



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

**February 14, 2018
10:00 a.m.**

**Municipal Office Council Chambers
Agenda**

1. Call to Order:

2. Adoption of the Agenda:

3. Disclosure of Interest:

4. Delegations

10:00 – Nadine Woods – Re: Appeal of Muzzle Order

10:15 – Steven Pelletier, Guesthouse Shelter – Re: Update

5. Standing Committee Business:

A: Protection to Persons & Property

B: General Government & Finance

C: Public Works

D: Planning & Development

6. Closed Session:

6.1 Report from the Director of Planning & Development – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (2558 West Service Road)

6.2 Report from the Municipal Law Enforcement Officer – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Muzzle Order)

6.3 Verbal Report from the Fire Chief – Re: Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Fire Vehicles)

7. Adjournment:

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

Alison Gray

From: [REDACTED]
Sent: February-05-18 4:16 PM
To: Alison Gray
Subject: Our meeting about Jaxon Woods
Attachments: Assessment - Jackson Woods.pdf; IMG_20171229_200108.jpg

My name is Nadine Woods and we are attending today to appeal the decision to muzzle Jaxon Woods (our American Boxer). In early October our son was walking Jaxon on the path and fell and hit his head. His head was cut and he was crying. He was at the bottom of our street and almost home when he saw the man up the street with his dog. Jaxon pulled on the leash and because my son was shaken, crying and not at full strength the dog pulled the leash out of his hand. From what my son has told me Jaxon ran over to them and jumped up with his front paws making a usual playful sound that boxers make but the guy took it for our dog attacking them and started to kick our dog (Jaxon was still puppy age). My son is with me to tell you in his own words what happened if you need. But one thing my son said for sure is that Jaxon did not bite the dog. He knows his dogs behavior and insists he approached them quickly but only wanting to play. Boxers can sound very loud and scary perhaps when attempting to play.

My son returned home crying and injured from hitting his head and as I was asking him what happened the Mastiff owner came to my door yelling at the top of his lungs about how Jaxon is vicious and needs to be muzzled or caged. I told him I didn't even know he had even saw my son. It had only been a few min since he got back and I was looking after his cut and all I knew was that he fell and was bleeding. He told me to just shut up and let him talk he was mad and needed to vent. I told him to do whatever he felt he needed to do and I shut the door.

The bylaw showed up the next day and said the owner has pictures and vet bills for the apparent bite but we never saw it. We received your judgement within days of his visit without even assessing my dog. We feel that a 2 year muzzle order is very unfair for something that has not been 100% proven to have even happened the way he said. It also punishes my son for being an 11 year old who was to shaken up and hurt to hold on. If he wasn't hurt he would not have lost control of the leash. We have not seen pictures or vet bills to prove. In fact our dog did or did not bite and injure his dog to the point of ours being apparently vicious enough for a 2 year order. With no prior complaints about our dog we feel this is not appropriate. I question Mr Kennedy's professional experience with boxers and other animals to relay information to his boss properly about this situation. He said his boss made the decision but his boss never talked to us, assessed my dog, or showed us any proof and reasons for how he came to his decision of a 2 year muzzle order on a 1 year old puppy.

Jaxon is a very social dog that has a daily routine. It has now had a major shift and not for the good. His usual routine is waking up at 6 and going for a walk down by the beach playing swimming or just running and then walking to my Barbershop where he would daily play with the dog next door to our Barbershop and greet every customer that would come to our shop. I walk to work and back this has now made it so we had to stop this routine because I refuse to punish him by muzzling him when we feel it is not necessary and hurtful to his feelings if he is not an aggressive dog. It has had a big impact on him he is a very social breed of dog he is very loving and loves to please. We have had to take him to places out of Tay Township just to keep him social.

I called our veterinarian and asked if she could recommend someone who can do a dog assessment to tell us with a professional assessment if he does or does not need a muzzle and his overall behavior. She recommended Julie Ott from Canine Foundations who will be with me for the meeting to answer any of your questions on her assessment, the bite in question and boxer behavior when it comes to their sound when attempting to play and attack that can be easily mistaken for attack sounds and actions. We would like to see

the bite marks and vet bills that lead to this decision. She will be there for us to give her opinion on that and say weather or not it is indeed a bite and could or could not have came from him.

I was not there that day when this took place so I brought the person that was and a professional to assist me properly in this situation.

I attached a copy of her assessment on Jaxon for you to read before incase you have questions yourself. Thank you, Nadine Woods



Assessment

Owner Name: Nadine Woods	Date/Time: December 18, 2017 / 1000 to 1120
Dog Name: Jackson	Breed of Dog: Boxer
Age: 2 years	Sex: Neutered Male
Location: 458 Broderick Street	Purpose of Assessment: Municipal By-Law
Port McNicoll, ON & Neighbourhood	Assessor: Julie Speyer, CDBC, CPDT-KA

Property Assessment

The backyard is not fenced however, the owner has a cable that spans the length of the yard with a solid tether attached to allow him exercise while being contained to the back yard.

Personality Assessment

Upon arrival, the owner, Mrs. Woods, greeted the Assessor at the front door and asked for directions on how the Assessor wanted to proceed with the introduction. The Assessor directed the owner to introduce Jackson the way she would normally introduce her to new people. Mrs. Woods stood at the top of the stairs, with Jackson behind a baby gate, while the Assessor entered. Jackson made excitement / frustration vocalization while demonstrating a full body wiggle, loose muscles and ears and mouth relaxed. Mrs. Woods used verbal commands to calm Jackson down, Jackson responded by ceasing his vocalization almost immediately. This indicates that Jackson has a strong bond with Mrs. Woods and responds well to her verbal commands. Once the Assessor entered the home, Mrs. Woods opened the baby gate and allowed Jackson to greet the assessor. Jackson approached the Assessor with a full body wiggle, muscles relaxed, ears in a relaxed position for the breed, mouth open slightly to expose the tip of the tongue with a soft pant and proceeded to sniff the Assessor in a friendly greeting manner. Jackson proceeded to lick and nudge the Assessor's hands with his nose, effectively placing his head under the Assessor's hand to gain petting and attention.

The Assessor began the Standing Affiliation Test (standing in a neutral position making no contact with the dog), upon entry, ignoring Jackson's attempts to gain her attention. Jackson responded by sitting next to the Assessor and leaning against her leg. When the Assessor continued to ignore Jackson, he responded by licking the Assessor's hands and legs then moved on to sniffing the Assessor's by seeking attention from his family. The Assessor ended the Standing Affiliation Test by calling Jackson to approach for petting. Jackson immediately approached the Assessor with a full body wiggle and relaxed muscles. When the Assessor began to massage Jackson's cheeks and ears, Jackson responded by leaning into the Assessor's petting and curled his body into a U shape, which is a body language signal called an appeasement sign and is used to encourage close contact without conflict.

The Assessor moved into the Body Handling Test, starting with leaning over Jackson and making direct, prolonged eye contact. Jackson demonstrated a full body wiggle, smooth muzzle, soft eyes and relaxed muscles as the Assessor continued to lean over him.

Jackson avoided prolonged eye contact with the Assessor by turning his head to the side (this is a calming signal which is polite way of defusing a possibly volatile situation and avoiding conflict) followed by demonstrating play behaviours. The Assessor proceeded to run her hands down Jackson's neck, along his chest and back. The moment the Assessor began to touch him, Jackson resumed his wiggly body language, leaned into the touch and attempted to lick the Assessor's hands. Jackson showed no signs of stiff body language or stress as the Assessor continued the body handling test to include touching his face, lips, ears, tail, legs and paws. Jackson stood still and allowed the Assessor to performed the Squeeze Test (applying a small amount of pressure to each of his paws) and his body language did not change at any point. Even when the handling became invasive and uncomfortable (through increasing pressure, speed and intensity of the handling) he remained relaxed and interactive with Assessor, occasionally taking the handling as an invitation to play and responded with play behaviours (play bows and "chase me stances"). Jackson is a vocal dog who regularly emitted low, soft grunts, groans and play growl vocalization when stimulated by deep tissue massaging, in particular around the hindquarters, and play. This is a common trait for many breeds, in particular the Boxer, and this vocalization has no aggressive or space increasing intentions.

The Assessor then moved into assessing Jackson's motivators (what motivates him to work for a person). Jackson was easily motivated to work and learn a new command (the cue TOUCH, to touch his nose to a target), despite his lack of interest in the initial food reward being offered (he repeatedly spat out his kibble rewards) he quickly made the basic connection and continued to work for petting rewards. This demonstrates a high motivation to work and please his handler, including a complete stranger, which indicates a high level of trainability and positive learning attitude. When the assessor moved to cheese as the food reward, Jackson became excited and began to offer behaviours (such as sit and down) before he was cued to respond. This indicates that he is easily motivated to work for high value food rewards. Jackson struggled to learn complicated commands that require process of elimination problem solving skills, however he continued to work and try to please his handler despite his difficulties. This demonstrates a willingness to learn and a high frustration threshold, as Jackson continued to work for the Assessor in attempt to learn, despite several failed attempts. Jackson excelled at learning basic commands using simple lures to guide him into position and repetition to learn.

The Assessor moved into testing Jackson's motion sensitivity and arousal threshold by encouraging rough play using her hands to shove Jackson from side to side, bouncing back and forth quickly, using an excitable voice and touching Jackson's face and hindquarters. Jackson immediately joined into the play by demonstrating a play bow, play growling (a soft growl that varies in pitch and tone and has no intention to increase space) then demonstrated parallel play behaviours by racing around the house looking for a toy. The Assessor slowly increased the roughness of the play and moved into more obnoxious handling by grabbing at Jackson's face, muzzle, mouth, ears and hindquarters with quick sudden movements and a moderate amount of pressure. Jackson continued to parallel play with the Assessor by play bowing and racing back and forth across the

room. Jackson did escalate his play behaviours to include nose nudging and jumping up on the Assessor but calmed down quickly, within 3 seconds, of the play ending. This indicates that Jackson has a reasonable level of control over his emotional responses and the ability to choose appropriate behaviour when overstimulated.

The Assessor concluded the assessment with a walk through the neighbourhood to observe Jackson's response to stimuli and the owners handling skills. This portion of the assessment lasted approximately 30 minutes. During this walk Jackson was exposed to the following stimuli; car and truck traffic, approximately 3 adults at a varying distance from 4 feet to 30 feet, and one person carrying a large box while moving in a slow awkward manner. Jackson passed all stimuli, including the lady carrying the box, in a calm relaxed manner demonstrating relaxed body language and mild to moderate interest. Mrs. Woods maintained excellent leash control when passing stimuli at a close distance, using her voice commands to encourage Jackson to pay attention to her. Jackson walked on a loose leash during this portion of the assessment demonstrating good leash manners.

Conclusions

It is in the opinion of the Assessor that Jackson has a friendly disposition with a high drive to please his handler. He is trained in his basic commands and is a well socialized dog with a high social need to interact with people. Due to the fact that Jackson did not see another dog during the walk, it is difficult to determine whether or not he has a form of dog to dog aggression, however his case history supports that he is dog social. It is in the opinion of the Assessor that Mrs. Woods has excellent handling skills and voice command control with Jackson and that Jackson does not pose as a safety risk to his family or members of the community.

A review of the bite incident, as reported by Mrs. Woods (single puncture to the upper lip of the victim dog), generates many questions. Minor facial dings, single punctures and ear tears are common injuries resulting from rough dog play and are highly uncharacteristic of an aggressive attack. Aggressive attacks typically yield a minimum of two full punctures, usually the result of the upper and lower canine tooth making contact to hold, with at least one puncture being the full length of the dog's canine tooth. The fact that the injury was a singular abrasion and minor (not requiring veterinary care) indicates that both dogs involved demonstrated good bite inhibition and makes it highly unlikely that either dog had malice intentions.

Recommendations

It is the recommendation of the Assessor that Mrs. Woods completes a behaviour modification program, with a qualified Instructor, to learn effective methods to address Jackson's excitement level when seeing dogs on his walks and improve his dog to dog



greeting skills. Additional safety recommendations made by the Assessor include; leash manner training with the younger members of the family, basic obedience training to assist the younger members of the family in developing their control via verbal cues and dog play therapy dates to improve dog to dog social skills.

Assessors Qualifications

JULIE SPEYER, CDBC, CPDT-KA

- Certified Dog Behaviour Consultant through the IAABC (International Association of Animal Behavior Consultants)
- Certified Trainer through the CCPDT (Certification Council for Professional Dog Trainers) - Knowledge Assessed
- Canine Behaviour Consultant specializing in Territorial Aggression, Resource Guarding, Developmental Delay Disturbances, Dog to Dog Aggression, Stranger Fear Aggression, Separation Anxiety and Repetitive Behaviour Disorders
- Owner and Head Behaviour Consultant and Obedience Trainer of Canine Foundations
- Professional Member of the APDT (Association of Professional Dog Trainers)
- Professional Member of CAPPDT (Canadian Association of Professional Pet Dog Trainers)
- Member of CKC (Canadian Kennel Club)
- Member of the AASAO (Association of Animal Shelter Administrators of Ontario)
- Member of ILEETA (International Law Enforcement Educators & Trainers Association)
- Writer and Instructor of Georgian College Canine Behaviour Science courses
- Writer and Instructor of continuing education courses for the MLEOA (Municipal Law Enforcement Officers' Association)
- Municipal Law Enforcement Canine Handling expert
- Court approved expert witness in canine bite assessments and canine behaviour
- Court Assessor for Municipal Shelters
- Writer and Instructor of 10 canine behaviour related OAVT (Ontario Association of Veterinary Technicians) continuing education credit courses
- Writer and Instructor of 10 IAABC (International Association of Animal Behavior Consultants) continuing education credit courses
- Writer and Instructor of 10 CCPDT (Certification Council for Professional Dog Trainers) continuing education credit courses
- Writer and Instructor of Air Canada Live Animal Handling course
- Instructor of Municipal Law-Enforcement K9 Self Defense training course
- Writer and Instructor of Action First Aid's Canine First Aid course
- Canine Rehabilitation coordinator for Last Chance K9 Rescue
- Canine Rehabilitation specialist for Southern Ontario Animal Rescue
- Canine Rehabilitation specialist for Boxer Rescue Ontario
- Canine Rehabilitation specialist for the OSPCA Central Investigations



- Previous Animal Cruelty Investigator for the Ontario SPCA
- Previous Animal Control Officer for the Ontario SPCA and Humane Society
- Graduate of Sheridan College Animal Care / Veterinary Assistant program
- Volunteer of canine rehabilitation services for the following organizations; Ontario SPCA, Dog Speed Rescue, Bull Mastiff Rescue of Canada, Boxer Rescue, Loyal Rescue





**Guesthouse Update to Township of Tay Council
Feb 14, 2018**

APR 30, 2012

Your Out of the Cold is asking for:

1. Support

\$1,000

In recognition of OOTC's long-standing service to the community, towards OOTC's future efforts providing effective, economical emergency shelter.

Encourage appropriate staff to actively participate in OOTC planning so that the municipality has a better understanding of the need and type of facility required.

2. Emergency Housing Resolutions

We will strive to insure our youth do not leave our regional community until they are viable to thrive (i.e., mature, educated, rooted, loved).

We will strive to insure our families are supported within our regional community such that each member is able to thrive (i.e., grows, loves and is loved).

3. A Request to County

Join with other three municipalities to get approval and financial support for your Out of the Cold to operate a year-round 25-bed emergency shelter (20 males and 5 females), appropriate for the safe shelter of all ages.

SINCE THEN

Stay tuned!

- ◆ April 18 to May 28 ... deputations to local municipalities ✓✓✓
- ◆ April 25 ... volunteers pot-luck dinner ✓
- ◆ April 28 ... volunteer bus trip to Cambridge shelter ✓
- ◆ May 16 ... Board vote to stay open permanently ✓
- ◆ May 17 to November 15 ... work hard ✓
- ◆ Thursday November 15, 2012 ...
.... open permanently

SINCE THEN



SINCE THEN

Since opening year-round Nov 15/12 to Dec 31/16
(1,399 days 5PM-8AM)

Frail Elderly

Newborns

Unable to walk

Unable to hear

430 lodgers

>272 police
night calls

411 Full-Days

7,961 Lunches

846

Unique Guests
576 men + 270 women
(not including kids)

38,716 Suppers 19,330 Breakfasts

TGHS Stats - 2017

Volunteers

Number of Volunteer Hours	14,080
Value of Volunteer Hours	\$281,600
Meals served	13,593
Nights of Lodging	3,945

Guests

Number of <u>New</u> Male Guests	68
Number of <u>New</u> Female Guests	43
Number of <u>Unique</u> Guests in 2017 (Est.)	300
Guest contributions via Pay-It-Forward Fund	\$4,580

SINCE THEN



COMMUNITY

Guesthouse Shelter flourishing at new location

ANDREW MENDLER
amendler@simcoe.com

It has been seven months since the Guesthouse Shelter moved from the basement of the Knox Presbyterian Church to the third floor of 522 Elizabeth St. The change has been instrumental in allowing the organization to provide services the community desperately needs.

Since 2012 the Midland shelter has served 945 different guests and provided beds for 510 unique overnight lodgers.

The new building, which opened in June, has drawn in 65 new faces and provided overnight lodging for an average of 10 people, breakfast for 14 people and dinner for 19 people each month. "Since 2011 we have been working to get what we have here," said board president Bob Breur.

"An awful lot of thought

went into what we needed. We toured various facilities around the province and spent a lot of time planning."

The new building has a large dining space, lounge area, a spacious kitchen and enough beds to sleep up to 18 people. Both breakfast and dinner are provided and up to 40 people are served each meal.

A partnership with Chigamik provides an on-site health clinic once a week.

The facility isn't open to guests 24 hours a day. Guests come in for dinner around 5 p.m. and socialize for a few hours before the bedrooms are opened up at 8 p.m. Once 11 p.m. rolls around the facility, is locked down. Breakfast is served around 6:30 a.m. and all guests are out the door by 8 a.m.

In order to support continued operations, the Guesthouse asks for a \$1



Andrew Mendler/Metroland

Guesthouse Shelter CEO Steven Pelletier works with highly dedicated staff and volunteers to keep the local homeless shelter operating smoothly year-round.

donation per meal.

"For those really in need we flex as much as possible. We try to provide a non-judgmental, family-like atmosphere," said chief executive officer Steven Pelletier.

In 2016, guests contrib-

uted \$2,850 in donations.

While the guest contributions do help, the shelter relies on both community donations and provincial funding to operate year-round. A big push for the renovated facility was so the shelter could meet all of

the requirements needed to qualify for provincial funding. "Our biggest focus was to get ourselves legal so that we could get that \$45 per day per bed from the province," said Breur.

The community has played a huge role in the

success of the shelter over its 14 years of operation. Since Out of the Cold opened its doors in 2004, a homeless shelter has been operating in Midland. During its eight years operating in the church, volunteers served over 40,000 dinners and provided more than 13,000 overnight stays.

"I have been blown away by our volunteers. The dedication, the loyalty, the acceptance of guests, and the efforts they put out to do the jobs they do is completely extraordinary," said Pelletier.

The shelter has built up a volunteer list over 200 names long, with some having spent over a decade assisting the organization in one way or another.

"We need the community to help us do the work that we do," said Pelletier. "The volunteers are truly the heart and soul of this place."















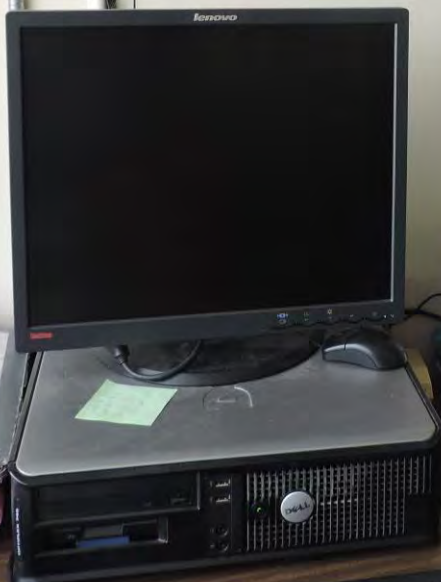
























TO ALL OF MY NEW FRIENDS
THANK YOU FOR EVERYTHING

SLEEP
FOOD
CLOTHS
COFFEE
LAUGHS
GOOD TALKS
GOOD TIMES!

P.S. SORRY FOR
ENY MIS SPELLING.

A handwritten signature in cursive script, appearing to read "Amir Rao".

**Protection to Persons & Property Committee
February 14, 2018**

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Report from the Fire Chief
Report No. PPP-2018-11
Re: Fire Chief Monthly Report – January 2018
- 2.2 Report from the Fire Chief
Report No. PPP-2018-14
Re: County of Simcoe Quality Care Program
- 2.3 Report from the Deputy Fire Chief/FPO
Report No. PPP-2018-08
Re: Deputy Fire Chief/Fire Prevention Officer Monthly Activity Report - January
- 2.4 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-12
Re: By-law Activity Report January 2018
- 2.5 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-13
Re: Delegation of Authority Policy Change for Two Dog Limit
- 2.6 Report from the Municipal Law Enforcement Officer
Report No. PPP-2018-10
Re: MLEO/Canine Activity Report – January 2018

3. OTHER BUSINESS:

3.1

4. ITEMS FOR INFORMATION:

- 4.1 Ted Woods, Fire Marque
Re: Thank you
- 4.2 Andrew Ferguson, Ontario Provincial Police
Re: Thank you



STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: February 14, 2018

Report No.: **PPP-2018-11**

Report Title: Fire Chief Monthly Report: January 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-11 regarding the Fire Chief's Monthly Report: January 2018 be received for information;

The Chief Attended:

- 1 Haz Mat Call
- 7 MVC Call
- 2 Medical Calls
- 1 False Alarms
- 3 Fire Calls

As previously updated, Tay Fire & Emergency Services had a very busy first two weeks of January. As a result I have asked the OPP if we could have a joint Emergency Services debrief regarding the events that transpired during the two major Motor Vehicle Accidents we had in our Township. We will be reviewing what went well, what did not go well, and what we can do in the future when we have another such event.

We have internally reviewed the Nielsen Road house fire and were fortunate enough to have Georgian Bay General Hospital invite our staff to attend a Critical Incident Stress debrief, which included hospital staff and Paramedics. It was a very effective meeting in which we were exposed to how the other departments are impacted and have to deal with similar stressful moments.

This meeting really brought to the forefront how important that our firefighters are offered access to the Critical Incident Stress staff as quickly as possible after such a large traumatic event. The Critical Incident Stress

Management team we use from Barrie, are a nonprofit organization that do not charge for their services. They make themselves available at no charge to not only Emergency Services, but Tay residents as well 24 hours a day 7 days a week. At this time I am requesting **Council's permission to reimburse** this organization for their expenses and costs by issuing a cheque in the amount of \$250 dollars for this last meeting, and an equal amount each time we call them in to hold a meeting to help any Township Department through a traumatic or stressful situation.

I recently met with our lawyers to discuss potential litigation regarding the purchases of the Rescue Truck and Pumper Truck for the Fire Department. An In **Camera meeting will follow today's COAC.**

The latest draft of the Provincial governments' mandatory training for firefighters has been released with a few critical items which have been removed from the previous drafts. The Ontario Association of Fire Chiefs had been part of this process from the beginning and we have all been blindsided by these changes. All Chiefs are reviewing these changes and submitting comments as the government has allowed for one more round of comments and concerns.

Deputy Aymer and I attended a meeting with the Simcoe County Paramedics and other Fire Departments that are interested in signing up for the Quality Care Program for consistent training, medical aid, treatment and documentation throughout the County. This program has a Doctor reviewing our training programs, medical calls, and eventually, we will be in a position that he will sign off and authorize us to administer EPI Pens as well as Narcan provided Council wishes the Fire Department to supply that level of service for the residents of Tay Township. A report on this topic will be coming later.

Recruitment:

Southwest Fire Academy has started our annual recruit training for the joint Fire Departments with the first weekend going very well.

Monthly Training:

Staff completed training on search and rescue at three halls, and proper operation of the new portable high speed ventilation fan at the fourth hall.

Tay Fire & Emergency Services were dispatched to 29 emergency calls during the month of December.

Year to Date Totals:

2018	29
2017	23
2016	18
2015	21
2014	29

Dispatches This Month:

Here is a partial breakdown of calls dispatched:

Call Type	Month	YTD
Fire	5	5
Medical	6	6
Motor Vehicle Collision	10	10
False Alarms	4	4
Carbon Monoxide	1	1
Hazardous Material	2	2

By-law:

At this time of year staff review and update bylaws. If Council has a question regarding a current bylaw, and would like to talk about a change regarding such, please contact Officer Kennedy with such questions or requests. We will have our annual a property standards in-camera session in March or April depending on the wishes of Council.

Canine Control:

Kennel Inspections and Dog tag sales continue to go well.

The contract for the care and holding of canines on behalf of the Township of Tay expires at the end of March this year, a report will be coming to Council next month. At this point I am considering a RFP for one year with an option to extend the contract for a total of three years.

Prepared By:

Brian Thomas
Fire Chief/CEMC

Recommended By:

Date: February 6 2018

Brian Thomas
Fire Chief

Reviewed By:

Date:

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



STAFF REPORT

<u>Department/Function:</u>	Protection to Persons and Property Committee
<u>Chair:</u>	Councillor Sandy Talbot
<u>Meeting Date:</u>	February 14, 2018
<u>Report No.:</u>	PPP-2018-14
<u>Report Title:</u>	County of Simcoe Quality Care Program

RECOMMENDATION:

That Staff Report No. PPP-2018-14 regarding the County of Simcoe Quality Care Program be received and;

That Council endorse the Agreement between Tay Fire & Emergency Services and the County of Simcoe Quality Care Program and;

That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement with the County of Simcoe and the Quality Care Program to supply medical training services for Tay Fire & Emergency Services when required and budgeted for.

INTRODUCTION/BACKGROUND:

The Township of Tay currently has an agreement with the County of Simcoe regarding Tiered Medical Response. In this agreement, Tay Fire & Emergency Services are dispatched to medical calls within the Township's borders when the County of Simcoe Paramedics have received a 911 call and it meets certain criteria. Currently, we respond to what are called level "B" calls, unless it is determined that the Paramedic response will be greater than 10 minutes, in which case we will be dispatched immediately.

Unfortunately the methods of documenting and administering follow up throughout the County varied by municipality, which made ensuring the same level of service being administered County-wide difficult.

In the past, Tay Fire & Emergency Services participated with Sunnybrook Hospital to evaluate the recordings of the AED machine when it was used on

a patient. This same monitoring and training is required to be able to assist patients when they are in need of an EPI Pen, or Narcan.

Narcan is the drug that is administered to a person that has had an Opioid overdose. Also of importance was having the firefighters educated in what and where items are located on the ambulance, so they could be retrieved for the paramedics while they were performing their duties. This includes being able to operate the battery powered stretchers when required.

ANALYSIS:

Consistent training, knowledge of contents of the ambulance, and documentation all lead to a better quality of care for the residents of Tay. Although cases of Opioid overdoses are not as high in our Township as our neighbours, it is only a matter of time before we also will be greatly affected. Many new methods of patient care are being tried province wide, by working closely with the Simcoe County Paramedics, residents of Tay will receive the newest provincially directed method of medical treatment far sooner by the Fire Department than the timeframe it took to implement in the past.

With our current 2018 training agenda and availability of County trainers, it will take 2 years to come to full compliance of the program. The County acknowledges that the access to computers and submission timeframes for documentation will vary from department to department, especially full time departments compared to volunteer departments. They are willing to work through this process with us.

First Aid Training currently requires Tay to hire a third party to come in to train staff; with this program County trainers will be scheduled on a no charge basis to the department.

FINANCIAL/BUDGET IMPACT:

First Aid training was scheduled and budgeted for 2018, as the current training certificates expire this year. No third party trainer will be required as the County will supply a trainer. The required documentation will be minimal, and the County will supply trainers during currently schedule training days and nights minimizing costs, as well as develop some online training that could be done from home. Orientation and First Aid training will be the first two items to be completed this year. The 2019 Operating Budget will include monies to finish the remaining training obligations.

CONCLUSION:

Staff is recommending that Council authorizes the Fire Chief to sign an agreement with The County of Simcoe Quality Care Program, for them to supply the needed training programs to ensure that the firefighters receive the required training necessary to certify them to the level required to be able to participate in the County of Simcoe Quality Care Program.

Prepared By:

Brian Thomas, Fire Chief/CEMC

Recommended By:

Date: February 6 2018

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date:

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

Attachment
Agreement

MEDICAL DIRECTOR SERVICES AGREEMENT

Effective as of the ____ day of _____, 2018

BETWEEN

**THE CORPORATION OF THE COUNTY OF SIMCOE
o/a THE COUNTY OF SIMCOE PARAMEDIC SERVICE
("CSPS")**

-and-

THE EMERGENCY SERVICE ORGANIZATIONS LISTED IN SCHEDULE C, as such
schedule is updated from time to time
("ESOs")

-and-

**MICHAEL FELDMAN, a physician practicing at the Sunnybrook Centre for Prehospital
Medicine**

(the "Physician")

WHEREAS:

- A. ESO personnel may be required to provide initial emergency patient care or to assist paramedics in the course of their duties.
- B. CSPS and the ESOs wish to ensure that the provision of emergency patient care is delivered by qualified personnel under the supervision of a Medical Director.
- C. CSPS and the ESOs wish to implement a quality care program with the assistance of the Physician as a Medical Director.
- D. The role of the Physician will be to serve as Medical Director and shall consist of oversight of emergency patient care training; delegation of certain controlled acts; and provision of advice and assistance in various medical aspects of the development, delivery and on-going review of programs for certification, continuing education and skill enhancement, offered by or through CSPS to the ESO's, applicable protocols, practices and policies, new initiatives and other matters which impact the efficient and effective delivery of care by local ESO's in the County of Simcoe;

- E. The Physician agrees to authorize the delegation of certain Controlled Acts under the *Regulated Health Professions Act*, 1991 to qualified personnel in the ESO's located in whole or in part within Simcoe County and to act as medical director for the service organizations, providing such other services as are described in this Agreement;
- F. CSPS and the ESOs have the authority to enter into an Agreement with the Physician for the delivery of agreed upon services and for the payment therefore by CPCS on the terms and conditions as set out herein;

NOW THEREFORE THIS AGREEMENT WITNESSETH in consideration of the mutual covenants and Agreement herein contained, and subject to the terms and conditions herein after set out, the Parties agree as follows:

1. Definitions

In this Agreement:

"Applicable Law" means all Federal and Provincial statutes, regulations thereunder, codes, directives, guidelines and requirements of all governmental or other public authorities having jurisdiction, and all amendments thereto, at any time and from time to time, including, without limitation, those pertaining to the Services and protection of privacy, including without limitation, the *Regulated Health Professionals Act*, 1991, S.O. 1991, c. 18, the *Health Care Consent Act*, 1996, S.O. 1996, c. 2, Sch. A, the *Personal Information Protection and Electronic Documents Act*, S.O. 2000, c. 5; the *Personal Health Information Protection Act*, 2004, S.O. 2004, c. 3, Sched. A; the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and standards established by the College of Physician and Surgeons from time to time, including CPSO Policy #5-12 entitled "Delegation of Controlled Acts";

"Business Day" means Monday to Friday inclusive, other than statutory holidays and civic holidays;

"Paramedic Chief" means CPCS's Chief of Paramedic Services and includes his or her authorized designate;

"Controlled Act" has the meaning ascribed to it in the *Regulated Health Professions Act*, 1991 (Ontario), S.O. 1991, c.18

"Medical Assist Report" (or "MAR") is a document to record all relevant information relating to patient care. An "eMAR" is an online electronic version of a MAR.

"Medical Director" means the Physician providing medical oversight, delegation of Controlled Acts, and quality assurance to the ESOs.

"Personnel" means a member of the ESOs designated / authorized / certified to provide medical care; and

"Services" refers to the services to be provided by the Physician pursuant to this Agreement and includes the Services as described in Schedule A, and the Quality Assurance Framework as described in Schedule B or other services which may be requested by the Paramedic Chief

2. Services

During the term of this Agreement, or until it is earlier terminated, the Physician agrees to personally provide the Services to CSPA and the ESOs in accordance with the terms and conditions set out in this Agreement.

The Services to be provided by the Physician shall include those Services outlined in Schedule A, in accordance with the standards set out in Schedule B and those services necessarily incidental to those Services identified.

The Physician shall deliver the Services in a professional and timely manner which meets or exceeds industry standards for such Services, and in a manner which is in compliance with the requirements of all Applicable Law.

3. Facilities and Equipment

The Physician shall provide such materials, equipment and facilities as may be required to deliver the Services, unless provided to the contrary herein. Where facilities and equipment are required for Services involving Personnel training, CSPA shall provide the necessary facilities at its expense. Where Services are delivered at a location requested by an ESO, the location will be provided at no charge to CSPA or the Physician.

ESOs shall ensure that all equipment, consumables, and medications required for emergency medical care are unexpired, stored according to environmental conditions specified by the manufacturer, in good working order, and serviced as necessary according to the manufacturer's specified maintenance intervals.

If any equipment or materials are provided by CSPA for use in the delivery of the Services, the equipment and any unused materials shall be returned to CSPA upon expiry or other termination of this Agreement, in good working order or good condition as the case may be.

4. Intellectual Property

Any content or intellectual property developed by the Physician for the provision of Services will remain the property of the Physician. Any changes to the content or delivery of the Services

must be approved by the Physician.

5. Representations and Warranties

The Physician makes the following representations and understands that CSPA and the ESOs are relying upon the following representations in entering into this Agreement:

- a. he is a member in good standing of the College of Physicians and Surgeons;
- b. he has hospital privileges at Sunnybrook Health Sciences Centre; and
- c. he has the expertise, experience, knowledge, resources and available time necessary or required to deliver the Services in a competent, professional and timely manner.

The Physician shall, during the term of this Agreement and any extensions thereof, obtain and keep current all licenses, permits, certifications, approvals and accreditations required pursuant to Applicable Law for the delivery of the Services.

6. Volume / Non-exclusivity

CSPA and the ESOs acknowledge that the Physician is not providing Services on a full-time basis and engages in the practice of medicine in addition to the delivery of the Services and the Physician acknowledges that he has represented that he is available to provide the Services. The Parties agree to work co-operatively to accommodate the needs of the others, when scheduling Services.

Requests for Services shall be made in accordance with the Notice provisions of this Agreement.

The Physician acknowledges that CSPA makes no representation as to the value or volume of Services to be provided by the Physician. CSPA may, during the Term or any extended Term, contract with others for the same or similar Services (or any part thereof) or may obtain or provide the same or similar Services (or any part thereof) using County staff.

7. Consultation / Scheduling Services

The parties agree to meet upon request of the other, to consult regarding the delivery of Services or other matters pertaining to this Agreement with a view to achieving an efficient and effective delivery of Services, the development of working protocols or resolution of issues or matters of concern as the case may be. The Paramedic Chief shall act on behalf of CSPA and the ESOs in such consultations.

Without limiting the generality of the foregoing, requests by the Paramedic Chief for Requested Services shall be made in writing and include such particulars of the Requested Services as are available, including, without limitation, any applicable deadlines and where applicable, the number of Personnel to whom the Requested Services are to be provided. It shall be the

responsibility of the Physician to respond in a timely manner, and unless otherwise agreed to by the Paramedic Chief, within three (3) Business Days of a request for Requested Services, proposing a schedule for delivery of the Requested Services and where applicable, providing an estimate of time anticipated to carry out the said Requested Services. The Parties shall work co-operatively to clarify the particulars of the Services requested and time line for delivery.

Requests for Services and responses shall be made in accordance with the Notice provisions of this Agreement and any supplemental communication protocol developed by the parties. Without limiting the generality of the foregoing, the Physician and the Paramedic Chief shall each maintain an active e-mail account, and provide particulars of the e-mail address to the other. Each Party shall be entitled to forward information using such e-mail for the purposes of routine communication under this agreement.

Where possible, the Physician agrees to notify CSPA in advance if there are periods of time, such as scheduled holidays, that he will be unavailable to provide Services.

8. Inspection

The Physician authorizes CSPA, its employees, representatives and agents to enter at all reasonable times, any premises used by the Physician in connection with the delivery of any Services to Personnel pursuant to this Agreement, in order to observe and evaluate those Services being delivered to Personnel as provided under this Agreement.

Upon request of the Paramedic Chief, the Physician agrees to provide access to CSPA's authorized employees or agents and authorize or permit such authorized employees or agents to inspect and make copies of all records, documents and invoices relating to the Services required to be provided pursuant to this Agreement.

9. Records and Reports

The Parties will each maintain proper records pertaining to the Services as is appropriate to the circumstances and as required by Applicable Law. The Physician will prepare and submit upon request by the Paramedic Chief, reports in a form acceptable to the Paramedic Chief, respecting the Services provided or required to be provided pursuant to this Agreement.

All data collected and all reports, document and materials prepared by the Physician in the delivery of the Services are the sole and exclusive property of CSPA who shall own all rights of copyright therein, and all such records or such records as may be requested by the Paramedic Chief shall be delivered by the Physician to CSPA at the end of the term or any renewal or extension term of this agreement, unless required to be retained by the Physician in accordance with Applicable Law.

After the transfer of information and records to CSPA, the Physician shall destroy all copies of such records and information in his possession, unless such information or records are required

to be maintained pursuant to Applicable Law.

The Physician shall ensure such physical, technological and access safeguards for security of information and data acquired or developed in connection with this Agreement or the Services are in place, as a reasonable Party would implement to protect its own confidential information and data in similar circumstances.

10. Payment for Services

CSPS will pay to the Physician for Services provided under this Agreement:

- a. \$2,500.00 per annum for delegation of Controlled Acts; and
- b. \$150.00 per hour for Requested Services to a maximum of \$2,500.00 per annum.

The parties agree to review the fees on an annual basis and readjust them as necessary to reflect fair compensation to the Physician.

The Physician shall provide CSPS with an invoice no later than thirty (30) days after the end of each year of the Term of this Agreement. Every such invoice shall include an itemized calculation of the compensation owing for the prior year for Requested Services and a statement of the compensation owing for the delegation of Controlled Acts. The invoice shall be signed by the Physician, certifying the accuracy of the statement. The Paramedic Chief shall be entitled to establish the form of the invoice.

If CSPS is called upon to pay any liability of the Physician, or should CSPS determine that the Physician has been overpaid at any time, CSPS shall become entitled to deduct any amounts paid by CSPS from any sums of money due, or that may become due, to the Physician from time to time, until CSPS has been paid or repaid in full.

11. Release

CSPS and the ESOs shall not be responsible to the Physician or any person for whom the Physician is, at law, responsible for, for any loss of or damage to property owned or used by him, or for any bodily injury (including death) or for any other loss or damages arising out of, related to, or a consequence of any Services provided or required to be provided under this Agreement, or otherwise as a result of or related to the Parties entering into this Agreement, unless caused by the negligence of CSPS, the ESOs or their elected or non-elected officials, employees or agents. In the event of such negligence of the aforesaid, CSPS and the ESOs' liability for property damage or loss shall be limited to the actual cash value of the property as of the date of the loss or damage.

This provision shall survive the termination or expiry of this Agreement.

12. Indemnity

The Physician agrees to indemnify and to save harmless, CSPS, the ESOs and their elected and non-elected officers, employees and agents from and against all costs, liabilities, claims, actions, loss, injury, expense, damages, fines, judgments or recoveries made, brought or recovered against CSPS, the ESOs and their elected and non-elected officers, employees and agents resulting from any act, omission, willful misconduct, errors or negligence of the Physician in connection with the Services provided, purported to be provided or required to be provided pursuant to this Agreement; and such indemnity shall include all legal costs incurred by CSPS or the ESOs (including fees and disbursements and costs of any third party) and any administrative costs incurred by CSPS. This obligation shall survive the expiry or other termination of this Agreement.

CSPS and the ESOs agree to indemnify and save harmless the Physician from and against all costs, claims, actions, loss, injury, expense, damages, fines, judgments or recoveries made, brought or recovered against the Physician resulting from any negligence on the part of CSPS, the ESOs or their elected and non-elected officials, employees and agents arising out of or related to this Agreement and such indemnity shall include all legal costs incurred by the Physician (including fees and disbursements and costs of any third party). This obligation shall survive the expiry or other termination of this Agreement.

The ESOs agree to indemnify and save harmless CSPS from and against all costs, claims, actions, loss, injury, expense, damages, fines, judgments or recoveries made, brought or recovered against CSPS resulting from any negligence on the part of the ESOs or their elected and non-elected officials, employees and agents arising out of or related to this Agreement and such indemnity shall include all legal costs incurred by CSPS (including fees and disbursements and costs of any third party). This obligation shall survive the expiry or other termination of this Agreement.

13. Medical Liability Coverage

The Physician shall ensure that he holds coverage for medical liability from the Canadian Medical Protective Association and provide evidence of same upon request of the Paramedic Chief.

14. Health and Safety

The Physician understands and agrees that the provisions of the Occupational Health & Safety Act and Regulations thereunder and CSPS's Health & Safety policies are to be followed at all times in the delivery of Services in any County facility. CSPS shall be responsible to provide the Physician with copies of applicable County policies.

15. Term

Unless earlier terminated, this Agreement shall have a term commencing on December 1, 2017 and expiring on November 30, 2018. In the absence of notice of termination given at least 90 days before the expiry date, the Agreement shall renew automatically on the same terms and

The Parties may amend the terms of this Agreement in writing, at any time, or at the beginning of a renewal term.

16. Termination

Either Party may terminate this Agreement, without cause or liability, upon 90 days written notice to the other Party. The Physician shall be entitled to payment for Services rendered to the date of termination.

This Agreement shall terminate immediately, without the need for notice upon:

- a. the Physician ceasing to be a member in good standing with the College of Physician and Surgeons; or
- b. the death or inability of the Physician for any reason whatsoever to perform his obligations hereunder.

Upon termination of this Agreement pursuant to (a) or (b) above, the Physician or the estate of the Physician as the case may be shall not be entitled to any further payment except for accrued or unpaid amounts for Services rendered up to the date of termination.

17. Notice

Any demand, notice or other communication to be given in connection with this Agreement, other than routine communication, shall be given in writing and may be given by personal delivery or by registered mail, courier or email, addressed to the recipient as follows:

County:

Attention: Director of Performance, Quality and Development of Health and
Emergency Services
1110 Highway 26
Midhurst, ON
L9X 1N6

Phone: 705-726-9300 x1318

Email: Meredith.morrison@simcoe.ca

Physician:
Attention: Michael Feldman

Phone:
Email:

ESOs: In accordance with the information provided at Schedule C

or to such other address or email number as may be designated by notice by any Party to the others. Any such notice given by personal delivery shall be conclusively deemed to have been given on the day of actual delivery thereof; if given by registered mail, on the third day following the deposit thereof in the mail; if by courier, on the second day after delivery to the courier; and if by facsimile transmission, on the same day if sent prior to 4:00 p.m. on a Business Day and on the next following Business day if sent after 4:00 p.m. on any day. If the Party giving any notice knows or ought reasonably to know of any difficulties with the postal system which might affect the delivery of mail, any such notice shall not be mailed but shall be given by personal delivery, courier or facsimile transmission.

18. Confidentiality

The Physician acknowledges that CSPS and the ESOs are bound by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and any information or documents provided by either Party to the other may be released pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.58.

The Physician acknowledges that for the purposes of this Agreement, he is bound by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Privacy Act, 2004*, S.O. 2004, c.3, Schedule 4 and other Applicable Law. The Physician agrees that any personal information provided to him by CSPS or the ESOs, or acquired pursuant to this Agreement is being provided or acquired on a confidential basis for the purposes of the Services being provided by the Physician and is protected by the provisions of the applicable legislation. The Physician shall directly collect any personal information that the Physician requires, and obtain the person's written consent prior to disclosing any personal information of that person.

The Physician shall not use, at any time during the term of this Agreement, or thereafter, any of the information acquired by the Physician during the course of carrying out the Services provided for herein for any purposes other than the provision of the Services or such other purposes authorized in writing by CSPS.

Failure to comply with this section will be grounds for immediate termination of this

Agreement, at the discretion of the Paramedic Chief.

19. Human Rights Code

It is a condition of this Agreement that no right under the Human Rights Code or other applicable Human Rights Policy will be infringed. Breach of this condition is sufficient grounds for termination of this Agreement.

20. Conflict of Interest

The Physician, his employees and agents as the case may be, shall not engage in any activity or provide any Services to CSPA or the ESOs where such activity or the provision of such Services would create an actual or perceived conflict of interest pursuant to this Agreement as may be determined by CSPA.

The Physician, his employees and agents shall disclose to CSPA without delay, any circumstances or actual or potential situation that may reasonably be interpreted as either a conflict of interest or a potential conflict of interest or perceived conflict of interest.

A breach of this section shall entitle CSPA to terminate this Agreement and to avail itself of such additional Remedies as may be available in this Agreement, in law, or in equity.

This Paragraph shall survive the termination or other expiry of this Agreement.

21. Relationship

It is the intent of the Parties that the Physician have the status of independent contractor. The Parties agree that it is not intended by this Agreement that the Physician become or be considered an employee of CSPA or the ESOs for any purpose, including without limitation, for the purposes of the *Income Tax Act*, the *Canada Pension Plan Act*, the *Employment Insurance Act*, the *Workplace Insurance Act*, all as amended from time to time and any legislation in substitution for any of the foregoing.

Nothing in this Agreement shall be read or construed as conferring upon the Physician the status of employee of, or Agent, of, or partner or joint venture with CSPA or the ESOs.

22. Assignment

The Physician shall not assign this Agreement, or any part thereof, without the prior written approval of CSPA which may be withheld in its sole discretion, or may be given subject to such terms and conditions.

23. No Condonation

No condoning, excising, overlooking or delay in acting upon any default, breach or non-observance by the Physician at any time or times by CSPA in respect of any covenant, proviso or condition shall operate as a waiver of CSPA's rights under this Agreement in respect of any such or continuing subsequent default, breach or non-observance and no waiver shall be inferred from or implied by anything done or omitted to be done by CSPA except an express waiver in writing.

24. Schedules

All terms and conditions of Schedules A B, and C are incorporated into this Agreement except where they are inconsistent with this Agreement, in which case the Agreement shall prevail.

25. Entire Agreement

This Agreement and the attached Schedules embody the entire Agreement and supercede any other understanding or agreement, collateral, oral or otherwise, existing between the Parties at the date of execution.

26. Invalidity of Clause

If any provision of this Agreement shall be held to be invalid or unenforceable, it shall be considered separate and severable from this Agreement and the remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect and shall be binding as though such invalid or unenforceable provision had not been included in this Agreement.

27. Rights and Remedies Cumulative

The rights and remedies of the Parties to this Agreement are cumulative and are in addition to and not in substitution for any rights and remedies provided by law or in equity.

28. Parties to Act Reasonably

The parties agree to act reasonably in exercising any discretion, judgment, approval or extension of time, which may be required to affect the purpose and intent of this Agreement.

29. Good Faith

The parties acknowledge to one another that each respectively intends to perform its or his obligations as specified in this Agreement in good faith.

30. Headings

Headings or descriptive words at the commencement of the various sections are inserted only for convenience and are in no way to be construed as a part of this Agreement or as a limitation upon the scope of the particular section to which they refer.

31. Number and Gender

In this Agreement the use of the singular number includes the plural and *vice versa* and the use of any gender includes all genders.

32. Third Party Observance

The Physician shall take all reasonable measures to ensure that any employees or agents shall be bound to observe the terms of this Agreement.

33. Force Majeure

The parties shall not be liable for any failure to perform their obligations if the non-performance is due to lightning, tempest, explosion, earthquake, Acts of God, mob violence, Acts of the Queen's enemies, strikes, lockouts or labour disruption or any catastrophic cause beyond their control.

34. Counterparts

This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date first above written. An executed copy of this Agreement may be delivered by any party by facsimile.

35. Amendment

This Agreement may be amended at any time by agreement in writing signed by the Physician and CSPA.

remainder of page left intentionally blank

36. Binding

This Agreement shall be binding upon the parties and permitted assigns.

IN WITNESS WHEREOF the Parties execute this Agreement effective as of the date first written above.

Michael Feldman

THE CORPORATION OF THE COUNTY OF SIMCOE

Gerry Marshall, Warden

John Daly, Clerk

SCHEDULE "A"

SERVICES

PART 1 - REQUESTED SERVICES

The Physician shall provide the following Services and those necessarily incidental to those identified, on request made by the Paramedic Chief:

Training / Education Services

Upon request by the Paramedic Chief, the Physician agrees to:

- a. develop and oversee delivery of programs designed to assist Personnel to improve medical knowledge on topics agreed upon by the Paramedic Chief and the Physician.
- b. develop and oversee delivery of programs to assist Personnel assigned as clinical training staff, to develop and improve their clinical skills and knowledge.
- c. provide medical oversight for patient care programs that may require medical oversight.

Advice / Consultation Services

On request of the Paramedic Chief, the Physician agrees to review, provide advice, guidance, recommendations as the case may be, regarding ESO initiatives, standards, programs and policies all with a view to ensuring that all of the foregoing meet or exceed industry standard and assist CSPA and the ESOs in their goals of quality assurance and continuous quality improvement, including, without limitation the following:

- a. CSPA sponsored Public Access Defibrillation Program;
- b. clinical policies and practices related to the delegation of medical acts and other patient care initiatives outside the scope of the Base Hospital oversight;
- c. medical guidelines established for the health and safety of Personnel;
- d. quality assurance/continuous quality improvement programs related to the delivery of medical services outside the scope of the Base Hospital oversight;
- e. practices specific to the potential impact on patient outcomes and the provision of pre-hospital medical care;

- f. patient care initiatives identified or requested through an investigative process that are outside the scope of the Base Hospital;
- g. reports prepared for submission to Council, Committees of Council or the public, regarding services or other matters within the expertise of the Physician; and
- h. applicable literature regarding proposed practices or purchase of medical equipment and patient care equipment being considered for purchase.

PART 2 – DELEGATION OF CONTROLLED ACTS

The Physician agrees to provide the following Delegation Services to Certified Personnel.

For the purposes of this section:

"Certified Personnel" means personnel who hold current and valid certifications awarded through a Certification Program;

"Certification Programs" includes approved training programs, re-certification programs and continuing education programs which have been approved by the Physician or the Paramedic Chief on behalf of CSPS or authorized by the Province of Ontario, to provide a fixed term certification that successful applicants have received the necessary training and demonstrated the necessary skills to perform specified acts; and

"Controlled Act" means a controlled act within the meaning of the *Regulated Health Professions Act, 1991* and regulations thereunder.

"Designated Training Personnel" means instructors approved by the Physician to instruct Personnel to provide emergency medical care, including Controlled Acts.

The Physician and CSPS have developed Certification Programs to be offered to approved ESO Personnel and consisting of:

- a. a training program leading to a Certificate, which is intended to provide Personnel employed by the ESOs with the skills and knowledge to provide identified acts if necessary during the course of their duties;
- b. a "refresher" program to be taken as indicated by the successful graduates of the certification training program, for re-certification purposes; and
- c. specialized continuing education programs to address issues as requested by CSPS from time to time.

The Physician agrees to work co-operatively with any authorized CSPA representative(s), to engage in regular review of Training and Certification Programs, to update and improve as necessary with a view to development and maintenance of high quality training and certification programs and to advise CSPA in the event that the Physician identifies a deficiency in the program, whether or not this is part of a scheduled review

The Physician may delegate Controlled Acts as appropriate to the Personnel skill level, when an appropriate program of relevant training and certification (or recertification) has been completed, and a quality assurance program is in place, and when in the best interests of patients.

The Physician agrees to provide the following Services with respect to all Certified Personnel.

The Physician shall:

- a. delegate to Certified Personnel the right to engage in the Controlled Act in accordance with the applicable legislation and guidelines and shall provide written certification of the delegation in a form acceptable to CSPA;
- b. monitor the medical records of persons on whom a medical act, including the Controlled Act, was performed by Certified Personnel for quality assurance purposes;
- c. notify the Paramedic Chief, in writing, forthwith, of any deficiencies in the performance of a Medical Act, including the Controlled Act, noted by the Physician and advise of any recommended remedial actions, whether or not the deficiencies result in the Physician de-activating or de-certifying the Certified Personnel;
- d. de-activate or de-certify Certified Personnel in the event that the Physician, in his discretion determines the personnel has demonstrated that he or she does not have the necessary skills to perform i Controlled Acts, or for any other reason should not continue to perform such Acts; and
- e. notify the Paramedic Chief both orally and in writing, forthwith, upon de-activation or de-certification of any Certified Personnel, and no later than 48 hours after such event.
Such notice shall include:

- i. reasons for de-activation or de-certification as the case may be; and
- ii. recommendations for remedial action or training;

Nothing herein shall require a Physician to continue to delegate the right to perform the Controlled Act to any Personnel where it is otherwise inappropriate to do so.

The use of a defibrillator and/or any other Controlled Act by Personnel constitutes an acknowledgment by the ESOs that they will in all instances follow the Medical Directives as taught and tested by the Physician or Designated Training Personnel and submit documentation

as outlined in Schedule B. Failure to follow the Medical Directives constitutes grounds for remediation or revocation of medical delegation as outlined in Schedule B.

SCHEDULE “B”

QUALITY ASSURANCE FRAMEWORK

SCHEDULE "C"

THE EMERGENCY SERVICE ORGANIZATIONS

The _____ of the _____ of _____ (the "ESO") hereby agrees to be bound by all of the terms and conditions of the Medical Director Services Agreement effective as of the ____ day of _____, 2018.

Address:

Attention:

Phone:

Facsimile Number:

IN WITNESS WHEREOF the ESO executes this Agreement by its duly authorized signing Officers in that regard.

[INSERT LEGAL NAME OF ESO]

Per: _____

Name:

Title:

Per: _____

Name:

Title:

I/we have authority to bind the corporation.



PARAMEDIC
SERVICES



County of Simcoe Quality Care Program Registration Information

Department Name: _____ Date: _____

Quality Program Lead Name _____
Last First .

Position: _____

Contact Number: _____ Email: _____

Proposed Go Live date (must be after completion of mandatory training) _____

Number of Employees to be trained: _____

Training Needs

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Narcan | <input type="checkbox"/> Mandatory Core Modules |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Standard First Aid |

Mandatory Service Equipment

Defibrillator Type Make / Model: _____

(please provide a separate list of the machine serial numbers for downloading purposes)

The following is a list of the mandatory patient care equipment that will be required to participate in the County of Simcoe Quality Care Program. This equipment must be available on the vehicles that will be responding to medical assist calls.

If you do not have any of the following equipment, you will need to have it available within the service prior to your go live date. If you wish to access our volume pricing for any of these items, please see the attached list and contact information.

Check if you have the following equipment in use in your Fire Service

- | | |
|--|---|
| <input type="checkbox"/> Electronic device to complete an eMar | <input type="checkbox"/> Disposable PPE (gloves, gowns, masks) |
| <input type="checkbox"/> Defibrillator pads (adult) | <input type="checkbox"/> Safety eyewear |
| <input type="checkbox"/> Oral airways | <input type="checkbox"/> Defibrillator capable of downloading cardiac arrest data |
| <input type="checkbox"/> Blood pressure cuffs (electronic or manual) | |
| <input type="checkbox"/> Stethoscope (if service provides manual BP cuffs) | |
| <input type="checkbox"/> Portable SP02 monitors | |
| <input type="checkbox"/> C-collars | |
| <input type="checkbox"/> First Aid supplies (bandages, gauze, cling etc) | |
| <input type="checkbox"/> Non-rebreathers | |
| <input type="checkbox"/> BVMs (adult) | |
| <input type="checkbox"/> Oxygen | |

Optional equipment List

(please see the attached equipment list" for pricing and ordering information)

- ☐ Nasal airways
- ☐ Nasal Narcan
- ☐ Epi pen Adult
- ☐ Epi pen Junior
- ☐ Sharps Container

- ☐ Obstetrical kits
- ☐ Suction units- please list make/model: _____
- ☐ Child defib pads
- ☐ Child BVMs

Defib Downloading

- ☐ Crew/Captain
- ☐ Quality Lead

If checked how many computers will be downloading within the service: _____



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: February 14, 2018

Report No.: **PPP-2018-08**

Report Title: Deputy Fire Chief/Fire Prevention Officer
Monthly Activity Report - January

RECOMMENDATION:

That Staff Report No. PPP-2018-08 regarding Deputy Fire Chief/FPO Monthly report – January be received for information;

INTRODUCTION/BACKGROUND:

Activity	This Month	YTD 2018	YTD 2017	YTD 2016
Routine Inspections	2	2	1	1
Request Inspections	0	0	1	0
Complaint Inspections	2	2	0	0
Information Inspection	1	1	1	0
Follow up Inspections	3	3	2	2
Courses Attended	0	0	1	0
Fire Calls Attended	12	12	2	5
Meetings (PIP/OP-co-op etc)	4	4	1	2
Orders issued	2	2	0	1
Immediate threat to life	0	0	0	0
Burning Complaint(s)	0	0	0	0
Training Presented	1	1	1	1
Pub Ed Performed	1	1	0	2
Hall Meetings	4	4	4	2
Hall Practices	0	0	0	0
Council	0	0	0	0
Misc. (dept related)	5	5	3	6
Court	0	0	0	0
Fire safety plans reviewed	3	3	2	0
TOTAL	40	40	19	22

<u>TICKETS ISSUED</u>		
Ticket	Quantity	Total
PART I	0	0
PART II	0	0
PART III	0	0
TOTAL	0	0

Ticket	Quantity	Total
PART I	0	0
PART II	0	0
PART III	0	0
TOTAL	0	0

Prepared By:

Recommended By:

Brian Thomas
Fire Chief

Date:



STAFF REPORT

Department/Function: Protection to Persons & Property Committee

Chair: Councillor Sandy Talbot

Meeting Date: February 14th, 2018

Report No.: **PPP-2018-12**

Report Title: By-law Activity Report January 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-12 regarding Bylaw Activity Report January 2018 be received for information.

COMPLAINT OVERVIEW – January 2018

By-Law	Open this Month	Closed this Month	Ongoing/Working towards Compliance
Clean Yards	0	0	18
Dogs	0	1	0
DOLA	0	0	2
Long Grass	0	0	0
Noise	0	0	0
Property Standards	3	1	10
Zoning	1	0	7
Fill	0	0	1
Burning	0	0	0

Total files opened YTD	Total files closed YTD
3	1

Notable Cases:

- The 2 DOLA cases will be coming up in court on February 15th, 2018 for a First Appearance. All outstanding files aside from one are left over from the previous year and are in the middle of the winter month extensions which will be followed up on once the snow has left the area.

Type of Actions Taken

<u>Actions</u>	<u>January 2018</u>
Notice of Violation	3
Order to Comply	1
Charges	0

PON/Tickets Issued

<u>Type of Ticket</u>	<u>Quantity</u>	<u>By-law</u>
Part 1	0	
Part 2	16	Parking
Part 3	0	

Winter Parking Updates

<u>Type of Parking Ticket</u>	<u>Tickets written</u>	<u>Paid</u>	<u>No Payment</u>
Park on/within 3.05M of road	7	17	12
Interfere with Snow removal	0	0	0
Other parking fines	9	7	5

Parking has been relatively light for the month of January, not many snow events had happened through the week and as a result, fewer tickets were written. Most tickets that were issued in December were eventually paid before their final due date in January. There are a total of 4 tickets written from November that were never paid and have now been submitted with the court office for non-payment.

In addition to the tickets written for this month, a total of 10 additional tickets have been cancelled due to various reasons.

Additional Items/ Future Considerations

There was no court date held in January; the next court date is February 15th, 2018 which will consist of 2 DOLA charges for first appearance.

Municipal Law Enforcement is planning on conducting a Property Standards project when the snow has left the area. At this time we are gathering addresses in the Township that we find to have issues with buildings in regards to siding issues as well as structural issues. We will be following up on these addresses once the spring time comes in order to have all of those properties come into compliance. If Council would like to give direction or advice on this matter it would be greatly appreciated.

Prepared By:

Rob Kennedy
Municipal Law Enforcement Officer

Recommended By:

Date: February 6 2018

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date:

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



STAFF REPORT

Department/Function: Protection to Persons and Property

Chair: Councillor Sandy Talbot

Meeting Date: February 14th, 2018

Report No.: **PPP-2018-13**

Report Title: Delegation of Authority Policy Change for Two Dog Limit

RECOMMENDATION:

That Staff Report No. PPP-2018-13 regarding Delegation of Authority Policy Change for two dog limit be received;

And that the Council Exemption – Two Dog Limit Policies be approved;

That staff be given delegated authority to approve or deny exemptions to the Two Dog Limit Policy

And that the required amended policy be brought forward to the next regular meeting of Council for consideration.

INTRODUCTION/BACKGROUND:

The Township of Tay Municipal Law Enforcement Officer was asked by Council to bring forward a new policy in regards to how the Township is to handle any delegations for more than two dogs in one household from now forward.

ANALYSIS:

Following a review the following policy is proposed to Council for consideration and to be adopted as the new process going forward.

Attached is the new policy in which the Township will use for any matters pertaining to more than two dogs in a household.

In order to give effect to the policy it is necessary to delegate authority and deny or approve requested exemptions to staff. As such an amending By-Law will be needed to add this to the Delegation of Authority By-law.

FINANCIAL/BUDGET IMPACT:

There are no financial implications as a result of this report.

CONCLUSION:

We hope that this new policy will satisfy Council and be able to make it easier on everyone in the Township by significantly cutting the amount of time these complaints and processes take.

Prepared By:

Rob Kennedy, Municipal Law Enforcement Officer

Recommended By:

Date: February 6 2018

Brian Thomas
Fire Chief

Reviewed By:

Date:

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration
Exemption to
Two Dog Limit**

**EFFECTIVE DATE:
March 12, 2008**

**REVISION DATE:
February 28, 2018**

**PAGE:
1 of 2**

PURPOSE:

To provide a policy for administrating the issuance of dog licenses once a Municipal Law Enforcement Officer has given permission to a resident to harbour more than two dogs in a dwelling unit within the Corporation of the Township of Tay.

POLICY:

1. Upon receiving notice or a complaint of a resident harbouring more than two dogs, the Township's Canine Officer or MLEO will attend the premises to assess the situation to determine if the pet owner warrants a privilege to harbour more than two dogs within the dwelling unit. If the third dog is visiting for a period of time, is registered in another municipality and will be returning to reside in another municipality, the pet owner will not be required to purchase a dog licence.
2. Upon investigating the complaint or receiving notice of a resident harbouring more than two dogs, the owner of the dogs must send in a letter giving notice of intention to have a meeting with Municipal Law Enforcement to possibly receive approval to have more than 2 dogs at their household.
3. If permission is granted at the time of the meeting the dog owner must be prepared to pay the licenses for each dog in full and also have everything associated with obtaining a license ready. That includes having up to date rabies vaccination proof for each dog. If the dog owner does not have this, permission for having more than two dogs will be denied.
4. At the conclusion of the meeting with Municipal Law Enforcement the officer will review all aspects of the request with management to determine if the request will be accepted or denied.



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

SUBJECT: Administration Exemption to Two Dog Limit	EFFECTIVE DATE: March 12, 2008
REVISION DATE: February 28, 2018	PAGE: 2 of 2

5. If permission is granted the pet owner is required to contact the Municipal Office by January 31st of each calendar year to advise the status of the number of dogs harboured and to ensure that the appropriate licenses are purchased.
6. The Municipality will maintain a list of all exemptions granted.
7. It is the responsibility of the pet owner to notify municipal staff when circumstances result in the number of dogs being reduced from three to two and at that time the permission for a third dog will automatically expire.
8. If the number of dogs does in fact go down to 2, the dog owner or anyone who resides with the dog owner will not be allowed to have any further exemptions to the number of dogs at any time.
9. The dog licence fee for the third dog is not subject to a discounted rate for early payment.
10. **Right of Appeal: If the pet owner wishes to appeal the officer's decision, an appeal may be made to the CAO. The CAO's decision is final with no right to appeal to Council.**



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Councilor Sandy Talbot

Meeting Date: February 14, 2018

Report No.: **PPP-2018-10**

Report Title: MLEO/Canine Activity Report - January 2018

RECOMMENDATION:

That Staff Report No. PPP-2018-10 MLEO/Canine Activity Report January 2018 be received for information.

MLEO/ Canine Activity Report

Activity	Count
Complaints and Investigations	13
Pound and Seizure	1
DOLA Orders	0
Dog Tags Sold	243
Dog Tags Sold YTD	316
Fines Issued	0
Files Opened	0
Files Closed	1
Approved Kennel Inspections	3

Tags by Year	Tags Sold (YTD)
Total	316
2018 Tags	252
2019 Tags	39
2020 Tags	25

Dog license sales in January totaled 243 tags sold, representing an increase in sales of 233% from December 2017. One-year tags remain the most popular option.

Three kennel inspections were conducted and all three kennels received a kennel license. One of these kennels, Tall Pines Kennel, is required to equip their main kennel building with smoke alarms.

One canine-related file was closed. A dog owner was required to license his two dogs following a running-at-large complaint being made against him. Both dogs were licensed within the given time frame.

One dog was impounded at the Midland OSPCA by Tay Municipal Law Enforcement following a running-at-large complaint on January 11, 2018. The owner claimed the dog on the same day. The owner purchased a dog tag for the dog, as well as a second dog tag for an additional dog.

Including the complaint resulting in the seizure and impound on January 11, 13 dog-related complaints were made. Of these 13 complaints, five were for dogs running-at-large, five were for barking dogs, and three were for exceeding the two-dog limit.

Prepared By:

Ethan Dyer,
Municipal Law Enforcement Officer

Recommended By:

Brian Thomas
Fire Chief

Date: February 6, 2018

Reviewed By:

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

Date:





BRIAN
JUST A QUICK NOTE TO SAY THANK YOU
FOR YOUR CONTINUED SUPPORT.
ALSO HOW PROUD ALL OF US FELT
WHEN WE SAW THE NEWS ON
THAT WAUBAUSHENE FIRE WHERE
THE FAMILY WAS RESCUED.
TAKE CARE + STAY SAFE OUT THERE
1908

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Southern Georgian Bay Detachment
Détachement du sud de la baie Georgienne

Box 250
Midland, ON L4R 4K8

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Télééc.: 705-526-6700

File Reference: 1800

RECEIVED
JAN 15 2018

Wednesday, January 10, 2018

Tay Township Fire and Emergency Services Department
450 Park Street, PO Box 100
Victoria Harbour, ON
L0K 2A0

RE: Multi-Vehicle Collision New Year's Day on Highway 400

Dear Chief Thomas,

On behalf of myself, the Operations Manager Staff Sergeant Burton, and the people here at Southern Georgian Bay O.P.P. detachment, I would like to take a moment to thank-you and your members for all their hard work and assistance at the multi-vehicle collisions on Highway 400 during the snowstorm on New Year's Day 2018.

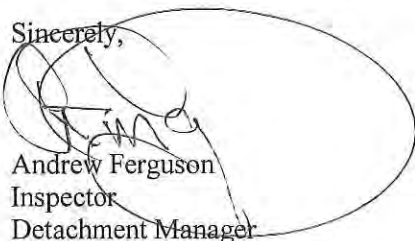
New Year's Day this year saw many travelers returning home from the holidays. Shortly after mid-day, the snowfall increased as the winds picked up causing sudden white-out conditions. What had been a routine drive home turned into multiple vehicles colliding or vehicles driving off of the road in an effort to avoid colliding with others.

Emergency Services quickly arrived on scene and each service commenced their respective roles with focused professionalism. From the Paramedics initiating a colour-coding system to indicate which vehicles had been checked and level of care required, to Tay Fire Department assisting with triaging and opening a local fire hall as a warming station, to the Tow Companies assisting and removing vehicles to allow for greater freedom of movement for the Emergency Services personnel to carry out their tasks. All involved agencies worked together to achieve a common goal.

After the scene south of Highway 12 was taken care of, all the involved Emergency Services then moved north to the scene of a second multi-vehicle collision that presented even more challenges than the first collision due to issues of location and freedom of movement. Once again all involved did great work under some severe weather conditions.

Please pass on the thanks and appreciation of the Southern Georgian Bay O.P.P. to your members who were involved in this multi-vehicle collision on New Year's Day. It is reassuring that in a real life emergency our collective agencies worked so well together to ensure public safety was restored.

Sincerely,



Andrew Ferguson
Inspector
Detachment Manager

**General Government & Finance Committee
February 14, 2018**

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Verbal Report from the C.A.O.
Re: CAO's Report - January 2018
- 2.2 Report from the C.A.O.
Report No. GGF-2018-07
Re: Citizen's Committee on Council Remuneration
- 2.3 Report from the Clerk
Re: Clerk's Report - January 2018
- 2.4 Report from the Clerk
Report No. GGF-2018-09
Re: Election Sign By-law
- 2.5 Report from the Clerk
Report No. GGF-2018-10
Re: Enabling Accessibility Funding Agreement-Reception Counter Renovation
- 2.6 Report from the Director of Finance
Report No. GGF-2018-08
Re: 2017 Land Transactions Report
- 2.7 Report from the Financial Analyst
Report No. GGF-2018-11
Re: 2017 Financial Summary
- 2.8 Report from the Health and Safety Program Assistant
Report No. GGF-2018-05
Re: Township of Tay Health and Safety Policy

3. OTHER BUSINESS:

- 3.1 Correspondence from Fred Hacker, Culture Committee
Re: Appointment of Township Representative

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from the County of Simcoe
Re: White Paper – Building a Seniors Campus

- 4.2 Correspondence from SEGBAY Chamber of Commerce
Re: SEGBAY Chamber of Commerce Request for Councillor to
Sit on the Chamber Board



STAFF REPORT

Department/Function: General Government and Finance Committee

Chair: Deputy Mayor David Ritchie

Meeting Date: February 14, 2018

Report No.: **GGF-2018-07**

Subject: Citizen's Committee on Council Remuneration

RECOMMENDATION:

That report number GGF-2018-07 be received;

And further that Council approves the terms of reference and the creation of the Citizen's Committee on Council Remuneration as outlined in this report consisting of three voting members of the public and as non-voting members Council Representative _____ and the Chief Administrative Officer;

And that the Committee be directed to report back to the August 8, 2018 Committee of All Council meeting with their recommendations for Council's consideration and then formally dissolve.

INTRODUCTION/BACKGROUND:

In canvassing staff, they are not aware of the last time that Council's remuneration was formally reviewed.

This topic is always a tricky issue for elected officials to address however it is in staff's opinion appropriate that this issue be looked at and addressed by Council.

In order to have an unbiased opinion presented to Council, staff is proposing that a committee be established comprised of three members of the general public and we are recommending that two non-voting members also be appointed to assist the Committee. The first would be a current member of Council who will be able to answer questions from the Committee members about duties, responsibilities, impact on personal/family life as well as expected work load. The second would be the Chief Administrative Officer to

assist in directing staff to gather the requested information for the Committee and answer administrative type questions.

Additional administrative support for the Committee will be provided by the Clerk's office (minutes, meeting notices etc. as required by the Chair) and by the Finance Department (research comparative municipalities as directed by the Committee) so the Committee has the necessary financial data to make their recommendation.

SUSTAINABILITY PLAN:

N/A

FINANCIAL/BUDGET IMPACT:

It is anticipated that there may be a minimal impact on 2018 budget for the month of December only.

CONCLUSION:

Staff feel this is a good time for Council to carry out this exercise and make recommendations (if any) that would come into effect with the newly elected Council as of December 1, 2018.

Prepared By:

Date Prepared:

January 19, 2018

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

Citizen's Committee on Council Remuneration
Adopted February 28, 2018
Terms of Reference

1. Establishment

Council hereby formally establishes the Citizen's Committee on Council Remuneration (the "Committee") as a Committee of Council pursuant to the provisions of the *Municipal Act*.

2. Purpose and Mandate

The mandate of the Citizen's Committee on Council Remuneration is tasked with examining the level of remuneration for members of Council for the Township of Tay. Using a list of comparator municipalities, the CCCR will examine compensation packages and make recommendations to Council in respect to an appropriate level of compensation for members. The Committee must ensure openness, public input and transparency within this process.

The municipalities used for comparison will be determined by the Committee, taking into account location, geographic size, total population and municipal structure, as well as other comparable information deemed relevant by the Committee.

The following items are considered within the scope of the Committee for examination:

- Salary
- Benefits
- Travel and Vehicle Allowances
- Other miscellaneous items

A report will be brought back to Committee of All Council on August 8, 2018.

This report will outline the following:

- The research and methodology used

- The municipalities that were used for comparison, as approved by the Committee
- Recommendation of the compensation adjustment that Council should approve as the appropriate remuneration
- A timeline for when any proposed compensation should occur

Note that the Committee will dissolve once its mandate is complete

3. Committee Composition and Length of Term

The CCCR shall be comprised of three (3) voting members that are citizens of the Township of Tay. The committee will also have one member of Council and the Chief Administrative Officer as non-voting members. The citizens chosen for this committee shall be selected through an open recruitment process and their appointments approved by Council. Additional staff support will be provided through the Director of Finance and the Clerk's department.

4. Quorum

A quorum shall consist of a majority of voting members. If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting must be re-scheduled.

5. Chairperson/Vice-Chair

The Committee shall appoint a Chair and Vice-Chair who will be voting members. The Chair and Vice-Chair will be elected at the first meeting.

Any member of the Committee shall be eligible to serve as Chair or Vice-Chair of the Committee. The Chairperson, and in their absence the Vice-Chair, shall preside over meetings and Committee business.

6. Frequency of Meetings/Meetings Open to the Public

The Committee shall meet at least three (3) times prior to making its final recommendations to Council. The meetings shall be at the call of the Chair in consultation with the Clerk's Office. Additional meetings may be called at the request of the Chair with at least one week's prior notice.

All members are encouraged to be in attendance for each meeting. All meetings shall be open to the public.

7. Absences

If a Committee Member is absent for two (2) consecutive meetings without reasonable cause, the Committee may choose to nominate another person to replace the absent member (subject to Council approval), or may choose to leave the position vacant.

8. Reporting and Governance

The Committee shall prepare a final report no later than August 8, 2018 to Committee of All Council with firm recommendations in accordance with its mandate as defined herein.

9. Staff Support

The Committee will be supported and advised by the Township`s Finance department and Clerk`s Office. The Clerk`s Office, with the assistance of the Chair, will circulate an agenda for each meeting and provide the Committee with any and all information that it requires to successfully fulfill its mandate.

10. Subcommittees

The Committee may not form subcommittees.

11. Code of Conduct and Conflict of Interest

Committee members agree to follow the Code of Conduct for Citizen Appointees - Boards & Committees as established by Council. Members shall use the *Municipal Conflict of Interest Act* and any amendments made thereto or successor legislation as guidance to determine when and how to declare a conflict.

STAFF REPORT

Department/Function: General Government & Finance Committee

Chair: Deputy Mayor Dave Ritchie

Date: February 14, 2018

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

The following are the highlights for January 2018:

- Significant time spent getting the renovation of the Port McNicoll Library Community Room underway with staff, architect and contractor. Work commenced in late January.
- Researched the following reports:
 - New Election Sign By-law
 - Updated Accessibility Advisory Committee Terms of Reference to reflect joint Committee with Springwater & County (report anticipated in March)
 - Land Sale Inquiry – Triple Bay Road (report anticipated in March)
- Completed Freedom of Information Request and responded to queries from Privacy Commissioner's Office respecting new privacy complaint and appeal of a Fee Estimate related to a 2017 FOI Request.
- Submitted year-end compliance report to the Province on the Township's emergency management program
- Reviewed applications for the Library C.E.O. position, closed mid-January, with interviews in early February. The Head Librarian has announced that she will be retiring in March.
- Undertook summer student recruitment, with applications due by February 5th. All applications are now with the respective departments for review and hiring.
- Spent significant time working with by-law enforcement and planning staff on organizing and sorting records as part of the annual records management processes.
- Held conference calls with election suppliers to organize tabulators, supplies and timing of delivery of voting kits for the 2018 Election.
- Developed 2018 Election Procedures, which are now available online, by year-end as required by the updated Municipal Elections Act.

- Attended North Simcoe Clerks Meeting to review various election matters and organize a joint candidate's information session, to be held on April 18th at the North Simcoe Recreation Centre, which is hosted by the Ministry of Municipal Affairs & Housing. Advertising for the event and other election matters will be undertaken closer to the date. The County and MPAC will also be in attendance at the candidate session.
- Seniors Advisory Committee meeting held on January 15th – Committee reviewed workplan and ideas for 2018.
- Vacation: January 25 - February 2, 2018

Respectfully submitted;

Alison Gray, Clerk



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: February 14, 2018

Report No.: GGF-2018-09

Report Title: Election Sign By-law

RECOMMENDATION:

That Staff Report No. GGF-2018-09 regarding a new Election Sign By-law be received;

And that the new Election Sign By-law be approved and brought forward to the next regular Council meeting.

INTRODUCTION/BACKGROUND:

As part of the planning process for municipal elections, the Township's Election Sign By-law is typically reviewed. The by-law also governs the placement of signs for Federal and Provincial Elections.

Since 2014, the Municipal Elections Act has been updated with new requirements particularly for Third Party Advertisers and now stipulates what information must be included on signage. As a result the Township's by-law required updating and staff undertook a full review of the by-law resulting in significant changes.

ANALYSIS:

The proposed by-law incorporates the new legislative requirements, particularly respecting Third Party Advertisers, along with the following substantial changes to the existing Election Sign By-law, being By-law 2009-61:

- Timing: Previously, candidates could erect signs following Nomination Day which was in September. With the change in Nomination Day to fourth Friday in July, staff proposes that signs may be erected starting August 1st.

- General Provisions: The majority of general provisions prohibiting the placement of election signs on public property, or in locations that impact public safety remain the same although they have been consolidated into a new format for easier reference.

A new general provision is the restrictions that candidates may only erect signs in the jurisdiction they are running for (i.e. Ward 2 candidates can only place signs in Ward; Mayor and Deputy Mayor candidates may place signs throughout the municipality).

Other new provisions, Sections 3.9 & 3.10, limit the number of signs per candidate at a particular property depending on whether or not the property is defined as urban or rural.

- Sign Deposit: Rather than pursue fines through Provincial Offences, it is recommended that a sign deposit of \$200 be submitted by any candidate (municipal election only) or registered third party. Per Section 6, if a sign is located in the wrong location the candidate or registered third party will be given 24 hours to relocate the sign or the sign will be removed. If it is necessary to remove a sign, the deposit shall be retained as follows:

- 1st sign removed \$35 taken from deposit,
- 2nd sign removed additional \$65 taken from deposit,
- 3rd sign removed balance of deposit retained by municipality.

Following the election, any remaining deposit will be returned to the candidate or registered third party.

FINANCIAL/BUDGET IMPACT:

There is no budget impact as a result of this report.

The election sign deposit (or remaining balance) will be refunded to any municipal election candidates and third party advertisers following the election.

CONCLUSION:

Staff is recommending adoption of the new election sign by-law and the repeal of By-law 2009-61.

Prepared By: Alison Gray, Clerk

Recommended By: Date:

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By:

Date:

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

Attachment: Election Sign By-law

THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW No. 2018-

A By-law to regulate Election Signs within the Township of Tay, and to repeal By-law 2009-61

WHEREAS the *Municipal Act, 2001*, as amended, provides that a Council of a municipality may pass a by-law for the prohibition or regulation of the erection of signs and other advertising devices; and

WHEREAS the Council of the Township of Tay deems it advisable to have a by-law regulating Election Signs;

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 "Candidate" means

- a) A Candidate within the meaning of *the Canada Elections Act, the Education Act, the Elections Act* (Ontario), or the *Municipal Elections Act, 1996*; and
- b) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996* as amended;

1.2 "Clerk" means the Township Clerk or a person delegated by them for the purpose of this By-law;

1.3 "Election Sign" means any sign or advertising device, including posters, promoting, opposing, or taking a position in respect to:

- a) any Candidate or political party in an election held in accordance with *the Canada Elections Act, the Elections Act* (Ontario), or the *Municipal Elections Act, 1996*;
- b) an issue associated with a person or political party in an election under *the Canada Elections Act, the Elections Act* (Ontario), or the *Municipal Elections Act, 1996*;
- c) a question, law or by-law submitted to the electors under *the Canada Elections Act, the Elections Act* (Ontario), or the *Municipal Elections Act, 1996*;

1.4 "Jurisdiction" means the particular ward for which a candidate is running or the Township boundaries for Mayor or Deputy Mayor candidates;

1.5 "Registered Third Party Advertiser" means, in relation to an election in a municipality, an individual, corporation or trade union that is registered in accordance with the *Municipal Elections Act, 1996*, as amended.

- 1.6 “School Board”** means the English Public, French Public, English Catholic and French Catholic school boards having authority over The Township of Tay;
- 1.7 “Township”** means The Corporation of the Township of Tay
- 1.8 “Park”** means land and land covered by water and all portions thereof under the control or management or joint management of the Township, that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a public trail, natural park area and an environmentally significant area as defined in this by-law, including any buildings, structures, facilities, erections and improvements located in or on such land;
- 1.9 “Public Property”** means real property owned by or under the control of the Township, including a Park, Library, Community Centre, or any of its agencies, local boards, commissions or corporations but, for the purposes of this by-law, does not include a Street;
- 1.10 “Roadway”** means the part of a Street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder;
- 1.11 “Sidewalk”** means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians;
- 1.12 “Sight Triangle”** means the triangular space formed by the Roadway Lines of a corner lot and a line drawn from a point in one Roadway Line to a point in the other Roadway Line, each such point being 7 metres from the point of intersection of the Roadway Lines (measured along the Roadway Lines). Where the two Roadway Lines do not intersect at a point, the point of intersection of the Roadway Lines shall be deemed to be the intersection of the projection of the Roadway Lines or the intersection of the tangents to the Roadway Lines;
- 1.13 “Sign Height”** means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign;
- 1.14 “Street”** means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Tay and this term includes all road works and appurtenant to municipal land;
- 1.15 “Voting Place”** means a place where electors cast their ballots and:
- a) when a Voting Place is located on Public Property, includes any Street abutting; or
 - b) when a Voting Place is located on private property, includes any Street abutting.

2. Timing

- 2.1** No person shall place or permit to be placed an election sign for a federal or provincial election or by-election earlier than the day the writ of election or by-election is issued.
- 2.2** No candidate, person or Registered Third Party Advertiser shall place or permit to be placed an Election Sign for a municipal election
 - a) Earlier than August 1st in the year of a regular election; or
 - b) Earlier than Nomination Day for a by-election.
- 2.3** Election Signs must be removed within **five days** following an election. If not removed within this time frame, the Clerk may direct that the signs be removed and any remaining sign deposit shall not be refunded.

3. General Provisions

- 3.1** Only Candidates, registered third party advertisers, or their agents are permitted to erect election signs;
- 3.2** No person shall place or permit to be placed an Election Sign on Public Property;
- 3.3** No person shall place or permit to be placed an Election Sign in a Park;
- 3.4** No person shall place or permit to be placed an Election Sign:
 - a) in a Roadway;
 - b) that impedes or obstructs the passage of pedestrians on a Sidewalk;
 - c) Between a Roadway and a Sidewalk;
 - d) in a Sight Triangle;
 - e) on a tree, fence or gate located on Public Property or a Street;
 - f) on a utility pole or light standard;
 - g) at any voting place, including the parking lot and road allowance in front of any voting place;
 - h) Obstruct the visibility of any pedestrian or driver;
 - i) Obstruct the visibility of any traffic sign or device;
 - j) Interfere with vehicular traffic in any manner;
 - k) Obstruct openings required for light, ventilation, ingress, egress, or fire or medical emergencies;
 - l) Constitute a danger or hazard to the general public.
- 3.5** No municipal election sign shall be erected outside of the jurisdiction of the position for which a Candidate is registered;
- 3.6** No municipal election sign shall be posted in the Township of Tay for a Candidate in another Jurisdiction;
- 3.8** No municipal election sign shall be posted on private property without the express consent of the owner and shall be subject to the limitations set out in 3.9;
- 3.9** No person in the urban sign area, as defined by Schedule 'A', shall post more than one election sign per candidate per property;
- 3.10** No person in the rural sign area, as defined by Schedule 'A', shall post more than two election signs per candidate per property;

- 3.11** All other provisions included in the *Municipal Elections Act, 1996, as amended* shall apply. It is the responsibility of candidates and registered third party advertisers to ensure compliance with applicable legislation.

4. Mandatory Information on Elections Signs & Advertisements

- 4.1** All parties, including candidates, shall comply with the sign and advertisement requirements set out in Section 88 of the *Municipal Elections Act, as amended*.

4.2 Mandatory Information - Candidates

All Election Signs and Advertisements purchased by or under the direction of a candidate shall identify the candidate.

4.3 Mandatory Information – Registered Third Party Advertisers

All Third Party Election Signs and Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

5. Sign Deposit – Municipal & School Board Elections Only

- 5.1** Prior to any Election Sign being erected within the Township of Tay, Candidates and Registered Third Party Advertisers shall file a deposit fee of \$200;

5.1.1 If Election Signs are erected prior to filing of a candidate's nomination or registration of a Third Party the required deposit fee shall be \$400 (double the original deposit);

- 5.2** Deposits must be submitted to the Clerk and may be in the form of cash, debit or cheque payable to the Township of Tay;

- 5.3** Sign deposits are due and payable at the time of the filing of nomination papers or prior to the erection of any signs for any municipal or school board candidates.

- 5.4** The Clerk's decision to retain the deposit shall be final and not subject to review.

- 5.5** In the event that the deposit is not retained, the Clerk shall direct the Treasurer to refund the deposit paid under this By-law upon satisfactory removal of all Election signs.

6. Enforcement & Removal of Signs

- 6.1** Where Election Signs have been posted in contravention of this By-law, the Clerk may remove the sign without notice, or take the necessary action to ensure that the sign complies with the provisions of this By-law with 24 hours of notice.

- 6.2** Where action is not taken under Section 6.1, the Clerk may direct that the signs be removed and if the signs have been posted for a municipal or school board election, the deposit shall be retained by the municipality as follows:

- 1st sign removed \$35 taken from deposit,
- 2nd sign removed additional \$65 taken from deposit,
- 3rd sign removed balance of deposit retained by municipality.

6.3 The Clerk may destroy any Election Signs which have been removed and not claimed and retrieved by the Candidate, persons or Owner within the time period prescribed under Section 2.3 or 6.1.

7. Penalty

7.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

8. Damage

8.1 The Township of Tay shall not be liable for any damage or loss to an election campaign sign that was displayed in accordance with this By-law or that was removed by an officer of the Township of Tay.

9. Validity

9.1 If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid or of no force and effect, it is the intention of the Council in enacting this By-law, that each and every other provision of this By-law, be applied and enforced in accordance with its terms to the extent possible according to law.

10. Short Title

10.1 This by-law may be cited as the "Election Sign By-Law".

11. General

11.1 That By-law 2009-61 is hereby repealed.

11.2 This by-law shall come into force and take effect immediately upon the final passing thereof.

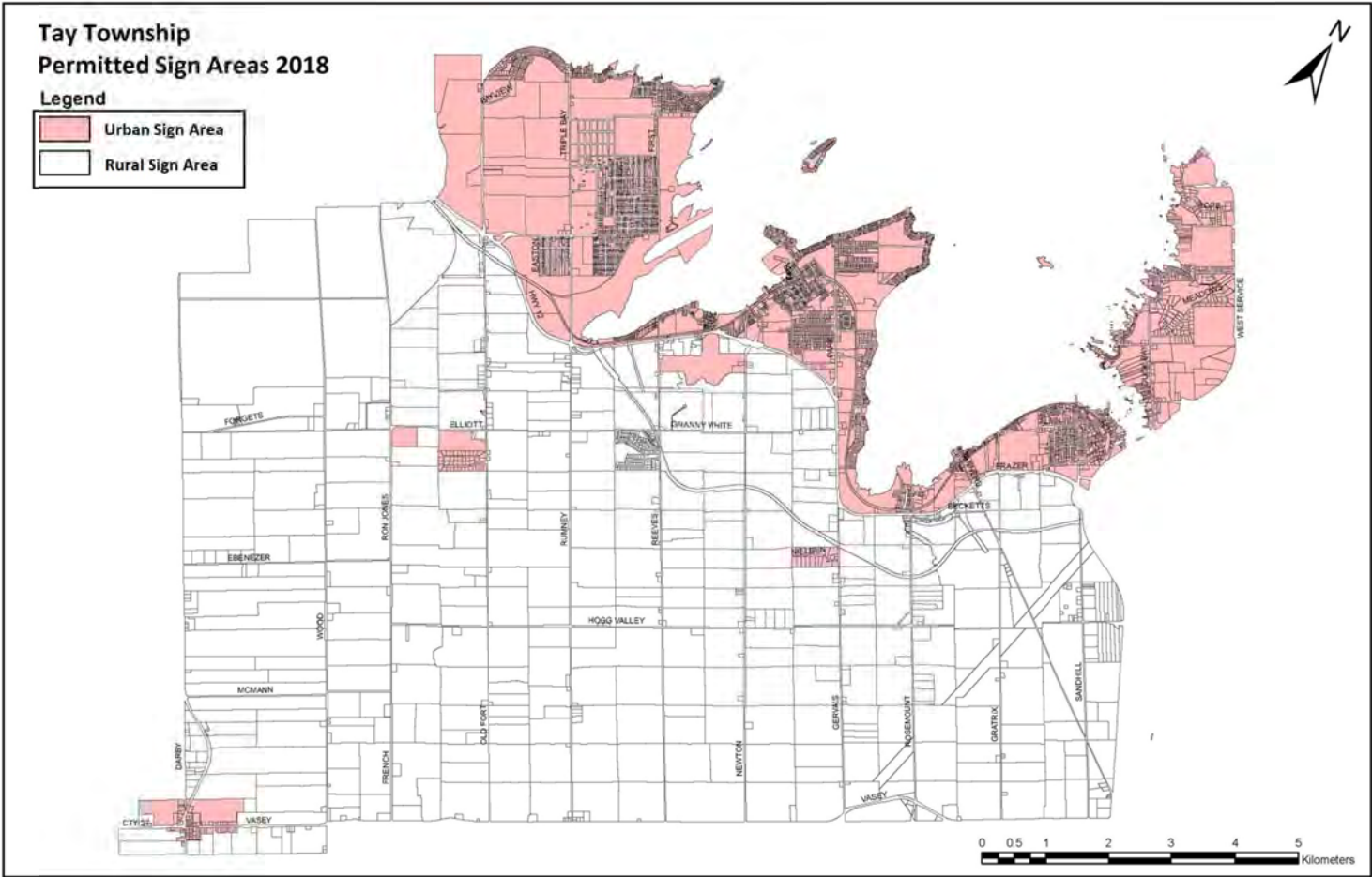
**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS DAY OF , 2018.**

THE CORPORATION OF THE TOWNSHIP OF TAY

MAYOR, Scott Warnock

CLERK, Alison Gray

Schedule 'A'
By-law 2018-xx





Election & Advertising Sign Deposit Form

Please complete the form below and return it with your deposit of \$200.00 to the Township of Tay.

<p>Candidate or Third Party Advertiser</p> <p>_____</p> <p>Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p>

<p>I, _____, do hereby acknowledge that I have received and read a copy of the Township of Tay Election Sign By-law and agree to the terms and conditions contained therein. I understand that a contravention of the By-law may result in the loss of this deposit.</p> <p>Upon satisfactory removal of all municipal election signs by a candidate from public and private property after Election Day, this deposit or any remaining portion will be returned to the candidate in a timely manner.</p>	
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

<p>Deposit Amount Received: _____</p> <p>_____</p>	
<p>_____</p> <p>Clerk</p>	<p>_____</p> <p>Date</p>

<p>Deposit Amount Returned: _____</p> <p>If full deposit not returned, explanation:</p> <p>_____</p> <p>_____</p>	
<p>_____</p> <p>Clerk</p>	<p>_____</p> <p>Date</p>



STAFF REPORT

<u>Department/Function:</u>	General Government & Finance
<u>Chair:</u>	Deputy Mayor David Ritchie
<u>Meeting Date:</u>	February 14, 2018
<u>Report No.:</u>	GGF-2018-10
<u>Report Title:</u>	Enabling Accessibility Funding Agreement – Reception Counter Renovation

RECOMMENDATION:

That Staff Report No. GGF-2018-10 regarding Enabling Accessibility Funding Agreement – Reception Counter Renovation be received;

And that the Township of Tay enter into a contribution agreement with the Government of Canada under Enabling Accessibility Funding Agreement – Reception Counter Renovation;

And that the required by-law to authorize the contribution agreement be brought forward for consideration.

INTRODUCTION/BACKGROUND:

On June 5th staff received notice of the Enabling Accessibility Fund (EAF) program is accepting applications with an application deadline of July 26, 2017. Per the Enabling Accessibility Fund (EAF) program website, the objective of the program is:

- accessible communities and workplaces;
- increased access for people with disabilities to services, programs and employment opportunities; and
- increased opportunities for people with disabilities to participate in and contribute to community life and the economy.

In early 2017, the Township received an accessibility complaint from a ratepayer attempting to submit a building permit application due to the height of the counter. The Public Works and Finance counter spaces have accessible service counters; however, the current reception desk does not. As a result, an application was submitted to the Enabling Accessibility Fund for a grant to assist with the funding of a renovation to the reception counter to make it accessible.

ANALYSIS:

In late January 2018 the Township was notified that the grant application was successful with funding in the amount of \$18,500.

Staff is seeking Council's approval to enter into a funding agreement with the Government of Canada to receive the funding.

FINANCIAL/BUDGET IMPACT:

It is estimated that this renovation could cost approximately \$37,000.

The Township-portion of project will be addressed as part of the Treasurer's 2017 Surplus report and budget.

CONCLUSION:

Staff is recommending that the Township of Tay enter into an agreement with the Government of Canada for the Enabling Accessibility Funding.

Prepared By: Alison Gray, Clerk

Recommended By: Date: February 7, 2018

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By: Date:

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



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor David Ritchie

Meeting Date: February 14, 2018

Report No.: GGF-2018-08

Report Title: 2017 Land Transactions Report

RECOMMENDATION:

That Staff Report No. GGF-2018-08 regarding the 2017 Land Transactions be received and;

That the Treasurer is hereby authorized to increase the budgeted transfer to the Contingency Reserve by \$110,708 to \$160,508 to and further;

That the Treasurer is hereby authorized to transfer the net proceeds from the sale of former rink lots on Calvert Street, in the amount of \$123,137 to the Parks and Recreation Reserve and further;

That the Treasurer is hereby authorized to transfer the net proceeds from the sale of the Fire hall on Old Fort Road in the amount of \$212,188 to the Municipal Fleet and Equipment Reserve.

INTRODUCTION/BACKGROUND:

The 2017 Budget provided for land sales entirely within the administration budget with sales revenue estimated at \$112,000. Along with the typical expenditures related to the sale of land (legal, surveying, advertising), a budget for the development of lots on Talbot street was included with an anticipated surplus from sales of \$49,800 to be transferred to reserves. With a number of land sales occurring in 2017, land sale revenue and the corresponding surplus funds from the sale of land have far exceeded the budget.

Past practice has been to transfer the net proceeds from land sales to a reserve within the same functional category.

The recently adopted Reserve and Reserve Fund Policy states:

"All net land proceeds are to be transferred to reserves. The current use of the land will help determine which reserve is credited. For example, land used for water/wastewater purposes will be allocated to the Water/Wastewater Reserve Funds; Land used for park purposes or water access will be allocated to the Parks and Recreation Reserve Fund; Land with no current use will be transferred to the Contingency Reserve unless otherwise directed by Council;"

ANALYSIS:

Attached please find a Land Sale summary identifying revenues and expenditures related to land in 2017.

General Land Sales:

Under general land sales proceeds of \$172,716.13 generated a net revenue of \$160,508.13 after expenses. The Contingency Reserve has a balance of approximately \$175,000. Elections and the strategic plan are funded from this reserve (approx. \$100,000) every 4 years and emergency funds of approx. \$250,000 (3% of the tax levy) would be required in the event of an emergency. This reserve also serves to provide funds for unforeseen, unbudgeted events. It is recommended that these funds be transferred to the Contingency Reserve.

Park Land related Land Sales:

The Calvert Street lots previously used for an outdoor rink were serviced and sold generating net sales revenue of \$123,137.57. The current Long Term Plan shows the Parks and Recreation Reserve being fully depleted by 2027. As well, the Tay shore Trail Reserve is expected to have insufficient funds to complete the repaving of the trail in 2029. It is recommended that these funds be transferred to the Parks and Recreation Reserve. This will allow Council the greatest flexibility within Parks and Recreation for the use of these funds in the future.

Fire department related Land Sales:

The sale of the original Fire hall on Old Fort road generated a net sales revenue of \$212,188.96. Currently the Municipal Fleet and Equipment Reserve is substantially underfunded for future replacement of fire vehicles and we are not confident that the 2017 vehicle order will be fulfilled. It is recommended that these funds be transferred to the Municipal Fleet and Equipment Reserve for fire related purchases.

Other Land Transactions

In 2017 other land transactions included legal and survey costs to correct a boundary/ownership issue with Georgian Bay Lumber Company, costs related to road re-alignments, transfers of laneway lands and the Environmental Impact Study (EIS) for Oakwood Park. The 2017 budget included Land related expenditures of \$21,500 (\$10,000 for the Oakwood EIS, \$9,000 for road surveying and \$2,500 other). The net expenditures in the other land related transactions category have exceeded the total budget of \$21,500 by \$2,100. Revenue and expenses in this category remain part of the annual operating budget and no additional funding is required.

FINANCIAL/BUDGET IMPACT:

Transferring net land sale revenues to reserves prevents fluctuations in the budget from year to year depending on availability of land for sale and market conditions, as well as assists in reducing funding gaps without impacting the tax rate.

CONCLUSION:

The Land Transactions Summary attached is provided to give Council information with respect to revenues from land sales as well as expenditures related to land the Township owns and to make recommendations for amendments to budgeted transfers to reserves where necessary.

Recommended By:

Date:

Joanne Sanders
Treasurer

Reviewed By:

Date:

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

Land Sale Transaction Summary - 2017								
	Sale Proceeds \ Other	Cost Recoveries	Legal	Real Estate Fees	Advertising / Other	Survey	Net Proceeds	
Surplus Land previously Park purpose								
536 Calvert Street	32,000.00		871.57	1,790.98			29,337.45	
540 Calvert Street	35,000.00		915.84	1,958.88			32,125.28	
538 Calvert Street	35,000.00		874.88	1,958.88			32,166.24	
544 Calvert Street	35,000.00		921.74	1,958.88			32,119.38	
542 Calvert Street	35,000.00		896.05	1,958.88			32,145.07	
Calvert Street - servicing / other costs			150.23		34,605.62		(34,755.85)	
Total Sale of Calvert St Lots	\$ 172,000.00		\$ 4,630.32	\$ 9,626.50	\$ 34,605.62	\$ -	\$123,137.57	
Surplus Land General								
497 Calvert Street	15,000.00		900.88	763.20			13,335.92	
41 Easton	26,500.00		928.92	1,483.15			24,087.93	
37 Easton	27,500.00		858.85	1,539.12			25,102.03	
58 Easton	32,000.00		912.58	1,790.98			29,296.44	
15 Easton	30,000.00		904.95	1,679.04			27,416.01	
2794 Triple Bay Road	20,000.00	473.75			473.75		20,000.00	
Lovejoy Street	9,716.13						9,716.13	
Vacant Lots Con 5	12,000.00	601.39	601.39		446.32		11,553.68	
	\$ 172,716.13	\$ 1,075.14	\$ 5,107.58	\$ 7,255.49	\$ 920.07	\$ -	\$160,508.13	
Surplus Land previously Fire purpose								
2224 Old Fort road	\$ 226,000.00		\$ 912.96	\$ 12,648.77	\$ 249.41		\$212,188.86	
Other Land related Transactions								
Land Inquiry Fees	3,500.00						3,500.00	
Other Revenue - Pattison Advertising	2,500.00	548.87					3,048.87	
Georgian Bay Lumber Company			6,360.26			4,325.03	(10,685.29)	
Road Alignments			2,299.11			6,565.17	(8,864.28)	
Environmental Impact Study Oakwood					10,052.73		(10,052.73)	
Lots 298 - 307 Plan 555 Triple Bay Rd					420.06		(420.06)	
Laneway Transfers		4,051.46	942.26		510.20	2,599.00	-	
Misc. Other			139.77				(139.77)	
	\$ 6,000.00	\$ 4,600.33	\$ 9,741.40	\$ -	\$ 10,982.99	\$13,489.20	(23,613.26)	
Net Revenue	\$ 576,716.13	\$ 5,675.47	\$ 20,392.25	\$ 29,530.75	\$ 46,758.09	\$13,489.20	\$472,221.30	



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: February 14, 2018

Report No: **GGF-2018-11**

Report Title: **2017 Financial Summary**

RECOMMENDATIONS:

That Report GGF-2018-11 dated February 14, 2018 regarding the 2017 Financial Summary be received and that the following recommendations be brought forward to the next Council meeting:

- (a) That the transfer from the Policing Reserve be reduced from \$47,468 to \$3,624;**
- (b) That a transfer of approximately \$216,170 to the Wastewater Operations Reserve be made to reflect the 2017 operating surplus;**
- (c) That a transfer of approximately \$50,104 to the Water Operations Reserve be made to reflect the 2017 operating surplus;**
- (d) That the 2017 surplus of approximately \$5,395 in the Library accounts be transferred to the Library reserve;**
- (e) That the balance of the 2016 surplus of \$4,067 be transferred to the Future Capital Reserve;**
- (f) That the remaining uncommitted 2017 operating surplus of approximately \$67,906 be transferred to the Future Capital Reserve to be discussed in future budget discussions; and**
- (g) That any significant changes to the estimated transfers above be brought forward to Council once year-end work is finalized.**

INTRODUCTION/BACKGROUND:

Section 290 of the Municipal Act requires Municipalities to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality. The Financial Analyst works with all departments to bring variances in budgets to Council in a timely manner throughout the year. The year-end summary reflects the information presented to Council throughout the year and the year-end adjusting entries done by Treasury staff.

ANALYSIS:

A review has been conducted of the accounts and information provided in this report to give Council information regarding the following:

- Summary information of budget to actual expenditures for the 2017 Operating and Capital Budgets
- Recommendations for changes in transfers to and from reserves
- Budget carry forwards not already in the 2018 Preliminary Budget
- Year end surplus
- Recommendations for the use of the year-end surplus

The Financial Summary attached **as Schedule "A"** was compiled with the following assumptions:

- The transfer from the policing reserve was reduced to \$3,624.
- The net proceeds on land sales of \$495,835 was transferred to the Contingency Reserve (\$160,508), the Parks and Recreation Reserve (\$123,138) and the Municipal Fleet and Equipment Reserve for Fire capital (212,189).
- Interest revenue earned on general municipal funds exceeding the 2017 budget of approximately \$40,000 was transferred to the Future Capital Reserve.

At the time of writing this report the year-end review and corresponding entries have been substantially completed, however, due to the timing of this report, it is likely that there are 2017 expenses still to be recorded. Staff is also working on year end audit papers and therefore the surplus amount reported is expected to change.

FINANCIAL/BUDGET IMPACT:

With the carry forwards & funding assumptions included in this report, the projected surplus at the close of 2017 is anticipated to be approximately **\$112,411**. Of this amount, \$39,000 was committed during the 2018 Preliminary budget discussions, leaving the balance of uncommitted surplus funds **\$73,411**.

VARIANCES – OPERATING

Schedule "A" attached shows at a high level, the variances compared to budget. Schedule "B" shows details of significant variances in Schedule "A" (for General Municipal).

In order to effectively read the schedules, the reader should know that:

- A Favourable variance is revenue that is over budget or an expense that is under budget. This is displayed on the report as a **positive** number.
- An Unfavourable variance is revenue that is under budget or an expense that is over budget displayed as a **negative** number.

GENERAL MUNICIPAL HIGHLIGHTS

Revenues

Taxation

Adjustments to assessments in 2017 resulted in \$8,500 in additional general municipal taxation and \$5,100 in additional Policing taxation. This year supplemental billings were significantly reduced due to the processing of a number of tax adjustments (assessment reductions) **relating to prior years' (2013-2016)** taxes and adjustments related to the 2017 returned roll. These adjustments are typical in the 1st year of the reassessment cycle, as residents file their assessment appeal requests for reconsideration with MPAC.

Grants

The Karma Project

The Project closed out the year with all remaining Trillium funding spent.

Source Protection Implementation Fund

To date we have received \$75,000 of the \$90,000 allocated to our Municipality from the Source Protection Municipal Implementation Fund (SPMIF) and \$42,300 of the funds received remains unspent. Expenses on the Official Plan update related to policies for source water protection and signage have been recorded for 2017. The Ministry of the Environment and Climate Change (MOECC) has offered municipalities an extension to spend the funds. With a new deadline of December 31, 2018, Staff is hopeful that a good portion of the remaining funding can be spent. Proposed spending includes the 2018 septic re-inspection program for properties within the Rope intake area, additional mapping of the shoreline in areas near our intake area, and additional education and outreach to our local marinas. Remaining funds will also be used to complete the new Official Plan and Zoning By-law and cover the cost of our 2018 Risk Management Services provided by the SSEA.

North Simcoe Economic Development Corporation

2017 is the final year of the Economic Development Transitional Funding Program **implemented by the County. For 2017, the Township has matched the County's** \$25,000 contribution, plus contributed an additional \$8,000. All other partners made a commitment to contribute ½% of their tax rate. This funding will allow the EDCNS **to continue their mission "to promote and foster balanced & sustainable economic growth in North Simcoe."**

Canada Summer Jobs

Each year the Township applies for funding under the Canada Summer Jobs program for our student positions. Typically we receive at least partial funding for one student position. Unfortunately, we were not successful as the demand for funding has exceeded the budget availability in our constituency in 2017.

User Fees and Service Charges

The Day Camp program was again substantially full within the first few weeks after registration opened. Overall recreational program revenue exceeded the budget by \$5,000.

The septic re-inspection program did not continue in 2017; therefore there will be no revenue collected or offsetting expenses.

Administration fees are under budget by \$6,000, these fees are charged to residents for various reasons, including adding unpaid invoices (septic inspection (none), water and wastewater bills and building permit maintenance fees) to taxes and the **processing of returned payments (NSF's).**

Marriage solemnization fees are over budget by \$3,000, **as the Clerk's Department** performed an increased number of civil ceremonies in 2017.

Licences, Permits, Rents

Building Permit revenue for 2017 has exceeded both the 2016 actuals and the 2017 budget due to an increase in the number of permits issued and processed over the last two years. Permit revenue collected in 2017 of \$117,050 and \$13,142 from 2016 was deferred to 2018 for permits that are still in progress. Total building permit revenue recorded for 2017 is \$277,500 (\$200,060 in 2016).

Planning Application Fees are 60% greater than the 2017 budget.

Staff has also noticed a continued increase (\$6,200 > budget) in the number of lottery, marriage and commercial licences issued.

Dog tag fees collected are within the 2017 budget, and are back in line with previous **years' sales.** In early 2017, the Township took a proactive approach to combating the noticeable decrease in dog tag licences purchased by putting out additional **communications noting the owner's responsibility to license their dogs before the due date.** Residents were also reminded of the fines imposed should they be found to

have an unlicensed dog. After such communication, staff noticed a surge of tag sales in the month of March compared to prior years. For 2018, residents now have the ability to purchase a multi-year tag that is valid for the same period as their rabies vaccination (to end of the calendar year). So far, staff has been pleased with the uptake on the multi-year tag program.

Rental revenue on the Tay Community Rink is almost 50% greater than what it was this time last year (\$18,500 vs. \$12,700). The increased revenue to date is directly **attributable to the growing awareness of the facility's functionality, particularly for large groups and associations.** In order to maximize the potential for revenue, private ice rental rates have increased to \$105 plus HST for the 2017/2018 season (November 2017 to March 2018) and then to \$110 plus HST thereafter.

Fines and Penalties

Provincial Offences Act (POA) revenue received to date includes the 3rd quarter payment. An accrual based on the average of the previous quarterly payments has been recorded. The total estimated 2017 revenue is expected to exceed the budget by \$25,000.

The revenue earned from penalties and interest on taxes is approximately \$18,000 under budget. This reduction is similar to that noted in 2016. This drop in revenue indicates that our receivables are being collected in a timelier manner compared to the prior year. The outstanding taxes as a percentage of taxes billed decreased from 10.69% in 2016 to **8.93% in 2017**. This reduction is consistent with the results we saw in 2016 (over 2015), when the outstanding taxes as a percentage of taxes billed decreased from 12.06%.

Transfers from Reserves/Reserve Funds

Due to the increase in taxation levied for Policing (supplemental billings), the 2016 reconciliation credit, local service realignment funding, and the increase in POA revenue, the amount required from the Policing Reserve to fund 2017 Policing costs was significantly reduced from \$47,468 to \$3,624.

Other budgeted transfers were adjusted based on actual spending (i.e. Official Plan and OMB Hearings (none)).

Recommendation (a)

That the transfer from the Policing Reserve be reduced from \$47,468 to \$3,624.

Land Sales

There are a number of land sales to report on for 2017, and has such as separate report has been prepared detailing the net proceeds on each sale. Gross sales revenue for 2017 amounted to \$574,000. Recommendations as to where the net proceeds (sales – expenses) should be transferred to are also part of the 2017 Land Transactions Report. The Financial Summary prepared has assumed these recommendations will be adopted by Council. Additional land sale expenses for the Oakwood EIS, legal and survey work, investigating property boundaries and ownership have been expensed.

Other

Other revenue for Policing includes the 2016 Reconciliation credit of \$14,000, a Local Service Realignment credit of \$6,500 and a Court Security Grant for \$2,200 for detachment revenue that is collected on behalf of municipalities by the OPP, resulting in a total budget overage of \$14,000.

Fire Marque revenue has also been received in the amount of \$7,000. This revenue has been transferred to the Municipal Fleet and Equipment Reserve to be used on equipment/training for the Fire Department (condition put in place by Fire Marque).

Other revenue also includes a \$12,000 cost recovery for the Planning Department related to awarded legal fees regarding a property matter and a \$5,600 cost recovery for the Fire Department's efforts to protect public safety.

Investment & Interest Income

Bank interest earned on general municipal funds (operating & reserves) totaled \$118,033 (\$72,992-2016). Of this amount, \$40,000 was transferred to the Future Capital Reserve. This transfer is new for 2017, as our newly adopted Reserve and Reserve Fund Policy recommended the any budget surplus resulting from interest income be transferred to the capital reserve to help bridge our infrastructure gap.

Expenditures

Salaries & Benefits

Schedule "C" summarizes Salaries and Benefits for the 2017 year. Total salaries and benefits including those distributed directly to capital projects are included in this schedule. All other inter-departmental allocations (I.T. Administration etc.) have been excluded from this schedule. Overall, salaries and benefits were under budget by **\$20,400 or 0.4%**. Staff absences (sickness/short-term vacancies) and staff turnover provided savings in a few departments. The Fire Department had a noticeable savings, as the point compensation paid out for calls for service, and the number of firefighters qualifying for the attendance bonus was below budget. The overall salaries and benefit savings was reduced by the known overage resulting from the restructuring of the Planning Department and overtime paid out in Public Works and Fire. Budgets for overtime have been set low as adjustments are not made to the budget for staff absences and vacancies.

Contracted Services

Legal fees under Planning and Development are currently over budget by \$26,000. Legal bills resulting from a demolition order and a Bylaw enforcement issue are causing this overage. Both matters are currently with the Ontario Superior Court. It is expected that additional legal fees will be paid before these matters are resolved. The courts have ordered a \$12,000 payment to the Township on one of the outstanding disputes.

There has been a notable increase in liability claims filed against municipalities in the past few years. The Township has a \$5,000 deductible for liability claims and currently does not budget for this expense. In 2017, the Township paid out \$13,000 in deductibles for general municipal claims.

The Roadside Maintenance budget was overspent in 2017 due to the removal of several trees that were posing roadside safety hazards and the need to clear debris from laneways in Port McNicoll.

The Contracted Services category also contains expenses charged to outside services **for the Township's Official Plan (will continue into 2018), consulting fees resulting** from staff vacancies and restructuring and expenses applicable under the Source Protection Municipal Implementation Fund.

Administrative/Overhead

Property insurance premiums were added to the 2017 policy for the new Old Fort Fire Hall. The annual review of the property owned by the Township required an increase to the replacement costs of the other three fire halls, resulting in an increase in the property premiums charged to the Fire Department. Overall, insurance costs were slightly over budget, with increases and decreases related to general and property liability amongst the various departments.

The budget for conferences and training is under budget in 2017 mainly due to managers & other staff not attending the number of courses & conferences anticipated as part of their training programs. Budgets for manager training were adjusted in 2017 and again in 2018.

The temporary flooring put down at Oakwood Park for the Canada Day Celebrations has been included under Donations at a cost of \$4,300.

Allowance for Doubtful Accounts

Annually accounts are reviewed for amounts that have been recorded as revenue but may not be collectable. This is typically for additions to the tax roll where the charge will not survive tax sale or in rare cases where charges may exceed the value of the property. An offsetting amount is expensed and set up for the future should charges not be collected. The allowance that was previously set up on an unsuccessful 2015 (\$13,900) tax sale has reversed, and is no longer required, as the property was sold in 2017.

Utilities (Hydro, Gas, Fuel)

The budget for 2017 hydro costs was based on 2016 projected actuals, increased by 5% for an anticipated pricing increase. Overall Hydro costs are comparable to 2016, with some notable increases and decreases on specific accounts. We have seen a drop in the amount spent on the Administration Building and the Oakwood Community Centre. Both of these facilities were upgraded last year, as part of Newmarket Tay Hydro lighting retro-fit incentive program. A slight savings is also noted on the Public Works Garage, as this facility had its lighting upgraded in 2017. On the other hand, Streetlighting costs have risen. Some of the increase may be attributed to a number of new Streetlights being energized within **the Township's development** areas. Costs for the ball diamond lights at Talbot Park are also on the rise, with the increased use of the diamonds during the summer months triggering increased rates during peak demand periods.

Diesel fuel costs have exceeded the annual budget by \$6,100. The average pricing for both clear (20%) and coloured (24%) has risen considerably since 2016. Consumption for clear has also increased (7%), most of which can be attributed to the vacuum truck no longer qualifying for the road building machine exemption under the Highway Traffic Act. As a licenced vehicle, it is now required to use clear fuel, instead of less costly coloured diesel.

Materials & Equipment

Overall the Materials & Equipment category is on budget. Budget overages in this category include materials purchased for hardtop maintenance, sidewalk repairs and general facility supplies. These overages have been mitigated from under spending on Fire Department materials, equipment and testing and on Public Works safety supplies.

Repairs and Maintenance

Fleet

Heavy vehicle and equipment maintenance continues to be an area of concern for the Township with the overall repairs and maintenance amounting to **\$160,000**. The repairs and maintenance budget for the Public Works fleet was significantly increased for 2017 and again in 2018 to better reflect the actual costs of maintaining the fleet. Significant YTD work on our heavy service vehicles includes transmission work on vehicles 03-16 and 12-21 (\$15,600) and repairs to the coolant system costing \$8,600 on vehicle 10-20. Backhoe 13-26 also required a new front axle costing approximately \$12,000. The vacuum truck required the replacement of leaking lines (\$10,300) and a safety in order to be licenced. The grader, which is due for replacement in 2018, has had extensive work done, including break repairs, rad leak and steering and articulation components (\$12,000) in the last part of the year. It is recommended that this budget be reviewed in April during final budget discussions to ensure that sufficient funding is applied.

Debt

Monthly interest charges on the construction loan for the new Old Fort Fire Hall have been recorded based on the posted rate. The project is now complete and staff has secured the loan with Infrastructure Ontario. Accrued interest on the loan has been recorded. The first semi-annual principal and interest payment will take place in early 2018 resulting in principal and interest payment savings of \$72,000 in 2017.

WASTEWATER AND WATER HIGHLIGHTS

Wastewater

In 2017, the Wastewater Department's revenue was under budget by (\$2,500) and is largely attributable to the following:

- Billings for wastewater exceeded the budget by \$27,000, as throughout the year, 35 new users were connected to the system.
- Interest revenue received on the Wastewater Capital Reserve was below budget by approximately (\$3,700). This decrease in revenue is attributable to significant spending related to the upgrade to the Victoria Harbour Wastewater Treatment Plant.
- Development Charges funded 50% of the interest paid and accrued on the VHWWTTP debt, resulting in reduced revenue recognition of (\$29,000).
- Late payment fees charged on outstanding wastewater billings were \$2,500 greater than the budget.
- Cost recoveries of \$1,600 for the new Superintendent's time spent working at another municipality

The revenue surplus was increased by the net savings on expenses across the following areas:

- Hydro costs at the wastewater treatment plants were under budget by \$57,000.
- Natural Gas charges were under budget by \$13,800. The HVAC unit was out of service first part of the year, until a new, more efficient unit was installed.
- Equipment repairs and repairs and maintenance to the collection system were (\$21,000) over budget.
- Inflow and Infiltration was under budget by \$23,000.
- Reduced sludge disposal costs of \$48,000.
- Deferral of the Master Serving Study resulted in budget savings of \$34,000.
- Salaries and benefits under budget by \$13,000.
- Debt payment savings of \$55,000 resulted from the upgrades made to the VHWWTTP. Debt was issued in late 2017 with the first principal and interest payment payable March 2018. Interest paid and interest accrued was funded 50% by DC's.

Recommendation (b)

That a transfer of approximately \$216,170 to the Wastewater Operations Reserve be made to reflect the 2017 operating surplus.

Water

Overall, the Water Department's revenue was over budget by \$35,000 and is largely attributable to the following:

- Billings for water exceeded the budget by \$35,000, as throughout the year, 43 new users were connected to the system.
- Payment for 3 connections was received for the Bayview/Triple Bay main extension, and as per past practice, the \$7,800 was repaid to the Contingency Reserve.
- Water fee relief granted to those residents in Paradise Point Grandview Beach that are on the seasonal system resulted in (\$22,600) in lost revenue.
- Interest revenue received on the Water Reserve was greater than the budget by \$5,000 due to higher rates received on short-term deposits in the last fiscal quarter.
- Revenue for services supplied by the Town of Midland was greater than expected by \$4,300.
- Balance of surplus revenue attributed to late payment penalties, cost recoveries and sundry receipts.

The revenue surplus was increased by the net savings on expenses across the following areas:

- Equipment Repairs & Maintenance within the distribution system exceeded the budget by (\$7,500).
- Hydro costs for the TAWTP, Rope WTP and the distribution system were under budget by \$21,000.
- Equipment Repairs & Maintenance at the treatment plants exceeded the budget by (\$18,700)
- Chemicals, analysis and testing costs increased by (\$75,000) due to the cleansing of the Pall Membrane System.
- Deferral of the Master Serving Study resulted in an additional budget savings of \$100,000
- Telephone costs have been significantly reduced for 2017 with the reduction of leased data circuits across the water distribution and water treatment systems. The total savings realized was \$7,000 due to wireless connectivity installed by our I.T. Coordinator.
- General Liability and Property insurance increased by (\$10,000).

Recommendation (c)

That a transfer of approximately \$50,104 to the Water Operations Reserve be made to reflect the 2017 operating surplus.

Note: Water and wastewater expenditures are kept in separate funds with any surplus or deficits adjusted through the transfer to reserves; therefore, not affecting the general municipal surplus.

LIBRARY HIGHLIGHTS

The library operating fund has a surplus of \$5,395.

The cost of the Library Master/Strategic Plan was over budget by approximately \$15,000, with \$6,000 being paid in 2016. The balance of the contract (approx. \$9,000) was settled in 2017, after the presentation to Council. This budget overage was approved by the Library Board during the vendor selection process and has been funded by the Library General Reserve.

The Libraries encountered several staffing vacancies and turnover throughout the year, and as such the Board requested that funding be set aside to train a number of new staff during the last quarter of the year. Also, an additional Circulation Clerk position was added to the complement in late 2017, to replace the former Youth Internship Program (YIP). The cost of this added position was partially offset by reduced I.T. time charged to the Library for services rendered. Overall wages for the Library came in \$500 under budget.

Administrative/Overhead was over budget as a result of staff recruitment efforts and lost books written off.

The surplus in the Library can be largely attributed to reduced hydro costs across all three branches and the \$1,000 savings for database access that was unexpectedly funded by the County. Also the \$1,500 that was in the budget for tables at the Port McNicoll Branch Library was deferred.

Recommendation (d)

That the 2017 surplus of approximately \$5,395 in the library accounts be transferred to the Library General Reserve.

SUMMARY BY DEPARTMENT

Schedule "D" summaries the 2017 actual vs. budget spending for departments funded by taxation (net of revenues generated).

OUTSTANDING TAXES

Schedule "E" summarizes the outstanding taxes for the municipality. Outstanding taxes have decreased from 10.69% to 8.93%.

CAPITAL ANALYSIS

Schedule "F" shows a list of the approved capital projects for 2017, the actual expenditures incurred and a brief explanation as to the reason for the variance. It is important to note that the occurrence of a variance does not necessarily imply a surplus or deficit, as where feasible funding is returned to its source (i.e. reserves).

BUDGETS CARRIED FORWARD TO 2018

The following projects were not completed in 2017 and were either not included in the 2018 Preliminary Budget or the amounts require an adjustment due to actual or estimated project spending. The budgets for carry forwards, along with their funding source will be updated in the final budget presentation in April.

Additional/Amended 2017 Project Carry Forwards		
Project Description	Carryover Required	Funding Source
Community Sign Boards -LED Conversion (Waverley - contingency of \$3,000 approved by resolution)	3,000	Municipal Equipment Reserve
2017 Road/Watermain Project (Adjusted to actual spending)	242,217	Roads Capital surplus/Future Capital Reserve
Road Needs Study	5,000	Future Capital Reserve
Recreation Software (implementation costs only)	2,712	Parks and Recreation Reserve
Oakwood Park - Ball Diamond Refurbishment (Fence work remaining)	3,500	Parks and Recreation Reserve
Patterson Park - Pavilion	-	Community Support/Volunteerism
Rope WTP - Retro-fit high lift pump suction	25,000	Water Capital Reserve
2017 Watermain/Road Project (Adjusted to actual spending)	47,807	Water Capital Reserve
Paradise Point Grandview Beach (Adjusted to actual spending)	2,821,180	Grants/Water Capital Reserve/Benefiting Property Owners
Port McNicoll Community Room washroom, ramp	66,000	Grant/General Library Reserve

2017 CAPITAL SURPLUS

The 2017 Capital Surplus resulting from roads projects that are to be carried forward to 2018 is \$154,093. This surplus is made up of work on the 2017 Road/Water Project and design/engineering work on Albert and John Dillingno.

There is also \$4,067 left over from the 2016 surplus after the purchase and installation of the A/C unit at the Emergency Operations Centre. It is recommended that this balance be transferred to the Future Capital Reserve.

Recommendation (e)

That the balance of the 2016 surplus of \$4,067 be transferred to the Future Capital Reserve.

2017 OPERATING SURPLUS

The 2017 operating surplus is estimated to be \$112,411 with \$39,000 already committed as part of the 2018 preliminary budget leaving a balance of \$73,411.

Our grant application for the accessibility retro-fit of our reception counter has been recently approved with 50% funding. The Preliminary budget had funded the project at 65%, and therefore additional funds are required to complete the project as planned. It is recommended that the additional funding needed of \$5,505 come from the remaining 2017 surplus, leaving the balance of uncommitted funds to be **\$67,906.**

Recommendation (f)

That the remaining uncommitted 2017 operating surplus of approximately \$67,906 be transferred to the Future Capital Reserve to be discussed in future budget discussions.

CONCLUSION:

The 2017 Financial Summary provides Council with an overall review of the year-end revenues and expenses in comparison to budget as well as information where funding requirements have changed. The year-end projected surplus of \$112,411 represents less than 1% of the approved budget. The year-end surplus may change, as staff still has some areas to review and working papers for the year end audit to complete. As well, any known liabilities at the time the statements are approved by the auditors, must be recognized. This would include any ongoing legal/insurance actions that are in progress.

Prepared By: Lindsay Barron , Financial Analyst

Date Prepared:

February 7, 2018

Recommended By;

Date:

February 8, 2018

Joanne Sanders
Director of Finance

Approved By;

Robert Lamb
C.A.O.

					SCHEDULE "A"
TOWNSHIP OF TAY OPERATING REPORT AS AT DECEMBER 31, 2017					
	2016 Actual YTD	2017 Actual YTD	2017 FINAL BUDGET	\$ VARIANCE	ACTUAL/BUDGET %
GENERAL MUNICIPAL					
REVENUE:					
Taxation - Municipal (Incl OPP)	7,922,668	8,312,962	8,299,394	13,568	100.2%
Taxation - Other	6,614,724	6,357,494	6,391,497	(34,003)	99.5%
Grants	1,278,970	1,176,581	1,229,618	(53,037)	95.7%
User Fees and Service Charges	192,637	184,486	187,754	(3,268)	98.3%
Licences, Permits, Rents	369,910	449,652	305,400	144,252	147.2%
Fines and Penalties	320,748	325,638	319,000	6,638	102.1%
Transfers from Reserves/ Reserve Funds	116,062	73,563	195,632	(122,069)	37.6%
Land Sales	45,248	574,216	112,000	462,216	512.7%
Other	106,392	90,392	38,950	51,442	232.1%
Investment & Interest Income	269,722	314,893	275,800	39,093	114.2%
TOTAL REVENUE	17,237,081	17,859,880	17,355,045	504,835	102.9%
EXPENSES:					
Salaries & Benefits	4,041,270	4,160,996	4,210,257	49,261	98.8%
Contracted Services	2,530,738	2,501,399	2,571,793	70,394	97.3%
Administrative / Overhead	896,489	954,471	987,479	33,008	96.7%
Utilities	466,207	493,464	496,207	2,743	99.4%
Materials & Equipment Expenditures	205,439	189,120	192,350	3,230	98.3%
Repairs and Maintenance	398,087	468,337	318,052	(150,285)	147.3%
Debt	130,623	163,602	237,015	73,413	69.0%
Transfer to Own Funds	2,091,542	2,458,586	1,950,394	(508,192)	126.1%
Taxation Paid To Others	6,476,686	6,357,494	6,391,497	34,003	99.5%
TOTAL EXPENSES:	17,237,081	17,747,469	17,355,045	(392,424)	102.3%
SURPLUS/(DEFICIT)	0	112,411	0	112,411	
07/02/2018					

					SCHEDULE "A"
TOWNSHIP OF TAY OPERATING REPORT AS AT DECEMBER 31, 2017					
	2016 Actual YTD	2017 Actual YTD	2017 FINAL BUDGET	\$ VARIANCE	ACTUAL/BUDGET %
WATER & WASTEWATER					
REVENUE:					
Billings	4,590,120	4,623,182	4,580,192	42,990	100.9%
Grants & Interest	71,865	49,489	47,000	2,489	105.3%
Local Improvements & Lot Levies	34,902	34,368	36,257	(1,889)	94.8%
User Fees and Service Charges	44,967	43,942	40,000	3,942	109.9%
Transfers from Reserves/Reserve Funds	242,093	217,734	246,786	(29,052)	88.2%
Other	2,720	14,295	500	13,795	2859.0%
TOTAL REVENUE	4,986,666	4,983,010	4,950,735	32,275	100.7%
EXPENSES:					
Salaries and Benefits	908,323	921,143	934,938	13,795	98.5%
Contracted Services	214,180	169,200	375,767	206,567	45.0%
Administrative/Overhead	244,167	248,493	254,933	6,440	97.5%
Utilities	691,017	599,612	698,150	98,538	85.9%
Materials and Equipment Expenditures	142,548	204,338	143,800	(60,538)	142.1%
Repairs and Maintenance	517,261	444,496	416,199	(28,297)	106.8%
Debt	706,838	758,695	813,775	55,080	93.2%
Transfer to Own Funds	1,562,332	1,370,760	1,313,173	(57,587)	104.4%
TOTAL EXPENSES:	4,986,666	4,716,737	4,950,735	233,998	95.3%
SURPLUS/(DEFICIT)	0	266,273	0	266,273	
07/02/2018					

				SCHEDULE "A"	
TOWNSHIP OF TAY					
OPERATING REPORT					
AS AT DECEMBER 31, 2017					
	2016 Actual YTD	2017 Actual YTD	2017 FINAL BUDGET	\$ VARIANCE	ACTUAL/BUDGET %
LIBRARY BOARD					
REVENUE:					
Donations/Fundraising	4,497	3,337	950	2,387	351.3%
Grants	400,443	382,327	382,327	0	100.0%
Transfers from Reserves/Reserve Funds	1,713	9,520	2,650	6,870	359.2%
Other	7,350	8,003	5,150	2,853	155.4%
TOTAL REVENUE	414,003	403,187	391,077	12,110	103.1%
EXPENSES:					
Salaries and Benefits	280,014	292,379	292,892	513	99.8%
Contracted Services	40,745	19,755	9,850	(9,905)	200.6%
Administrative/Overhead	18,932	19,111	16,250	(2,861)	117.6%
Utilities	18,169	16,104	19,635	3,531	82.0%
Materials and Equipment Expenditures	6,210	5,371	8,100	2,729	66.3%
Repairs and Maintenance	6,852	3,894	5,300	1,406	73.5%
Program Expenditures	7,837	3,364	4,975	1,611	67.6%
Transfer to Own Funds	35,245	37,814	34,075	(3,739)	111.0%
TOTAL EXPENSES:	414,003	397,792	391,077	(6,715)	101.7%
SURPLUS/(DEFICIT)	-	5,395	-	5,395	
07/02/2018					

Township of Tay
Significant Variances shown on the Operating Budget Summary
December 31, 2017

SCHEDULE "B"

Revenues:		
Taxation - Municipal & Policing		
▪ Supplementary tax bills less assessment adjustments	\$ 13,600	\$13,600
Taxation - Other		
▪ School & County portion of supplementals	\$ (34,000)	(\$34,000)
Grants - Current Year & Deferred Revenue		
▪ Source Water Protection	\$ (42,300)	
▪ Student Grants	(5,400)	
▪ Trillium - Community Garden's	(4,500)	
▪ Livestock (reimbursement for amounts paid out)	(800)	
		(\$53,000)
User Fees and Services charges		
▪ Increase in Recreation registration (Adult and Youth)	\$ 5,000	
▪ Marriage Solemnization	3,000	
▪ Pit Fees/Levies	2,000	
▪ Advertising - Tay Community Rink	1,500	
▪ Septic Program (no program in 2017)	(8,000)	
▪ User Fee Bylaw - Fire Depart. recoveries	(5,000)	
▪ Tax certificates, municipal searches and admin fees	(1,500)	
		(\$3,000)
Licences, Permits, Rents		
▪ Building permit revenue & maintenance fees	\$ 110,000	
▪ Planning application fees	15,800	
▪ Rentals (advertising board, community facilities)	11,500	
▪ Licences (lottery, marriage, commercial)	6,300	
▪ Entrance Permits, Septic Search, Inspection fees	1,200	
▪ Dog Licences	(500)	
		\$144,300
Fines and Penalties		
▪ POA revenue up	\$ 25,800	
▪ Penalties and interest on taxes	(18,000)	
▪ Bylaw Fines paid directly to Township	(1,200)	
		\$6,600
Transfers from Reserves / Reserve Funds		
▪ OMB Hearings - Funds not required	\$ (52,000)	
▪ Policing	(44,100)	
▪ Official Plan - carried forward to 2018	(19,600)	
▪ Heritage Committee prior year surplus (Sign project carried forward to 2018)	(4,400)	
▪ Port McNicoll 100th Celebrations (advance given in 2016)	(1,800)	
		\$ (121,900)
Land Sales		
▪ Land Sales over budget (see Land Sale Transactions Report)	\$ 462,200	\$ 462,200
Other		
▪ Sundry revenue- 2016 Policing reconciliation and local service realignment credits	\$ 14,000	
▪ Cost Recoveries - Legal (court ordered)	12,000	
▪ Fire Marque & MTO	9,700	
▪ Other Cost Recoveries/Sundry	7,000	
▪ Cost Recoveries - Fire (personal safety)	5,600	
▪ Donations/Fundraising	3,300	
		\$ 51,600
Investment & Interest Income		
▪ Bank Interest up (surplus transferred to Future Capital Reserve)	\$ 40,000	\$40,000
TOTAL INCREASE IN REVENUES		\$506,400

Township of Tay
Significant Variances shown on the Operating Budget Summary

SCHEDULE "B"

December 31, 2017

Expenditures:

Salaries & Benefits			
▪ See Schedule "C" for detail	\$	20,400	
▪ I.T Wages allocated to Water, Wastewater, Library and Capital Projects		23,000	
▪ Public Works wages to Capital (Gravel Program)		3,500	
▪ Post Employment Benefits, Committee Stipends		2,300	\$49,200
Contracted Services			
▪ Legal Fees - OMB hearings	\$	50,000	
▪ Project not completed (Source Water Protection)		43,900	
▪ Project not completed (OP/Zoning)		19,600	
▪ Public Works Engineering and Surveying fees		18,000	
▪ Community Parks, Fitness Programs & Heritage Signs		10,000	
▪ Asset Management Plan		5,000	
▪ Trillium: Community Gardens		4,500	
▪ Land Sales (Surveying, Commissions and Legal)		(23,000)	
▪ Planning Consultants		(18,400)	
▪ Insurance claims		(13,000)	
▪ Parks - Canada 150 Mural & Solar Panel for Range Light		(8,600)	
▪ Legal Fees - Admin/Planning/Building (\$12,000 recoverable)		(8,400)	
▪ Road maintenance (including bridges, culverts, signs)		(6,000)	
▪ Integrity Commissioner		(3,500)	
			\$70,100
Administrative/Overhead			
▪ Memberships, Conferences, Seminars & Training	\$	27,400	
▪ Reversal of Bad Debt - property sold by tax sale		13,900	
▪ Special Events, Gifts and Awards Banquet		2,700	
▪ Day Camp and Recreation snacks and refreshments		2,600	
▪ Donations to Others (inc. Canada Day surface @ Oakwood)		700	
▪ General Insurance and EAP for Volunteer Firefighters		(9,000)	
▪ Vehicle Licences & Insurance		(3,900)	
▪ Advertising & Promotion		(1,200)	
			\$33,200

Township of Tay
Significant Variances shown on the Operating Budget Summary

SCHEDULE "B"

December 31, 2017

Expenditures Cont.:

Utilities		
■ Hydro costs down	\$ 11,600	
■ Natural Gas down	1,000	
■ Diesel costs up	(6,100)	
■ Propane costs up (Tay Community Rink)	(1,500)	
■ Telephone (including cell-phones)	(1,200)	
■ Water & Waste charges for Township facilities	(1,000)	
■ Gasoline costs on budget	-	
		\$ 2,800
Materials & Equipment Expenditures		
■ Materials, Equipment Testing & Certification - Fire	\$ 8,100	
■ Parks & Recreation	4,500	
■ Materials & Supplies - various	3,500	
■ Loose top, Signs and Guiderails	500	
■ Hardtop & Roadside Maintenance	(12,000)	
■ Bridges & Culverts	(1,500)	
		\$ 3,100
Repairs and Maintenance		
■ Building Repairs & Maintenance - Office/Albert St. Mall & Public Works Shed	\$ 16,300	
■ Building Repairs & Maintenance - Recreation Facilities	14,000	
■ Equipment repairs & maintenance - Fire	2,400	
■ Public Works Vehicle & Equipment Repairs & Maintenance	(160,000)	
■ Fire Vehicle Repairs & Maintenance	(14,500)	
■ Building Repairs & Maintenance - Fire	(4,600)	
■ Streelighting Maintenance	(3,900)	
		\$ (150,300)
Debt		
■ New Old Fort Fire hall - construction financing and accrued interest	\$ 72,400	
■ Accrued interest on existing debt	1,000	
		\$ 73,400
Transfer to Own Funds		
■ Streetlighting	\$ 3,400	
■ Land Sales (net proceeds)	(446,000)	
■ Bank Interest on general municipal funds	(40,000)	
■ Election	(\$10,000)	
■ Transfer to capital	(\$8,400)	
■ Fire Marque revenue (to be used on equipment)	(7,000)	
		\$ (508,000)
Taxation Paid To Others		
■ Taxation Paid to Others includes transfers to school and county and transfers to water & wastewater	\$ 34,000	
		\$ 34,000
TOTAL INCREASE IN EXPENDITURES		\$ (392,500)

Township of Tay
Salary and Benefits Comparison - Actual to Budget
December 31, 2017

Schedule "C"

	YTD Actual	Budget	\$	%
	2017	2017	Variance	Variance
Council	\$ 125,208	\$ 125,096	(\$112)	0%
General Government	1,141,419	1,144,313	\$2,894	0%
- Administration				
- Treasury				
- Health and Safety				
Protection to Persons & Property	598,319	658,720	\$60,401	9%
- Fire				
- By-law				
Public Works	1,831,110	1,854,835	\$23,725	1%
- Roads				
- Parks				
- Recreation				
Environmental	767,444	785,815	\$18,371	2%
- Water & Wastewater				
Planning and Development	616,709	550,235	(\$66,474)	-12%
- Planning				
- Building				
Library	289,625	287,567	(\$2,058)	-1%
Total Salary and Wages	\$ 5,369,834	\$ 5,406,581	\$ 36,747	0.7%

Note: Staff wages and benefits are shown in their home department as per the budget

07/02/2018

Township of Tay
Department Summary - Actual vs. Budget
December 31, 2017

Schedule "D"

	YTD Actual 2017	Budget 2017	\$ Variance	% Variance
General Government	1,215,009	1,291,249	76,240	6%
- Council				
- Administration				
- Treasury				
- Health and Safety				
Protection to Persons & Property	1,123,748	1,244,993	121,245	10%
- Fire				
-Emergency Management				
- By-law				
Public Works	4,450,953	4,322,441	(128,512)	-3%
- Roads				
- Parks				
- Recreation				
Planning and Development	476,081	505,957	29,876	6%
- Planning				
- Building				
Library	341,725	347,120	5,395	2%
Total	\$ 7,607,516	\$ 7,711,760	\$ 104,244	1.4%
07/02/2018				

Schedule "E"

Township of Tay

Outstanding Taxes at December 31st

			%
Taxes Receivable	2017	2016	Change
Taxes Receivable - Current Year	734,213	872,456	-15.85%
Taxes Past Due - 1 Year	382,196	430,786	-11.28%
Taxes Past Due - 2 Year	167,096	186,234	-10.28%
Taxes Past Due - 3 Yrs & prior	15,155	25,248	-39.97%
Penalty Receivable - Current Year	34,894	40,565	-13.98%
Interest Receivable - Past Due 1 Year	34,775	43,903	-20.79%
Interest Receivable - Past Due 2 Years	17,332	28,878	-39.98%
Interest Receivable - Past Due 3 Years +	1,083	10,971	-90.13%
	1,386,745	1,639,041	-15.39%
Increase/(Decrease) in Outstanding Taxes		(252,296)	
Total Taxes Invoiced Incl. Supps	14,814,740	14,603,269	
Additions to Taxes:			
Unpaid Water/Sewer	413,971	443,059	
Unpaid Septic Reinspection	-	7,690	
Unpaid Building Permit and A/R	16,748	18,087	
Penalty	248,983	260,160	
Court Order Add Costs to Taxes	27,070		
Total Taxes (incl amounts added to taxes)	15,521,512	15,332,265	
Outstanding Taxes as % of taxes billed	8.93%	10.69%	

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Administration					
Equipment					
Printer/Fax/Copier Public Works	0	7,000	7,000	}	Equipment functioning well. Carry forward to 2018.
Colour Laser Printers	0	6,000	6,000		
Mini-Mailer/Stuffer	0	16,000	16,000		
Postage Machine	0	4,000	4,000		
Plans Plotter	13,887	13,500	(387)		
Telephone	5,878	0	(5,878)		Phone System Expansion for Taylor
Community Sign Boards - LED Conversion	36,091	36,000	(91)		Project carried forward to 2018 (Waverley). Use of approved \$3,000 contingency will be required.
Computer Hardware Acquisition					
PC/Monitor Replacements/New	7,830	66,126	58,296	}	Carry forward to 2018
Financial Server	0	25,000	25,000		
Officer Server	2,106	22,360	20,254		
Office Network Switches (MDF)/(IDF)	3,035	3,317	282		
Computer Software Acquisition					
Backup Tape Drive & Software	9,530	12,000	2,470	}	Projects will likely be carried forward to 2018
Land Manager Upgrde	0	9,000	9,000		
Work Order System	0	9,000	9,000		
Municipal Administration Building					
Roof - partial	4,290	25,000	20,710		Temporary repair work complete. Anticipate replacement of section over reception/vault in 2019. A/C unit purchased for server room.
Municipal Works Garage					
Lighting retro-fit	12,239	5,000	(7,239)		Purchase and installation complete. Incentive rebate of \$4,634 from NTP Distribution received.
Albert Street Mall					
Repair stucco	61,231	50,000	(11,231)		Overage due to additional deficiencies that were noted once the old stucco was removed. Staff report PW 2017-56 noted that additional work (at an additional cost) was anticipated.
Total Administration	156,118	309,303	153,185		

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Protection to Persons & Property					
Equipment					
A/C Unit for EOC	5,933	10,000	4,067		Purchase complete under budget. Surplus of \$4,067 transferred to Future Capital Reserve.
Total PPP	5,933	10,000	4,067		
By-Law Enforcement					
Total By-Law Enforcement	0	0	0		

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Fire					
Equipment:					
Ice Water Rescue Suits	2,248	4,000	1,752	}	Purchase complete. Transfer unspent amount to reserve.
Bunker Suits	11,248	15,200	3,952		
Communication (Portable Radios)	1,762	0	(1,762)		Full conversion scheduled to take place in 2018.
Rescue Vehicle (Hall 1)	0	124,554	124,554		Truck Chassis purchased. 20% Deposit paid for installation of rescue truck body. Total estimated cost of Rescue Vehicle is \$223,217 plus HST (PPP-2017-52).
Pumper Truck (Hall 1)	107,238	393,200	285,962		Deposit paid to dealer.
Thermal Imaging Unit (Hall 2)	11,702	14,000	2,298		Purchase complete under budget.
Capital Building:					
New Old Fort Fire Hall	594,815	592,569	(2,246)		2017 budget increased by \$35,000 to address extra costs incurred throughout the construction contract.
Total Fire Department	729,013	1,143,523	414,510		

TOWNSHIP OF TAY
2017 CAPITAL COST ANALYSIS

	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Roads Equipment					
Loader/Backhoe	159,707	135,000	(24,707)		Council approved purchase via contract 2017-15 for \$143,899. Cost of new machine purchased from the dealer was offset by a \$15,000 allowance for trade-in on the old machine. The \$15,000 has been correctly recorded as proceeds on the sale of fixed assets.
1/2 Ton Pickup	25,762	25,000	(762)		Purchase complete. Received \$1,513 at auction for old vehicle.
Additional Sidewalk Machine	144,387	146,000	1,613		Additional sidewalk machine has been 100% funded by Development Charges
Roads Equipment Total	329,856	306,000	(23,856)		

TOWNSHIP OF TAY						
2017 CAPITAL COST ANALYSIS						
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance			Explanation
Roads Operations						
Road Needs Study	49,176	100,000	50,824			Project substantially complete. Project has been 50% funded by Development Charges. \$5,000 has been carried forward to 2018 for final work.
Engineering:						
Albert & John Dillingno	9,473	41,349	31,876	}		Project Ongoing. Balance to be carried forward to 2018.
2017 road/watermain	9,094	31,379	22,285			
Road Reconstruction:						
2017 Road/Watermain Project	1,583,784	1,683,716	99,932			Water and road work on Simcoe Avenue is complete. Remaining work on Assiniboia and Alberta Street will take place in the Spring of 2018. Total Project budget increased from \$2,427,962 to \$2,547,962 via report PW-2017-82 for work not included in the scope of the original contract. Roads portion of this budget is \$1,803,716, of which approximately 25% is funded by grants.
Bridges & Culverts:						
Rumney Road Culvert - Slope Stabilization	0	55,000	55,000			Project was not identified as a need in the 2016 Bridge Inspection Report. Work performed by staff in early 2016 addressed the deficiencies noted in the 2014 Bridge Inspection Report.
Engineering - Rosemount Road South Bridge (B5) - Design	8,284	10,000	1,716			Additional engineering and design scheduled for 2019, with construction expected to take place in 2021 as recommended in report PW-2017-63.
Gravel Program:	94,405	129,383	34,978			Project completed. Under budget. Actual measurements vs. current inventory.
Gerhardt Rd- West Service Road to South Limit						
Old Coach Rd- Gratrix Rd to South Limit						
Comber Place - Triple Bay Rd to West Limit						
Government Dock Rd - Willow St. to Coldwater Rd.						
Hemlock Ave. - Balsam St. to East Limit						
French Rd - Vasey Rd to End						
Surface Treatment :						
Newton Street - Hogg Valley to Vasey Rd.	63,487	64,000	513	}		Project complete on budget.
Wood Road - McMann S.R. to Vasey Rd.	35,295	36,000	705			
Sandhill Road - Highway 12 to 811m South	15,170	14,000	(1,170)			
Streetlighting:						
Equipment - LED conversion	19,642	20,000	358			Purchase and installation complete. Incentive grant of \$2800 billed to Newmarket-Tay Power Distribution.
Roads Operations Total	1,887,810	2,184,827	297,017			

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Parks & Recreation					
Recreation Software	12,288	15,000	2,712		Software to be acquired this year with implementation and training to occur Spring 2018. Remaining funds carried forward to 2018.
Equipment:					
Oakwood Park- Play Structure Replacement	30,490	30,000	(490)	}	Purchases complete.
Waubaushene Pier - Play Structure Replacement	10,123	10,000	(123)		
3/4 Ton Pick up Truck	35,144	45,000	9,856		Trade in of \$3,053 received.
Buildings:					
Albert Street Washroom	0	100,000	100,000		Design/Engineers estimate received. Project carried forward to 2018.
Administration Building - Water Refill Station	2,495	3,500	1,005		Installation complete.
Park Improvements:					
MacKenzie Beach - Splash Pad	0	110,000	110,000		Budget will carry over to 2018 and be used towards the list of items identified by the MacKenzie Beach Improvement Committee. Budget based on Township funding of \$82,500, with the balance raised through Fundraising/Donations.
MacKenzie Beach- Tree Replacement (Emerald Ash Borer)	5,139	5,000	(139)		Program complete.
Oakwood Park - Ball Diamond Refurbishment	2,888	10,000	7,112		Fence work estimated at \$3500 still to be done in Spring 2018.
Oakwood Park - Hard Surface Rink	0	20,000	20,000		Temporary surface installed for Canada Day Celebrations. Cost re-allocated to operating budget under Council Donations
Patterson Park - Pavilion	603	0	(603)		Building permit fee for Pavilion. Construction area is fenced off and footings are in place.
Tay Shore Trail - Asphalt spot repairs	36,435	23,000	(13,435)		All three asphalt resurfacing areas (Caswell-Davis, Davis – Bass Bay, Vents Beach – Reeves) have been completed. County matched Township's contribution to the project, so actual cost to Township is approximately \$18,228.
Bridges & Culverts:					
Hogg River Trail Bridge	131,471	60,000	(71,471)		Project complete. Tender results exceeded budget as per PW-2017-71. County funding (rolled over from 2016) for project is \$30,000 with the balance coming from the Infrastructure/Bridge Reserve.
St. Marie Trail Bridge	0	60,000	60,000		Project to be carried forward to 2019
Total Parks	267,076	491,500	224,424		

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Waste Water					
General Equipment:					
1/2 Ton Pick up	24,832	25,000	168		Purchase Complete. Addition to the fleet.
Capital Contingency Allowance (Pumps, Blowers etc.)	5,627	20,000	14,373		
Collection System					
Pump base replacements	5,577	30,000	24,423		Project Complete. Rails were in better condition than anticipated.
First Avenue Sewage Lift Station	0	40,000	40,000		Project to be carried forward to 2018.
Port McNicoll Wastewater Treatment Plant:					
Septage Receiving	0	70,000	70,000	}	Project to be carried forward to 2018.
SCADA Upgrade	0	35,000	35,000		
Blowers	35,614	70,000	34,386		Project completed under budget.
HVAC	55,418	56,000	582		
Victoria Harbour Wastewater Treatment Plant :					
Phase 1 Upgrades	2,629,977	3,000,000	370,023		Project Completed under budget.
Refurbish Aeration Tanks	0	40,000	40,000	}	Project to be carried forward to 2018.
Equipment & Vehicle Storage Building	0	100,000	100,000		
Paradise Point Grandview Beach	37,465	0	(37,465)		Wastewater portion of post EA support and Geotechnical Investigation. Funded from PP/GB grant.
Total Waste Water	2,794,510	3,486,000	691,490		

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Water					
Tay Area Water Treatment Plant:					
Update Chemical Storage Tanks	12,795	20,000	7,205		Project completed under budget.
Rope Water Treatment Plant:					
Retro-fit high lift pump suction	0	25,000	25,000		Project carried forward to 2018.
Distribution System:					
Water Sampling Stations	5,828	0	(5,828)		
Victoria Harbour Standpipe Inspection	0	10,000	10,000		Need to re-assess.
Port McNicoll Standpipe - Painting	131,779	150,000	18,221		Project completed under budget.
2017 Watermain/Road Project	730,342	778,149	47,807		Work on Alberta Street expected to be completed in Spring 2018. Remaining budget to be carried forward.
Paradise Point Grandview Beach	1,578,820	4,400,000	2,821,180		Project on schedule. Remaining budget to be carried forward to 2018.
Water Total	2,459,565	5,383,149	2,923,584		

TOWNSHIP OF TAY					
2017 CAPITAL COST ANALYSIS					
	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Planning & Development					
Equipment					
2017 mid-size vehicle	27,925	27,000	(925)		Purchase complete. Trade in value of \$1,000 received.
Total Library	27,925	27,000	(925)		

TOWNSHIP OF TAY
2017 CAPITAL COST ANALYSIS

	Total Capital Cost to Dec 31, 2017	2017 Budget	Variance		Explanation
Library					
Electronic Materials	5,812	6,000	188		2017 Purchases complete.
Books	17,943	18,400	457		
10 Public Access Computers with software	0	20,000	20,000	}	Purchases to be carried forward to 2018.
2 Laptops with software	0	4,000	4,000		
Laser Jet Pro Printer	0	1,000	1,000		
Computer Equipment (Grant Funded)	3,905	3,850	(55)		Purchased with grant received in late 2016. Budget not updated. Funding in deferred revenue.
Port McNicoll Community Room washroom, ramp	0	66,000	66,000		Recently notified that our application for funding under Canada 150 grant was a success. Will receive 1/3 funding. Project to be completed by March 31, 2018.



STAFF REPORT

Department/Function: General Government & Finance

Chair: Deputy Mayor Dave Ritchie

Meeting Date: February 14, 2018

Report No.: **GGF-2018-05**

Report Title: Township of Tay Health and Safety Policy

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 2018 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 18, 2018

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



THE CORPORATION OF THE TOWNSHIP OF TAY

HEALTH AND SAFETY POLICY STATEMENT

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

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

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

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

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

Mayor Scott Warnock

C.A.O. Robert Lamb

Date of Adoption

Date of Review

From: Fred [REDACTED]
Sent: February-06-18 10:41 AM
To: Alison Gray
Subject: North Simcoe Culture

Hi Alison,

Thanks for speaking with me by telephone this morning. As requested, I'm providing the following information with a request that this matter be included on your next Council agenda.

Background: I made a deputation on the Culture Committee on October 11, 2017. We provided additional information in a subsequent document entitled "North Simcoe Culture Discussion".

Purpose for this Request: We want to expand the area of activity for our Culture Committee to include the Township of Tay, the Town of Penetanguishene, the Township of Tiny, and the Beausoleil First Nation. Specifically:

1. We would ask that the Township of Tay **appoint a representative to serve on the Culture Committee** to represent the interests of the Township; and
2. We are **not asking for any financial support** from your Township at this time. We have secured a Trillium grant, funding from the Town of Midland and are seeking to generate our own program revenues to sustain the work of the Committee.

A Regional Proposal: As we previously noted, the existing Culture Committee was originally created to implement a Municipal Cultural Plan which was intended to promote and support cultural development and celebrate and leverage cultural resources. It was the intention to support the growth of a prosperous year-round cultural economy and to enhance the quality of life for all area residents. Although the plan was undertaken and funded by the Town of Midland, that original 2014 Plan encouraged the engagement of our other local municipalities. It was acknowledged at that time, and reaffirmed by the Committee on a regular basis, that cultural pursuits are not contained by municipal boundaries. In fact, the Committee recognizes the importance of engaging all area communities.

Culture Benefits for Communities: Culture is a primary economic driver and can lead to economic development by attracting new visitors, new businesses and creative people to our communities.

As we attempted to outline when we met with you, there are many benefits to local municipalities and to the Beausoleil First Nation to become part of this cultural initiative including:

1. **Cultural Database and Calendar:** Our Committee is seeks to implement an online cultural database that will allow for the tracking and support of artist and artisans in your community. It will also provide a centralized event management system (a calendar to which all local cultural organizations can post their events which would then feed those events to all other community calendars).

2. “Artrepreneur”: Our Committee has implemented the “Artrepreneur” program which will provide education for artists and artisans and others in the creative economy on how to promote, manage, monetize and market their cultural activities.
3. Roundtables: Our Committee hosts roundtables to which artist, artisans, and others in the creative economy are invited to meet and discuss shared issues, challenges and solutions.
4. Events: Our Committee will be hosting cultural events throughout the area. With the cooperation of Tay, Penetanguishene, Tiny and the Beausoleil First Nation, cultural events could be developed and hosted in each of our five communities. We are currently planning a major “Cultural Fair” that will be hosted in the Township of Tay in the Fall of 2019 on the Martyrs’ Shrine and Sainte Marie Among the Hurons sites.

The Aspiration: With your support, we would undertake new branding to expand the scope of the Committee to include the five communities, coordinate with other area organizations such as North Simcoe Tourism and the Economic Development Corporation of North Simcoe, and include representation from your community on our Committee.

Thank you for your interest in the development of the cultural sector of our communities.

Sincerely,

Fred

Fred Hacker
Culture Midland Committee



County of Simcoe
Clerk's Department
1110 Highway 26,
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300
Toll Free (866) 893-9300
Fax (705) 725-1285
simcoe.ca



February 2, 2018

Alison Gray
Clerk
Township of Tay
456 Park Street, Box 100
Victoria Harbour, ON L0K 2A0

Attention: Alison Gray,

Subject: White Paper – Building a Seniors Campus

At its meeting of November 28, 2017, Simcoe County Council approved the following recommendation:

“That Item CCW 17-359, dated November 28, 2017 regarding a White Paper on Simcoe County’s experiences with respect to Building a Seniors Campus, be received; and

That the County of Simcoe’s White Paper entitled, “Building a Seniors Campus: A Sustainable Model to Support Positive Aging and Strengthen our Communities” be disseminated to the Province of Ontario, Municipalities responsible for Long Term Care, Not for Profit organizations and any other agencies or associations who have requested information on Simcoe County’s Georgian Village experience.”

It is requested that this matter be presented to your Council for information.

Thank you for your attention to this matter.

Regards,

John Daly
County Clerk

/ki

Enc.



Chamber of Commerce

45 Lone Pine Road
Port Severn, ON L0K 1S0

January 17, 2018.

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

RE: SEGBAY Chamber of Commerce Request for Councillor to Sit on the Chamber Board

Dear Mayor Warnock and Council:

SEGBAY Chamber of Commerce hosted its Annual General Meeting on November 30th, 2017, at which time an election of the volunteer Board of Directors for the year 2018 took place, with 9 members stepping forward. Our bylaws allow for 11 Directors. Just as municipalities regularly appoint Councillors to Chamber Boards and as the Township of Severn appoints a Councillor each year to sit on our Board, we are requesting that the Council of the Township of Tay appoint a representative for the 2018 term.

As a member of the Board, the appointed Councillor will be responsible for carrying out the objectives of the Chamber of Commerce and for compliance of the Bylaws. Directors Meetings take place once a month, which are currently held the first Tuesday afternoon of each month, except in July and August.

Additionally, as a Board member, the appointee will be asked to sit on at least one Committee, abiding by their respective terms of reference.

We believe that an appointment from Council will be of immense benefit to the Chamber of Commerce.

Thank you for your consideration.

Best regards,

Linda Young, President
SEGBAY Chamber of Commerce

**Public Works Committee
February 14, 2018**

Agenda

1. Call to Order

2. Report of Municipal Officials

- 2.1 Report from Superintendent of Water/Wastewater Operations
Report No.: 2018-09
Re: January Activity Report
- 2.2 Report from Manager of Parks, Recreation & Facilities
Report No.: 2018-10
Re: January Activity Report
- 2.3 Report from Manager of Roads & Fleet
Report No.: 2018-11
Re: January Activity Report
- 2.4 Report from Director of Public Works
Report No.: 2018-12
Re: January Activity Report
- 2.5 Report from Director of Public Works
Report No.: 2018-07
Re: Annual Review of Waived Rental Fees
- 2.6 Report from Director of Public Works
Report No.: 2018-08
Re: Enbridge Gas Franchise Agreement
- 2.7 Report from Director of Public Works
Report No.: 2018-13
Re: 2019 Plough Truck Purchases
- 2.8 Report from Director of Public Works
Report No.: 2018-02
Re: Victoria Glen Drainage Issue

3. Other Business:

- 3.1 Correspondence from Paul Raymond, Portarama Chair
Re: ATV Permission for Portarama Family Festival

4. Items for Information:



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: Feb 14, 2018

Report No.: PW-2018-09

Report Title: Monthly Activity Report –
Water/Wastewater Operations

ORIGIN:

Superintendent of Water & Wastewater Operations for the period from January 4, 2018 to February 6, 2018.

TENDERED PROJECTS:

The Grandview Beach – Paradise Point watermain upgrades are currently underway. The servicing along Patterson Blvd. to Limestone Road and along Limestone Road to Woodlands Ave back to First Ave. is now complete. The excavation work along Woodlands Ave to Silver Birch Cres. is nearing completion. The contractor has brought in a second excavation team that has started work along Earldom Blvd. Work will now continue on both the Grandview Beach and Paradise Point area's weather permitting.

TREATMENT PLANTS:

The M.O.E.C.C. conducted compliance inspections on both our Water Treatment facilities this month and we are currently awaiting receipt of our inspection reports prior to completing the preparation of our annual summary reports for each system.

On December 30th one of our newly installed variable frequency drives at the Victoria Harbour Wastewater Treatment Plant failed and we were unable to reset this unit, therefore we have contacted the Contractor on this matter, and they have confirmed this to be a warranty issue. To date the drive has not been repaired and the pump is out of service

We also had both surge suppressors on the main disconnects at the Victoria Harbour Wastewater Plant fail during the same event and have also included this as a warranty claim with the Contractors. The contractors have accessed the damages which have been confirmed a warranty issue however they have not yet acquired the replacement devices and there is currently no surge protection on our equipment until such time as the devices are replaced.

The block heater at the Victoria Harbour Wastewater Treatment plant stand by generator has failed and the contractor has been advised to have this unit repaired immediately as the generator will not operate without the Block heater in operation.

We have had some issues with the Rope Drinking Water System not meeting the required turbidity compliance requirements for quite some time since (January 2017). In December we were able to correct the issues with Train 2, however Train 1 continued to cause us problems. To correct the issue with Train 1 we had to isolate and remove one of four membrane cartridges and we are now meeting our turbidity compliance objectives. Due to the extent of the repairs needed to membranes we have contacted Suez the new (Zenon manufacture) for assistance in training operators to perform the required repairs to the membranes in the cartridges and also to go over the units to verify proper operation.

DISTRIBUTION & COLLECTIONS SYSTEMS:

We had two sanitary service backups reported in January at 56 Robins Point Road and 348 Armstrong Street. When we inspected the manholes upstream and downstream of the complaints we found good flow and advised the residents to contact a plumber to investigate the blockage.

Upon further investigation at 348 Armstrong Street the plumber found a blockage approximate 60 feet from the cleanout where a repair had been completed on the municipal side of the lateral which was done about three years ago by Premier North. The plumber worked with municipal staff and cleared the blockage which appeared to be caused by a lip on the repair coupling. The Municipality assumed the costs for this service call and advised the resident to call immediately if he notices any further issues.

One of the 26hp three phase sewage pumps at the Winfield Drive lift stations has failed due to impeller damages caused by 4 inch electrical box and rope which was caught in the impeller, which stalled out the motor and blew the windings. In addition the electrical motor soft start contactor was also burnt out during the same event. PBS removed the damage pump and installed our spare replacement pump however we had to wait a few days for the replacement soft start to come in before we could test the operation of the

pump. Upon testing the replacement pump we found the pitless adapter required replacement as it would not seat in the pitless nest. We were able to replace the pitless with the one from the failed pump and will have to order a replacement. The cost to repair this pump will likely exceed \$10,000.00 given the size of the motor however that is not an unreasonable amount given the replacement cost for a new unit.

We had two watermain breaks in January one along Bell Street and another on Second Street between Wardell and Bell Street. It should be noted that this area has had a number of breaks in recent years due in part to the aging infrastructure and is recognized as a area for upgrading should the funding become available.

ADVERSE DRINKING WATER:

We have not had any adverse water quality issues this month.

QMS OPERATIONAL PLAN:

A table top mock emergency exercise was completed on January 24, 2018 during our regular department meeting. The emergency outlined an ice storm and high winds which resulted in power outages in Victoria Harbour, transportation complications and, the Tay Area water plant suffered electrical damage so, it was unable to provide potable water therefore a boil water advisory was issued. But due to the lack of power, most people were unable to follow the advisory and, untreated water continued to be provided, so fire protection was not compromised.

Staff worked through the emergency as a team and outlined the tools at hand to control if such a situation occurred.

Mock emergency training is a necessary requirement in an effective quality management system.

Prepared By:

Date Prepared: February 6, 2018

Mike Emms,
Water/Wastewater Superintendent



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: PW-2018-10

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

ORIGIN Manager of Parks, Recreation & Facilities for the period of January 3, 2018 to February 7, 2018

RECREATION

Winter Recreation Programs Started

Winter active living programs are now underway. Programs started up the week of January 8th and run until the week of March 12th. Program numbers are at roughly 90 participants for the 5 programs offered. The Youth Art Attack program on Saturday mornings at the Harbour Shore Community Room was once again very well attended.

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 22nd. 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 activities. With the pending construction taking place down at Grandview Beach/Paradise Point this summer the Committee has decided to move all activities and the fireworks to Talbot Park for this year. The full schedule of events will be passed along once made available to the public.

Recreation Software

Staff continues to work through the different set-up stages needed to properly configure the new Recreation Software. Training sessions for all

staff have been schedule for late February. The hope is to have the new software up and running for April.

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 16, March 9, April 13 & May 4

PARKS

Albert St Washroom Building

Staff have been in contact with the Architect who has been assigned the design drawing for the project. An architectural drawing is required in order to get the building permit for the project. Staff will be meeting with the architect onsite in the coming weeks to begin outlining steps needed to get the project moving come the springtime.

2018 Riding Lawn Mower

Staff has issued the Request for Quotations (RFQ) document for the new Riding Lawnmower that is part of the Parks Capital plan for 2018. The RFQ closes on February 16, and the hope is to have the new unit delivered by May.

Pavilion at Patterson Park

Work has begun on the pavilion at Patterson Park. In speaking with the contractor all the truss work has been completed and now they are awaiting the steel roof material. Once the weather is appropriate they will begin work on the steel roof. The hope is to have the pavilion completed by spring.

Outdoor Rinks

The outdoor rinks have experienced a great season to date. In talking with the Outdoor Rink Attendants all rinks seem to be getting a steady flow of users each and every night. Staff will continue to keep the rinks open and operational as long as the weather permits.

FACILITIES

HVAC Units – Municipal Office

As part of the 2018 Capital plan the Municipal Office will see two new HVAC rooftop units installed this year. Staff has issued the Request for Quotations (RFQ) document which closes on March 2. The new units will replace two of the three 1994 York Units currently servicing the southeast portion of the building. There is a provision in the RFQ that allows companies to provide a price for a third unit, which if it falls within the budget will replace the final 1994 York rooftop unit.

Custodial Contract

Staff has been working quite diligently on preparing the new custodial contract Request for Proposals (RFP) document that was issued on February 2, and closes on March 2. The new contract in 2019 will pick up the cleaning duties at all three library branches.

OPP Satellite Policing Office

The Facility Maintenance Coordinator along with Roads/Parks Staff have been working at preparing the old storage room on the ground floor of the Anglers and Hunters building in Port McNicoll for a new OPP satellite office. The hope is to have the space completed by March, with the OPP occupying the building by spring.

Municipal Office Reception Renovation

In early January the Township was made aware that we were successful in obtaining a grant through the Enabling Accessibility Fund for renovations to the front reception counter area in the Municipal Office. The grant was for 50% project funding (\$18,500). Staff will begin the process of working with the various departments on the most appropriate layout and work with an architect on design drawings for the building permit application.

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. The snow days prove to be extremely busy at the facility. We also received another sponsorship advertisement at the facility from the Port McNicoll Lions Club.

Date Prepared: February 7, 2018

Prepared By:



Bryan Anderson
Manager of Parks, Recreation & Facilities

Dates to remember:

April 7th – Volunteer Appreciation Event

May 18th – 20th - Portarama

June 16th - Tay Bike Day

June 22nd & 23rd – Canada Day Celebrations

July 7th – MacKenzie Park Improvements Golf Tournament

November 25th – Santa Claus Parade

December 2nd – Township Tree Lighting Event



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: **PW-2018-11**

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

ORIGIN

Manager of Roads and Fleet from January 3, 2018 to February 7, 2018.

OPERATIONS

Staff has been completing service requests and correcting deficiencies noted through regular road patrolling. There were some roads with isolated flooding during a week of mild weather the Township staff had to address. These were typically managed by uncovering catchbasins, opening up culverts and cleaning ditches.

WINTER CONTROL

The Township responded to twenty seven winter events. Carr Excavating has mobilized to partly restock the sand shed; this is being done under a provisional item in the contract.

The Township took possession of the 16 foot plough that is to be mounted on the Township's existing TV145 tractor. This unit has an assigned route clearing roads and parking areas.

TENDERS

I have been working on putting together the detailed specifications for the motor grader.

Issued the tender for the supply and apply of liquid dust suppressant. This is a two year contract with a one year extension. Staff will be bringing a separate report forward with a recommendation.

FLEET

Unit 0522, the grader had to have the headgasket replaced. This was the most feasible option to have it mobile again.

UPCOMING WORK FOR FEBRUARY

- Complete service requests
- Winter control
- Prepare tenders for equipment

Prepared By:

Date Prepared: February 7, 2018

Bryan Ritchie
Manager of Roads and Fleet



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: **PW-2018-12**

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

ORIGIN

Director of Public Works for the period from December 23, 2017 to February 6, 2018.

ROADS/PARKS

- Snow ploughing follow-up Long Point Road and Gouett Street
- Recreation software meetings (program registration, facility booking and fire permits)
- Dust suppression contract review
- Tay Township Main Street Revitalization Funding of \$44,542 was announced on January 23 as part of a Provincial allocation program. Staff will report when program details such as eligible projects, cost sharing, and time frames are available.

WATER/WASTEWATER OPERATIONS

- Grandview Beach and Paradise Point: site meetings, utilities discussion, road closures and construction updates
- Lead hand posting
- Water/Wastewater newsletter review

DEVELOPMENT

- Victoria Mews – stormwater review
- Victoria Glen Phase 4 and 5 – drawings review

- Victoria Woods – securities reductions, re-evaluation and confirmation that the Township will not be involved in Phase 3 winter control

GENERAL

- Facilities cleaning contract review and posting
- Administration Building HVAC units contract review
- Severn Sound Environmental Association – discussion of various tasks and programs
- Reception renovation
- Port McNicoll Library renovation
- Budget / project planning for 2018
- Hours of Service Review
- Lyell Bergstrom, Engineering Technologist started with the Township on January 23, office locations and orientation
- Staff Reviews

MEETINGS

- Department Heads' meetings
- Public Works Mangers' meetings
- COAC

Prepared By:

Date Prepared: February 6, 2018

Peter Dance
Director of Public Works



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: PW-2018-07

Report Title: Annual Review of Waived Rental Fees

RECOMMENDATION:

That Staff Report No. PW-2018-07 regarding the annual review of waived rental fees be received;

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

INTRODUCTION/BACKGROUND:

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

ANALYSIS:

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

Lion's Club – Port McNicoll & Victoria Harbour

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

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

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

No charges are recommended for these user groups.

Port McNicoll Seniors

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

No charges are recommended for this user group.

Ontario Early Years Centre – Playgroup

The Ontario Early Years Centre utilizes the Port McNicoll Community Centre weekly (9:00am – 12:00pm) and offer a playgroup for parents and tots to socialize and play in an educational environment. On average, there are 20 families in Tay Township that use this service each week. They also offer special instruction classes on occasion which normally last four weeks at a time. Although they are not included in the policy, the rental rate schedule does permit rentals at no charge for children/youth programs.

In 2018 the Ontario Early Years Group is moving their programming to the Harbour Shore Community Room on Tuesdays and Thursdays from 9:00am-4:00pm and will pay our \$30 per rental approved rate.

Georgian Craft Club

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

No charges are recommended for this user group.

Victoria Harbour Sparks & Guides

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

No charges are recommended for these user groups.

Minor Baseball – Victoria Harbour & Port McNicoll

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

No charges recommended for these user groups.

VON SMART Program

The VON Canada SMART (Seniors Maintaining Active Roles Together) Program offers exercise classes two times a week at both the Oakwood Community Centre and Port McNicoll Community Centre to community members who wish to improve their strength, balance and flexibility,

regardless of current physical ability. The gentle exercises are facilitated by volunteers who have received specialized training and ongoing education to deliver safe, appropriate physical activity for healthy aging. Although they are not included in the policy, the rental rate schedule does permit rentals at no charge for seniors programs.

No charges are recommended for this user group.

Church Youth Group (Georgian Shore Church)

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

No charges are recommended for this user group.

Beacon Baptist Church

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

No charges are recommended for this user group.

Alcoholics Anonymous (AA)

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

No charges are recommended for this user group.

Grants for Special Events

All special event grants are now vetted through the newly formed Grants and Donations Committee. The new Grants and Donations Policy is attached for reference.

One-time fee waivers for 2017

Over the course of the year the Township will receive requests from community groups, organizations and individuals to waive fees that are associated with Township facilities. In 2017 the total amount of one-time fee waivers that were approved in accordance with the policy and through the delegated authority of staff was \$4,595 before taxes. Attached to this report you will see a list of the one-time fee waivers for 2017.

FINANCIAL/BUDGET IMPACT:

The waived rental fees listed above amounts to approximately \$20,410 before taxes. The financial impact on the Township is unclear as a portion of these bookings would not happen if the associated fees for these facilities fees were charged to these groups.

CONCLUSION:

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

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

Recommended by: Date: February 7, 2018

Peter Dance, P. Eng.
Director of Public Works

Reviewed By: Date: February 7, 2018

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

Attachments

- One Time Fee Waivers for 2017
- Culture and Recreation Rental Fees – Township Facilities
- Grants and Donations Policy

One Time Fee Waivers for 2017

PORT McNicoll CC

Nov 4	Lions Club Craft Sale	\$100.00
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OAKWOOD CC

Jan 28	Yuk Yuk's (Fundraiser for Women's Shelter)	\$300.00
Apr 22	Comedy Night (Fundraiser for Mental Health)	\$300.00
Oct 28	Lions Club Halloween Dance	\$300.00
Nov 9	SSEA Partners Reception	\$300.00
Nov 28	Tay Firefighters Christmas Dinner/Dance	\$300.00
Dec 31	VH Lions Club New Year's Eve Dance	\$300.00

DIAMONDS

May 20	Portarama – Bats for Banks	\$225.00
May 26/27	VH Minor Ball Fundraiser	\$300.00
May 26/27	Pretty in Pink (fundraiser with alcohol)	\$470.00
June 10	Jump Start	\$225.00
June 17	Cody's House	\$125.00
July 8/9	Pretty in Pink	\$300.00
Aug 11/12	Weatherell Tournament	\$300.00
Aug 19	MS Society	\$225.00
Oct 13/14	Battle 4 Becky	\$300.00
Oct 28	Jason Juneau Fundraiser	\$225.00

2017 Waived Rental Fees TOTAL

\$4595.00



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

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

**EFFECTIVE DATE:
April 6, 1994**

**REVISION DATE:
February 24, 2016**

**PAGE:
1 of 2**

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

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

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

**EFFECTIVE DATE:
April 6, 1994**

**REVISION DATE:
February 24, 2016**

**PAGE:
2 of 2**

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration
Grants and Donations**

**EFFECTIVE DATE:
May 12, 2007**

**REVISION DATE:
September 27, 2017**

**PAGE:
Page 1 of 5**

1. OBJECTIVE

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

2. PURPOSE

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

3. SCOPE

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

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

Funding requests will not be considered from the following:

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

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

4. GENERAL PROVISIONS

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

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration
Grants and Donations**

**EFFECTIVE DATE:
May 12, 2007**

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September 27, 2017**

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the upcoming Municipal Grant application process and any changes thereto.

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

5. ELIGIBILITY CRITERIA

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



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**SUBJECT: Administration
Grants and Donations**

**EFFECTIVE DATE:
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September 27, 2017**

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

6. APPLICATION PROCESS

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

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



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

SUBJECT: Administration Grants and Donations	EFFECTIVE DATE: May 12, 2007
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- 6.2 The Municipality reserves the right to request additional information in support of the application.
- 6.3 If the above information is not submitted by the October 31st deadline, applications will be returned. An application may be considered outside the application process if the applicant is able to demonstrate that the purpose for which they are seeking the grant was not foreseen at the time of the annual process.
- 6.4 Grant amounts awarded will be based on available funding.
- 6.5 Organizations may submit more than one application; however there shall be no duplication of funding to any organization in any fiscal year.
- 6.6 Any municipal grant that has not been spent in the year that it is received shall be returned to the Municipality.
- 6.7 A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

7. REPORTING

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

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



The Corporation of the Township of Tay
450 Park Street, P.O. Box #100
Victoria Harbour, ON, L0K 2A0
(705) 534-7248
www.tay.ca

Schedule A

Grants and Donations

Municipal Grant Application

Submission Deadline: October 31st for the following budget year

1. Group Name: _____
2. Group Mailing Address: _____

3. Group Contact Name: _____
Contact Phone: _____
Contact Email: _____
4. Financial Information **to be included**:
Fully completed and signed Financial Information Form and/or most recent
Financial Statements (attach to this application)
5. What are the organization's objectives? _____

6. What are the funds to be used for?
(Note: Funds are granted on the condition that they must be used for
activities or services within the Township of Tay)

7. What benefits will be provided to the community?

8. Submission Information:

Submission Deadline: October 31 annually

Fully completed and signed applications and financial documents are to be submitted to:

Cyndi Bonneville, Administrative Assistant
The Corporation of the Township of Tay
P.O. Box #100
Victoria Harbour, ON, L0K 2A0

Note:

- Brochures or promotional materials which describe the organization and its activities may be provided together with the application
- No grant will be made retroactively

9. Conditions of Grant

As a condition of the award of a grant, the applicant agrees to complete and submit Schedule C of the Municipal Grant Application by December 31st of the year in which the funds were expended or prior to December 31st if a subsequent year application is also being made.

I/We certify that the information in the application true and correct.

Signature of two (2) authorized principal officers of the organization required.

President/Chairperson

Treasurer

Checklist:

- ☐ Municipal Grant Application signed by two (2) official officers authorized by the organization
- ☐ Financial Information Report signed by two (2) official officers authorized by the organization
- ☐ Brochures or promotional materials included



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Schedule B

Grant and Donations

Financial Information Form

Please complete this form and/or attach your most recent Financial Statements

Organization Name: _____

Revenue	2017 Actual	2018 Budget	2018 Request
Grants – Township of Tay			
Grants – Other			
Memberships/Sponsorships			
Donations/Fundraising			
Other Revenue (Specify)			
Total Revenue			
Expenditures	2017 Actual	2018 Budget	2018 Request
Salaries/Benefits			
Rental Fees			
Insurance			
Light/Heat/Water			
Telephone/Internet			
Advertising			
Office Supplies/Printing			
Other (Specify)			
Total Expenditures			
Excess (deficiency) of revenue over expenditures for the year			
Bank Balance as at December 31, 2017			

I/we certify that to the best of our knowledge, the information provided in this community funding request is accurate and reasonable and is endorsed by the organization which we represent.

Signature of two (2) authorized Principal Officers of the Organization is required.

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____



The Corporation of the Township of Tay
450 Park Street, P.O. Box #100
Victoria Harbour, ON, L0K 2A0
(705) 534-7248
www.tay.ca

Schedule C

Grants and Donations Municipal Grant Report

This completed form must be submitted within three (3) months of the conclusion of the event/project OR at the end of the calendar year. Failure to do so may result in your organization's ineligibility to be considered for the future.

Name of Organization		Telephone
Address		Fax
City	Postal Code	Website
Briefly describe the project/program/event for which the organization is reporting on.		
Describe how the grant funds were spent.		
Describe how the anticipated goals and objectives were met, including performance measures.		
How many people participated in or attended the project/program/event? How many were paid attendees? What was the age and regional breakdown of attendees?		
Date of Event	Location of Event	
Describe how the greater community has benefited. Include both the short and long term positive outcomes to the Municipality. Outcomes should be communicated in a public way – i.e. media and social media.		



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: PW-2018-08

Report Title: Enbridge Gas Franchise Agreement

RECOMMENDATION:

That Staff Report No. 2018-08 regarding Enbridge Gas Franchise Agreement renewal be received;

And that Council approves the form of draft By-law (including the franchise agreement forming part thereof) attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act.

And that Council requests the Ontario Energy Board to make an order dispensing with the assent of the municipal electors of the attached draft By-law (including the franchise agreement forming part thereof) pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.

And once the Ontario Energy Board has approved the franchise agreement between the Township of Tay and Enbridge Gas Distribution Inc. the draft By-law and franchise agreement be brought forward to Council for approval.

INTRODUCTION/BACKGROUND:

Provincial Legislation requires a Franchise Agreements between the municipal corporation and the gas company serving that municipality. In 2001, the Ontario Energy Board (OEB) issued a revised 2000 Model Franchise Agreement to serve as the agreement.

Therefore, Enbridge Gas requires a long term Franchise Agreement with the Township of Tay, using the OEB approved model, to supply and distribute gas to the residents of Tay.

Enbridge Gas, or the Consumer Gas Company at the time, had previous franchise agreements with each of the municipalities that now makeup the Township of Tay. The franchise agreement with the Township of Tay (By-law 97-17) is about to expire.

ANALYSIS:

Following Council's decision to enter into a franchise agreement with Enbridge Gas, Enbridge Gas will submit a copy of the resolution from Staff Report 2018-08, the draft by-law and franchise agreement to the Ontario Energy Board as part of an application. Enbridge Gas will also publish in a local newspaper that they will be making an application to the Ontario Energy Board. Residents of Tay will then have an opportunity to comment; comment period will be 30 days. Once the 30 day comment period has passed the Ontario Energy Board will then review and mostly likely approve the franchise agreement.

To finalize this process, four signed copies of the by-law and franchise agreement will be returned to the Township for the final readings at Council and signing.

Entering into an agreement with Enbridge will allow for the lawful distribution of gas to the residents of Tay. Staff is satisfied the agreement is fairly written.

Attached to the end of this report is the by-law, franchise agreement and a copy of the original resolution.

FINANCIAL/BUDGET IMPACT:

There is no financial impact with this report.

CONCLUSION:

This report discusses the franchise renewal process with Enbridge Gas and its importance.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended By:

Date: February 6, 2018

Peter Dance
Director of Public Works

Reviewed By:

Date: February 6, 2018

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

Model Franchise Agreement

THIS AGREEMENT effective this day of , 20 .

BETWEEN: The Corporation of The Township of Tay hereinafter called the
"Corporation"

- and -

Enbridge Gas Distribution Inc. hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

Part I - Definitions

1. In this Agreement:

- a. "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the Assessment Act;
- b. "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;
- c. "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- d. "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment

as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;

- e. "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- f. "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the Municipal Franchises Act. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- g. "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- h. "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- i. whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

Part II - Rights Granted

- 2. To provide gas service:

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

3. To Use Highways.

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

4. Duration of Agreement and Renewal Procedures.

- a. If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

- b. If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20-year term this Agreement, the Model Franchise Agreement is changed, then on the 7th anniversary and on the 14th anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20-year term.
- c. At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the Municipal Franchises Act.

Part III - Conditions

5. Approval of Construction

- a. The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- b. Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- c. The Plan filed by the Gas Company shall include geodetic information for a particular location:
 - i. where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
 - ii. when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- d. The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- e. Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- f. In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special

conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- g. Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the Drainage Act, or such other person designated by the Corporation as responsible for the drain.
- h. The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- i. The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- j. The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. As Built Drawings

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. Emergencies

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

8. Restoration

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. Indemnification

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. Insurance

- a. The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- b. The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.

- c. Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

11. Alternative Easement

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

12. Pipeline Relocation

- a. If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- b. Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- c. Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
 - i. the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,

- ii. the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
 - iii. the amount paid by the Gas Company to contractors for work related to the project,
 - iv. the cost to the Gas Company for materials used in connection with the project, and
 - v. a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- d. The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

Part IV - Procedural And Other Matters

13. Municipal By-laws of General Application

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

14. Giving Notice

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

15. Disposition of Gas System

- a. If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- b. If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan

as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

16. Use of Decommissioned Gas System

- a. The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
 - i. the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
 - ii. the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- b. The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
 - i. the third party has entered into a municipal access agreement with the Corporation; and
 - ii. the Gas Company does not charge a fee for the third party's right of access to the highways.
- c. Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues

such as relocation costs will be governed by the relevant municipal access agreement.

17. Franchise Handbook

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. Agreement Binding Parties

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

THE CORPORATION OF THE TOWNSHIP OF TAY

By: _____

By: _____

Duly Authorized Officer

ENBRIDGE GAS DISTRIBUTION INC.

By: _____

By: _____

THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW NO. 2018-05

**Being a By-law to authorize a franchise agreement
between the Corporation of the Township of Tay
and Enbridge Gas Distribution Inc. and to repeal
By-law 98-17**

WHEREAS the Council of the Corporation deems it expedient to enter into the attached franchise agreement with Enbridge Gas Distribution Inc.;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to The Municipal Franchises Act on the th day of , has approved the terms and conditions upon which and the period for which the franchise provided for in the attached agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-law is not necessary;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AND BE IT ENACTED AS FOLLOWS;

1. That the attached franchise agreement, attached hereto as Schedule 'A', between the Corporation and Enbridge Gas Distribution Inc. is hereby authorized and the franchise provided for therein is hereby granted.
2. That the Mayor and the Clerk are hereby authorized and instructed on behalf of the Corporation to enter into and execute under its corporate seal and deliver the aforesaid agreement, which agreement is hereby incorporated into and shall form part of this By-law.
3. That this By-law shall come into force and take effect immediately upon the final passing thereof.
4. That By-law 98-17 be and is hereby repealed.

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND
FINALLY PASSED THIS TH DAY OF , 201 .**

THE CORPORATION OF THE TOWNSHIP OF TAY

MAYOR, Scott Warnock

CLERK, Alison Gray

DATED this day of , 20 .

THE CORPORATION OF THE

TOWNSHIP OF TAY

- and -

ENBRIDGE GAS DISTRIBUTION INC.

FRANCHISE AGREEMENT

ENBRIDGE GAS DISTRIBUTION INC.

500 Consumers Road
North York, Ontario
M2J 1P8

Attention: Regulatory Affairs Department



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: PW-2018-13

Report Title: 2019 Plough Truck Purchase

RECOMMENDATION:

That Staff Report No. 2018-13 regarding the purchase of plough trucks in 2019 be received;

And as an exception to the Procurement Policy, Council approves the preselection of the plough equipment through a competitive bid process prior to issuing a tender for the purchase of the trucks.

And that the current number of tandem snow ploughs be reduced from the current compliment of six to five with the purchase of a single axle truck and chassis with snow plough equipment in 2019.

INTRODUCTION/BACKGROUND:

Due to build-times for the trucks and equipment, Council has proactively approved the tendering and ordering of three plough trucks in 2018 with possession and purchase to happen in 2019.

The Township currently operates a total of six tandem combination units (snow plough with sander unit and dumpbody) during winter events. The Township also utilizes other pieces of equipment for winter maintenance but this report will focus on heavy service trucks. The trucks, plough and sander equipment the Township currently uses varies in manufacturers.

To avoid receiving bids of inadequate plough equipment staff is requesting the bid process happen in two parts: Part 1, issue an RFP with detailed specifications for the plough/sander/dumpbody equipment only. Review and bring to Council a recommendation of award for that equipment to the appropriate bidder. Part 2, issue a tender with specifications for the

purchase of three trucks and chassis but specify in the tender the approved plough equipment manufacturer and price selected in Part 1. Review the bids and bring a recommendation to Council for award of the compliant low bidder.

This report will also review the current compliment of tandem plough trucks in the fleet. As mentioned the Township currently utilizes six tandem combination units, in the past the Township had a five combination units and one tandem truck that had a removable sander unit only for winter operations and then was converted to a water truck for summer tasks; the old plough equipment and sander was replaced in 2016 when that unit had a new combination unit installed with a removable water tank.

ANALYSIS:

Preselection Process

Preselecting the manufacturer of the plough equipment will eliminate any inadequate suppliers ensuring the Township will receive quality equipment from reliable and reputable manufacturers.

Staff will issue a detailed RFP for the plough equipment. The plough equipment will generally include, front one-way plough, wing plough, dumpbody with sanding equipment, work lights, and controls. This would form Part 1 of the preselection process.

Staff has spoken with truck suppliers and plough equipment suppliers about the two part process, both parties agreed this process would be favorable. The plough equipment suppliers prefer this process as they can provide more competitive pricing knowing the chances are better. Truck suppliers find this process an advantage because they don't have to price around with different plough equipment suppliers for a competitive advantage and it eliminates the truck supplier from having to work out the details of the equipment with different suppliers.

No money will be spent until Part 2 when the Township receives the complete units built to our satisfaction.

Single Axle Truck

The single axle truck will be equipped with all plough and sanding equipment along with a dumpbody same as the tandems but will have one-less drive axle reducing the wheelbase.

The single axle truck would be used for ploughing in areas with tight turning radiuses at intersections and hills. The single axle truck will also be equipped with a pintle hookup and air supply lines for towing the Township's existing float. Utilizing a single axle truck for towing the float frees up a tandem axle

for other duties like hauling material, it will also improve drivability with the float; shorter wheelbases make it easier for maneuvering a float.

The single axle truck would be a benefit in summer when working on the Tay Shore Trail or any other location where a smaller truck would be beneficial.

FINANCIAL/BUDGET IMPACT:

There is no financial impact with this report.

CONCLUSION:

This report reviews the possibility of a two part process for ordering three snow ploughs preselecting the plough equipment manufacturer before issuing the tender for the truck and chassis. The report also discusses that one of the three trucks be a single axle and the other two trucks stay as a tandem truck.

Prepared By: Bryan Ritchie, Manager of Roads and Fleet

Recommended By: Date: February 7, 2018

Peter Dance
Director of Public Works

Reviewed By: Date: February 7, 2018

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



STAFF REPORT

Department/Function: Public Works

Chair: Councillor Jim Crawford

Meeting Date: February 14, 2018

Report No.: PW-2018-02

Report Title: Victoria Glen Drainage Issue

RECOMMENDATION:

That Staff Report No. PW-2018-02 regarding a drainage issue in the Victoria Glen subdivision be received for information.

INTRODUCTION/BACKGROUND:

At the Committee of all Council meeting on December 13, 2017 a report on drainage concerns at 47 Bourgeois Beach Road was requested. This property is Lot 4 of the Victoria Glen, Phase 1 subdivision (sketch attached).

As Phase 1 of the Victoria Glen subdivision nine lots were created on Bourgeois Beach Road. To replace the previous overland flow route a swale was provided on the east side of one of the newly created lots. Since this swale carries Township road water an easement was provided in favour of the Township. This easement is 5.0 m wide.

The design of the subdivision was completed by C.C. Tatham in 2008. The current consultant for the Developer is Caledon Hills Engineering. Phase 1 work commenced in 2016.

While the house at 47 Bourgeois Beach Road is now occupied, the drainage at the east side of the house is not complete. At present this drainage course appears to be deeper than design. In addition, the side slopes are not complete. This makes it look more severe than the design. This has been reviewed at several points through the fall. The Developer is planning to complete the outlet to this area through the winter months. That will confirm actual grades and fall and allow the completion of the landscaping.

This report reviews the recent events related to drainage at 47 Bourgeois Beach Road and suggests options.

ANALYSIS:

At this point there three options as outlined below.

Option 1 – No Further Township Action

The Developer and Builder will complete the drainage course as approved.

Option 2 – Review After Completion

After the works are completed as approved some form of review could be completed.

Option 3 – Request the Developer Provide Design Alternatives

The Developer could be requested to provide alternatives to the approved design for consideration prior to completion of the drainage course and the landscaping at the Phase 1 property.

FINANCIAL/BUDGET IMPACT:

There is no financial impact associated with this report.

CONCLUSION:

This report reviews the background of a drainage concern in the Victoria Glen, Phase 1 subdivision and recommends no action at this time.

Prepared By: Peter Dance, Director of Public Works

Recommended By: Date: February 8, 2018

Peter Dance
Director of Public Works

Reviewed By: Date:

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



PORTARAMA FAMILY FESTIVAL

c/o PO Box 490, 715 4th Ave, Port McNicoll, Ontario L0K 1R0
portarama@hotmail.com ~ www.portarama.ca



January 22, 2018

To: Mayor Scott Warnock,
Township of Tay Council Members
c/o Alison Gray - Clerk

Re: Portarama Family Festival 2018

Dear Mayor and Council:

On behalf of the Portarama Family Festival Committee I am writing you to obtain permission to allow ATVs on specified roads to assist our committee during the Paul Spencer Memorial Soapbox Derby this year, to be held Sunday May 20th (rain date May 21st) along Talbot Street.

Last year, we used a pickup and trailer to “fetch” the carts at the bottom of Talbot Street after each race, and return them to the staging area on 5th Street. With the number of participants and onlookers present, this did make some for some issues during the afternoon.

Our proposal is to use not more than four ATVs to pull the carts back to the staging area. Each ATV would pull no more than one cart at a time, and will NOT be carrying any passengers.

All rules covering ORVs in the Ontario Highway Traffic Act (HTA) will be followed including licensing, insurance, speed limit and driver safety equipment. We feel this will be a safer alternative to using cars and/or trucks for this purpose.

Please consider our request and let us know your decision. If you have any concerns, please reach out to me directly so that I can discuss our request further.

Thank you for your ongoing support of the Portarama Family Festival.

Paul Raymond - Chair



<http://www.facebook.com/portarama>

**Planning & Development Committee
February 14, 2018**

Agenda

1. Call to Order:

2. Reports of Municipal Officials:

- 2.1 Report from the Chief Building Official
Report No. PD-2018-05
Re: Building Services Division Monthly Update – January 2018
- 2.2 Report from the Chief Building Official
Report No. PD-2018-06
Re: Recent Changes to the Ontario Building Code
- 2.3 Report from the Director of Planning & Development
Report No. PD-2018-07
Re: Planning and Development Director Update
- 2.4 Report from the Director of Planning & Development
Report No. PD-2018-08
Re: Provincial Growth Plan 2017 & the County of Simcoe Municipal Comprehensive Review (MCR)
- 2.5 Report from the Director of Planning & Development
Report No. PD-2018-10
Re: Minor Variance Applications
- 2.6 Report from the Planning Consultant
Report No. PD-2018-11
Re: Port McNicoll Holding LP – January-February 2018

3. OTHER BUSINESS:

3.1

4. ITEMS FOR INFORMATION:

- 4.1 Correspondence from Resident
Re: Marijuana Exposure & Immediate Shut Down of Waubaushene Grow-op
- 4.2 Correspondence EDCNS
Re: Economic Development Office Update – January 2018



STAFF REPORT

Department / Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: February 14, 2018

Report No: **PD-2018-05**

Subject: Building Services Division Monthly Update Report January 2018

RECOMMENDATION:

That Report No. PD-2018-05 regarding Building Services Division Monthly Update Report January 2018 be received.

INTRODUCTION/BACKGROUND

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

PERMITS	JANUARY 2017	JANUARY 2018
Number of Permits Issued this Month	10	9
Number of Permits Issued to Date	10	9
New Dwelling Units	0	1
Total New Dwelling Units to Date	0	1
Accessory Buildings(garages,sheds,gazebos etc.)	1	1
Additions	2	1
Decks	0	1
Demolition	0	1
Water line services/Plumbing	0	0
Farm Buildings	0	0
Renovations	5	2
Solid Fuel-Fired Appliances	0	2
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	0	0
Transfer	0	0
Temporary Structures	0	0

Other Government New	0	0
Residential Solar Panel/Mechanical	1	0
Change of Use	0	0
Septic System	1	0
Inspections and Orders		
Inspections Conducted	59	102
Site Inspections/Consultations Conducted without a Permit	48	81
Inspections Conducted to Date	107	183
Orders to Comply Issued	0	1
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	3
Orders to Uncover	0	0
Permits Closed	8	13
Total Permits Closed to Date	8	13
Total Permits Outstanding	623	666
Fees and Construction Value		
Permit Fees	\$2,439.00	\$5,841.31
Total Permit Fees to Date	\$2,439.00	\$5,841.31
Construction Value	\$214,000.00	\$513,000.00
Total Construction Value to Date	\$214,000.00	\$513,000.00

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

Recommended by:

Date: February 1, 2018

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

Reviewed by:

Date: February 1, 2018

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



STAFF REPORT

Department/Function: Planning and Development

Chair: Councillor Heinrich Naumann

Meeting Date: February 14, 2018

Report No.: **PD-2018-06**

Report Title: Recent changes to the Ontario Building Code

RECOMMENDATION:

That Staff Report No. PD-2018-06 regarding recent changes to the Ontario Building Code be received for information;

INTRODUCTION/BACKGROUND:

The intent of this report is to provide Council with a brief overview of some of the major changes to the Ontario Building Code (OBC) that have occurred over the last year and are now in full force and effect. The Chief Building Official is responsible for the enforcement of the OBC in his/her area of jurisdiction. The changes to the OBC by Bill 177, Stronger, Fairer Ontario Act and the Elliott Lake Inquiry are a result of the collapse of the Algo Centre Mall. The following changes have been incorporated into the new OBC regulations:

ANALYSIS:

The following is a brief overview of some of these changes to the OBC. These changes are going to have a direct impact on how buildings are constructed in the Province and the responsibilities of municipal building staff.

1. The installation of electrical vehicle charging station rough-in for houses whether or not they have a garage. This also has to be incorporated into site plans for commercial developments.
2. Inspectors previously had authority to enter upon lands and enter buildings if a building permit had been issued or applied for. The new legislation allows an inspector to enter upon lands and building whether or not a building permit has been issued or applied for.

3. The Chief Building Official is now allowed to register orders on property title.
4. An amendment allows for increased fines for Corporations.
5. An amendment to empower municipalities to be able to establish administrative penalties for property standards contraventions.
6. The structural review of Municipal buildings every five years by a third party professional with the reports submitted to the Chief Building Official.

FINANCIAL/BUDGET IMPACT:

There is no direct financial impact as a result of the recommendation of this report, but it should be noted that item #6 as outlined above requires a structural review of all municipal buildings by an outside third party. This requirement will have additional cost to the Township that would need to be considered when developing departmental budget plans.

CONCLUSION:

There have been significant changes to the OBC as outlined above, which will require further education to the building community. Planning and Development staff will be hosting the annual information session in the spring for local builders and residents to attend to hear what changes have occurred and what is needed as part of a building permit process.

It is also important to know that the Ontario Government is presently working on additional changes which may be forthcoming in 2018. Once these new regulations are approved and are in full force and effect staff will present this information to Council.

Prepared By:

Date: February 2, 2018

Terry Tompkins,
Chief Building Official

Recommended By:

Date: February 2, 2018

Steve Farquharson , BURPL, MCIP, RPP
Director of Planning and Development

Reviewed By:

Date:

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



STAFF REPORT

Department/Function: Planning and Development Committee

Chair: Councillor Heinrich Naumann

Meeting Date: February 14th, 2018

Report Number: PD-2018-07

Report Title: Planning and Development Director Update

The following are the highlights from January 2, 2018 to January 31, 2018:

Zoning Certificates

1. For the month of January, 4 applications, 1 has been reviewed and issued within 5 days. The remaining applications are currently being reviewed.

Provincial Land Use Policy Reviews

2. Proposed Methodology for Land Needs Assessment for the Greater Golden Horseshoe:
 - o The Province released on December 19, 2017 the proposed methodology for upper and single-tier municipalities to use in accordance with the Growth Plan a provincially-developed process to calculate the lands needed for development until 2041. The following is a link to the Environmental Registry (EPR page) <https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMOMTMO&statusId=MjA0MDcx&language=en>
 - o Deadline to provide comments are February 28, 2018. Staff will review the proposed methodology and provide comments back to the Province on how it may impact Tay Township.
3. Protecting Water for Future Generations Growing *the Greenbelt in the Outer Ring*
 - o The Province hosted an Open House on January 31, 2018, which staff attended. The intent of these open houses is to gain feedback on a study area for potential Greenbelt expansion in the outer ring of Greater Golden Horseshoe.

- o The proposed mapping released by the Province does not include portions of Tay Township, however this may change as comments are received.
- o The deadline to provide comments back to the Province is March 7, 2018. Staff will review and provide comments back to the Province on the proposed study are.

Development

4. January Committee of Adjustment was 1 Consent application and 1 Validation of Title, both of which were granted approval by the Committee.
5. Working with the consultant to finalize the EIS for Oakwood Park. Presently waiting for MNR to review proposal of 4 acres on site as a potential building envelope. Once approved EIS document will be finalized and a staff report regarding the OPA and ZBA would come forward for Council consideration.

Meetings/Training

6. Attended Department Head Meetings
7. Provincial Greembelt Plan
8. Heritage Committee
9. Committee of Adjustment
10. Joint Health and Safety
11. Barrie Home Builders Association presentation on the Changes to OMB
12. North Simcoe Director of Planning Meeting
13. EDCNS Marketing Meeting

Prepared and Recommended By;

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



STAFF REPORT

<u>Department/Function:</u>	Planning and Development
<u>Chair:</u>	Councillor Heinrich Naumann
<u>Meeting Date:</u>	February 14 th , 2018
<u>Report No.:</u>	PD-2018-08
<u>Report Title:</u>	Provincial Growth Plan 2017 and the County of Simcoe Municipal Comprehensive Review (MCR)

RECOMMENDATION:

That Staff Report No. PD-2018-08 regarding the Provincial Growth Plan 2017 and the County of Simcoe Municipal Comprehensive Review (MCR) be received for information;

INTRODUCTION/BACKGROUND:

On May 18, 2017 following over a year of consultation of proposed updates to Provincial planning documents as part of the Provincial Co-ordinated Land Use Planning Review, the Province released the new Growth Plan, 2017 which came into effect on July 1, 2017. The other Provincial planning documents that were also updated include the Oak Ridges Moraine Conservation Plan, the Niagara Escarpment Plan and the Greenbelt Plan. At this time only the 2017 Growth Plan applied to the Township of Tay.

All planning decisions made after July 1, 2017 must be in conformity with the Growth Plan, 2017. The new Growth Plan puts a much greater emphasis on long-range, strategic planning at the upper-tier/regional level for integrated planning and decision-making. As a result, the County of Simcoe is now considered a regional planning authority under the Growth Plan.

The Growth Plan requires the County to undertake a Municipal Comprehensive Review (MCR) for the entire County in order to allocate population and employment forecasts to the years 2036 and 2041. The previous Growth Plan dictates the specific population and employment forecasts for each municipality within the County. This will involve more

comprehensive studies and consultation on such things as sewer and water and watershed management that must be used to inform regional scale planning and decision-making.

As part of the MCR, the County will be establishing a settlement area hierarchy across the County and be determining the amount of growth and development that is appropriate to be directed to each settlement area based on many integrated factors such as sewer and water servicing capacity, intensification and density targets, an employment strategy, watershed planning and financial analysis. The MCR responsibilities of the County go well beyond the scope of what was done by the County leading to the adoption of the most recent County Official Plan (OP) in 2008. That OP was only finally approved by the Ontario Municipal Board in December 2016.

ANALYSIS:

The Province introduced the 2017 Growth Plan in May of this year and it took effect on July 1st. The 2017 Growth Plan places more emphasis and responsibilities on planning at the upper-tier level than the previous Plan, emphasizing long-range strategic planning. The Growth Plan 2017 has also broadened and significantly shifted the responsibility of an MCR from the lower tier municipalities to the County. It ultimately establishes the County as a regional planning authority.

The County must now update its OP through an MCR, the components of which are described below. A MCR is an integrated planning process that allows for the analysis of individual aspects/components of growth management and comprehensively balancing those components to help make informed decisions on growth. The MCR will lay the foundation for regional growth management decisions to be made by the County in the future as it relates to new growth allocations for the period 2031 to 2041, and beyond.

The MCR is made up of at least 11 technical components including the following:

- watershed plans
- settlement area hierarchy criteria (*this process will establish which communities will receive growth allocations as not all settlements may get growth allocation. This process may also remove some of Tay's settlement area designations from the County OP*)
- an employment strategy
- a sewer and water servicing analysis and assimilative capacity analysis
- financial considerations and scenario testing
- an intensification strategy
- setting Designated Greenfield Area targets across the County
- land needs assessment
- agricultural system and natural heritage system mapping prepared by the Province

- a housing strategy
- a climate change strategy
- archaeological management plan

Studies will be undertaken for each one of the 11 components noted above which will lead to decisions having to be made on the following:

- Establishing a Settlement Area Hierarchy
- Growth allocations to local municipalities (both residential and employment)
- Identification of Excess Lands
- Settlement boundary expansions
- Employment land conversions
- Down designations of lands
- Sewer and water system expansion
- Agriculture and natural heritage area refinement

The County has indicated that each one of these projects will require joint and individual meetings with each municipality, watershed authorities, First Nations and other stakeholders and agencies. Each one of these projects may require a minimum of 3 to 5 meetings per municipality as information is being gathered and refined.

Due to these major changes in land use planning responsibility being uploaded to the County, the North Simcoe Planning Directors presented at a Joint North Simcoe Council Meeting in November 2017. The feedback was positive following the meeting and many Council Members encouraged the North Simcoe group to continue to work together as the County MCR process unfolds. A copy of the presentation is included in this report as attachment #1.

Following the November 23rd north Simcoe County municipal Councils meeting, the County held a Workshop for County Council on November 28th with respect to the proposed MCR. A copy of the County presentation is attached this report as attachment #2. At the November 23rd Joint Council meeting, the Directors committed to providing follow-up reports to their respective Councils on the County MCR and the implications for the local municipalities.

In light of the significant workload that will continue to be presented to local planning staff as a result of the MCR, the North Simcoe Planning Directors have tried to split up participation in the working groups to ensure that at least one Planner sits on each group. Tay Planning staff will be expressing interest in the working groups that may impact Tay's interest the most, including:

- settlement area hierarchy criteria
- housing

- agricultural system and natural heritage system mapping prepared by the Province (Note: Tay provided comments to the Province of this mapping)

The North Simcoe Planners will coordinate, communicate and cooperate as each participates in their relevant Working Groups. Relevant matters of the MCR will be brought to Council for consideration and direction. Of course, the MCR will lead to amendments to the County Official Plan that will be subject to the full public consultation and engagement process as required under the *Planning Act*.

It should be noted that the participants in each of these groups is determined by County Planning staff, and as such there may be a situation where there is no representation by North Simcoe planners on a working group.

FINANCIAL/BUDGET IMPACT:

There will be financial impacts associated with the completion of the County MCR, most significantly being staff time. This staff time would not only be for the Planning department, but as well as Public Works and Building Services.

CONCLUSION:

In conclusion, it is extremely important that the Township allocate resources to participate in the County MCR working groups to ensure that Tay's interests are expressed in the development of methodology to determine where future development is allocated across the County

Prepared and Recommended By:

Date: February 2, 2018

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

Reviewed By:

Date:

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

Attachment #1- North Simcoe Directors Presentation
Attachment #2- County of Simcoe MCR presentation

GROWTH PLAN IMPLEMENTATION

November 23, 2017

Education and Information Meeting
North Simcoe Municipal Councils



Tay Township



Town of Midland



Town of Penetanguishene



Tiny Township

AGENDA

- Introductions
- New Growth Plan 2017
- Growth Plan 2017 & **status of** current **Official Plan Reviews**
- County's Growth Plan 2017 Implementation Strategy
- Q&A

It's tough to make predictions, especially about the future.

Yogi Berra

NEW GROWTH PLAN 2017

Evolution of the Growth Plan:

- Growth Plan (GP) was approved in 2006 & amended in 2012 (GPA#1 - Simcoe Sub-area amendment) & 2013 (GPA#2 – Growth forecasts to 2041)
- Growth Plan was reviewed as part of Co-ordinated Land Use Planning Review with extensive public consultation, which resulted in the new Growth Plan 2017 released May 18th and came into effect July 1, 2017
- **All** planning decisions as of July 1st must conform to 2017 Growth Plan
- Where there is a conflict – Growth Plan prevails (one caveat)

NEW GROWTH PLAN 2017

Implications of the new Growth Plan:

- All municipalities must bring their OPs into conformity with the 2017 Growth Plan during the current review
- County update to their OP expected by 2022
- Changes to GP focused on 5 themes - Managing Growth, Supporting Complete Communities, Infrastructure & Climate Change, supporting Agriculture, and Protecting Natural Heritage & Water
- County role in Growth Management has changed significantly in the new Growth Plan requiring regional level planning (e.g. MCRs are no longer local, requires Provincial approval, Bill 139 proposes no appeals from decision);

NEW GROWTH PLAN 2017

- Clear & stronger focus on directing majority of growth to Primary Settlement Areas (Midland-Penetanguishene), Employment Nodes, & Settlement Areas with full municipal servicing
- More stable Settlement Area (SA) boundaries & protection of Agricultural areas and regional Natural Heritage System (NHS)
- Requirement for integrated planning decisions at County level (i.e. land use + transportation + infrastructure)
- SA planning must now consider all hard & public facility infrastructure issues including lifecycle costs

NEW GROWTH PLAN 2017

- Prime Employment Areas (PEAs) designation added – stronger policy protections respecting conversions of EAs & PEAs
- Watershed Planning at County level required to be undertaken and inform all planning at all levels
- Master Servicing Plans, including Master Stormwater Management Plans, required for all SAs + SA expansions
- Housing Strategy, Employment Strategy, Community Energy Plans, Climate Change Action Plans are all now required studies

TIMING OF PROVINCIAL RELEASES

Policy & Plan lead system continues to expand!

- **Agricultural System** mapping and policy direction consultation ended Oct. 4th – final approval and release?
- **Natural Heritage System** mapping and guidance material consultation ended Oct. 4th - final approval and release?
- **Land Needs Assessment Methodology** to be released by Province at the end of 2017. This will assess the quantity of land to accommodate forecasted population and employment growth to the horizon of the Growth Plan.
- **Watershed guidance material** to be drafted by late 2017

IMPACTS ON LOCAL OP UPDATES

- Local OP updates to use 2031 **population** forecasts and approved Alternative Density and Intensification Targets as found in County OP
- No **SA** boundary expansions/alterations or employment lands conversions in Local OPR's
- Implementation of provincial Agricultural System and NHS mapping can wait for County MCR*
- County will have limited ability to approve any updates to an OP that deal with growth management or related matters, until County MCR is completed
- **Great news is, with these few limitations, local OPRs and new OPs can be completed and approved by County**

LOCAL OP STATUS UPDATES



Tay Township

- A Draft new OP and new ZBL were released for Public Review and comment on March 15, 2016.
- Two Open Houses occurred on April 5, 2016 and a Public Meeting on April 27, 2017
- Due to the time that has passed an additional Public Meeting may be held prior to bringing the document forward.
- The intention is to approve the new OP early 2018; however the proposed agricultural and natural heritage mapping may significantly impact the ability to bring forward the documents for adoption.
- County has reviewed and commented on the document prior to the open house and public meetings but will need to review once again as a result of changes to Province land use regulations;
- This current project has a budget of \$95,000 and was started in December 2012;

LOCAL OP STATUS UPDATES



**Town of
Midland**

- Public Draft of new OP released May 31st
- Council has put OPR on "Pause" to undertake a 2 phased review
- Phase 1 is NHS review and further public engagement and consultation – almost done.
- Phase 2 is review of the Draft in light of new Growth Plan
- Scheduled for final public consultation and adoption in 2019
- Preliminary meetings with County identified limited issues respecting GP conformity

LOCAL OP STATUS UPDATES



**Tiny
Township**

- Draft 1 of the new OP was released on August 3, 2017 for Public Review;
- Open House was held on August 25th;
- Met with the County Planners and no significant comments on Draft 1 of the OP;
- Summary of comments received and recommended changes to Draft 1 to be presented at November 27th Council Meeting;
- Second Open House and Public Meeting planned for first quarter of 2018;
- Goal to adopt new OP in 2018 then present to the County for approval;
- County has 180 days for a decision;
- This project has a proposed budget of \$60,000 in 2018 for completion;

LOCAL OP STATUS UPDATES



**Town of
Penetanguishene**

- A Draft new OP was released for Public comment as of July 19, 2017;
- Staff have met with County staff to review the first draft and any comments by the County on conformity matters;
- A summary of comments received to date will be provided to the Steering Committee and Committee of the Whole on December 13, 2017;
- An Open House and Public Meeting is planned for early 2018;
- The intention is to approve the new OP locally in early 2018;
- County approval should follow and under the Planning Act, the County has 180 days for a decision;
- The current project has a budget of \$100,000 and was started in April 2016; however, on several occasions the Town has attempted to review and update the OP.

COUNTY IMPLEMENTATION STRATEGY

- County must bring its Plan into conformity with the Growth Plan 2017 – and a Municipal Comprehensive Review (MCR) is the vehicle
- County has approved its MCR conformity exercise (Sept. 2017)
- Anticipated to be a 2 – 3 year project
- County will hire consultants to undertake specific components of the MCR and will manage the overall project
- Province is approval authority – County will maintain on-going dialogue and consultation with MMAH throughout the process
- County will work in consultation with Local Municipalities as well as other stakeholders and have significant public engagement opportunities
- County will work with Local municipalities to implement GP into local OPs

COUNTY IMPLEMENTATION STRATEGY

County Growth Plan MCR exercise – leading to a SCOPA will include:

- | | |
|---|--|
| • Watershed plans | • Setting Greenfield Area targets |
| • Settlement area hierarchy criteria | • Land needs assessment |
| • Employment strategy | • Agricultural System and NHS mapping updates to conform with the Provincial systems |
| • Servicing and assimilative capacity analysis | • Housing strategy |
| • Financial considerations and scenario testing | • Climate Change strategy |
| • Intensification strategy | |

COUNTY IMPLEMENTATION STRATEGY

County MCR will lead to fundamental growth management and land use decisions for County:

- Establishing a new SA hierarchy across the County
 - *this process will establish which communities will receive growth allocations as not all settlements may get growth allocation. This process will also remove some settlement area designations from the County OP*
- Growth allocations to each municipality
- Identification of Excess Lands (restrict or phase development)
- Determination if Excess Lands should be 'down designated'

COUNTY IMPLEMENTATION STRATEGY

County MCR will lead to fundamental growth management and land use structure decisions for County:

- Determination of the need for SA expansions
- Servicing Capacity, Expansion capabilities, & Financial considerations
- Employment land conversions & strategy
- Agricultural System & NHS mapping refinement and policy direction

IMPACTS ON LOCAL MUNICIPALITIES

- Greater role for County in where we grow...if we grow...and how we grow
- Greater role for County in infrastructure planning
- New GP requirements will add significant costs to municipal budgets
- County MCR will require cooperation and partnership with local municipalities - significant information will need to be gathered (i.e. servicing information, financial information, land use designations, etc.)
- County estimated 3 - 5 meetings per study component – 33 to 55 meetings per municipality over next 2-3 years
- Also impacts on Engineering, Operations and Treasury Departments

WHAT HAPPENS NEXT?

- We will continue to work with County on our current OPRs and Updates
- We will monitor, with the County, the Provincial rollout of its plans and guidance documents
- County has begun it's work on its MCR (ToR, RFPs, hiring, governance structure, etc) ~ **2 to 3 year project**
- County Council workshop scheduled for November 28th to further discuss GP 2017 and potential impacts - and all Council members invited to observe

*If you don't know where you are going,
you might wind up someplace else*

Yogi Berra

Q&A?



Growth Plan, 2017 – Understanding the MCR and Local OP Conformity

County Council Workshop

November 28, 2017

simcoe.ca

Outline



- Goals of the Workshop
- Background – How did we get here?
- Building Blocks of Growth & Highlights of Growth Plan 2017
- What does the MCR mean?
- Draft Timeline, Work Plan & Decision Points for Council
- Communications & Engagement
- Impacts on Local OP conformity exercises
- Still to Come from the Province
- Discussion



Goals of this Workshop



- To gain a better understanding of the Growth Plan 2017
 - Some background & highlight some things that have changed from the former Growth Plan
- Explain County's Municipal Comprehensive Review (MCR)
 - What is an MCR
 - Proposed timeline and work plan
 - Communications and engagement
 - Local involvement in Technical Working Groups
- Understand impacts on Local Municipal Planning
 - Role of municipal planning
 - Municipalities can continue with 2031 conformity exercises
- Clarification & further Discussion



Evolution of the Growth Plan



- Original Growth Plan was approved in 2006
 - Amended in 2012 with the Simcoe Sub-Area Chapter 6
 - Amended again in 2013 to extend the Population and Employment Forecasts out to 2041 at an upper-tier level
- Growth Plan was reviewed as part of 10 year Co-ordinated Land Use Planning Review in 2015 & 2016 – Former Toronto Mayor David Crombie chaired the Advisory Panel
- Co-ordinated Review also looked at the Greenbelt Plan, Niagara Escarpment Plan and the Oak Ridges Moraine Conservation Plan in an attempt to update and harmonize the Plans



Co-ordinated Review Process



- The Crombie Advisory Panel hosted 29 Open Houses & Workshops across the GGH and Niagara Escarpment Area which were attended by over 4,600 people
- Crombie Advisory Panel reviewed more than 42,000 written submissions and put forward 87 recommendations for updating the Plans

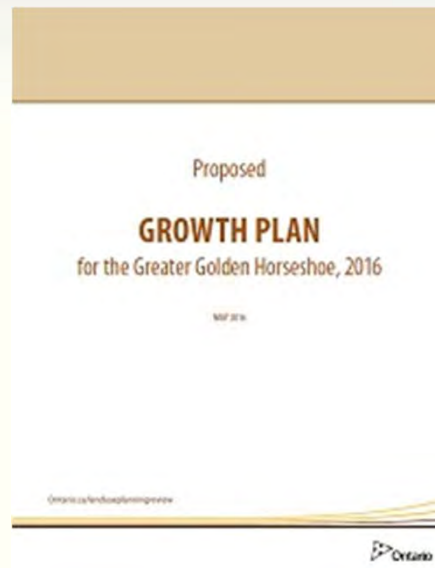


Background – How did we get here?



Planning for Health, Prosperity and Growth

Recommendations of the Advisory Panel on the Coordinated Review of the Growth Plan for the Greater Golden Horseshoe, the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan and the Niagara Escarpment Plan



- The Advisory Panel Report resulted in a Proposed new Growth Plan which was released for public consultation in May 2016
- The new Growth Plan, 2017 was released May 18th and come into effect July 1st, 2017
- The County is required to update its Official Plan to be in conformity with the Growth Plan 2017 by July 2022

Highlights of Growth Plan 2017



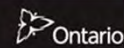
- **County role has changed:
all upper-tiers (Regions & Counties) have
the same regional growth responsibilities**
- **The Municipal Comprehensive Review (MCR) has
changed making it an upper-tier responsibility &
the components are more clearly detailed**
- **Settlement Areas continue to be the focus of growth**
 - Emphasis on Primary Settlement Areas and serviced Settlement Areas
 - Intensification within built boundaries and developing complete communities
 - No boundary expansions except through the County MCR
- **All decisions must conform with Growth Plan 2017 as of July 1, 2017**



Building Blocks of Growth



- Focus is on:
 - Directing the majority of growth to Primary Settlement Areas;
 - Employment Areas including the 4 Provincially significant ones;
 - And to Settlement Areas that have full municipal services



PLACES TO GROW
GROWTH PLAN FOR THE GREATER
GOLDEN HORSESHOE, 2017

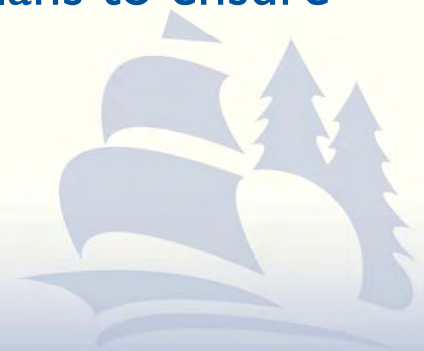
SCHEDULE 8
Simcoe Sub-Area

Note: The information displayed on this map is not to scale, does not accurately reflect approved land-use and planning boundaries, and may be out of date. For more information on precise boundaries, the appropriate municipality should be consulted. For more information on Greenbelt Area boundaries, the Greenbelt Plan should be consulted. The Province of Ontario assumes no responsibility or liability for any consequences of any use made of this map.

Other Growth Plan Details



- Emphasis on integrated planning decisions
 - i.e. growth allocations to optimize infrastructure investments and ensure financial health
- The County must establish a Settlement Area Hierarchy across the County
- Consistent land budget methodology being developed by Province
- Greater emphasis on the protection of the Agricultural System
- Greater emphasis on the protection of Natural Heritage System
- Growth Plan is harmonized with other Provincial Plans to ensure consistent terminology and implementation



What is an MCR?



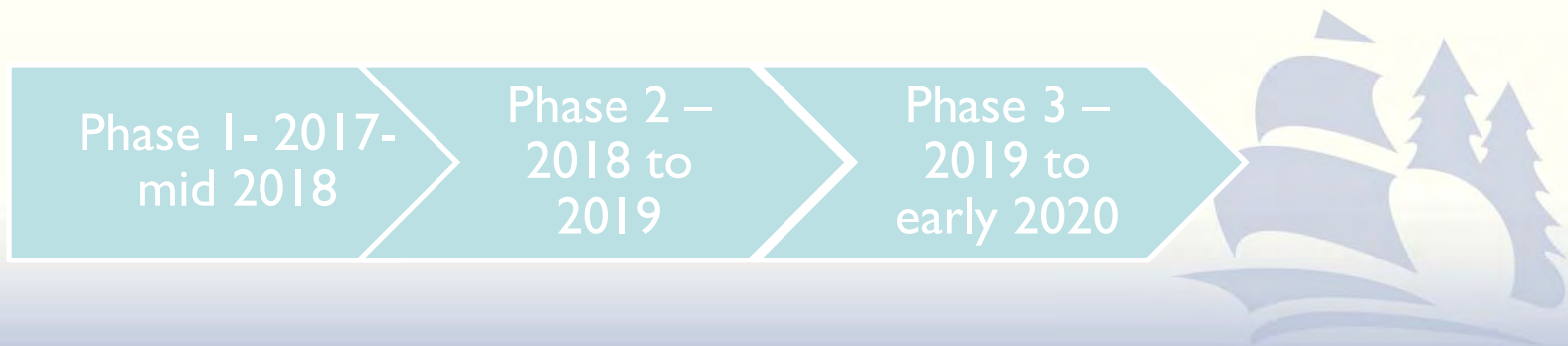
- Definition: A new official plan, or an official plan amendment, initiated by an upper-tier municipality under section 26 of the Planning Act that comprehensively applies the policies and schedules of the Growth Plan.
- A process of gathering information, analyzing the information, testing scenarios, determining a preferred growth scenario and updating the County Official Plan as a result
- The Province is the approval authority of the MCR and County Official Plan update



The County MCR



- The County has initiated the MCR process with many of the study components beginning in early 2018
- The County will hire consultants to undertake specific components of the MCR and will manage the overall project in-house
- The County will work in consultation with Local Municipalities as well as other stakeholders and ensure appropriate public engagement opportunities
- The MCR is anticipated to be a 2 – 3 year project



Components of MCR



- The County MCR will address the distribution of Population and Employment Forecasts across the County to 2036 / 2041 based on components of the MCR, which include:
 - Establishing a Settlement Area (SA) hierarchy across the County
 - Servicing Capacity & Expansion capabilities & Financial considerations & scenarios
 - Intensification strategy
 - Employment strategy
 - Watershed plans
 - Strategy to achieve Density targets across entire Designated Greenfield Area (County-wide)
 - Justification of any requested Alternative Density and Intensification Targets
 - Determination of the need for any SA expansions & reduce amount of Excess Lands
 - Identify Excess Lands and restrict development on those lands
 - Agricultural System & Natural Heritage System mapping and policy direction
 - Housing strategy
 - Climate change strategy



Proposed Timeline of MCR & Work Plan



Phase One:

- **Current Growth Assessment (late 2017 – summer 2018)**
 - Development of Terms of Reference & Consultant engagement
 - Intensification Capacity Assessment
 - Designated Greenfield Area Capacity assessment
 - Servicing Capacity information gathering and assessment
 - Existing Employment Lands Summary
- **DECISION** - Determine:
 - Settlement Area Hierarchy (based on criteria for decision making)
 - What constitutes the “Majority” of Growth for Primary Settlement Areas?
 - Appropriate Alternative Intensification and Density Targets



Proposed Timeline of MCR & Work Plan



Phase Two:

■ Future Growth Potential (2018 thru 2019)

- ❑ Land Needs Assessment (using Provincial methodology)
- ❑ Request Alternate Targets (DGA & Intensification)
- ❑ Employment Strategy & Identification of New Lands/Conversions
- ❑ Refinement of Agricultural and Natural Heritage Systems mapping
- ❑ Determine Need for Settlement Area Boundary Expansions
- ❑ Identify Excess Lands (demo net reduction to support SA expansion)
- ❑ Servicing Expansion Potential Assessment & Costing
- ❑ Consider future plans for transportation infrastructure
- ❑ Watershed Plans

➤ **DECISION** - Determine:

- Review of Potential Growth Scenarios



Proposed Timeline of MCR & Work Plan



Phase Three (late 2019 to early 2020)

■ 3rd Phase:

- Growth allocations determined to 2036 and 2041

➤ **DECISION** - Determine:

- Preferred growth scenario
- Direction to staff to prepare County OP update to implement the growth allocations and boundary expansions and employment lands conversions



Possible Technical Working Group Topics



- Settlement Area Hierarchy – criteria for decision making
- Agricultural & Rural mapping refinements
- Natural Heritage System mapping refinements
- Servicing Capacity Analysis /Sewer & Water Systems
- Employment Lands Capacity and Employment Strategy
- Intensification Capacity Analysis and Alternative Targets Scenarios
- Designated Greenfield Density Targets & Alternative Targets Scenarios
- Watershed Planning
- Others?



Communications & Engagement



- Once certain pieces of the MCR have been studied and findings can be released for information and consultation, the County will ensure appropriate time is given for consultation
- County will prepare an overall Communications and Engagement Strategy including a dedicated page on the County's website and provide required updates to the content
- Opportunity to stay connected via a portal on the website to receive updates
- The County's Official Plan update will follow the required *Planning Act* process



Coordination & Cooperation



- Information will need to be gathered from Local Municipalities as inputs into the MCR work
- The County will ensure that consultation and discussions with Local Municipalities will be coordinated as much as possible to be as efficient and effective as possible
- The project work plan anticipates involvement by Local Municipalities through Technical Working Groups by topic
- Local Municipal involvement and cooperation will be key to the overall success



Impacts on Local OP Updates



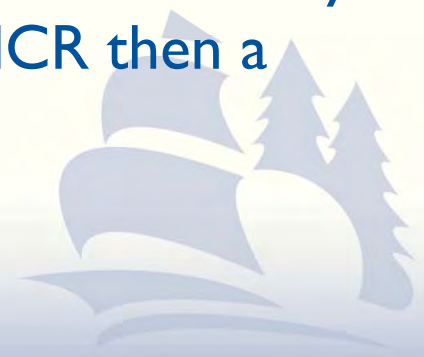
- On September 15th we learned that Local Official Plan Updates should proceed to the year 2031 using Schedule 7 Population and Employment Forecasts & approved Alternative Density & Intensification Targets
- No Settlement Area boundary expansions or employment lands conversions will be permitted in Local Official Plan updates because those now require a County MCR, which gets approved by Province
- The Settlement Area hierarchy identified at the local level can be an input into County Settlement Area hierarchy considerations
- Local Official Plans are to conform with the approved County Official Plan and with the Growth Plan 2017 as much as possible
- Agricultural System and Natural Heritage System mapping conformity will be done through the County MCR first
- County staff are working closely with Local Municipal Planning staff in reviewing documents and providing feedback as quickly as possible



Local Municipal Meetings



- Meetings have taken place with all 16 Local Municipalities
- County and Provincial staff were in attendance
- Planning consultants were also in attendance
- Meetings proved to be very informative for all involved
- Status of the Local Official Plan updates and in-process matters were discussed including outstanding OMB matters
- Local Official Plan updates can continue
- Transition of some Growth Plan 2017 components are likely to be accomplished first through the County MCR then a future Local Official Plan amendment



Example of Planning Roles under Growth Plan 2017



County Planning	Local Municipal Planning
County MCR & Official Plan update	Local Municipal Plan administration & updates
	Comprehensive Zoning By-law Administration & Updates
Intensification Strategy	Detailed Policies and Zoning Provisions to achieve intensification targets
	Urban design guidelines Site Plan Approvals
	Secondary Plans
Land Needs Analysis	Subdivision & Condo Plans approval
	Committee of Adjustment



Opportunities – The Silver Lining



- Working together we'll get things done in a coordinated fashion
- Information has dual purpose – Local & County OPs
- Cost savings – County will take on the analysis vs. 16 Local Municipalities working through multiple studies
- Time savings – gets us all to a 2041 timeframe faster
- Future Official Plans may be sheltered from appeals



Timing of Provincial Releases



- Agricultural System mapping expected by year end
- Natural Heritage System mapping and guidance material expected by year end
 - We expect that conformity to the final draft mapping will be done through the MCR first, and proposed refinements/ justification based on information gained through Local Official Plan Updates
- Land Needs Assessment Methodology expected to be released by end of 2017 for public consultation
- Watershed Planning guidance material to be drafted by late 2017 and released for public comments
- County staff will review & comment



Next Steps



- County has begun it's work on the MCR
- Studies and data collection will begin early 2018 (anticipated to be a 2 to 3 year project)
- County MCR work will rely upon Local Municipal information and involvement including participation on Technical Working Groups
- Provincial pieces to inform the MCR are forthcoming
- County Planning staff will report to County Council periodically and seek direction at key decision-making points to scope further work



Reminder: Upcoming Council Decisions



- Phase 1 DECISION (approx. mid 2018) - Determine:
 - Settlement Area Hierarchy (criteria for decision making)
 - What constitutes the “Majority” of Growth for Primary Settlement Areas
 - Appropriate Alternative Density & Intensification Targets

- Phase 2 DECISION (2018 through 2019) - Determine:
 - Review of Potential Growth Scenarios

- Phase 3 DECISION (approx. late 2019/early 2020)- Determine:
 - Preferred growth scenario
 - Growth allocations for 2036 and 2041
 - Direction to staff to update the County Official Plan for conformity



Points to Ponder Moving Forward



- What does Council require in order to make these decisions?





QUESTIONS and DISCUSSION





STAFF REPORT

Department/Function: Planning and Development

Chair: Councillor Heinrich Naumann

Meeting Date: February 14th, 2018

Report No.: **PD-2018-10**

Report Title: Minor Variance Applications

RECOMMENDATION:

THAT pursuant to Section 45 (1.4) of the *Planning Act*, where Zoning By-law 2000-57 has been amended in response to an application, the Township shall accept applications for Minor Variances from the provisions of By-Law 2000-57 in respect of the land, building or structure within two (2) years of the Zoning By-Law amendment coming into effect.

1.0 BACKGROUND

In December of 2015, the Ontario Government made provisions to Section 45 of the *Planning Act* through The *Smart Growth for Our Communities Act*, 2015 (Bill 73), to give municipalities more control and stability over their planning documents.

This report will address the changes to the *Planning Act* and its impact on the Minor Variance process for current and future properties subject to rezoning applications.

2.0 ANALYSIS

The changes to the *Planning Act* include provisions that enable municipalities to use discretion when accepting applications for Official Plan Amendments, Zoning By-Law Amendments and / or Minor Variance Applications within (2) years of a new Official Plan, Zoning By-Law, or Site Specific Zoning By-law Amendment coming into effect.

Section 45 (1.2) of The *Planning Act* states:

Subsection (1.3) applies when a by-law is amended in response to an application by the owner of any land, building or structure affected by the by-law, or in response to an application by a person authorized in writing by the owner.

Section 45 (1.3):

Subject to subsection (1.4), no person shall apply for a minor variance from the provisions of the by-law in respect of the land, building or structure before the second anniversary of the day on which the by-law was amended.

Section 45 (1.4):

Subsection (1.3) does not apply in respect of an application if the council has declared by resolution that such an application is permitted, which resolution may be made in respect of a specific application, a class of applications or in respect of such applications generally.

Under section 45 (1.3) of the *Planning Act*, the Township is currently unable to accept minor variance applications for Zoning By-Law Amendments that are in effect for less than (2) years. Section 45 (1.4) provides the township with the opportunity to pass a resolution to permit such applications both on site specific cases, and applications generally.

Full design and site details are not always required at the time of a Zoning By-Law Amendment Application, and permitting Minor Variances to allow for small changes to applications would be a viable way to resolve issues in a timely and efficient manner.

3.0 FINANCIAL / BUDGET IMPACT

There are no anticipated financial impacts as a result of this recommendation.

3.0 Conclusion

Planning Staff recommend that Council pass a resolution under Section 45 (1.4) of the ***Planning Act*** to accept Minor Variance applications for Zoning By-Law Amendments that are in effect for less than two (2) years. Council would still have the opportunity, for site specific Zoning By-Law Amendments, to prohibit Minor Variances within two years through the passing of a Resolution at the time of the Zoning By-Law approval.

Prepared By:

Date: February 7, 2018

Liam O'Toole, B.URPL, B.A
Planner

Recommended By.

Date: February 7, 2018

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

Reviewed by,

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



STAFF REPORT

TO: Planning and Development Committee

CHAIR: Councillor Heinrich Naumann

MEETING DATE: February 14, 2018

REPORT NUMBER: PD-2018-11

SUBJECT: Port McNicoll Holding LP – January-February 2018

RECOMMENDATION:

That Report Number PD-2018-11 regarding Port McNicoll Holding LP – January-February 2018 be received as information.

File Activity for period ending February 8, 2017.

The purpose of this report is to provide Council with an update on the planning activities for the Port McNicoll Holding LP.

Staff met with CIM International Group Inc. (CIM), who are the developers of Port McNicoll Holding LP lands formerly known as the Skyline Development Lands. The following were the basis of the discussion:

Port McNicoll Site

1. 2018 International Boat Show – CIM provided an update to staff on their presence and booth at the International Boat Show. CIM played a short marketing video on the proposed development. A brochure presenting the development was also provided.
2. New brand for Port McNicoll – CIM presented their new marketing brochures and branding.
3. Schedule for 2018 – A discussion was had regarding their goals for 2018. This includes moving forward with the yacht club with some minor revisions to the site plan and moving forward on meeting conditions of draft approval for Cargill Pier. Staff reiterated the requirements related to site plan approval of the yacht club and the need for the public park to

be conveyed, among other outstanding items. Staff also identified the importance of the Official Plan status on the entire land holding as it relates to the draft Local Official Plan. CIM indicated that they have been in discussions with MHBC regarding planning services.

4. County of Simcoe Official Plan Review – Staff provided an update on the County of Simcoe Official Plan and the need for CIM to be involved in the draft Local Official Plan in order to facilitate the appropriate designations for the land holding prior to changes in the County Plan if possible.
5. Development Charges – Staff provided the Development Charges pamphlets for County of Simcoe, Township of Tay and School Board. There was discussion about timing of payments of development charges and the breakdown of payments between allocation and building permit.
6. Cargill Pier – Draft Approval – CIM updated staff on their retaining of consultants to complete the conditions of draft approval and specifically dealing with Record of Site Condition which can take some time.
7. Subdivision Agreement – Staff confirmed that a Subdivision Agreement has not been drafted. Staff asked that CIM prepare a chart of all conditions and outline how they have been met. From this chart, staff can begin to prepare the Subdivision Agreement. Then as conditions are finalized and reports filed and approved – the Agreement can be finalized as the conditions are completed.
8. Cargill Pier Registration – CIM indicated that they may wish to phase the Cargill Pier approvals. Staff asked that they provide details of this proposed phasing and that the Subdivision Agreement can contemplate phasing. Further discussion will need to take place with engineering regarding phasing, site works and securities.
9. Zoning for Cargill Pier – A discussion was had regarding zoning. Staff indicated that any zoning requests for site specific exceptions would require a zoning bylaw amendment. CIM indicated they are working on development plans and that the new plans may require a zoning bylaw amendment where a different residential type is proposed.
10. Duncan Marina – CIM asked about status of Duncan Marina. Staff confirmed no applications have been submitted.
11. Urban Design – CIM provided design guidelines prepared by Urban Strategy on behalf of Skyline. Staff confirmed that these could be submitted for review.
12. Servicing Capacity – Inquiry on servicing capacity. Staff to confirm servicing capacities and forward to CIM.
13. Docks – CIM identified their interest in additional docks beyond the 160 that are permitted within the current zoning bylaw amendment. CIM also indicated there was a desire to provide docks to the private lots on Cargill Pier. A wholesome discussion was had on docks.
14. Number of slips – CIM wanted to confirm number of slips that are permitted and the potential for increasing this number. Staff confirmed the 160 and indicated that a zoning bylaw amendment would be required

to increase this slip number. Further that there are constraints within this bay relating to slip numbers.

15. Keewatin Board – CIM confirmed they have met with Skyline Developments and requested that Skyline leave the ship in Port McNicoll. They have not received any further correspondence from Skyline on the ship since this request. CIM indicated that they see the ship as a benefit to their development. Staff reiterated the requirements for legalizing the ship should it remain, further that the ship is current tied to CIM lands with no easements or permissions.
16. Public Park – CIM and staff discussed the history and requirements that remain regarding the public park. It was also discussed that this park is part of the Site Plan Approval process relating to the yacht club. Discussion also took place regarding the proposed public park in Cargill Pier.
17. Record of Site Conditions – CIM updated staff on the Status of the Record of Site Conditions at Cargill Pier and other areas within their land holding. CIM has retained a consultant to complete this work and CIM are aware of the extensive timelines that may be required in certain areas.
18. Future Meetings – CIM asked that we now begin to meet bi-weekly with the CIM team and the Municipal team.

Prepared by:



Kristine Loft, MCIP, RPP
Consulting Planner
Date Prepared: February 8, 2018

Reviewed by:

Robert Lamb
C.A.O.

From: Alex Sasha

Sent: December-01-17 7:19 PM

Subject: Marijuana exposure and immediate shut down of Waubauskene grow op

Dear Alison, Robert, and Scott:

A friend watched CP24 the other night and a news item pointed out that: **TTC workers can fail drug tests after only being exposed to marijuana for 15 minutes.**

This makes it very obvious that being exposed to marijuana 'fumes' is a health hazard.

It is very clear and has been repeatedly shown that the fumes escaping the grow-op in Waubauskene are dangerous, especially to the very young, the frail elderly, those with respiratory disease, and those with environmentally-linked disabilities. Whether for personal use or profit, large quantities of plants [supposedly for two medical users!] should not be grown under illegal conditions that endanger residents, which this grow-op does.

<https://www.canada.ca/en/health-canada/services/cannabis-law-enforcement-and-municipalities.html>

What by-laws does this Township have on the issue? -- "MMPFs are only permitted in Employment Industrial zones (E zones). Separation distances within the E zone must be: (A) at least 70 metres from a lot in a: (i) Residential Zone category; (ii) Residential Apartment Zone category. . . "

If we don't have something in our by-laws to shut this grow op down, then this must be dealt with immediately. [Toronto Municipal Code Chapter 565, Marijuana Grow Operations, No owner or occupant shall cause, permit or allow water, rubbish, or noxious, offensive or unwholesome odours, liquids or materials to collect or accumulate in or around a property as a result of a marijuana grow operation.]

What does the Township's legal department say about this grow op?

It is incumbent on the township to ensure that the grow-op is shut down immediately, whether through municipal police, OPP, by-law inspectors, the MOE, public health or federal agencies, regardless of whatever legal or other actions are in progress, since it is affecting the health and safety of residents, especially the most vulnerable.

Please see <http://www.ontarioremediation.ca/2013/07/marijuana-grow-ops-part-2-cleaning-up-a-grow-op/> re the negative impact of this unsafe, illegal, dangerous grow op.

The following may be of assistance to the Township:

Guidance Document – Building and Production Security Requirement for Marihuana for Medical Purposes, Health Canada. 21 Health Canada. “Guidance Document – Building and Production Security Requirements for Marihuana for Medical Purposes.” <http://www.hc-sc.gc.ca/dhp-mps/marihuana/info/bp-securit-eng.php> 22 Health Canada. “Medical Use of Marihuana - Information for Municipalities.” <http://www.hc-sc.gc.ca/dhp-mps/marihuana/> <https://www.markham.ca/wps/wcm/connect/markhampublic/778bd798-0726-466d-9ecb-ef3e09172552/Medical+Marihuana+Production+Facilities.pdf?MOD=AJPERES&CACHEID=778bd798-0726-466d-9ecb-ef3e09172552>

I am requesting that the Township inform me by Wednesday December 6, 2017 as to what will be done about this unacceptable situation.

Thank you for your attention to this matter.

Bev Agar
Waubauskene Resident

OBJECTIVE

**To Create Awareness of North Simcoe in the “Heart of Georgian Bay” Resulting in
Business Growth, Productivity, Innovation and Investment**

2017 SCORECARD ACHIEVED

Alignment with County and Municipalities North Simcoe value proposition

Execute Investment Attraction Plan

- Lead generation
- Contact businesses for investment
- Leverage relationships with brokers
- Land inventory (County & Municipalities)
- 2017 Agriculture FFFF event

Business Retention & Expansion

- Manufacturers' Roundtables
- Trades Talent Media Campaign Initiative Phase I (complete)
- Trades Talent Media Campaign Initiative Phase II (500,000 online impressions)
- Business Innovation & Growth Workshop

INVESTMENT WINS IN COLLABORATION WITH THE FOUR MUNICIPALITIES

111 PILLSBURY DRIVE

- Streit Manufacturing Inc.

163 ROBERT STREET EAST

- Sold January 2, 2018

WEBSITE VISITS INCREASED 75% in 2017 vs 2016