mayor Ted Walker

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C.A.O. Robert Lamb

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Date of Adoption

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Date of Review

Adult Mental Health  
and Main Office  
PO Box 832  
237 Second Street  
Midland ON L4R 4P4  
705-526-1305 Phone  
705-526-9248 Fax



The Lorna Tomlinson  
Residence for Seniors  
44 Dufferin Street  
Penetanguishene ON  
L9M 1H4  
Phone 705-355-1022  
Fax 705-355-1026

Mayor Ted Walker and Members of Council  
Tay Township  
450 Park Street, PO Box 100  
Victoria Harbour, Ontario L0K 2A0

December 6, 2018

Since 1989, Wendat Community Programs has offered a growing number of programs to adults with mental illness. In 2007, Wendat opened a Seniors Health Care division to respond to the needs of a growing number of seniors in the North Simcoe area. It quickly became evident that one of the greatest needs was an affordable housing alternative for frail seniors requiring some support services who do not yet need long term care.

North Simcoe leads the province in aging; we have a higher percentage of our population over the age of 65 than anywhere else in Ontario. Many of these seniors have outlived their savings and only have Old Age Security and Canada Pension. There are very limited housing options for these seniors.

Currently, there are over 1,600 people in Simcoe-Muskoka waiting for a bed in long term care. There are vacancies in retirement homes, but most of these are for profit businesses and their costs are high. Many seniors remain in hospital after an illness or injury because there is no affordable safe housing alternative for them. This creates health system pressures as these seniors occupy hospital beds that are needed for others. There is no doubt that affordable, supportive housing for seniors is a big need.

Beginning with a donation of 1 million dollars from a single donor, \$3 million was raised over a five-year period from donations and fundraising events for the construction costs of the building. The Town of Penetanguishene donated the land. The total cost of the build was \$4 million leaving us with a mortgage of \$1 million. Since the opening in 2016, we have paid off \$500,000 of the mortgage. We are close to our goal of paying off the building costs for this beautiful facility.

Although the provincial government provides operating funds and we collect rent/fees from the residents we must still use fundraised dollars to make the mortgage payments and cover the gap between revenue and expenses. Paying off the mortgage is vital to enable us to sustain this valuable resource in our community and to expand it in the future.

Our plan is to pay off the mortgage as soon as we can, and begin development for the expansion of our facility from 23 to 40 beds. We planned the building so that the common areas can accommodate 40 residents. There is physical space on site to add 17 more bedrooms with ensuite bathrooms. Paying off the mortgage will allow us to use the money from the mortgage payments to hire more staff to meet the needs of our current and future residents.

*Providing Services for Seniors and Adult Mental Health Services in North Simcoe-Muskoka*



I recently received a very touching letter from a resident's family after he passed away. With their permission, I am sharing it with you.

***"It has been five months since my dad passed away. I want to convey to you how much this facility meant to us. When we first found Wendat, we were having a difficult search to find a place for my father. He was in a dire financial situation and any suitable facilities were very expensive, meaning we would have to find money to help support him. It was hard on him knowing he could not be self-sufficient. Being accepted into the Lorna Tomlinson residence was such a relief.***

***His room was great, roomy, modern and well designed. He had a sunny window with a great view. Being all on one level was so great. The shower and bathing facilities were always spotless and available when he needed them. The dining room was lovely and he often commented on how good the food was. He especially loved having access to coffee. We appreciated the consideration to his and others need to smoke. Not a healthy activity but one of the few moments of independence he still had. Having a special gazebo built shows the respect your organization has for these seniors.***

***Finally, the staff. What a wonderful group of caregivers. Everyone was so caring and understanding. My dad had many challenges and he was always treated with respect and compassion. Thank you for everything you and your staff did to make my father's time there easy and pleasant. More facilities like this are needed in Ontario."***

You have been a supporter of Wendat in the past so we are hoping that you will help us again. Please consider a donation of any amount you are able to give to help us finish paying the mortgage on this vital resource. Your donation will ensure that supportive housing for low income, frail seniors is a reality in North Simcoe and allow families like the one described above to have peace of mind knowing their loved one is being taken care of by skilled, caring staff in this wonderful facility.

I can be reached at 705 526-1305 or [andrea@wendatprograms.com](mailto:andrea@wendatprograms.com) to answer any questions you might have. Thank you for considering this request.

Sincerely,



Andrea Abbott-Kokosin  
Executive Director

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Steve Clark'.

Steve Clark  
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,  
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

**Subject: 2018 Year-End Assessment Report**

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As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in black ink, appearing to read "C. Nell", is written over a light blue circular background.

Carla Y. Nell  
Vice-President, Municipal and Stakeholder Relations

Attachments

**Copy** Regional and Account Managers





# 2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

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# About MPAC

**MPAC stands for Municipal Property Assessment Corporation,** and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

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As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

Learn more at:



[mpac.ca](http://mpac.ca)



# Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

## The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
  - New construction, demolitions and consolidations
  - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

## Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

## Attached to this report are two municipal-level assessment snapshots:

### 1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

### 2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for  
assessing and  
classifying more than  
**5 MILLION**  
properties in Ontario

Representing  
**\$2.78T**  
in property value

We delivered  
more than  
**800,000**  
Property  
Assessment  
Notices

# 2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

## Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

## New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

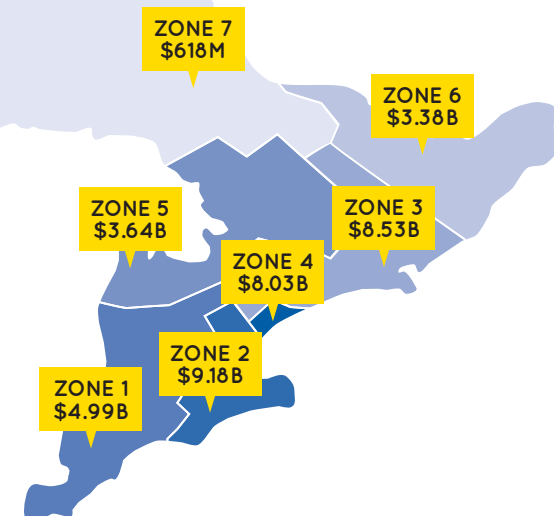
## New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

## 2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018,  
MPAC completed a total of 27,917  
Requests for Reconsideration

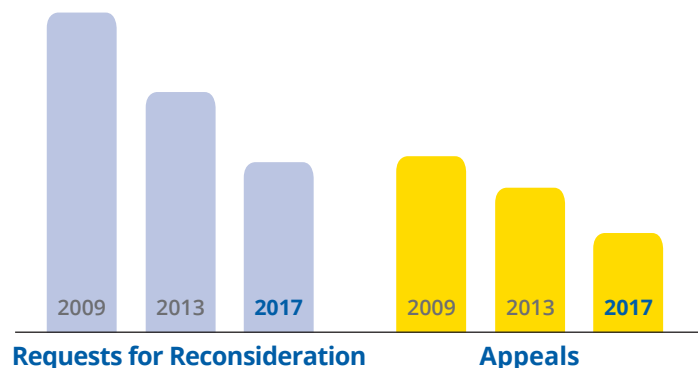
# Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

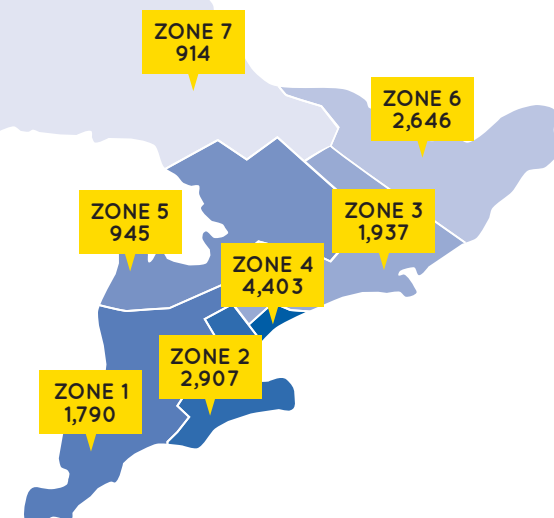
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

## 2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009



# Service Level Agreement (SLA)

**The service levels in the SLA represent the most important MPAC deliverables** as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met  
**96%**  
of all service levels



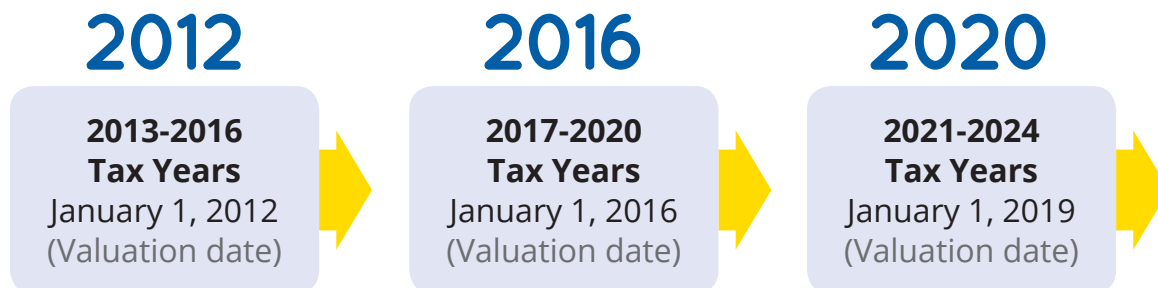
# Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.





# Conclusion

At the core of our new **2017–2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

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Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



## APPENDIX 1

### Assessment Change Summary by Property Class Township of Tay

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	1,304,050,688	1,235,203,238	1,269,626,968	2.8%
N New Multi-Residential	247,100	237,072	242,086	2.1%
C Commercial	53,163,400	47,882,705	50,523,053	5.5%
X Commercial (New Construction)	1,925,200	1,793,377	1,859,288	3.7%
I Industrial	3,050,800	2,779,597	2,915,199	4.9%
J Industrial (New Construction)	3,186,900	3,013,200	3,100,050	2.9%
P Pipeline	4,223,000	4,007,051	4,115,026	2.7%
F Farm	43,132,900	35,772,349	39,452,624	10.3%
T Managed Forests	8,436,614	7,351,095	7,893,854	7.4%
(PIL) R Residential	1,705,100	1,621,650	1,663,375	2.6%
(PIL) C Commercial	3,395,500	2,996,450	3,195,975	6.7%
(PIL) I Industrial	588,000	445,500	516,750	16.0%
E Exempt	43,172,298	40,786,763	41,979,531	2.9%
<b>TOTAL</b>	<b>1,470,277,500</b>	<b>1,383,890,047</b>	<b>1,427,083,779</b>	<b>3.1%</b>



## APPENDIX 2

### Assessment Base Distribution Summary by Property Class Township of Tay

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	1,304,050,688	88.7%	1,235,203,238	89.3%	1,269,626,968	89.0%
N New Multi-Residential	247,100	0.0%	237,072	0.0%	242,086	0.0%
C Commercial	53,163,400	3.6%	47,882,705	3.5%	50,523,053	3.5%
X Commercial (New Construction)	1,925,200	0.1%	1,793,377	0.1%	1,859,288	0.1%
I Industrial	3,050,800	0.2%	2,779,597	0.2%	2,915,199	0.2%
J Industrial (New Construction)	3,186,900	0.2%	3,013,200	0.2%	3,100,050	0.2%
P Pipeline	4,223,000	0.3%	4,007,051	0.3%	4,115,026	0.3%
F Farm	43,132,900	2.9%	35,772,349	2.6%	39,452,624	2.8%
T Managed Forests	8,436,614	0.6%	7,351,095	0.5%	7,893,854	0.6%
(PIL) R Residential	1,705,100	0.1%	1,621,650	0.1%	1,663,375	0.1%
(PIL) C Commercial	3,395,500	0.2%	2,996,450	0.2%	3,195,975	0.2%
(PIL) I Industrial	588,000	0.0%	445,500	0.0%	516,750	0.0%
E Exempt	43,172,298	2.9%	40,786,763	2.9%	41,979,531	2.9%
<b>TOTAL</b>	<b>1,470,277,500</b>	<b>100%</b>	<b>1,383,890,047</b>	<b>100%</b>	<b>1,427,083,779</b>	<b>100%</b>

December 21, 2018

## **Financial Risks for Property Taxpayers and Municipal Budgets**

Grants from the provincial and federal government are a critical part of the municipal financial picture. They account for 20% of municipal revenue across the sector and for many smaller municipalities, represent an even higher percentage of local revenue.

This interdependence shapes municipal spending decisions, too. Exactly 280 pieces of provincial legislation directly govern municipalities and help to form local budgets. Other sectors, like health or education, deal mostly with one transfer ministry. However, municipal governments relate to many, many more ministries.

AMO's advice to the new government has been to take a comprehensive approach rather than a Ministry funding line review and to consider the cumulative financial impact of how any decisions affect the cost and delivery of frontline services. A comprehensive approach is the only way to understand how provincial decisions affect municipal governments.

It is unclear if this advice is being taken or not. We also advised the Ministry of Finance to offer a status update on the Ontario Municipal Partnership Fund (OMPF). That advice was taken. Today, the Ministry of Finance sent a letter to heads of council and treasurers advising that the OMPF will be reduced by an unspecified amount and allocation notices for 2019 will be delayed.

In 2018, the Ontario Municipal Partnership Fund (OMPF) provided \$510 million in unconditional operating support from the Province to municipal governments. It uses an equalization approach to address challenges in rural and northern communities. The OMPF is a critical source of funding for 389 of 444 municipalities across Ontario. Some are very small municipalities without growth in their property assessment base.

Reducing the overall envelope and delayed allocation notices have immediate and long-term consequences for communities across the province.

**Immediate Impact:** In recent years, the provincial government has announced OMPF allocations in the year prior. This practice facilitated local budget development and council approval for the year ahead. Councils cannot make accurate 2019 spending decisions without this information. As a result, council budget planning will be delayed. If allocations to municipalities are reduced, councils will need to compensate with property tax increases or local service reductions in 2019.

**Long-Term Impact:** OMPF reductions will have a big impact on local property tax rates. For almost half of Ontario's municipal governments, a 1% property tax increase raises less than \$50,000. The Fund has changed over time, in large part to reflect the upload of social assistance.

The OMPF seeks to address regional economic imbalances by helping municipalities provide local services throughout the province. As noted in the Ontario Government's recent Fall Economic Statement, "employment has grown but has not been experienced across all regions". Northern Ontario has experienced employment declines while the Southwest has remained generally flat. Employment levels reflect a community's fiscal capacity.

OMPF declines will exacerbate economic imbalances between regions. Any reductions will be especially difficult for rural and northern areas. These areas typically have low assessment growth and can least afford significant property tax increases.

Other sources of municipal funding include provincial court security and prisoner transportation. Over \$60 million in 2018 provincial transfer payments for this service are being reviewed. Also, Ontario Community Infrastructure Fund (OCIF) and Ontario Gas Tax for Transit funds are to increase in 2019 and these increases were an election promise. There are also the shared service arrangements for ambulance, public health, and social services. These are just a few of the program grants that are important to municipal property taxpayers and the services that affect their daily lives.

**AMO Contact:** Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 ext. 323.

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of email communications from AMO, please click [here](#).



December 20, 2018

## **At Queen's Park: Summary of 2018 Completed Legislation**

The House is expected to rise later today marking the conclusion of legislative sittings for 2018.

Significant municipal wins include legislative changes for enhanced protection for volunteer firefighters, fire interest arbitration process enhancements, and restoring municipal planning authority on renewable energy projects. These were all long-standing municipal asks. AMO made submissions and/or attended Standing Committees that held hearings on various Bills. For more background and the input to improving various Bills, go to the AMO website and search the titles.

The following Bills have direct municipal government interest. Each has received Royal Assent:

***Bill 4 — Cap and Trade Cancellation Act – Received Royal Assent October 31<sup>st</sup>, 2018***

It wound down the previous government's cap and trade program. Notably, it requires the Province to establish targets for the reduction of greenhouse gas emissions and to develop a Climate Change Plan. [Ontario's Environment Plan](#), released on November 29, 2018, has a comment period until January 28, 2019. AMO's comments on Ontario's Environmental Plan are expected to be public by mid-January.

***Bill 5 — Better Local Government Act — Received Royal Assent August 14<sup>th</sup>, 2018***

Bill 5 reduced the size of Toronto Council and changed the election of Heads of Council in the District of Muskoka, Region of Niagara, Region of Peel, and the Region of York.

***Bill 32 — Access to Natural Gas Act — Received Royal Assent December 6<sup>th</sup>, 2018***

This Act encourages natural gas distributors to invest in capital expansion in underserved communities. It allocates some costs to all current natural gas customers.

***Bill 34 — Green Energy Repeal Act — Received Royal Assent December 6<sup>th</sup>, 2018***

It restores municipal planning authority over new local renewable energy projects. It repeals the *Green Energy Act* and amends the *Electricity Act* to re-establish requirements for municipal governments to report on energy consumption and prepare Energy Conservation and Demand Management Plans.

***Bill 36 — Cannabis Statute Law Amendment Act — Received Royal Assent October 17<sup>th</sup>, 2018***

Bill 36 establishes the private retail model for cannabis sales in Ontario and creates a licensing framework administered by the Alcohol and Gaming Commission of Ontario. It also amends the *Smoke Free Ontario Act* to align cannabis consumption rule with rules regulating tobacco consumption. Under Bill 36, Ontario municipal governments have until January 22, 2019 to opt-out of private retail stores in their jurisdictions and exempts retail stores from municipal planning processes. The first 25 retail stores will open April 1, 2019. AMO continues to work with the Province to advance municipal cannabis-related interests, including a greater municipal role in the storefront siting process. AMO has also prepared a [briefing document](#) to help municipal governments with the transition to legal cannabis. It is a must read for municipal officials.

***Bill 47 — Making Ontario Open for Business Act — Received Royal Assent November 21st, 2018***

It repeals various Bill 148 provisions that negatively affected municipal governments, including scheduling and on-call provisions, and stops the anticipated increased costs resulting from Bill 148 requirements. Throughout AMO's discussions on these matters, it was emphasized that municipal governments are not precarious employers, but employers of choice with good wages and benefit packages that provide stable, mostly unionized, employment throughout the province.

***Bill 57 - Restoring Trust, Transparency and Accountability Act — Received Royal Assent December 6<sup>th</sup>, 2018***

This [mini-budget bill](#) contains numerous provisions affecting municipal governments.

- It protects double haters when firefighters volunteer in their home communities on their own time.
- It changes the interest arbitration process for fire (e.g., single arbitrator, timing for decisions and written decisions). Importantly, it provides new criteria that an arbitrator must consider. The criteria give an employer a better opportunity to advance arguments about its fiscal health. Municipal employers will need to continue to provide well-researched arguments, and specifically to build solid local and regional economic and comparator evidence to make a compelling case on municipal fiscal capacity.
- Other changes in the Bill included: amendments to the *Assessment Act* making Royal Canadian Legions exempt from municipal property taxes where they are not already exempt; technical amendments to the *Construction Act* that bring clarity for municipal governments related to adjudication rules and liens; and,

an amendment to the *Municipal Act* clarifying that municipal governments can enact by-laws to create stricter public cannabis consumption rules within their boundaries.

*For more information, contact AMO's Director of Policy, Monika Turner at [mturner@amo.on.ca](mailto:mturner@amo.on.ca). You can also reach AMO's Policy Team at [policy@amo.on.ca](mailto:policy@amo.on.ca).*

### **Fire Services Negotiations: MFIPPA SITUATION**

You should be aware that a member of the fire association is seeking access to labour relations/negotiations information that is generally excluded from disclosure under MFIPPA. In a recent decision, the Information and Privacy Commission of Ontario (IPC) found that this information is not excluded. At this time, the City of Brockville is seeking a Judicial Review of the IPC's decision. The City of Brockville is looking for municipal support in pursuing this matter before the Divisional Court given its potential implications to all municipal employers. Elected officials can contact Mayor Jason Baker at [themayor@brockville.com](mailto:themayor@brockville.com) for further information.

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of email communications from AMO, please click [here](#).



**Public Works Committee  
January 9, 2019**

**Agenda**

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**1. Call to Order:**

**2. Reports of Municipal Officials:**

- 2.1 Report from the Manager of Parks, Recreation & Facilities  
Report No. PW-2019-01  
Re: Monthly Activity Report – Parks, Recreation & Facilities
- 2.2 Report from the Manager of Parks, Recreation & Facilities  
Report No. PW-2019-02  
Re: Annual Review of Waived Rental Fees
- 2.3 Report from the Manager of Parks, Recreation & Facilities  
Report No. PW-2019-03  
Re: Canada Day Committee Requests
- 2.4 Report from the Water/Wastewater Superintendent  
Report No. PW-2019-04  
Re: Monthly Activity Report – Water Wastewater Operations
- 2.5 Report from the Manager of Roads & Fleet  
Report No. PW-2019-05  
Re: Monthly Activity Report Roads & Fleet
- 2.6 Report from the Director of Public Works  
Report No. PW-2019-06  
Re: Monthly Activity Report Public Works Department

**3. Other Business:**

- 3.1 Verbal Report from Councillor Warnock  
Re: Request for Town Hall Meeting – Recreation Programming & After-school Activities

**4. Items for Information:**

- 4.1 Correspondence from Simcoe Muskoka District Health Unit  
Re: Public Beach Monitoring Summary Report
- 4.2 Correspondence from County of Simcoe  
Re: Notification of Tree Harvesting within the Simcoe County Forest



## STAFF REPORT

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<b><u>Department/Function:</u></b>	Public Works
<b><u>Chair:</u></b>	Councillor Barry Norris
<b><u>Meeting Date:</u></b>	January 9, 2019
<b><u>Report No.:</u></b>	<b>PW-2019-01</b>
<b><u>Report Title:</u></b>	<b>Monthly Activity Report – Parks, Recreation &amp; Facilities</b>

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**ORIGIN** Manager of Parks, Recreation & Facilities for the period of December 6, 2018 to January 2, 2019

### **RECREATION**

#### ***Fall Recreation Programs Wrap-Up***

Fall Recreation Programs wrapped up the week of December 10<sup>th</sup>. During the fall program session we had approximately 115 participants take part in 10 different programs.

#### ***Winter Recreation Programs***

The Winter Session of Recreation programs begins the week of Jan 7<sup>th</sup> and run until the week of March 11<sup>th</sup>.

#### ***Recreation Committees***

At the Council meeting in December, appointments were made to the three active Recreation Committees in Port McNicoll, Victoria Harbour and Waubauskene. Staff has reached out and touched base with the groups to make them aware of their appointments and to arrange a 'kick off' meeting.

#### ***Youth Dances***

Youth dances are hosted by the Victoria Harbour Recreation Committee on the following dates from 7pm to 10pm. The fee is \$5 at the door.

#### **Oakwood Community Centre**

January 18, February 15, March 15, April 12, May 17,



## **PARKS**

### ***Albert St Washroom Building***

Linx Contracting continues to work towards the completion of this building. They hope to finish the epoxy flooring the first week of January. The outside restoration and concrete pad will be completed in the spring.

### ***Outdoor Rinks***

Staff are prepared to begin working on the outdoor rinks once the weather conditions become favourable. A large accumulation of snow is needed to pack down a good base and consistent cold temperatures in the long range forecast are needed to begin working on them.

### ***Winter Decorations***

New LED winter decorations have been mounted in the downtown cores of Port McNicoll, Waubauskene and Victoria Harbour. The new decorations were purchased through a downtown improvements/revitalization grant received by the Township.

## **FACILITIES**

### ***Tay Community Rink Sound System***

The sound system equipment has been installed at the facility. All of the sound system equipment was purchased through a donation from the now defunct 'Light Up Talbot Park Committee'. Staff has been in touch with a contact for the group to make them aware that the equipment is now installed and operational.

### ***Tay Community Rink Operations***

The Tay Community Rink has been quite busy throughout the month of December. The facility becomes extra busy during the Christmas break as most people are off school/work. The new facility schedule that has been recently designed and uploaded to the Tay website has received great feedback. User now find it much easier to view and determine the schedule on a daily basis.

### ***2019 Energy Retro-Fit Program***

2019 will see the Township focus the energy retro-fit program on the Tay Community Rink lights.

Date Prepared: January 2, 2019

Prepared By:



Bryan Anderson  
Manager of Parks, Recreation & Facilities



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Barry Norris

**Meeting Date:** January 9, 2019

**Report No.:** PW-2019-02

**Report Title:** Annual Review of Waived Rental Fees

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### **RECOMMENDATION:**

That Staff Report No. PW-2019-02 regarding the annual review of waived rental fees be received;

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

### **INTRODUCTION/BACKGROUND:**

In February 2016, Council reviewed and revised the Township policy regarding Culture & Recreation Rental Fees - Township Facilities. The policy outlines various Township clubs and organizations that receive waived rental fees for specified functions. It also includes a provision for Council to review current repeat users who receive reduced or waived fees on an annual basis.

### **ANALYSIS:**

The following individuals and organizations currently utilize Township facilities including the Port McNicoll Community Centre, Oakwood Community Centre, Harbour Shore Community Room and the various Township Baseball Diamonds at no cost.

#### **Lion's Club – Port McNicoll & Victoria Harbour**

As per the Township policy, Service Clubs based in the Municipality are permitted waived fee rentals for meetings (twice a month) and one hall rental free of charge each year for fundraising events.

On September 21, 2011 Township Council also passed a resolution waiving the Oakwood Community Centre fees for the Victoria Harbour Lion's Club for their annual events in April, October and New Year's Eve.

Port McNicoll Lion's use the hall every Monday for Bingo and contribute a portion of the proceeds each year to the Township as a form of rental.

**No charges are recommended for these user groups.**

#### Port McNicoll Seniors

Currently, the Port McNicoll Seniors group meets weekly from 1:00pm – 4:00pm at the Port McNicoll Community Centre as a social gathering to play cards and enjoy some tea. Although they are not included in the policy, the rental rate schedule does permit rentals at no charge for seniors programs.

**No charges are recommended for this user group.**

#### Georgian Craft Club

On a weekly basis from 10:00am - 4:00pm, the Georgian Craft Club uses the meeting room at the Oakwood Community Centre. Although they are not included in the policy, the rental rate schedule does permit rentals at no charge for seniors programs.

**No charges are recommended for this user group.**

#### Victoria Harbour Sparks & Guides

The Victoria Harbour Sparks & Guides meet weekly on Tuesdays at the Oakwood Community Centre. Currently, there are several children from Tay that participate in the program. As per the Township policy, the above noted groups are permitted waived fee rentals for weekly meetings.

**No charges are recommended for these user groups.**

#### Minor Baseball – Victoria Harbour & Port McNicoll

In conjunction with Georgian Bay Minor Softball, these two associations offer minor baseball at all levels in their respective communities. As per Township policy, minor baseball receives waived rental fees for regularly scheduled games, practices and non-fundraising tournaments.

**No charges recommended for these user groups.**

#### VON SMART Program

The VON Canada SMART (Seniors Maintaining Active Roles Together) Program offers exercise classes two times a week at both the Oakwood Community Centre and Port McNicoll Community Centre to community members who wish to improve their strength, balance and flexibility, regardless of current physical ability. The gentle exercises are facilitated by volunteers who have received specialized training and ongoing education to deliver safe, appropriate physical activity for healthy aging. Although they are not included in the policy, the rental rate schedule does permit rentals at no charge for seniors programs.

**No charges are recommended for this user group.**

#### Church Youth Group (Georgian Shore Church)

Currently on Thursday evening from 6:00pm to 9:00pm the Georgian Shores youth group has been using the Oakwood Community Centre for various sporting activities. As per the Township policy, community church groups that are providing direct benefits to Township residents are exempt from rental fees.

**No charges are recommended for this user group.**

#### Beacon Baptist Church

The Beacon Baptist Church currently uses the Harbour Shore Community Room on Sunday mornings from 10:00am – 12:00pm for their Sunday worship. As per the Township policy, community church groups that are providing direct benefits to Township residents are exempt from rental fees.

**No charges are recommended for this user group.**

#### Alcoholics Anonymous (AA)

The group currently uses the Harbour Shore Community Room on Saturday evenings from 6:00pm – 9:00pm for group meetings. Although this type of group is not specifically covered in the policy, a special exemption has been granted for the group because of the service they provide to the community.

**No charges are recommended for this user group.**

#### Grants for Special Events

All special event grants are now vetted through the Grants and Donations Committee.

#### One-time fee waivers for 2018

Over the course of the year the Township will receive requests from community groups, organizations and individuals to waive fees that are associated with Township facilities. In 2018 the total amount of one-time fee waivers that were approved in accordance with the policy and through the delegated authority of staff was \$4,120 before taxes. Attached to this report you will see a list of the one-time fee waivers for 2018.

#### **FINANCIAL/BUDGET IMPACT:**

The waived rental fees listed above amounts to approximately \$19,935 before taxes. The financial impact on the Township is unclear as a portion of these bookings would not happen if the associated fees for these facilities were charged to these groups.

#### **CONCLUSION:**

These groups play a vital role in giving Tay Township its own identity within North Simcoe and help to improve the quality of life for Township residents young and old.

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

Recommended by:

Date: January 2, 2019

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By;

Date: January 2, 2019

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

#### Attachments

- One Time Fee Waivers for 2018
- Culture and Recreation Rental Fees – Township Facilities
- Grants and Donations Policy

## One-Time Fee Waivers for 2018

### Oakwood Community Centre

Mar 18	Fundraising Dinner for the Stanley Family	\$75
Aug 11	Simcoe Pride Awards Gala	\$350
Oct 3	SGBCC All Candidates Meeting	\$20
Oct 27	Lions Club Halloween Dance	\$300
Nov 24	Fire Hall 5 (Victoria Harbour) Christmas Party	\$300
Dec 22	Celebration of Life	\$150
Dec 31	Lions Club New Year's Eve Dance	\$300

### Port McNicoll Community Centre

Sept 29	Habitat for Humanity Dedication Ceremony	\$100
Dec 9	Wrestling in support of Lions Club Christmas Food Drive	\$150

### Baseball Diamonds

June 8/9	Fire Hall 5 (Victoria Harbour) for Cystic Fibrosis Canada	\$300
June 16	Cody's House Youth Centre	\$125
July 6/7	Pretty in Pink	\$225
July 7	Sport Chek for JumpStart	\$225
Aug 4	Strike Out in support of MS Society	\$225
Aug 10/11	Weatherell for Heart and Stroke Foundation	\$225
Aug 18	Fundraiser for the Calhoun Family	\$225
Sept 22	Fundraiser for Ian Romanowski	\$225
Oct 12/13	5th Annual Batting for Becky	\$300
Oct 20/21	Bats for Banks (Minor Ball)	\$300

<b>2018 Waived Rental Fees TOTAL</b>	<b>\$4,120</b>
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## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Culture & Recreation  
Rental Fees –  
Township Facilities**

**EFFECTIVE DATE:  
April 6, 1994**

**REVISION DATE:  
February 24, 2016**

**PAGE:  
1 of 2**

The following policy applies to rental of the following Township facilities (hereinafter referred to as Township facilities)

- a) Community centres
  - b) Baseball diamonds
  - c) Tay Community Rink
  - d) All Township-owned buildings and parks
1. Rental fees for Township facilities (hereinafter referred to as rental fees) will be as set by Council from time to time.
2. Rental fees will not be reduced or waived unless specifically provided for in this policy.
3. All fees must be paid in full prior to taking possession of the facility for the planned event or function with the following exceptions:
  - a) Baseball Leagues
  - b) Tay Community Rink Rentals
  - c) Exemptions from time to time as approved by the Director of Public Works or their designate
4. Rental fees do not apply to the following:
  - (a) Council functions and/or meetings
  - (b) Tay Township Volunteer Fire Department, Library Board, or the Newmarket Tay Hydro Distribution Company Inc., when the purpose is for a meeting, educational program, training session or non-fundraising event which is open to all Township residents.
  - (c) Standing Committees of Council or Boards and Committees appointed by Council, when the purpose is for a meeting.
  - (d) Township Recreation Sub-Committee events, programs or functions which are being held for the benefit and enjoyment of Township residents and have been approved by the Manager of Parks, Recreation and Facilities.
  - (e) Meetings of youth groups such as Brownies, Guides, Cubs, Scouts, etc.



## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Culture & Recreation  
Rental Fees –  
Township Facilities**

**EFFECTIVE DATE:  
April 6, 1994**

**REVISION DATE:  
February 24, 2016**

**PAGE:  
2 of 2**

- (f) Meetings of Chartered Township Service Clubs such as the Lions.
  - (g) The Port McNicoll Lions Club, Victoria Harbour Lions Club and Waubaushene Lions Club shall be given one hall rental free of charge each year for a fundraising event for their applicable club.
  - (h) The Port McNicoll Legion, Victoria Harbour Legion and Waubaushene Legion shall all receive one free Hall rental per calendar year.
  - (i) The Port-a-Rama Committee shall be given the use of the Township facilities during Port-a-Rama weekend (held on the long weekend in May each year) free of charge.
  - (j) The Canada Day Committee shall be given the use of the Township facilities during the Canada Day weekend (held on the long weekend in July each year) free of charge.
  - (k) Minor baseball organizations based within the Township for regularly scheduled games and non-fundraising tournaments.
  - (l) Community Church organizations based within the Township providing direct benefits, special programs or one-time service which are available to all the residents of Tay Township.
5. Fees will be waived for the events listed below upon application and staff approval. This does not apply to refundable fees such as a key or damage deposit.
- a) Tay Fire Department Christmas Party.
  - b) Fundraising events that directly raise funds for a Tay resident who is in need of financial support due to a life altering disease/illness or situation.
  - c) Fundraising events for charitable organizations (Alzheimer's Society, Cancer support groups, Heart and Stroke Foundation, Midland Area Reading Council, etc.). Proof of donation may be requested by the Township.
6. Each request will be dealt with on an individual basis and will not exceed one calendar year. Any requests exceeding one calendar year must be resubmitted annually for reconsideration.





## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration  
Grants and Donations**

**EFFECTIVE DATE:  
May 12, 2007**

**REVISION DATE:  
September 27, 2017**

**PAGE:  
Page 1 of 5**

### **1. OBJECTIVE**

- 1.1 The Township of Tay recognizes the valuable contributions made by community organizations and volunteer groups to provide programs, services and events which enhance the well-being of the community and the quality of life for its residents.

### **2. PURPOSE**

- 2.1 The Grants and Donations Policy has been established by Council to provide guidelines to organizations within Tay Township who are seeking modest financial assistance with the following:
- One time start-up funding for a new community event or festival
  - Funding for an established community event or festival
  - Funding towards partnerships between the Municipality and Organizations
  - Funding to maintain and/or operate private structures or property that are used to benefit the community as a whole
  - Funding to support federal and provincial government grant application requirements

### **3. SCOPE**

- 3.1 The Grants and Donations Policy shall apply to funding requests from:
- Groups or organizations based in the Township who have a mandate to provide direct benefits, programs and/or services primarily to Township residents
  - Township based youth groups or service clubs (Boy Scouts, Girl Guides, etc.)
  - Cemetery Boards
  - Hospitals
  - Township based branches of the Royal Canadian Legion
  - Chartered service clubs based in Tay Township
  - Township Boards and Committees
  - Groups or organizations not based in Tay Township but who have a mandate to provide direct benefits, programs and/or services to the Township and who are funded in whole or in part by neighbouring municipalities



## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Grants and Donations</b>	<b>EFFECTIVE DATE: May 12, 2007</b>
<b>REVISION DATE: September 27, 2017</b>	<b>PAGE: Page 2 of 5</b>

Funding requests will not be considered from the following:

- Social assistance services that are provided by other government agencies or not for profit organizations
- Travel expenses for members of an organization
- Sponsorship of athletic endeavors (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- Individuals
- For-profit organizations
- Organizations serving as funding sources for others, e.g. service clubs unless they are applying for funding for community festivals
- Faith organizations where services/activities include the promotion and/or required adherence to a faith
- Fundraising events
- School boards, primary and secondary schools and post-secondary institutions, with the exception of scholarship funding and annual graduation awards
- Organizations that conduct the majority of their activities outside the Municipality and do not provide a direct benefit to Tay residents
- Organizations that do not submit the required Schedule C reporting information for a previous year's grant

A separate policy entitled Culture & Recreation Rental Fees – Township Facilities should be referenced with regards to reduced rates and fee waivers for rental of Township Facilities

#### **4. GENERAL PROVISIONS**

The Grants and Donations Committee will invite applications for financial assistance by posting notice of the Grants and Donations Program on the Township's website and promoting it through the Township's various communication methods e.g. social media, e-newsletter etc.

Correspondence will be provided annually to the previous year's Municipal Grant recipients in advance of the deadline to advise of



## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Grants and Donations</b>	<b>EFFECTIVE DATE: May 12, 2007</b>
<b>REVISION DATE: September 27, 2017</b>	<b>PAGE: Page 3 of 5</b>

the upcoming Municipal Grant application process and any changes thereto.

- 4.1 All requests for donations/grants should be directed in writing to the Administrative Assistant, Clerk's Department, through the completion of the Municipal Grant Application Form, attached as Schedule "A", so that the request can be considered by the Grants and Donations Committee prior to budget deliberations.
- 4.2 All requests will be assessed based on availability of the requested resource, potential financial impact to the Municipality and contribution to the well-being of members of the community.
- 4.3 Donations/grants made by the Municipality are not to be regarded as a commitment by the Municipality to continue such donations/grants in the future.
- 4.4 In making donations/grants, the Municipality may impose such conditions and/or restrictions as it deems fit.
- 4.5 To be considered for the Municipal Grant Program, all applications must be completed and submitted by the deadline of October 31st of each year.
- 4.6 Application forms are available on the website at [www.tay.ca](http://www.tay.ca) or by calling the Municipal Office at 705-534-7248 ext. 228.
- 4.7 The Committee or Council may consider applications outside the annual application process if the applicant is able to demonstrate that the purpose for which they are seeking the donations was not foreseen at the time of the annual process.
- 4.8 Applicants who submitted an application for grant funds for consideration will be notified after the adoption of the Preliminary Budget in December.

### **5. ELIGIBILITY CRITERIA**

- 5.1 The committee will review applications for grants considering the following eligibility criteria:
  - Organization shows that it involves volunteers



## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration  
Grants and Donations**

**EFFECTIVE DATE:  
May 12, 2007**

**REVISION DATE:  
September 27, 2017**

**PAGE:  
Page 4 of 5**

- Organization demonstrates a clear need for the funds being requested in order to enable the organization to provide a specific service or program
- Organization is located in the Township of Tay
- Organization provides without discrimination a recreation, cultural or community service that the Municipality does not otherwise provide, to a significant proportion of residents
- Organization requires municipal funding participation to support a federal or provincial grant application
- Organization demonstrates collaboration and cooperation with other local organizations in the sharing of resources
- Organization must demonstrate that it is actively pursuing other sources of financial support and fundraising, e.g. donations, membership fees, ticket sales

### **6. APPLICATION PROCESS**

It is the responsibility of the applicant to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive and applicants must submit the best application possible by October 31st of each year. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested. Incomplete or unclear applications may be declined.

6.1 Prior to considering a request for a grant, the Committee shall require the following from the organization:

- a) A completed Municipal Grant Application Form detailing the proposed commitment from the Municipality. The application will provide one copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.
- b) Financial statements and/or a completed Financial Information Form attached as Schedule B (must be included with each application).
- c) A detailed budget for the upcoming fiscal year or event
- d) Information pertaining to the eligibility criteria



## THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

<b>SUBJECT: Administration Grants and Donations</b>	<b>EFFECTIVE DATE: May 12, 2007</b>
<b>REVISION DATE: September 27, 2017</b>	<b>PAGE: Page 5 of 5</b>

- 6.2 The Municipality reserves the right to request additional information in support of the application.
- 6.3 If the above information is not submitted by the October 31st deadline, applications will be returned. An application may be considered outside the application process if the applicant is able to demonstrate that the purpose for which they are seeking the grant was not foreseen at the time of the annual process.
- 6.4 Grant amounts awarded will be based on available funding.
- 6.5 Organizations may submit more than one application; however there shall be no duplication of funding to any organization in any fiscal year.
- 6.6 Any municipal grant that has not been spent in the year that it is received shall be returned to the Municipality.
- 6.7 A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

### **7. REPORTING**

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide a written report in the form attached hereto as Schedule C. If it is determined that funds were reallocated to another project/event other than what was submitted with the Municipal Grant Application, the Municipality may, at its discretion, disqualify an organization from any future funding under this program.

**Note: Any organization or group that does not submit a report will not be considered for funding in the future.**



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Barry Norris

**Meeting Date:** January 9, 2019

**Report No.:** PW-2019-03

**Report Title:** Canada Day Committee Requests

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### **RECOMMENDATION:**

That Staff Report No. PW-2019-03 regarding the Canada Day Committee requests be received;

And that the Township deny the funding request to cover the cost of portable flooring for under the venue tent;

And that the Township deny the closure of Park Street for the artisan/vendor fair.

### **INTRODUCTION/BACKGROUND:**

The Canada Day Committee sent correspondence to Council at their December 12<sup>th</sup> Committee of All Council meeting, requesting the Township cover the cost of portable flooring in the venue tent, as well as, a full closure of Park Street out front of the Oakwood Community Centre for an artisan/vendor fair.

### **ANALYSIS:**

Each of the requests will be handled separately in this report.

#### **Venue Flooring**

For the past two years the Township has covered the cost of the portable flooring underneath the main venue tent located on the Oakwood Outdoor rink grounds. In 2017, the Township made the decision to cover the cost of the portable flooring for the Committee as Council was in deliberations about potentially

permanently hard surfacing the rink. After several options were deliberated, the preferred option was quite a bit more expensive than what had been budgeted. As a result, Council decided that the potential hard surfacing project would be abandoned and removed from the budget. As there had been a hope that a hard surface would be in place for the Canada Day event, Council felt that covering the cost of the portable flooring would be a gesture of good faith to the Committee as their hopes were high for a hard surface. In 2018, the Canada Day Committee noted that everyone in attendance at the event absolutely loved the flooring, and as part of their application to the newly formed Grants and Donations Committee they asked for the flooring to be covered again. The Grants and Donations Committee agreed to cover the cost in 2018, and advised the Committee this would be the last year that they would do so. The Canada Day Committee was given more than a year's notice about the discontinuation of the flooring grant and alternative arrangements could have been sought.

#### Closure of Park St for Artisan/Vendor Fair

The Committee is requesting a full closure of Park St. just east of the Station 5 Fire Hall property and continuing in front of the Oakwood Community Centre. There are three issues to think about regarding this potential closure on this section of road:

1. Emergency Services – Closure in relation to the Fire Hall property.
2. Industrial Road – access for businesses located on Industrial Road.
3. Residential Properties – access for property owners within the closure on Park St.

The Public Works Department and the Fire Department discussed potential issues with the closure and they are summarized below.

#### Fire Department

The Fire Chief expressed concern over the impact this closure would have on medical emergency response times. Time tests were performed to see what if any impact a road closure would have on firefighter response time coming to the fire hall along Park Street following the detour route and then back. The speed travelled was at 60 km/per hour and there was no added pedestrian traffic or parking congestion which will occur if Park Street was closed to traffic. The time to take the detour route both ways was 4 minutes 14 seconds. The Ontario Ministry of Health indicates that for best results in regards to administering CPR or an AED, the process should start within 6 minutes from being called out. Many times Tay Fire & Emergency Service meets this timeframe and has made a difference in the patient's outcome.

In regards to the Committee's comments regarding other municipalities allowing road closures blocking off residential homes and businesses there are indeed alternate arrangements, but more important is a secondary access which in this case, Industrial Road has no other access route, thereby blocking off businesses,

and has critical Infrastructure at the end of the road, mainly the Victoria Harbour Wastewater Treatment Plant.

#### Public Works

Public Works concerns revolve around access for residential and industrial properties directly impacted by the closure area. In the communities noted in the Canada Day Committees letter that have similar 'main arteries' closures for events the one issues that is different in Tay is the mixed uses of properties located within the closure area. In Midland, Penetanguishene, Elmvale and Coldwater the closures occur in their downtown business core, where most businesses front onto the street that is closed and they welcome the closure as it will bring more foot traffic to their storefronts. Here in Tay the closure would be on the main thoroughfare through town with residential, municipal and industrial properties all being affected. The Township may receive pushback from the businesses on Industrial Road if we make them aware they will not have access to their properties for a specified amount of time.

The Committee did not provide a detailed plan or options for the closure of Park Street. It is not clear that on-site options have been fully explored. There are concerns about the loss of parking if access to Industrial Road is restricted. Contrary to the intent of a road closure drawing people in, the required detours may discourage people from attending. The parade route ends in this area and parade participants need to move through the area freely. This would not be possible if Park Street were closed.

The potential impact to emergency services response time should be the main consideration to deny the requested closure.

#### **FINANCIAL/BUDGET IMPACT:**

As written and recommended there would be no financial impact associated with this report.

Should Council wish to cover the cost of the portable floor rental the cost would be in the range of \$3,200-\$3,500.

At the 2017 Long Term Plan meeting several options were detailed to Council including: arena board's refurbishment (\$94,000), concrete (\$70,000+), and asphalt (\$20,500). There was a lot of discussion and various ideas about what the 'hard surface' could look like. This pricing is now out of date and would need to be refreshed if Council wanted to review in detail.

In addition, the Canada Day Committee receives the following: \$1,300 grant from the Grants and Donations Committee and waived facility rentals for the Community Centre (\$300) & Baseball diamond (\$200) for the event.



**CONCLUSION:**

The direction given to the Canada Day Committee from the Grants and Donations Committee was that the cost of the portable floor rental would be discontinued in 2019 and provided the Committee with ample notice. This is also the current Township position.

Unfortunately due to the location of the requested road closure and the potential issues surrounding emergency services, residential properties and businesses on Industrial Road staff are not in favour of a closure.

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

Recommended by: Date: Jan 2 2019 Recommended by: Date: Jan 2 2019

Peter Dance, P. Eng.  
Director of Public Works

Brian Thomas  
Fire Chief/CEMC

Reviewed By;

Date: Jan 2 2019

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



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Barry Norris

**Meeting Date:** January 9, 2019

**Report No.:** PW-2019-04

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

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### **ORIGIN:**

Superintendent of Water & Wastewater Operations for the period of November 30, to December 31, 2018.

### **TREATMENT PLANTS:**

We have been making a number of process changes on the Tay Area Drinking Water Treatment process to improve operations and increase the efficiency. Prior to these process modifications we had to shut down and clean the trains typically every 7 to 8 days and only achieved approximately 4800m<sup>3</sup> of production between cleans. With some very simple changes in operational setting we are now getting about 3 weeks of operation out of each rack between cleans or approximately 14000m<sup>3</sup> production per train. It is hoped that with further adjustment we can continue to improve this performance.

We have been preparing to complete the improvements to the Rope Drinking Water Treatment Plant high lift pumping. We have been fabricating new pump suction for installation in the new year which will allow us to operate the high lift pumps more effectively during high demand periods.

The M.E.C.P. (Ministry of Environment Conservation & Parks) conducted an un-announced compliance inspection of the Tay Area and the Rope Drinking

Water Treatment & Distribution systems on December 19, 2019 we expect to have the report sometime in February 2019.

### **DISTRIBUTION & COLLECTIONS SYSTEMS:**

We had a 100mm cast iron watermain break in front of 435 Fifth Ave. between Alberta and Arpin Street on December 17. The roads department assisted the water wastewater staff with the repair. It should be noted that this particular stretch of water main has broken frequently every year and is in need of replacement in our next round of watermain replacements in Port Mc Nicoll.

There were no reported sanitary service backups reported this period.

We had a sewage pump failure at the Winfield Sewage Pumping Station on December 22, 2018. The pump was removed and replaced and we are awaiting the repair recommendation from PBS in January.

### **ADVERSE DRINKING WATER:**

There were no adverse water quality incidences this reporting period.

### **QMS OPERATIONAL PLAN UPDATE:**

SAI Global conducted an external audit of the Tay Area & Rope Drinking Water Systems on December 5 & 6 2018. The audit covered the Drinking Water Quality Management Standard – Version II – 2017.

The purpose of this audit report is to summarize the degree of compliance with relevant criteria, as defined by Ontario's Drinking Water Quality Management Standard Version II, based on the evidence obtained during the audit of our organization. The audit report considers our organization's policies, objectives, and continual improvement processes.

We are pleased to report that we have received our Certificate of Accreditation:

<b>Certificate No.:</b>	<b>Cert-0126172</b>	<b>Original Certification Date:</b>	<b>January 17, 2013</b>
<b>File No.:</b>	<b>1632214</b>	<b>Certification Effective Date:</b>	<b>January 15, 2019</b>
<b>Issue Date:</b>	<b>December 14, 2018</b>	<b>Certification Expiry Date:</b>	<b>January 14, 2022</b>

We will be preparing a summary report to address our responses to our DWQMS audit report in February.

Prepared By:

Date Prepared: November 30, 2018

Mike Emms,  
Water/Wastewater Superintendent



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Barry Norris

**Meeting Date:** January 9, 2019

**Report No.:** PW-2019-05

**Report Title:** Monthly Activity Report Roads and Fleet

---

### **ORIGIN**

Manager of Roads and Fleet from December 1, 2018 to December 31, 2018.

### **OPERATIONS**

Staff has been completing service requests and correcting deficiencies noted through regular road patrolling. Staff has been cold patching roads, clearing roadside brush, clearing trails and grading gravel roads.

### **WINTER CONTROL**

The Township responded to the sixteen winter events, mainly icy conditions.

### **WINTER SAND**

Due to the deficient winter sand supplied by Carr Excavating, they have agreed to compensate us by supplying and stockpiling 1000 tonnes of sand that complies with the Ontario Provincial Standards for winter control sand at no cost to the Township. We will receive the 1000 tonnes when we do our spring restocking. We will be diligent with testing to ensure the quality of sand we receive will be of the quality we specified in our tender.

### **FLEET**

All units are receiving regular maintenance, and various small repairs.

Unit 0849, the vactor truck has been removed from service due to hydraulic fluid being contaminated with water. It is expected that the router pump has failed; it is scheduled for repair in January.

## **TRAINING**

Four staff completed propane training.

## **UPCOMING WORK FOR JANUARY**

- Complete service requests
- Winter control
- Prepare tenders for upcoming capital projects

## **MEETINGS**

- Health and Safety Committee Meeting
- Emergency Management Training and Exercise
- Council Orientation
- Department Heads' meetings
- Public Works Managers' meetings

Prepared By:

Date Prepared: December 31, 2018

Lyell Bergstrom  
Manager of Roads & Fleet



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Barry Norris

**Meeting Date:** January 9, 2019

**Report No.:** PW-2019-06

**Report Title:** Monthly Activity Report  
Public Works Department

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### **ORIGIN**

Director of Public Works for the period from December 5, 2018 to January 1, 2019.

### **ROADS/PARKS**

- Review of insurance, status, payment for various programs and events
- Winter sand review and discussion with supplier
- Canada Day Committee review of request and report

### **WATER/WASTEWATER OPERATIONS**

- Grandview Beach and Paradise Point: contract change orders and claims; customer concerns; utility conduit use
- Alberta/Assiniboia/Simcoe construction administration and report

### **DEVELOPMENT**

- Oakwood Seniors Residence review
- Victoria Woods securities reductions

### **GENERAL**

- Staff reviews

## **MEETINGS**

- Agenda Review meeting
- Department Heads' meetings
- Public Works Mangers' meetings

Prepared By:

Date Prepared: January 2, 2019

Peter Dance  
Director of Public Works



## Public Beach Monitoring Summary Report

### Township of Tay

#### Background:

The Simcoe Muskoka District Health Unit is committed to preventing and reducing the burden of water-borne illnesses and injuries related to recreational water use in Simcoe County and the District of Muskoka in accordance with the Ministry of Health and Long-Term Care's *Ontario Public Health Standards* and associated protocols and guidelines.

Routine water testing and surveillance of public beaches is conducted by the Simcoe Muskoka District Health Unit, along with partner municipalities, beginning in mid-June and continuing until Labour Day weekend. Designated public beaches are sampled for bacteria (*E. coli*) and inspected for safety on usually a weekly basis.

The provincial threshold for *E. coli* at public bathing beaches is a *geometric mean* concentration greater than 200 *E. coli*/100mL **OR** a single sample maximum concentration greater than 400 *E. coli*/100 mL. When *E. coli* levels are greater than the provincial threshold for public beaches a risk assessment is completed using environmental data collected at the time of sampling combined with the *E. coli* results to determine if the beach should be "posted with a swimming advisory". A swimming advisory is a warning to swimmers that the most recent water samples showed bacteria in numbers that may increase their risk to illness. The swimming advisory remains posted until sample testing shows *E. coli* levels are once again within acceptable limits.

In 2018, the Simcoe Muskoka District Health Unit launched a revamped beach water [webpage](#) to make it easier for people to make informed decisions about beach water quality and which beach to visit. All beaches have an address with a map, and we added symbols for "open", "swimming advisory is posted", and "closed". The webpage saw about 27 000 views from June to September 2018, with the majority of the viewers utilizing their mobile phones to access the beach page.

#### About this report:

This report summarizes the sampling results and posting history of each beach that was monitored during the 2018 public beach season.

Included in this report are:

1. All individual sample results for each beach;
2. The geometric mean for each sampling event; and
3. The beach status for each of the sampling events.

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**Township of Tay**

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**2018 Public Beach Monitoring Summary Report**

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**Report notes:**

- *Geometric mean* is a calculation used to obtain an accurate assessment of water quality in a way that reduces the influence of a single sample that may not truly represent the average E. coli concentration in a body of water. A single grab sample of water at the beach does not represent the average E. coli concentration in a water body due to the uneven distribution of bacteria throughout the water. For this reason, at least 5 water samples are collected at each beach and analyzed for E. coli concentration.
- All sample results are reported by the lab in colony forming units (*cfu*).
- The monitoring program considers available evidence and historical data to inform the public health assessment of the beach.
- Beach water quality monitoring ended August 31, 2018.

**Area Inspector: Steve Borgh**  
**Phone: 705-721-7520 Ext.7532**

**Program Manager: Christina Wieder**  
**Phone: 705-721-7520 Ext. 7411**

**Township of Tay**

**2018 Public Beach Monitoring Summary Report**

**ALBERT STREET BEACH**

Date	Individual Sample Results					G-Mean	Beach Status
22-Jun-18	10	20	20	30	10	16.44	Open
28-Jun-18	40	50	10	1	10	11.49	Open
06-Jul-18	1	40	1	10	10	5.25	Open
12-Jul-18	1	1	1	1	10	1.58	Open
19-Jul-18	40	10	1	10	10	8.33	Open
26-Jul-18	1	1	10	1	1	1.58	Open
02-Aug-18	10	1	1	1	920	6.21	Open
09-Aug-18	10	10	10	20	10	11.49	Open
16-Aug-18	70	130	230	170	30	101.31	Open
23-Aug-18	40	20	30	20	10	21.69	Open
28-Aug-18	280	350	160	50	120	156.57	Open

**Township of Tay**

**2018 Public Beach Monitoring Summary Report**

**MACKENZIE PARK BEACH**

Date	Individual Sample Results					G-Mean	Beach Status
22-Jun-18	10	1	1	1	1	1.58	Open
28-Jun-18	10	50	60	10	20	22.68	Open
06-Jul-18	10	30	1	1	10	4.96	Open
12-Jul-18	10	20	10	10	1	7.25	Open
19-Jul-18	20	10	30	10	10	14.31	Open
<b>26-Jul-18</b>	<b>1000</b>	<b>1000</b>	<b>470</b>	<b>560</b>	<b>230</b>	<b>570.69</b>	<b>Advisory</b>
31-Jul-18	290	100	30	150	320	133.09	Open
02-Aug-18	210	270	90	90	50	118.09	Open
09-Aug-18	10	50	10	20	10	15.85	Open
16-Aug-18	80	50	100	130	110	89.43	Open
<b>23-Aug-18</b>	<b>890</b>	<b>730</b>	<b>520</b>	<b>580</b>	<b>570</b>	<b>645.07</b>	<b>Advisory</b>
28-Aug-18	340	40	10	10	30	33.28	Open

**Township of Tay**

**2018 Public Beach Monitoring Summary Report**

**MAGNUS PARK**

Date	Individual Sample Results					G-Mean	Beach Status
22-Jun-18	10	10	1	1	1	2.51	Open
28-Jun-18	10	1	1	1	1	1.58	Open
06-Jul-18	10	20	10	20	20	15.16	Open
12-Jul-18	1	10	1	1	20	2.89	Open
19-Jul-18	90	20	10	10	40	23.52	Open
26-Jul-18	30	30	20	60	110	41.21	Open
02-Aug-18	1	1	1	1	1	1.00	Open
09-Aug-18	20	40	100	10	20	27.59	Open
23-Aug-18	20	10	10	10	10	11.49	Open
23-Aug-18	200	250	160	130	180	179.66	Open
28-Aug-18	20	50	20	100	10	28.85	Open

**Township of Tay**

**2018 Public Beach Monitoring Summary Report**

**PATTERSON PARK BEACH**

Date	Individual Sample Results					G-Mean	Beach Status
22-Jun-18	10	10	10	10	30	12.46	Open
28-Jun-18	10	1	20	1	1	2.89	Open
06-Jul-18	60	220	240	70	10	73.99	Open
12-Jul-18	10	20	20	20	1	9.56	Open
19-Jul-18	20	50	40	1	10	13.20	Open
26-Jul-18	80	60	50	70	40	58.27	Open
02-Aug-18	1	20	40	20	10	10.99	Open
09-Aug-18	50	50	20	20	20	28.85	Open
16-Aug-18	10	20	10	10	10	11.49	Open
<b>23-Aug-18</b>	<b>190</b>	<b>220</b>	<b>200</b>	<b>230</b>	<b>420</b>	<b>240.68</b>	<b>Advisory</b>
28-Aug-18	30	10	30	40	20	23.52	Open

**Township of Tay**

**2018 Public Beach Monitoring Summary Report**

**WAUBAUSHENE BEACH**

Date	Individual Sample Results					G-Mean	Beach Status
22-Jun-18	30	30	10	10	1	9.79	Open
<b>29-Jun-18</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>850</b>	<b>820</b>	<b>930.35</b>	<b>Advisory</b>
06-Jul-18	1	10	10	1	10	3.98	Open
13-Jul-18	20	10	10	1	10	7.25	Open
20-Jul-18	10	1	10	1	20	4.57	Open
27-Jul-18	20	20	10	10	1	8.33	Open
03-Aug-18	60	10	10	20	10	16.44	Open
10-Aug-18	10	10	10	10	10	10.00	Open
17-Aug-18	10	10	10	10	10	10.00	Open
24-Aug-18	50	30	50	10	10	23.71	Open
31-Aug-18	10	10	20	20	10	13.20	Open



County of Simcoe  
County Forests  
1110 Highway 26,  
Midhurst, Ontario L0L 1X0

Main Line (705) 726-9300  
Toll Free 1-866-893-9300  
Fax (705) 726-9832  
simcoe.ca



Nov 14, 2018

Attention Clerks Department/ Public Works Department,

RECEIVED  
NOV 26 2018

**Re: Notification of Tree Harvesting Operations within the Simcoe County Forest**

Please be advised that tenders have been issued for selective tree harvesting within the parcels indicated on the enclosed maps. Operations should commence and be completed within one year.

All active forestry harvesting locations within the County Forest can also be viewed at the following link:  
<https://maps.simcoe.ca/public/?THEME=Forestry%20and%20Recreation>

Please forward to all appropriate staff, and direct any questions or concerns from staff or residents to the undersigned.

Kind regards,

Brett Dixon, R.P.F.  
Forest Technician

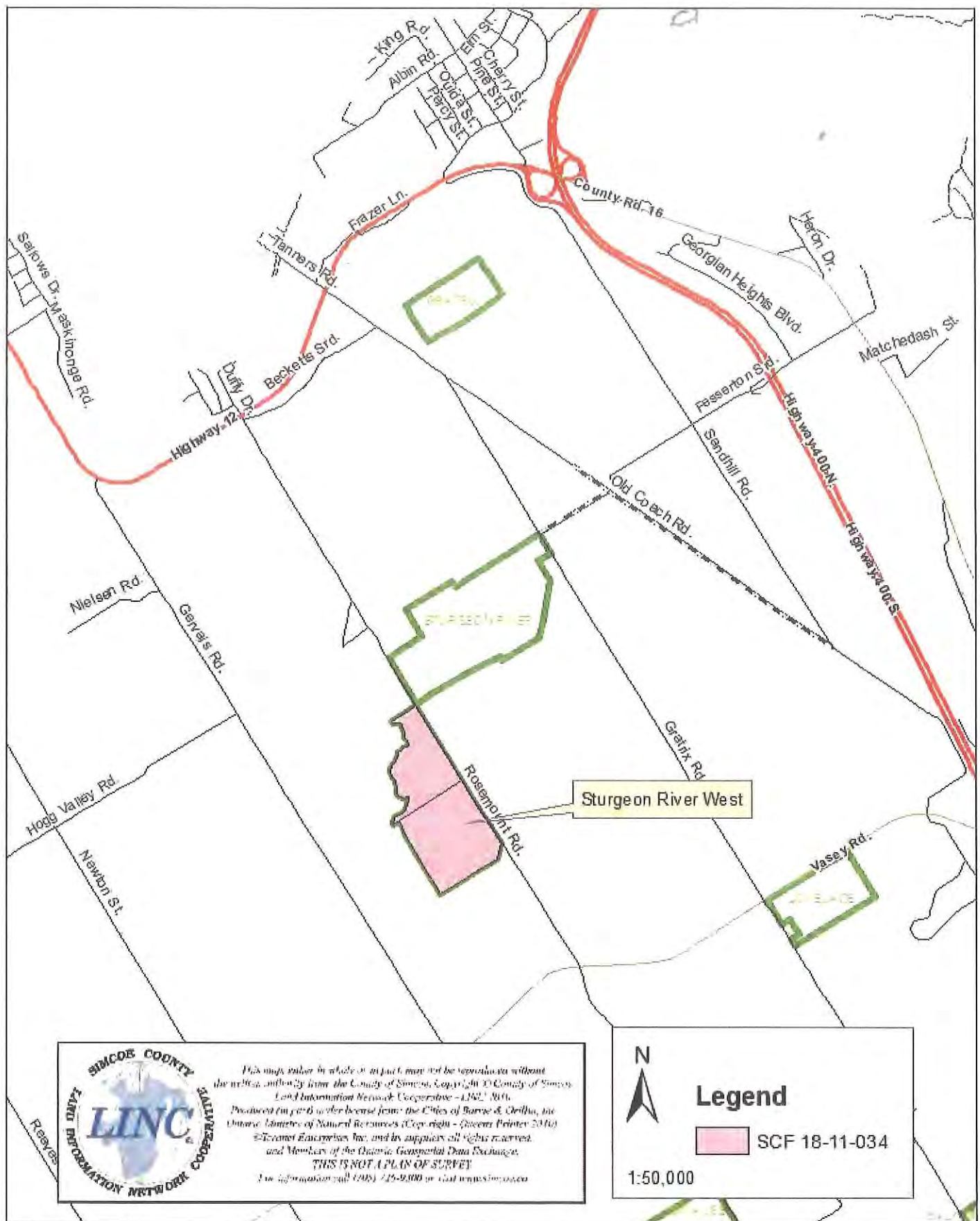
[brett.dixon@simcoe.ca](mailto:brett.dixon@simcoe.ca)  
705-726-9300 extension 1172

C.C. Graeme Davis County Forester





# SCF 18-11-034 Sturgeon River - 1292 Rosemont Rd



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 For information call (705) 425-9100 or visit [www.simcoe.ca](http://www.simcoe.ca)

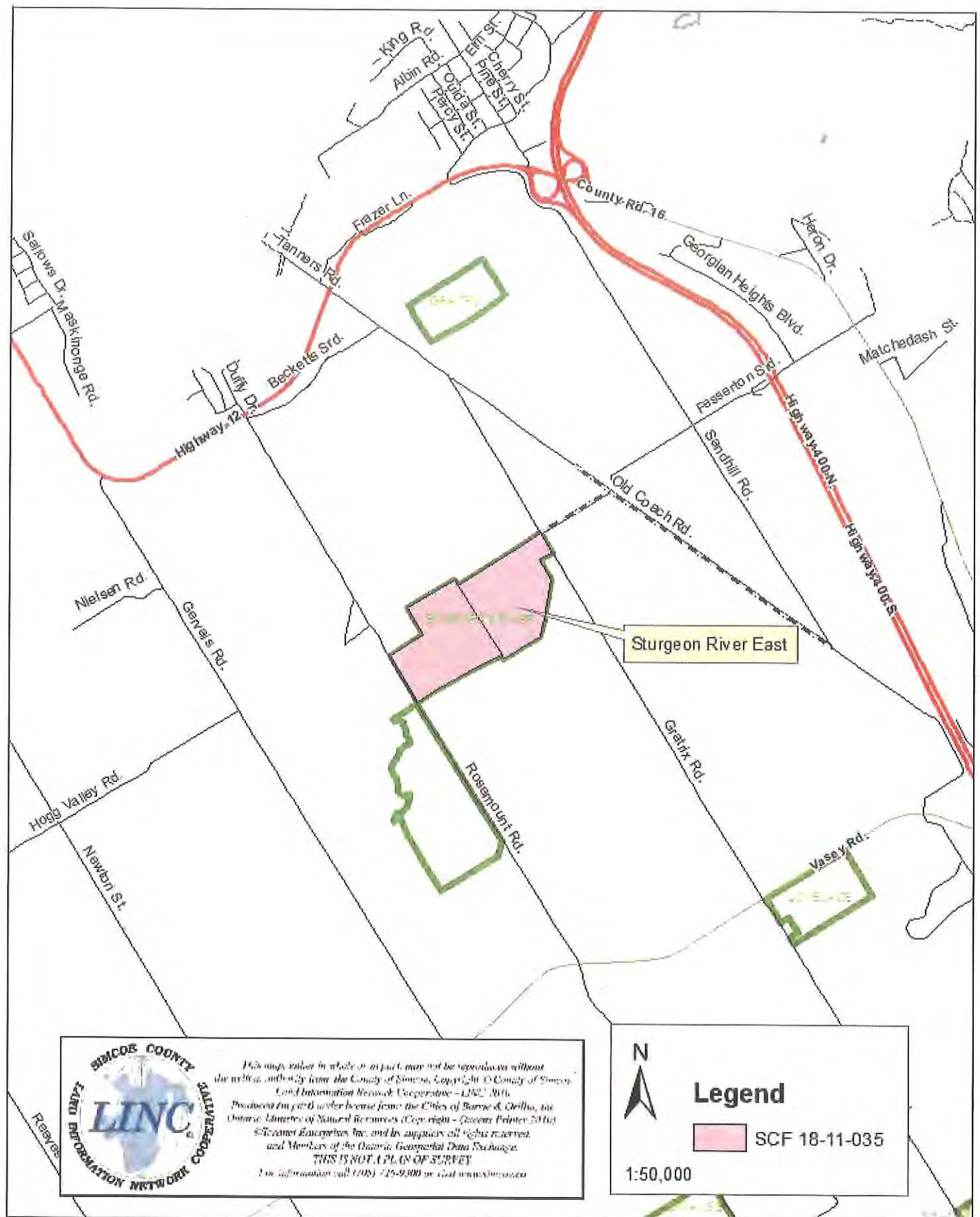


## Legend

SCF 18-11-034

1:50,000

# SCF 18-11-035 Sturgeon River - 1596 Gratrix Road



**SIMCOE COUNTY LAND INFORMATION NETWORK COOPERATIVE**

**LINC**

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**Legend**

SCF 18-11-035

1:50,000

**Planning & Development Committee  
January 9, 2019**

**Agenda**

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**1. Call to Order:**

**2. Reports of Municipal Officials:**

- 2.1 Report from the Director of Planning & Development  
Report No. PD-2019-03  
Re: Planning & Development Director Update – December 2018
- 2.2 Report from the Director of Planning & Development  
Report No. PD-2019-04  
Re: Planning & Development Director Year End 2018 Update
- 2.3 Report from the Director of Planning & Development  
Report No. PD-2019-05  
Re: Extension to Draft Plan Approval for Victoria Harbour Golf  
Course Draft Plan of Subdivision File Number TA-T-2003001
- 2.4 Report from the Chief Building Official  
Report No. PD-2019-01  
Re: Building Services Division Update – December 2018
- 2.5 Report from the Chief Building Official  
Report No. PD-2019-02  
Re: Building Services Division – Year End Report for 2018

**3. Other Business:**

- 3.1 Correspondence from Georgian Bay Biosphere Reserve  
Re: 2019 Georgian Bay Biosphere Reserve Membership

**4. Items for Information:**

- 4.1 Correspondence from SSEA  
Re: Source Protection Critical to the Health of the People of Ontario
- 4.2 Correspondence from AMO  
Re: Information for Councils - Developing a Municipal Cannabis  
Policy Statement
- 4.3 Correspondence from Rescue Lake Simcoe & Simcoe County  
Greenbelt Coalition  
Re: Bill 66, Restoring Ontario's Competitiveness Act

- 4.4 Correspondence from AMO  
Re: Bill 66 – Municipal Implications Overview
- 4.5 E-mail from AGCO Municipal  
Re: Township of Tay – Cannabis Opt Out
- 4.6 Correspondence from the University of Alberta  
Re: Elmvale groundwater research – past, present and future



## STAFF REPORT

**Department/Function:** Planning and Development Committee

**Chair:** Councillor Mary Warnock

**Meeting Date:** January 9, 2019

**Report Number:** PD-2019-03

**Report Title:** Planning and Development Director Update  
December 2018

---

The following are the highlights from December 1, 2018 to December 24, 2018:

### Zoning Certificates

1. For the month of December, 7 applications, 6 were issued and 1 remains on hold for lot grading. The average review time was 2.1 days

### Development

2. Draft Plan Extension for Heights of Victoria Harbour was granted for a term of 2 years (December 31, 2020).
3. Draft Plan Extension for the Victoria Harbour Golf Course Subdivision has been received. The applicant is requesting a 5 year extension and as such staff will be presenting a report to Council for their consideration. The Director of Planning and Development has the delegated authority to provide a maximum extension of 3 years to a draft plan of subdivision. As this subdivision was approved by the LPAT (formally known as OMB), they must give the final approval for the extension.
4. Working with the County of Simcoe on the Oakwood Affordable Seniors Housing project at 60 Maple Street. It is anticipated that the site plan will be finalized and presented to Council in the first quarter of 2019.
5. Various meetings and decisions with our solicitors at Barriston to discuss various properties and how to gain compliance.
6. Met with various developers and individuals to discuss potential residential and industrial type developments locating in the Township

### Meetings/Training



7. Attended Department Head Meetings
8. Annual Emergency Management Training and Exercise
9. County of Simcoe Municipal Liaison Group
10. Council Orientation Training

Prepared and Recommended By;

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



## STAFF REPORT

**Department/Function:** Planning and Development Committee

**Chair:** Councillor Mary Warnock

**Meeting Date:** January 9, 2019

**Report Number:** **PD-2019-04**

**Report Title:** **Planning and Development Director Year End 2018 Update**

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The following are a summary of the Planning Applications processed in 2018:

### Zoning Certificates

1. Planning Staff received and processed 191 certificated (165 certificates in 2017). The average turn around for a zoning certificate 2.4 business days. With Council's endorsement of the Zoning Certificate process as part of the Building Permit process, it has allowed Planning and Building staff to review and issue permits in a timely manner. With the addition of the CET position, service level has increased and made the process more seamless.
2. Proceeding into 2019, Planning and Development Department will work with Public Works to establish lot grading procedures that will further assists buildings and residents on what is needed at the time of submission.

### Plans of Subdivision

3. There were two plans of subdivisions that were registered in 2018.
  - o Victoria Woods Phase 4 (36 lots)
  - o Pre-Servicing agreement has now been registered for Victoria Glen subdivision Phase 4 and 5.
4. Draft Plan Extension
  - o Staff through their delegated authority granted a draft plan extension to December 31, 2020 for the Heights of Victoria Harbour. A staff report will be coming forward at a later date to request council consideration on a revision of the draft plan conditions.
5. Draft Plans that will Lapse in 2019

- Golf Course Subdivision in Victoria Harbour (March 3, 2019)
  - Applicant has applied for an extension which is being processed.
- Victoria Glen Subdivision (December 31, 2019)
- Huron Bay Estates (December 31, 2019)

Planning Staff will be sending letters to the owners by February 2019 advising them of the lapsing date and that if they wish to request an extension to the draft plan approval a letter outlining the reasons for the extension and when registration is anticipating to occur.

#### Red-Line Revision

- 6.** Victoria Glen Phases 4 and 5 Red-line revisions to relocate a pedestrian walkway and modify lot lines for underground services.

#### Official Plan Amendments (OPA)

- 7.** OPA 37 was finalized to provide the necessary approvals in place for the Affordable Seniors Housing Project at the rear of Oakwood Park.
- 8.** There were two Official Plan Amendments that received approval in 2018. OPA 37 for 60 Maple Street (Affordable Seniors Housing Project), OPA 40 for 215 Pine Street

#### Zoning By-law Amendments

- 9.** Processed
  - 2016-ZBA-04 (Oakwood Park)
  - 2018-ZBA-03 (215 Pine Street)
  - 2018-ZBA-04 (703 Seventh Avenue) and subsequent extension
- 10.** Removal of Hold
  - 2018-ZBA-01 (208 Albin Road)
  - 2018-ZBA-02 (112 King Road)
  - 2018-ZBA-05 (Victoria Woods Phase 4)

#### Site Plan Control

- 11.** Staff received four site plan application 3 of which have been processed and completed. Staff are presently working on the 60 Maple Street County affordable housing project for Seniors. It is anticipated that this would be presented to Council in the first quarter of 2019.
- 12.** Staff are also working with the developer of site plan application 2013-SPA-07 (5 Fallowfield Lane), on the latest submission for a restaurant and



retail store, with the anticipated report to Council in the first quarter of 2019. This project has had significant input from the Ministry of Transportation, and the applicant is anticipating that the latest submission will address their concerns.

### Committee of Adjustment

- 13.** The Committee of Adjustment considered 1 consent applications in 2018, which received provisional approval, subject to the conditions being fulfilled within one year from the decision.
- 14.** The Committee of Adjustment considered 6 applications in 2018, of which 5 were approved and 1 deferred to 2019.

### Provincial Policy Changes

- 15.** There were many changes that have occurred over the last year at the Provincial level that have affected the way Planning occurs in Ontario. The following is a list of items that staff have reviewed and have come into effect and others that staff will continue to monitor going into 2019:
  - Proposed Methodology for Land Needs Assessment for the Greater Golden Horseshoe:
  - Protecting Water for Future Generations Growing *the Greenbelt in the Outer Ring*
  - Watershed Planning Guidance
  - Building Better Communities and Conserving Watersheds Act, 2017 (Came into effect in 2018)
  - Bill 139 Proposed Transition Regulation for the Planning Act and introduce new legislation to replace the Ontario Municipal Board Act and Establishment of the Local Planning Appeals Tribunal
  - Natural Heritage System and Agricultural System Mapping
  - Cannabis Act
  - Bill 66, Restoring Ontario Competitiveness Act
    - Is presently at First Reading. Staff are aiming to provide an overview to Council at the January Committee of all Council meeting.
- 16.** Staff attended multiple meetings with The Ministry of Municipal Affairs and Housing to discuss the Growth Plan Implementation for Employment. The following are the sessions that Staff attended to speak to how these policies affect the Township.
  - Natural Heritage System and Agricultural System Mapping

- Employment Policies
  - Settlement Boundary Expansions
  - Density and Intensification Targets
- 17.** Staff are unsure at this time if the announcement of Bill 66 was a result of these consultation workshops, or if more legislative changes are planned on being introduced.

County of Simcoe

- 18.** County of Simcoe is presently completing an Archaeological Management Plan for all of Simcoe County. Once we have a further update on this project staff will provide an overview of the program.
- 19.** The draft Township Official Plan is presently with the County for their review for conformity and consistently with the County Official Plan and Provincial policy. Once the Township receives comments back from the County, staff will finalized the comments and bring the final document to Council for consideration. This is anticipated to occur in the first half of 2019.

Prepared and Recommended By;

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



## **STAFF REPORT**

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**Department/Function:** Planning and Development

**Chair:** Councillor Mary Warnock

**Meeting Date:** January 9, 2019

**Report No.:** **PD-2019-05**

**Subject:** Extension to Draft Plan Approval for Victoria Harbour Golf Course Draft Plan of Subdivision  
File Number TA-T-2003001

---

### **RECOMMENDATION:**

**That Staff Report No. PD-2019-05 regarding an extension to the Draft Plan Approval for the Victoria Harbour Golf Course Subdivision, File Number TA-T-2003001 be received;**

**That the Director be provided to notify the Local Planning Appeals Tribunal that the Township of Tay, supports the request for a 5 year extension to the Draft Plan Approved Subdivision File Number TA-T-2003001, which would have a lapsing date of March 4<sup>th</sup>, 2024.**

**And further that the Township of Tay request that the Local Planning Appeals Tribunal delegate authority to the Township the ability to approve any further extensions, and any modifications to the draft plan such as red-line revisions.**

### **INTRODUCTION/BACKGROUND:**

The Township has received a requested from MHBC Planning, Urban Design and Landscape Architecture on behalf of the Owners (CIM Homes Inc.) to extend the draft plan approval of the Victoria Harbour Golf Course Subdivision. This subdivision was given draft plan approval on July 10<sup>th</sup>, 2013, with conditions being included in the Minutes of Settlement to the Ontario Municipal Board "OMB" (now known as Local Planning Appeals Tribunal "LPAT"). The OMB provided final approval of the conditions and the minutes of settlement on March 4<sup>th</sup>, 2014. A copy of the plan is attached for your information. While this approval has been delegated to the Director of

Planning and Development, however as the applicant is requesting a five year extension this falls outside of the delegated authority of three year extensions. Therefore, a five year extension must be approved by Council.

### **ANALYSIS:**

The above noted draft plan of subdivision will lapse March 4<sup>th</sup>, 2019 unless an extension is granted. Section 51(33) of the Planning Act states that the Approval Authority (being the Township) may extend draft plan approval. The applicant does require the support of the Township to be included in the final request the LPAT, who would make the decision on the requested extension. There is no public notice or hearing requirement for extension of draft plan approvals. Typically draft plans are given extensions for three years, however due to the complexity of this subdivision staff have no objections to granting the five year extension.

The subdivision has been in-active in recent years, however, with new ownership, staff have seen activity to start back up and the owners working on clearing the draft plan conditions. The Owner has indicated to Staff that they are aiming to begin construction in 2019.

It should be noted that the Township under the Planning Act through Section 51(44), allows the Approval Authority (being the Township) to change conditions prior to final approval of the plan of subdivision. If the Township feels the need to revise any of the draft plan this provision of the Planning Act allows to do so, but it is subject to appeals at the LPAT.

Presently the Township has the final authority to clear conditions and administer final approval of the Plan of Subdivision. Staff are also requesting to the LPAT that it delegate to the Township the authority to approve any future extensions and modifications to the plan such as Red-Line revisions. This would allow the Township more flexibility in working with the Owner on subdivision layout and minor modifications to the plans, without having to go back to the LPAT for approval.

### **FINANCIAL/BUDGET IMPACT:**

There are no budgetary impacts to this report

### **CONCLUSION:**

Staff recommends that Council support the request for an extension to the Draft Plan Approval of the subdivision for five years (March 4<sup>th</sup>, 2024) and further provide request to the LPAT that the Township be given the authority to approve further extensions and modifications to the plan such as red-line revisions.

Prepared and Recommended By:

Date: January 9, 2019

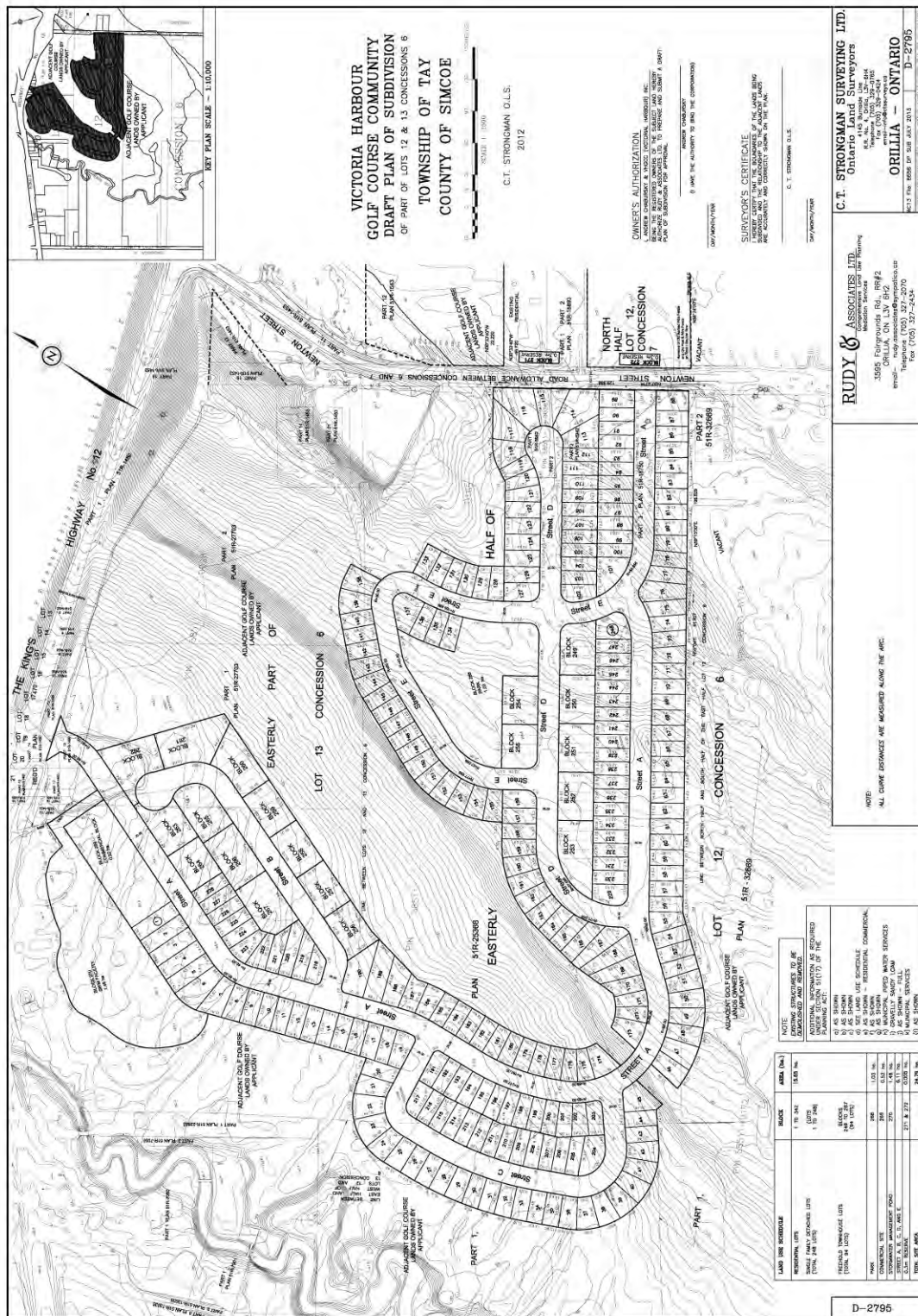
Steven Farquharson, B.URPL, MCIP, RPP  
Director of Planning and Development

Reviewed By:

Date: January 9, 2019

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

Attachment #1: Draft Plan of Subdivision





## STAFF REPORT

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**Department / Function:** Planning and Development Committee

**Chair:** Councillor Warnock

**Meeting Date:** **January 9, 2019**

**Report No:** **PD-2019-01**

**Subject:** Building Services Division Monthly Update Report December 2018

---

**RECOMMENDATION:**

**That Report No. PD-2019-01 regarding Building Services Division Monthly Update Report December 2018 be received.**

**INTRODUCTION/BACKGROUND**

The following is an overview of the activities of the Building Services Division for the December 2018 calendar month.

PERMITS	DECEMBER 2017	DECEMBER 2018
Number of Permits Issued this Month	21	9
Number of Permits Issued to Date	438	590
New Dwelling Units	6	0
Total New Dwelling Units to Date	70	69
Accessory Buildings(garages,sheds,gazebos etc.)	1	1
Additions	3	0
Decks	1	0
Demolition	1	0
Water line services/Plumbing	4	2
Farm Buildings	0	0
Renovations	3	5
Solid Fuel-Fired Appliances	0	0
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	2	1
Transfer	0	0
Temporary Structures	0	0

Other Government New	0	0
Residential Solar Panel/Mechanical	0	0
Change of Use	0	0
Septic System	0	0
<b>Inspections and Orders</b>		
Inspections Conducted	125	95
Site Inspections/Consultations Conducted without a Permit	33	22
Inspections Conducted to Date	2151	2680
Orders to Comply Issued	0	4
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	0
Orders to Uncover	0	0
Permits Closed	23	15
Total Permits Closed to Date	403	444
Total Permits Outstanding	668	823
<b>Fees and Construction Value</b>		
Permit Fees	\$21,061.06	\$2,640.40
Total Permit Fees to Date	\$289,871.80	\$322,080.86
Construction Value	\$2,680,400.00	\$103,000.00
Total Construction Value to Date	\$32,138,513.97	\$33,498,489.00

Prepared by: Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by: Date: January 9, 2019

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

Reviewed by: Date: January 9, 2019

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





## STAFF REPORT

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**Department/Function:** Planning and Development Committee

**Chair:** Councillor Warnock

**Meeting Date:** January 09, 2019

**Report No:** **PD-2019-02**

**Subject:** Building Services Division –  
Year End Report for 2018

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**RECOMMENDATION:**

**That Report No. PD-2019-02 regarding Building Services Division Year End Report for 2018 be received.**

**INTRODUCTION/BACKGROUND**

The following is an overview of the activities of the Building Services Division for the 2018 calendar year.

STATISTICS	2018	2017	2016
Total Building Permits Issued	590	438	413
New Dwelling	69	70	79
Building Permits Closed	444	403	386
Inspections Conducted	2680	2151	2002
Value of Construction	\$33,498,489.00	\$32,138,513.97	\$31,325,030.54
Permit Fees Collected	\$322,080.86	\$289,871.80	\$231,443.41
SERVICE VEHICLES	Kilometers (as of 12/31/17)	Kilometers (as of 12/31/18)	Total Usage 2018
2012 Ford Escape	105,460	117,463	12,003
2017 Ford Escape	3,567	19,490	15,923

## **RETENTION OF PERMIT INFORMATION**

The Retention By-Law requires that the Building permits be kept in the Building Services department for 2 years and all remaining permits in storage for an indefinite period. Building Services staff will be re-locating all completed residential permits that were closed prior to January 1, 2016.

## **SEPTIC RE-INSPECTION PROGRAM**

68 properties were inspected and 48 files were closed. No matters were taken to court on septic matters resulting in no fines levied by the court.

## **LEGAL PROCEEDINGS**

One conviction for building without a permit was obtained with a fine of \$2,000.00.

## **EDUCATION**

In addition to regular attendance at the County chapter meetings and training seminars with the Ontario Building Officials Association, the following courses and seminars were completed:

Ontario Building Officials Association Conference	Attended by: Terry
Ontario Plumbing Inspectors Association Conference	Attended by: Steve
OBOA Leadership day	Attended by: Terry and Steve
Geo Thermal Training Seminar	Attended by: Terry
Risk Management Seminar – Frank Cowan Insurance	Attended by: Terry
Onsite Waste Water Association Conference	Attended by: Steve
Ontario Association of Property Standards training	Attended by: Terry
Residential Plumbing Inspection	Attended by: Steve
WETT Site Inspection course	Attended by: Terry

Prepared by:  
Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by:

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

Reviewed by:

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

**From:** Georgian Bay Biosphere Reserve [mailto:education@gbbr.ca]  
**Sent:** December-27-18 9:53 AM  
**To:** Alison Gray  
**Subject:** Wow! Look how much we did together!

Working towards a sustainable Biosphere Region.

[View this email in your browser](#)

# Thank You

Your support in 2018 helped us:

## PROTECT THE ENVIRONMENT

- ♦ Launched **State of the Bay** an Ecosystem Health Report - get yours at [stateofthebay.ca](http://stateofthebay.ca)
- ♦ Conducted 57 **Species at Risk** surveys, as well as outreach!
- ♦ Presented an **All About Bats** event for families to learn about these important species and build bat houses
- ♦ Offered a **Turtle Trauma Workshop** on emergency care

## BUILD A HEALTHY ECONOMY

- ♦ Hosted **50+** workshops and community events
- ♦ Held **Eat Around the Sound** sustainable skills workshops
- ♦ Announced new **Amazing Places!** [visitamazingplaces.ca](http://visitamazingplaces.ca)
- ♦ Presented a **Green Energy Forum** & off-grid house tour
- ♦ Guided eco-tours on **Huckleberry Island** with partners

## CREATE VIBRANT COMMUNITIES

- ♦ Released a new **Kids in the Biosphere Activity Book**
- ♦ Cleaned up and planted native trees along the traditional **Ziigwaan/Seguin River** and built butterfly gardens
- ♦ Facilitated **Lessons-in-a-Backpack** with schools
- ♦ Held the 11<sup>th</sup> annual **Water Festival** with 150 children
- ♦ Offered monthly **Films That Make You Think**



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## Become a Biosphere Member!

GBBR will issue charitable tax receipts for donations & memberships over \$20.

Charitable # 87100 1335 RR0001



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GBayBiosphere



[www.gbbr.ca](http://www.gbbr.ca)

Georgian Bay Biosphere Reserve is recognized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as one of 18 World Biosphere Reserves in Canada. The GBBR team promotes community-based projects which advance conservation of biodiversity, sustainable development, and research and monitoring. GBBR offers education through partnerships throughout eastern Georgian Bay. [Donate today!](#)

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Georgian Bay Biosphere Reserve  
11 James Street  
Parry Sound, Ontario P2A 1T4  
Canada

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[unsubscribe from this list](#) [update subscription preferences](#)





## Severn Sound Environmental Association

489 Finlayson St, P.O. Box 460, Port McNicoll ON L0K 1R0

Phone (705) 534-7283 | Fax (705) 534-7459

Email: [jcayley@severnsound.ca](mailto:jcayley@severnsound.ca) Website: [www.severnsound.ca](http://www.severnsound.ca)

November 19, 2018

Hon. Rod Phillips  
Minister of the Environment, Conservation and Parks  
Ferguson Block 11<sup>th</sup> Floor  
77 Wellesley Street West  
Toronto, ON M7A 2T5

Dear Minister Phillips,

**RE: Source Protection Critical to the Health of the People of Ontario.**

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Thank you for your Government's commitment in the **2018 Ontario Economic Outlook and Fiscal Review** to "...keeping the Province's air, land and water clean for future generations". We share that commitment here in Severn Sound north Simcoe County.

As you know, a basic requirement for life is healthy drinking water. Eighteen years after the Walkerton tragedy, Ontario has been blessed with safer drinking water for municipal residents. However, more work remains to be done. Additional threats to drinking water remain on the landscape and with the pace of development and rate of turnover in landownership, ongoing vigilance is required to ensure that new threats aren't inadvertently created.

Protecting drinking water is a team effort, a collaboration between Source Protection Authorities, municipalities and communities, the province, businesses and landowners. The Severn Sound Environmental Association (SSEA) is one of two non-Conservation Authorities who have been given the distinct honour of being a Source Protection Authority (SPA). Together with the two other SPAs in the South Georgian Bay Lake Simcoe Source Protection Region ([www.ourwatershed.ca](http://www.ourwatershed.ca)) we have been able to address over 2000 threats to municipal drinking water. These threats, to date, have been addressed with minimal economic burden on Ontario families and businesses. Progress is being made in implementing the South Georgian Bay Lake Simcoe Source Protection Plan across the Region as required by the Ontario *Clean Water Act* and its regulations. Without continued support for the Ontario Drinking Water Source Protection (DWSP) program this might not be the case moving forward.

The continuation of the Drinking Water Source Protection (DWSP) program is critical and needs your support. The DWSP program is based on the tenets of good science, collaborative decision making, and local implementation. Source Protection Staff and the Source Protection Committee need to continue to support and advise their municipal

colleagues, landowners, and industry groups in this important work, and to ensure that Source Protection Plans remain relevant, and remain based on the best available science.

At this time, we (Source Protection Regions) have not yet received direction on the program funding. Minister, we respectfully urge you to ensure funding for this DWSP program in Ontario is, at a minimum, maintained to ensure the people of Ontario continue to be able to trust that they have access to safe municipal drinking water. We believe that resourcing the Ontario DWSP program will highlight your government's commitment in the **2018 Ontario Economic Outlook and Fiscal Review** to "...ensure Ontario will continue to be a leader in protecting the environment, while at the same time, respecting and protecting taxpayers".

Maintaining confidence in the safety of our drinking water requires maintaining the multi-barrier approach, of which the DWSP program is the very important first step. Partnering for delivery is cost effective, efficient and optimizes the opportunity for success.

Thank you for your consideration and we welcome the opportunity to discuss further as your convenience.

Yours Truly,



Steffen Walma, Chair of the Board  
Severn Sound Environmental Association



Julie Cayley, Executive Director  
Severn Sound Environmental Association

Cc. Doug Downey, MPP Barrie – Springwater – Oro-Medonte  
Jill Dunlop, MPP Simcoe North  
Andrea Khanjin – MPP Barrie – Innisfil, Parliamentary Assistant to the Minister of the Environment, Conservation and Parks  
Heather Malcolmson - Director (Acting), Source Protection Programs Branch, MOECP  
Lynn Dolin, Chair, South Georgian Bay Lake Simcoe Source Protection Committee

## Information for Councils – Developing a Municipal Cannabis Policy Statement

### Members of Council

During Council transition, AMO sent to senior municipal staff a document that covers off all the information that would be helpful in preparing reports to councils on whether to opt-out or allow retail cannabis sales. Now, with councils sworn in, we want to share it directly with you.

The document includes a [Draft Municipal Cannabis Policy Statement Template](#). The Template helps municipal governments that may wish to allow recreational cannabis retail sales in their communities to identify sensitive areas and better guide retail outlet locations. The template is based upon the ‘public interest’ definition in the Ontario recreational cannabis regulations. Where stores are allowed, it can also help staff to provide comments to the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) on proposed locations within the 15-day statutory consultation window.

Under Ontario’s recreational cannabis policy, private cannabis retail stores will be approved to sell as of April 1, 2019 where municipal governments allow them. Municipal governments that do not wish to allow cannabis retail stores can do so by informing the AGCO in writing by January 22, 2019 of council’s decision. Members should note that the decision not to allow retail stores or the decision is to opt out and opt back in after Jan. 22 will affect access to the municipal portion of the Province’s share of the federal share of its cannabis excise tax. No matter the municipal decision, consumers will continue to have access to cannabis through on-line sales, personal growing and through retail in other communities.

As a priority, please read the documents linked to this communication so that you have the most comprehensive information given the decision you will need to make by January 22, 2019. In addition, Heads of Councils and municipal treasurers received individual letters from the Minister of Finance. These letters set out each municipal government’s cannabis implementation funding allocation. Members can find other information on cannabis legalization on [AMO’s resource page](#).

### AMO Contact:

Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416-971-9856 ext. 334.

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

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December 19, 2018

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

Dear Mayor Walker and Council,

**RE: Bill 66, Restoring Ontario's Competitiveness Act**

The [Rescue Lake Simcoe Coalition](#) represents 17 local groups of citizens who are concerned about the health of Lake Simcoe. The [Simcoe County Greenbelt Coalition](#) represents 35 groups from across Simcoe County and the province including ratepayers, naturalists, indigenous communities and climate advocates who want to create a more prosperous Simcoe County through protection of our water, green spaces and sustainable development.

Recently, the provincial government tabled Bill 66, Restoring Ontario's Competitiveness Act. This bill would enable municipalities to pass an Open for Business Bylaw which would remove key protective policies for our water, farmland and green spaces in favour of expediently processing development applications which may create employment opportunities. These policies which are under attack are not small, insignificant pieces of legislation. Rather they are keystone policies that keep our water clean and safe to drink, including the Clean Water Act, the Lake Simcoe Protection Plan and the Great Lakes Protection Act.

Our coalitions stand behind these protective policies and their implementation because we know that local economies and the public's health rely on them. For example, Lake Simcoe contributes \$200 M per year to its regional economy. The Clean Water Act, which was a direct to the tragedies in Walkerton, ensures that drinking water sources for Ontarians are free from contamination. We appreciate the need for economic opportunities, but we strongly believe that economic opportunities do not have to come at the expense of our drinking water, lakes or green spaces.



And some of your fellow mayors agree with us on that point. On Thursday December 13<sup>th</sup>, the Mayor of Barrie, [Jeff Lehman, added his name](#) to the growing list of Mayors who have criticized Bill 66. The Mayors of [Hamilton, Burlington](#), Halton Hills, Milton, Aurora, Oakville and [Guelph](#) have also come out against [Bill 66](#). These mayors appreciate the need to protect public health and understand their economies depend on a healthy environment.

Many citizens are very concerned about Bill 66. They want to hear that their councils believe community development and protection of our environment can coexist and be mutually supportive. To learn more about Bill 66 see the Canadian Environmental Law Association's briefing document at :

<http://www.cela.ca/sites/cela.ca/files/CELABriefingNote-Bill66andCWA.pdf>

Today, we are calling on all municipal councils in the Lake Simcoe watershed, and in Simcoe County, to reassure those citizens that their water and green spaces won't be sacrificed. We respectfully ask that your council put safety and good regulation first and publicly commit not to use Bill 66. To that end, we enclose an example motion which could be considered by your council.

We would appreciate notification of any actions taken by Council regarding Bill 66.

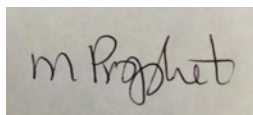
Sincerely,



Claire Malcolmson

Executive Director, Rescue Lake Simcoe Coalition

[rescuelakesimcoecoalition@gmail.com](mailto:rescuelakesimcoecoalition@gmail.com)



Margaret Prophet

Executive Director, Simcoe County Greenbelt Coalition

[margaret@simcoecountygreenbelt.ca](mailto:margaret@simcoecountygreenbelt.ca)

Keeping XX open for business without jeopardizing safe drinking water and other environmental protections.

WHEREAS, the Government of Ontario has introduced Bill 66, An Act to restore Ontario's competitiveness by amending or repealing certain Acts; and

WHEREAS, Schedule 10 of Bill 66 would amend the *Planning Act* to allow municipalities to pass "open-for-business planning by-laws"; and

WHEREAS Bill 66 would allow open-for-business planning by-laws to override important planning, drinking water, agricultural and other environmental protections contained in the *Clean Water Act, 2006*, the Provincial Policy Statement, and other provincial policies, plans, and legislation; and

WHEREAS, the content Bill 66 was never discussed with XX residents in either the recent provincial or municipal elections; and

WHEREAS no notice or public hearing is required prior to the passing of an open-for-business planning by-law nor any appeals rights thereafter; and

WHEREAS, protections included in the *Clean Water Act, 2006* and in the corresponding approved XX Source Protection Plan are critical to the health of XX residents;

THEREFORE BE IT RESOLVED,

THAT the Town/City of XX opposes Schedule 10 of Bill 66, An Act to restore Ontario's competitiveness by amending or repealing certain Acts and calls for its removal from the Bill; and

THAT notwithstanding the future adoption of Bill 66, the Town/City of xx will not exercise the powers granted to it in Schedule 10 or any successor sections or schedules to pass open-for-business planning by-laws for the duration of this term of office;

THAT this resolution be distributed to: the leaders of all parties represented in the Legislature; the Minister of Municipal Affairs and Housing; the Minister of the Environment, Conservation and Parks; and the Association of Municipalities of Ontario.

THAT Bill 66 does not represent how the people of XX want to do business.

December 18, 2018

## **Bill 66 – Municipal Implications Overview**

On December 6<sup>th</sup>, 2018, Minister of Economic Development, Job Creation and Trade, the Honourable Todd Smith, introduced [Bill 66, the \*Restoring Ontario's Competitiveness Act\*](#). This proposed legislation has significant interest for municipal governments. Bill 66 has only had First Reading at this time and will continue through the debate and hearing process. After this week's sitting, the Legislature is scheduled to return for the next Session on Tuesday, February 19, 2019.

In this members' update, AMO is providing an overview and brief analysis as we pursue additional information and clarification to bring a report to the January Board of Directors meeting. Further communications on the Bill will occur at that time.

Several corresponding proposed regulations are now [open for comment](#) on the Ontario Regulatory Registry. In most cases, the deadline for comment is January 20<sup>th</sup> to respond via the registry process.

### **Schedule 2 — Repeal of the *Pawnbrokers Act***

Schedule 2 of the Bill repeals the *Pawnbrokers Act* in its entirety. Created in the early 1900s, the Act regulates pawnshops and second hand stores. Municipal governments would retain the authority to create bylaws and business licenses regulating pawnshops, however, the repeal would eliminate law enforcement tools aimed at enforcing against theft and enabling the search and return of stolen goods. AMO will connect with police services to obtain their perspectives on the impacts that the change would bring and consider alternatives.

### **Schedule 3 — Amendments to the *Child Care and Early Years Act, 2015* and the *Education Act***

Changes to rules regarding in-home child care services and authorized recreational and skills building programs; increasing the permissible number and age of children per provider a day will likely increase access to childcare. The proposals may also raise concerns related to children's health and safety and the quality of childcare, with possible impacts on municipal monitoring of childcare spaces.

### **Schedule 4 — Amendments to the *Ontario Energy Board Act, 1998* (Sub-metering)**

The proposed change deletes references to ‘unit sub-metering’ from the *Ontario Energy Board Act*, and replaces it with references to smart meters. It is unknown if conversions to smart meters have taken place in all housing units being managed by municipal governments. This may impact the ability to individually charge tenants for energy used. Studies show that lack of individual meters can raise energy use over 30%, which will bring financial impacts. As well, it is unclear if it would have any impact on second suites or inclusionary zoning initiatives.

### **Schedule 8 — Amendments to the *Long-Term Care Homes Act*, 2007**

Proposed changes for long-term care homes’ licences include that the Director, as appointed by the Minister, may determine the need and how public consultations shall be conducted. This may reduce the frequency of attendance by licensees at public meetings. Further, the Ministry would have added flexibility to issue licenses for temporary beds for a longer duration of time. Municipal homes have licences subject to Minister’s approval with no designated term. Further efforts to improve long-term care and reduce administrative burden should continue. There is a need for more discussions to develop a less prescriptive, outcomes-based framework that reduces burden while prioritizing patient care and well-being. AMO will continue to work with other long-term care partners to identify opportunities for positive reform and to monitor long-term care impacts of Bill 66 and corresponding regulations. Proposed regulations have been [posted for public comment](#) until January 28<sup>th</sup>, 2019.

### **Schedule 9 — Amendments to the *Labour Relations Act*, 1995 (Construction Employer Designation)**

Bill 66 would clarify that municipal governments are not construction employers. Construction employer designation reduces the number of eligible bidders for municipal construction projects and increases municipal capital costs by eliminating competition. Construction is not a core municipal function and municipal governments should not be treated as construction employers. This has been a longstanding municipal ask and AMO has supported past private members’ bills seeking this clarification.

### **Schedule 10 — Amendments to the *Planning Act* (‘Open For Business’ Tool)**

The proposed legislation introduces a new planning tool called an "open for business" bylaw. Provincial government [commentary](#) has indicated that this tool could fast track permanent job creating opportunities, indicating that the specifics of the use of the tool will come in future regulation. The [posted description](#) of the scope of a regulation indicates that a proposal to use this tool would require a minimum job creation threshold (e.g. 50 jobs for municipalities with a population of less than 250,000).

people, or 100 jobs for municipalities with a population of more than 250,000 people). It would appear that the tool, like a Minister's Zoning Order (MZO) would be for a specific land use application. We look to the Province to provide greater clarity and how this tool is different or similar to a Minister's Zoning Order.

Once there is greater clarity, we can turn attention to whether this tool can deliver what is expected. The draft legislation outlines the order of the process as follows, presumably after a planning application is received by the municipality as well as some planning evaluation:

1. The municipality must receive approval from the Minister to pass the "open for business" by-law.
2. The municipality passes the by-law.
3. An agreement between the land use proponent and municipality regarding site plan type conditions is signed and registered against the land to which it applies.
4. It comes into effect within 20 days of passing and is sheltered from LPAT appeal.
5. Notice is provided to the Minister within 3 days of passing and to others within 30 days.
6. The Minister may modify or revoke the by-law.
7. The municipality can amend or revoke the by-law.

**NOTE:** Public consultation is not required but not prohibited.

While not clearly stated, the fact that conditions are registered against a specific property implies that the 'open for business' by-law is site specific and not a 'blanket' across a large area of a municipality. As well, we would look to the Province for greater clarity on how the powers to amend, by both the Minister and the municipal government, might be used.

The sections ((6) *Non-application of listed provisions*) indicating which elements of provincial law do not apply to an "open for business by-law" are being widely discussed. This list generally requires that municipal decisions conform to the intent of the listed *Acts*. Many of these *Acts* refer to environmental and water related protections, which raises questions about achieving economic gains that may result in longer-term environmental concerns. It should be noted that the *Environmental Assessment Act* and EA process has not been identified in this list. Perhaps this is the backstop that will avoid costly environmental remediation.

There are also other financial, health, and safety factors within these listed Acts that need to be considered as well as the other aspects, such as relationship to municipal planning documents and public consultation.

AMO will be continuing our Bill 66 analysis and pursuing answers to these questions over the coming weeks.

**AMO Contact:** Monika Turner, Director of Policy, [mturner@amo.on.ca](mailto:mturner@amo.on.ca), 416.971.9856, ext. 318.

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**From:** AGCO Municipal [mailto:Municipal@agco.ca]  
**Sent:** December-20-18 4:42 PM  
**To:** Alison Gray  
**Subject:** RE: Township of Tay - Cannabis Opt Out

This email confirms that the Registrar has received a council decision dated December 19<sup>th</sup> from Alison Gray on behalf of the Township of Tay to opt out of having cannabis retail stores. This decision will be posted to our website [www.agco.ca](http://www.agco.ca).

Please be advised, under the *Cannabis Licence Act, 2018*, a municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, a decision by a municipality to allow cannabis retail stores is final and may not be subsequently reversed. A municipality that reverses its decision at a later date should notify AGCO by emailing [municipal@agco.ca](mailto:municipal@agco.ca).

Please submit any questions you may have to AGCO's Customer Service by using the [iAGCO portal](#) or call [416-326-8700](tel:416-326-8700) ([1-800-522-2876](tel:1-800-522-2876) toll-free in Ontario).

Thank you,  
Office of the Registrar

**From:** Alison Gray <agray@tay.ca>  
**Sent:** December 20, 2018 2:29 PM  
**To:** AGCO Municipal <Municipal@agco.ca>  
**Subject:** Township of Tay - Cannabis Opt Out  
**Importance:** High

Good Day,

Please see the attached correspondence detailing the Township of Tay 'opting out' of the cannabis retail sales.

Please send acknowledgement of receipt. The original will follow by mail.

Best Regards,  
Alison Gray



Alison Gray, BAH, CMO, AOMC  
*Clerk*  
**Tay Township**  
450 Park Street, PO Box 100  
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Friday, December 21, 2018

Warden & Simcoe County Council  
County of Simcoe Administration Centre  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6  
Tel: 705-726-9300  
Email: clerks@simcoe.ca

Re: Elmvale groundwater research – past, present and future

Dear Warden and County Council,

I wish to provide a brief update on the quality of the waters emanating from the artesian flows near Elmvale, Ontario, but also to announce some plans for future research.

### **the SWAMP laboratory**

Since joining the Faculty of Agricultural, Life and Environmental Sciences (ALES) at the University of Alberta in October of 2011, we designed and constructed a metal-free, ultraclean laboratory for the study of trace elements in Soil, Water, Air, Manure and Plants: the SWAMP laboratory. This is a world-class research facility and represents a substantial investment (approximately \$ 5 M). Detailed information about the laboratory can be found here [www.swamp.ualberta.ca](http://www.swamp.ualberta.ca)

### **the Elmvale Groundwater Observatory (EGO)**

The SWAMP laboratory was created to provide the infrastructure and tools necessary to better understand trace elements in natural waters: their origins, transformations, and ultimate fate. The concentrations of trace elements found in pristine natural waters can be extremely low: this became clear when I began to study the groundwaters of the Elmvale area many years ago. The levels of trace metals such as lead in those groundwaters are so low (less than ancient Arctic ice thousands of years old) that a dedicated water sampling facility was needed: this led to the creation of the Elmvale Groundwater Observatory, the only facility of its kind in the world for collecting water samples from flowing wells within a metal-free, dust-free “clean lab” environment.



### **EGO: a reference water for scientific research**

For all of our studies of trace elements in the environment, our in-house reference water is from the Elmvale Groundwater Observatory (EGO). Since the SWAMP lab was completed, we have literally analyzed this water hundreds of times for dozens of parameters. For example, EGO water has been the reference water for all of our studies in the Lower Athabasca River watershed. Unlike the pure spring waters of the Elmvale area, the pristine groundwaters that we study in northern Alberta are rich in dissolved salts (in some cases, three times the amount in seawater) and hydrocarbons. In southern Alberta, some groundwaters contain concentrations of arsenic, fluoride and selenium that exceed the drinking water guideline values. I mention the geochemical characteristics of the groundwaters in Alberta, simply to add some perspective to the quality and inherent value of the groundwaters of the Elmvale area.

### **EGO: a reference water for scientific training**

Water from the Elmvale Groundwater Observatory has also become an important resource for training staff and students in the science of modern trace element analysis. To date, at least 50 publications in peer-reviewed scientific journals have employed EGO water as the reference water. Studies including EGO water for reference have been presented at approximately 100 regional, provincial, national and international conferences, and in 30 public lectures.

### **EGO: a reference water for teaching water quality**

Moreover, water from the Elmvale Groundwater Observatory has been used as a teaching tool, and the quality of this water has been presented to hundreds of undergraduate students in my Soil and Water Conservation course. I have used our data from analyses of EGO water in extension education to teach water quality in lectures for hundreds of Professional Agrologists as well as Agrologists-in-Training.

### **Creating perfect drinking water: the natural filtration of water by soil**

Water from the Elmvale Groundwater Observatory brings new meaning to the word “clean”. How does Nature create such clean water? That’s exactly what we wish to find out. We wish to better understand the natural water filtration process taking place today in the recharge areas (ie farm and forest soils of the uplands), so that we can apply this knowledge elsewhere and develop suitable technologies, based on the use of locally-sourced natural materials, to remediate waters contaminated by industry.

### **A unique opportunity for world-class scientific research**

With the metal-free, ultraclean SWAMP laboratory and its state-of-the art mass

spectrometers, combined with a metal-free, ultraclean groundwater sampling facility, we are now in a strong position to undertake comprehensive and systematic studies of the natural filtration of water by soils. The focus of our attention is the groundwater of the Elmvale area.

### **Bringing the nation's leading groundwater experts to Elmvale**

The groundwaters of the Elmvale area represent a tremendous scientific opportunity. To understand how Nature creates, maintains, and protects these pristine groundwaters, however, a broad spectrum of scientific expertise is needed. To address this need, I have assembled a team of highly qualified groundwater experts from Canada's leading research universities, to assess and design an appropriate groundwater monitoring system that makes use of the modern technologies needed for this important endeavour. I believe that this new research effort will benefit Simcoe County and its residents, and we would gladly welcome your support and cooperation. I hope to share more information about this new research effort in the near future.

### **Pristine groundwater for the future versus aggregate extraction today**

There is growing concern about the impacts of aggregate extraction on groundwater quality in the Elmvale area. The existing groundwater monitoring network is inadequate to answer important questions concerning the long-term impacts of aggregate extraction on the pristine waters. It will take a few years before our research team has progressed far enough to provide answers to the key scientific questions concerning this pristine water, and to identify the long-term impacts of aggregate extraction. In the meantime, it would be most prudent for the extraction operations not to expand before these questions can be answered.

Sincerely,

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Springwater Township Council

Tay Township Council

Tiny Township Council

Elmvale Foundation, Board of Directors

Elmvale Foundation, Science Advisory Board

Professor John Cherry, University of Guelph

Professor Beth Parker, University of Guelph

Professor Ian Clark, University of Ottawa

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