



**THE CORPORATION OF THE TOWNSHIP OF TAY  
COMMITTEE OF ALL COUNCIL MEETING  
FEBRUARY 8, 2017  
10:00 A.M.**

**MUNICIPAL OFFICE – COUNCIL CHAMBERS**

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

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

10:15 - Tracy Roxborough, Sustainable Severn Sound – Re: 2017 Budget Request.

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

5. **COMMITTEE BUSINESS:**

**A: Protection to Persons & Property**

**B: General Government & Finance**

**C: Public Works**

**D: Planning & Development**

6. **CLOSED SESSION:**

6.1 Report – Clerk – Re: A proposed or pending acquisition or disposition of land by the municipality or local board (Potential Land Sale)

7. **ADJOURNMENT:**

**NOTE: DELEGATIONS WILL COMMENCE AT THE SCHEDULED TIME; HOWEVER, COMMENCEMENT TIME FOR EACH COMMITTEE WILL BE ADJUSTED AS THE MEETING TAKES PLACE.**



# TAY TOWNSHIP

**THANK YOU  
For Your Support**



La Fondation  
Hôpital général  
de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

Since 2000,  
the Township of Tay  
has donated  
over **\$266,896**  
in support of GBGH

**WOW!!**



**TAY TOWNSHIP**



La Fondation  
Hôpital général  
de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

# Where Did We Direct Your Gifts?

2000	\$23,800	Dialysis
2007-2014	\$190,400	ED
2015-2016	\$47,600	CT Scanner



**TAY TOWNSHIP**



La Fondation  
Hôpital général  
de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation



# How Have We Done?

- ✓ Annually raised \$750,000 for new equipment
- ✓ Raised \$4.4 million for new ED and it is underway
- ✓ Raised over \$1million for new CT Scanner



**TAY TOWNSHIP**



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Hôpital général  
de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

# Where Are We Focused?

- \$750,000 annually for new equipment
- Additional \$750,00 for completion of ED
- Balance of funds for \$1.6 million CT Scanner
- \$500,000 to refurbish all patient rooms
- \$1 million for new mental health ward



**TAY TOWNSHIP**

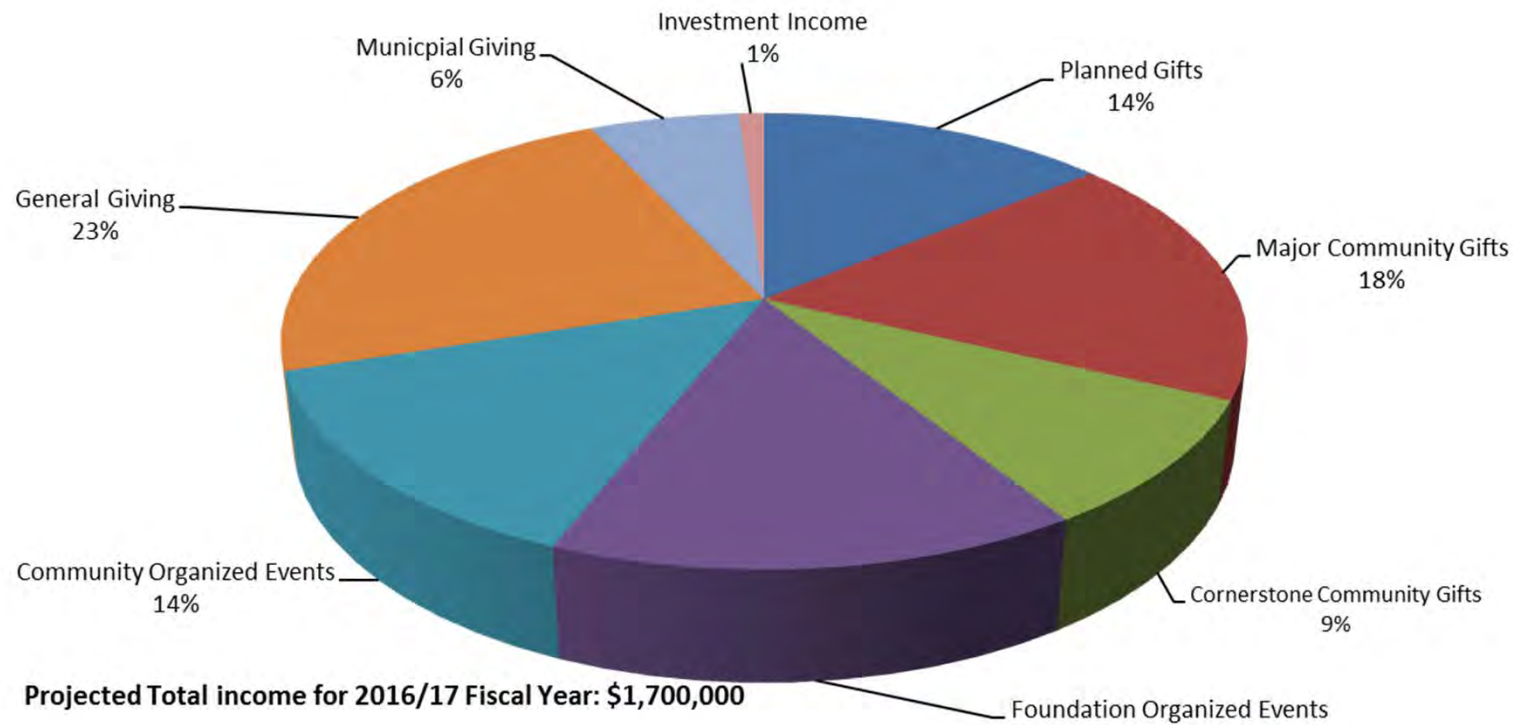


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# How The Funds Are Raised

## Foundation Income Percentages - 2016 - 2017



**TAY TOWNSHIP**



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de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

# Strong Hospital/Strong Future

GBGHF hears community desire  
(and pressure)  
to ensure GBGH has what is needed

**SUCCESS OF OUR HOSPITAL =  
SUCCESS OF OUR COMMUNITY**



**TAY TOWNSHIP**



La Fondation  
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de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

# You Are Invited

## BREAKFAST OF CHAMPIONS

Friday February 17, 2017

Friday March 17, 2017

7:30 a.m. – 9:00 a.m.



**TAY TOWNSHIP**



La Fondation  
Hôpital général  
de la baie  
Georgienne

Georgian Bay  
General Hospital  
Foundation

# Thank You

For *everything* you do for  
Our Hospital and  
Our Community

“Fifty Shades  
of Tay”



March  
MUDness  
2016



TAY TOWNSHIP



La Fondation  
Hôpital général  
de la baie  
Georgienne  
Georgian Bay  
General Hospital  
Foundation



# Sustainable Severn Sound

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

## DELIVERING **VALUE** TO OUR PARTNERS

### SSS DELIVERS:

#### **Influence**

- Sharing of best practices
- Annual Municipal Sustainability Report Card

#### **Connections**

- Collaborative municipal working committee
- Speaker events and networking

#### **Education & Services**

- Research and reports
- Tools (i.e., guidance documents, case studies, funding support)
- Workshops and learning opportunities





# Sustainable Severn Sound

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

## IN 2016, SSS WAS SUSTAINED BY:

### **Municipal Contributions, 58%**

**(7 x \$8,200)**

- \$57,400

### **County of Simcoe Grant, 7%**

- \$7,000

### **TD FEF Grant, 8%**

- \$8,000

### **Events, 4%**

- \$4,025

### **Deferred Revenue, 21%**

- \$21,000

## IN 2017, SSS PROJECTS THAT:

### **Municipal Contributions, 80%**

**(7 x \$9,800)**

- \$68,600

### **County of Simcoe Grant, 11%**

- \$9,800

### **Tree Canada Grant *(not confirmed)***

- \$5,000

### **Trillium Funding *(not confirmed)***

- \$50,000







# Sustainable Severn Sound

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

## MEETING **MUNICIPAL** NEEDS

### BASED ON FEEDBACK FROM OUR MUNICIPAL PARTNERS:

#### **More:**

- Topic-focused open-houses and networking events
- Workshops (on-line or in-person training)
- Business-case and best-practice-based reports to Council
- Assist municipalities with (1) finding funding, and (2) completing proposals
- Share success stories by SSS's municipal partners
- Better sharing of newsletters and monthly e-mailed updates to Council





# Sustainable Severn Sound

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

## SERVING YOU BETTER

### IN ORDER TO DELIVER ON YOUR RECOMMENDATIONS WE ARE:

- Assisting municipalities in identifying funding and completing proposals
- Hosting an Annual Sustainability Awards Event and releasing a 2017 Municipal Report Card
- Developing monthly business-case and best-practice-based reports for All Council framed by the Sustainability Report Card
- Discussing opportunities to engage municipal staff and external stakeholders in the creation of a Sustainable/Green Development Checklist
- Preparing an OTF application to support a 1 year project with on-line and in-person training to advance knowledge around climate change assessment/ mitigation/planning
- Sending monthly e-mailed updates to Council on SSS activities
- Sharing success stories by SSS's municipal partners through the revised SSS website and a regular on-line newsletter, shared with municipal staff with the clerks assistance



# Memorandum

To: Mayor Warnock, Deputy Mayor Ritchie, Robert Lamb, CAO, Township of Tay

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

Date: January 20, 2017

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

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## RECOMMENDATION

It is recommended:

That the Memorandum dated January 20, 2017 from Sustainable Severn Sound (SSS) be received for information.

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## BACKGROUND

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

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

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



SSS and the SPSC created a new framework to organize the information shared by the project into 10 focus areas, termed 'sustainability building blocks'. The 10 focus areas are the framework, or foundation for the case studies, bulletins, resources and funding information SSS shares with the project partners. These 10 areas are<sup>1</sup>:

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

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## 2016 PROJECT ACCOMPLISHMENTS

### Sustainability Bulletin

(12) E-news issues, featuring:

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

### Sustainability Speaker Series

*March, Environmental Conundrums*

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



#### *June, Nature and the Human Health Connection*

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

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#### *November, Celebrating Municipal Sustainability – Successes and Opportunities*

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

#### **Municipal Survey, Partnership with Georgian College Research Analyst Program**

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

#### **2016 Sustainability Report Card**

- Completed (7) interviews with municipal staff and CAO's to discuss (23) sustainability practices and (25) stewardship actions across (4) stages of implementation, being:
  - Council approved,
  - In progress/development,
  - To be undertaken within the next 2-3 years,
  - Not yet a priority,



- Celebrated accomplishments of each partner municipality (what are others in our partnership doing?), and identified opportunities for improvement,
- Provided as a planning tool for Councils and municipal staff, and
- Directed and focused work plan development for SSS and the SPSC.

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### Website Redesign

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

### Other Activities

- Attended the Tay Bike Day event, speaking with (+50) attendees on the sustainability program and distributing (+100) wildflower seed packets, (+50) SSS totes and acquired (21) E-News subscribers,
- Led the development of a (8) page article on Sustainable City Management with the Town of Penetanguishene, to be featured in the digital publication; Business View Magazine (+400,000 subscribers throughout North America),
- Independently responsible for SSS project management, administration and evaluation,
- Participation on the Town of Midland's Technical Review Committee, and
- Supported the Town of Penetanguishene with (3) Letters of Support for external funding, and through identifying and supporting the submission of a funding proposal for \$30,000 to support trail development and enhance biodiversity.

## 2017 PROJECT ACTIONS

### Communications and Engagement

#### *Actions*

- Further enhance communication activities to increase (1) municipal staff and Council member traffic to website, (2) social media followers, and (3) registrants to the new SSS website,
- Work with municipal Communications staff to deliver sustainability program information (Action Plan, Report Card, details to sign-up to website) to all staff and Council,
- Write and release regular (monthly minimum, bi-weekly as possible) Sustainability Bulletins,





- Develop and deliver presentations and reports to Councils and Committees presenting information to support the adoption of sustainability practices recommended from the Sustainability Report Card, and
- Prepare and submit quarterly reports to Council and Committees.

## Website Maintenance and Development

### Actions

- Identify and complete additional case studies for addition to website,
- Release case studies to municipal staff and Council members to enhance awareness and communications,
- Further develop the funding and events pages and share additions with municipal staff and Council, and
- Directly assist municipalities upon request with identification, preparation and securement of funding.

## Sustainability Speaker Series

### Actions

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

## 2017 Sustainability Report Card

### Actions

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

## REPORT CARD RECOMMENDATIONS

The 2016 Sustainability Report Card assessed each municipality on the status of 23 practices, policies and/or initiatives ('practices') which fall under SSS's sustainability framework<sup>i</sup>. Of these 23 practices, those which were categorized as 'Council Approved' or 'In-Progress or In-Development' are not included below, as the Township has made some initial progress in relation to that practice. The following were identified as:

(1) Opportunities for sustainability progress for the Township of Tay, and  
 (2) Practices that SSS could assist in moving forward through information-sharing, education (on-line or in-person training), administrative and implementation support, and identification and securement of funding. These practices include\*:

- Green Fleets Plan (steps to transition of portion of fleet to electric or hybrid)
- Climate Change Adaptation and/or Resilience Plan

- Climate Change Action Plan
- Greenhouse (GHG) Reduction Target
- Green/Sustainable Employment Support Program
- Green/Sustainable Building/Development Rating System or Checklist
- Green Energy Purchasing or Supporting Green Energy Projects
- Green Procurement Policy or Guidelines
- Affordable Housing Practices or Policies
- Tree Cutting and/or Tree Preservation By-Law
- Plastic and/or Other Waste Reduction Guidelines or Policy
- Stormwater Management or Low Impact Design (LID) Guidelines or Policy

*\*No sorting. Repeated in listed order from the Sustainability Report Card.*

A component of the Report Card was a 'What Can We Do?' section with listed actions – which, when completed, will result in sustainability progress. These actions are designed to be implemented with assistance from SSS staff and the SPSC, and will contribute to progress on the recommended actions. SSS and the SPSC also recognize that each municipality has specific needs, and a 'one-size-fits-all' approach is not effective.

The 10 recommendations\* below have been selected as priorities for the seven (7) partner municipalities for 2017/18:

1. Complete a best practice scan for Municipal Energy Planning in rural communities to review options for local implementation.
2. Collaborate with the partner municipalities to develop a Local Food Month with complimentary activities in each community.
3. Conduct a waste assessment in each municipality and/or in municipally-managed facilities to reduce waste and save money. Waste assessments will help to determine the weight, volume and the types of waste materials being generated and identify options to reduce, reuse or recycle.
4. Create a guidance document to assist municipalities and their residents in integrating LID techniques and practices into their communities.
5. Deliver a series of best practice workshops or webinars for municipal staff to share, learn and collaborate around Low Impact Development (LID) and green infrastructure techniques.
6. Develop a framework or a set of 'Guiding Principles' for enhanced community engagement.
7. Develop a local Community of Practice to share information, tools and resources on climate change, assessment, planning and implementation.
8. Develop a municipal green building rating system or green checklist for new buildings or building retrofits that is appropriately scaled for SSS partner municipalities.
9. Each year, municipalities can present a Green Award to recognize business and non-business organizations for their environmental leadership and conservation efforts.
10. Implement a Green Development Evaluation Checklist to raise the performance of residential and commercial development in their communities. This checklist could be developed with a low-medium 'strength' and run as a pilot for 2 years.

*\* Alphabetically sorted, no ranking applied.*



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## NEXT STEPS

SSS staff will provide monthly reports to Council on the progress of the above actions will also include information, resources and supportive tools to encourage municipal adoption of sustainability-related practices or policies as recommended by the SPSC. These reports will also share successful examples of implementation of similar strategies by the SSS project partners. Training will be offered dependent on municipal interest and funding. Additional projects may result from SSS obtaining external funding to support the Township in their sustainability progress.

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## CONCLUSION

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

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## ATTACHMENT

- A: 2016 Municipal Sustainability Report Card<sup>ii</sup>
- B: Excel Worksheet – Report Card Interview Results, Township of Tay

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

<sup>ii</sup> To note, SSS has identified an error in the 2016 Sustainability Report Card for the Township of Tay. In reference to 'Energy Reduction Target', Tay should be identified as 'Council Approved (Green)', as their Conservation Demand Management Plan, 2014-2019 states 'Overall Target: To achieve these goals by 2019, we will reduce our consumption of fuels and electricity in all municipal operations by 5% between now and 2019, based on our 2011 figures.' (<http://www.tay.ca/en/resident-services/resources/Documents/Energy-Management-Plan.pdf>).



# 2016

## Municipal Sustainability Report Card



### Sustainable Severn Sound

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

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



November 2016



**Tiny**





## What is the Municipal Sustainability Report Card?

The Municipal Sustainability Report Card is a comparative tool to evaluate the sustainability actions and initiatives in place by our seven partner municipalities. The Report Card examines municipalities and their operations through the lens of sustainability (environmental, social, and economic considerations). The aim is to provide accessible information for each municipality to learn from, and offer recommendations for environmentally sustainable programs and initiatives that will protect and enhance the natural environment and promote resource conservation. These programs may be led by a particular municipality, or developed by Sustainable Severn Sound (SSS) and the Sustainability Plan Steering Committee (SPSC) to support municipalities in moving them forward.

## How does the Report Card compare to other sustainability ratings/rankings?

The Report Card is assessing municipal practices based on current sustainability initiatives in place throughout Ontario. These items were selected through completion of a best practice scan of Ontario municipalities, and supplemented by research and surveys completed by multiple Ontario municipalities through the Environmental and Sustainability Coordinator's Network, as well as feedback from the Sustainability Plan Steering Committee.

## How is information in the Report Card obtained?

SSS held interviews with our seven partner municipalities to discuss this information with each Chief Administrative Officer, their appointed Sustainability Plan Steering Committee member and senior staff. Information was also collected for the Report Card from publicly available documentation, as well as through two surveys sent to both the community and each municipality, which resulted in over 400 responses.

## How can I help my municipality improve its overall performance on the Report Card?

The Sustainability Report Card provides an overview of our partner's sustainability performance, but cannot be inclusive of the full range of sustainability activities throughout our area. To see selected examples of sustainability initiatives across each of our partner municipalities, please visit our website at '[www.sustainablesevernsound.ca](http://www.sustainablesevernsound.ca)'. To learn more about the SSS project, request assistance with a new initiative, or to suggest a project which should be highlighted, please contact the sustainability coordinator, or your appointed Sustainability Plan Steering Committee member.

## Who funds the creation of the Report Card?

SSS's seven partner municipalities provide financial resources to create the Report Card.

## I have questions or suggestions. Where can I find contact information?

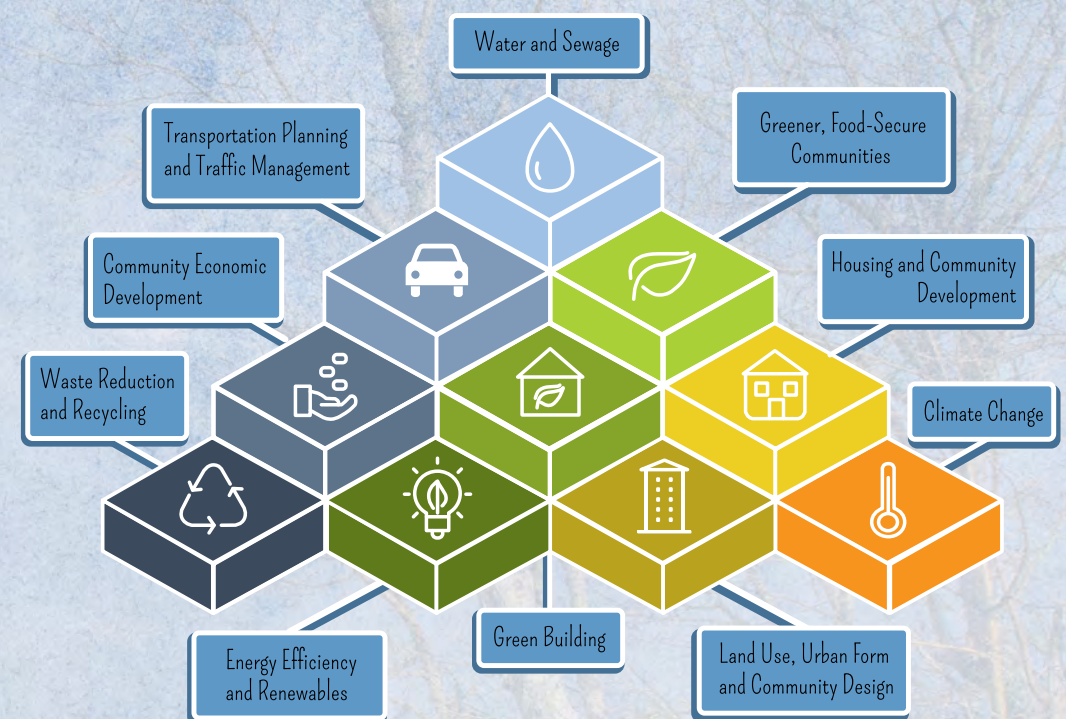
Please see the 'Support' page on the SSS website. Your questions and suggestions are important to us.

## Supporting Sustainability Through Projects

The staff of our partner municipalities are looking for innovative solutions that create more efficient and sustainable projects and result in cost savings to their communities, while also benefiting the environment and their residents. Our 2016 Report Card focuses on ten areas where the implementation of these projects can have significant impacts across our communities:

### SUSTAINABILITY BUILDING BLOCKS

The following are 10 core sustainability issues which impact municipalities and their communities. The Building Blocks provide the framework for SSS. This structure ensures the information shared and practices recommended are clearly organized.



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

Each year, SSS will report sustainability progress through the Sustainability Report Card. It provides a snapshot of local progress, as well as highlights key projects and achievements.

We would love to hear what you think of our first Report Card. Visit [www.sustainablesevernsound.ca](http://www.sustainablesevernsound.ca) and search '2016 Report Card' to take a short survey.





# SUSTAINABILITY ASSESSMENT CHECKLIST

# 2016

## Practice/Policy/Initiative



**Green Fleets Plan** (*steps to transition a portion of fleet to electric or hybrid*)

**Travel Conservation Guidelines or Policy**

**Climate Change Adaptation and/or Resilience Plan**

**Climate Change Action Plan**

**Energy Reduction Target**

**Greenhouse Gas (GHG) Reduction Target**



**Green/Sustainable Employment Support Program**



**Green Building Rating System or Checklist**



**Green Energy Purchasing or Supporting Green Energy Projects**

**Corporate/Staff Energy Conservation Policy or Program** (*in addition to CDM Plan*)



**Green Procurement Policy or Guidelines**

**Invasive Species Management Program or Initiative(s)**



**Trails, Park and/or Recreation Plan or Active Projects**

**Affordable Housing Practices or Policies** (*beyond the County or District Plan*)

**Volunteer Management Program**



**Natural Heritage Plan or Forest Management Plan** (*beyond the County or District Plan*)

**Tree Cutting and/or Tree Preservation By-Law or Policy** (*in addition to the County's 1 Ha. or the District standard*)

**Shoreline/Riparian Habitat Protection Policy** (*'above and beyond the standard'*)



**Active Transportation Plan or Projects** (*beyond the County or District Plan*)



**Plastic and/or Other Waste Reduction Guidelines or Policy**



**Stormwater Management or Low Impact Design (LID) Guidelines or Policy**

**Monitoring Program for Private Sewage Systems**

**Corporate/Staff Water Conservation Policy or Program**

The Sustainability Assessment Checklist (SAC) is designed to assist municipalities in assessing the extent to which their organization is sustainable in its operations. The SAC is designed to stimulate discussion and further assessment by your appointed Sustainability Plan Steering Committee representative with SSS, as well as among municipal staff who are knowledgeable about and responsible for the activities mentioned. If your municipality wishes to review this assessment in further detail, please submit that request to your appointed Sustainability Plan Steering Committee member.



**Council  
Approved**



**In Progress /  
In Development**

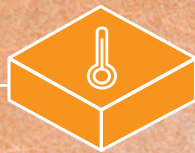


**To Be Undertaken  
Within the Next 2-3 Years**



**Not Yet  
a Priority**





## Climate Change

### What is Being Done?

The Township of Tiny offered a variety of daily activities for the community in 2016, including an Earth Week Pledge Board, book swap, e-waste collection, free reusable water bottles, tree seedling kits, and a community litter pick-up. The Township also commemorated Earth Week 2016 by planting a tree at the municipal office.

**Read More About their Activities by clicking here**

The County of Simcoe has reduced the environmental impact of their fleet through:

- right-sizing vehicles,
- implementing an anti-idling policy, including the installation of anti-idling devices in emergency vehicles,
- promoting route planning and load optimization,
- using fuel management software,
- installing GPS in a majority of vehicles,
- participating in experimental green vehicle trials, and
- using a green vehicle clause in all vehicle procurement processes.

In 2015, The Town of Midland also participated in a Green Fleet Assessment by the Fraser Institute to enhance Fleet Management, and is expecting to further initiate recommendations from that report over the next 2-3 years.

**Read more about the County's Green Fleets Program by clicking here.**

In the fall of 2016, staff from the Town of Penetanguishene undertook training under the Building Adaptive & Resilient Communities (BARC) Program to assess climate risks and received assistance and recommendations on how to develop and initiate plans to adapt, and how to prepare for climate-related vulnerabilities (i.e., extreme weather events, flooding, drought, fires). This training was offered through ICLEI, Local Governments for Sustainability, and is a national program focused on resilience and adaptation.

The Township of Severn purchased a hybrid vehicle for use by the Building Department staff in November 2015, with an average fuel economy of 4.3 L per 100 complemented by lowered maintenance costs, reduced GHG emissions and the opportunity to showcase Severn's commitment to reducing their environmental footprint.

### What Else Can We Do?

- Work with the County of Simcoe to scale the Ontario Municipal Fleet Review Program for our smaller, more rural communities – and implement the applicable actions.
- Include considerations for hybrid and alternative fuel vehicles when developing Asset Management Plans, or review current plan and take steps to add considerations.
- Join the Federation of Canadian Municipalities (FCM) Partners in Climate Protection Program.
- Develop a local Community of Practice to share information, tools and resources on climate change assessment, planning and implementation.
- Adopt an anti-idling by-law, and publicize and reinforce the by-law, including corporate and public education signage at high-use locations.
- Develop corporate or community GHG emissions reduction plans.
- Initiate collaborative climate change adaptation training and planning, and apply best practices to develop a better understanding of local climate risks.
- Apply knowledge as acquired through training and best practice reviews to begin planning for climate risks (i.e., changes in water levels (both ground and surface), precipitation, forest species, forest pests and other dynamics).



1/7 Have an anti-idling by-law in place  
Offer activities and promote Earth Week



2/7 Have a hybrid or alternative fuel vehicle on fleet



## Community Economic Development

### What is Being Done?

The municipalities of North Simcoe (Midland, Penetanguishene, Tiny and Tay) were instrumental in the development of the Economic Development Corporation of North Simcoe (EDCNS), and contribute significant funding to the corporation, and participate as active members of the EDCNS Board. The Economic Development Corporation of North Simcoe has a mission to 'work in partnership with community-minded individuals, groups and organizations to maximize economic prosperity in North Simcoe.'

**Read more about the EDCNS by visiting [www.edcns.ca](http://www.edcns.ca).**

Oro-Medonte is also in the process of implementing their Economic Development Plan, created in 2011 through a collaborative effort of the Ontario Ministry of Agriculture, Food and Rural Affairs, the Ontario Ministry of Tourism, the Economic Development Roundtable, and Oro-Medonte's Director of Corporate & Strategic Initiatives. The development of the plan included four stages of community consultation which saw input from over 160 residents, businesses and stakeholders.

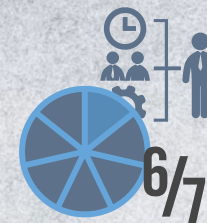
**Read more about the Plan by clicking here.**

Although not municipally-led, the North Simcoe Community Futures Development Corporation (NSCFDC) is a key member of the Sustainability Plan Steering Committee, and has supported municipalities and their communities for 30 years. NSCFDC also provides in-kind office space for SSS and contributes administrative assistance for the project. The NSCFDC is supported by the Government of Canada and is governed by a local volunteer Board of Directors. It is dedicated to 'helping small and medium businesses access services and capital, and enhancing the community's economic and employment growth through community-based planning and economic development initiatives.'

**Read more about NSCFDC by visiting [www.nscfdc.on.ca](http://www.nscfdc.on.ca).**

### What Else Can We Do?

- Continue to buy from local businesses and from those that are based in Ontario.
- Develop a green/sustainable employment support program or web resource for emerging green sector opportunities.
- Support innovative programs in local schools and post-secondary institutions that contribute to a well-educated, highly qualified work force.
- Support the development of partnerships between communities, government and business to diversify local and regional economies.
- Support initiatives such as economic cooperatives and entrepreneurship training.



6/7 Have dedicated resources (financial or staff/council time) for implementation of a comprehensive Economic Development Strategy



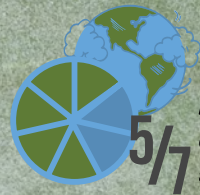


## Energy Efficiency and Renewables

### What is Being Done?

The Town of Midland has designed their new operations centre to be able to accommodate solar on the roof in the future by incorporating conduits on the side, and ensuring appropriate structural planning to facilitate the installation. In December 2015, Midland hosted a Community Energy Planning workshop, welcoming representatives from the Ministry of Energy to discuss the Municipal Energy Planning (MEP) Program and speaking with staff from the City of Guelph about their MEP initiatives.

The Township of Georgian Bay identified 'explore opportunities for a community energy plan' as part of their Community Strategic Plan, 2016-2019.



Actively promote Earth Hour, either through their own website and communications, or through their local electricity provider



Have fully transitioned their office lighting to energy efficient LEDs



Have completed the process of retrofitting their streetlights with LEDs

Are in the process of retrofitting their streetlights with LEDs

**To read more about the Township's Community Strategic Plan [click here](#).**

Municipalities are working to reduce energy use in their offices by implementing measures such as energy efficient lighting (LEDs), daylighting, and programmable thermostats. Plus, municipalities are taking steps to replace all street lighting with LEDs (Light Emitting Diodes).

The Township of Oro-Medonte recently undertook a series of energy upgrades to the Guthrie Arena, a well-used community centre. Prior to the upgrades, the building was heated by electric baseboard heat and an oil furnace. The upgrades included replacement and upgrading of all mechanicals and the installation of a gas-forced boiler systems and in-floor heating. LED lighting was also installed in the arena, saving the Township 45% in utility bills. Even though the building is now 30% larger - the energy costs have remained the same. Staff also selected timers for the arena showers, as well as low-flow toilets to reduce water use. A heat recovery system is also now in operation, and heat generated from the ice plant is recycled into heating different components of the building.

In June 2016, with support from the Town of Penetanguishene, PowerStream partnered with the Korea Electric Power Corporation (KEPCO) to complete a project to build an advanced microgrid on one of the feeders supplying the town. The microgrid is a local energy grid with control capability, powered by 500 kWh Lithium Ion, Samsung batteries, and the project has drawn attention from the national and international community. The microgrid provides backup for the grid in case of emergencies and can be used to cut costs, or connect to a local resource. A microgrid allows communities to be more energy independent and is a step towards supporting a clean economy.

### What Else Can We Do?

- Take advantage of incentives from utilities, such as the [Hydro One Hydro One Retrofit Program](#), [Newmarket-Tay Power Distribution Ltd.](#), or visit [Enbridge Gas](#) to see how municipalities can increase the energy efficiency of buildings and operations through incentives and rebates.
- Use efficient lighting such as compact fluorescent light bulbs (CFL) and LEDs, completing visual energy audits, and replacing any incandescent lighting with CFLs or LEDs.
- Integrate considerations for renewable energy applications into the Terms of Reference (TOR) governing Requests for Proposals (RFPs).
- Complete a best practice scan for Municipal Energy Planning in rural communities to review options for implementation.
- Further investigate the opportunity for Municipal Energy Plan Funding.



## Green Building

### What is Being Done?

On average, North Americans spend approximately 90 percent of their lives indoors.\* In consideration of this, buildings – including homes, commercial, retail, workplaces, etc. – should be built to sustainable standards that reduce the environmental impact and contribute to improved human health and well-being. Multiple green building certification frameworks can be applied, and reviewing the life-cycle of buildings, including design, construction, operation and demolition can be performed. Local governments typically have direct control over their buildings and retrofits and green design can often be cost-neutral, making municipally-owned buildings a key area for action. Sustainable or green building features can include:

#### Design that reduces energy, water and resource consumption, such as:

- LED lighting,
- alternative energy sources,
- power bars on all appliances,
- Energy Star appliances,
- natural light maximization ('daylighting'),
- waste management through green bin use and/or recycling,
- Low Impact Design (LID) or green infrastructure practices,
- low flow or dual flush toilets,
- aerators on all faucets, and
- using renewable, local and/or recycled materials in design and construction.

Although many of our local municipalities have implemented a variety of these features, there is currently no method for assessing the level or progress of sustainable or green building features in municipal buildings or new developments.

The Town of Midland went above and beyond when installing a green roof on the Midland Library in 2012. With green roofs, water is stored by the substrate and then taken up by the plants from where it is returned to the atmosphere through transpiration and evaporation. Green roofs absorb rainwater, limiting runoff; but also act as natural filters, cleaning the water that does runoff. In addition, green roofs can help reduce the Urban Heat Island Effect, cooling the downtown area during hot summer months by absorbing light energy with vegetation that is usually reflected into heat. Midland's new operations building will also feature LID practices, also known as green infrastructure, in the form of a rain garden test site.

### What Else Can We Do?

- Each year, municipalities can present a Green Award to recognize business and non-business organizations for their environmental leadership and conservation efforts.
- Develop a method or tool to assess the level or progress of sustainable or green building features in municipal buildings or new developments. Focus areas could include site design, energy and water conservation, insulation, air-tightness, southern exposure, window selection, materials/resource management, landscaping practices and indoor air quality.

**Read more about Green Building opportunities by visiting the Canada Green Building Council website at [www.cagbc.org](http://www.cagbc.org).**

\*(Black and Straube, 2011)





## Greener Communities

### What is Being Done?

Urban forests and canopy cover for our residential and commercial areas contribute to increased oxygen production and decreased air pollutants. Additionally, urban trees create natural environments that serve not only to beautify our communities through parks and recreational areas, but they also provide habitat for birds and other fauna. At the same time, these systems can advance other sustainability goals like increasing energy efficiency, reducing stormwater runoff to protect water quality and providing shade and cooling functions to the built environment.

Oro-Medonte has been proactive in their tree planting program, planting over 25 trees within the municipality for 2016. The Town of Midland was successful in planting 37 trees on municipal property in 2015, and has planted 10 so far in 2016.

In the Township of Georgian Bay, controls upon vegetation removal are provided through the Township's Tree Cutting By-law (2014-73) and Site Alteration By-law (2014-72). These policies work together to protect overall forest canopy cover and municipal trees, and contribute to the preservation of the Township's natural heritage.

**Read more: Township of Georgian Bay's Tree Preservation and Site Alteration By-laws.**

Each municipality has been supportive of the Severn Sound Environmental Association's Tree Seedling Program which allows residents to purchase subsidized native tree seedlings for planting on their properties. In 2016, the tenth year of the program, SSEA staff and volunteers distributed 6,150 native tree and shrub seedlings. To date (including 2016), the SSEA has helped residents be environmental stewards of their land by distributing 91,940 seedlings\*.

Staff and council members from the Township of Tay attended a Sustainability Speaker Series event in December 2015 hosted by SSS and the Ontario Invasive Plant Council (OIPC) to discuss and learn about invasive species management methods. The Township submitted an application for funding under the Land Stewardship and Habitat Restoration Program offered through the Ministry of Natural Resources and Forestry to support a Phragmites Management project, and was awarded \$5,890 in 2016 to assist with project expenses and specialized equipment for invasive species removal in 6 of their parks.

The Planning and Development department at the Town of Midland has an Approved Landscape Species List which was compiled to increase the planting of native landscape species and to limit the use of non-native plants and trees. If a developer would like to use landscape species that is not recommended, a formal request has to be made by the developer to the Town, and is subject to their approval.

**Read more about Midland's Approved Landscape Species List by clicking here.**

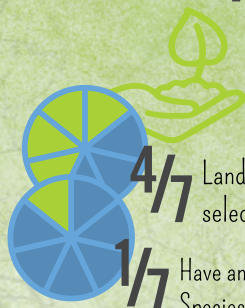
In the Township of Severn, staff have been considering the environmental impact of new parkland structures. The Locke Subdivision Playground project was a municipal parkland installation completed in June 2016 at the corner of Elsa Drive and Berkshire Woods. The bids were compared on a set of criteria, including environmental, and more specifically, provision for a 'natural' looking playground and protective surfacing that relates to the natural setting of the parkland area, consideration for LEED (Leadership in Energy and Environmental Design) points and preservation of trees at the site, with the site to be left in a natural condition.

### What Else Can We Do?

- Initiate a municipal tree planting and replacement program to increase canopy cover.



1/7 Have planted 25 or more trees on municipal property in 2016



4/7 Landscape with a selection of native species

1/7 Have an Approved Landscape Species List for development proposals

### What Else Can We Do? (cont'd)

- For municipally owned or managed land, ensure that shoreline/riparian areas are well stewarded, developing new stewardship programming or by supporting existing groups.
- Local governments can commit to long-term planning and research for the proactive management of invasive species and their impacts on the environment and communities.
- Municipalities can use their significant power as a purchaser/consumer to support and promote sustainable products and services by choosing local foods, recycled and chlorine-free paper, certified forest products, and energy-efficient technologies.
- Develop native species lists for staff use and for any development proposals to encourage the use of indigenous plants.
- Plant any municipal office gardens with native plants to demonstrate commitments to biodiversity, reduced water use, and to educate and inform residents and visitors on the benefits of native plants to encourage uptake by the community.



## Food - Secure Communities

### What is Being Done?

Protecting and promoting local food systems is an important sustainability issue, and has been recognized through the District Municipality of Muskoka's visioning exercise in 2011, and a subsequent initiative to develop a District Food Charter. In 2013, the Food and Agriculture Charter of Simcoe County was endorsed by all 7 of SSS's partner municipalities. The Charter outlines the communities' vision and principles about food and is a guide for making decisions to improve the local food system. In regards to food access, Midland, Penetanguishene, Tiny and Tay provide in-kind and financial support to the Good Food Box Program, which offers low cost, seasonal and mostly local food to residents. The Township of Georgian Bay offers the Good Food Basket Program, with staff managing a similar program as initiated by the District Municipality of Muskoka.

The County of Simcoe is also involved in the Ontario Food Collaborative, a group which was formed by the Regional Municipality of York to decrease food waste and increase healthy eating through public education and shared messaging.

**Read more about the Ontario Food Collaborative by clicking here.**

The municipalities of North Simcoe are preparing to host a 3-day Agricultural Expo on Thursday August 17, Friday August 18 and Saturday August 19, 2017. Visit [www.tiny.ca](http://www.tiny.ca) for further information.

**Read more about the County's Charter and the Food Partner's Alliance by visiting [www.fpa.simcoe.ca](http://www.fpa.simcoe.ca)**

### What Else Can We Do?

- Identify agricultural opportunities to enhance local food production in the District and in the County.
- Collaborate with the partner municipalities to develop a Local Food Week or Month with complimentary activities in each community.
- Identify policy gaps and recommend updates in Official Plans to address formal support for agri-tourism, encourage greenhouse opportunities through the allowance of appropriate accessory structure requirements and increased lot coverage, incorporate food processing as a permitted use as part of municipal zoning By-laws and include definitions and permitted zoning to encourage small-scale agricultural activities.

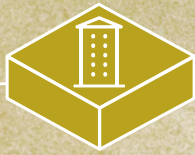


7/7 Municipal councils have endorsed the Food and Agriculture Charter of Simcoe County



2/7 Municipalities provide in-kind or financial assistance to support community food gardens

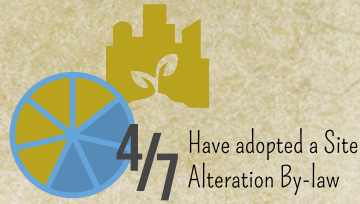




## Land Use, Urban Form and Community Design

### What is Being Done?

Land use decisions are integral to planning for sustainable communities. The natural services provided by the environment depend largely on the how communities organize their land and the form that it takes (i.e., roads, residential and commercial development, parks,).



The Township of Georgian Bay's Official Plan contains quality examples of sustainable community and neighbourhood design guidelines, and the promotion of wise stewardship of significant natural and cultural heritage, and protection for the natural environment.

**Read more about the Township's Official Plan by [clicking here.](#)**

In June of 2016, the Township of Oro-Medonte adopted a new Site Alteration By-law to control the placement and removal of fill on lands within the Township. Regulating the placement of fill and other site alterations is needed in order to maintain existing drainage patterns, protect environmental features, minimize the disturbance of landforms and to protect both water quality and environmental health for the residents of the community.

**Read more about the Township's Site Alteration By-law by [clicking here.](#)**

The Town of Penetanguishene developed their Community Development Standards to guide future development within the Town. The Community Design Manual (CDM) outlines design standards, and applies to all projects which are subject to review and planning approval by the Town. Community design involves the careful combination of the factors and decisions that make up urban areas. For the Town's manual, the focus areas are categorized by:

- context & character,
- blocks & streets,
- subdivisions & lots,
- site layout & landscaping,
- buildings, and
- active transportation.

By having these guidelines in place through the manual, the Town has been able to clearly communicate the expected style and form of these elements. Any development or developer also has a clear guide of the expectations, so it limits the staff and council time required for plan review and approvals.

**Read more about the Town's CDM by [clicking here.](#)**

### What Else Can We Do?

- Apply recommendations from the Canadian Institute of Planners 'Healthy Communities Practice Guide' to developments and community design.
- Form a Working Group to create Sustainable Community Development Guidelines to provide a basis for municipalities to review development applications. Considerations could include mixed-use and compact development, walkability, reduced automobile dependence, public health, energy and water reduction/conservation, stormwater management, Green Building or Green Development systems, and natural and built heritage resource preservation).



## Housing and Community Development

### What is Being Done?

Housing is essentially the built environment, but a safe, welcoming and affordable place to call home is vitally important to a person's overall well-being. Research has linked safe, affordable and healthy housing to reduced illness and a reduction in long-term health-care. Housing is a key factor which influences community development. Municipalities can contribute by providing affordable housing, but also by fostering community connections and social fairness. Recognizing this as a complex issue requiring a coordinated approach among multiple sectors and multiple levels of government is required. In relation, community development is a process where community members come together to take collective action and generate solutions to common problems. Community well-being will advance with this type of approach.

The County's 10 Year **Affordable Housing and Homeless Prevention Strategy** approved by Council in January 2014, outlines steps for the development and implementation of creative solutions for increasing affordable housing.

More recently, the North Simcoe Housing Working Group has developed a Secondary Suites draft By-law for consideration by local municipalities, with a purpose to demonstrate the importance of Second Units as part of a municipal affordable housing solution, and offer a By-law framework to help encourage more Secondary Units.

**Read more about the County's 10 Year Affordable Housing Strategy by visiting [www.simcoe.ca/ourahhps](http://www.simcoe.ca/ourahhps)**

Healthy community development requires equitable community engagement, political commitment, healthy public policy, and asset-based community development. In the Township of Severn, coordinated efforts by the Community Recreation Committee resulted in a request to provide easy and fair access to fitness equipment for the community, and to further contribute to a healthy and active population. This was met by the installation of outdoor fitness equipment in Washago and Timberline Parks, including an Airwalker, Chest Press/Laterall Pull, Step Climber, Elliptical Machine, Sitting Rotator, and Strength and Stretch Bars.

### What Else Can We Do?

- Encourage additional community engagement in local land use policy development processes, including Official Plans and Master Plans, to ensure the support of housing choices as requested by the community.
- Municipalities can create a mix of incentives and requirements for developers to incorporate affordable housing in new developments (i.e., streamlined permitting process, increased density of height allowances, or reduced fees).
- Develop a framework or a set of 'Guiding Principles' for enhanced community engagement.





## Transportation Planning and Traffic Management

### What is Being Done?

Provincial and County planning frameworks provide direction on the transportation features for local communities, stating that “healthy, active communities should be promoted by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity.” The County Official Plan directs local municipalities to develop a Municipal Active Transportation Plan as background to inform local municipal Official Plans and the development of their communities in relation to transportation networks.

The Towns of Midland and Penetanguishene and the County of Simcoe have allocated funds in 2016 to undertake a Complete Streets study for a portion of Highway 93, with Complete Streets defined as “a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation”. This approach will help ensure effective and sustainable planning for both communities.

Midland and Penetanguishene have made significant progress in enhancing their active transportation networks by launching the Midland-Penetanguishene Transit Route in 2016. To complement this initiative, the Town of Penetanguishene purchased a 20-passenger hybrid-electric bus valued at approximately \$134,000 for use in the joint transit system – selecting the hybrid over a conventional diesel bus. A hybrid-electric bus is powered by an electric motor, and a smaller than normal conventional internal combustion engine. To achieve heightened efficiency, the battery powered electric motor allows the combustion engine to operate at periods of maximum efficiency. Diesel exhaust contains ozone precursors, benzene, arsenic, dioxins, formaldehyde and other toxic substances and is a significant contributor to airborne concentrations of fine particulate matter (PM). Significant health impacts including lung damage and premature death are associated with exposure to fine particulate matter.\*

A significant increase in active transportation investments have been occurring through support from the Trails Connecting Communities Program (TCCP, est. 2009), developed to assist municipalities in the implementation of active transportation and recreational opportunities, with a focus on improving and growing trail networks for non-motorized uses. Since its inception, the TCCP has provided more than \$750,000 in funding to local municipalities, including \$102,379 in 2013, and over \$250,000 in 2014. Also, Midland and Penetanguishene were able to complete the Fuller Avenue Bike Lane in 2015, connecting their two communities with a safe and effective multi-modal transportation route.

### What Else Can We Do?

- Recognize ways that transportation systems can help achieve environmental, social and economic goals, and include written support in any Transportation Plan’s strategic directions.
- Use environmental measures (i.e., emissions of greenhouse gases and other air pollutants, consumption of non-renewable resources) in the strategic evaluation of land use or transportation systems.
- Identify strategies to “lead by example” and reduce the environmental impacts of municipal fleets, contractor operations, corporate travel and staff commuting.
- Use Transportation Plan policies to encourage sustainable land use, form and design (i.e., Complete Streets, compact, mixed-use, pedestrian-friendly).
- Continue to support trail development and transit linkages throughout local communities.

\*US Environmental Protection Agency, “Diesel Exhaust and Your Health”, <http://www.epa.gov/cleanschoolbus/humanhealth.htm>



## Waste Reduction and Recycling

### What is Being Done?

Our municipal partners are implementing measures to decrease paper consumption - from electronic submission of proposals and reports to automatic double-sided printing. The Township of Oro-Medonte has started to integrate tablets into the workplace, which streamlines procedures while also reducing paper use.

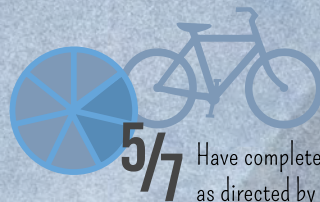
FSC stands for Forest Stewardship Council, an organization that works to promote the practice of sustainable forestry worldwide. The Forest Stewardship Council sets standards for forest products, independently certifies that these standards have been met, and bestows labels upon the products that qualify. Forest Stewardship Council certification gives customers the option to choose forest products like paper and wood that have been sourced in an environmentally-friendly, socially responsible and economically viable manner.

To expand opportunities for recycling in local parks and on trails, blue recycling bins have been added to these areas by the Town of Midland and the Township of Tay, increasing recycling rates throughout these communities.

In 2014, the Town of Penetanguishene resurfaced Nettleton Lane and Levi Simon Trail with Recycled/ Reclaimed Asphalt Pavement (RAP), requiring this site specific material as part of the public tender. RAP can result in reduced cost (less virgin material so less intensive to produce), conserves natural resources and lessens GHG emissions, scoring high in terms of environmental stewardship.

### What Else Can We Do?

- Conduct a waste assessment in each municipality and in municipally-managed facilities to reduce waste and save money. Waste assessments will help to determine the weight, volume and the types of waste materials being generated and identify options to reduce, reuse or recycle.
- Typically, three types of recycling programs are the most challenging for municipalities to implement; Multifamily Residential, Office Workplace, and Public Events. Municipalities can develop a policy to address these areas, utilizing the ‘encourage, then mandate, then support or enforce’.
- Encourage staff and the community to participate in Waste Reduction Week (third week of October): [www.wrwcanda.com](http://www.wrwcanda.com). Consider a municipal proclamation, and offer activities or contests to enhance staff and community engagement.
- Include considerations for recycled or reclaimed materials in road or trail construction.



Have completed an Active Transportation as directed by their Upper Tier municipality



Have contributed funding and staff time in 2016 to the development of trails to support healthy, active communities



Use FSC certified printer paper in their operations

Use the green bin at their municipal office

Recycle cans and bottles at their municipal office



Use automatic double-sided printing settings

Are a designated Blue Community (no bottled water served)



Have green bins in use at municipal facilities or event/recreation centres





## Water and Sewage

### What is Being Done?

Most municipalities have in the past - or currently - offer rebates and incentives to replace old fixtures with high efficiency models (i.e., toilet replacement), and all 7 are promoting community water conservation and trying to reduce water use in municipal operations. In 2015, the Town of Midland provided 100 rain barrels to their residents free of charge, equivalent in value to over \$2,500. Rain barrels are designed to collect and hold rainwater. Barrels are placed under the downspout of buildings to collect the rainwater runoff from the roof. Using a rain barrel conserves water and reduces runoff, which can pollute water bodies and put pressure on municipal infrastructure.

In June of 2016, the Township of Oro-Medonte revised their Municipal Water Supply By-law to clearly identify restrictions and offences, to enhance the existing municipal water supply program, and to reduce the potential for water quality issues and misuse or abuse of water. In 2015, the Township completed a Storm Water Management Master Plan to contribute to requirements under the Lake Simcoe Protection Plan. As part of this Plan, Low Impact Development (LID) practices were recommended to help protect water quality, and in 2016, the Township was awarded \$70,950 in funding from Environment and Climate Change Canada and an additional \$7,500 from the Lake Simcoe Region Conservation Authority (LSRCA) to initiate a LID pilot project to treat stormwater.

Read more about the Township's Stormwater Master Plan by [clicking here](#).

### What Else Can We Do?

- Develop a comprehensive Water Conservation Toolkit for residents and businesses with tips and recommendations on how to improve water efficiency (i.e., 100+ ways to Reduce Water – Water Use it Wisely Program format with environmental, social and economic reasoning).
- Create a guidance document to assist municipalities and their residents in integrating LID techniques and practices into their communities.
- Deliver a series of best practice workshops or webinars for municipal staff to share, learn and collaborate around LID and green infrastructure techniques.



1/7 Offer rain barrels for sale to residents to reduce stormwater runoff and protect water quality



5/7 Have an approved water conservation or reduction by-law to reduce watering in dry, summer months.



## Results from Municipal Survey

### TOP 3 OBSTACLES

to Developing and Implementing Sustainability Initiatives

#1 FUNDING

#2 STAFF TIME

#2 TECHNICAL SUPPORT

### TOP 3 MOTIVATIONS

for the Support and Implementation of Local Sustainability Initiatives

#1 ENVIRONMENTAL THREATS

#2 POTENTIAL FOR COST SAVINGS

#3 GOVERNMENT REGULATION

### TOP 5 PRIORITIES

Sustainability Priorities for Local Municipalities

#1 CLIMATE CHANGE

#1 COMMUNITY ECONOMIC DEVELOPMENT

TIED

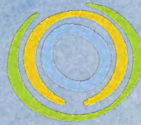
#2 WATER AND SEWAGE

#3 HOUSING

#4 COMMUNITY DEVELOPMENT

#5 WASTE REDUCTION & RECYCLING





## Conclusion

Since Council endorsement of the Sustainability Plan in 2009, SSS's partner municipalities have contributed to an impressive collection of local sustainability achievements. All 7 local governments have come together to complete this voluntary assessment to develop the Report Card, celebrate the results, and to identify opportunities for new projects and initiatives.

'Low hanging fruit' has been plucked in the majority of our local municipalities, so the challenge of tackling more complex and possible systemic issues is now in front of us. To maintain progress, local municipalities and our partner organizations will need to work even more collaboratively.

Climate change and climate preparedness continues to emerge as significant factor for why local governments want to take action in sustainability, but challenges include the complexity of the issue, lack of funding, and technical support/resources to begin this task.

In regards to climate change, simple but effective actions can contribute to adaptation and resilience, including an increase in tree canopy, paperless office operations (a strategy on the rise for its ability to both reduce waste and improve operational efficiency), green infrastructure or LID practices, and travel conservation policies. Unfortunately, only 1 municipality has identified a greenhouse gas emissions target, and reporting on energy reduction targets has been inconsistent across our local municipalities.

Installations of charging stations for electric vehicles has grown due to provincial action – but municipal support for renewable energy (solar, wind, geothermal) is still low – with no solar installations on any municipal buildings since the endorsement of the Sustainability Plan.

As one of many outcomes of this Report Card, the document will be featured on SSS's website at [www.sustainablesevernound.ca](http://www.sustainablesevernound.ca), and discussed at future Sustainability Speaker Series events and workshops. SSS and the SPSC are dedicated to building a community of sustainability innovators that will continue to inform and inspire each other, as well as others in the region and beyond.

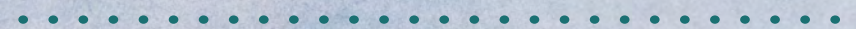


## Sustainable Severn Sound Sustainability Action Plan, 2016-2018

The Sustainability Action Plan will guide the activities of Sustainable Severn Sound and the Sustainability Plan Steering Committee over the next three years.

Our Vision: Sustainable communities within the Severn Sound watershed.

Our Mission: Sustainable Severn Sound champions the integration of sustainability principles within our partner municipalities and their communities.



## OUR OBJECTIVES FOR 2016-2018 What We'll Achieve....



Effectively share information with our project partners, developing monthly bulletins and a website dedicated to featuring sustainable practices and funding opportunities.



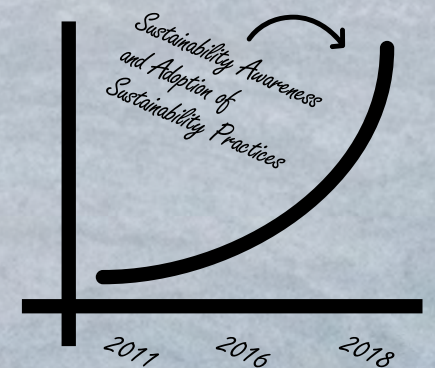
Deliver presentations, workshops and events designed to introduce municipalities and their communities to sustainable practices, techniques and ideas.



Review and assess the status of the Sustainability Plan actions and distribute a sustainability report card.

## PROJECT IMPACTS

- 1 Improved awareness of sustainable practices.
- 2 Increased adoption of sustainable practices.
- 3 Enhanced culture of sustainability.



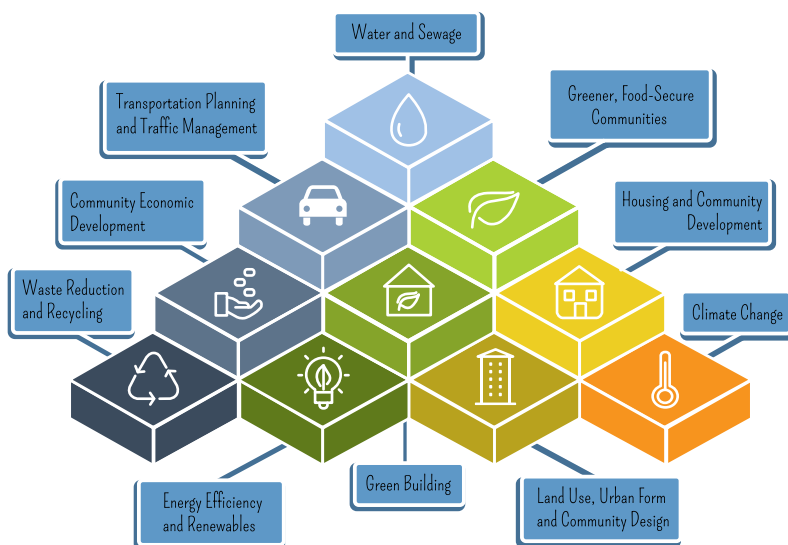




November 2016

## SUSTAINABILITY BUILDING BLOCKS

The following are 10 core sustainability issues which impact municipalities and their communities. The Building Blocks provide the framework for SSS. This structure ensures the information shared and practices recommended are clearly organized.



## Sustainable Severn Sound

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

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

[info@sustainablesevernssound.ca](mailto:info@sustainablesevernssound.ca)

105 Fourth Street, P.O. Box 8

Midland, ON L4R 4K6

705.526.1371 x.112



Sustainability Assessment Checklist	Sustainability Building Block	Council Approved	In Progress / In Development	To Be Undertaken Within the Next 2-3 Years	Not Yet a Priority	Notes (Related initiatives, successes, etc.)
<b>Practice/Policy/Initiative</b>						
Plastic and/or Other Waste Reduction Guidelines or Policy	Waste and Recycling				x	Reference to larger By-law or policy to reduce plastics/styrofoam use (internal or external), recognize Blue community designation/proclamation, water refill station used at events, have investigated potential for facilities and enhanced recycling
Stormwater Management or Low Impact Design (LID) Guidelines or Policy	Water and Sewage				x	SSEA is the approval authority and communicates with planning/public works regarding stormwater runoff/vegetation, no Stormwater Master Plan development discussions at this time, no 'above and beyond' development standards to encourage low impact development (LID) practices or green infrastructure
Green Fleets Plan (steps to transition a portion of fleet to electric or hybrid)	Climate Change				x	No actions at this time, small fleet with staff regularly using personal vehicles for work-related transportation
Travel Conservation Guidelines or Policy	Climate Change	x				Accepted 'verbal' Policy as to when multiple people (staff, council members) are attending the same event, carpooling is encouraged, no incentives at this time
Natural Heritage Plan or Forest Management Plan (beyond the County Plan)	Land Use, Urban Form and Community Design		x			SSEA did a NH plan for settlement areas, will be included in the Township's revised OP (2017)
Climate Change Adaptation and/or Resilience Plan	Climate Change				x	No specific climate change planning initiated at this time
Climate Change Action Plan	Climate Change			x		No specific climate change planning initiated at this time, will follow adaptation/resilience planning
Tree Cutting and/or Tree Preservation By-Law or Policy (in addition to the County's 1 Ha.)	Land Use, Urban Form and Community Design				x	Was discussed in 2014, not a priority at this time due to community pressures/comments/etc.
Monitoring Program for Private Sewage Systems	Water and Sewage	x				Phase 1 - CBO was from CC Tatham's, cycle is 3 years - 10 years - 4 years, each property has been assessed since the initiation of the program, completing an EA to determine options for Paradise Point
Active Transportation Plan (beyond the County Plan)	Transportation Planning and Traffic Management	x				Trail Committee was disbanded - lifespan had come to an end - OP policies to make the streets AT friendly - Skyline development has assisted with further trail linkages
GHG Reduction Target	Climate Change					Energy target 5% - would expect a correlated GHG reduction - initiatives have included retrofitted lighting - customer first - Newmarket/Tay hydro assistance - water treatment plant with associated energy reductions
Trails, Park and/or Recreation Plan	Housing and Community Development			x		Conversations with Council with in late summer about developing a master plan moving forward into 2017
Affordable Housing Practices or Policies (beyond the County Plan)	Housing and Community Development		x			Secondary suite - draft OP - affordable housing policies - province-led - 2 properties given to habitat for humanity - rezoning the back of Oakwood Park - specific to seniors housing
Construction/Engineering or Road Guidelines or Policy to Minimize Environmental Impact/Footprint	Land Use, Urban Form and Community Design				x	Less footprint for road allowance - 20m - difficult to measure as it applies mostly to contracted agencies (consider removing)
Green Energy Purchasing or Supporting Green Energy Projects	Energy Efficiency and Renewables			x		Supportive of small programs - passed a resolution to be not a willing host (2014), further discussions in late 2016 from external businesses
Green Procurement Policy or Guidelines	Greener, Food-secure Communities				x	Chemicals ( for wastewater/water)/control over purchasing for products - chemically sensitive (libraries)
Shoreline/Riparian Habitat Protection Policy ('above and beyond the standard')	Land Use, Urban Form and Community Design		x			Setback from a certain elevation (OP shoreline protection)
Corporate/Staff Water Conservation Policy or Program	Water and Sewage		x			Externally (people and residents) low-flow toilets (rebate programs) - no limit per year - every other day (by-law active on that) - no metres on any buildings except IC (no savings to be had by going to a metering system)
Corporate/Staff Energy Conservation Policy or Program (in addition to CDM Plan)	Energy Efficiency and Renewables		x			Facility maintenance coordinator on staff (retrofit and energy efficiencies - heating and air conditioning) \ security off/
Invasive Species Management Program or Initiative(s)	Greener, Food-secure Communities	x				Budgeting for Council ( special waterfront master plan)
Volunteer Management Program	Housing and Community Development	x				Horticultural/Heritage Committee/Volunteer recognition program - volunteer event

Other Supplementary Information		
Sustainability in Action - Examples of Environmental Stewardship at the Township*	Yes/No	
have energy efficient office lighting	Yes	
landscape with water-saving plants (%)	No - not intentionally, no specific in-house literature or lists	
landscape with native species (%)	No - mostly perennial gardens, managed by summer students - site plan application does include a list to select from (boulevard trees - approved; have started tree replacement in major parks - decision to remove the ash trees due to emerald ash borer (EAB) presence, being completed by a licensed arborist)	
encourage the practice of office daylighting (reduce energy through utilizing natural light)	No, more of a personal choice for those who have window access (energy reduction, GHG reduction, etc.)	
recycle all paper products	Yes	
have completed a waste audit	No, although staff do not no individual garbage's in offices (reduces garbage production, increases recycling)	
are a designated Blue Community (no bottled water served)	Yes	
compost/ use green bin (in-office)	Main building only, none in facilities at this time	
compost/use green bin (events or hosted meetings)	When possible - dependent on contamination, no audit undertaken at events to determine costs or potential for savings or GHG reductions (i.e., methane)	
buy local for catering when possible	Yes - from the Township (Nick, St. Marie, Everything Maple)	
use reusable cups or dishware	Yes	
have a minimum of 1 pollinator-friendly garden	Not specifically designated, although horticultural committee awards the Tay Lily Garden Award (residential/business award0 which scores gardens - potential to work with them to add a pollinator/native species piece	
have carpool programs	Encouraged with a formal 'verbal' policy, as in, more than 1 and the expectation is to carpool, no incentives in-place	
have an electric vehicle	No electric/no hybrid	
have an electric vehicle charging station	Applied but not successful in acquiring funding	
offer rain barrels for sale to residents	No - compost giveaway, water conservation aspect to reduced watering requirements	
recycle cans and bottles	Yes	
use automatic, double-sided printing	Not automatic - select informal default to double-sided	
100% - of paper used is either FSC/FSC-certified	All paper is FSI	
celebrate and offer activities for Earth Week	No	
promote Earth Hour	Tay/Newmarket Hydro takes the lead, opportunity for additional promotion within the municipality/community	
have an anti-idling by-law in place	No	
have switched to LED street lighting	Phasing in, working with Tay Hydro	
have planted +50 trees throughout the past year	SSEA tree planting for residents (county compost program with the Hort. Committee for residents/mulch/plant exchange)	
have Building Automation Systems	No	

(\*these will be presented on the Report Card, for example - 3 out of 7 municipal partners)

# DEPUTATION TO TAY COUNCIL

Fr. Michael Knox, SJ, D.Phil (Oxon)  
Director of Martyrs' Shrine

February 8, 2017

# ABOUT MARTYRS' SHRINE

- National Shrine to the North American Martyrs
  - Only national shrine in Canada outside Quebec
- Incorporated in 1925
- Over 91 years of Apostolic Service to Simcoe County
- Approximately 110,000 visitors annually

# STRATEGIC PLAN





# PROGRAMMES

- Parish missions extended to the GTA promoting the region
- Ongoing training program of Christian Native leaders
- Educational Programming
- Daily Mass and pastoral services in the Second Season.
- *First Light* product expansion

# SOCIAL IMPACT

- Restorative projects at Sainte-Marie among the Hurons
- Full-time year-round service to Christian Island
- Spiritual direction, counselling, and support for local clergy and community
- Project Santa: gifts and social assistance to 140 local homes
- Assisting 4 local Catholic clergy with their 9 churches

# COMMUNITY PARTICIPATION

- Leading role with *Heart of Georgian Bay*
- Participation in local Agri-Culinary development
- New collaboration with Waypoint
- Formal assistance to *Guest House, Midland*
- New collaboration with S.M.C.D.S.B.
- *First Light* product expansion

# COMMUNITY PARTICIPATION

- Discovery Tours
- 400<sup>th</sup> Commemorations
- Georgian Bay Trails
- Cycle Simcoe
- Tourism Simcoe County
- Local long-term care facilities
- Christian Community Breakfast
- Great Lakes Cruise Companies
- TAP Committee

# SOCIO-ECONOMIC IMPACT

- Over **100K visitors annually**
  - **\$23.6M** in visitor spending\*
  - **221 jobs** generated\*
- **12** Full-time year-round, **28** seasonal **jobs**
- Over **\$1.7M in GDP impact** from annual operating expenses alone, generating **\$1.4M in labour income\***
- Over 20 local companies contracted annually
- Three capital projects in the shrine church (**\$125,000** in 2017 projects alone)
- Papal visit
  - **\$10M in local infrastructure upgraded** in preparation of the visit in 1984
- Has welcomed **over 8 million** pilgrims seeking healing, spiritual renewal and a deeper sense of their religious roots in Canada over 91 years of service

# YEAR-ROUND OCCUPANCY

- Since March 2016, the Jesuit priests now have permanent, year-round occupancy
- This enables Martyrs' Shrine to engage in long-term community engagement that was otherwise not possible without a year-round presence
- Capital projects can now take place over the shoulder season

# RESIDENCE PROJECT

- Key factor in the realisation of our 5-year strategic plan
- 5,000 sq./ft. of living space
- 6 Bed, 7 bath
- Two floors and finished basement
- Chapel open for select public events
- Depository for 3,000 books on Canadian history/Catholic Spirituality
- Frees accommodations for international visitors and academics of growing demand
- Canadian Builder out of Innisfil, local contractors will have first opportunity on local tenders
- Anticipated Christmas 2017



# REQUEST TO TAY COUNCIL

Martyrs' Shrine asks Tay Council for support of our new permanent Jesuit Residence located on our estate.

# REQUEST TO TAY COUNCIL

As a non-profit organization of Charitable Status, Martyrs' Shrine requests that Tay Council motion to waive the development and permit fees related to this project, in the best interest of local socio-economic development.

**PROTECTION TO PERSONS & PROPERTY COMMITTEE  
FEBRUARY 8, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

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**1. CALL TO ORDER:**

**2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from the Fire Chief  
Report No. PPP-2017-09  
Re: Fire Chief Monthly Report – January
- 2.2 Report from the Deputy Fire Chief/FPO  
Report No. PPP-2017-08  
Re: Deputy Fire Chief/FPO Activity Report
- 2.3 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2017-07  
Re: By-law Activity Report January 2017
- 2.4 Report from the Canine/Municipal Law Enforcement Officer  
Report No. PPP-2017-10  
Re: MLEO/Canine Activity Report January 2017
- 2.5 Report from the Municipal Law Enforcement Officer  
Report No. PPP-2017-06  
Re: Canine Control By-law
- 2.6 Report from the Director of Planning and Development  
Report No. PD-2017-04  
Re: Proposed Zoning Provisions for Kennels

**3. OTHER BUSINESS:**

**4. ITEMS FOR INFORMATION:**

- 4.1 Resolution from New Tecumseth  
Re: Municipal Fire Department Infrastructure



## STAFF REPORT

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

**Chair:** Councillor Sandy Talbot

**Meeting Date:** February 8, 2017

**Report No.:** PPP-2017-09

**Report Title:** Fire Chief Monthly Report: January

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**RECOMMENDATION:**

**That Staff Report No. PPP-2017-09 regarding the Fire Chief's Monthly Report: January be received for information;**

The Chief Attended:

- 1 Ice Water Call
- 1 Perceived Emergency
- 3 Carbon Monoxide Calls
- 2 MVC Calls
- 1 Medical Call
- 2 False Alarms

The month of January was greatly impacted by numerous weather events.

Two of the more interesting calls this month that Tay Fire & Emergency Services attended involved an Ice Water Rescue, and a report of a burning smell at a local business.

With the warm weather we had recently experienced, many rivers and creeks had begun to open up and start running into Georgian Bay. We received a call about a barking dog that was originally reported to be frozen to the ice in the Hogg Bay area. While waiting for the Ice Water Team to arrive, against the advice of the Fire Department a resident went out onto the ice in his chest waders and retrieved the dog from the water. Fortunately the rescue was successful, but the bottom line is there is a very real potential for things to go badly. Our Ice Water Team is trained and equipped to handle these events, and we do not advise that our residents

unnecessarily expose themselves to such dangers. We will work with our Communications Department and the media to try to educate our residents in order to prevent them from exposing themselves to such needless risks to their health and lives.

The second event was a 911 call from a business owner reporting a strange burning smell in their building. The smell had concerned the occupants of the building, but initially the business was unsure as to whether or not they should call the Fire Department, as the types of activities at the establishment did make different smells throughout the building. The business did however decide to call 911 and have Tay Fire & Emergency Services attend. With the use of the Thermal Imaging Camera, we found a hot spot where a piece of overhead heating equipment had failed and insulation in between the walls had overheated and was smoldering. Without this specialized piece of equipment, the cause or source may not have been found, or at the very least, more wall would have had to be taken down to find the location/source of smell. The overheated insulation was located, exposed and extinguished with minimal damage. Had the business owner not been convinced to call in the concern, the extent of damage could have been much worse.

The Simcoe County Fire Chief's Administration Group has sent a letter to the County of Simcoe Paramedics Division requesting a meeting to review and discuss the County's request to Council to amend the Tiered Medical Response to Long Term Facilities within the County of Simcoe with no response back so far.

This month I met with two property owners regarding controlled burns on their properties. Both individuals were in areas which would not impact nearby residents, and had an emergency plan in place in the event of a mishap. Both parties were permitted to have their burns of seasoned dried scrub brush.

In January the Deputy Chief and I attended a pre-build meeting for the new Medium Duty Rescue for Hall 1. Our recently purchased Ford F750 Cab and Chassis was on site for inspection as well. We were fortunate that during our meeting, three other medium duty rescue trucks were being assembled for other communities. This allowed us to see each stage of assembling the units. As a result, we made changes to the design of our new Rescue in order to make the unit more efficient in both operation, and accessibility. These changes are at no extra cost. An additional roll out tray will be added which will be paid for with our 2017 approved equipment budget.

This month I attended a Township Joint Health and Safety Committee meeting as well as a Township Emergency Management Meeting. At the Emergency Management meeting, the last annual emergency exercise with the Martyr's Shrine was discussed, as well as upcoming Emergency Management training for 2017.

**New Fire Hall:**

Truck bay doors are being installed, the interior block walls are complete and the workers will be continuing to work on the office and training room areas.

**Recruitment:**

Recruit classroom and practical training has started, and requests for live fire training for both recruits and experienced staff has been made to the Ontario Fire College.

**Monthly Training:**

Staff completed training on our Thermal Imaging Cameras. Thermal Imaging cameras can and have been used for many different situations ranging from locating hot spots behind walls, to locating a snowmobiler floating in the water at night. We have two different manufacturers of cameras and each hall was shown the operational differences so that everyone was comfortable if they were required to operate either type.

Tay Fire & Emergency Services were dispatched to 23 emergency calls during the month of January.

Year to Date Totals:

2017	23
2016	18
2015	21
2014	29
2013	09

I spent a considerable amount of time this month working with various Township departments, staff and lawyers regarding both the Coldwater Road Grow Op and the continued influx of land fill to the Old Fort Road Gravel Pit. The next court date for the Grow Op is February 7<sup>th</sup>, and the potential of enforcement at the gravel pit is being discussed at the Department Head level. A further report shall come forward next Council meeting.

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By: Date:

Brian Thomas  
Fire Chief

Reviewed By: Date:

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



## STAFF REPORT

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

**Chair:** Councillor Sandy Talbot

**Meeting Date:** February 8, 2017

**Report No.:** PPP-2017-08

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

### **RECOMMENDATION:**

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

### **INTRODUCTION/BACKGROUND:**

Activity	This Month	YTD 2017	YTD 2016	YTD 2015
Routine Inspections	1	1	1	0
Request Inspections	1	1	0	1
Complaint Inspections	0	0	0	2
Information Inspection	1	1	0	1
Follow up Inspections	2	2	2	3
Courses Attended	1	1	0	0
Fire Calls Attended	2	2	5	8
Meetings(PIP/OP-co-op etc)	1	1	2	3
Orders issued	0	0	1	1
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	0	0	0
Training Presented	1	1	1	2
Pub Ed Performed	0	0	2	0
Hall Meetings	4	4	2	4
Hall Practices	0	0	0	0
Council	0	0	0	0
Misc. (dept related)	3	3	6	4



Court	0	0	0	0
Fire safety plans reviewed	2	2	0	1
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>22</b>	<b>30</b>

Canine/Bylaw	0	0		
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**Two weeks at Ontario Fire College for Fire Officer 3**  
**2 Vacation days used**

**TICKETS ISSUED**

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

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

Recommended By:

Date:

Brian Thomas  
Fire Chief

Reviewed By:

Date:

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



## STAFF REPORT

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

**Chair:** Councillor Sandy Talbot

**Meeting Date:** February 8, 2017

**Report No.:** PPP-2017-07

**Report Title:** By-law Activity Report January 2017

### **RECOMMENDATION:**

That Staff Report No. PPP-2017-07 regarding Bylaw Activity Report January 2017 be received for information;

### **ACTIVITY REPORT - OPEN FILES BY CATEGORY**

By-law	Open this Month	Closed this Month	Working towards Compliance	Open to Date	Closed to Date
Animal at Large	0	0	0	0	0
Burning	0	0	0	0	0
Clean Yards (Heavy Garbage)	0	0	1	0	0
Clean Yards	0	0	4	0	0
Dogs	2	0	3	2	0
Dumping/Littering	0	0	0	0	0
House Numbering	11	2	9	11	2
Long Grass	0	0	0	0	0
Noise	1	1	0	1	1
Pool Fence	0	0	0	0	0
Property Standards	0	0	9	0	0
Sign	0	0	0	0	0
Watering	0	0	0	0	0
Zoning	0	1	8	0	1
Other (Fill)	1	1	1	1	1
Encroachment	0	0	0	0	0
<b>TOTAL</b>	<b>15</b>	<b>5</b>	<b>35</b>	<b>15</b>	<b>5</b>

## **COMPARISON OF OPEN FILES 2017/2016**

Month	2017	2016
January	15	9
<b>YTD Total</b>	<b>15</b>	<b>9</b>

### **TICKETS ISSUED**

Ticket	Quantity	By-law
PART I	2	(1)Dog (1)Fill
PART II	1	Parking
PART III	0	
<b>TOTAL</b>	<b>0</b>	
<b>YTD Total</b>	<b>3</b>	

Actions	Jan/17	YTD 2017	Jan/16	YTD 2016
Notice of Violation	11	11	9	9
Order to Comply	1	1	0	0
Warning	4	4	2	2

Officer Time	Jan/17	YTD 2017	Dec/16	YTD 2016
Community Patrol	51	51	44	44
Court	0	0	0	0
Other	0	0	0.5	0.5
Office	99	99	97	97

### **ITEMS FOR INFORMATION**

Last year the Township of Tay participated with the Towns of Midland and Penetanguishene in a North Simcoe Treasure Day. This year the two Treasure Day weekends will be Saturday, May 13 and Sunday May 14, 2017 and Saturday, September 30 and Sunday, October 1, 2017.

The two Treasure Day weekends will provide residents the opportunity to place their unwanted items out at the end of their driveways so they may be picked up by someone who wants the item. This is a way to divert potential materials from the landfill. All remaining items will need to be removed at 5:00 p.m. on the Sunday. Residents with items remaining will be given a notice to remove the items; any remaining items will be removed by the Township with the property owners being charged for the disposal of the items. Last year staff did not issue any notices and all items were removed promptly from the roadside.

With Councils concurrence, staff will again advertise with the Towns of Midland and Penetanguishene. Tay Township plans on advertising on the website, community boards and in the Mirror.

Prepared By:

Date: January 31, 2017

Jennifer Nichols  
Municipal Law Enforcement Officer

Recommended By:

Date:

Brian Thomas  
Fire Chief/CEMC

Reviewed By:

Date:

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



## STAFF REPORT

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

**Chair:** Councilor Sandy Talbot

**Meeting Date:** February 8, 2017

**Report No.:** PPP-2017-10

**Report Title:** MLEO/Canine Activity Report January 2017

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**RECOMMENDATION:**

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

### **ACTIVITY REPORT**

	2017	2016
COMPLAINTS AND INVESTIGATIONS	19	16
POUND AND SEIZURE	2	2
DOGS PICKED UP/RETURNED HOME	0	1
DOLA ORDERS	0	0
UNCLAIMED DOGS	0	0
FINES ISSUED	1	0

	2017	2016
<b>PATROL</b>	42	28
<b>OFFICE</b>	100	105
<b>COURT</b>	0	5
<b>FIRE</b>	5	3
<b>OTHER</b>	0	10

Prepared By:

Nancy P. Moreau,  
Municipal Law Enforcement Officer

Date: January 31, 2017

Recommended By:

Brian Thomas  
Fire Chief

Date:

Reviewed By:

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

Date:



## STAFF REPORT

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

**Chair:** Councillor Sandy Talbot

**Meeting Date:** February 8, 2017

**Report No.:** PPP-2017-06

**Subject:** CANINE CONTROL BY-LAW

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### **RECOMMENDATION:**

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

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

### **INTRODUCTION/BACKGROUND:**

The intent of the Canine Control By-law enables Municipal Law Enforcement staff the ability to address the regulating of dogs and the establishments of kennels and to provide for the leashing, muzzling and licensing of dogs and the licensing of kennels.

Since the last review of the by-law, staff has received numerous noise complaints of barking dogs from kennels. After working with the Planning and Development department with regards to the new proposed Zoning By-law it was recommended that the Canine Control By-law is updated to reflect the changes made in the proposed Zoning By-law. In a review of our Canine Control By-law it was recommended by our Township Prosecutor that the new best practice is to elaborate on the Municipal Act provision and establish the fine and penalty provision in the By-law.

### **ANALYSIS:**

In order to provide the municipality with the enforcement measures necessary to ensure kennel owners comply with the kennel license requirements, staff is proposing various amendments to the existing by-law.

Attached for Council's consideration is a draft By-law to which the following additions or changes have been made.

### Section 1

Changes to the existing definition of "kennel" for better clarification.

### Section 5- New (Kennel)

Dog run, pens, exercise yards and all related structures and enclosures used in connection with the operation that are located adjacent to a zone that permits a dwelling unit or is located adjacent to a public road, shall be screened by a solid opaque fencing having a required minimum height of 1.8 metres. Existing kennel operators will have a three year time frame to become compliant with the new fencing requirements.

Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other similar persistent noise making by the dogs kept at such kennel.

Where a kennel is found to be in non-compliance of 3 or more violations in one license term, the officer or Council may order the owner or operator to submit, at its expense, a noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a kennel until such time as the noise evaluation study has been reviewed and approved by the municipality and satisfaction arrangements for the implementation of any noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required noise abatement measures.

For all dogs being housed in outdoor housing additional regulations apply, including shelter, bedding and the breed of dog.

An application for a kennel license which would require a detailed site plan for all new kennels, to the satisfaction of the Director of Planning and Development.

Every person who owns or operates a kennel shall comply with the applicable by-law of the municipality. No kennel license shall be issued unless such kennel complies with the by-laws. Where an owner or operator of a kennel fails to comply with a by-law of the municipality, the kennel license may be suspended or revoked.



#### Section 14-New (Penalty)

The deletion of the existing penalty section and a new penalty section added to reflect the provisions of the Municipal Act, 2001, S.O. 2001, c.25.

Further to the above changes, there is a fine increase from \$125.00 to \$150.00 to reflect other set fines currently in place in other township by-laws.

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

N/A

#### **CONCLUSION:**

It is recommended comments be provided to the Municipal Law Enforcement Officer by February 24, 2017 with the intent that the Township's Canine Control By-law 2012-14 be repealed and replaced with the attached Canine Control By-law.

Prepared By:

Date Prepared:  
January 18, 2017

Jennifer Nichols  
Municipal Law Enforcement Officer

Recommended By:

Date:

Brian Thomas  
Fire Chief/CEMC

Reviewed By:

Date:

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

# THE CORPORATION OF THE TOWNSHIP OF TAY

## BY-LAW NO. 2017-

### **Being a By-law to Provide for the Licensing, Regulating and for the Control of Dogs within the Township of Tay.**

**WHEREAS** pursuant to section 9, 11, 103, 104, 105 of the Municipal Act, 2001 as amended, S.O. 2001, c. 25, by-Laws regarding the prohibiting and control of animals may be passed by the councils of local municipalities.

**AND WHEREAS** the Council of the Corporation of the Township of Tay has deemed it necessary to pass a by-law regulating or prohibiting the keeping of dogs and the establishment of kennels and to provide for the leashing, muzzling, and licensing of dogs and the licensing of kennels.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AS FOLLOWS:**

#### **1. DEFINITIONS**

***“Council”*** means the Council of the Corporation of the Township of Tay;

***“Dog”*** means a male or female dog over the age of 12 weeks;

***“Dog Tag”*** means the tag or token issued by the Township under this By-law evidencing registration of a dog;

***“Dwelling unit”*** means a room or suite of two or more rooms designed or intended for use by any person or persons in which sanitary conveniences are provided and in which facilities are provided for cooking or the installation of cooking equipment, and includes any real property associated with such dwelling unit;

***“Guide Dog”*** means a dog which serves as a guide or leader for a blind or deaf person, or person diagnosed with epilepsy or other disability where such dog has been especially trained for that purpose;

***“Kennel”*** means any building, structure, dog run or other facility or part thereof, where:

- a) A place where more than two dogs are kept for the purposes of show, boarding, training or breeding,

- b) A place where more than two dogs are kept and cared for on behalf of the owner of the dogs, but excluding the Ontario Society for the Prevention of Cruelty to Animals and a veterinary establishment for the purpose of observation and/or recovery necessary for veterinary treatment.

**"Law Enforcement Work Dog"** shall mean a dog trained to aid law enforcement officers and used by such officers in the execution of their duties;

**"Officer"**, includes a Municipal Enforcement Officer, Canine Control Officer and any other person who are duly appointed by the Township to enforce the provisions of this by-law;

**"Owner of a dog"** in addition to its regular meaning includes:

- a) A person who possesses or harbours a dog;
- b) Where the person who owns or possesses a dog is a minor, the person responsible for the custody of the minor;

**"Township"**, means the Corporation of the Township of Tay;

**"Vicious Dog"** shall mean

- a) A dog which, without provocation, has threatened, attacked or has bitten a person, domestic animal or domestic fowl, or
- b) Any dog with a known propensity, tendency or disposition to attack without provocation a person, domestic animal, or domestic fowl or
- c) Any dog designated as dangerous or vicious under the Dog Owners Liability Act and specifically includes any dog defined as a "pit bull" in the Dog Owners Liability Act;

**"Working Farm Dogs"** include dogs that are used for herding or guarding livestock on a farm.

## **2. LIMIT OF TWO DOGS IN A DWELLING UNIT**

- 2.1 No person shall harbour more than 2 dogs in a dwelling unit, which shall include any real property associated with such dwelling unit located within the Township of Tay. For the purpose of this section *harboured* does not include the provision of shelter to a dog for a period of less than 14 consecutive days within the calendar year, provided that the dog is owned by someone other than the household group and that the owner of the dog can provide proof of a valid dog licence and a permanent address that the dog will be returning to.

## **3. WORKING FARM DOGS**

- 3.1 Owners of agricultural property as defined in the Township of Tay Zoning By-law consisting of five acres or more with livestock, fowl or swine shall be allowed up to four working farm dogs and such dogs shall be licenced in accordance with this by-law.

#### **4. LICENSING OF DOGS**

- 4.1 (a) Every owner of a dog shall ensure that each dog owned by him/her is registered with and licensed by the Township for each calendar year. Every licence will expire on the 31<sup>st</sup> day of December of the year it was issued.

(b) Every owner of a dog shall cause the dog to be registered with a license by the Township for each calendar year, before the 1st day of March of that year, unless the dog came into his possession or care after that date.

(c) Every owner of a dog, immediately after the dog comes into his possession or care, shall, if the dog does not have a tag for the current calendar year, cause such dog to be registered with and licensed by the Township of Tay.

(d) (i) The owner of a guide dog or a Law Enforcement work dog, is not required to cause such dog to be registered, with and licensed by the Township.

(ii) The Township may require the owner of a dog to establish to the officer's satisfaction that the dog is a guide dog, working farm dog or a Law Enforcement work dog.

- 4.2 Except as provided herein, no person shall harbour a dog or dogs within the Township of Tay unless such dog has affixed to it a current dog tag issued under this by-Law. Within the township of Tay, no person shall unlawfully remove a dog tag from a licensed dog and no person shall fail to fix the tag issued for a dog securely on the dog.

- 4.3 No person shall use a dog tag for a dog other than the dog for which the dog tag was issued.

- 4.4 The annual licence fees are as provided for in the Township of Tay's Fees and Service Charges By-law.

- 4.5 Upon application for a license, the owner shall produce a certificate signed by a practicing veterinarian and sign a declaration that the dog has been inoculated with an Anti-Rabies Vaccine that is current and active.

#### **5. KENNEL LICENSING**

- 5.1 Notwithstanding any other provision of this by-law, every owner or operator of a kennel shall obtain a kennel licence by the Township for each calendar year, before the 1<sup>st</sup> day of March of that year.
- 5.2 No person or persons shall keep more than two (2) dogs over 12 weeks of age at one location or dwelling unit unless a kennel license is first obtained in accordance with this by-law. No person shall, within the township of Tay, keep or operate a dog kennel without a kennel licence.
- 5.3 Every person who holds a kennel license or applies for a kennel license shall comply with the following requirements:
- (a) The kennel building and its location must conform to the applicable zoning by-laws and the Ontario Building Code.
  - (b) The kennel building shall have a floor of concrete or other impermeable material and such floor shall be thoroughly cleaned daily, or more often if necessary.
  - (c) The kennel building shall have electric lighting, windows that can be opened for proper ventilation, a heating system sufficient to adequately heat the building, hot and cold running water and a food preparation area.
  - (d) Dog runs, pens, exercise yards and all related structures and enclosures used in connection with the operation that are located adjacent to a zone that permits a dwelling unit or is located adjacent to a public road, shall be screened by a solid opaque fencing having a required minimum height of 1.8 metres. No dog run, pen, exercise yards and all related structures and enclosures including fencing shall not be permitted in the front yard.
  - (e) Where a clipping and grooming service is performed, such clipping and grooming shall be carried out in the kennel building only.
  - (f) While the license is in force the operator shall keep the license continuously exposed in a conspicuous place in the interior of the premises for which the license is obtained.
  - (g) The operator shall keep the dogs in sanitary, well bedded, well ventilated, free from offensive odours, naturally lighted, clean quarters at a healthful temperature at all times.
  - (h) The operator shall feed and give water to the dogs periodically each day and keep same in a clean, healthy condition free from vermin and disease.

- (i) Every run or pen area must be regularly cleaned and sanitized and excrement removed and properly disposed of daily.
- 5.4 Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent barking, calling, whining or other similar persistent noise making by the dogs kept at such kennel.
- 5.5 Where the municipality receives a complaint about noise emissions from a licensed kennel, an officer shall investigate such complaints and may at his or her sole direction initiate a prosecution with respect to an alleged contravention of subsection 5.4.
- 5.6 Where a kennel is found to be in non-compliance of 3 or more violations of subsection 5.4 in one license term, the officer or Council may order the owner or operator to submit, at its expense, a noise evaluation study prepared by a qualified acoustical consultant and may suspend the license to operate a kennel until such time as the noise evaluation study has been reviewed and approved by the municipality and satisfactory arrangements for the implementation of any noise abatement measures have been made, including the entering into of any agreements and the posting of any securities required to ensure the completion of any required noise abatement measures.
- 5.7 Section 5.6 may also apply to an application for a building permit to increase the housing capacity of a licensed kennel.
- 5.8 Every person who owns or operates a kennel shall permit an officer, upon production of proper identification, to enter and inspect the kennel at all reasonable times for the purposes of determining compliance with the license and the provisions of the by-law or any other by-laws of the municipality applicable to a kennel.
- 5.9 Every person who owns or operates a kennel shall comply with the applicable by-laws of the municipality. No kennel licence shall be issued unless such kennel complies with the by-laws of the municipality. Where an owner or operator of a kennel fails to comply with a by-law of the municipality, the kennel licence may be suspended or revoked.
- 5.10 Every person who owns or operates a kennel shall have regard to the guidelines set out in "A Code of Practice for Canadian Kennel Operations" (May 2007).
- 5.11 If dogs are being housed in outdoor housing, the following additional regulations shall apply:
  - (a) The breed of dog must be properly acclimatized to seasonal and regional temperatures.

- (b) An enclosed area with dry bedding which provides shelter and protection from cold and heat must be provided, including protection from direct sunlight, rain, sleet and snow.
- 5.12 An application for a kennel license or renewal shall be submitted in the proper form, and shall include a detailed site plan on all new kennel application, to the satisfaction of the Director of Planning and Development and the appropriate fee paid to the Township.
- 5.13 Notwithstanding the provisions of this by-law, the Township may attach a condition to a kennel license limiting the number of dogs which may be kept in the kennel. The Township reserves the right to impose specific conditions on any license issued pursuant to this by-law.
- 5.14 A license issued pursuant to this by-law is non-transferrable. In the event that the Kennel business is sold, the new owners shall be eligible for a license under the same conditions which the current license was obtained.
- 5.15 The annual kennel licence fee shall be as provided for in the Township of Tay's Fees and Service Charges By-law.

## **6. DOGS RUNNING AT LARGE**

### **6.1**

- (a) Every dog owner shall ensure that his dog does not run at large within the Township.
- (b) A dog running at large may be seized by any person, who shall forthwith deliver the dog to an animal control officer.
- (c) Any dog running at large may be seized and impounded, and may be sold or destroyed by the Township.
- (d) For the purpose of this by-law, a dog shall be deemed to be running at large when found in any place other than the premises of the owner of the dog and not under the control of any person.

### **6.2 Where any dog is running at large and:**

- (a) Represents a threat to the safety of any person or animal, or
- (b) Is severely injured, an animal control officer or a law enforcement officer may destroy such dog.

### **6.3 A dog shall be deemed to be under the control of a competent and responsible person if it is on a leash which leash is in the hands of**

an individual able to restrain the dog and/or maintain control over the dog.

- 6.4 Every owner of a dog shall remove forthwith and dispose of any excrement left by his dog on any property in the Township of Tay.

## **7. NOISE**

- 7.1 No person, being the owner of a dog or the operator of a kennel, shall permit a dog or dogs to howl or bark so as to cause noise, which disturbs, or is likely to disturb the inhabitants of the municipality.

## **8. VICIOUS DOGS**

- 8.1 Every owner of a vicious dog shall ensure that:

(a) Such dog shall be muzzled at all times, except when it is on the property of the owner. Where the owner of a vicious dog is a tenant of a property, the exception shall apply only to that portion of the property rented or leased by such owner;

(b) Such dog is licensed with the municipality as a vicious dog in accordance with the fees outlined in the Township of Tay's Fees and Service Charges By-law;

(c) At all times when off the owner's property, the dog shall be on a leash not longer than two metres and under the control of a responsible person over the age of eighteen who can control the dog;

(d) When such dog is on the property of the owner, it shall be either securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent escape of the vicious dog and prevents the entry of any person not in control of the dog. Such pen or structure must have minimum dimensions of two metres by four metres and must have secure sides and a secure top. If it has no bottom secured to the sides, the sides must be embedded into the ground to a depth of no less than forty-five centimetres (eighteen inches). The enclosure must also provide protection from the elements for the dog. The pen or structure shall not be within one metre of the property line or within three metres of a neighbouring dwelling unit. Such dog shall not be chained outside as a means of confinement;

(e) A sign is displayed at the entrance to the property and building in which the dog is kept warning in writing, as well as with a symbol, that there is a vicious dog on the property. This sign shall be visible and legible from the nearest road or thoroughfare;

- 8.2 Each day that an owner fails to meet the requirements of sub-section 8.1 dog shall constitute a separate offence under this By-law.



## **9. MUZZLING AND LEASHING OF DOGS**

- 9.1 Every owner of a dog shall keep the dog leashed and under the control of a person when the dog is on land in the Township other than that of the owner, unless prior consent is given by the person owning the land on which the dog is found.
- 9.2 After any dog has bitten a person or domestic animal, the owner shall ensure that such dog is muzzled and leashed at all times when the dog is on land in the Township other than that of the owner. Notwithstanding the foregoing, an order to muzzle may be issued by the Officer despite the absence of a bite to a person or domestic animal if in the opinion of the Officer the dog has a temperament, disposition or history of aggressiveness which may result in the dog biting a person or domestic animal.
- 9.3 The owner of any dog required to be muzzled or leashed may request and shall have a hearing before a committee of Council who may exempt the owner from the muzzling or leashing or both.
- 9.4 Where a contravention of section 9.2 has occurred, an order to muzzle or leash shall be issued to the owner of the dog, setting out the control requirements for the dog as determined by the Township.
- 9.5 Any person who fails to comply with an order of the Township under this by-law is guilty of an offence.

## **10. FEES PAYABLE AFTER IMPOUNDING**

- 10.1 An Officer, on satisfactory identification, may release an impounded animal to the owner on payment of the fees as set out in the Township of Tay Fees and Services By-law, plus the cost of any damages, fines, expenses, veterinary care and the cost of any vaccination or immunization.
- 10.2 Any dog impounded and not wearing a tag for the then current year, at the discretion of the Township, be given an inoculation to provide temporary immunization against distemper or any other contagious or infectious disease.
- 10.3 The Officer is hereby authorized to charge the fees for services as set out in the Township of Tay Fees and Services By-law related to the subject matter of this by-law.
- 10.4 Where a dog has been impounded and has not been destroyed, the Officer or Township pound keeper shall release possession of the dog to its owner where,

- (a) The owner attends at the pound and claims possession of the dog within five days, excluding the day in which the dog was impounded and statutory holidays and Sundays.
- (b) Pursuant to the fees provided for in Township of Tay's Fees and Service Charges By-law, the owner pays to the Township of Tay a seizure fee, a pound fee for each day the dog has been in the pound commencing the day the dog is seized and including the day the dog is removed from the pound plus any other costs described in Section 10.1.

## **11. DISPOSAL OF DOGS**

- 11.1 Where a dog, has been seized while found running at large and impounded, and the owner has not claimed the dog within five days, excluding the day on which the dog was seized, statutory holidays, and Sundays, or having attended at the pound to claim the dog but not paid the prescribed seizure/pound and maintenance fees, the Township of Tay will turn the dog over to the Township of Tay Pound Keeper, destroy the dog in a humane manner if not fit to be adopted and no damages or compensation shall be recoverable by the owner as a result of any such action.

## **12. RIGHT OF ENTRY**

- 12.1 The Municipality, for the purpose of inspection and/or remedial action, may enter upon the land and into structures other than a place actually used as a dwelling house, at any reasonable time, without notice.
- 12.2 A person exercising a power of entry on behalf of the Township under this By-law must, on request display or produce proper identification.

## **13. OFFENCES**

- 13.1 Every person convicted of a breach of the provisions of this by-law shall be guilty of an offence.
- 13.2 Every person who is convicted of an offence under this by-law shall be subject to a fine of not more than five thousand dollars (\$5,000.00) for each offence. Such fines shall be recoverable under the Provincial Offences Act.

## **14. PENALTIES**

- 14.1 Every person who contravenes any of the provisions of this by-law and every director or officer of a corporation, who knowingly concurs in the

contravention by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

- 14.2 Every person who contravenes the provisions of this by-law and every director or officer of a corporation, who knowingly concurs in the contraventions by the corporation, is guilty of an offence and liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the Municipal Act 2001, S.O. 2001, c. 25, as amended.
- 14.3 For the purpose of continuous offences, every person who contravenes any provision of this by-law and every director or officer of a corporation who knowingly concurs in the contravention of a by-law of the corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 14.4 Despite section 14.3 and the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the total of all daily fines for the offence is not limited to \$100,000.
- 14.5 For the purpose of multiple offences, every person who contravenes any provision of this by-law and every director or officer of a corporation who knowingly concurs in the contravention of a by-law of the corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 14.6 Despite section 14.5 and the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the total of all daily fines for the offence is not limited to \$100,000.
- 14.7 Every person who fails to comply with a notice made under this By-law is guilty of an offence.
- 14.8 It shall be an offence for a person to hinder or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under the Municipal Act, 2001, as amended, or under a by-law passed under the Municipal Act, 2001, as amended.
- 14.9 Any person who has been alleged to have contravened any of the provisions of a by-law passed under the Municipal Act, 2001, as amended shall identify themselves to the Officer upon request. Failure to do so shall be deemed to have obstructed or hindered the Officer in the execution of the Officer's duties.
- 14.10 Every person who contravenes any section of this by-law under a Part 1 ticket, upon conviction shall be liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, Chapter P.33, as amended.
- 14.11 Upon conviction any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

## **15. OBSTRUCTION**

15.1 In accordance with the provisions of the Municipal Act S.O. 2001, c. 25, as amended, Section 426(1), no person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, an officer, employee of the Township of Tay and/or agent in the lawful exercise or power or duty under this by-law.

**16. TOWNSHIP NOT LIABLE**

16.1 The Township assumes no liability for property damage, damage to the animal or personal injury resulting from remedial action, remedial work and enforcement undertaken with respect to any person, animal or property that is subject of this by-law.

**17. VALIDITY AND SEVERABILITY**

17.1 Should any section, subsection, clause, paragraph or provision of this by-law be declared by a Court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity of the enforceability of any other provision of this by-law, or of the by-law as a whole.

**18. SEPARATE OFFENCE**

18.1 For the purpose of this by-law, each day of a continued offence shall be deemed to be a separate offence.

**19. SHORT TITLE**

19.1 The short title of this by-law is the Canine Control By-law.

**20. GENERAL**

20.1 By-law No 2012-14 is hereby repealed.

20.2 This By-law shall come into force and take effect upon approval of the set fines, appended hereto, from the Ontario Court of Justice (Provincial Division).

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY  
PASSED THIS     <sup>TH</sup> DAY OF             , 2017.**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

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**MAYOR, Scott Warnock**

**SCHEDULE 'A' TO BY-LAW 2017-**

**PART 1 Provincial Offences Act - Set Fine Schedule**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

**By-law No. 2017- , Canine Control By-law**

<b>Item</b>	<b>Column 1 Short Word Form Wording</b>	<b>Column 2 Provision Creating or Defining Offence</b>	<b>Column 3 Set Fine</b>
1	Harbour more than two dogs in a dwelling unit	2.1	\$150.00
2	Fail to licence working farm dog for the current year	3.1	\$150.00
3	Fail to licence dog for current year	4.1(a)	\$150.00
4	Harbour dog without a tag affixed	4.2	\$150.00
5	Use a tag for a dog not being the licensed dog	4.3	\$150.00
6	Keep more than two dogs –no kennel license	5.2	\$150.00
7	Fail to comply with kennel license requirements	5.3	\$150.00
8	Permit dog to run at large	6.1(a)	\$150.00
9	Fail to remove dog excrement from property	6.4	\$150.00
10	Permit noise from dog likely to disturb	7.1	\$150.00
11	Fail to muzzle a vicious dog when it is off the property of the owner	8.1(a)	\$150.00
12	Fail to leash a vicious dog on a leash that is not longer than two metres when the dog is off the property of the owner	8.1(c)	\$150.00
13	Fail to securely confine a vicious dog	8.1(d)	\$150.00
14	Fail to display appropriate signage at entrance to property and building in which a vicious dog is kept	8.1(e)	\$150.00
15	Failed to ensure dog muzzled	9.2	\$150.00
16	Fail to comply with order to muzzle or leash	9.5	\$150.00

17	Obstructing an Officer or Agent	15.1	\$150.00
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## STAFF REPORT

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**Department/Function:** Protection to Person's and Property

**Chair:** Councillor Sandy Talbot

**Meeting Date:** February 8<sup>th</sup>, 2017

**Report No.:** PD-2017-04

**Report Title:** Proposed Zoning Provisions for Kennels

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### **RECOMMENDATION:**

**That report number PD-2017-04 regarding the proposed zoning provisions for Kennels be received for information;**

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

### **1.0 INTRODUCTION/BACKGROUND**

At the October 14<sup>th</sup>, 2015 Committee of All Council meeting, Council considered a report from the Fire Chief regarding kennel noise and direction was given to bring forward an Interim Control By-law (ICB) to prohibit the building of any new kennels or the expansion of any existing kennels within the Township of Tay.

Further, the provisions of the Planning Act (the 'Act') state that the ICB period shall not exceed one year from the date of passing of the by-law *'prohibiting the use of land, buildings or structures within the municipality or within the defined area or areas thereof for, or except for, such purposes as are set out in the by-law'.*

It was through By-law 2015-119 that Council passed an ICB which prohibited the building of new kennels or the expansion of existing kennels until the Township could review the matter and develop the

appropriate policies, with the public participation in accordance with the *Planning Act*.

In order for Staff to complete the review and development policies for the *kennel* use, Council approved an extension of By-law 2015-119 for a period of 7 months, which would expire on June 25, 2017. The extension of the IBC has allowed for staff to continue completing the planning process, including public consultation and a final recommendation report to Council. The consultation process and public meeting would be scheduled for March 22, 2017, which would allow Staff to then report back to Council with a final recommendation in April.

## **2.0 ANALYSIS**

Section 38 of the Act requires Council to pass a resolution directing that a review or study be undertaken in respect of land use planning policies prior to the consideration and passage of the interim control by-law.

Prior to the passing of By-law 2015-119, Municipal Law Enforcement met with existing kennel owners to gain a better understanding of the day to day operations of the kennel, or to assist in the development of options to address the issues of noise and screening. It was through these initial discussions that other items such as a minimum lot size and setbacks from surrounding lot lines and neighboring residential buildings. It was agreed upon by the majority of those who attended that a minimum lot size of 4 hectares (10 acres) should be required for new kennel operations in the Township. Planning staff have conducted meetings with municipal staff, kennel operators and surrounding municipalities. It is through this review that policies have been developed which would be incorporated into the Zoning By-law.

### Surrounding Municipalities

Each of the surrounding rural municipalities handle kennels differently and staff have reviewed these provisions and have summarized them below.

### Township of Oro-Medonte

The Township of Oro-Medonte has policies within the Official Plan and Zoning By-law regarding kennels. The Official Plan permits them within the agricultural designation subject to an amendment to the implementing Zoning By-law. Prior to the amendment the applicant would be required to satisfy Council of the following:

- a) the size of the proposed dog kennel is appropriate for the area;
- b) the building housing the dog kennel is set back an appropriate distance from lot lines; and,

c) an undue concentration of dog kennels does not already exist in the general vicinity of the proposed kennel.

A new dog kennel may also be subject to a Site Plan Agreement that deals with issues such as buffering, the location and size of buildings and landscaping to minimize the impact of the use on adjacent land uses.

The Zoning By-law goes into further detail to separate the different types of kennels which are only permitted in the Agricultural/Rural Zone subject to a site specific amendment to the By-law and Site Plan Approval Application as outlined in *Appendix B* of this report.

### Township of Springwater

The Township of Springwater permits kennels in the Agricultural designation as a non-related agricultural use along with forestry and conservation uses. The Official Plan also states that kennel uses may be subject to site plan control. The Rural designation also permits kennels as an agricultural related commercial use. The intent of separating the use in the designation was that the 'Agricultural' designation only permits commercial uses related to farming operations (prime agricultural lands) whereas the 'Rural' designation permits minor non-agricultural uses such as highway and service commercial uses.

The Zoning By-law permits kennels in the Agricultural (A) Zone and in the Kennel (K) Zone. The by-law does provide two different definitions which include a commercial breeding kennel and hobby kennel. In consultation with Planning staff in Springwater, they have indicated that the main issue that kennels face in their municipality is meeting the minimum distance separation of 200m from another house on an adjacent property. If the owner is not able to satisfy the minimum distance separation then they must have a minimum lot area of 20 hectare (50 acres).

Items that are considered as part of the Site Plan Control process, would be to review the kennel facility and structures associated with the housing and containment of dogs which must be appropriately landscaped and screened from abutting roadways and abutting and adjacent residential uses. The by-law provides further explanation of what "appropriately screened" which is as follows *"intended to mean and include a visual barrier, sufficient in height so that it is not possible for the dogs to view or be in visual contact with normal ground level activities associated with the offsite uses noted above."*

### *Township of Essa*

Kennels are permitted subject to a site specific zoning by-law amendment on properties with a minimum lot area of at least 1.5 hectares. Suitable kennel locations must be considered on secluded sites not adjacent or in close proximity to existing hamlets, estate residential subdivisions, recreational residential subdivisions, and nodes or clusters of existing rural homes. All kennels must comply with the Township's Kennel By-law, a by-law for the keeping, breeding and boarding of dogs. Additional buffering and landscape screening will be encouraged to reduce noise and the physical presence of the kennel operation.

### *Township of Tiny*

Kennels are permitted within the Agricultural and Rural designation subject to an amendment to the Zoning By-law. Prior to Council considering an amendment the applicant would have to provide the appropriate supporting reports that the criteria as outlined in Attachment 1 has been addressed. There is also a requirement that new kennel operations may be subject to site plan control which would address issues such as buffering, the location and size of buildings and landscaping to minimize the impacts of the use on adjacent properties.

### *Town of Penetanguishene*

The Town only permits the use in the Rural zone, which requires a fairly large lot size of 19.8 hectares. Due to the size requirement and Penetanguishene being a more urban centre, there have not been very many requests for kennels to operate within the Town. The Town further regulates Kennels through the Dog Licensing and Control By-law.

### *Town of Innisfil*

Only permits kennels in the Agricultural designation and zones, and would be required to meet the same setbacks as all other structures. There is no requirement in the by-law for landscaping or additional setbacks for the kennel buildings.

### *Town of New Tecumseth*

The Town permits the use in the Agricultural zone only in the Zoning By-law and further the Kennel By-law provides further policy direction that the minimum lot size is 2.02 hectares. There are no provisions regulating the setbacks or screening of the kennel to adjacent properties or uses.

## Township of Adjala-Tosorontio

The Township permits kennels in the Agricultural and Rural designations in the Official Plan and in the Oak Ridges Moraine Agricultural (ORMA) Zone in the Zoning By-law and requires a minimum lot area of 12.0 hectares and setbacks of 60 to 81 metres or 152.4 metres to the nearest off-site dwelling. The Township's Kennel By-law stipulates that the kennel must be fenced at a minimum height of 2.0 metres and that exercising yards used in conjunction with the kennel must be at least 150 metres from an residential dwelling off the property; and at least 33 metres from all property boundaries and public roads.

### **Proposed new Zoning Provisions**

Planning staff are not proposing at this time to include new Official Plan policies directly related to kennels as it is anticipated that the proposed zoning provisions would regulate the use and address compatibility with non-kennel uses. The Zoning By-law currently only has a definition for Kennel, which staff are proposing to separate the use into two definitions. Depending on the range and nature of the use a proposed kennel would fall under either a "*Commercial Kennel*" or "*Private Kennel*". These proposed definitions would be defined as follows:

*Commercial Kennel* "Means a premises primarily for the boarding and/or training of dogs for hire or gain"

*Private Kennel* "Means the accessory use of land, building or structure for the keeping and/or training of more than three (3) but less than nine (9) dogs as pets for personal use, and there is no boarding and no revenue derived from the kennel."

The difference between the two types of kennels is one is for profit where dogs are bred and boarded in a facility on the property and the other is not for profit and are kept as pets and no breeding for profit occurs.

It is important to note that while Council has a policy in place that no more than 2 dogs is permitted in a dwelling, if Council grants a request for more than three dogs, they would become a *Private Kennel* and therefore would be subject to the provisions that Council establishes such as minimum lot sizes and certain zones.

As Council is aware the development of a new Official Plan and Zoning By-law is well underway, and as part of that review, the proposed policies were developed in consultation with Municipal Law Enforcement and members of the Tay Kennel Association. Planning Staff have developed the following policies which would address, but not be limited to,

minimum lot areas, building setbacks, sound attenuation, regulations for kennel expansions, regulations on the number of kennels permitted within a certain radius of one another, etc.

A *commercial kennel* and *private kennel* shall comply with the regulations of the applicable zone and the following:

- I. That the lot shall have a minimum lot area of 4 hectares
- II. All building and structures and outdoor areas used in conjunction with the kennel shall have a minimum setback of 60 metres to all lot lines adjoining any lot and/or zone boundary that is used or permitted to be used for a dwelling, and 8 metres in all other cases;
- III. A private kennel; shall have a maximum gross floor area of 100 square metres and a maximum lot coverage of 10%
- IV. No dog run, pen, exercise yards and all related structures and enclosures including fencing shall not be permitted in the front yard.
- V. That all commercial and private kennels shall be subject to obtaining a licence from the Township to operate as a kennel.
- VI. May be subject to Site Plan Control

The intent of establishing these policies was to ensure that the use had sufficient lot area and setbacks which would allow for the use to operate without any hindrance, while at the same time mitigating the impact to the surrounding uses. The proposed setback provisions were established through consultation with the kennel operators and it was concluded that a 60 metre setback to all lot lines would be appropriate.

The issue of fencing generated the most discussion with the kennel operators. Currently there is no requirement under the Zoning By-law to fence off dog run, pen, exercise yards and all related structures and enclosures used in connection with the kennel. Planning and Municipal Law Enforcement staff are recommending that the requirements of fencing can be properly addressed through the Kennel Licensing By-law. The details of the fencing and methods for the mitigation of noise can be further addressed through the site plan control process. It is important to note that existing legal kennels which may not meet the above standards would be considered legal non-conforming, and would be permitted to continue to operate under the current policies, with the exception of provision (V) which requires an operator to obtain a kennel license. However, if the kennel operations expand they would be required to comply with all of the proposed standards of the Zoning By-law and may require a minor variance or Zoning By-law Amendment.



### **3.0 FINANCIAL/BUDGET IMPACT**

The change in zoning is not anticipated to have an impact on municipal finances or budgets.

### **4.0 CONCLUSION**

That Council authorizes Planning Staff to proceed with the required public consultation including a public meeting as per the requirements of Section 34 of the *Planning Act*.

Prepared and Recommended By;

Reviewed by;

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

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

Attachment:

1. Surrounding Township Kennel Provisions

## Township of Oro-Medonte Kennel requirements

	Boarding stables, barns, agricultural buildings	Veterinary clinic, home industries and custom workshops including any accessory outdoor storage (1)	Kennels Class "A" Kennel	Kennels Class "B" Kennel
Minimum setback from front lot line	30.0 m	30.0 m	100.0 m	100.0 m
Minimum setback from exterior side lot line	15.0m	30.0 m	100.0 m	100.0 m
Minimum setback from interior side lot line	15.0 m	30.0 m	100.0 m	100.0 m
Minimum setback from rear lot line	15.0 m	30.0 m	100.0 m	100.0 m
Maximum Height	N/A	11.0 m	11.0 m	11.0 m
Minimum Distance Separation between a Kennel facility and nearest residential dwelling.			130.0 m	200.0 m

### **KENNEL, CLASS 'A'**

Means any *kennel* used for keeping of no more than eight (8) dogs over twelve (12) weeks of age."

### **KENNEL, CLASS 'B'**

Means any *kennel* used for keeping of no more than fifty (50) dogs over twelve (12) weeks of age."

## **Township of Springwater**

Lot area (minimum) 20 ha (49.42 acres)

Except in the case where a lot owner is able to achieve the minimum distance separation by siting the kennel or boarding facility on his property in which case the existing lot shall be deemed to comply.

Lot Frontage (minimum) 120.0 m (393.70 ft.)

Minimum Distance Separation between a Kennel Facility and any Residential Dwelling Off-site 200 m (656.17 ft.)

Lot Coverage (maximum) 20%

a) Provisions for Commercial Breeding Kennel or Domestic Animal Boarding Facility located within or attached to dwelling or detached

i) Rear Yard Setbacks 60m (196.85 ft.)

ii) Side Yard Setbacks 45m (147.64 ft.)

iii) Where a kennel facility is located within or attached to a dwelling, the front yard setback for the dwelling shall be 30m (98.43 ft.)

Adjacent Residential Development

a) No new residential dwelling unit shall be constructed within 200 metres (656.17 feet) of a kennel facility except on a lot of record existing at the time of passage of this By-law.

Development Timing

b) A dwelling unit shall be constructed and maintained on the property in conjunction with the kennel facility prior to the issuance of a Kennel License.

**KENNEL** shall mean any building, structure, dog run or other facility, or part thereof where:

Purebred dogs are kept for breeding or show purposes; or

Dogs are kept solely for the purpose of routinely entering into dogsled or other similar races; or

Hunting dogs are kept for hunting purposes.

**KENNEL, COMMERCIAL BREEDING** shall mean any kennel used for the keeping of eight (8) or more dogs, but does not include a veterinarian clinic.

**KENNEL, HOBBY** shall mean any kennel used for the keeping of more than three (3) but less than eight (8) dogs, but does not include a veterinarian clinic. In addition to the maximum number of dogs set out above, a maximum of two litters of pups up to 16 weeks of age may be permitted.

## Township of Tiny

### B11.4.4 Commercial Dog Kennels

Dog kennels may be permitted in the *Rural* designation subject to an amendment to the implementing zoning by-law. Before considering such an amendment, Council shall be satisfied that:

- a) the size of the proposed dog kennel is appropriate for the area;
- b) the building housing the dog kennel is set back an appropriate distance from lot lines;
- c) the noise emanating from the kennel will not have an adverse impact on the enjoyment of adjacent properties;
- d) an appropriate animal waste management plan is put in place; and,
- e) an undue concentration of dog kennels does not already exist in the general vicinity of the proposed kennel.

A new dog kennel may also be subject to Site Plan Agreement that deals with issues such as buffering, the location and size of buildings and landscaping to minimize the impact of the use on adjacent land uses.

*Clerks/Administration Department  
Administration Centre  
10 Wellington St. E.  
Alliston, ON L9R 1A1*

*Web Address: [www.newtecumseth.ca](http://www.newtecumseth.ca)  
Email: [clerk@newtecumseth.ca](mailto:clerk@newtecumseth.ca)  
Phone: 705-435-3900  
or 905-729-0057  
Fax: 705-435-2873*

January 26, 2017

Via Email

To: All Ontario Municipalities

Re: Municipal Fire Department Infrastructure

Please be advised that Council adopted the following motion at their meeting of January 16, 2017;

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

BE IT RESOLVED THAT the Council of the Corporation of the Town of New Tecumseth hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government's Infrastructure Strategy to Move Ontario Forward;

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Jim Wilson, MPP for Simcoe-Grey, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

Yours truly,

A handwritten signature in cursive script, reading "Cindy Anne Maher".

Cindy Anne Maher CMO  
Clerk/Director of Administration Services



**GENERAL GOVERNMENT & FINANCE COMMITTEE  
FEBRUARY 8, 2017**

**MUNICIPAL OFFICE COUNCIL CHAMBERS  
AGENDA**

---

**1. CALL TO ORDER:**

**2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from the C.A.O.  
Re: CAO's Report – January 1 to February 4, 2017
- 2.2 Report from the C.A.O.  
Report No. GGF-2017-05  
Re: Christmas Season Office Hours 2017
- 2.3 Report from the Clerk  
Re: Clerk's Report – February 2017
- 2.4 Report from the Clerk  
Report No. GGF-2017-07  
Re: Final Business Licensing By-law
- 2.5 Report from the Clerk  
Report No. GGF-2017-08  
Re: Lease Extension – Canada Post
- 2.6 Report from the Health and Safety Program Assistant  
Report No. GGF-2017-02  
Re: Township of Tay Health and Safety Policy

**3. OTHER BUSINESS:**

**4. ITEMS FOR INFORMATION:**

- 4.1 Correspondence from Federal Economic Development Agency  
Re: Canada 150 Community Infrastructure Program Application  
(Tay Community Rink Penalty and Timekeeper's Boxes)
- 4.2 Correspondence from Federal Economic Development Agency  
Re: Canada 150 Community Infrastructure Program Application  
(Port McNicoll Library's Community Room Accessibility Upgrade)
- 4.3 Correspondence from Ministry of Tourism, Culture & Sport  
Re: Ontario 150 Community Celebration Program (Portfest 2017)

- 4.4 Correspondence from Ministry of Agriculture, Food & Rural Affairs  
Re: Launch of the Renewed RED Program
- 4.5 Correspondence from Simcoe County Agricultural Hall of Fame  
Re: Seeking Nominations
- 4.6 Correspondence from AMO  
Re: Premier Announces Increase to Ontario Gas Tax Fund for Transit
- 4.7 Resolution from Town of Bancroft  
Re: Municipal Lotteries

## **STAFF REPORT**

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

**Chair:** Deputy Mayor David Ritchie

**Date:** February 8, 2017

**Subject:** **CAO's Report –January 1 to February 4, 2017**

---

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

- Planning is now underway for 2<sup>nd</sup> Annual Tay Township Wye Marsh Fundraising dinner
  - Will be held at Oakwood Community Centre on Friday, May 12<sup>th</sup>
  - Tickets will be on sale soon
  - Will once again feature live entertainment, a raffle and interactive Wildlife display
- Continue to work with individual staff members, Granite Claims and our insurance company on multiple files working their way through the system
- Attended first Board meeting as Township representative on EDNCS. Board By-laws have now been amended to allow either an elected official or the CAO to be the official Council representative on the Board. Attending strategic planning session scheduled for Saturday, February 4<sup>th</sup> at Brooklea.
- Attended first Emergency Management meeting of 2017
- Attended Joint Health and Safety Committee meeting and completed JHSC inspections of various township facilities
- Assisting when required to address construction issues at the new Fire Hall
- Multiple Department Heads meetings
- Finishing up final duties as Past President and a board member (for last six years) on the Economic Developers Council of Ontario (EDCO). As Past President I have the responsibility to oversee the election and installation of the new Board of Directors at the AGM being held on February 8 at 9 am in Toronto. This past year I was also chair of the Awards Committee which saw a panel of judges review over 100 entries from across the province in multiple categories. The winners will be announced at the President's Dinner at the Annual EDCO Conference.

Communications Officer:

- Prepared and printed first ratepayer's newsletter (6,000 copies) that was sent out with the interim tax bill (copies were circulated earlier).
- Completed first Budget summary document that was sent out via media release and a PDF version is now online

- All Councillor and staff emails are being added to the news and announcements sections so they will automatically receive a copy of any media release or public announcement that goes out from the Township
- Working on the new poster, adverting material etc. for the Township's Wye Marsh Fundraiser
- Met with I.T. Coordinator and CAO to establish revised website protocols for Township staff to follow. The I.T. Coordinator has circulated those new protocols to all Directors and staff.
- Working on a review/refresh of the Township's website with all Departments.
- Continuing to push out Township information through the Tay Township Twitter account

### Twitter Analytics

Month	Tweets	Tweet impressions	Profile visits	Mentions	New followers
Jan-17	38	39400	2595	16	20
Dec-16	61	38200	4258	16	23
Nov-16	19	34800	1555	13	15
Oct-16	11	6834	298	28	26
Sep-16	12	8864	364	23	17
Aug-16	8	5308	349	15	28
Jul-16	11	6662	508	21	32
Jun-16	10	6489	397	27	-
May-16	26	8906	190	27	-
Apr-16	3	2401	112	17	-
Mar-16	4	3139	149	12	-
Feb-16	8	4952	195	9	-
Jan-16	11	5661	269	53	-

- Tay Township now live-tweets from Council and Committee of all Council meetings and community events.
- 58 new followers in 3 months (664 followers total).
- Tweet impressions (number of times a user is served a Tweet in timeline or search results) increased by 633%.
- Profile visits (number of times users visited your profile page) increased by 990%.

Respectfully submitted;  
Robert J. Lamb, CAO

# 2017 Budget Overview

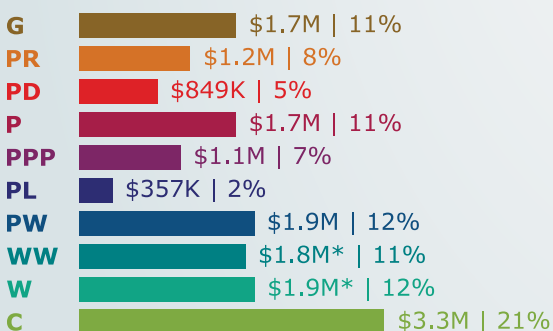
*Tay Township is committed to delivering responsive and cost-effective municipal services and infrastructure that provide for the long-term economic, social, and environmental well-being of our residents and community.*

## Budget Process

Every year, the annual budget is drafted, revised, reported, presented, approved, and monitored. The initial budget planning starts in June; Township staff assess needs, identify opportunities, and create draft plans for review at the organizational level. The budget process continues in September with special-purpose meetings to identify Council's strategic vision for the community. Council's vision along with the Asset Management Plan and Energy Management Plan inform the 10-year Long-Term Plan, which identifies and prioritizes capital expenditures. Council adopts the Long-Term Plan in October followed by the Preliminary Operating and Capital Budget in December for implementation in January. Council reviews and finalizes the budget and related tax rate in April. The [2017 Final Budget meeting](#) is scheduled for Wednesday, April 12 at 9 a.m. in the municipality's Council Chamber (450 Park Street, Victoria Harbour).

## Operating Budget \$15.8M

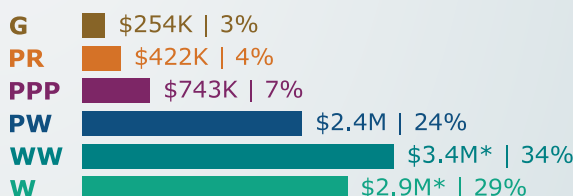
The operating budget covers the Township's day-to-day operations and funds municipal services and programs – including building inspection, by-law enforcement, economic development, fire protection, parks and recreation, planning and development, road maintenance and repair, water and wastewater operations, and winter control. Funds are also set aside through the operating budget to fund current and future capital work.



## Capital Budget \$10.1M

The capital budget covers municipal projects related to new assets or rehabilitation of existing ones – including roads, water and wastewater, storm water management, parks, facilities, and equipment.

Multiple sources – municipal reserves (39%), grants (21%), development charges (10%), and taxation (10%) – largely fund the 2017 capital expenditures.



Million (M)  
Thousand (K)

\*Water and wastewater expenditures are funded by utility customers.

- General Government Administration (G)
- Parks & Recreation (PR)
- Planning & Development (PD)
- Policing (P)
- Protection to Persons & Property (PPP)
- Public Library (PL)
- Public Works (PW)
- Wastewater (WW)
- Water (W)
- Transfer to Reserves/Capital (C)

# 2017 Budget | Highlights



## Play Structures

The Township is developing a request for proposal for the replacement of play structures at Waubashene Beach (Pine Street) and Oakwood Park.



## Splash Pad

Tay Township is developing a request for proposal for a small-scale splash pad at MacKenzie Park. The Township will seek community support to fund 25 percent of the \$110,000 project. Completion of construction is scheduled for fall, followed by a grand opening in 2018.



## Official Plan and Zoning By-law

The Official Plan is a statement of the Township's goals, objectives, and policies used to guide future growth, land use, and development within Tay Township for the next 20 years. The Zoning By-law regulates land use and establishes minimum standards for the development of properties, buildings, and structures. The Township is reviewing its Official Plan and Zoning By-law to address provincial and county requirements. Visit [tay.ca/officialplan](http://tay.ca/officialplan) for more information on the Official Plan and Zoning By-law.



## Affordable Housing for Seniors

The Township is reviewing its Official Plan and Zoning By-law to allow for mixed-use development of Oakwood Park – i.e. existing open space, institutional uses, and potential affordable housing development for seniors. The Oakwood Community Centre, Fire Hall 5 (Victoria Harbour), and recreational amenities would remain on the property. Tay Township and Severn Sound Environmental Association are developing terms of reference for an Environmental Impact Study in 2017.



## Fire Hall 2

Fire Hall 2 (Old Fort Road) is in its final building stages. A pumper truck, tanker/rescue truck, off-road truck with skid unit, and spills response trailer will be stored in the fire bays. The 8,000-square-foot space will also accommodate storage of the Public Works department's seasonal equipment. Completion of Fire Hall 2 is anticipated for spring.



## Fire and Emergency Services Equipment

Tay Township will procure a new medium-duty fire rescue truck and fire pumper truck to be stationed at Fire Hall 1 (Waubashene).





# 2017 Budget | Highlights



## Sidewalk Machine

The purchase of a second sidewalk machine will increase the level of service for snow clearing in the upcoming 2017/2018 winter season.



## Victoria Harbour Wastewater Treatment Plant

Phase one of the Victoria Harbour Wastewater Treatment Plant upgrade is ongoing and will run until spring. The project addresses operational issues, compliance with tighter effluent limits, and future demands on the system.



## Water and Roads

The Township will improve Simcoe Avenue (Talbot Street to Alberta Street) and Assiniboia Street (First Avenue to Fourth Avenue) from a rural cross section with ditches to an urban standard with curb and storm sewer. The full road reconstruction will include replacement of the water main.



## Slurry Seal

As part of a comprehensive asset management approach, the Township will apply slurry seal to sections of Newton Street and Wood Road that were surface treated in 2014.



## Gravel Program

The Township will apply gravel to Gerhardt Road, Old Coach Road, Comber Place, Government Dock Road, Hemlock Avenue, and French Road.



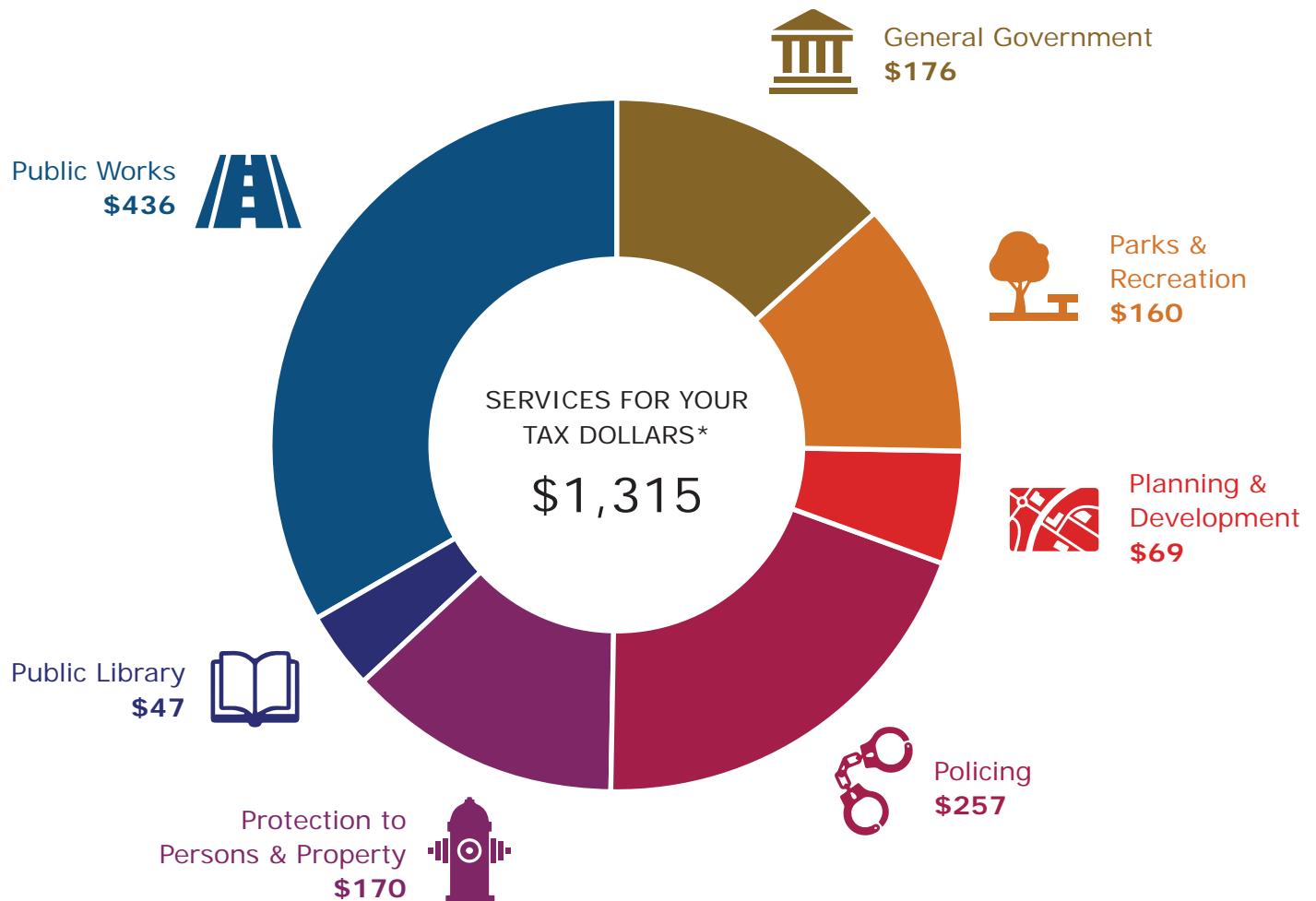
## Your tax dollars at work

Of the \$15.8M Operating Budget, \$8.3M is funded from taxation, with the balance funded from user fees, grants, etc. With growth in assessment estimated at 1%, residents will see an average increase of 2.97% (\$39) on the municipal portion of their property taxes. This percentage will vary depending on the annual change in assessment on a property-by-property basis.

### Highlight

The street lighting area charge has been removed and will be included in the general tax levy.

# 2017 Budget | Your tax dollars at work



\*The municipal portion of your property taxes based on an average home assessment of \$200,119.

[tay.ca/budget](http://tay.ca/budget)

Read more on the 2017 Preliminary Budget at [tay.ca/budget](http://tay.ca/budget).



Joanne Sanders  
Director of Finance / Treasurer  
Tay Township  
450 Park Street, Victoria Harbour, ON L0K 2A0  
705-534-7248 x226  
[jsanders@tay.ca](mailto:jsanders@tay.ca)



## STAFF REPORT

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

**Chair:** Deputy Mayor Dave Ritchie

**Meeting Date:** February 8, 2017

**Report No.:** GGF-2017-05

**Subject:** Christmas Season Office Hours 2017

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### **RECOMMENDATION:**

That report number GGF-2017-05 be received;

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

Monday, December 25 – for Christmas Day

Tuesday, December 26 – for Boxing Day

Monday, January 1, 2018 – 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, 28 & 29) 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 Friday, December 22, 2017 and reopen for regular business on Tuesday, January 2, 2018.

Prepared By:

Date Prepared:

January 20, 2017

Robert J. Lamb CEcD, Ec.D.  
C.A.O.

## **STAFF REPORT**

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

**Chair:** Deputy Mayor Dave Ritchie

**Date:** February 8, 2017

**Subject:** Clerk's Report – February 2017

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The following are the highlights for January/February 2017:

- Horticulture Committee
  - Committee held first meeting, January 12, to review and plan 2017 events.  
The Committee will be organizing another bus tour on June 15<sup>th</sup> as well as the Tay Blooms Event on June 3<sup>rd</sup> that includes the annual plant exchange and mulch pick up.
- Library
  - The Board began reviewing the Library Master Plan at the January 26<sup>th</sup> meeting and will be holding a special meeting on March 25<sup>th</sup> to continue their review.
  - As part of the review of the Library Master Plan recommendations, staff has been directed to review and report back to the March Board meeting about a change in the hours of operation for the 3 branches. This is based on feedback received during the survey and public consultation where the public requested more consistent hours and more branches open in the afternoons and evenings.
  - The Board intends to present the Plan, with the consultants, to Council at a special meeting towards the end of April/early May.
- General
  - Researching and drafting report on 2018 voting methods to be presented to the March COAC meeting. As a point of interest, at this time it appears that there will be no municipalities in Simcoe County utilizing ranked ballots in the 2018 election.
  - Continuation of FOI Request from 2016 and general informational inquiries related to MFIPPA
  - Submitted annual FOI Reports to the Information & Privacy Commissioner's Office for the municipality and library.
  - Final business licensing by-law and report drafted for Council's consideration
  - Completed transfer of records & boxes to Simcoe County Archives (approximately 70 boxes and 41 wrapped records)
  - Responded to various land sale inquiries about the Township's real estate listing.

- Negotiated increase in Canada Post lease for the VH Post Office and drafted report for Council's consideration
- Summer student recruitment – applications received until February 3, files now with the respective departments for interviews/selection
- Emergency Management Meeting on January 23<sup>rd</sup> where the Committee set out its work plan for the year
- Attended the NSCFD Speaker Series on Leadership on January 26
- Officiated wedding in Council Chambers on January 13

Respectfully submitted;



Alison Thomas, Clerk





## STAFF REPORT

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

**Chair:** Deputy Mayor Dave Ritchie

**Meeting Date:** February 8, 2017

**Report No.:** GGF-2017-07

**Report Title:** Final Business Licensing By-law

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**RECOMMENDATION:**

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

**And that the Township's User Fees & Service Charges be amended to include the new licensing fees for farmers markets and salvage yards;**

**And that salvage yards be granted one year from the date of passage of the new Business Licensing By-law to come into compliance with the new licensing requirements;**

**And that the new Business Licensing By-law be approved and brought forward to the next meeting of Council.**

**INTRODUCTION/BACKGROUND:**

The Township passed By-law 2009-29 on May 13<sup>th</sup>, 2009 which sets out the annual licensing requirements for hawkers & peddlers, refreshment vehicles and auctioneers.

At the January 11, 2017 Committee of all Council meeting the draft Business Licensing By-law was presented. The draft by-law included new licensing provisions for salvage yards and farmers markets, in addition to minor revisions to existing licensing requirements for hawkers & peddlers, refreshment vehicles and auctioneers. In addition to the comments provided at the January 11<sup>th</sup> meeting, any additional comments on the draft by-law were requested by January 27<sup>th</sup>.

## **ANALYSIS:**

The following comments were received and actions taken on the draft by-law:

- Salvage yards shall be granted one year to come into compliance with the new licensing requirements upon passage of the new Business Licensing By-law.
- Sections 1.4, 6.7 & 6.8 have been removed respecting the monitoring and removal of 'contaminants' in salvage yards as this is the jurisdiction of the Ministry of the Environment. All other regulatory provisions respecting salvage yards remains.
- Comments were received requesting that salvage yards be expanded to include recycling facilities to ensure that licensed businesses may not avoid the Township's licensing requirements. As a result, the definition of salvage yard and the related licensing provisions under Section 6 have been expanded to cover salvage yards/recycling establishments.
- Concerns were expressed that all other vendors are required to obtain a business licence; however, a fresh produce stand (i.e. Hewitt's) was not captured in the drafty by-law. To ensure produce stands are captured in the by-law, the definition of Hawkers & Peddlers has been expanded to cover the sale of produce (Section 1.6) and licensing requirements (Section 3.1) have been simplified.
- There are some inconsistencies between the by-law's definitions and the proposed new zoning by-law. Staff advise that theses will be reviewed when the new zoning by-law is passed to ensure consistency.
- The POA fine for non-compliance for salvage yards/recycling establishments has been increased to \$1,000.

Should Council approve the implementation of licensing requirements for farmer's markets and salvage yards the Township's User Fees & Service Charges By-law will need to be amended to include the following new fees:

Farmers' Markets	Annual Licence	\$300.00
	Replacement Licence	\$10.00
Salvage Yards	Annual Licence	\$500.00
	Replacement Licence	\$10.00

## **FINANCIAL/BUDGET IMPACT:**

It is anticipated that the amendments proposed will result in new licensing revenues. The budget impact will be reviewed at year-end.

## **CONCLUSION:**

It is recommended the Township's Refreshment Vehicles, Hawker & Peddler and Auctioneer By-law 2009-29 be repealed and replaced with the attached Business Licensing By-law.

Prepared By: Alison Thomas, Clerk

Recommended By:

Date: January 27, 2017

Alison Thomas, BAH, CMO  
Clerk

Reviewed By:

Date:

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

# THE CORPORATION OF THE TOWNSHIP OF TAY

## BY-LAW NO. 2017-

**Being a By-law to the Township of Tay to provide for the licensing, regulating and governing of certain businesses, trades or occupations carried on, or engaged in within the Township of Tay and to repeal By-law 2009-29**

**WHEREAS** pursuant the *Municipal Act, 2001, S.O. 2001, c. 25, as amended* a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality;

**AND WHEREAS** the Corporation of the Township of Tay deems it expedient to pass a by-law pursuant to the said section;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AS FOLLOWS;**

### **1. DEFINITIONS FOR THE PURPOSE OF THIS BY-LAW**

- 1.1 "AUCTION" means a sale in which bids on goods, articles, merchandise or effects are received by an Auctioneer and where each bid offers more than the last previous bid and where the goods, articles, merchandise or effect being put up for sale is sold to the highest bidder.
- 1.2 "AUCTIONEER" means any person selling or putting up for sale goods, wares, merchandise or effects by public auction and, without limiting the foregoing, may include livestock;
- 1.3 "COMPLAINANT" means a person who has filed a formal complaint under the provisions of this By-law.
- 1.4 ~~"CONTAMINANT" means any solid, liquid, gas, odour, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from the activities of any person or person that maybe expected, on reasonable grounds, to:~~
  - ~~(a) impair the quality of the natural environment for any use that can be made of it;~~
  - ~~(b) cause injury or damage to property or to plant or animal life;~~
  - ~~(c) cause harm or material discomfort to any person;~~
  - ~~(d) adversely affect the health or impair the safety of any person; or~~
  - ~~(e) render any property or plant or animal life unfit for use.~~
- 1.5 "FARMERS MARKET" means a seasonal, multi-vendor organization selling agricultural products, food, art and craft products including homegrown produce, home-made crafts and value added products where the majority of vendors are primary producers (including preserves, baked goods, meat, dairy products, etc.)



- 1.6 "HAWKERS AND PEDDLERS" means any person or a motor vehicle, trailer, cart **or stand**, propelled, towed or driven by any kind of power, including muscular power, which who goes from property to property or to a particular location with the intent to sell goods, wares, merchandise or **produce**.
- 1.7 "REFRESHMENT VEHICLES" means a motor vehicle, trailer or cart, propelled, towed or driven by any kind of power, including muscular power, which is used for the storage, preparation or sale of food or drink intended for consumption by the public and which without limiting the generality thereof includes a coffee stand, hot dog cart, and chip truck.
- 1.8 "SALVAGE YARD/**RECYCLING ESTABLISHMENT**" shall include lands or premises whereon or wherein scrap metal, steel, plastic, lumber or other such substances or second-hand goods, are kept or stored or processed or fabricated or wrecked or sorted or cut **or recycled**, or anyone or more of the foregoing activities takes place, whether or not any of such goods or substances are made available for sale, or for other purposes, form the said lands or premises, and without limiting the generality of the foregoing, a salvage yard shall include a wrecking yard for automobiles, other vehicles or appliances, and a yard for the storage or sale of parts thereof.

## **2. GENERAL PROVISIONS**

- 2.1 Every application for a licence shall be made in writing on the designated form and the required fee, as set out in the Township's User Fees & Service Charges By-law, shall be paid at the time of application.
- 2.2 Any license issued shall be valid for the remainder of the calendar year in which said License is issued and shall expire on December 31<sup>st</sup> of that year. The applicable fee shall apply for a license issued throughout the year and shall not be pro-rated.
- 2.3 Subject to the applicant meeting the requirements set out in this by-law, the Clerk or designate shall issue the said licence.
- 2.4 Every licence issued in accordance with this by-law shall be displayed in a prominent place and be clearly visible to the public at all times.
- 2.5 All approvals must be received from each department and/or agency, as set out in this by-law, before a licence is issued.
- 2.6 No hawker or peddler, or refreshment vehicle shall operate in a Township park, or on a public road allowance or other public property within the Township, unless in conjunction with a Council authorized event or under agreement with the municipality. If permission is granted, the applicant shall provide proof of insurance in the amount of \$2 million (\$2,000,000) comprehensive liability insurance naming

the Township has an additional insured prior to obtaining their licence.

### **3. LICENSING FOR HAWKERS AND PEDDLERS**

- 3.1 ~~No Hawker or Peddler shall operate with the Township of Tay from property to property or to a particular place within the Township of Tay, with goods, wares, or merchandise for sale or carry and expose samples, patterns or specimens of any goods, wares or merchandise that are to be delivered in the municipality, immediately or afterwards, without having first obtained a licence to do so.~~
- 3.2 The applicant for a Hawkers and Peddlers License shall submit the following:
- ☐ Completed application with required license fee
  - ☐ If the applicant is not the owner of the property on which the business is to be located, proof of permission to operate on private property is required.
- 3.3 In addition to the items listed under section 3.2, prior to issuing the license the applicant must:
- ☐ Obtain zoning clearance
  - ☐ If applicable, provide a site diagram/sketch, drawn to scale showing the location of the proposed hawker or peddler on the property including setbacks from the adjacent property lines, the proposed location of any parking, signage and garbage/recycling containers as well as entrances/exits where applicable.
  - ☐ Provide a business outline of what goods and merchandise are to be sold
- 3.5 No person shall hawk or peddle any goods, wares or merchandise other than what is indicated on their license.
- 3.6 No person shall hawk or peddle any goods, wares or merchandise at a particular place other than the place indicated on the license.
- 3.7 A Hawkers and Peddlers License shall not be required by the following:
- (a) Persons/organizations who intend to sell goods, wares or merchandise "door-to-door" on behalf of a non-profit charitable organization or a non-profit non-charitable organization.
  - (b) Service clubs, registered charitable organizations or a person offering for sale goods or wares for the purpose of raising money for either a religious, charitable, philanthropic patriotic purpose.
- 3.8 The Township of Tay reserves the right to restrict the number of licensed business regulated by this by-law.

- 3.9 **Special Events** - A Hawker and Peddler Licence shall not be required if the vendor is participating in a vendor/flea market/fair as part of a special event **not lasting more than 72 hours or in conjunction with any Council approved special event**. The organizers may be required, at the sole discretion of the Township, to produce a listing of all vendors approved to participate in the special event.

#### **4. LICENSING FOR REFRESHMENT VEHICLES**

- 4.1 No person shall operate or maintain a refreshment vehicle within the municipality without first having obtained a licence to do so.
- 4.2 The applicant for a Refreshment Vehicle License shall submit the following:
- ☐ Completed application with required license fee
  - ☐ Proof of minimum \$2 million (\$2,000,000) liability insurance
  - ☐ Simcoe Muskoka District Health Unit approval (within last 6 months)
  - ☐ Proof of Propane/Gas inspection by licensed installer (within last 6 months), if applicable
  - ☐ If the applicant is not the owner of the property on which the business is to be located, proof of permission to operate on private property is required.
  - ☐ Fuel fired appliances must meet current TSSA requirements
  - ☐ Provide a business outline of what goods and merchandise are to be sold
- 4.3 In addition to the items listed under section 4.2, prior to issuing the license the applicant must:
- ☐ Pass Fire Inspection
  - ☐ Obtain zoning clearance
  - ☐ Provide a site diagram/sketch, drawn to scale showing the location of the proposed refreshment vehicle on the property including setbacks from the adjacent property lines, the proposed location of any parking, signage and garbage/recycling containers as well as entrances/exits where applicable.
- 4.4 If during the licensed period the applicant wishes to relocate the refreshment vehicle within the Township of Tay, a revised license may be issued provided that the requirements of Section 4.3 are met for the new location and the prescribed fee is submitted.
- 4.5 No person shall sell any items other than what is indicated on their license.
- 4.6 No Person shall fail to keep his Refreshment Vehicle in a clean and sanitary condition. In addition, such a vehicle shall be in good repair (i.e. no rust) and the exterior shall be clean and maintained.

- 4.7 The Operator of a Refreshment Vehicle shall be clean while serving the public from the vehicle.
- 4.8 No Person shall operate a Refreshment Vehicle drawn by animals.
- 4.9 No Person shall operate a Refreshment Vehicle which contains cooking, heating or cooling equipment unless the appropriate number and type of fire extinguisher are on board and are maintained in good operating condition.
- 4.10 No Person operating a Refreshment Vehicle shall activate bells, horns or music at a volume that disturbs the residents of the Township of Tay.
- 4.11 A Refreshment Vehicle License shall not be required by service clubs, registered charitable organizations or a person operating a Refreshment Vehicle for the purpose of raising money for either a religious, charitable, philanthropic patriotic purpose provided the fundraising event is less than 60 hours in duration.
- 4.12 The licensee shall take out a separate licence for each refreshment vehicle owned and operated by him/her.
- 4.13 The Township of Tay reserves the right to restrict the number of licensed business regulated by this by-law.
- 4.14 **Special Events:** Every person who wishes to carry on business as a Refreshment Vehicle within the Township of Tay as part of a special event **not lasting more than 72 hours** shall submit the following:
- ☐ Completed application with required temporary event license fee
  - ☐ Proof of minimum \$1 million (\$1,000,000) liability insurance
  - ☐ A letter, with site diagram, from the event organizer advising that the refreshment vehicle will be part of the organized event.
  - ☐ Simcoe Muskoka District Health Unit approval (within last 6 months) Proof of Propane/Gas inspection by licensed installer (within last 6 months), if applicable
  - ☐ Proof of Propane/Gas inspection by licensed installer (within last 6 months), if applicable
  - ☐ Fuel fired appliances must meet current TSSA requirements
  - ☐ Pass Fire Inspection

## 5. LICENSING FOR FARMERS' MARKETS

- 5.1 Every person who wishes to carry on business as a Farmers' Market within the Township of Tay is requested to submit the necessary application form together with the application fee.
- 5.2 The applicant for a Farmers' Market License shall submit the following:



- Completed application with required license fee
  - Proof of minimum \$2 million (\$2,000,000) liability insurance
  - If the applicant is not the owner of the property on which the business is to be located, proof of permission to operate on private property is required.
  - Obtain zoning clearance
  - Provide a site diagram/sketch, drawn to scale showing the location of the market on the property including setbacks from the adjacent property lines, the proposed location of any parking, signage and garbage/recycling containers as well as entrances/exits where applicable.
- 5.3 An applicant applying for a Farmers' Market, if located on Township property, must enter into a Farmers' Market Agreement and provide all necessary documentation.
- 5.4 The number of licensed Farmers' Markets located on municipal property is limited to one per settlement area per season.
- 5.5 The applicant shall ensure that all Farmers' Market vendors are restricted to Simcoe County with the majority of producers of farm products primarily selling or offering for sale their own products. No vendors shall resell for products produced by others.
- 5.6 The applicant shall ensure that all certificates of approval that may be required from various agencies including the Simcoe Muskoka District Health Unit have been obtained from its vendors.
- 5.7 The applicant shall ensure that the Farmers' Market is operated under the terms of the Farmers Markets of Ontario Rules and Regulations.

## **6. LICENSING FOR SALVAGE YARDS/RECYCLING ESTABLISHMENTS**

- 6.1 No person shall operate or keep a salvage yard or recycling establishment within the Township of Tay without first obtaining a licence to do so.
- 6.2 Site Plan – Requirement: In the case of an application for a Salvage Yard/**Recycling Establishment** Licence, where the Township has enacted a site plan control by-law pursuant to the provisions of the *Planning Act, R.S.O. 1990, c.P13*, as amended, which would apply to the lands and premises set forth in the application, the applicant shall provide a copy of the required site plan agreement to the Clerk, or designate, along with the application for the licence.
- 6.3 Unless otherwise specified in a site plan agreement, referred to in Section 6.2 of this By-law, no person shall operate a salvage yard/**recycling establishment** unless that part of the yard used for

the keeping, storing, processing, fabricating, wrecking, sorting, cutting or selling of any of the substances referred to in Section 1.8 of this By-law, or any second-hand goods, is totally enclosed by a fence and/or berm no less than 2.4 metres and no more than 3.6 metres in height, of a quality and material approved by the Director of Planning & Development, or their designate, which fence and/or berm, shall at all times during the currently of any licence issued, be kept in good repair and free from any kind of hazard.

- 6.4 No owner or keeper of a salvage yard shall, after the coming into effect of this by-law, place any of the substances referred to in Section 1.4 of this by-law, or any second-hand goods, whether for storage or otherwise, or permit any such substances or second-hand goods to become so placed or stored, within an area 5 metres inside of the fence required by Section 6.3 so as to cause any such material to be stored or piled to a height higher than 0.3 metres below the height of the fence erected in compliance with that section or pursuant to a site plan agreement referred to in Section 6.2.
- 6.5 Every owner or keeper of a salvage yard shall take all reasonable steps to ensure the control and minimization of:
- (a) litter in and around the salvage yard/**recycling establishment**;
  - (b) dust in the salvage yard/**recycling establishment** on the roadways in its immediate vicinity;
  - (c) the presence of rodents and other pests;
  - (d) unnecessary noise caused by machinery or equipment and noise disturbing to members of the public;
  - (e) harmful and other negative effects upon the quality of life of inhabitants in the vicinity of the salvage yard
- 6.6 Lighting shall be installed, maintained and used in every salvage yard/**recycling establishment** in a manner sufficient to protect the health and safety of person within the salvage yard, and those coming to or leaving such yard.
- ~~6.7 No goods, substances, or materials containing one or more contaminants or likely to contain such contaminants shall be brought on to the salvage yard property or dealt with by a licence, unless all steps are taken by the owner or keeper, necessary to control and minimize the potentially harmful effects of any such contaminants.~~
- ~~6.8 A condition may be imposed on the issuing of a licence, that a schedule or specified time periods be adhered to by a licensee for ensuring the regular, timely and safe removal of any liquid wastes which are contaminants from the salvage yard property.~~
- 6.9 A condition may be imposed on the issuing of a licence, such as requirements as to hours of operation of a salvage yard/**recycling establishment** as are deemed appropriate to prevent a nuisance to

surrounding residents and users of land, and as are agreed upon by the applicant as a condition upon the issuing of the licence.

- 6.10 It shall be a condition of every licence issued under this Section that any person duly authorized by Council may at all reasonable times inspect any places or premises or part thereof used for the carrying on of any salvage yard/**recycling establishment** business which is licensed or required to be licensed under this By-law and any such person so authorized may inspect the books, records or other documents of the licensee relating to such trade, calling, business or occupation in conjunction with the regulation thereof.

## **7. LICENSING FOR AUCTIONEERS**

- 7.1 No auctioneer or person shall operate, maintain or engage in the business, trade or occupation of an auctioneer within the Township of Tay without first having obtained a licence to do so.
- 7.2 Every person who wishes to carry on business as an Auctioneer within the Township of Tay on a one-time basis is required to submit the necessary application form and obtain zoning clearance, together with the prescribed fee for an Auctioneers Event License as set out in the Township's User Fees & Service Charges By-law.
- 7.3 An Auctioneers Event License issued under Section 7.2 shall be valid for the date and location listed on the application and is not transferable to any other auction. No refund shall apply if an auction is cancelled.
- 7.4 Every Auctioneer licensed under this By-law shall include in all public advertisements of any nature for an auction within the Township, the Auctioneer's name and License Number.
- 7.5 No Auctioneer licensed under this By-law shall:
- (a) Permit any disorder in the auction room or offices;
  - (b) Conduct or permit to be conducted any mock auction;
  - (c) Knowingly make, or permit to be made, any misrepresentation as to the nature, content quantity or value of any goods, wares, merchandise or effects offered for sale;
  - (d) Bidding; give away articles or sell articles for nominal amounts for the purpose of stimulating
  - (e) Do any act that is calculated to, or which may reasonably have the effect of, confusing a purchaser as the amount to be paid for any article(s);
  - (f) Avail the services of, or act in concert with, persons known in the

trade as "beaters", "boosters" or "shills" for the purpose of raising or stimulating bids;

- (g) Sell or put up for sale by auction any goods, wares, merchandise or effects held on a reserve bid basis without first announcing to those in attendance.

7.6 Every Auctioneer licensed under this By-law shall:

- (a) Keep proper books of account of the business transacted at every auction;
- (b) List the names, addresses and phone numbers of the owners of the goods, wares, merchandise or effects to be sold, and the description of same and the sale price at the auction;
- (c) List the names and addresses of persons purchasing goods, wares, merchandise or effects, or any portion thereof, sold by auction and the purchase price.
- (d) Forthwith after the auction account for the proceeds and pay such amounts to the persons entitled to such proceeds, less the Auctioneer's legal and proper commissions and charges.
- (e) In the case where no sale is made of such goods, wares, merchandise or effects, return such goods to the person(s) entitled to receive such goods upon the proper demand and payment of the Auctioneer's legal and proper costs and charges.

7.7 Every Auctioneer licensed under this By-law shall be responsible for the performance and observance of all regulations under this By-law by all persons connected directly or indirectly to the operation of an auction.

7.8 Every person carrying on business or engaged in business as an Auctioneer shall allow the Township or its Officers, at any reasonable time, to inspect places or premises used in the carrying on of the auction or its related business and said inspection may include such records as may be required under this By-law.

7.9 A Auctioneers License shall not be required by the following persons:

- (a) A sheriff or bailiff offering for sale goods and chattels seized under execution or distrained for rent;
- (b) Service clubs and registered charitable organizations conducting Silent Auctions and Chinese Auctions;
- (c) or a person offering for sale goods or wares by auction for the purpose of raising money for either a religious, charitable, philanthropic patriotic purpose.



## **8. REPLACEMENT AND REGISTRATION OF A LICENSE**

- 8.1 An Applicant licensed under this By-law may apply for a Replacement License in the event that a valid License is lost or destroyed. Prior to the issuance of the Replacement License, the Applicant shall provide a written request to the Clerk and shall pay the prescribed fees.
- 8.2 A License issued under this By-law is personal to the Applicant and is not transferable to any other person, or to any other location.
- 8.3 The Clerk shall keep a License Register containing the business name, address, telephone number, contact name and License Number for each Applicant licensed under this By-law. In the event that a Replacement License is issued, the Clerk shall note the cancellation of the previous License Number and the new number assigned.
- 8.4 The Applicant shall forthwith provide any changes in the information provided on the application form to the Clerk and the Clerk shall amend the License Register, as required.

## **9. REFUSAL, SUSPENSION OR REVOCATION OF A LICENSE**

- 9.1 The Township reserves the right to refuse, suspend or revoke a License where:
  - (a) The Township has suspended or revoked a License held by the Applicant within the preceding 12 month period;
  - (b) The Applicant has failed to comply with the provisions of this by-law, or any other applicable by-laws of the Township, or of an applicable statute, order-in-council or regulation of the Provincial Legislature or the Parliament of Canada;
  - (c) The Township has reasonable grounds to allege that the Applicant has failed to comply with provisions of this by-law, or any other applicable by-laws of the Township, or of any applicable statute, order-in-council or regulation of the Provincial Legislature or the Parliament of Canada.
- 9.2 In addition to 9.1 the Township reserves the right to suspend an Auctioneers License where;
  - (a) The Township has received a formal complaint detailing an alleged violation of the terms of this By-law. To be deemed a formal complaint, the complaint shall be in writing and include the name of the Auctioneer, the date and location of the auction, specific details regarding the alleged violation and shall pay the prescribed fee set out in the Township's User Fees & Service Charges By-law.
- 9.3 Where Council wishes to hold a Hearing to consider whether to refuse, suspend or revoke a License,
  - a) The Clerk shall fix a date and time for such Hearing and shall

mail a Notice of Hearing to the Applicant at the address as shown on the Application form and to Complainant, if any.

- b) Such Notice of Hearing shall be mailed to the Applicant and Complainant at least fifteen days prior to the date and time fixed for such Hearing.

9.4 At the Hearing;

- a) Council shall receive a report, either verbally or in writing, from the Clerk and/or Officer(s) or employees of the Township as may be considered by Council.
- b) Council shall afford the Applicant, either personally or through an agent or solicitor, an opportunity to present such material and evidence relevant to the issue before Council as deemed expedient and may ask questions of any person presenting evidence or a report to Council relevant to the said issue.
- c) Council may, in its sole discretion, afford any other person who applied to be heard and who appears to have an interest in the matters under discussion, an opportunity to present material and ask questions of any person presenting evidence or a report to Council relevant to the said issues.
- d) For the purposes of this section, a quorum of Council shall be a majority of the members of Council and a decision by the majority of members present shall be the decision of Council.
- e) Council may, after having heard all of the evidence and submissions retire into the Closed Session to debate the matter and to reach its decision.
- f) The decision made by Council sitting in the Closed Session shall be confirmed in open Council by resolution immediately following the Closed Session and a certified copy of such resolution shall be mailed by the Clerk to the Applicant, the Complainant and any person who has appeared before Council and requested that a copy of the resolution be provided.
- g) The decision of Council to refuse, suspend or revoke a License may be subject to such terms as Council shall impose and shall be final. Such decision may also include direction to refund, in whole or in part, the Investigation Fee.

## 10. PENALTIES

- 10.1 Every person who contravenes any of the provisions of this by-law and every director or officer of a corporation, who knowingly concurs in the contravention by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

- 10.2 Every person who contravenes the provisions of this by-law and every director or officer of a corporation, who knowingly concurs in the contraventions by the corporation, is guilty of an offence and liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the Municipal Act 2001, S.O. 2001, c. 25, as amended.
- 10.3 For the purpose of continuous offences, every person who contravenes any provision of this by-law and every director or officer of a corporation who knowingly concurs in the contravention of a by-law of the corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 10.4 Despite section 10.3 and the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the total of all daily fines for the offence is not limited to \$100,000.
- 10.5 For the purpose of multiple offences, every person who contravenes any provision of this by-law and every director or officer of a corporation who knowingly concurs in the contravention of a by-law of the corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 10.6 Despite section 10.5 and the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the total of all daily fines for the offence is not limited to \$100,000.
- 10.7 Every person who fails to comply with a notice made under this By-law is guilty of an offence.
- 10.8 It shall be an offence for a person to hinder or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under the Municipal Act, 2001, as amended, or under a by-law passed under the Municipal Act, 2001, as amended.
- 10.9 Any person who has been alleged to have contravened any of the provisions of a by-law passed under the Municipal Act, 2001, as amended shall identify themselves to the Officer upon request. Failure to do so shall be deemed to have obstructed or hindered the Officer in the execution of the Officer's duties.
- 10.10 Every person who contravenes any section of this by-law under a part 1 ticket, upon conviction shall be liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, Chapter P.33 as amended.

10.11 Upon conviction any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

## **11. TOWNSHIP NOT LIABLE**

11.1 The Township assumes no liability for property damage or personal injury resulting from remedial action, remedial work and enforcement undertaken with respect to any person or property that is subject of this by-law.

## **12. VALIDITY AND SEVERABILITY**

12.1 Should any section, subsection, clause, paragraph or provision of this by-law be declared by a Court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity of the enforceability of any other provision of this by-law, or of the by-law as a whole.

## **13. SEPARATE OFFENCE**

13.1 For the purpose of this by-law, each day of a continued offence shall be deemed to be a separate offence.

## **14. SHORT TITLE**

14.1 The short title of this by-law is the Business Licensing By-law.

## **15. REPEAL**

15.1 That By-law 2009-29 as amended be hereby repealed.

## **16. ENACTMENT**

16.1 That this by-law shall take force and take effect immediately upon the final passage thereof.

**16.2 That existing salvage yards be granted one year from date of passage to come into compliance with the business licensing requirements set out in Section 6.**

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY  
PASSED THIS                      DAY OF                      , 2017.**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

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**MAYOR, Scott Warnock**



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**CLERK, Alison Thomas**

**THE CORPORATION OF THE TOWNSHIP OF TAY  
PART 1 PROVINCIAL OFFENCES ACT**

**By-Law #2017-**

<b>ITEM</b>	<b>Column 1 Short Word Form Wording</b>	<b>Column 2 Offence Creating Provision</b>	<b>Column 3 Set Fine</b>
1	Fail to apply for a valid Hawkers and Peddlers License.	Section 3.1	\$125.00
2	Fail to apply for a valid Refreshment Vehicle License.	Section 4.1	\$500.00
3	Fail to apply for a revised Refreshment Vehicle License due to relocation.	Section 4.4	\$125.00
4	Fail to apply for a valid Farmers' Market Licence.	Section 5.1	\$125.00
5	Fail to apply for a valid Salvage Yards/Recycling Establishment Licence.	Section 6.1	<b>\$1000.00</b>
6	Fail to apply for a valid Annual Auctioneers License.	Section 7.1	\$125.00
7	Fail to apply for a valid Auctioneers Event License.	Section 7.2	\$125.00
8	Obstruct an Officer or Agent	Section 10.7	\$500.00

Note: The penalty provision(s) for the offences indicated above is Section 9.1 of By-Law #2017- a certified Copy of which has been filed.

**THE CORPORATION OF THE TOWNSHIP OF TAY  
PART 1 PROVINCIAL OFFENCES ACT**

**By-Law #2017-**

<b>ITEM</b>	<b>Column 1 Short Word Form Wording</b>	<b>Column 2 Offence Creating Provision</b>	<b>Column 3 Set Fine</b>
1	Fail to apply for a valid Hawkers and Peddlers License.	Section 3.1	
2	Fail to apply for a valid Refreshment Vehicle License.	Section 4.1	
3	Fail to apply for a revised Refreshment Vehicle License due to relocation.	Section 4.4	
4	Fail to apply for a valid Farmers' Market Licence.	Section 5.1	
5	Fail to apply for a valid Salvage Yards/Recycling Establishment Licence.	Section 6.1	
6	Fail to apply for a valid Annual Auctioneers License.	Section 7.1	
7	Fail to apply for a valid Auctioneers Event License.	Section 7.2	
8	Obstruct an Officer or Agent	Section 10.7	

Note: The penalty provision(s) for the offences indicated above is Section 9.1 of By-Law #2009-29, as amended a certified Copy of which has been filed.



## STAFF REPORT

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

**Chair:** Deputy Mayor David Ritchie

**Meeting Date:** February 8, 2017

**Report No.:** GGF-2017-08

**Report Title:** Lease Extension – Canada Post

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**RECOMMENDATION:**

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

**And that the Lease Extension be approved as detailed in Staff Report No. GGF-2017-08.**

**INTRODUCTION/BACKGROUND:**

In 1998, the former owner of the 145 Albert Street Mini Mall entered into an agreement with Canada Post to lease a 104.1 square metre space for the local post office at an annual rent of \$21,000.00. When the Township obtained ownership of the property the lease was carried forward with the municipality as the landlord.

In 2008, the mini mall was renovated and an additional 31.68 square metres of space as added to the post office space. As a result, the annual lease rate was increased to \$28,000.00 reflecting the additional floor space and the lease was renewed to May 31, 2013.

**ANALYSIS:**

Having the Canada Post office in the downtown of Victoria Harbour provides an anchor within the downtown and convenience for residents. With this in mind, Council in 2013 renewed the lease at the existing rate through to May 31, 2018.



As part of the existing lease the municipality maintains the post office (building and parking lot) and is responsible for heating/cooling costs, lighting costs, as well as any taxes.

The Township was approached by Canada Post's agent in December 2016 respecting the terms of renewal in 2018. They are seeking the right to extend past 2018 with 2 additional five year renewal terms, with a commencement date of June 1, 2018.

**FINANCIAL/BUDGET IMPACT:**

The lease of the Post Office does provide revenue to the municipality. The costs of the maintenance requirements under this agreement are covered by the lease payments and are planned for within the existing budget.

Staff did speak with the Township's realtor respecting area commercial rates and after review find that the existing base rent is on par with area commercial rental rates.

While the base rent is on par with the local market, staff did seek to adjust the existing agreement to include an annual 1.5% increase. Following discussion, Canada Post has agreed to the following:

June 1, 2018 to May 31, 2019: \$28,420.00 per annum, plus taxes;  
June 1, 2019 to May 31, 2020: \$28,846.00 per annum, plus taxes;  
June 1, 2020 to May 31, 2021: \$29,279.00 per annum, plus taxes;  
June 1, 2021 to May 31, 2022: \$29,718.00 per annum, plus taxes;  
June 1, 2022 to May 31, 2023: \$30,164.00 per annum, plus taxes.

The proposed 1.5% annual increase to the lease will alleviate anticipated inflationary increases for utilities and the increased cost of janitorial services.

**CONCLUSION:**

Staff is recommending that the existing lease be extended with the 1.5% annual increase to the annual rent.

Prepared By: Alison Thomas, Clerk

Recommended By: Date: January 25, 2017

Alison Thomas, BAH, CMO  
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:** Deputy Mayor Dave Ritchie

**Meeting Date:** February 8, 2017

**Report No.:** GGF-2017-02

**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 2017 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  
Health and Safety Program Assistant

Approved by:

Date: January 13, 2017

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



Federal Economic Development  
Agency for Southern Ontario

Innovation, Science and  
Economic Development Canada

Agence fédérale de développement  
économique pour le Sud de l'Ontario

Innovation, Sciences et  
Développement économique Canada

Mr. Bryan Anderson  
Manager, Parks, Recreation, and Facilities  
The Corporation of the Township of Tay  
450 Park Street, Post Office Box 100  
Victoria Harbour, ON L0K 2A0

Re: Canada 150 Community Infrastructure Program Project Application  
#809727 - Improvement of Tay Community Rink Penalty and Timekeeper's  
Boxes

Dear Mr. Anderson:

I would like to thank you for your application to the Canada 150 Community  
Infrastructure Program.

The Federal Economic Development Agency for Southern Ontario (FedDev  
Ontario) has assessed all project applications against the program guidelines  
<http://www.feddevontario.gc.ca/eic/site/723.nsf/eng/02345.html>.

Through the Canada 150 Community Infrastructure Program application intake  
process, FedDev Ontario received a high volume of submissions from  
communities across southern Ontario and, as a result, not all proposed  
projects could be funded.

Funds have now been fully allocated and I regret to inform you that we are  
unable to accommodate your request.

Thank you for your interest in the Canada 150 Community Infrastructure  
Program.

Regards,

Lisa Baum  
Manager, Canada 150 Community Infrastructure Program  
Federal Economic Development Agency for Southern Ontario



Federal Economic Development  
Agency for Southern Ontario

Innovation, Science and  
Economic Development Canada

Agence fédérale de développement  
économique pour le Sud de l'Ontario

Innovation, Sciences et  
Développement économique Canada

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

Re: Canada 150 Community Infrastructure Program Project Application  
#810309 - Upgrade of Port McNicoll Library's Community Room Accessibility

Dear Ms. Thomas:

I would like to thank you for your application to the Canada 150 Community Infrastructure Program.

The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has assessed all project applications against the program guidelines <http://www.feddevontario.gc.ca/eic/site/723.nsf/eng/02345.html>.

Through the Canada 150 Community Infrastructure Program application intake process, FedDev Ontario received a high volume of submissions from communities across southern Ontario and, as a result, not all proposed projects could be funded.

Funds have now been fully allocated and I regret to inform you that we are unable to accommodate your request.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

Regards,

Lisa Baum  
Manager, Canada 150 Community Infrastructure Program  
Federal Economic Development Agency for Southern Ontario



**Ministry of Tourism,  
Culture and Sport**

Assistant Deputy Minister  
Tourism Division

10<sup>th</sup> Floor, Hearst Block  
900 Bay Street  
Toronto ON M7A 2E1  
Tel. : (416) 325-6961  
Fax: (416) 314-7003

**Ministère du Tourisme,  
de la Culture et du Sport**

Sous-ministre adjoint  
Division du tourisme

Édifice Hearst 10<sup>e</sup> étage  
900, rue Bay  
Toronto ON M7A 2E1  
Tél. : (416) 325-6961  
Télec. : (416) 314-7003



January 20, 2017

Robert Lamb  
CAO  
The Township of Tay  
PO Box 100, 450 Park Street  
Victoria Harbour, ON L0K 2A0  
rlamb@tay.ca

Dear Mr. Lamb:

Thank you for applying to the *Ontario150 Community Celebration Program*. The Township of Tay's application has been carefully reviewed and we regret to inform you that your *Portfest 2017 - a celebration of Port McNicoll, Ontario and Canada* initiative will not be supported.

The *Ontario150 Community Celebration Program* was highly competitive. The program received 921 applications from festivals and events across the province, with requests totalling more than \$28 million. All applications were assessed based on the strength of the proposal against program criteria. Due to the volume of applications and the level of funding requests, not all initiatives could be funded.

Thank you for your interest in the *Ontario150 Community Celebration Program*, and I wish you every success in your endeavours.

Sincerely,

Richard McKinnell  
Assistant Deputy Minister

**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
Fax: 416-326-3083

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
Télec. : 416 326-3083



January 30, 2017

His Worship Scott Warnock  
Mayor  
Tay  
c/o rlamb@tay.ca

Dear Mayor Warnock:

On behalf of the Ontario government, I am pleased to announce the launch of the renewed community-focused Rural Economic Development (RED) program. Applications are now being accepted for the program and the current intake will conclude on March 31, 2017.

As we have heard from our municipal partners, the RED program helps remove barriers to economic development for communities in rural Ontario. This program is designed to help rural communities become better positioned to attract investment, retain and create jobs, and sustain a highly skilled workforce.

The renewed RED program is part of a range of initiatives that address infrastructure, health care, education and other issues of importance to rural Ontario residents. The Ontario government supports rural communities by delivering on its commitment to create jobs, make economic growth more inclusive and ensure Ontario's growing economy delivers real benefits in the lives of workers and families.

Applications are welcome from rural communities, Indigenous communities and organizations, regions and not-for-profit organizations. While partnerships are not required, we are encouraging collaborative approaches to create more competitive and diverse rural and regional economies across the province.

For more information visit [ontario.ca/REDprogram](http://ontario.ca/REDprogram) or contact the Agricultural Information Contact Centre (1-877-424-1300).

.../2

I look forward to working with you to help strengthen Ontario's rural economy, create jobs and make everyday life easier for rural Ontarians.

Sincerely,

*Original signed by*

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs



Good Things Grow in Ontario  
À bonne terre, bons produits

FM.

To: Members and Contacts of Farm Organizations that are Members of Simcoe County Agricultural Hall of Fame

From: Linda van Rassel, Secretary Treasurer

Date: January 24, 2017

The Annual General Meeting of the Hall of Fame will be held on **Thursday, February 16<sup>th</sup> at 1:30 p.m. at Simcoe County Museum, Midhurst.** As always, your attendance and/or input would be appreciated.

If you are not the correct person to be receiving this notice, please provide me with details as to the correct contact and mailing address so that we can update our files. You can contact me at 11 Luella Blvd, Minesing, ON L9X 0W9, by phone at 705-728-5399 or by email at [linda.vanrassel@sympatico.ca](mailto:linda.vanrassel@sympatico.ca)

There are many worthy potential recipients in Simcoe County. Please consider making a nomination and contact me if you require nomination forms, nomination criteria and information.

For nominations that were submitted and not accepted, you are invited to resubmit it if more research was done and more information gathered. Remember, the Selection Committee can only assess the information on the form.

The deadline for receiving applications is **April 30, 2017.**

On behalf of the Directors of SCAHF I would like to emphasize that new nominations are always welcomed.

Regards,

Linda van Rassel

RECEIVED JAN 27 2017

January 27, 2017

## Premier Announces Increase to Ontario Gas Tax Fund for Transit

Increased provincial gas tax funding for transit projects is welcome news. Funding is expected to begin in 2019. Currently, 99 Ontario municipalities receive funding from this program. The remaining 345 have different infrastructure pressures, for example, they manage thousands of kilometres of roads and bridges that are important to keep the rest of Ontario moving. In total, Ontario's 444 municipal governments manage 140,000 kilometres of roads. That's enough to wrap around the earth almost four times.

"This funding announcement is positive news for municipal transit and it is complimentary to increases in the Ontario Community Infrastructure Fund (OCIF) announced last year," said Lynn Dollin, AMO President. "Municipal leaders will be looking for more information at the Rural Ontario Municipal Association (ROMA) conference next week".

OCIF funding is set to triple while the provincial gas tax will double over the period set out in the chart below. These increases, providing more than \$900 million per year for municipal transit, roads and bridges, water and wastewater services, help to improve the balance between the need and available funding.

	<b>Transit (Millions) Gas Tax Funding</b>	<b>Infrastructure Fund (Millions) OCIF</b>
<b>2017</b>	\$334.5	\$145
<b>2018</b>	\$321.0	\$230
<b>2019</b>	\$401.3	\$300
<b>2020</b>	\$481.5	TBD
<b>2021</b>	\$642.0	TBD

Rural municipalities face an infrastructure gap for roads and bridges of about \$468 per person. That's double the gap that exists in small and large urban municipalities with populations greater than 100,000. With lower incomes, older populations and limited property taxes, rural communities have fewer options to raise revenue to address this growing gap.



**AMO Contact:** Craig Reid, Senior Advisor, [creid@amo.on.ca](mailto:creid@amo.on.ca), 416.971.9856 ext. 334.

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**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**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 these email communications from AMO please click [here](#).





**Regular Council  
December 13 2016**

**Resolution #423-2016**

Motion Details
Moved by Councillor Mary Kavanagh, Seconded by Councillor Charles Mullett

**WHEREAS** the Province of Ontario has asked local governments to put forward new “revenue tools” for municipalities through public discussion;

**AND WHEREAS** the Association of Municipalities of Ontario, in its “What’s Next” survey, dated August 17, 2015, projected that with all other revenues remaining stable and service levels unchanged, property taxes will need to increase by 4.51% per year for the next ten years just to meet current service levels and standards;

**AND WHEREAS** municipalities are facing an estimated \$60 billion infrastructure investment gap;

**AND WHEREAS** Ontarians still pay the highest property taxes in the country;

**AND WHEREAS** the revenue raising capacity of property tax is extremely limited for many communities;

**AND WHEREAS** the National Bank of Canada noted in June 25, 2015, “The municipal sector generally bears the greatest burden when it comes to addressing Canada’s infrastructure deficit. ... Local governments are responding to this infrastructure challenge as best they can;”

**AND WHEREAS** members of the public, staff and Council participated in a public opportunity to identify and assess new revenue tools for the Town of Bancroft through public open discussion;

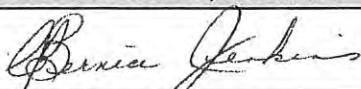

**AND WHEREAS** the use of lotteries to raise funds for municipal purposes was brought forward;

**AND WHEREAS** many communities nationally and internationally have experienced overwhelming success raising funds for infrastructure needs with local lotteries such as “Chase the Ace;”

**NOW THEREFORE BE IT RESOLVED THAT** The Council of the Corporation of the Town of Bancroft does hereby request that the Province of Ontario strongly consider allowing municipalities in Ontario to hold municipal lotteries for the purpose of generating funds for local infrastructure needs;

**AND FURTHER BE IT RESOLVED THAT** a copy of this resolution be circulated to the Premier of Ontario, AMO, ROMA, and Ontario municipalities for support.

RECORDED VOTE		YES	NO
CARRIED:	X		
TABLED:			
DEFEATED:			
RECORDED VOTE (SEE LEFT):			

BERNICE JENKINS, MAYOR	HAZEL LAMBE, CLERK
	

**PUBLIC WORKS COMMITTEE  
FEBRUARY 8, 2017**

**COUNCIL CHAMBERS – VICTORIA HARBOUR**

**AGENDA**

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**1. CALL TO ORDER**

**2. REPORTS OF MUNICIPAL OFFICIALS**

- 2.1 Report from Superintendent of Water/Wastewater Operations  
Report No.: 2017-06  
Re: January Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities  
Report No.: 2017-14  
Re: January Activity Report
- 2.3 Report from Manager of Roads & Fleet  
Report No.: 2017-15  
Re: January Activity Report
- 2.4 Report from Director of Public Works  
Report No.: 2017-08  
Re: January Activity Report
- 2.5 Report from Director of Public Works  
Report No.: 2017-07  
Re: Tay Shore Trail – Sponsorship and Donations Program Review
- 2.6 Report from Director of Public Works  
Report No.: 2017-09  
Re: MacKenzie Park Splash Pad Fundraising
- 2.7 Report from Director of Public Works  
Report No.: 2017-10  
Re: MacKenzie Park Splash Pad - Location and Request For Proposals (RFP)
- 2.8 Report from Director of Public Works  
Report No.: 2017-12  
Re: Off Road Vehicle on Township Roads

2.9 Report from Director of Public Works  
Report No.: 2017-13  
Re: Replacement of Aeration Blowers at Port McNicoll WWTP

2.10 Report from Director of Public Works  
Report No.: 2017-16  
Re: 2016 Summary Report

**3. OTHER BUSINESS:**

3.1 Correspondence from Nadine Woods  
Re: Farmers Market Request

**4. ITEMS FOR INFORMATION:**





## STAFF REPORT

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**Department/Function:** Public Works Department

**Chair:** Councilor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No:** PW-2017-06

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

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**ORIGIN:** Superintendent of Water/Wastewater Operations for the period of January 3, 2017 to January 31, 2017.

### **TENDERED PROJECTS:**

- Staff are being trained on new equipment as it is being commissioned in the Victoria Harbour Wastewater Treatment Plant upgrade. The installation of the new headworks building with odour control and grit removal, new cloth filters with floc tank, new UV disinfection system, and standby power is expected to be fully tested and operational by March 31. The new Supervisory Control and Data Acquisition System (SCADA) will monitor selected process and equipment parameters.

### **TREATMENT PLANTS:**

- The summary report for the water treatment plants is attached to a separate report to Council in this committee meeting.

### **DISTRIBUTION AND COLLECTION SYSTEMS:**

- Staff repaired one watermain break on Simcoe Avenue in Port McNicoll on January 13<sup>th</sup>. This watermain is slated for replacement during the 2017 Watermain and Road Reconstruction Project.

### **ADVERSE DRINKING WATER SYSTEM ITEMS:**

- One adverse sample result was noted for the Rope WTP in January. The resamples were clear indicating operator error in the collection of the first sample set.

### **QMS PROGRESS REPORT:**

Water/wastewater staff participated in a mock emergency during one of the regular weekly tool time meetings outlining a possible contamination of the water near the Tay Area source water intake. Mock emergency training is a necessary requirement in an effective quality management system.

Prepared by:

Date Prepared: February 8, 2017

Raymond Knuff  
Superintendent of Water/Wastewater Operations  
Township of Tay



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-14

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

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**ORIGIN** Manager of Parks, Recreation & Facilities for the period of January 5, 2017 to February 1, 2017

### **RECREATION**

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

Winter active living programs are now underway. Programs started up the week of January 9<sup>th</sup> and run until the week of March 13<sup>th</sup>. Program numbers are at roughly 145 participants for the 10 programs offered.

#### ***Spring Recreation Guide***

Program details and information has now been completed for our spring program session. The North Simcoe Recreation Guide will be distributed through the Midland Mirror on Thursday February 23<sup>rd</sup>. This guide will cover program information and events from mid-March until mid-June.

#### ***Portarama Reloaded***

The Portarama Reloaded Committee reconvened to regular scheduled meetings after a break in December. The Committee is going full steam ahead with planning events and recruiting volunteers needed to help with the weekend's slate of activities. The major re-addition to this year's event will be the Paul Spencer Soapbox Derby races down Talbot St. The full schedule of events will be passed along once made available to the public.

#### ***Port McNicoll 10<sup>th</sup> Anniversary Committee***

The Port McNicoll 100<sup>th</sup> Anniversary Committee had some bad news entering the New Year with word that the Ontario 150 Community Celebration grant application was rejected. Committee members will not let this stall their momentum as two 'Gold' Sponsors have already confirmed their

commitment to the festivities. It is business as usual with the group and the weekend's schedule of events is close to be confirmed. Full details will follow as they become available.

### ***Tay Bike Day***

The Tay Bike Day Committee met for the first time in the New Year to get the ball rolling on the 3<sup>rd</sup> annual event. There are many exciting opportunities in front of the group this year with a potential unveiling of a local mural project as well as the chance that the Minister of Tourism, Culture and Sport will be in attendance for the event.

### ***Youth Dances***

Youth dances are hosted by Community Volunteers & Organizations on the following dates from 7pm to 10pm. The fee is \$5 at the door.

#### Oakwood Community Centre

February 17, March 17, April 7, May 19, June 16

## **PARKS**

### ***Outdoor Rinks***

The outdoor rinks have been a continual up and down battle this past winter season. They were close to being opened in early January; however, a warm front stifled their opening. With the recent cooler temperature staff has been back at them with hopes to getting them opened for the February 4<sup>th</sup> weekend.

## **FACILITIES**

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

The Tay Community Rink has had a steady flow of users throughout the month of January. All operations are running smoothly and the shinny and public skating times have been well attended.

Private bookings in January 2017: 70

Private bookings in January 2016: 24

Private bookings in January 2015: 30

### ***Municipal Office – Water Refill Station***

The water refill station for the Municipal Office has been ordered and will be installed in the next couple of weeks. The unit will be located in the exact spot of the current water fountain in the main lobby of the building.

### ***Energy Retrofit Program***

This year the energy retrofit program will focus on the Roads/Parks garage. Information will be compiled on lights, fixtures, ballasts and energy consumption and forwarded to Newmarket-Tay Power.

Date Prepared: January 4, 2017

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

**Dates to remember:**

***April 8<sup>th</sup> – Volunteer Appreciation Event***

***May 18<sup>th</sup> – 21<sup>st</sup> - Portarama Reloaded***

***June 17<sup>th</sup> - Tay Bike Day***

***June 23<sup>rd</sup> & 24<sup>th</sup> – Canada Day Celebrations***

***August 4<sup>th</sup> – 6<sup>th</sup> – Port McNicoll 100<sup>th</sup> Anniversary Celebrations***

***November 26<sup>th</sup> – Santa Claus Parade***

***December 3<sup>rd</sup> – Township Tree Lighting Event***





## STAFF REPORT

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**Department/Function:** Public Works Department

**Chair:** Councilor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-15

**Subject:** Monthly Activity Report – Roads & Fleet

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### **ORIGIN**

Manager of Roads and Fleet from January 4, 2017 to February 1, 2017.

### **OPERATIONS**

Staff has been completing service requests.

### **WINTER CONTROL**

The Township responded to the eighteen winter events. Some of these events were freezing rain which can be extremely challenging. The mild weather and rain also makes the gravel roads icy, so the grader was sent out with the ice blades to scrape and improve the surface on those roads. The Township stacked 2,500 tonnes of sand to finish off the rest of the 2016/2017 winter control season. Any material left over will be used towards the 2017/2018 winter control season.

### **PORT MCNICOLL ROAD AND WATERMAIN IMPROVEMENTS**

I have been reviewing the drawings and tender document then providing comments back to the consultant. We anticipate having this tender out for bidding in February.

### **CONSTRUCTION TENDERS**

The slurry seal and gravel tenders have been prepared and issued for bidding. They close on February 16, 2017 and will be brought forward to the March Committee.

## **EQUIPMENT PROPOSALS AND TENDERS**

- The proposal with technical specifications for the two half ton pickup trucks has been issued for bidding. The deadline for proposals closes on February 3, 2017.
- The Township is replacing our 2007 Volvo rubber tire backhoe and loader in 2017, so staff have been demoing different brands of machines to help choose the options and specifications before going out to tender.
- A demo for a Trackless sidewalk cleaning machine is scheduled for February.

## **FLEET**

- The Township has been operating the vacuum flusher truck under the Road Building Machine Exemption in the Highway Traffic Act, which exempts certain vehicles from having licensing, it also exempts the truck from having to use clear diesel which has an excise tax. There are changes to the Highway Traffic Act that take effect in July 2017 that any commercial chassis built vehicles or equipment are no longer exempted under the Road Building Machine Exemption of the Act. This means the vacuum truck will now be considered a commercial vehicle and will have to comply with the regulations, such as, having to perform annual safety inspections and licensing fees. At the time of purchase from the Town of Midland where the Township of Tay bought this vehicle, it was considered a piece of equipment and didn't require an ownership. Township staff is in the process of having this truck registered; recently we obtained an unfit ownership from the MTO so the safety and emission testing can be completed. We are still allowed to operate this vehicle under that exemption until July but will be in compliance, hopefully well before that deadline.
- All vehicles are receiving their monthly servicing.

## **UPCOMING WORK FOR FEBRUARY**

- Winter control
- Complete service requests
- Issue equipment and construction tenders
- Barricade and construction sign maintenance

Prepared By:

Date Prepared: February 1, 2017

Bryan Ritchie  
Manager of Roads and Fleet



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-08

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

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### **ORIGIN**

Director of Public Works for the period from January 4 to February 1, 2017.

### **ROADS/PARKS**

- Off Road Vehicle report
- Truck tender review
- Bridge issues meeting
- Roads needs study RFP issue and follow-up

### **WATER/WASTEWATER OPERATIONS**

- Grandview Beach and Paradise Point: water system design RFP award and project initiation meeting, backflow prevention follow-up letter, preparation for Public Information Centre (March 9, 2017)
- Victoria Harbour WWTP Construction – construction meetings, commissioning meetings and review
- 2017 watermain and road project review
- Confined space review
- Sawdust Island septic system discussion

### **DEVELOPMENT**

- Triple Bay Road land enquiry meeting
- Victoria Woods Phase 3 and 4 – drawing review and comment
- Windermere review and land issues

## **GENERAL**

- Specialty Sands meeting – hauled fill
- Staff reviews
- Summer student job description review

## **MEETINGS**

- Public Works managers' meetings
- Department Heads' meetings
- COAC
- Council
- Emergency Management Committee meeting

Prepared By:

Date Prepared: February 1, 2017

Peter Dance  
Director of Public Works



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-07

**Report Title:** Tay Shore Trail – Sponsorship and Donation Program Review

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### **RECOMMENDATION:**

That Staff Report No. PW-2017-07 regarding the Tay Shore Trail Sponsorship and Donation Program be received;

And that Staff be directed to update the current Tay Shore Trail Sponsorship and Donation Program brochure to include a ten year maintenance warranty clause on all Memorial Bench and Picnic Table donations.

### **INTRODUCTION/BACKGROUND:**

During budget deliberations it was noted that some of the memorial bench donations along the Tay Shore Trail were starting to look a little deteriorated and in need of repair. Upon further review, it was determined that it was never stipulated in the Sponsorship and Donation request form how long maintenance would be provided by the Township for the donated memorial benches and picnic tables.

### **ANALYSIS:**

In reviewing the Tay Shore Trail Sponsorship and Donation Program brochure it does not stipulate specific information in regards to how long maintenance will be provided for memorial bench or picnic table donations. Staff feel it would be unreasonable to provide a lifetime maintenance guarantee on memorial bench and picnic table donations, and therefore believe a ten year maintenance warranty on these items would be considered sufficient. This would cover general wear and tear, fading, cracked boards, etc. Should vandalism occur to any memorial bench or picnic table the Township would ensure that the item would get fixed immediately whether covered by the ten year warranty or not.



**FINANCIAL/BUDGET IMPACT:**

For 2017, a capital budget line of \$3000 was set aside to address existing deficiencies. It is hoped that after the initial round of maintenance in 2017 the maintenance and upkeep for the remaining memorial benches will be covered within the operating budget for the Tay Shore Trail.

**CONCLUSION:**

The Tay Shore Trail Sponsorship and Donation program is a worthy initiative that gives residents the opportunity to recognize individuals with an amenity dedication along our Trail or in our Parks. This program helps to provide additional amenities to our Trail and Parks that may not be present if the program did not exist.

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

Recommended by: Date:

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By; Date:

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

**Attachments**

- Revised Tay Shore Trail – Sponsorship and Donation Program brochure

## HELP SUPPORT THE TRAIL

**Help support the Tay Shore Trail for  
future generations!**

The Tay Shore Trail is a valuable resource that enables users from all walks of life to be physically active in a natural setting.

Together, our community can work in unison to maintain and enhance this recreational asset for generations to come.

General sponsorship of the trail are available to individuals, families, organizations and corporations.

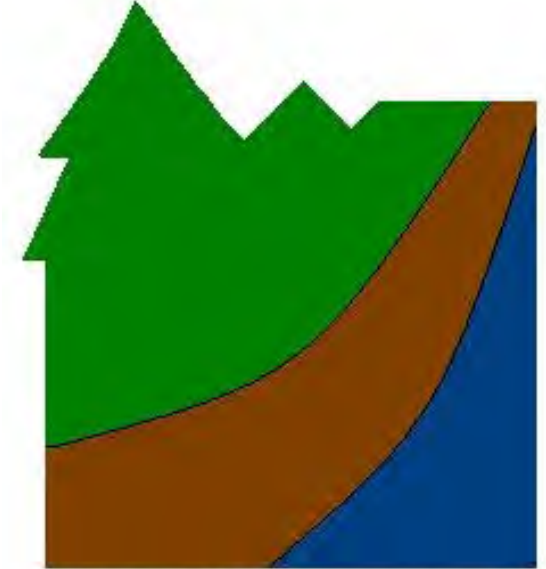


### **TAY SHORE TRAIL**

450 Park Street  
Box 100  
Victoria Harbour, ON  
L0K 2A0  
Phone: 705-534-7248  
Fax: 705-534-4493  
[www.tay.ca](http://www.tay.ca)



## **SPONSORSHIP & DONATION PROGRAM**



### **Tay Shore Trail**



## Sponsorship Opportunities

- ♦ General trail sponsorship.
- ♦ Amenity sponsorship.

Sponsors will be recognized at various locations along the trail in the form of a plaque. Tax receipts are available for all donations of \$20 or more.

## Tay Shore Trail

Owned and operated by the Township of Tay, the Tay Shore Trail is a paved, multi-use, accessible trail that follows the shoreline of Southern Georgian Bay. The 18.5 km trail is registered as part of the Trans Canada Trail and connects the communities of Midland, Port McNicoll, Victoria Harbour and Waubesaushene. It traverses both rural and urban settings, passing several plaques that commemorate the area's unique history and natural environment. Whether you are out for a leisurely stroll, a family bike ride, rollerblading, or bird watching, the Tay Shore Trail has been pegged the "Cadillac of Trails" in North Simcoe.

## SPONSORSHIP/DONATION FORM

**YES**, I want to help support the trail with a general donation in the amount of:

☐ \$50 - Bronze

☐ \$250 - Silver

☐ Other amount \$ \_\_\_\_\_

☐ \$500 - Gold

☐ \$1000 - Platinum

**YES**, I want to help support the trail with an amenity\* sponsorship of:

☐ Memorial bench\*\* \$500

☐ Bicycle Rack (2 bikes) \$250

☐ Tree Dedication \$500

☐ Bicycle Rack (6 bikes) \$500

☐ Picnic Table\*\* \$300

☐ Shrub Planting (group of 3) \$150

\*Acceptable locations and style/type of amenity items are predetermined by Tay Township.

\*\* Inscription is engraved directly on item. Maintenance of these items will be extended for a period of ten years.

My sponsorship/donation is in memory of a loved one: Yes ☐

No ☐

Name to be engraved on item/plaque:

\_\_\_\_\_  
Maximum of 20 letters - additional letters \$0.20

Donor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Office Use Only:

Cheques made payable to **Township of Tay**

Receipt # \_\_\_\_\_

Location # \_\_\_\_\_

1-1-3775-364-0630



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-09

**Report Title:** MacKenzie Park Splash Pad Fundraising

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### **RECOMMENDATION:**

That Staff Report No. PW-2017-09 regarding the MacKenzie Park Splash Pad Fundraising be received;

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

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

### **INTRODUCTION/BACKGROUND:**

During the budget deliberations regarding the potential splash pad at MacKenzie Park, Council directed that a portion of the splash pad cost would need to be raised through community fundraising.

### **ANALYSIS:**

At the long term plan meeting, direction was given from Council that 25% of the budget for the Splash Pad project at MacKenzie Park should be satisfied through a community wide fundraising effort. The fundraising will need to start immediately in order to have a budget number finalized for when the project receives final approval. Staff will arrange the request for proposals document such that an incremental project can be implemented depending on the available funds.

The budget that has been allocated for this project is \$110,000. Township approved funds are \$82,500 with the hopes that \$27,500 can be raised through community fundraising.

### Community Fundraising

Staff feel that in order to reach the fundraising goal of \$27,500 Council will need to create an Ad-hoc MacKenzie Park Splash Pad Community Fundraising Committee. The composition of the committee will need to be determined by Council, but should be comprised of community and Council members. A call for committee members should happen immediately. Staff support for the committee will be through the Manager of Parks, Recreation and Facilities.

### Preliminary Schedule

#### Fundraising Committee

- Committee recruitment – Feb 9<sup>th</sup> – March 15<sup>th</sup>
- Committee Appointment – Directly to March 22<sup>nd</sup> Council
- Committee Fundraising – April, May & half of June

Staff are recommending in a separate report that the RFP for the splash pad be considered at the June 14<sup>th</sup> COAC meeting with an update from the Fundraising Committee. That way Council can determine what the size and scope of the splash pad design will be.

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

At this time there is no financial impact to creating an Ad-hoc Community Committee. However, long term the amount of money fundraised through this committee will enhance the splash pad we are able to afford.

### **CONCLUSION:**

Fundraising efforts for this project will need to begin immediately as the amount of funds raised will greatly impact final design of the Splash Pad. The tender document will be created with incremental budget increases from the approved base budget of \$82,500 up to \$110,000. This will give a good snapshot of what design elements can be added.

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

Recommended by:

Date:

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By;

Date:

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





## STAFF REPORT

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<b><u>Department/Function:</u></b>	Public Works
<b><u>Chair:</u></b>	Councillor Jim Crawford
<b><u>Meeting Date:</u></b>	February 8, 2017
<b><u>Report No.:</u></b>	PW-2017-10
<b><u>Report Title:</u></b>	<b>MacKenzie Park Splash Pad - Location and Request For Proposal (RFP)</b>

---

### **RECOMMENDATION:**

**That Staff Report No. PW-2017-10 regarding the MacKenzie Park Splash Pad location and RFP document be received;**

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

### **INTRODUCTION/BACKGROUND:**

In the spring of 2015, Council engaged the services of MDB Insight (formally Millier, Dickinson, Blas Inc.) to lead the Township through a comprehensive community lead strategic planning process.

In the end, MDB Insight conducted extensive interviews with all councillors, senior staff, community stakeholders, two community input sessions as well as engaging Forum Research who carried out a telephone survey with three hundred (full time and seasonal) residents.

Lauren Millier, one of the partners of MDB Insight presented her preliminary findings and draft report to Council and staff in the fall of 2015. At Council's direction, staff posted the draft plan on the website and prepared an extensive online survey to further gather feedback on the draft report.

The final report **Township of Tay – Corporate Strategic Plan 2015 – 2018** containing 28 specific recommendations was formally adopted by Council in February of 2016 and a day long Council planning session open to the public was held on March 14, 2016 to review and prioritize the 28 action items.

Coming out of the March 14<sup>th</sup> session, Council directed staff to hold the following two special meetings to deal with our Parks and Waterfront Development:

*Recommendation #20 – Council agreed to hold a special meeting in May to review the municipality's parkland holdings (parks & trails) in relation to the existing service level for each park. In addition, Council agreed to bring any park development ideas to the meeting for consideration.*

*Recommendation #21 – Council agreed to hold a special meeting in August to discuss the development of a Waterfront Master Plan.*

It was at these public meetings held in May and August of 2016 that the idea of incorporating a splash pad at MacKenzie Park was discussed and direction was given to incorporate potential costs into the long-term budget plan.

It was at the long term budget meeting in October of 2016 that Council approved the MacKenzie Park splash pad project as part of the 2017 capital plans. Council also directed that a portion of the cost of this project be raised by a community which is covered off in a separate report. The 2017 preliminary budget was adopted by Council at their December 21<sup>st</sup>, 2016 Council meeting.

### **ANALYSIS:**

During recent discussions regarding the potential splash pad at MacKenzie Park several key issues arose that require Council direction prior to the Request for Proposals (RFP) document being released.

The first area that needs to be addressed with the project is the location of the splash pad on the MacKenzie Park property. Staff feel the most ideal location for the pad would be in the south east corner of the property. This area is currently maintained as an open grass space and would be have adequate space to accommodate a smaller scale 8M X 14M (26ft X 45ft) splash pad. The diagram also shows the potential for future parking upgrades should parking at the Park become an issue once the splash pad is operational. Below is a diagram of the proposed splash pad location (red) and future parking (blue).



The second area that needs to be addressed is the contents of the RFP document that is hoped to be released in early April.

#### Preliminary Schedule

##### Request For Proposals (RFP)

- Issue RFP Document – Mid-April
- Close RFP May 26<sup>th</sup>
- Evaluate proposals – May 26<sup>th</sup> – June 7<sup>th</sup>
- Report to COAC – June 14<sup>th</sup>
- Award Contract June 28<sup>th</sup>
- Construction to begin in Fall 2017 (dependent on winning contractors schedules/timelines).
- Grand Opening – Spring of 2018

#### Water Features

The splash pad will include engaging water features such as shower heads, tipping buckets and spray jets. The water features will be controlled by a

hand activated-motion sensors, which run for a limited time, therefore water, will not be used if the splash pad is not occupied. The water for the spray features will be fed through the municipal water system, and drained through the municipal sewer. It will not be a reciprocal system; therefore anything that goes down the drain (sand, pebbles, etc.) will not have the opportunity to damage or interact with pumps or nozzles.

### Targeted Age Groups

The splash pad features will be geared towards the pre-school to elementary age children (4yr – 11yr).

### Operating Costs

Water & Wastewater costs for operating budget purposes.

- Water - \$3.09/per cubic metre
- Wastewater - \$3.00/per cubic metre
- 90 operating days @ 10/hr/day (mid-June to mid-September)
- Approx. 150-180 cubic metres per operating season
- Approx. Operating costs per year
  - Water - \$463.50 - \$556.20
  - Wastewater \$450.00 - \$540.00

### General notes

- The splash pad will be unsupervised. There will be little or no standing water and therefore eliminates the need for lifeguards or other supervision.
- Township staff will perform regular checks on the equipment as we do with all our other playgrounds.
- The splash pad base will be surfaced in textured non-slip concrete.
- The operating season for the splash pad will be weather dependent; however a suggested timeframe of mid-June to mid-September will be used as the baseline.
- The daily hours of operation will be suggested at 10:00am – 8:00pm. The water features will be on a timer and therefore the units will not activate outside the set hours of operation.

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

As previously stated in report PW-2017-09, the RFP document will be created with incremental cost thresholds from the approved base budget of \$82,500 up to \$110,000. These incremental increases will be at the mid-point between the two numbers and at the top end. Therefore three cost estimates will be sought - \$82,500, \$96,250 and \$110,000 for Council to select based on the money available through fundraising.

### **CONCLUSION:**

Being able to nail down the splash pad location and RFP elements that Council would like to see incorporated in this project will allow the RFP to be issued in a timely manner. This will facilitate construction in 2017 and a grand opening at the start of 2018.

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

Recommended by:

Date:

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By;

Date:

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





## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-12

**Report Title:** Off Road Vehicles on Township Roads

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**RECOMMENDATION:**

That report PW-2017-12 regarding the use of Township roads by off road vehicles be received for information.

**INTRODUCTION/BACKGROUND:**

At the January 14, 2015 Committee of All Council (COAC) meeting, Committee received correspondence, including a petition, requesting the use of Township roads by All Terrain Vehicles (ATV's). Staff was directed to discuss this with the proponent and respond back to Committee. At the April 8, 2015 COAC meeting this was reviewed and no further action was to be considered unless there was an agreement in place for use of the Snowriders rail-trail.

On July 1, 2015 there was minor revision to the Highway Traffic Act Regulation (HTA) that expanded the former ATV provisions to include more Off Road Vehicles (ORV's). The definition now includes: single rider ATV's, two-up ATV's, side-by-sides and utility terrain vehicles (UTV's). For this report the group will be referred to as ORV's.

At the April 13, 2016 COAC meeting a delegation requested the use of ORV's be permitted on Township roads. The cover letter and PowerPoint presentation is attached. This report follows up on that request.

## **ANALYSIS:**

The Township has the authority to provide for the use of Township roads by ORV's. This includes the possibility for designating specific roads, alternative speed limits and periods of operation (i.e. time of the year and time of day). If the Township has not authorized ORV's to use Township roads they are prohibited. If they are allowed by a municipality the Regulation has many requirements such as licensing, helmet use, driver's licence, insurance, etc. ORV's would be limited to not more than 20 km/h if the motor vehicle speed limit is 50 km/h or less, and, not more than 50 km/h if the motor vehicle speed limit is more than 50 km/h.

There are several possible uses that have been identified. These include: agricultural, access to off-road riding (trails, forests), winter access to the Severn Sound and general transportation.

The Regulation has a provision that exempts agricultural uses of ORV's on roads. There was no change to that exemption in 2015. Basically, ORV's in that case are treated like other agricultural equipment.

At present, there are no trails or County forests in the Township where use of ORV's is permitted.

Some people use ORV's for ice fishing. At present, they must trailer the ORV to the point where they access Severn Sound. If there was a major trailer parking area that had a direct access to the water along one road – that would be any easy exemption to consider. However, to accommodate general use the Township would have to approve a large number of roads near the water and there would always be a question of the resident who lives just a bit further away. This leads to the consideration of approving all the roads. In addition to the general safety concerns with ORV's, our roads are narrower in the winter due to snow banks.

By design ORV's are not intended for general transportation purposes and do not meet the stringent requirements imposed for automobiles.

The operation of ORV's on Township roads raises possible safety issues. Many of these would be significantly mitigated if the Regulation was respected in all areas. Unfortunately, this does not address all the safety concerns and there are challenges to maintaining a level of enforcement to protect the safety of all. Provisions of the Regulation such as speed limit would only be useful if only a very few roads were approved and a commitment was made for enhanced enforcement.

To-date the Township has not permitted ORV's on Township roads. If they are to be authorized Council, direction is required and staff can prepare the authorizing by-law. Specific direction on roads (road sections), speeds, time of day and time of year would be required.

**FINANCIAL/BUDGET IMPACT:**

There are no budget impacts associated with this report.

**CONCLUSION:**

The Township has authority to approve the use of Township roads by Off Road Vehicles and to impose an altered speed limit for those vehicles. Due to limited destinations and safety concerns, it is recommended that no access to Township roads for Off Road Vehicles be granted.

Prepared by: Peter Dance, Director of Public Works

Recommended By: Date Prepared: February 1, 2017

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By: Date: February 2, 2017

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

April 6, 2016

Township of Tay

Town Council

Re: Responsible ORV Use On Township Roads

Dear Council Members:

On behalf of the ORV (Off Road Vehicle) enthusiasts that reside in The Township of Tay, I am submitting the enclosed presentation to you to foster discussion and eventual approval (by means of a Bylaw) to allow ORV's on Township roads.

My dissertation will provide many factual points on the legal requirements and safety factors that come into play, as well as the fundamental reasoning behind our request.

I have corresponded with Act Sgt Gord Keene of the Ontario Provincial Police to qualify some statements I have made in the presentation and obtain an overview of the regulations.

I trust that Council will be able to take this request back and consider this proposal realistically. I am always available to discuss this topic further and get answers to questions Council may have, prior to any vote.

On behalf of the enthusiasts, thank you for allowing us the opportunity to present to you.



PAUL J RAYMOND

A grayscale photograph of a forest scene. In the foreground, a person wearing a helmet and safety gear is riding an ATV towards the camera. In the background, another person is riding an ATV away from the camera. The forest is dense with tall, thin trees and undergrowth.

# **ORV Bylaw Request**

**To allow ATV's, UTV's and Side By Sides  
(Off Road Vehicles) on municipal roadways**

**Presented to  
Township of Tay Municipal Council  
April 2016**



# **ORV Bylaw Request – Why?**

- **Legitimize responsible ORV on road use in the township.**
- **Neighbouring municipalities allow on road usage of ORV's**
- **Previous request was focused on recreational trail usage only.**
- **Township denial was based on inadequate and ambiguous provincial legislation at the time.**
- **Many uses for ORV's other than trail riding including..**
  - **Access from/to ice fishing sites**
  - **Access from/to hunting sites**
  - **Home and property maintenance including snow removal**
  - **Source of transportation during states of emergency**
- **Future plans to extend Baxter/Severn ATV Trail System into township**



# **ORV Bylaw Request – Misconceptions**

- **ORV's will be flying up and down the roads like some snowmobiles**
- **More noise and pollution on our roads**
- **Public and property will be put at risk**
- **ORV's were not meant for the roads, keep them off**
- **ORV's driving around in the middle of the night by drunks**
- **There's no trails around the Township, so no need for road access**
- **Council are already predisposed to deny this request**



# ORV Bylaw Request - Changes

- Ontario Government amended the Highway Traffic Act (HTA) effective 07/2015 to allow ORVs on municipal roadways where permitted.
- Distinct legislation that covers safety, usage and requirements for ORV use on municipal roadways only.
- Municipalities must opt-in by amending existing bylaws, or creating a new bylaw.
- Will be enforced by OPP.



# **ORV Bylaw Request - Equipment**

- **Equipment must meet the requirements under Section 1 of the HTA**
- **If the vehicle was manufactured with seat belts, everyone must buckle up.**
- **If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests.**
- **The number of occupants is limited to the number of available seating positions.**
- **All riders – drivers and passengers – must wear an approved motorcycle helmet.**
- **The ORV must be insured under a motor vehicle liability policy that complies with the Insurance Act and with section 2 of the Compulsory Automobile Insurance Act.**



# **ORV Bylaw Request – Riders/Passengers**

- **Only those with a minimum G2 or M2 license may operate an ORV on highways and municipal roads where permitted.**
- **Riders must wear an approved motorcycle helmet that is securely fastened under the chin with a chin strap.**
- **Graduated Licensing System requirements apply to young and novice drivers when driving on-road.**
- **The driver must carry the registration permit or a true copy (i.e. photocopy of both front and back of the permit).**
- **No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence.**



# **ORV Bylaw Request – Usage Regulations**

- **No more than 20 km/h on roads with a posted speed limit of 50 km/h or less.**
- **No more than 50 km/h on roads with a posted speed limit greater than 50 km/h.**
- **Be driven in the same direction as traffic.**
- **Travel on the shoulder - if the shoulder is unsafe or impassable or not wide enough, an ORV can be driven on the travelled portion of the road.**
- **Have headlights and tail lights on.**
- **Municipalities may set lower speed limits, curfews and/or additional rules for ORVs.**



# **ORV Bylaw Request – What's Next?**

- **Education is key to success.**
- **Provide informational content to post on Tay Website.**
- **Secure sponsorship to create an Operator's Handbook type of handout to riders.**
- **Change the ATV Bylaw Facebook Page to provide additional information.**
- **Create a feedback page to foster discussions and feedback, as well as further promote safety on the roads.**



# ORV Bylaw Request - Resources

- Highway Traffic Act (HTA) Regulation 316/03:  
<https://www.ontario.ca/laws/regulation/030316/v7>
- MTO Information Website:  
<http://www.mto.gov.on.ca/english/driver/drive-ATV.shtml>
- MTO Frequently Asked Questions:  
<http://www.mto.gov.on.ca/english/driver/drive-ATV-faq.shtml>
- BAXTER Severn ATV Trail Riders Club:  
<http://batv.ofatv.org>



# ORV Bylaw Request

# Thank you







## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-13

**Report Title:** Replacement of Aeration Blowers at the Port McNicoll WWTP

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**RECOMMENDATION:**

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

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

**INTRODUCTION/BACKGROUND:**

The Port McNicoll Wastewater Treatment Plant was built in 1999 and commissioned in 2000. The main component of the treatment process for the plant is the aeration systems. There are three aeration blowers that provide air to the process membranes cassettes, three aeration blowers that supply supplemental air to the aeration grids in the membrane tanks, and three aeration blowers that supply air to the thickener tank cassette and inside sludge holding tank. The three 100 hp aeration blowers that supply air to the process membranes cassettes were replaced in 2011 during a plant upgrade. Two of the remaining six blowers have recently been replaced due to failure, leaving four blowers that supply supplemental air to the aeration grid, the sludge thickening train, and the inside sludge holding tank.

**ANALYSIS:**

During a review of existing aeration blowers and replacement costs staff requested quotes for more energy efficient blower packages. Saving hydro



seemed like the ideal approach because there is also energy rebates available through Tay-Newmarket Hydro.

Several manufacturers were called and only one manufacturer was able to supply a blower package using a smaller motor to supply the air needed for each process. This company offered a 25 hp motor blower package which would generate a rebate of approximately \$4000 per blower package. The cost for each new blower package is \$24,750.00 plus HST and installation. With the rebate this represents a total cost of \$83,000.00 plus HST for the four blower packages. In addition there is an initial installation cost of approximately \$2000 to \$3000 per blower package.

The manufacturer of the existing blowers offered a delivered price of \$31,493.00 plus HST to upgrade the four existing blowers. A small piping change is also necessary for installation of the new replacements.

Although the offer from the original manufacturer does not represent a hydro savings or a rebate it does suggest a significant up front cost savings for the upgrade of the existing four blower packages.

The thought was to update these blowers now and then reassess the process options when the treatment membranes come up for replacement.

**FINANCIAL/BUDGET IMPACT:**

Council has approved \$70,000.00 in the 2017 budget for the replacement of aeration blowers at the Port McNicoll WWTP. The total project cost will be approximately \$42,000 when the net HST and installation are included.

**CONCLUSION:**

It is recommended that Council approve the cost of upgrading the four existing blower packages at the Port McNicoll Wastewater Treatment Plant.

Prepared by: Raymond Knuff, Water Wastewater Superintendent

Recommended by:

Date: January 31, 2017

Peter Dance, P. Eng.  
Director of Public Works

Reviewed by:

Date: February 1, 2017

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



## STAFF REPORT

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**Department/Function:** Public Works

**Chair:** Councillor Jim Crawford

**Meeting Date:** February 8, 2017

**Report No.:** PW-2017-16

**Report Title:** 2016 Tay Drinking Water System Summary Report

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### **RECOMMENDATION:**

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

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

### **INTRODUCTION/BACKGROUND:**

The owner of the drinking water system shall prepare a summary report no later than March 31 of each year and present it to the members of Council for information pertaining to the overall performance, flow rates and rated capacity.

### **ANALYSIS:**

The report covers the drinking water system activities from January 1, 2016 through to December 31, 2016.

### **FINANCIAL BUDGET IMPACT:**

There is no financial impact.

## **CONCLUSION:**

Staff is recommending that the 2016 Annual Summary Report be accepted as a requirement under Reg. 170/03 and the Safe Drinking Water Act, 2002.

The Summary Report includes the Tay Drinking Water Systems Annual Report and a synopsis of the Ministry of Environment and Climate Control Inspection Report.

Prepared By: Raymond Knuff, Water/Wastewater Operations Superintendent

Recommended by:

Date: January 26, 2017

Peter Dance, P. Eng.  
Director of Public Works

Reviewed By;

Date: February 2, 2017

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

### Attachments

- 2016 Summary Report

# **The Corporation of the Township of Tay**



# **2016 Drinking Water Systems Summary Report**

**Tay Area (Victoria Harbour) D.W.S.  
Rope D.W.S.**

**Raymond Knuff, Water/Wastewater Operations Superintendent**

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4.1	Location, Description & Rated Capacity
4.2	Annual Raw & Treated Water Flow Summary
4.3	Monthly Chlorine Dosage
4.4	Monthly Required Turbidity Average
4.5	Tay Area DWS Raw & Treated Water Flow Comparison
4.6	Permit to Take Water Submissions

## **APPENDICES**

Appendix 1	Rope DWS Annual Report & Adverse Reporting
Appendix 2	Tay Area DWS Annual Report & Adverse Reporting



## **SECTION 1**

### **REPORTING REQUIREMENTS & COMPLIANCE SUMMARY**

#### **Summary Reports for Municipalities**

The 2016 Drinking Water System Summary Report addresses the requirements outlined in Schedule 22, Regulation 170/03 and the Safe Drinking Water Act, 2002. The owner shall ensure that the report is prepared and provided to the members of council by no later than March 31<sup>st</sup> of each year.

To make this report as clear and concise as possible, the information for both water treatment plants which are operated by the Township of Tay, have been included in one report.

The report includes a statement of compliance with the terms and conditions of all Approvals, Licenses and Permits issued by the Ministry of the Environment and Climate Change and drinking water regulations under the Safe Drinking Water Act, 2002. The report contains a summary of the quantities and flow rates of water supplied, including monthly averages and maximum daily flows during January 1st through to December 31, 2016.

#### **Background & Requirements**

The Ontario Drinking Water Systems Regulations (O. Reg. 170/03) under the Act outlines requirements for water quality monitoring, testing and reporting. Other regulations under the Act include: (O. Reg. 169/03) Drinking Water Quality Standards, (O. Reg. 248/03) Drinking Water Testing Services Regulation and the (O. Reg. 128/04) Certification of Drinking Water Systems Operators and Water Quality Analysts, (O.Reg.188/07) Licensing of Municipal Drinking Water Systems and (O. Reg. 453/07) Financial Report.

Reg. 128/04 ensures that the water system operators improve their water treatment knowledge and operation skills on a continual basis.

The Safe Drinking Water Act, 2002 outlines general requirements for owners and operating authorities of municipal drinking water systems. One of these duties is to ensure that all reporting requirements are carried out in accordance with the legislated conditions, including preparation of an Annual Report (O. Reg. 170/03 Section 11) and a Summary Report for Municipality (O. Reg. 170/03, Schedule 22).

## **Township Compliance Summary**

With the exceptions noted below, the Township of Tay complied with the terms and conditions of all Approvals, Licences, Permits and the Safe Drinking Water Act, 2002 and its Regulations.

Regulatory amendments are reviewed to ensure the Township is meeting testing and reporting requirements found in Reg. 170/03 and 169/03. Modifications have been made to Schedule 23 & 24 testing parameters removing 13 pesticides and an addition of 2 methyl-chlorophenoxyacetic acid MCPA.

### **Rope DWS**

It is noted that there were three occurrences of reportable water quality indicators for the Rope DWS plant. One report was for improper disinfection related to UV disinfection and, the other two incidences were reports for an adverse water condition of total coliform which were re-sampled and proven to be a false positive.

These are detailed in Appendix 1.

The Rope D.W.S. M.O.E.C.C. inspection occurred on February 12, 2016. The final inspection rating was 100% and, there were no non-compliance items noted.

The report is detailed in Section 2: M.O.E.C.C. System Inspection Summary

### **Tay Area DWS**

It is noted that there were nine occurrences of reportable water quality indicators at the Tay Area D.W.S. plant. Eight reports were related to low chlorine residual in the distribution system. One report was for an adverse water condition of total coliform which was re-sampled and they were false positive.

These are detailed Appendix 2.

The Tay Area D.W.S. M.O.E.C.C. inspection occurred on November 14, 2016. The final inspection rating was 95.91% and, there was one incidence of non-compliance noted.

The report is detailed in Section 2: M.O.E.C.C. System Inspection Summary

## **Backflow Prevention**

The Township Building Department with the Water/Wastewater Operations Division ensures that all new buildings and/or permits taken out to repair water lines have back flow prevention and an expansion tank in place to ensure the quality of Municipal water.

On October 26, 2016 the Townships Backflow Prevention and Cross Connection by-law came into effect. This by-law codified past practice and specifically addressed the Grandview Beach and Paradise Point area.

## **Water Valve Operation/Turning**

Township staff have a water valve turning program that ensures that all valves are turned at least once every three years.

## **Flushing Program**

Township staff conducts a flushing program and hydrant inspection program to ensure that all hydrants are operated and the system is flushed on an annual basis.

## SECTION 2

### M.O.E.C.C. SYSTEM INSPECTION SUMMARY

The primary focus of the inspection is to confirm compliance with the Ministry of Environment and Climate Change legislation and control documents as well as compliance with the Ministry Drinking Water related policies for the inspection period.

This year's Ministry of Environment and Climate Change (M.O.E.C.C.) inspections included staff interviews and facility inspections as well as a review of operating procedures, water analysis, operational records, staff certification and training records. The reports summarize all of the inspections findings and list any incidents of non-compliance and regulatory requirements.

Copies of the inspection reports were provided to Council for information in the Public Works Staff Reports.

Tay Area D.W.S. Public Works Report No. 2016-95 - December 14, 2016

Rope D.W.S Public Works Report No. 2016-94 - December 14, 2016

The following summarizes the Final Inspection Rating and Recommendations for 2016.

#### Rope DWS:

**The Township of Tay received a final inspection rating of 100% for 2016 at the Rope DWS.**

#### Non-Compliance with Regulatory Requirements and Actions Required

There were no non-compliance issues at the Rope DWS.

#### Tay Area DWS:

**The Township of Tay received a final inspection rating of 95.91% for 2016 at the Tay Area DWS.**

#### Non-Compliance with Regulatory Requirements and Actions Required

There was one regulatory non-compliance issue identified during the inspection.

1. Records did not confirm that the water treatment equipment which provides chlorination or chloramination for the secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/L combined.

**Actions Required:** In order to ensure that the distribution system was not compromised and the water is safe for consumption, a Provincial Officer fully supports the Township of Tay in its efforts to: install backflow prevention devices in all homes that have or have the potential to have unprotected cross connections in the seasonal system of the communities of Paradise Point and Grandview Beach; and begin long term water servicing improvements that align with the project as presented through the Class EA in these communities.

**Action Taken:** The Township passed a Backflow Prevention Bylaw 2016-76 to ensure residences that pose a risk of possible contamination in the seasonal water system shall install a premise isolation device (as per the building code) in the building and a backflow prevention device will be required within three meters of the entry of the municipal water service to a structure. Residents in the communities of Paradise Point and Grandview Beach were mailed out information pertaining to servicing improvements and a questionnaire to identify those properties that may have unprotected cross connections in the seasonal system.



## SECTION 3.1

### ROPE DRINKING WATER SYSTEM LOCATION, DESCRIPTION & RATED CAPACITY

**PLANT LOCATION** - 204 Ruta Rd, Waubaushene

#### **DESCRIPTION**

The Rope Drinking Water System is categorized as a small municipal residential drinking water system. The system consists of 430 metres of 100mm & 150mm diameter PVC watermain, seven main isolation valves and four hydrants. Hydrants are used for maintenance only, and are not capable for firefighting purposes. There is no storage facilities associated with the distribution system and pressure for the system is maintained by three high lift pumps

**Drinking Water Licence No. 129-101**

**Drinking Water Permit No. 129-201**

**Financial Report 129-301A**

**Expiry Date: January 4, 2021**

The Rope Drinking Water System maximum daily volume of treated water that flows from the treatment subsystem shall not exceed the rated capacity as follows;

<b>Treatment System</b>	<b>Rated Capacity</b>
Membrane Filtration System, each train	216 m <sup>3</sup> /day
UV System, each unit	274 m <sup>3</sup> /day

The Rope Drinking Water System maximum flow rate of water that flows into the treatment subsystem shall not exceed;

<b>Treatment Subsystem Component</b>	<b>Maximum Flow Rate</b>
Membrane Filtration System, each train	2.5 L/s (216 m <sup>3</sup> /day)
UV System, each unit	3.2L/s (274 m <sup>3</sup> /day)

In 2016 the treated water maximum day was 106.3m<sup>3</sup>/day or 39% of the rated capacity (274m<sup>3</sup>/day).

#### **92P-3074 PERMIT TO TAKE WATER GUIDELINES**

**Expiry Date: March 16, 2022**

The Permit to Take Water allows the Township to remove a maximum of 273,866 L/Day (273.8m<sup>3</sup>/day).

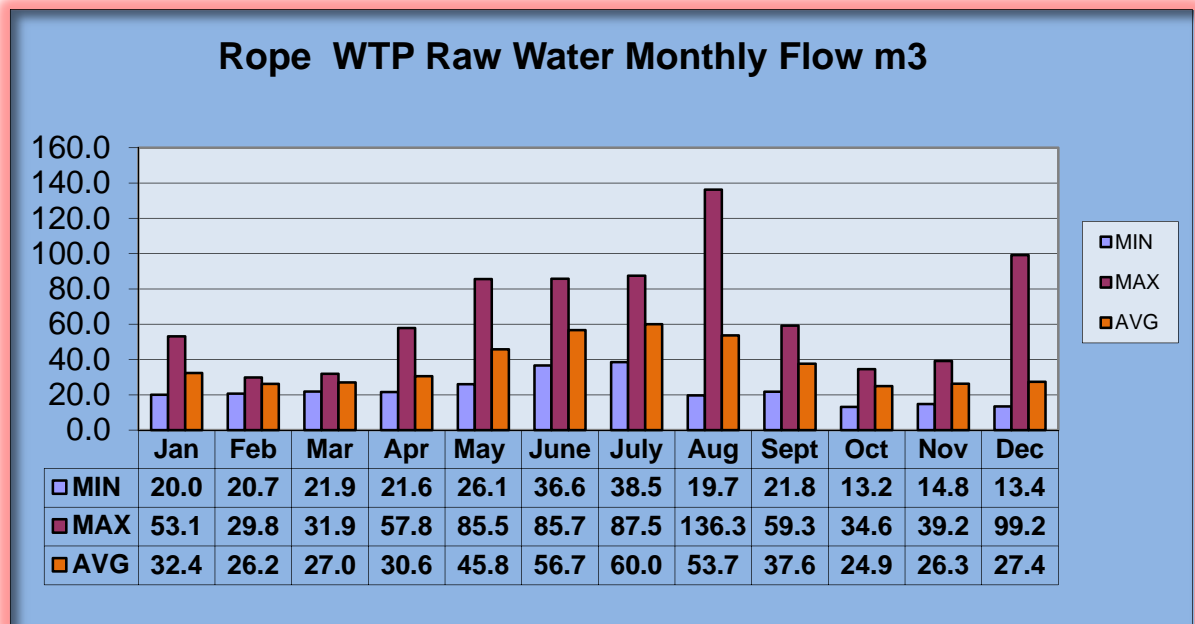
In 2016 the maximum day for taking water was 136.3m<sup>3</sup>/day which is 50% of the allowable/day which is higher than norm due to maintenance conducted at the plant.

## SECTION 3.2

### ROPE DRINKING WATER SYSTEM ANNUAL RAW WATER FLOW SUMMARY & CHART

#### Raw Water Flow 2016

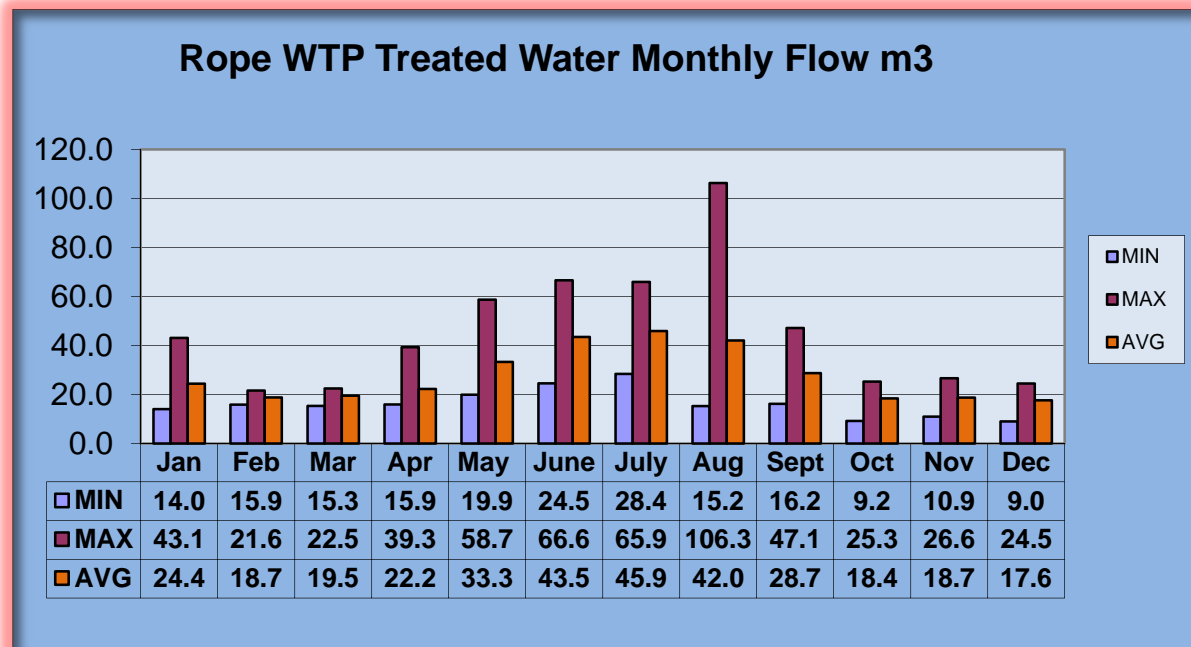
Raw Water Flow m3					Comparison	
	Daily Flow			Monthly Total Flow	Daily Avg to Rated Capacity	Daily Max to Rated Capacity
	Min (Tr. 1 & 2)	Max (Tr. 1 & 2)	Avg Tr. 1 & 2			
Jan	20.0	53.1	32.4	1,005.1	11.83%	19.39%
Feb	20.7	29.8	26.2	759.2	9.55%	10.88%
Mar	21.9	31.9	27.0	837.7	9.86%	11.64%
Apr	21.6	57.8	30.6	916.9	11.15%	21.10%
May	26.1	85.5	45.8	1,420.6	16.72%	31.22%
June	36.6	85.7	56.7	1,701.4	20.70%	31.29%
July	38.5	87.5	60.0	1,859.6	<b>21.89%</b>	31.92%
Aug	19.7	<b>136.3</b>	53.7	1,663.9	19.59%	<b>49.73%</b>
Sept	21.8	59.3	37.6	1,128.1	13.72%	21.62%
Oct	<b>13.2</b>	34.6	24.9	773.3	9.10%	12.63%
Nov	14.8	39.2	26.3	788.2	9.59%	14.30%
Dec	13.4	99.2	27.4	850.3	10.01%	36.19%
Annual	13.2 (Min)	136.3 (Max)	37.4 (Avg)	13,704.2	21.8%(Max)	49.7%(Max)



# ROPE DRINKING WATER SYSTEM ANNUAL TREATED WATER FLOW SUMMARY & CHART

## Treated Water Flow 2016

Treated Water Flow m3					Comparison	
	Daily Flow			Monthly Total Flow	Daily Avg Rated Capacity	Daily Max Rated Capacity
	Min (Tr. 1 & 2)	Max (Tr. 1 & 2)	Avg Tr. 1 & 2			
Jan	14.0	43.1	24.4	755.9	8.9%	15.7%
Feb	15.9	21.6	18.7	543.6	6.8%	7.9%
Mar	15.3	22.5	19.5	603.6	7.1%	8.2%
Apr	15.9	39.3	22.2	666.3	8.1%	14.3%
May	19.9	58.7	33.3	1,030.9	12.1%	21.4%
June	24.5	66.6	43.5	1,304.2	15.9%	24.3%
July	28.4	65.9	45.9	1,423.0	16.8%	24.1%
Aug	15.2	106.3	42.0	1,302.3	15.3%	38.8%
Sept	16.2	47.1	28.7	860.8	10.5%	17.2%
Oct	9.2	25.3	18.4	569.5	6.7%	9.2%
Nov	10.9	26.6	18.7	537.9	6.8%	9.7%
Dec	9.0	24.5	17.6	520.7	6.4%	8.9%
Annual	9.0 (Min)	106.3 (Max)	27.74 (Avg)	10,118.7	16.8%(Max)	39%(Max)



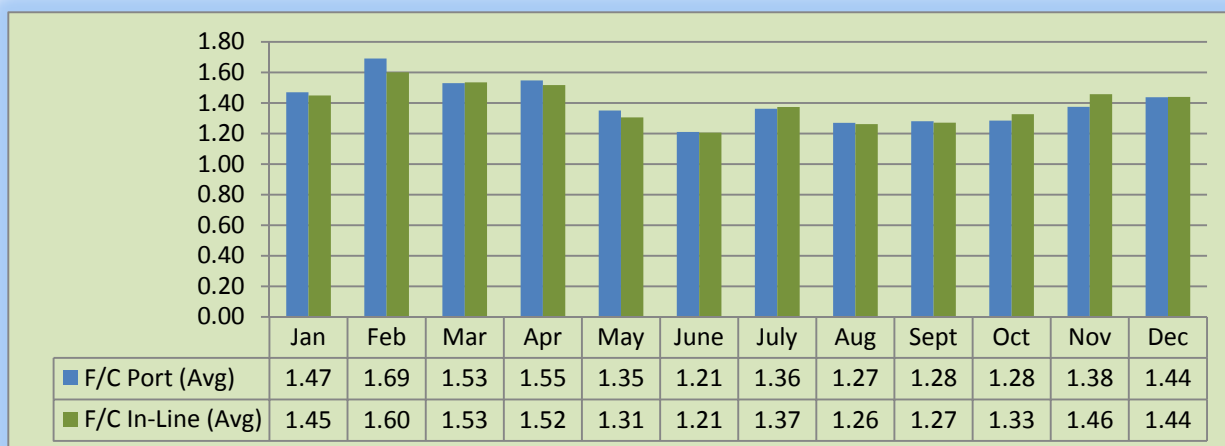
## SECTION 3.3

### ROPE DWS – SAMPLING REQUIREMENTS

#### MONTHLY CHLORINE DOSAGE

##### Treatment Subsystem

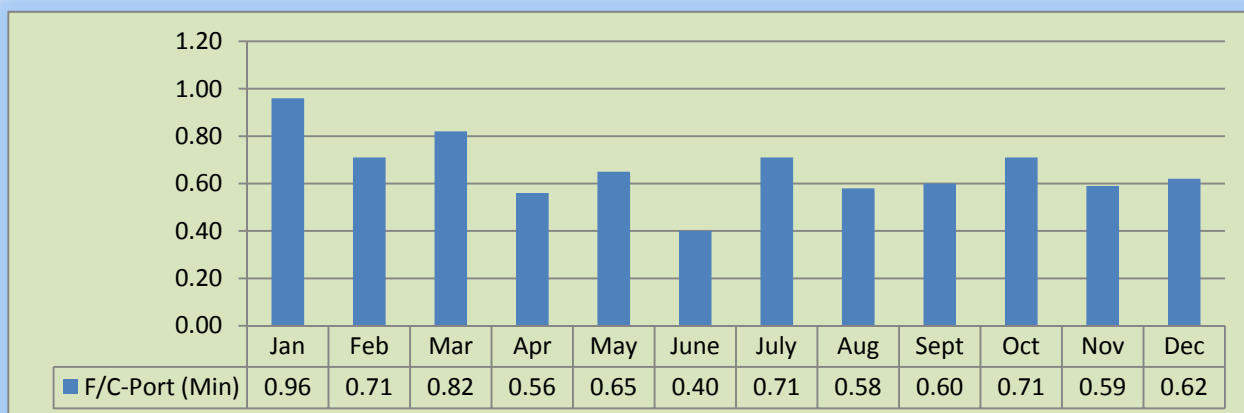
Range 0.70-2.00mg/L



Therefore, the system met with the Ministry's requirement.

##### Distribution System

Minimum Guideline - >0.05



Therefore, the system met with the Ministry's requirement.

## SECTION 3.4

### ROPE DWS – SAMPLING REQUIREMENTS

#### REQUIRED TURBIDITY MONTHLY PERCENTAGE

The Rope Drinking Water System is required to achieve <0.10 NTU 99% of production time. Therefore, the system met with the Ministry's requirement.

<b>TURBIDITY</b>	
<b>% NTU &lt;.1 - 99% TIME</b>	
Jan	100%
Feb	100%
Mar	100%
Apr	100%
May	100%
June	100%
July	100%
Aug	100%
Sept	100%
Oct	100%
Nov	99%
Dec	99%
<b>Annual Average %</b>	<b>99.8%</b>

#### RESIDUE MANAGEMENT (SUSPENDED SOLIDS)

Max 15mg/L Annual Average Requirement

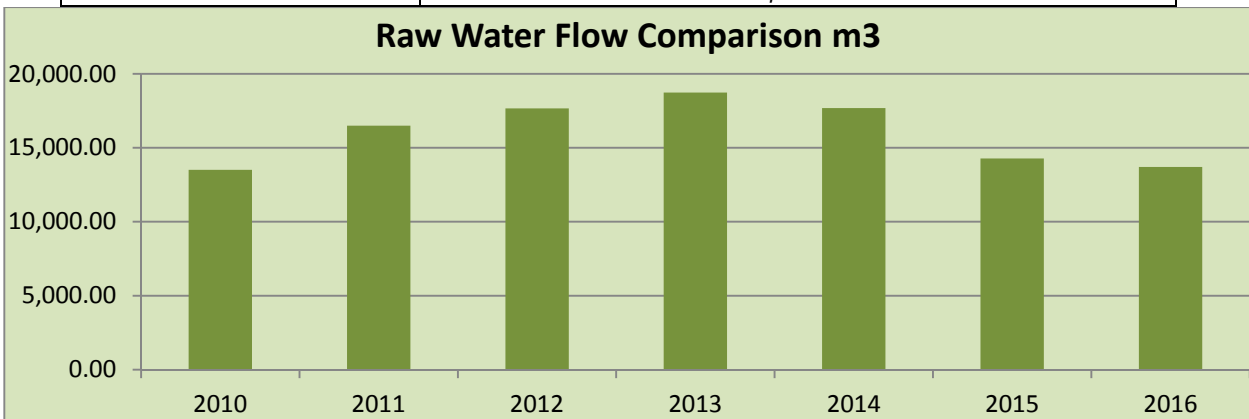
The drinking water system is required to achieve a Suspended Solids annual average concentration of 15 mg/L effluent discharge in to the natural environment from a treatment subsystem. The Rope Drinking Water System annual average was 5.64mg/L. Therefore, the system met with Ministry's requirement.



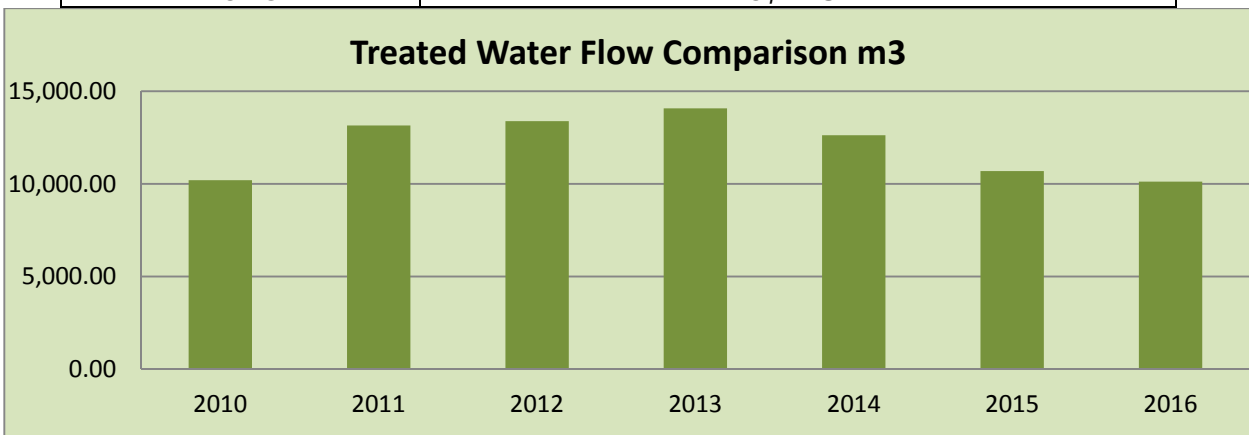
## SECTION 3.5

### Rope D.W.S. FLOW COMPARISON

Year	Total Flow m3 – Raw Water
2010	13,512.4
2011	16,492.8
2012	17,666.1
2013	18,731.0
2014	17,681.6
2015	14,278.7
2016	13,704.2



Year	Total Flow m3 – Treated Water
2010	10,195.5
2011	13,152.6
2012	13,388.0
2013	14,077.4
2014	12,619.7
2015	10,688.7
2016	10,118.7



## **SECTION 3.6**

# **ROPE DRINKING WATER SYSTEM**

## **PERMIT TO TAKE WATER SUBMISSION**



### Water Taking Input Form

Permit # 2756-8UKPGS

Source Name: ROPE WTP

Source Information

MUNICIPALITY: Township of Tay - 450 Park St. Victoria Harbour L0K 2A0 705-534-7248

Source/Type: LAKE

Max taken per day (litre): 273,888 L

Specific Purpose: RESIDENTIAL

Max number of days taken per year: 365

Major Category: SMALL MUNICIPAL

Zone/Easting/Northing: 17T / 0601541E / 4960230N

### WATER TAKING DATA

Method of Determination: **Metered** Calculated

Units of measure: Liters US Gallons Imperial Gallons Acre-inch **Cubic Meter**

Month: JANUARY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	26.9	2	26.9	3	26.9	4	26.9
5	28.8	6	28.7	7	23.0	8	20.0
9	28.5	10	28.5	11	28.5	12	47.0
13	53.1	14	45.7	15	39.1	16	29.7
17	29.7	18	29.7	19	32.7	20	37.0
21	34.5	22	47.1	23	47.1	24	47.1
25	47.1	26	26.6	27	25.5	28	24.2
29	21.7	30	24.4	31	24.4		

Month: FEBRUARY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	24.4	2	25.4	3	20.7	4	25.4
5	24.5	6	26.3	7	26.3	8	26.3
9	22.4	10	28.0	11	27.7	12	21.8
13	26.6	14	26.6	15	26.6	16	26.6
17	23.9	18	23.1	19	22.7	20	29.1
21	29.1	22	29.1	23	27.0	24	23.8
25	28.7	26	27.8	27	29.8	28	29.8
29	29.8						

Month: MARCH				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	27.16	2	26.72	3	26.86	4	23.24
5	30.26	6	30.20	7	30.18	8	26.49
9	24.13	10	22.66	11	28.56	12	31.90
13	31.90	14	31.90	15	24.23	16	27.51
17	29.85	18	25.26	19	27.15	20	27.15
21	27.15	22	26.23	23	24.69	24	27.50
25	26.10	26	26.10	27	26.10	28	26.10
29	23.86	30	28.66	31	21.86		

Month: APRIL				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	26.24	2	26.83	3	26.83	4	26.82
5	26.98	6	27.02	7	26.55	8	26.76
9	27.76	10	27.76	11	27.75	12	25.48
13	25.13	14	26.67	15	21.64	16	32.66
17	32.66	18	32.66	19	26.13	20	27.95
21	26.76	22	39.68	23	41.55	24	41.55
25	41.54	26	33.25	27	57.82	28	30.16
29	27.80	30	28.49				

Month: MAY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	28.49	2	28.51	3	26.05	4	55.99
5	33.28	6	41.17	7	36.41	8	36.41
9	36.43	10	37.82	11	32.83	12	42.80
13	64.04	14	34.49	15	34.49	16	34.49
17	43.90	18	85.54	19	45.09	20	36.56
21	50.71	22	50.71	23	50.71	24	50.71
25	57.71	26	36.49	27	54.67	28	60.06
29	60.06	30	60.06	31	73.89		

Month: JUNE				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	61.42	2	42.23	3	54.68	4	42.95
5	42.95	6	42.95	7	36.64	8	39.10
9	55.46	10	69.68	11	44.25	12	44.25
13	44.24	14	37.59	15	49.81	16	76.03
17	69.22	18	63.61	19	63.61	20	63.61
21	52.21	22	68.17	23	81.36	24	70.67
25	85.74	26	85.74	27	85.74	28	40.72
29	41.81	30	44.98				

Month: JULY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	52.17	2	52.17	3	52.17	4	52.15
5	87.45	6	84.54	7	60.72	8	77.10
9	50.68	10	50.68	11	50.68	12	47.56
13	75.08	14	54.06	15	40.24	16	51.91
17	51.91	18	51.91	19	49.13	20	66.32
21	50.14	22	80.28	23	68.72	24	78.72
25	78.72	26	43.57	27	51.24	28	56.29
29	38.51	30	77.41	31	77.41		

Month: AUGUST				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	77.41	2	77.41	3	58.26	4	136.26
5	51.51	6	72.32	7	72.32	8	72.32
9	70.79	10	70.77	11	81.63	12	42.33
13	58.96	14	58.96	15	58.96	16	33.81
17	19.66	18	36.71	19	34.27	20	30.29
21	30.29	22	30.29	23	40.05	24	39.70
25	33.42	26	58.11	27	46.19	28	46.19
29	46.19	30	44.52	31	33.96		

Month: SEPTEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	55.38	2	29.51	3	59.25	4	59.25
5	59.25	6	59.25	7	38.21	8	30.75
9	26.19	10	34.66	11	34.66	12	34.66
13	43.92	14	36.30	15	34.04	16	28.34
17	34.25	18	34.25	19	34.25	20	27.05
21	23.98	22	36.21	23	21.82	24	34.42
25	34.42	26	34.42	27	33.99	28	32.38
29	52.12	30	30.87				

Month: OCTOBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	26.78	2	26.78	3	26.78	4	30.99
5	17.12	6	25.51	7	26.74	8	30.31
9	30.31	10	30.31	11	30.31	12	28.44
13	17.19	14	19.43	15	25.60	16	34.60
17	25.60	18	18.94	19	13.17	20	21.15
21	23.78	22	30.58	23	30.58	24	30.58
25	20.37	26	19.23	27	22.54	28	20.48
29	23.04	30	23.04	31	23.04		

Month: NOVEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	30.24	2	14.83	3	25.38	4	17.64
5	23.46	6	23.46	7	23.46	8	21.46
9	21.93	10	24.30	11	26.72	12	24.32
13	24.34	14	24.34	15	17.53	16	25.42
17	23.30	18	33.15	19	21.28	20	21.28
21	21.28	22	37.17	23	37.32	24	18.15
25	29.74	26	34.70	27	34.70	28	34.70
29	33.44	30	39.19				

Month: DECEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	36.91	2	32.09	3	24.79	4	24.79
5	99.17	6	26.07	7	30.31	8	13.41
9	26.69	10	23.17	11	23.17	12	23.17
13	30.80	14	29.12	15	18.38	16	17.69
17	18.75	18	18.75	19	18.75	20	22.53
21	17.12	22	22.68	23	23.16	24	29.31
25	29.31	26	29.31	27	29.31	28	29.09
29	22.18	30	32.65	31	27.65		

## SECTION 4.1

### TAY AREA DRINKING WATER SYSTEM LOCATION, DESCRIPTION & RATED CAPACITY

#### LOCATION OF PLANT

45 Lighthouse Crescent, Victoria Harbour

#### DESCRIPTION

The Tay Area (Victoria Harbour) Drinking Water System is categorized as a large municipal residential drinking water system. The system serves an estimated population of 7400 for the communities of Victoria Harbour, Port McNicoll and Waubaushene. The facility is capable of serving 8000 consumers at a rate of 7850 cubic meters/day.

The distribution system is comprised of many various materials including ductile iron, cast iron, polyvinyl chloride and galvanized steel. The system consists of 77,966 meters of distribution watermain, 336 hydrants and 400 isolation valves.

The primary disinfection system is achieved in two stages the first through UV irradiation and secondly through chlorine and chlorine contact time. The Tay Area (Victoria Harbour) Drinking Water System consists of three booster stations and three storage facilities one in each of the communities.

**Drinking Water Licence No. 102-102**

**Drinking Water Permit No. 102-202**

**Financial Report 102-301A**

**Expiry Date: Jan 4, 2021**

The Tay Area Drinking Water System shall not be operated to exceed the maximum flow rated capacity of 10,065m<sup>3</sup>/day as outlined in the Drinking Water System Permit unless where necessary for fighting a large fire or maintenance of the drinking water system.

<b>Treatment Subsystem</b>	<b>Rated Capacity</b>
Tay Area Drinking Water System	10,065 m <sup>3</sup> /day

In 2016 the treated water maximum daily flow was **5,695** m<sup>3</sup>/day or **57%** of the rated capacity (10,065m<sup>3</sup>/day).

**4221-9QDGS4 PERMIT TO TAKE WATER GUIDELINES**

The Permit to Take Water allows the Township to remove 10,627.2m<sup>3</sup>/day.  
(Maximum Amount Taken Per Day – 10,627,200 Litres/Day)

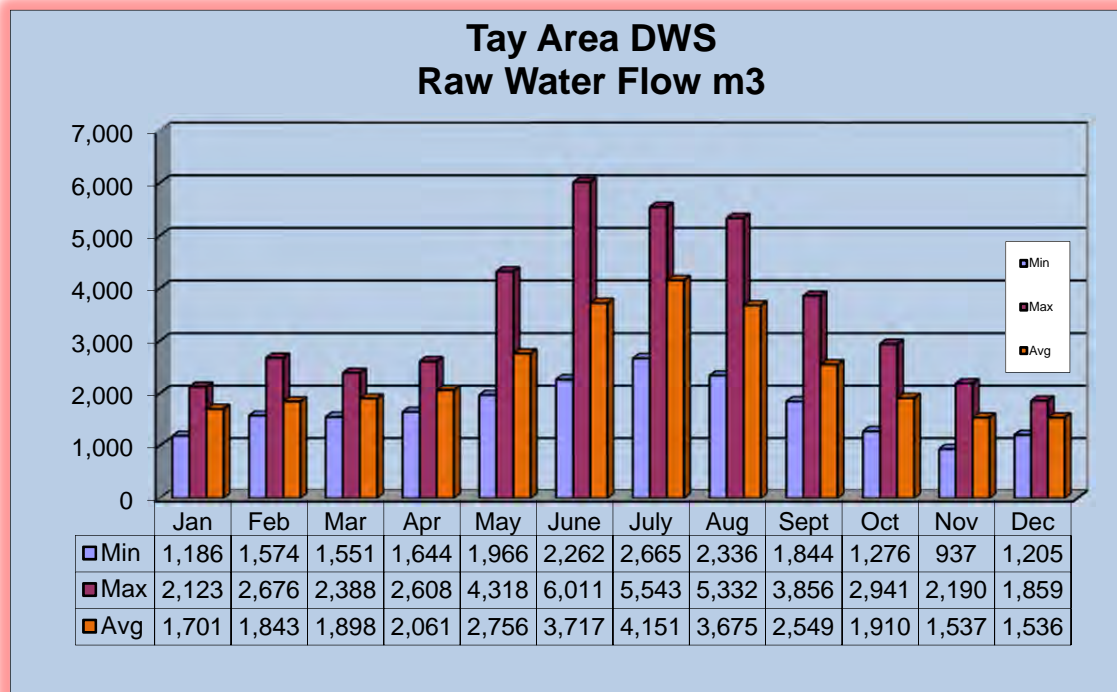
In 2016 the maximum day for taking water was **6,011** m<sup>3</sup>/d or **60%** of the allowable.



## SECTION 4.2 TAY AREA DRINKING WATER SYSTEM

### Raw Water Flow 2016

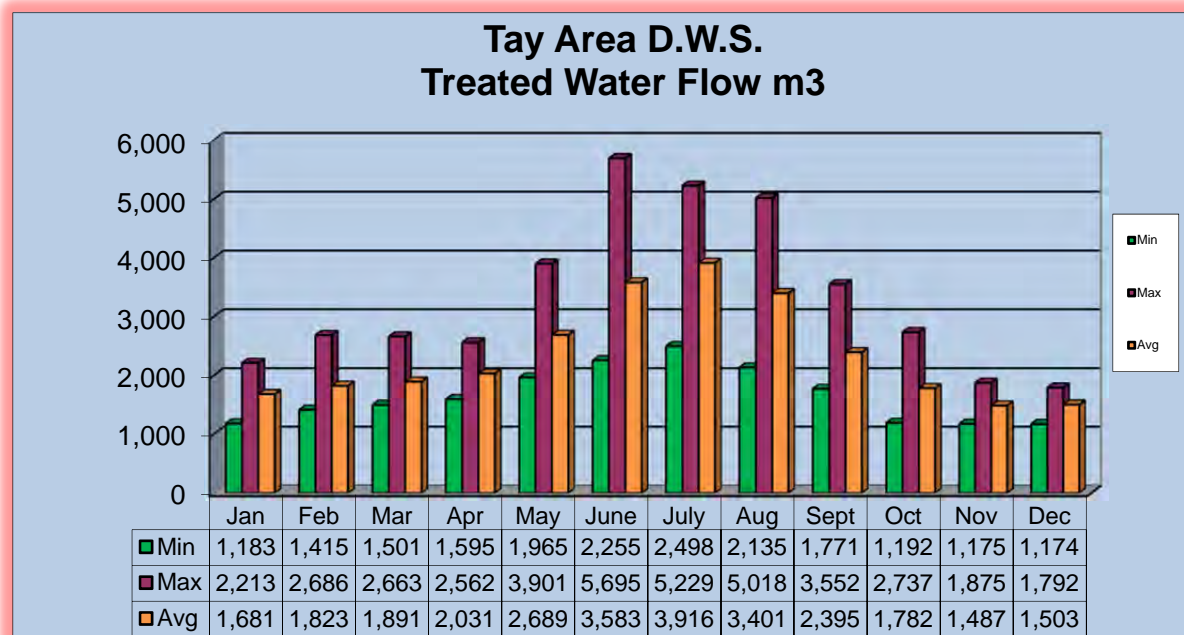
Raw Water Flow m3					Comparison	
	Daily Flow Min	Daily Flow Max	Daily Flow Avg	Monthly Total Flow	Daily Avg to Rated Capacity	Daily Max to Rated Capacity
Jan	1186	2123	1701	52740	17%	21%
Feb	1574	2676	1843	53434	18%	27%
Mar	1551	2388	1898	58847	19%	24%
Apr	1644	2608	2061	61821	20%	26%
May	1966	4318	2756	85431	27%	43%
June	2262	<b>6011</b>	3717	111505	37%	<b>60%</b>
July	2665	5543	4151	128686	<b>41%</b>	55%
Aug	2336	5332	3675	113925	37%	53%
Sept	1844	3856	2549	76464	25%	38%
Oct	1276	2941	1910	59195	19%	29%
Nov	<b>937</b>	2190	1537	46118	15%	22%
Dec	1205	1859	1536	47605	15%	18%
Annual	<b>937(Min)</b>	<b>6011(Max)</b>	<b>2444.4 (Avg)</b>	<b>895,781</b>	<b>41%(Max)</b>	<b>60%(Max)</b>



# TAY AREA DRINKING WATER SYSTEM ANNUAL TREATED WATER FLOW SUMMARY & CHART

## Treated Water Flow 2016

Treated Water Flow m3					Comparison	
	Daily Flow Min	Daily Flow Max	Daily Flow Avg	Monthly Total Flow	Daily Avg to Rated Capacity	Daily Max to Rated Capacity
Jan	1183	2213	1681	52123	17%	22%
Feb	1415	2686	1823	52868	18%	27%
Mar	1501	2663	1891	58631	19%	26%
Apr	1595	2562	2031	60935	20%	25%
May	1965	3901	2689	83348	27%	39%
June	2255	<b>5695</b>	3583	107496	36%	<b>57%</b>
July	2498	5229	3916	121391	<b>39%</b>	52%
Aug	2135	5018	3401	105429	34%	50%
Sept	1771	3552	2395	71840	24%	35%
Oct	1192	2737	1782	55235	18%	27%
Nov	1175	1875	1487	44613	18%	19%
Dec	<b>1174</b>	1792	1503	46593	15%	18%
Annual	<b>1174(Min)</b>	<b>5695(Max)</b>	<b>2348.5 (Avg)</b>	<b>860,501.6</b>	<b>39%(Max)</b>	<b>57%(Max)</b>



## SECTION 4.3

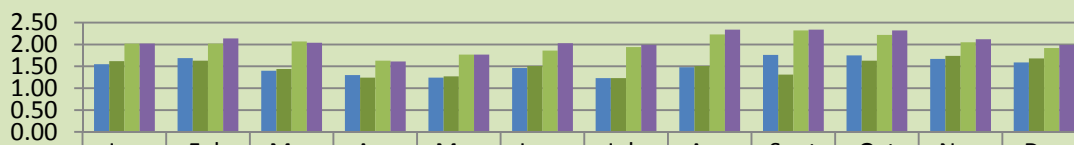
### TAY AREA DRINKING WATER SYSTEM

#### MONTHLY CHLORINE DOSAGE

##### Treatment Subsystem

Range 1.50 – 2.50 mg/L

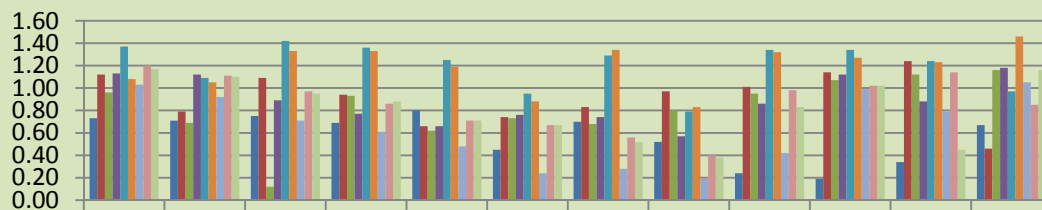
##### Treated Water Chlorine Dosage (Min & Max)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Port - Min	1.55	1.69	1.40	1.30	1.24	1.46	1.23	1.48	1.76	1.75	1.67	1.59
In-Line - Min	1.62	1.63	1.44	1.24	1.27	1.51	1.23	1.51	1.31	1.63	1.74	1.68
Port - Max	2.02	2.02	2.07	1.63	1.77	1.86	1.94	2.23	2.32	2.22	2.05	1.92
In-Line Max	2.02	2.14	2.04	1.61	1.77	2.03	1.99	2.34	2.34	2.32	2.12	1.99

#### Distribution System

Minimum Guideline >0.05



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
W-Pre Chr - P	0.73	0.71	0.75	0.69	0.80	0.45	0.70	0.52	0.24	0.19	0.34	0.67
W-Post Chl - P	1.12	0.79	1.09	0.94	0.66	0.74	0.83	0.97	1.01	1.14	1.24	0.46
W-Post Chl - I/L	0.96	0.69	0.12	0.93	0.62	0.73	0.68	0.80	0.95	1.07	1.12	1.16
T-Pre Chl - P	1.13	1.12	0.89	0.77	0.66	0.76	0.74	0.57	0.86	1.12	0.88	1.18
T-Post Chl - P	1.37	1.09	1.42	1.36	1.25	0.95	1.29	0.79	1.34	1.34	1.24	0.97
T-Post Chl - I/L	1.08	1.05	1.33	1.33	1.19	0.88	1.34	0.83	1.32	1.27	1.23	1.46
M-Pre Chl - P	1.03	0.92	0.71	0.61	0.48	0.24	0.28	0.19	0.42	0.99	0.79	1.05
M-Post Chl P	1.20	1.11	0.97	0.86	0.71	0.67	0.56	0.40	0.98	1.02	1.14	0.85
M-Post Chl I/L	1.17	1.10	0.95	0.88	0.71	0.67	0.52	0.38	0.83	1.02	0.45	1.16

Therefore, the system met with the Ministry's requirement.

## SECTION 4.4 TAY AREA DRINKING WATER SYSTEM

### REQUIRED TURBIDITY MONTHLY PERCENTAGE

The Tay Area Drinking Water System Ecodyne is required to achieve <0.30 NTU – 95% of production time and, the Pall System is required to achieve <0.10 NTU 99% of production time.

NTU 0.3-95% time		NTU 0.1-99% time			
ECODYNE TURBIDITY PERCENTAGE		PALL SYSTEM TURBIDITY PERCENTAGE			
Month	Ecodyne	Month	RACK 1	RACK 2	RACK 4
Jan	OFF	Jan	99.96%	99.69%	99.99%
Feb	OFF	Feb	99.92%	99.61%	99.90%
Mar	OFF	Mar	99.90%	99.94%	99.98%
Apr	OFF	Apr	99.99%	99.88%	99.81%
May	OFF	May	99.92%	99.96%	99.99%
June	OFF	June	100.00%	99.90%	100.00%
July	OFF	July	99.99%	99.97%	100.00%
Aug	OFF	Aug	99.92%	99.99%	99.99%
Sept	OFF	Sept	100.00%	100.00%	99.93%
Oct	OFF	Oct	100.00%	99.97%	100.00%
Nov	OFF	Nov	99.49%	99.95%	99.70%
Dec	OFF	Dec	99.02%	99.90%	99.99%
Annual Avg %	n/a	Annual Avg %	99.84%	99.90%	99.94%

Off – System not in use.

(The Pall System was installed in May 2015.)

N/A – System not in operation Jan-Apr 2015.

The Tay Area Drinking Water System achieved the following results:

**Ecodyne Turbidity Percentage – n/a**

**Pall System Turbidity Percentage – 99.89%**

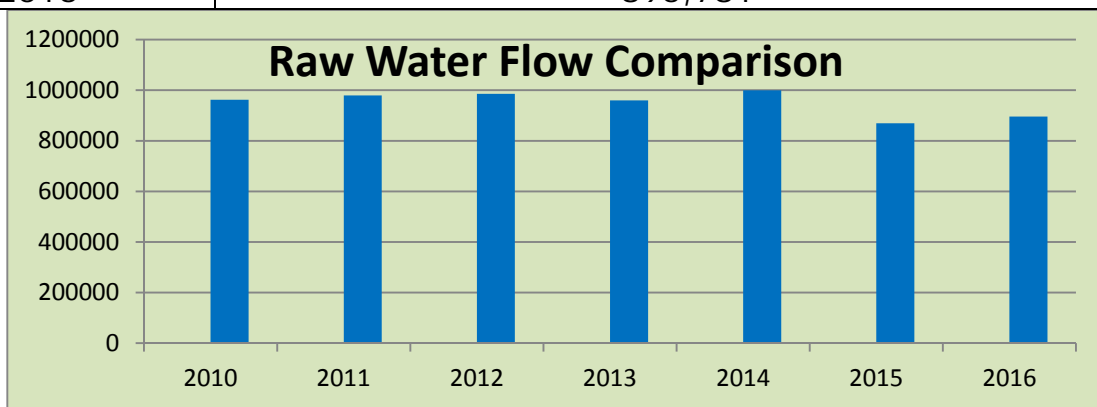
Therefore, the system exceeded the requirement.

## SECTION 4.5

### Tay Area D.W.S.

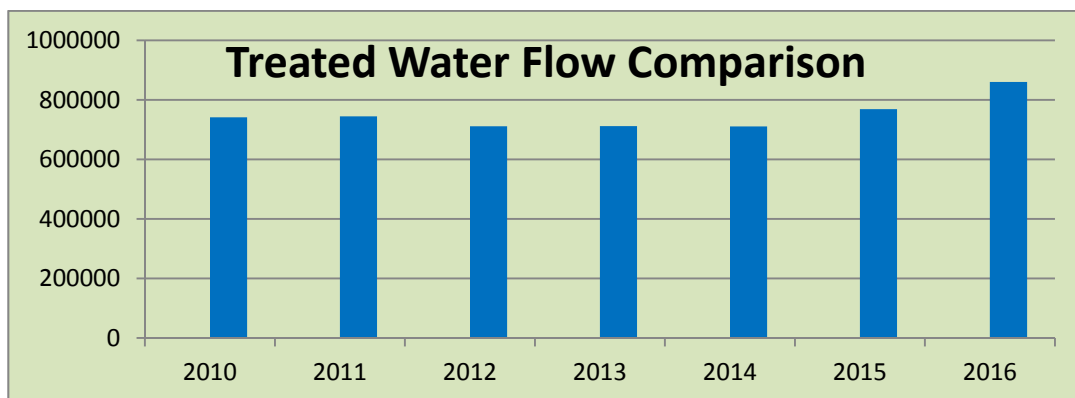
#### COMPARISON - RAW WATER

Year	Flow m3 – Raw Water
2010	962,374
2011	979,183
2012	985,405
2013	959,892
2014	999,513
2015	869,420
2016	895,781



#### COMPARISON – TREATED WATER

Year	Flow m3 – Treated Water
2010	741,256
2011	744,560
2012	711,555
2013	711,683
2014	710,839
2015	769,052
2016	860,501





## **SECTION 4.6**

# **TAY AREA DRINKING WATER SYSTEM**

## **PERMIT TO TAKE WATER SUBMISSIONS**



### Water Taking Input Form

Permit # 4221-9QDGS4

Source Name: TAY AREA DWS

Source Information

MUNICIPALITY: Township of Tay - 450 Park St. Victoria Harbour L0K 2A0 705-534-7248

Source/Type: LAKE

Max taken per day (litre): 10,627,200 L

Specific Purpose: RESIDENTIAL

Max number of days taken per year: 365

Major Category: LARGE MUNICIPAL

Zone/Easting/Northing: 17T / 596277E / 4966401N

### WATER TAKING DATA

Method of Determination: Metered Calculated

Units of measure: Liters US Gallons Imperial Gallons Acre-inch Cubic Meter

Month: JANUARY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1840	2	1850	3	1746	4	1509
5	1550	6	1902	7	1186	8	2005
9	1760	10	1626	11	1974	12	1663
13	1442	14	1551	15	1931	16	1729
17	1693	18	1979	19	1561	20	1536
21	1465	22	1916	23	1544	24	2123
25	1479	26	1735	27	1544	28	1620
29	1567	30	1854	31	1860		

Month: MARCH				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1735	2	1918	3	1922	4	1807
5	2256	6	2107	7	1930	8	1848
9	2066	10	1925	11	1867	12	1884
13	2388	14	1551	15	1941	16	1886
17	1843	18	1723	19	2157	20	2169
21	1647	22	1665	23	1622	24	1891
25	2087	26	1709	27	2166	28	1731
29	1797	30	1759	31	1850		

Month: MAY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	2174	2	2366	3	2398	4	2322
5	2640	6	2247	7	2386	8	2448
9	2141	10	2673	11	2428	12	2510
13	2184	14	2626	15	2521	16	1966
17	2656	18	2550	19	2489	20	2705
21	3095	22	3037	23	3029	24	4145
25	3119	26	2261	27	3439	28	3485
29	3337	30	4318	31	3736		

Month: JULY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	3107	2	3997	3	4565	4	4052
5	4835	6	4380	7	4592	8	4698
9	3057	10	4090	11	3348	12	3704
13	4564	14	3189	15	2665	16	3475
17	3662	18	3581	19	3909	20	3950
21	4534	22	4519	23	5247	24	5543
25	4001	26	4275	27	4390	28	4402
29	5354	30	5220	31	3791		

Month: SEPTEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	2864	2	3108	3	2832	4	3856
5	3402	6	3116	7	2812	8	2396
9	2246	10	2256	11	2729	12	2346
13	2456	14	2526	15	2541	16	2343
17	2483	18	2545	19	2379	20	2220
21	2269	22	2257	23	2422	24	2354
25	2751	26	2221	27	2171	28	2258
29	1844	30	2461				

Month: NOVEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1714	2	1410	3	1360	4	1315
5	1980	6	1729	7	1636	8	1310
9	1462	10	1303	11	1682	12	1300
13	1818	14	1384	15	1750	16	1374
17	1213	18	1559	19	1446	20	937
21	1603	22	2190	23	1761	24	1473
25	1831	26	1596	27	1897	28	1366
29	1436	30	1283				

Month: FEBRUARY				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1687	2	1838	3	1643	4	1675
5	1574	6	1823	7	1656	8	1574
9	1818	10	1596	11	1604	12	1798
13	1779	14	1872	15	2153	16	1702
17	1670	18	1966	19	2676	20	2136
21	2524	22	2117	23	1638	24	1661
25	1705	26	1801	27	1883	28	2192
29	1673						

Month: APRIL				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1884	2	2126	3	2111	4	1644
5	1890	6	2023	7	1858	8	1653
9	2184	10	2199	11	1694	12	1739
13	2068	14	1711	15	1971	16	2150
17	2353	18	2084	19	1908	20	2266
21	2187	22	2287	23	2365	24	2486
25	2608	26	2035	27	2217	28	1758
29	2069	30	2293				

Month: JUNE				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	3591	2	3589	3	3164	4	4030
5	2686	6	2488	7	2689	8	2692
9	2390	10	3290	11	2622	12	2966
13	2262	14	3303	15	3365	16	3646
17	4667	18	4596	19	4967	20	4484
21	4035	22	4377	23	4859	24	5138
25	5193	26	6011	27	3729	28	2802
29	3658	30	4216				

Month: AUGUST				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	4024	2	4294	3	4184	4	4699
5	4582	6	4800	7	5195	8	5330
9	4294	10	5332	11	5221	12	4675
13	3179	14	3437	15	2915	16	2540
17	2336	18	2699	19	3083	20	2909
21	3059	22	2864	23	3328	24	3098
25	3033	26	3247	27	3106	28	3405
29	2898	30	3246	31	2913		

Month: OCTOBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	2539	2	2598	3	2000	4	1837
5	2849	6	2031	7	2046	8	2941
9	2305	10	2153	11	2248	12	1879
13	1534	14	1965	15	1546	16	2080
17	1857	18	1449	19	1814	20	1643
21	1545	22	1742	23	1801	24	1659
25	1590	26	1423	27	1682	28	1628
29	1651	30	1884	31	1276		

Month: DECEMBER				Year: 2016			
DATE	USAGE	DATE	USAGE	DATE	USAGE	DATE	USAGE
1	1747	2	1219	3	1477	4	1697
5	1582	6	1306	7	1214	8	1590
9	1273	10	1765	11	1547	12	1488
13	1205	14	1778	15	1326	16	1594
17	1427	18	1642	19	1700	20	1529
21	1503	22	1490	23	1581	24	1859
25	1663	26	1521	27	1638	28	1592
29	1622	30	1447	31	1583		

## **APPENDIX 1**

# **ROPE DRINKING WATER SYSTEM**

## **ANNUAL REPORT & ADVERSE WATER CONDITION AND/OR OTHER PROBLEM REPORTING**



ANNUAL REPORT

Drinking-Water System Number:	220011323
Drinking-Water System Name:	ROPE DRINKING WATER SYSTEM
Drinking-Water System Owner:	CORPORATION OF THE TOWNSHIP OF TAY
Drinking-Water System Category:	SMALL MUNICIPAL RESIDENTIAL
Period being reported:	JANUARY 1, 2016 - DECEMBER 31, 2016

**Complete if your Category is Large Municipal Residential or Small Municipal Residential**

Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [ X ]

Is your annual report available to the public at no charge on a web site on the Internet?

Yes [ X ] No [ ]

**Location where Summary Report**

TAY TOWNSHIP MUNICIPAL OFFICE  
450 PARK STREET  
VICTORIA HARBOUR, ON  
L0K 2A0

**Complete for all other Categories.**

Number of Designated Facilities served:

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes [ X ] No [ ]

Number of Interested Authorities you report to:

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes [ ] No [ ]

**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [ ] No [ ]



**Indicate how you notified system users that your annual report is available, and is free of charge.**

- ☒ **Public access/notice via the web**
- ☒ **Public access/notice via Government Office**
- ☐ **Public access/notice via a newspaper**
- ☒ **Public access/notice via Public Request**
- ☒ **Public access/notice via a Public Library**
- ☒ **Public access/notice via other method Next Water Notice/Bill & "Twitter"**

**Describe your Drinking-Water System**

The Rope Drinking Water System is located at 204 Ruta Road, Waubaushene and, is categorized as a small municipal residential system which currently serves the Rope Subdivision. The plant is a surface water treatment plant drawing water from the Sturgeon Bay of Georgian Bay. The system features seasonal pre-chlorination for Zebra Mussel control followed by treatment consisting of chemically assisted filtration utilizing membrane filtration. Primary disinfection occurs by ultraviolet light and secondary disinfection is done by sodium hypochlorite occurring in a post treatment contact chamber which doubles as a treated water clear well. The treated water is then pumped to the distribution system. This water system currently serves a population of approximately 60 people.

**List all water treatment chemicals used over this reporting period**

Stern-Pac was used from January through to October and aluminum sulphate was used as the coagulant for the balance of the year. Sodium hypochlorite is used as the secondary disinfectant. Sulfuric acid is currently used for pH adjustment when necessary. A change in chemical dosing is typical during changes in raw water quality, however no abnormal usages were experienced during the year. Alum was all year as well.

**Were any significant expenses incurred to?**

- ☐ **Install required equipment**
- ☒ **Repair required equipment**
- ☒ **Replace required equipment**

**Please provide a brief description and a breakdown of monetary expenses incurred**

**Not applicable.**





Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
See Attached					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	53	0-31	0-920	0	n/a
Treated	53	0	0-1	53	0-21
Distribution	106	0	0-1	106	0-980

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	8760	(RW) Min <b>0.403</b> Max <b>11.0</b> (TW) Min <b>0.003</b> Max <b>1.34</b>	NTU
Chlorine	8760	(TW) Port Min <b>0.48</b> - Max <b>2.52</b> (TW) In-Line Min <b>0.62</b> - <b>2.32</b> (DW) Min <b>0.40</b> - Max <b>2.17</b>	mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A	N/A

**NOTE:**  
For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
	Suspended Solids	Continuous	5.64	mg/L

### Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan 27 2015	0.020	ug/L	No
Arsenic	Jan 27 2015	0.200	ug/L	No
Barium	Jan 27 2015	19.90	ug/L	No
Boron	Jan 27 2015	9.800	ug/L	No
Cadmium	Jan 27 2015	0.003	ug/L	No
Chromium	Jan 27 2015	0.030	ug/L	No
*Lead	Jan 19 2016	0.08	ug/L	No
Mercury	Jan 27 2015	0.010	ug/L	No
Selenium	Jan 27 2015	1.000	ug/L	No
Sodium	Jan 27 2015	16.2	mg/L	No
Uranium	Jan 27 2015	0.002	ug/L	No
Fluoride	Jan 27 2015	0.060	mg/L	No
Nitrite	Jan 19 2016	0.003	mg/L	No
Nitrate	Jan 19 2016	0.088	mg/L	No

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

### Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) - (max #)	Unit of Measure	Number of Exceedances
Plumbing	No Further Sampling Required (Completed last in 2013)	N/A	N/A	N/A
Distribution	Requirement: Lead, pH & Alk Only In 2016	<b><u>1<sup>st</sup> Round-Feb 8, 2016</u></b> Lead Hydrant Min <b>0.14</b> – Max <b>0.19</b> PH- Min <b>6.93</b> Max <b>6.98</b> Alk.- Min <b>10</b> Max <b>11</b> <b><u>2<sup>nd</sup> Round-Aug 25 2016</u></b> Lead Hydrant Min <b>0.17</b> – Max <b>0.21</b> PH-July Min <b>7.67</b> -Max <b>7.68</b> Alk. – Min <b>11</b> -Max <b>15</b>	mg/L	N/A

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan 27 2015	0.02	ug/L	No
Atrazine + N-dealkylated metabolites	Jan 27 2015	0.01	ug/L	No
Azinphos-methyl	Jan 27 2015	0.02	ug/L	No
Benzene	Jan 27 2015	0.32	ug/L	No
Benzo(a)pyrene	Jan 27 2015	0.004	ug/L	No
Bromoxynil	Jan 27 2015	0.33	ug/L	No
Carbaryl	Jan 27 2015	0.01	ug/L	No
Carbofuran	Jan 27 2015	0.01	ug/L	No
Carbon Tetrachloride	Jan 27 2015	0.16	ug/L	No
Chlorpyrifos	Jan 27 2015	0.02	ug/L	No
Diazinon	Jan 27 2015	0.02	ug/L	No
Dicamba	Jan 27 2015	0.20	ug/L	No
1,2-Dichlorobenzene	Jan 27 2015	0.41	ug/L	No
1,4-Dichlorobenzene	Jan 27 2015	0.36	ug/L	No
1,2-Dichloroethane	Jan 27 2015	0.35	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan 27 2015	0.33	ug/L	No
Dichloromethane	Jan 27 2015	0.35	ug/L	No
2-4 Dichlorophenol	Jan 27 2015	0.15	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan 27 2015	0.19	ug/L	No
Diclofop-methyl	Jan 27 2015	0.40	ug/L	No
Dimethoate	Jan 27 2015	0.03	ug/L	No
Diquat	Jan 27 2015	1.00	ug/L	No
Diuron	Jan 27 2015	0.03	ug/L	No
Glyphosate	Jan 27 2015	1.00	ug/L	No
Malathion	Jan 27 2015	0.02	ug/L	No
Metolachlor	Jan 27 2015	0.01	ug/L	No
Metribuzin	Jan 27 2015	0.02	ug/L	No
Monochlorobenzene	Jan 27 2015	0.30	ug/L	No
Paraquat	Jan 27 2015	1.00	ug/L	No
Pentachlorophenol	Jan 27 2015	0.15	ug/L	No
Phorate	Jan 27 2015	0.01	ug/L	No
Picloram	Jan 27 2015	1.00	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan 27 2015	0.04	ug/L	No
Prometryne	Jan 27 2015	0.03	ug/L	No



Simazine	Jan 27 2015	0.01	ug/L	No
THM (NOTE: show latest annual average)	Oct 24 2016	75.00	ug/L	No
Terbufos	Jan 27 2015	0.01	ug/L	No
Tetrachloroethylene	Jan 27 2015	0.35	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan 27 2015	0.20	ug/L	No
Triallate	Jan 27 2015	0.01	ug/L	No
Trichloroethylene	Jan 27 2015	0.44	ug/L	No
2,4,6-Trichlorophenol	Jan 27 2015	0.25	ug/L	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan 27 2015	0.22	ug/L	No
Trifluralin	Jan 27 2015	0.02	ug/L	No
Vinyl Chloride	Jan 27 2015	0.17	ug/L	No
Bromodichloromethane	Jan 19 2016	2.7	ug/L	No
Bromoform	Jan 19 2016	0.34	ug/L	No
Chloroform	Jan 19 2016	73	ug/L	No
Dibromochlormethane	Jan 19 2016	0.37	ug/L	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample

## **Adverse Water Condition and/or Other Problem**

### **Rope DWS - Refer to Spreadsheet Below**

There was one report provided for due diligence (not an adverse) for improper disinfection on November 23, 2016 to the S.M.D.H.U. & M.O.E.C.C. at the Rope D.W.S. It was noted that the plant was still achieving 4 log removal through filtration and cl2 treatment which satisfied the guideline/requirement.

There were two Total Coliform reports one in August and the second in November that staff re-sampled and followed M.O.E.C.C. guidelines and resolved the situation.



**WATER TREATMENT PLANT SUBMISSIONS 2016  
ROPE D.W.S. #220011323**

OCCURRENCE#	PLANT LOCATION	DATE	PARAMETER	SAMPLE LOCATION	RESULT	UNIT MEASURE	CORRECTIVE ACTION DESCRIPTION	RESOLUTION DATE
130857	ROPE	AUG 19 2016	TTL COLIFORM	WEST BLOWOFF	1.0	CFU/100ML	SAMPLE TAKEN AUG 17 FREE CHLOR RES 0.35 TTL CHLOR RES 0.46 RESAMPLED AUG 19, & 22. INCREASE CHLORINE AND FLUSHING	AUG 29 2016
131924	ROPE	NOV 23 2016	TTL COLIFORM	TREATED	1.0	CFU/100ML	SAMPLE TAKEN NOV 21 2016 FREE 1.21 TOTAL 1.27 RE-SAMPLED RESULTS CLEAR, CLOSED THE REPORT.	NOV 25 2016
132055	ROPE	DEC 13 2016	IMPROPER DISINFECTION	TREATED			REPORTED & NOT REQUIRED AS PER SMDHU PLANT WAS STILL ACHIEVING 4 LOG REMOVAL THROUGH FILTRATION & CL2 TREATMENT	DEC 14 2016

## **APPENDIX 2**

# **TAY AREA DRINKING WATER SYSTEM**

## **ANNUAL REPORT & ADVERSE WATER CONDITION AND/OR OTHER PROBLEM REPORTING**



ANNUAL REPORT

Drinking-Water System Number:	220001076
Drinking-Water System Name:	TAY AREA DRINKING WATER SYSTEM
Drinking-Water System Owner:	CORPORATION OF THE TOWNSHIP OF TAY
Drinking-Water System Category:	LARGE MUNICIPAL RESIDENTIAL
Period being reported:	JANUARY 1, 2016 - DECEMBER 31, 2016

**Complete if your Category is Large Municipal Residential or Small Municipal Residential**

Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [ X ]

Is your annual report available to the public at no charge on a web site on the Internet?

Yes [ X ] No [ ]

**Location where Summary Report**

TAY TOWNSHIP MUNICIPAL OFFICE  
450 PARK STREET  
VICTORIA HARBOUR, ON  
L0K 2A0

**Complete for all other Categories.**

Number of Designated Facilities served:

N/A

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes [ X ] No [ ]

Number of Interested Authorities you report to:

1

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes [ X ] No [ ]

**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [ ] No [ X ]



**Indicate how you notified system users that your annual report is available, and is free of charge.**

- ☒ **Public access/notice via the web**
- ☒ **Public access/notice via Government Office**
- ☐ **Public access/notice via a newspaper**
- ☒ **Public access/notice via Public Request**
- ☒ **Public access/notice via a Public Library**
- ☒ **Public access/notice via other method Next Water Notice/Bill & "Twitter"**

**Describe your Drinking-Water System**

The Tay Area (Victoria Harbour) Drinking Water System is categorized as a large municipal residential system which serves approx. 7000 people within the communities of Victoria Harbour, Port McNicoll, Midland Bay Woods, Bayberry Estates and Waubauskene. The plant is located at 45 Lighthouse Crescent in Victoria Harbour. The plant is a surface water treatment plant drawing water from Georgian Bay.

In 2015 an upgrade was completed to include a Pall Aria MF Pressure Membrane Water Treatment System with a 0.1 micron pore size in the membranes. Three racks were installed to treat 2700 m3 of water per day per rack for a firm upgrade capacity of 7400m3/day in the 1<sup>st</sup> Phase and 8100m3/day in the 2<sup>nd</sup> Phase.

One existing water treatment unit left in the plant as a backup has a capacity of approximately 1000 m3 per day. Each rack has the capacity for 6 more membrane treatment modules in each of the Pall racks for an additional 1500 m3 of capacity if required.

The system features seasonal pre-chlorination for Zebra Mussel control. The one existing treatment unit consists of chemically assisted coagulant-flocculation, sedimentation and filtration using dual-media filters with a combination of sand and anthracite coal. Primary disinfection is done by Ultraviolet Light and Sodium Hypochlorite, secondary disinfection is done by Sodium Hypochlorite.

Three Booster Pumping Stations, one in each community assist with re-chlorination and water pressure. The treated water is then pumped to three standpipes, one in each community.

**List all water treatment chemicals used over this reporting period**

Aluminum sulphate is used as the coagulant and, sodium hypochlorite is used as the disinfectant. A change in chemical dosing is typical during changes in raw water quality, however no abnormal dosages were experienced.



## Were any significant expenses incurred to?

- ☒ Install required equipment  
☐ Repair required equipment  
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Not applicable.

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
SEE ATTACHED					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	0-96	0-17,200	0	0
Treated	52	0	0	52	0-3
Distribution	506	0	0-1	506	0-1600

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	8760	(RW) 0.301 - 28.4 (TW) 0.020 - 2.00	NTU
Chlorine	8760	(TW) Port - 1.23 - 2.32 (TW) In-Line - 1.23 - 2.34 (DW)PM B/S Port - 0.79-2.20 (DW)PM B/S In-Line 0.83 - 2.17 (DW)VH B/S Port - 0.40 - 2.01 (DW)VH B/S In-Line - 0.38-2.11 (DW)WAUB B/S Port 0.46 - 2.15 (DW)WAUB B/S In-Line 0.12 - 2.36	MG/L

**NOTE:**  
For continuous monitors use 8760 as the number of samples.





<b>Fluoride</b> (If the DWS provides fluoridation)	N/A	N/A	N/A
---	-----	-----	-----

## Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
DWL#129-102	Not Applicable			

## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan 19 2016	0.08	ug/L	No
Arsenic	Jan 19 2016	0.20	ug/L	No
Barium	Jan 19 2016	21.7	ug/L	No
Boron	Jan 19 2016	69.0	ug/L	No
Cadmium	Jan 19 2016	0.004	ug/L	No
Chromium	Jan 19 2016	0.05	ug/L	No
*Lead	Jan 19 2016	0.12	ug/L	No
Mercury	Jan 19 2016	0.01	ug/L	No
Selenium	Jan 19 2016	0.08	ug/L	No
Sodium	Jan 19 2016	14.6	mg/L	No
Uranium	Jan 19 2016	0.156	ug/L	No
Fluoride	Jan 19 2016	0.06	mg/L	No
Nitrite	Jan 19 2016	0.003	mg/L	No
Nitrate	Jan 19 2016	0.208	mg/L	No

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

## Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) - (max #)	Unit of Measure	Number of Exceedances
Plumbing	No Further Sampling Required (Completed last in 2013)	N/A	N/A	N/A



<b>Distribution</b>	Requirement: Lead, Ph & Alk In 2016	<u><b>1<sup>st</sup> Round-Feb 8, 2016</b></u> Lead Hydrant Min <b>0.11</b> – Max <b>1.28</b> PH- Min <b>7.02</b> Max <b>7.11</b> Alk.- Min <b>62</b> Max <b>72</b> <u><b>2<sup>nd</sup> Round-Aug 25 2016</b></u> Lead Hydrant Min <b>0.06</b> – Max <b>0.92</b> PH-July Min <b>7.73</b> -Max <b>7.75</b> Alk. – Min <b>61</b> -Max <b>62</b>	mg/L	N/A

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan 19 2016	0.02	ug/L	No
Atrazine + N-dealkylated metabolites	Jan 19 2016	0.01	ug/L	No
Azinphos-methyl	Jan 19 2016	0.05	ug/L	No
Benzo(a)pyrene	Jan 19 2016	0.004	ug/L	No
Bromoxynil	Jan 19 2016	0.33	ug/L	No
Carbaryl	Jan 19 2016	0.05	ug/L	No
Carbofuran	Jan 19 2016	0.01	ug/L	No
Carbon Tetrachloride	Jan 19 2016	0.32	ug/L	No
Chlorpyrifos	Jan 19 2016	0.02	ug/L	No
Diazinon	Jan 19 2016	0.02	ug/L	No
Dicamba	Jan 19 2016	0.20	ug/L	No
1,2-Dichlorobenzene	Jan 19 2016	0.41	ug/L	No
1,4-Dichlorobenzene	Jan 19 2016	0.36	ug/L	No
1,2-Dichloroethane	Jan 19 2016	0.35	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan 19 2016	0.33	ug/L	No
Dichloromethane	Jan 19 2016	0.35	ug/L	No
2-4 Dichlorophenol	Jan 19 2016	0.15	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan 19 2016	0.19	ug/L	No
Diclofop-methyl	Jan 19 2016	0.40	ug/L	No
Dimethoate	Jan 19 2016	0.03	ug/L	No
Diquat	Jan 19 2016	1.0	ug/L	No
Diuron	Jan 19 2016	0.03	ug/L	No
Glyphosate	Jan 19 2016	1.0	ug/L	No
Malathion	Jan 19 2016	0.02	ug/L	No
Metolachlor	Jan 19 2016	0.01	ug/L	No
Metribuzin	Jan 19 2016	0.02	ug/L	No
Monochlorobenzene	Jan 19 2016	0.30	ug/L	No



Paraquat	Jan 19 2016	1.0	ug/L	No
Pentachlorophenol	Jan 19 2016	0.15	ug/L	No
Phorate	Jan 19 2016	0.01	ug/L	No
Picloram	Jan 19 2016	1.00	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan 19 2016	0.04	ug/L	No
Prometryne	Jan 19 2016	0.03	ug/L	No
Simazine	Jan 19 2016	0.01	ug/L	No
THM (NOTE: show latest annual average)	Jan 19 2016	66.75	ug/L	No
Terbufos	Jan 19 2016	0.01	ug/L	No
Tetrachloroethylene	Jan 19 2016	0.35	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan 19 2016	0.20	ug/L	No
Triallate	Jan 19 2016	0.01	ug/L	No
Trichloroethylene	Jan 19 2016	0.44	ug/L	No
2,4,6-Trichlorophenol	Jan 19 2016	0.25	ug/L	No
MCPA	Jan 19 2016	.00012	mg/L	No
Trifluralin	Jan 19 2016	0.02	ug/L	No
Vinyl Chloride	Jan 19 2016	0.17	ug/L	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample

### **Tay Area DWS – Refer to Spreadsheet Below**

There were a total of eight reports for low or no chlorine issues reported to the S.M.D.H.U. and the M.O.E.C.C. Seven reports for low or no chlorine were within the seasonal system of Grandview Beach and Paradise Point and, there was one report from a hydrant on Elizabeth Street in Victoria Harbour. In all cases, staff sampled and monitored the situation and advised/consulted with the S.M.D.H.U. and the M.O.E.C.C. regularly to resolve the issue.

There was one Total Coliform report on August 25, 2016 that staff re-sampled, increased the chlorine residual and flushed the hydrant and followed M.O.E.C.C. guidelines to resolve the situation.

### **Boil Water Summary**

There was one Water Boil Water Advisory issued on August 15, 2016 due to low to no chlorine within the seasonal system of Paradise Point (Evergreen and Silverbirch Cres). The S.M.D.H.U. issued a Boil Water Order on September 1, 2016 to include all of the Grandview Beach and Paradise Point seasonal water system and it stayed in effect until the system closed Tuesday, October 11, 2016.

Staff sampled and monitored the situation and advised/consulted with the S.M.D.H.U. and the M.O.E.C.C. regularly.

# Tay Township Drinking Water Systems Summary Report 2016

## Appendix 2: NOTIFICATIONS SUBMITTED AS PER THE SAFE DRINKING WATER ACT & REG. 170/03

OCCURRENCE	PLANT LOCATION	DATE	PARAMETER	SAMPLE LOCATION	RESULT	UNIT MEASURE	CORRECTIVE ACTION DESCRIPTION	RESOLUTION DATE
130451	TAY AREA DWS	JULY 16 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM 171 WOODLANDS	Free Chlor: 0.01	MG/L	FLUSHED & SAMPLED SYSTEM UNTIL CHLORINE RESIDUAL INCREASED. FINAL RESIDUAL 0.80 ON JULY 29 2016 AT 8AM - INSTALLED A 25mm SERVICE LINE AT DEADEND TO INCREASE RESIDUAL CL2 RESUMED TO ACCEPTABLE LEVEL & CLOSED REPORT	JULY 29 2016
130744	TAY AREA DWS	AUG 12 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM SILVER BIRCH CRES	Free Chlor: 0.02	MG/L	FLUSHED SYSTEM TO INCREASE CHLORINE RESIDUAL & RE-SAMPLED NQ BOIL ADVISORY ISSUED FOR INITIAL REPORT AS PER MOH & MOE SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016
130744 CONTINUANCE (UPGRADE)	TAY AREA DWS	AUG 15 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM	Free Chlor: 0.02	MG/L	FLUSHING SYSTEM TO INCREASE CHLORINE RESIDUAL RE-SAMPLING BOIL WATER ADVISORY ISSUED FOR RESIDENTS ON SILVER BIRCH CRES, PATTERSON, EVERGREEN, WOODLANDS AUG 19, 2016 - SAMPLE RESULTS FROM AUG 17 - CLEAR AWAITING DIRECTION TO LIFT UPDATE TO BOIL ORDER SEPT 2, 2016 - SMDHU DIRECTIVE (SMDHU) BOIL WATER ORDER ISSUED - SEPT 2 FOR ALL RESIDENTS IN GRANDVIEW BCH/PARADISE PT - SEAS SYSTEM SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016
130937 CANCELLED 130982	TAY AREA DWS	AUG 25 2016	TTL COLIFORM	DISTRIBUTION SEASONAL SYSTEM 43 SILVER BIRCH CRES	1.0	CFU/100ML	FLUSHING SYSTEM, INCREASED CHLORINE RESIDUAL & RE-SAMPLED. BOIL WATER STILL IN EFFECT FOR RESIDENTS WITHIN SEASONAL SYSTEM CLEAR RE-SAMPLE RESULTS RECEIVED MONDAY AUG. 29, 2016 - CLOSED	AUG 29 2016
130961	TAY AREA DWS	AUG 28 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM SILVER BIRCH & EVERGREEN	Silverbirch Free Chlor: 0.02 Free Chlor: 0.04	MG/L	FLUSHING SYSTEM UNTIL CHLORINE RESIDUAL INCREASED BOIL WATER STILL IN EFFECT FOR RESIDENTS WITHIN SEASONAL SYSTEM UPDATE TO BOIL ORDER SEPT 2, 2016 - SMDHU DIRECTIVE (SMDHU) BOIL WATER ORDER ISSUED - SEPT 2 FOR ALL RESIDENTS IN GRANDVIEW BCH/PARADISE PT - SEAS SYSTEM SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016
130985	TAY AREA DWS	AUG 29 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM	Free Chlor: 0.04 Free Total Chlor 0.21 Total	MG/L	CALLLED INTO SAC AUG 29 2016 / CALLED INTO SMDHU AUG 30 2016 FLUSHING SYSTEM UNTIL CHLORINE RESIDUAL INCREASED BOIL WATER STILL IN EFFECT FOR RESIDENTS WITHIN SEASONAL SYSTEM UPDATE TO BOIL ORDER SEPT 2, 2016 - SMDHU DIRECTIVE (SMDHU) BOIL WATER ORDER ISSUED - SEPT 2 FOR ALL RESIDENTS IN GRANDVIEW BCH/PARADISE PT - SEAS SYSTEM SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016
130986	TAY AREA DWS	AUG 30 2016	LOW CHLORINE	DISTRIBUTION ELIZABETH HYDRANT	0.02	MG/L	CALLLED INTO SMDHU & SAC AUG 30 2016 BY OPERATOR FLUSHING SYSTEM UNTIL CHLORINE RESIDUAL INCREASED CL2 RESUMED TO ACCEPTABLE LEVEL & CLOSED REPORT	AUG 30 2016
131100	TAY AREA DWS	SEPT 7 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM	Free Chlor: 0.04 Total Chlor 0.16	MG/L	FREE CHLOR: FLUSHING SYSTEM UNTIL CHLORINE RESIDUAL INCREASED BOIL WATER STILL IN EFFECT FOR RESIDENTS WITHIN SEASONAL SYSTEM UPDATE TO BOIL ORDER SEPT 2, 2016 - SMDHU DIRECTIVE (SMDHU) BOIL WATER ORDER ISSUED - SEPT 2 FOR ALL RESIDENTS IN GRANDVIEW BCH/PARADISE PT - SEAS SYSTEM SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016
131141	TAY AREA DWS	SEPT 9 2016	LOW CHLORINE	DISTRIBUTION SEASONAL SYSTEM	Free Chlor: 0.00 Total Chlor 0.01	MG/L	FREE CHLOR: FLUSHING SYSTEM UNTIL CHLORINE RESIDUAL INCREASED BOIL WATER STILL IN EFFECT FOR RESIDENTS WITHIN SEASONAL SYSTEM UPDATE TO BOIL ORDER SEPT 2, 2016 - SMDHU DIRECTIVE (SMDHU) BOIL WATER ORDER ISSUED - SEPT 2 FOR ALL RESIDENTS IN GRANDVIEW BCH/PARADISE PT - SEAS SYSTEM SEASONAL SYSTEM CLOSED FOR THIS SEASON - TUESDAY OCT 11 2016 - CLOSING ADVERSE REPORT FOR 2016	OCT 11 2016



Port McNicoll Farmers Market  
c/o Nadine Woods  
393 Talbot St #3  
Port McNicoll, ON L0K1R0  
705-506-0282



Township of Tay  
450 Park Street, PO Box 100  
Victoria Harbour, ON L0K 2A0  
705-534-7248

My Name is Nadine Woods. I am writing today and submitting this letter to ask permission for a local Farmers Market in Port McNicoll in 2017. I started my own business in Port McNicoll in 2016 with intention on giving some of my time back to the town I was born and raised in and a Farmers Market is where I would like to start.

I believe that bringing a local farmers market into Port McNicoll will create more business for the small retail owners in town and will hopefully showcase what our small town has to offer to all coming to visit. I think it will create better town moral, bring us closer together and show our locals that we care about these things and see them as an asset to Port McNicoll.

The location I have selected and am requesting is the portion of land known as "The Gazebo Parkette" on Talbot Street. I think this is a small but excellent location that has plenty of public parking on 4th street and in a parking lot beside the parkette that we have requested use of on Saturday's as well.

Port McNicoll Farmers Market will run Saturday's from 9am-3pm from May 27th to Thanksgiving Weekend yearly. We have space for up to 6-8 vendors comfortably leaving room for local musical talent under the gazebo itself.

Port McNicoll Farmers Market is a locally run farmers market and not a traditional flea market and will run under strict Farmers Market guidelines and will not allow vendors that do not fall under those guidelines to participate.

We look forward to your decision and excitingly await spring to start this new adventure with our locals. Thank you for your time and attention in this request.

Nadine Woods

# **PLANNING AND DEVELOPMENT COMMITTEE**

**WEDNESDAY FEBRUARY 8, 2017**

## **COUNCIL CHAMBERS**

### **AGENDA**

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#### **1. CALL TO ORDER**

#### **2. REPORTS OF MUNICIPAL OFFICIALS:**

- 2.1 Report from Director of Planning and Development  
Report No. PD-2017-05  
Re: Planning and Development Director January Update
- 2.2 Report from Chief Building Official  
Report No. PD-2017-06  
Re: 2016 Building Services Division Year End Report
- 2.3 Report from Director of Planning and Development  
Report No. PD-2017-07  
Re: 2016 Planning and Development Year End Update
- 2.4 Report from Chief Building Official  
Report No. PD-2017-08  
Re: 2017 Building Services Division January Monthly Report

#### **3. OTHER BUSINESS:**

#### **4. ITEMS FOR INFORMATION:**

- 4.1 Correspondence from: EDCNS Economic Development  
Corporation of North Simcoe – December 15, 2016
- 4.2 Correspondence from: EDCNS Economic Development  
Corporation of North Simcoe – January 19, 2017
- 4.3 Correspondence from: Ministry of Housing – The Promoting  
Affordable Housing Act, 2016 (English/French)



## STAFF REPORT

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

**Chair:** Councillor Heinrich Naumann

**Meeting Date:** February 8<sup>th</sup>, 2017

**Report Number:** PD-2017-05

**Report Title:** Planning and Development Director January Update

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The following are the highlights from January 3, 2017, 2016 to January 31, 2016:

### Zoning Certificates

1. For the month of January we have 1 application which was received and approved in 1 business day.
2. Planning Staff have finalized the survey and are working with IT to post the survey online to gather feedback from residence and developers about the process.

### Inclusionary Zoning

3. The Promoting Affordable Housing Act, 2016 has received Royal Assent on December 8, 2016. What inclusionary zoning will provide is to help increase the supply of affordable housing units based on the local/municipal needs. As part of the Official Plan review currently underway, Planning staff will review the legislation to see what we need to include in the new document.

### Development

4. OPA 38 and ZBA for 83 Jephson St to permit a residential use approved by Council. OPA sent to County of Simcoe for adoption.
5. OPA 39 and ZBA for 449 Assiniboia to permit a residential use approved by Council. OPA sent to County of Simcoe for adoption.
6. January Committee of Adjustment considered 4 applications for Consent and 2 minor variances. All consents were granted provision approval and 1 minor variance connected to severance application was approved, and the other variance was deferred however the applicant later withdrew their application.
7. Contract for Planning Student extended to April 2017

### Meetings/Training

8. Training of new Committee of Adjustment Member
9. Simcoe County Planners Meeting

10. Site Plan Enforcement meetings and reviews
11. SWPMF meeting
12. Source Water Protection Meetings
13. Attended Sustainable Severn Sound Steering Committee meeting and reviewed Plan for update
14. Attended Department Heads Meetings

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 Committee

**Chair:** Councillor Heinrich Naumann

**Meeting Date:** February 8, 2017

**Report No:** **PD-2017-06**

**Subject:** Building Services Division –  
Year End Report for 2016

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**RECOMMENDATION:**

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

**INTRODUCTION/BACKGROUND**

The following is an overview of the activities of the Building Services Division for the 2016 calendar year.

STATISTICS	2016	2015	2014
Total Building Permits Issued	413	344	315
New Dwelling	79	40	31
Building Permits Closed	386	366	310
Inspections Conducted	2002	1857	1594
Value of Construction	\$31,325,030.54	\$21,445,487.00	\$17,811,786.75
Permit Fees Collected	\$234,443.41	\$174,733.90	\$139,662.79
SERVICE VEHICLES	Kilometers (as of 12/31/16)	Kilometers (as of 12/31/15)	Total Usage 2016
2012 Ford Escape	92,339	81,257	11,082
2007 Pontiac G6	114,084	103,470	10,614

## **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 31, 2013.

## **SEPTIC RE-INSPECTION PROGRAM**

28 Septic re-inspection files were closed. 8 convictions were obtained in court on Septic matters resulting in \$6,100.00 in fines levied by the court.

## **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:

SB-12 Update seminar for Energy Efficiency	Attended by: Terry and Steve W
Health and Safety for the Building Inspector	Attended by: Terry and Steve W
Building Renovation and Change of Use course	Attended by: Steve W
Working at Heights training	Attended by: Terry and Steve W
Confined Spaces training	Attended by: Steve W

Prepared by:

Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by:

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

Reviewed by:

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





## STAFF REPORT

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

**Chair:** Councillor Heinrich Naumann

**Meeting Date:** February 8<sup>th</sup>, 2017

**Report Number:** PD-2017-07

**Report Title:** Planning and Development Director Year End 2016 Update

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The following are a summary of the Planning Applications processed in 2016:

Zoning Certificates (From April 1, 2016)

1. Planning Staff received and processed 156 certificates from April 1, 2016 to December 23, 2016. The average turn around for a zoning certificate was 2-3 business days. Planning Staff are anticipating that 2017 will see the same number applications and a Staff Report will be forthcoming with a recommendation regarding the Zoning Certificate process as part of the Building Permit process.

Plans of Subdivision

2. There were two plans of subdivisions that were registered in 2016.
  - o Victoria Woods Phase 2 (17 lots)
  - o Victoria Glen Phase 1 (9 lots)

Draft Plan Extension

- o Staff through their delegated authority granted draft plan extensions to December 31, 2019 for both the Victoria Woods Phases 3, 4, and Victoria Glen Phase 2, 3, 4. While Council approved the Skyline Cargill Pier draft plan extension request for 3 years to January 15, 2020
3. Lapsed
    - o There was one Plan of Subdivision that lapsed in 2016 which was the Maple Park Townhouse subdivision at 344 Park Street. Planning staff contacted the owner and there was no request received to extend the draft plan approval past June 30, 2016.

#### 4. Red-Line Revision

Township staff worked with the developer to modify some of the lot lines within the Victoria Woods Phase 3 and 4 subdivision in order for them to meet the standards of the Zoning By-law and to accommodate a particular dwelling design. Staff forwarded the approval to the OMB which approved both the draft plan extension and red-line revision.

#### 5. Pre-Servicing Agreement

- The applicant applied to the Township for a pre-servicing agreement for the Victoria Glen Phase 2 subdivision. The Township had entered into the agreement with the anticipation the next phases of the development would continue into the spring of 2017.

### Official Plan Amendments (OPA)

6. There were three OPA's considered by Council in 2016, two of which were institutional designated properties that were proposed to be re-designated to Residential in order to allow for a single detached dwelling. Both OPA 38 (83 Jephson Street) and OPA 39 (494 Assiniboia Street) have been approved by Council and sent to the County of Simcoe for final adoption.
7. Also as a result of the Township participating in the County of Simcoe *Call for Proposal* for establishing affordable housing units in the Township, Staff are processing OPA 37 and Zoning By-law Amendment (ZBA) 04 to complete the terms with the Severn Sound Environmental Association for an Environmental Impact Study (EIS) to be completed in 2017 in order identify an appropriate building envelope within the limits of Oakwood Park. It is important to note that staff and Council are not proposing to eliminate any of the amenity open space uses in Oakwood Park and when the EIS is completed OPA 37 and 2016-ZBA-04 will be presented to Council.

### Zoning By-law Amendments

#### 8. Approved

- 2015-ZBA-01 (Calvert St) Old Rink Lands
- 2016-ZBA-01 (Victoria Woods Subdivision)
- 2016-ZBA-03 (3350 Fesserton Sideroad)
- 2016-ZBA-08 (83 Jephson St)

#### 9. In Process for 2017

- 2016-ZBA-04 (Oakwood Park)
- 2016-ZBA-06 (400 Newton Street)
- 2016-ZBA-09 (449 Assiniboia St) approved Jan. 25/17 currently in appeal period)

#### 10. Removal of Hold

- 2016-ZBA-02 (Victoria Glen Phase 1)
- 2016-ZBA-05 (258 Patterson Blvd.)
- 2016-ZBA-07 (Triple Bay Road-Shaw)
- 2016-ZBA-10 (2775 Triple Bay Road)

#### 11. Temporary Use By-law Approved

- 1994 Wood Road (Garden Suite 3 year extension)

### Committee of Adjustment

12. The Committee of Adjustment considered 7 consent applications in 2016, all of which received provisional approval, subject to the conditions being fulfilled within one year from the decision. As a comparison, the Committee received and approved 5 applications in 2015.

13. The Committee of Adjustment considered 14 applications in 2016, which 13 were approved and 1 denied. In 2015 the Committee considered and approved 2 applications.

The Committee of Adjustment hearings have been changed to encourage public participation by making the proposed applications easier to understand. The Planning Department now presents each application through a formal PowerPoint presentation, complete with site photos, site plans and additional information as provided by the applicant through the application. This has allowed for a more open discussion on the application for members of the public, the applicant, the Committee members and staff. Also, Staff is now requiring all applications be clearly marked on the subject property in order to assist the Committee members and staff when reviewing the application when site visits are conducted.

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 Committee

**Chair:** Councillor Heinrich Naumann

**Meeting Date:** February 8, 2017

**Report No:** **PD-2017-08**

**Subject:** Building Services Division Monthly Update Report January 2017

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**RECOMMENDATION:**

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

**INTRODUCTION/BACKGROUND**

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

PERMITS	JANUARY 2016	JANUARY 2017
Number of Permits Issued this Month	5	10
Number of Permits Issued to Date	5	10
New Dwelling Units	0	0
Total New Dwelling Units to Date	0	0
Accessory Buildings(garages,sheds,gazebos etc.)	0	1
Additions	0	2
Decks	0	0
Demolition	0	0
Water line services/Plumbing	2	0
Farm Buildings	0	0
Renovations	1	5
Solid Fuel-Fired Appliances	0	0
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	1	0
Transfer	0	0
Temporary Structures	0	0

Other Government New	1	0
<b>PERMITS</b>		
Residential Solar Panel/Mechanical	0	1
Change of Use	0	0
Septic System	0	1
<b>Inspections and Orders</b>		
Inspections Conducted	103	59
Site Inspections/Consultations Conducted without a Permit	15	48
Inspections Conducted to Date	118	107
Orders to Comply Issued	1	0
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	0
Orders to Uncover	0	0
Permits Closed	59	8
Total Permits Closed to Date	59	8
Total Permits Outstanding	568	623
<b>Fees and Construction Value</b>		
Permit Fees	\$1,073.20	\$2,439.00
Total Permit Fees to Date	\$1,073.20	\$2,439.00
Construction Value	\$151,000.00	\$214,000.00
Total Construction Value to Date	\$151,000.00	\$214,000.00

Prepared by:

Terry Tompkins, CBCO, CRBO, CPSO  
Chief Building Official

Recommended by:

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

Reviewed by:

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

## INVESTMENT DEVELOPMENT

**Objective:** To Support Economic Growth, Business Innovation and Productivity in North Simcoe

### Business Retention and Expansion

- The EDCNS skilled trades for North Simcoe manufacturers to gain exposure outside of North Simcoe includes 11 manufacturers. The skilled trades advertisement, enclosed, will be published outside of Simcoe County in Q1 2017.
- Three execution tactics to market our advanced manufacturing sector talent requirements are placement of the advertisement (attached) in digital and print publications:
  1. **Print and digital advertisement**  
Advertise in local newspapers located in North Simcoe (Metroland Media, The Mirror), Sault Ste. Marie, Windsor, Sudbury, and Tillsonburg.
  2. **Ontario Colleges, digital**  
Twenty-two colleges offer trade programming matching local manufacturers' needs. The top seven are: Georgian, Conestoga, Cambrian, Fanshawe, Mohawk, Seneca-Jane Campus, and Sault.
  3. **Public talent boards, digital**  
Indeed and Job Central
- Sixteen North Simcoe manufacturers representing 2,333 employees and 601 skilled trades jobs responded to the EDCNS skilled trades survey.
- The fourth North Simcoe Manufacturers' Roundtable "Celebrating 2016 Success" was held December 6, 2016. Ian Howcroft of Canadian Manufacturers & Exporters discussed the EDCNS partnership. Reports to double Canadian manufacturing by 2030 are available on the EDCNS website.
- The next Manufacturers' Roundtable in March 2017 will present the results of skilled trades initiative.

## INVESTMENT DEVELOPMENT (continued)

### Business Investment Progress

- A qualified prospect for purchase of the food certified plant continues due diligence.
- One hundred telephone calls and thirty emails were made to prospective investors.
- Two requests for information (RFI) were submitted to the Investment Division of the Ministry of Economic Development and Growth for manufacturing investment of 20,000 square feet through the County of Simcoe.
- Support was provided to a realtor seeking a 10,000 square foot location for a well-known Canadian company.

### Funding

#### EODF/SWODF and RED Funding Program

- Attended a virtual focus group on rural business integration and the five year Eastern Ontario Development Fund, Southwestern Ontario Development Fund, and Rural Economic Development Fund (EODF/SWODF and RED) program review. The funding program is scheduled to launch in January 2017.

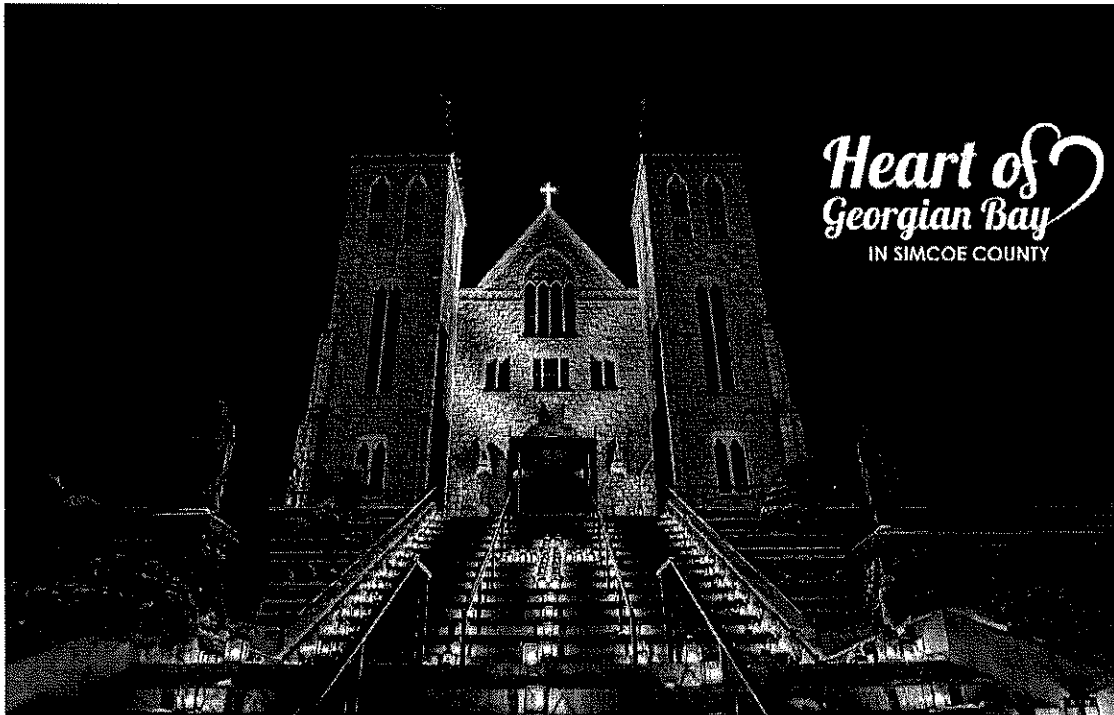
#### Economic Development Corporation of North Simcoe

- The EDCNS application to Invest Canada Community Initiatives (ICCI) to cost share the required data upgrades to the EDCNS website was approved. The updated site will respond to those businesses seeking an investment location.

#### North Simcoe Agricultural Expo Agricole Association (NSAEAA)

- Five funding applications submitted and administered on behalf of the Farm Fresh Food Fest (FFFF) event total \$161,000 in 2016. Response to an application to the Celebrate Ontario 2017 grant is as pending. The event is scheduled for August 18/19/20, 2017 in the Township of Tiny. The annual Simcoe County Plowing Match will be held in conjunction with FFFF.



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## Happy Holidays!

The Heart of Georgian Bay would like to wish everyone a very Merry Christmas as we make our way into December! With so many unique holiday events in our area this month, there are many different ways to get into the Christmas spirit! We've got everything from parades, concerts, wreath making workshops, to the very popular event, First Light! With so many holiday events, the Heart of Georgian Bay has something to offer everyone during this festive season!



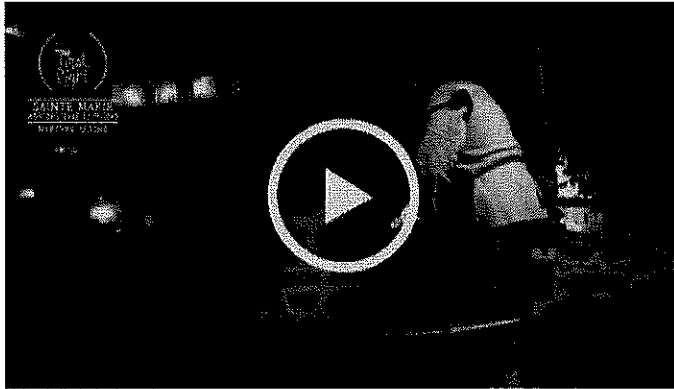
### Upcoming December Events

First Light

December 1st-3rd & 8th-10th

Happy Holidays and wishing you all the best in the  
New Year!

---



### **Celebrate First Light With Extended Dates and Expanded Locations!**

Experience Sainte-Marie's spectacular "First Light" event from 5:30 - 9:00pm, December 1-3 & 8-10 as they illuminate the famous historic site with over 5,000 candles. Recognized by Festivals and Events Ontario as one of Ontario's "Top 100" Events, "First Light" creates a wonderful holiday ambience, featuring lots of hands-on activities for children, seasonal and folk music, Aboriginal performances, and much more.

This event is also being expanded to other locations across the Heart of Georgian Bay, including the Martyrs' Shrine and Downtown Midland. Shuttle buses will be available at Smart Centre plaza on Hwy 12 and Downtown Midland at 509 Bay St. and the Midland Public Library!

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Second Murder Mystery at the  
Museum  
December 2nd

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A Day In The Life of Santa  
Claus  
December 3rd

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Pancakes & Pajamas  
December 3rd

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Holiday Craft Show  
December 3rd

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Penetanguishene Santa Claus  
Parade & Festival of Lights  
December 3rd

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Wyevale Santa Claus Parade  
& Party  
December 3rd

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"All I Want For Christmas"  
Marketplace Event  
December 3rd - 4th

---

Wreath Making Workshop at  
the Wye Marsh  
December 4th

---

Tay Township Tree Lighting  
December 4th

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## Tourism Simcoe County is populating their website...

for their winter campaign and they want to make sure they have as many of their partners involved as possible!

**There is no cost to partners to advertise. They are looking for:**

- Winter Packages
- Events
- Product
- Etc.

Click [here](#) to contact Kathryn Stephenson, Tourism Simcoe County's Tourism Manager. Please include images and website links in your email to her.

### **Campaign details include:**

- *Billboard* - Northbound on Hwy 400 & Forbes Rd - December 2016 to April 2017
- *Radio* campaign to run approximate timelines as billboard
  - Winter publication of Horizon Magazine
  - GTA subscription distribution 100,000 copies, Double page spread Includes PATH downtown Toronto and Billboard at Dundas square and the **ABC electronic Billboard at Times Square, New York, New York**

BGS 2016 Regional  
Conference  
December 7th

---

Huron Players Presents:  
It's a Turkey Too!  
December 8 - 11

---

First Light Yoga & Meditation  
Retreat  
December 9th - 11th

---

Breakfast with Santa  
December 10th

---

6th Annual Christmas Home  
Tour Presented by the  
Midland Heritage Committee  
December 10th

---

Good Lovelies 10th Annual  
Christmas Tour  
December 15th

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## **BGS 2016 Regional Conference**

Have you signed up yet? Join in on the

- Winter publication of Mountain Life - Simcoe and Grey Counties distribution 18,000 copies including rooms at the Westin – full page ad
- EPOCH times Chinese GTA publication "Holiday Life Magazine" – GTA distribution 30,000 copies, translated – full page ad
- EPOCH times Chinese winter consumer show (comes with a translator at our booth)
- Globe and Mail Dreamscape Magazine – 102,000 distribution, Full page ad – Globe & Mail, Toronto Maple Leaf Lounges and special mailings
- *Internet*
  - New winter landing page on TSC (see screenshot by clicking the button below) website will feature all partners winter product and packages – including Agri-Culinary and other experiences
  - Social media – promoted Facebook posts, Twitter, winter YouTube videos

action on Wednesday, December 7th, in Collingwood at the second annual BruceGreySimcoe Regional Conference. This conference is geared towards tourism businesses, event organizers, DMOs, municipalities, and non-for-profits in the tourism sector. Jeff MacInnis - Corporate Explorer and WIN Thinking Director will be the Kenote Speaker for this conference, and there will also be the opportunity to take part in a variety of breakout sessions. Sign up for this amazing conference [here!](#)



Do you have a maple product that you're looking to share? Are you interested in becoming a part of the Tap Into Maple program for Spring 2017? Celebrating "all things maple" the Tap Into Maple event wants YOU to share anything and everything maple you have to offer!



**Get Listed  
on  
GBay.ca**

If you're not already listed on our new website, click [here](#) and please fill out the

The Heart of Georgian Bay has partnered with Ontario's Lake Country for this amazing opportunity, and therefore businesses within our region do not have to pay the membership fee! There's still time to register - click [here](#) to download the sign-up sheet!

Operator Registration  
Form! Did we mention  
it's totally FREE?!



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**Our mailing address is:**

P.O. BOX 132, Stn. Main  
Midland, ON L4R 4K6

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Economic Development Office (EDO) Update, Sharon Vegh  
January 19, 2017

## INVESTMENT DEVELOPMENT

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Twenty-two colleges offer trade programming matching local manufacturers' needs. The top seven are: Georgian, Conestoga, Cambrian, Fanshawe, Mohawk, Seneca-Jane Campus, and Sault. Advertisements will be placed on five of their websites.
  - 3. Public talent boards, digital**  
Indeed and Job Central
- Sixteen North Simcoe manufacturers representing 2,333 employees and 601 skilled trades jobs responded to the EDCNS skilled trades survey.
- The next Manufacturers' Roundtable is scheduled for March 29, 2017.

## INVESTMENT DEVELOPMENT (continued)

### Business Investment Progress

- A qualified prospect for purchase of the food certified plant continues due diligence.
- Two hundred telephone calls and thirty emails were made to prospective investors.
- Two requests for information (RFI) were submitted to the Investment Division of the Ministry of Economic Development and Growth for manufacturing investment of 20,000 square feet through the County of Simcoe.
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- One application was submitted to the Canada Summer Student Jobs program for EDCNS support.

#### North Simcoe Agricultural Expo Agricole Association (NSAEAA)

- The Farm Fresh Food Fest (FFFF) vent is scheduled for August 18/19/20, 2017 in the Township of Tiny. The annual Simcoe County Plowing Match will be held in conjunction with FFFF.
- Two applications were submitted to the Canada Summer Student Jobs program to support the FFFF.

## PLANNING AND ADMINISTRATION

- The EDCNS Visioning Session will include the North Simcoe Mayors/CAOs/Planners and the EDCNS Board of Directors on February 4, 2017 at the Brooklea Golf & Country Club.
- Deputations to the four municipalities are scheduled for March.



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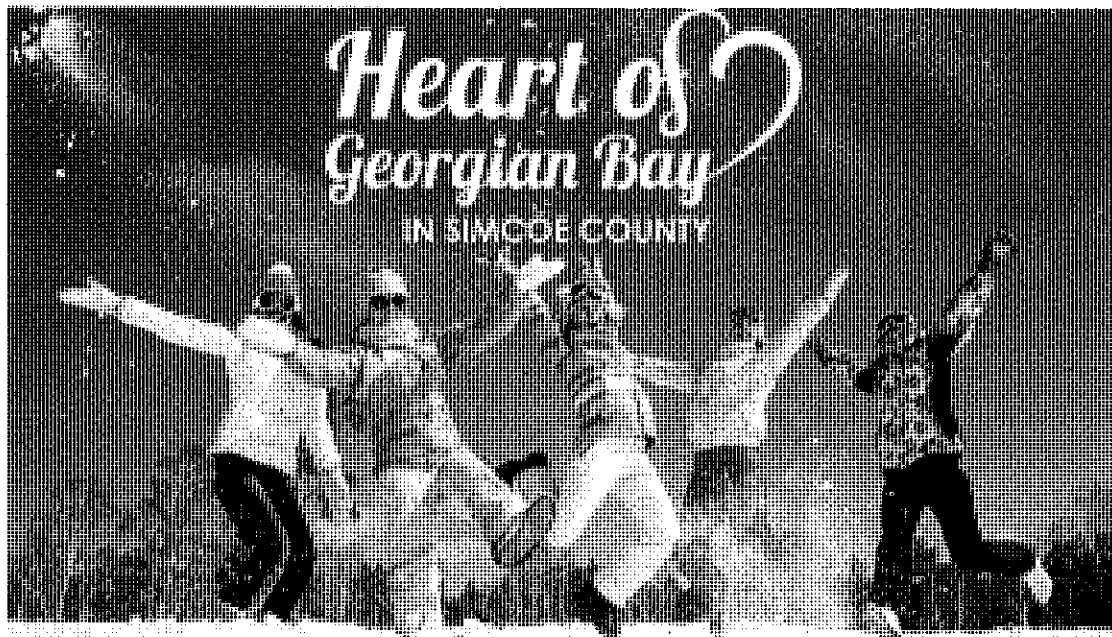
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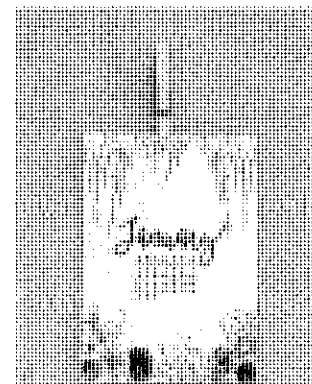


[www.gbay.ca](http://www.gbay.ca) to subscribe

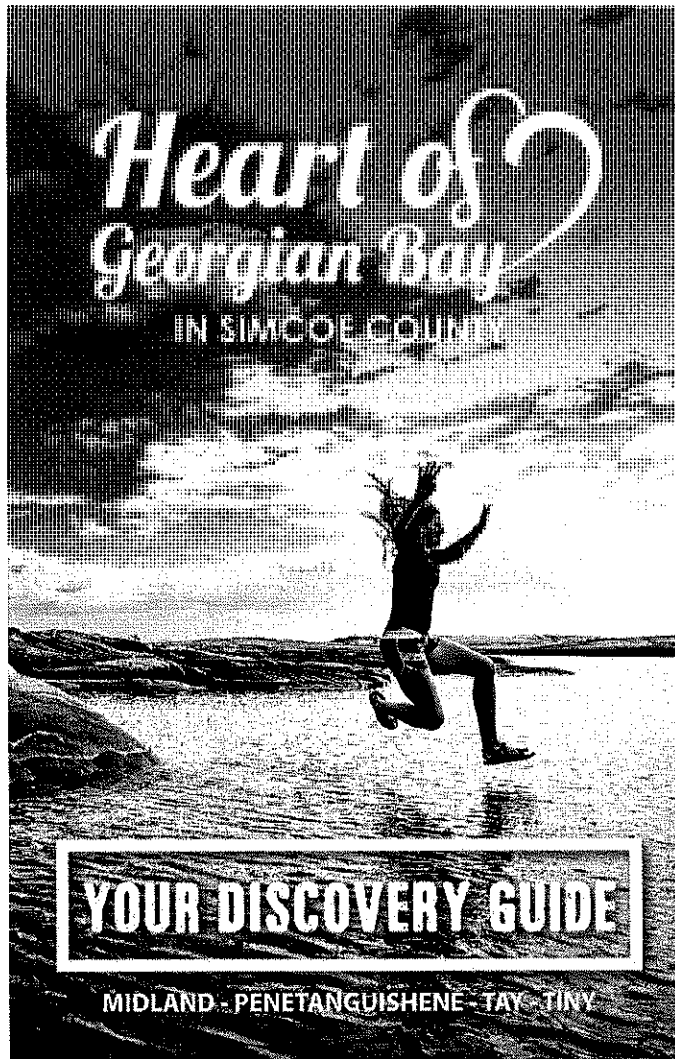


## Happy New Year!

Hello 2017! Wishing everyone a very happy and healthy New Year as we say goodbye to 2016! This past year has been a very exciting one for the Heart of Georgian Bay, and 2017 is looking even better! We have some big projects in the works that we cannot wait to share with you and we look forward to what the next year will bring!



**Upcoming  
Winter  
Events**



## Introducing The Heart of Georgian Bay's 2017 Discovery Guide

The Heart of Georgian Bay is proud to announce that we have officially completed and finalized our Discovery Guide for 2017. This guide will not only be a lure piece to attract visitors to the area, but it will also move them around once they're here. We are currently printing 40,000 copies of our guidebook and we will be distributing them to more than 60 tourism info centres, 50 prime locations in Simcoe County, as well as events and consumer shows (i.e., In-Water Boat Show, Butter Tart Festival, Toronto

Discovery Harbour Skate Trail  
January 13th - March 19th

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54-40 Unplugged  
January 20th

---

Midland Winterfest  
February 3rd - 4th

---

5th Annual Road Hockey Game  
February 3rd

---

Aberhart Summer  
February 3rd - 18th

---

Harry Manx Concert  
February 11th

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Michael Kaeshammer Concert  
February 12th

---

Penetanguishene Winterama  
February 17th - 20th

---

International Bike Show, etc). We will also be distributing them locally as well!



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for their winter campaign and they want to make sure they have as many of their partners involved as possible!

**There is no cost to partners to advertise. They are looking for:**

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- *Billboard* - Northbound on Hwy 400 & Forbes Rd - December 2016 to April 2017
- *Radio* campaign to run approximate timelines as billboard
  - Winter publication of Horizon Magazine
  - GTA subscription distribution 100,000



Here's a recap of our #2016bestnine from our [Instagram](#) page! Be sure to follow us on [Facebook](#), [Instagram](#) and [Twitter](#) and share your favourite moments with us in the Heart of Georgian Bay!



**Get Listed  
on  
GBay.ca**

If you're not already listed on our new website, click [here](#) and please fill out the Operator Registration

copies, Double page spread Includes  
PATH downtown Toronto and Billboard  
at Dundas square and the **ABC  
electronic Billboard at Times Square,  
New York, New York**

- Winter publication of Mountain Life -  
Simcoe and Grey Counties distribution  
18,000 copies including rooms at the  
Westin – full page ad
- EPOCH times Chinese GTA publication  
"Holiday Life Magazine" – GTA  
distribution 30,000 copies, translated –  
full page ad
- EPOCH times Chinese winter  
consumer show (comes with a  
translator at our booth)
- Globe and Mail Dreamscape Magazine  
– 102,000 distribution, Full page ad –  
Globe & Mail, Toronto Maple Leaf  
Lounges and special mailings
- *Internet*
  - New winter landing page on TSC (see  
screenshot by clicking the button  
below) website will feature all partners  
winter product and packages –  
including Agri-Culinary and other  
experiences
  - Social media – promoted Facebook  
posts, Twitter, winter YouTube videos

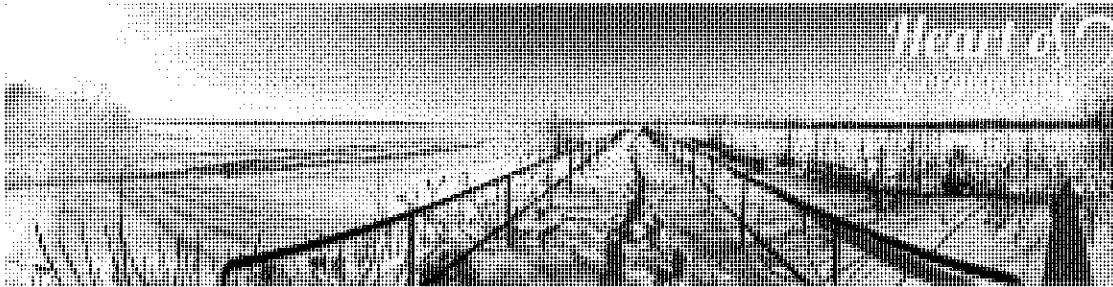
Form! Did we mention  
it's totally FREE?!



Celebrating "all  
things maple" the  
Tap Into Maple  
event wants YOU to  
share anything and  
everything maple  
you have to offer!

The Heart of  
Georgian Bay has  
partnered with  
Ontario's Lake  
Country for this  
amazing  
opportunity, and  
therefore  
businesses within  
our region do not  
have to pay the  
membership fee!  
There's still time to  
register - the  
**deadline is**

**January 11th!** Click  
[here](#) to download  
the sign-up sheet!



---

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**Our mailing address is:**

P.O. BOX 132, Stn. Main  
Midland, ON L4R 4K6

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North Simcoe Tourism · PO Box 132 · Midland, On L4R 4K6 · Canada



**Ministry of Housing**

**Minister Responsible for the  
Poverty Reduction Strategy**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-6500  
Fax: 416 585-4035

**Ministère du Logement**

**Ministre responsable de la Stratégie  
de réduction de la pauvreté**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500  
Téléc. : 416 585-4035



17-72182

Dear: Heads of Council

**Re: The Promoting Affordable Housing Act, 2016**

The *Promoting Affordable Housing Act, 2016* received Royal Assent on December 8, 2016. The Act amends the *Planning Act*, the *Development Charges Act, 1997*, the *Housing Services Act, 2011* and the *Residential Tenancies Act, 2006*.

**Inclusionary Zoning**

Inclusionary zoning would help to serve more people in need of housing by increasing the supply of affordable units based on local/municipal needs. When proclaimed, the *Planning Act* will give municipalities the option of requiring affordable housing units as part of residential developments. The government plans to consult on a proposed regulation for inclusionary zoning before the *Planning Act* amendments are proclaimed.

When proclaimed, the inclusionary zoning framework will provide that:

- A municipal assessment report is to be prepared prior to adopting official plan policies for inclusionary zoning, subject to any criteria set out in regulation, which is to be reviewed every five (5) years.
- Municipal inclusionary zoning requirements must be set out in municipal official plan policies.
- While inclusionary zoning by-laws cannot be appealed to the Ontario Municipal Board, except by the Minister, appeals of typical zoning matters, such as building height and density, are permitted even when used as measures and incentives.
- Municipalities may permit affordable housing units to be located on another site, subject to criteria set out in regulation.
- Municipalities cannot accept cash in lieu of affordable units.



- Municipalities may use section 37 of the *Planning Act* (building height and density in exchange for community benefits) in combination with inclusionary zoning, subject to criteria set out in regulation.
- Landowners must enter into agreements with the municipality that are to be registered on title and enforceable against subsequent owners to ensure the units remain affordable over time.
- The Minister is provided with regulatory authority to exempt certain developments from inclusionary zoning.
- Municipalities must establish procedures for the administration of affordable housing units so that they remain affordable over the long term and for reporting on affordable housing units.

I would like to take this opportunity to thank you for your efforts, input and advice in helping us develop an inclusionary zoning framework for Ontario. I anticipate that proposed regulations will be posted on the Environmental Registry in early 2017 for public consultation. I look forward to your continued involvement in this upcoming consultation.

If you have any questions related to the *Planning Act*, please contact Thelma Gee at 416-585-6330 or send an e-mail to [InclusionaryZoning@ontario.ca](mailto:InclusionaryZoning@ontario.ca).

### **Secondary Suites**

Secondary suites are a potential source of affordable rental housing and could allow homeowners to earn extra income. As noted in my letter dated November 1, 2016, the ministry is working on a number of initiatives to support the creation of second units, including through the *Promoting Affordable Housing Act, 2016*.

When proclaimed, changes to the *Development Charges Act, 1997* will require municipalities to exempt development charges for second units in new homes. This could help reduce the cost of constructing second units in new homes by exempting such developments in the same manner as second units in existing homes are exempted.

These changes would also require enabling regulatory amendments that may be proposed in the new year.

If you have any questions related to the *Development Charges Act, 1997*, please contact Ruchi Parkash at 416-585-6348 or send an e-mail to [Ruchi.Parkash@ontario.ca](mailto:Ruchi.Parkash@ontario.ca).

**Residential Rental Maintenance Standards**

With *Promoting Affordable Housing Act, 2016* proclamation, municipalities not currently enforcing residential rental maintenance standards would be required to do so by July 1, 2018. In early 2017, the ministry will provide further details on how it will partner with your municipalities to develop training and capacity-building plans. This work will draw upon existing best practices and shared services approaches used throughout the province.

For more information on the amendments, please contact your local Municipal Services Office:

**Central Municipal Services Office**

General Inquiry: 416-585-6226

Toll Free: 1-800-668-0230

**Eastern Municipal Services Office**

General Inquiry: 613-545-2100

Toll Free: 1-800-267-9438

**Municipal Services Office - North  
(Sudbury)**

General Inquiry: 705-564-0120

Toll Free: 1-800-461-1193

**Municipal Services Office - North  
(Thunder Bay)**

General Inquiry: 705-564-6862

Toll Free: 1-800-465-5027

**Western Municipal Services Office**

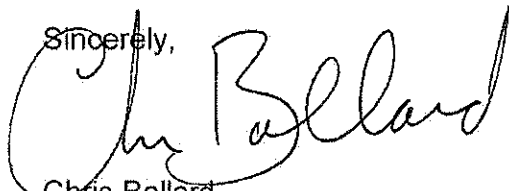
General Inquiry: 519-873-4020

Toll Free: 1-800-265-4736

A copy of the *Promoting Affordable Housing Act, 2016* can be viewed online at:  
[www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&Intranet=&BillID=4118](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=4118).

Please visit the Ministry of Housing's website periodically for further updates:  
[www.ontario.ca/page/ministry-housing](http://www.ontario.ca/page/ministry-housing).

Sincerely,



Chris Ballard  
Minister

c: Chief Planning Officials  
Chief Administrative Officers

**Ministry of Housing**

**Minister Responsible for the  
Poverty Reduction Strategy**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tél.: 416 585-6500  
Fax: 416 585-4035

**Ministère du Logement**

**Ministre responsable de la Stratégie  
de réduction de la pauvreté**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500  
Télec. : 416 585-4035



17-72182

Destinataires : Présidentes et présidents de conseil

**Objet : Loi de 2016 sur la promotion du logement abordable**

*La Loi de 2016 sur la promotion du logement abordable a reçu la sanction royale le 8 décembre 2016. Elle modifie la Loi sur l'aménagement du territoire, la Loi de 1997 sur les redevances d'aménagement, la Loi de 2011 sur les services de logement et la Loi de 2006 sur la location à usage d'habitation.*

**Zonage d'inclusion**

Le zonage d'inclusion permettrait de servir davantage de personnes ayant besoin d'un logement en augmentant l'offre de logements abordables selon les besoins locaux ou municipaux. Lorsqu'elle entrera en vigueur, la *Loi sur l'aménagement du territoire* donnera aux municipalités l'option d'exiger des logements abordables dans le cadre des aménagements résidentiels. Le gouvernement prévoit mener une consultation concernant un projet de règlement sur le zonage d'inclusion avant l'entrée en vigueur des modifications de la *Loi sur l'aménagement du territoire*.

Une fois en vigueur, le cadre relatif au zonage d'inclusion prévoira ce qui suit :

- Il faudra préparer un rapport d'évaluation municipal avant l'adoption de politiques sur le zonage d'inclusion dans le cadre du plan officiel, sous réserve des critères énoncés dans les règlements provinciaux, et un examen quinquennal sera exigé.
- Les exigences municipales relatives au zonage d'inclusion devront être énoncées dans les politiques du plan officiel municipal.
- Les règlements municipaux sur le zonage d'inclusion ne seront pas susceptibles d'appel devant la Commission des affaires municipales de l'Ontario, sauf par le ministre, mais les appels relatifs aux questions de zonage courantes, comme la densité et la hauteur des bâtiments, seront autorisés même si elles servent de mesures ou de stimulants.
- La municipalité pourra autoriser l'aménagement de logements abordables ailleurs, sous réserve des critères énoncés dans les règlements provinciaux.

### **Normes d'entretien des logements locatifs**

Une fois entrée en vigueur la *Loi de 2016 sur la promotion du logement abordable*, les municipalités qui n'appliquent pas encore les normes d'entretien des logements locatifs seront tenues de le faire d'ici le 1<sup>er</sup> juillet 2018. Au début de 2017, le ministère diffusera d'autres renseignements sur le partenariat qu'il établira avec votre municipalité pour élaborer des plans de développement des capacités et de formation. Ces travaux s'inspireront des pratiques exemplaires existantes et des approches de partage des services appliquées dans toute la province.

Pour en savoir plus sur les modifications, veuillez communiquer avec votre Bureau des services aux municipalités :

**Bureau des services aux municipalités du Centre**

Renseignements généraux : 416 585-6226  
Sans frais : 1 800 668-0230

**Bureau des services aux municipalités de l'Est**

Renseignements généraux : 613 545-2100  
Sans frais : 1 800 267-9438

**Bureau des services aux municipalités du Nord (Sudbury)**

Renseignements généraux : 705 564-0120  
Sans frais : 1 800 461-1193

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Renseignements généraux : 705 564-6862  
Sans frais : 1 800 465-5027

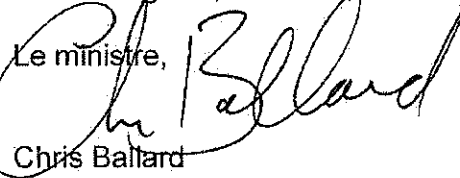
**Bureau des services aux municipalités de l'Ouest**

Renseignements généraux : 519 873-4020  
Sans frais : 1 800 265-4736

Vous pouvez consulter la *Loi de 2016 sur la promotion du logement abordable* en ligne : [www.ontla.on.ca/web/bills/bills\\_detail.do?locale=fr&Intranet=&BillID=4118](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=fr&Intranet=&BillID=4118).

Veuillez visiter régulièrement le site Web du ministère du Logement pour vous tenir au courant : [www.ontario.ca/fr/page/ministere-du-logement](http://www.ontario.ca/fr/page/ministere-du-logement).

Veuillez agréer, Madame, Monsieur, l'expression de mes meilleurs sentiments.

Le ministre,  
  
Chris Ballard

- c Responsables de l'aménagement du territoire  
Directrices et directeurs généraux de l'administration

- La municipalité ne devra pas accepter d'argent au lieu de logements abordables.
- La municipalité pourra utiliser l'article 37 de la *Loi sur l'aménagement du territoire* (densité et hauteur des bâtiments en échange d'avantages pour la collectivité) en combinaison avec le zonage d'inclusion, sous réserve des critères énoncés dans les règlements provinciaux.
- Le propriétaire foncier devra conclure avec la municipalité une entente qui devra être enregistrée sur le titre et lier les propriétaires subséquents afin que les logements demeurent abordables à l'avenir.
- Le ministre aura le pouvoir réglementaire d'exempter certains aménagements du zonage d'inclusion.
- La municipalité devra établir des procédures concernant l'administration des logements abordables pour qu'ils demeurent abordables à long terme, ainsi que les rapports relatifs aux logements abordables.

Je profite de l'occasion pour vous remercier des efforts que vous avez déployés et des commentaires et conseils que vous avez fournis afin de nous aider à élaborer un cadre de zonage d'inclusion pour l'Ontario. Je prévois que les règlements proposés seront affichés au Registre environnemental au début de 2017 aux fins de consultation publique. J'espère que vous participerez également à cette prochaine consultation.

Veuillez adresser toute question concernant la *Loi sur l'aménagement du territoire* à Thelma Gee, au 416 585-6330, ou à [InclusionaryZoning@ontario.ca](mailto:InclusionaryZoning@ontario.ca).

### **Deuxièmes unités**

Les deuxièmes unités sont une source possible de logements locatifs abordables et pourraient permettre aux propriétaires de maison de gagner un revenu additionnel. Comme je l'ai indiqué dans ma lettre du 1<sup>er</sup> novembre 2016, le ministère travaille à diverses initiatives visant à appuyer la création de deuxièmes unités, y compris au moyen de la *Loi de 2016 sur la promotion du logement abordable*.

Une fois en vigueur, les modifications de la *Loi de 1997 sur les redevances d'aménagement* exigeront que les municipalités exemptent de redevances d'aménagement les deuxièmes unités dans les maisons neuves. L'exemption pourrait contribuer à réduire le coût de construction de ces deuxièmes unités, comme c'est le cas pour celles créées dans les maisons existantes.

Ces modifications nécessiteraient également des modifications réglementaires habilitantes qui pourraient être proposées au début de la nouvelle année.

Veuillez adresser toute questions concernant la *Loi de 1997 sur les redevances d'aménagement* à Ruchi Parkash, au 416 585-6348 ou à [Ruchi.Parkash@ontario.ca](mailto:Ruchi.Parkash@ontario.ca).

### **Normes d'entretien des logements locatifs**

Une fois entrée en vigueur la *Loi de 2016 sur la promotion du logement abordable*, les municipalités qui n'appliquent pas encore les normes d'entretien des logements locatifs seront tenues de le faire d'ici le 1<sup>er</sup> juillet 2018. Au début de 2017, le ministère diffusera d'autres renseignements sur le partenariat qu'il établira avec votre municipalité pour élaborer des plans de développement des capacités et de formation. Ces travaux s'inspireront des pratiques exemplaires existantes et des approches de partage des services appliquées dans toute la province.

Pour en savoir plus sur les modifications, veuillez communiquer avec votre Bureau des services aux municipalités :

**Bureau des services aux municipalités du Centre**

Renseignements généraux : 416 585-6226  
Sans frais : 1 800 668-0230

**Bureau des services aux municipalités de l'Est**

Renseignements généraux : 613 545-2100  
Sans frais : 1 800 267-9438

**Bureau des services aux municipalités du Nord (Sudbury)**

Renseignements généraux : 705 564-0120  
Sans frais : 1 800 461-1193

**Bureau des services aux municipalités du Nord (Thunder Bay)**

Renseignements généraux : 705 564-6862  
Sans frais : 1 800 465-5027

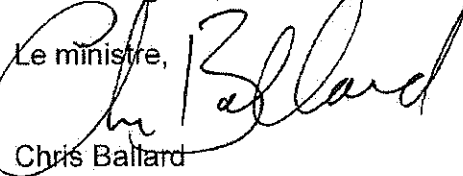
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Le ministre,  
  
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