



**The Corporation of the Township of Tay  
Protective and Development Services Committee  
Agenda**

**January 12, 2022**

**9:30 a.m.**

**Remote Video and Telephone Conference**

**PUBLIC NOTICE:** Due to COVID-19 pandemic precautions regarding physical distancing and in accordance with Ontario Regulation 52/20, which restricts an organized public event of more than five people, Committee will be meeting remotely by video and telephone conference. For details on how to view the video conference meeting visit <https://www.tay.ca/Meetings>. To listen to the meeting by telephone call 705-999-0385 (a local telephone number) and enter meeting ID number 881 9246 3329.

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**Pages**

**1. Call to Order**

**2. Adoption of the Agenda**

Recommendation:

That the Protective and Development Services Committee Meeting Agenda for January 12, 2022 be adopted as circulated.

**3. Disclosure of Interest**

**4. Presentations / Delegations**

**5. Standing Committee Business**

**5.1. Adoption of Minutes**

5.1.1. Protective and Development Services Committee Minutes - December 8, 2021 3

Recommendation:

That the Protective and Development Services Committee meeting minutes for December 8, 2021 be adopted.

**5.2. Reports from Municipal Officials**

5.2.1. PDS-2022-01 Manager of Planning and Development Services, Re: Accessory Dwelling Units 11

Recommendation:

That Staff Report No. PDS-2022-01 regarding Accessory Dwelling Units Accessory Dwelling Units be received; and

That Staff be directed to proceed with option # \_\_\_\_\_ as identified in the Staff Report No. PDS-2022-01.

5.2.2.	PDS-2022-05 General Manager Protective and Development Services/Fire Chief/CEMC, Re: Monthly Activity Report	18
5.2.3.	PDS-2022-06 Deputy Fire Chief/FPO, Re: Monthly Activity Report	20
5.2.4.	PDS-2022-03 Manager of Building Services/CBO, Re: Monthly Activity Report	22
5.2.5.	PDS-2022-04 Manager of Building Services/CBO, Re: Year End Report 2021 - Building Services Division	24
5.2.6.	PDS-2022-02 Manager of Planning and Development Services, Re: Monthly Activity Report	26

### **5.3. Other Business**

- 5.3.1. Verbal Report from Mayor Walker, Re: Dead Stock Issue

### **5.4. Items for Information**

## **6. General Discussion – Committee/Staff Question & Answer Period**

## **7. Requests for Future Reports or Follow-up**

- Secondary Suites in a detached dwelling - process and regulations (on agenda)
- Property Standards - review process
- Swan and Dock Lane - trail and road signage
- STRA - report with option on how to move forward and address repeat offenders

Recommendation:

That the following additions or changes to the requests for future reports or follow up list be made; and

That staff work plans be adjusted accordingly:

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## **8. Closed Session**

## **9. Adjournment**

Recommendation:

That this meeting adjourn at (time) a.m.

**The Corporation of the Township of Tay**  
**Protective and Development Services Committee Meeting Minutes**

**Wednesday, December 8, 2021, 9:30 a.m.**  
**Remote Video and Telephone Conference**

Present: Mayor Walker  
Deputy Mayor La Chapelle  
Councillor Raymond  
Councillor Talbot  
Councillor Bumstead  
Councillor Warnock  
Councillor Norris

Staff Present: L. Barron – Chief Administrative Officer  
D. O’Shea – General Manager, Corporate Services  
S. Aymer – Acting General Manager, Protective and Development Services/Fire Chief  
S. Berriault – General Manager, Operational Services  
T. Weatherell – Manager of Planning and Development Services  
T. Tompkins – Manager of Building Services/CBO  
J. Rounds – Municipal Law Enforcement Officer  
C. Bonneville – Clerk  
E. Smith – Communications Specialist

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**1. Call to Order**

Mayor Walker called the meeting to order at 9:30 a.m.

**2. Adoption of the Agenda**

Moved by Councillor Raymond

Seconded by Councillor Warnock

That the Protective and Development Services Committee Meeting Agenda for December 8, 2021 be adopted as circulated.

**Motion Carried.**

**3. Disclosure of Interest**

No interests were disclosed at this time.

**4. Presentations / Delegations**

4.1 9:30 Presentation - Inspector Evans, OPP - Re: 3rd Quarter Report

Committee received a presentation from Inspector Evans, O.P.P. regarding the 3rd Quarter Report.

Inspector Evans provided an update on community news and events of the Southern Georgian Bay Detachment, staffing updates and detachment initiatives.

Inspector Evans spoke to the noteworthy investigations in Tay Township and at this time requested that if anyone has information with respect to the July 5<sup>th</sup> homicide incident to contact the police or crime stoppers.

As the holiday season ride program is in full operation and people continue to drink and drive, Inspector Evans took this opportunity to express the importance to educate people on impaired drivers; if you see a driver you suspect is impaired, pull over and call 911.

Inspector Evans provided statistics in relation to patrol hours, crime statistics, motor vehicle traffic charges/collisions and calls for service. He noted that the OPP are seeing more property crimes and reminded people to lock your cars and keep your possessions out of eyesight; lock it or lose it.

Inspector Evans spoke to the ICON traffic charges report and noted that in response to the traffic complaints received extra patrols were carried out in the areas of concern resulting with tickets served; the OPP is listening to Tay residents and being proactive in providing safety.

Council thanked Inspector Evans for the informative presentation and extended their appreciation for the continued support and work provided by the officers and staff of Southern Georgian Bay Detachment, especially during the Holiday Season.

4.2 9:45 Delegation - Darren Vella, Innovative Planning Solutions - Re: Wye Heritage

Committee received a PowerPoint presentation from Darren Vella, Innovative Planning Solutions regarding Wye Heritage Marina's proposed amendments to the Township's Official Plan and Zoning by-law to implement site specific policies that would permit a park model home recreation trailer park as an accessory use to the marina.

Mr. Vella summarized the history of the proposal since the original OPA and ZBA applications were submitted, which included a virtual public meeting that received comments from the County of Simcoe, SSEA and members of the public and a comprehensive revised submission that included a revised conceptual site plan and a number of studies to fulfil.

Mr. Vella highlighted what has changed since the application was brought forward in 2020 and provided snapshots depicting the land use compatibility as existing condition in comparison to renderings of what the area would look like should the application be approved. He noted that enhancements have been made for those on the other side of the river looking at the property.

A revised conceptual site plan was provided which highlights the naturalized buffer, the relocated amenities areas and fencing on the side of the property, as required by SSEA. The fence is a tactic to deter people from entering that area to protect sensitive features of the land.

Mr. Vella provided a review of comments received from the County of Simcoe, SSEA and Tatham Engineering and concluded that these agencies are satisfied that the proposal is feasible for the purposes of the OPA/ZBA and submitted clearances and signed-off on their approvals.

The Committee was pleased to see that the concerns brought forward during the public meeting were addressed. A discussion ensued with respect to the benefits of the additional studies undertaken which identified positive changes to protect sensitive features of the land.

Mr. Vella addressed the Committee's concerns regarding the ability of the current septic system to accommodate the additional units and noted that the septic system will require an expansion but will be subject to today's standards to protect the environment.

Mayor Walker questioned staff if Father Michael was made aware of the proposed changes. Manager of Planning and Development Services advised that an email was sent to those that attended the public meeting advising them of today's meeting; no responses were received.

In conclusion the Committee agreed that this is an exciting opportunity for the community and fully supports the proposed development.

Mayor Walker thanked Mr. Vella for attending today's meeting and providing an update on the proposed development and noted that the Committee will be considering a staff report on this matter later in the meeting.

## **5. Standing Committee Business**

Mayor Walker called on Councillor Raymond to Chair the meeting.

### **5.1 Adoption of Minutes**

5.1.1 Protective and Development Services Committee Minutes - November 10, 2021

Moved by Councillor Warnock  
Seconded by Mayor Walker

That the Protective and Development Services Committee meeting minutes for November 10, 2021 be adopted.

**Motion Carried.**

5.2 Reports from Municipal Officials

5.2.1 PDS-2021-103 Manager of Planning and Development Services, Re: Official Plan Amendment 2020-OPA-01 and Zoning By-Law Amendment 2020-ZBA-02 for 3282 Ogdens Beach Road

At this time the Manager of Planning and Development Services had no further comments noting that Mr. Vella provided a synopsis of what transpired over the past 1.5 years.

Following discussion it was noted that the additional studies conducted do address a number of the concerns made by the public regarding the applications and the requirements of the Severn Sound Environmental Association for installation of the fence will also act as a measure to satisfy the concerns of the Martyr Shrine concerning people roaming on their site.

Moved by Councillor Warnock  
Seconded by Mayor Walker

PDS-2021-103 Official Plan Amendment 2020-OPA-01 and Zoning By-Law Amendment 2020-ZBA-02 for 3282 Ogdens Beach Road be received for information.

That Amendment Number 41 to the Official Plan of the Township of Tay be approved; and

That Zoning By-law Amendment for 3282 Ogdens Beach Road, be rezoned from Marine Commercial (C6) zone to the Recreational Trailer Park Exception XX (RTP-XX) zone and to the Marine Commercial Exception XX (C6-XX) zone;

And that the appropriate By-laws be brought forward at the next Council Meeting.

**Motion Carried.**

5.2.2 PDS-2021-99 Acting General Manager, Protective and Development Services/Fire Chief/CEMC, Re: Proposed Firefighter Classification and Remuneration Wage Grid

A brief discussion ensued with respect to the volunteer aspect of the position and the Committee agreed that eliminating the point system to incorporate an hourly rate indicates that the Township recognizes and fully supports our Firefighters.

Moved by Councillor Warnock

Seconded by Mayor Walker

That Staff Report No. PDS-2021-99 regarding Proposed Firefighter Classification and Remuneration Wage Grid be received; and  
That Council approve the Proposed Firefighter Classification and Remuneration Wage Structure for implementation effective January 1, 2022.

**Motion Carried.**

5.2.3 PDS-2021-101 Municipal Law Enforcement Officer, Re: Amendments to the Fireworks By-law

Councillor Raymond advised Committee that staff have advised him that the draft amending by-law included on the agenda is missing some items included in the draft consolidated version of the by-law and that the draft amending by-law would be corrected before it is brought forward to Council.

Municipal Law Enforcement Officer Rounds spoke to the report noting that Council directed staff to review the number of days, and permitted holidays, to set off consumer fireworks within the municipality; in particular the addition of the Civic Holiday and Labour Day.

Officer Rounds provided details of the proposed changes which will allow residents to enjoy their firework celebrations on all holiday weekends in the summer; while simultaneously reducing the number of days they are permitted surrounding the holiday ensures residents will also enjoy some quiet, peaceful and tranquil evenings, providing a more pleasant and cohesive community for all.

A fulsome discussion ensued regarding how much time is being spent on this issue and the challenges staff continue to face in issuing charges.

Committee has little faith that changing the number of days and times will make any difference in deterring those from setting off random fireworks or aid in the ability of staff to enforce the by-law.

Councillor Bumstead stated the reason he brought this issue forward was to determine what the best approach to this on-going issue is as banning fireworks entirely is not the way to go. He further noted that the proposed revisions will not increase the total number of days; it will actually reduce the number of permitted days. Redefining the by-law to identify the actual holidays will make it easier for our residents to adhere to the by-law regulations and easier for staff to enforce the by-law.

In conclusion, the committee appreciates all the staff time spent on this matter and is of the opinion that residents are well aware of the regulations of the by-law; perhaps it is time to put this issue to rest.

Moved by Councillor Warnock

Seconded by Mayor Walker

That Staff Report No. PDS-2021-101 regarding Amendments to the Fireworks By-law (2011-30 as amended) be received; and  
That the recommended changes to the Fireworks By-law be approved, and an amendment be brought forward for Council's consideration.

**Motion Carried.**

- 5.2.4 PDS-2021-100 Acting General Manager, Protective and Development Services, Re: Monthly Activity Report - Fire Chief/CEMC

Report PDS-2021-100 was received for information.

- 5.2.5 PDS-2021-106 Deputy Fire Chief/Fire Prevention Officer, Re: Monthly Activity Report - Deputy Fire Chief/FPO

Report PDS-2021-106 was received for information.

- 5.2.6 PDS-2021-102 Manager of Protective and Development Services, Re: Monthly Activity Report - Planning and Development Services

Report PDS-2021-102 was received for information.

- 5.2.7 PDS-2021-105 Manager of Building Services/CBO, Re: Monthly Activity Report - Building Services Division

Report PDS-2021-105 was received for information.



5.2.8 PDS-2021-104 Municipal Law Enforcement Officer, Re: Monthly Activity Report - Municipal Law Enforcement Services

Report PDS-2021-104 was received for information.

5.3 Other Business

No items of other business were received.

5.4 Items for Information

5.4.1 Memorandum - GSP Group, Re: Land Needs Assessment for Township of Tay Simcoe County Municipal Comprehensive Review

Manager of Planning and Development Services spoke to the memorandum noting that the comments provided regarding the draft Land Needs Assessment as it pertains to the Township are preliminary at this time.

Councillor Warnock commented that although preliminary it is causing great concern as the on-going municipal comprehensive review is not taking into consideration Tay's senior population that is looking for housing in settlement areas or the rapid population growth as people move into our area. Councillor Warnock is hopeful that all concerns, as identified, will be brought forward to the County for consideration and that Tay is joining the other municipalities to collectively apply pressure on the County when conducting the land needs assessment.

Manager of Planning and Development Services advised that although comments were required by December 3, the County is still accepting comments and that it is staff's intention to work with the other municipalities in this regard.

Mayor Walker advised that the North Simcoe Mayors are not pleased with the municipal comprehensive review and that a Special County Council meeting is being held to address a number of concerns with the report such as population growth rates, housing forecasts and needs and employment lands.

6. **General Discussion – Committee/Staff Question & Answer Period**

No items for general discussion were received.

7. **Requests for Future Reports or Follow-up**

Committee did not consider the recommendation on future reports for follow-up.

8. **Closed Session**

No closed session meeting was held.

9. **Adjournment**

Moved by Councillor Warnock

Seconded by Councillor Raymond

That this meeting adjourn at 11:21 a.m.

**Motion Carried.**

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Chair

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Minutes Recorder



## STAFF REPORT

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**Department:** Protective and Development Services

**Meeting Chair:** Councillor Paul Raymond

**Meeting Date:** January 12, 2022

**Report No.:** **PDS-2022-01**

**Report Title:** **Accessory Dwelling Units**

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**RECOMMENDATION:**

**That Staff Report No. PDS-2022-01 regarding Accessory Dwelling Units Accessory Dwelling Units be received; and**

**That Staff be directed to proceed with option # \_\_\_\_\_ as identified in the Staff Report No. PDS-2022-01.**

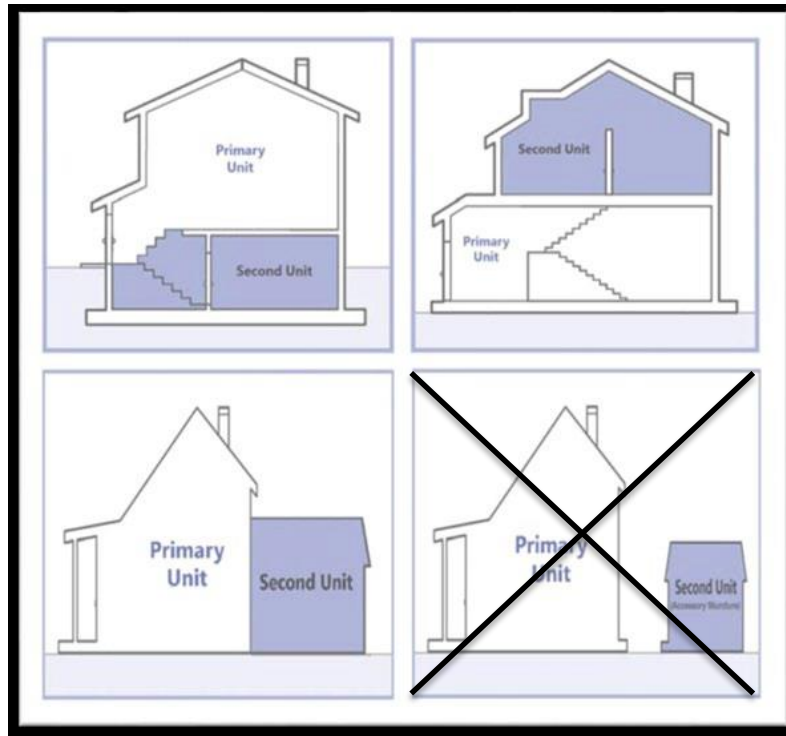
**INTRODUCTION/BACKGROUND:**

At the request of Township of Tay Council, Planning Staff was requested to bring forward an information report regarding Accessory Dwelling Units (ADUs) and permissions to be located outside of the main dwelling unit.

ADUs are known as accessory or basement apartments, secondary suites, accessory dwelling units, and in-law flats. ADUs are self-contained residential units with sleeping, kitchen and bathroom facilities and are usually located within the main dwelling unit.

The Township's Official Plan and Zoning By-law currently permits an ADUs within a single-detached dwelling or a semi-detached dwelling provided such dwelling is serviced by a municipal sewage disposal system or the appropriate agency and/or Ministry have approved the private sewage disposal system to service the two dwelling units. ADUs are not permitted within duplex dwellings, townhouses, street townhouses, or within apartments.

ADUs are not permissible in accessory structures such as above a detached garage or as a standalone structure.



The Township's Draft Official Plan (May 2018) and Draft Zoning By-law (May 2018) have proposed to carry forward with the current permissions for ADUs only to be permitted within an individual dwelling unit.

The Potential benefits of revising the ADU policies to allow small dwelling units in accessory structures or standalone structures include:

- Increasing the supply of rental housing units.
- Contributing to the range of housing types and tenures needed to sustain a vibrant community.
- Allowing aging relatives and youth to have a separate, long term living space close to family.
- Providing a source of income to homeowners.
- Community benefits because additional residents can support local businesses and services.
- Create jobs in the construction/renovation industry.

The preparation of this report is for Council to provide direction on whether or not Township staff should considering looking at options to provide ADUs outside of the main dwelling unit and choosing a path to move forward to allow these to occur.

## **ANALYSIS:**

### **PLANNING ACT, R.S.O. 1990, C.P. 13, AS AMENDED**

Section 2 of the *Planning Act*, provides that Council in carrying out their responsibilities under the *Planning Act* shall have regard to matters of provincial interest. Sections 16(3) and 35.1 of the *Planning Act*, as noted previously, require municipalities to permit secondary suites in their Official Plans and Zoning By-laws.

The Planning Act removed any public ability to appeal municipal official plan and zoning by-law amendment decisions that give effect to secondary suites.

### **BILL 108 - MORE HOMES, MORE CHOICE: ONTARIO'S HOUSING SUPPLY ACTION PLAN.**

The government of Ontario's 'More Homes, More Choice: Ontario's Housing Supply Action Plan' (Bill 108) introduced changes that make it easier to build certain types of priority housing, such as second units. The Provincial government recognizes accessory dwelling units as a viable method to increase the range of housing options, gently increase community density, and make the most efficient use of land and public infrastructure.

One change under Bill 108 is a requirement that municipal Official Plans and Zoning Bylaws contain provisions permitting an additional residential dwelling unit within a detached house, semi-detached house, or rowhouse and within an accessory structure on the same property. This has the effect of potentially allowing a total of three dwelling units on the same property – subject to applicable provisions in the Ontario Fire Code, Building Code and municipal by-laws.

It is the Town's decision to determine where and how such dwelling units will be accommodated, the applicable Zoning Bylaw regulations and levels of service.

### **PROVINCIAL POLICY STATEMENT (PPS)**

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

Section 1.4 of the PPS speaks to housing in Ontario. Section 1.4.1 states that "1.4.1 meet projected requirements of current and future residents of the *regional market area*, planning authorities shall:

a. maintain at all times the ability to accommodate residential growth for a minimum of 10 years through *residential intensification* and *redevelopment* and, if necessary, lands which are *designated and available* for residential development; and

b. maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate *residential intensification* and *redevelopment*, and land in draft approved and registered plans.

### **GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE 2020**

Section 2.2.6 States "Upper- and single-tier municipalities, in consultation with lower-tier municipalities, the Province, and other appropriate stakeholders, will:

a) support housing choice through the achievement of the minimum intensification and density targets in this Plan, as well as the other policies of this Plan by:

i. identifying a diverse range and mix of housing options and densities, including additional residential units and affordable housing to meet projected needs of current and future residents; and

ii. establishing targets for affordable ownership housing and rental housing".

### **TOWNSHIP'S OFFICIAL PLAN**

The Official Plan currently allows for the conversion of individual dwelling units to accommodate an accessory dwelling unit shall be permitted as-of-right on all lands within the Township of Tay. "Accessory Dwelling Unit" shall be considered secondary and incidental to the existing individual dwelling unit. Appropriate standards and provisions are established in the General Zoning By-law in accordance with the following guidelines:

(a) The accessory dwelling unit is being permitted in conjunction with a single detached, semi-detached or row house dwelling;

(b) Only one accessory dwelling is permitted per single detached, semi-detached or row house dwelling;

(c) The dwelling is accessory and secondary to the single detached, semi-detached or row house dwelling unit;

- (d) The accessory dwelling unit forms an integral part of the single detached dwelling and is so designed to maintain the character of the single detached, semidetached or row house dwelling and the surrounding neighbourhood;
- (e) The internal construction of the unit, i.e. washrooms, kitchens, etc., comply with the applicable codes and regulations;
- (f) Adequate parking for the accessory apartment is available;
- (g) Where necessary, buffering of adjacent uses is provided;
- (h) The addition of an accessory dwelling unit shall not cause an encroachment into any required yard or height restriction imposed by the Zoning By-law. In the case where an existing single detached, semi-detached or row house dwelling is legally non-complying such accessory dwelling unit shall not cause a further encroachment;
- (i) The minimum floor area for the accessory dwelling unit and all other standards will comply with the Ontario Building Code, Ontario Fire Code, and all other applicable requirements, and;
- (j) The lot upon which an accessory dwelling unit is to be located is connected to full municipal services; or
- (k) The lot upon which an accessory dwelling unit is to be located is adequate to accommodate a private sewage disposal system acceptable to the applicable Agency to adequately service the residential and accessory dwelling units.

## **TOWNSHIP'S ZONING BY-LAW 2000-57**

Township's Zoning By-law does permit an accessory dwelling unit within a single-detached dwelling or a semi-detached dwelling provided the dwelling has a proper and approved sewage disposal system. As stated above, ADUs are not permitted within an accessory structure or as a standalone separate building.

The definition for a Dwelling Unit, Accessory shall mean a self-contained dwelling unit accessory to the main use of the property and contained within or attached to a main use building.

## **OPTIONS**

Moving forward, it would appear that Council has three (3) options to consider regarding accessory ADUs and how to proceed within the Township. They are as follows:

1. Leave the Township's Official Plan and Zoning By-law status quo, which would then require a property owner to apply for an Official Plan Amendment and Zoning By-law Amendment to permit an ADU as a separate building. (Application costs are \$10,500.00).

This option would allow Members of Council to consider the application on an individual basis. This process would be onerous on the applicant.

2. Provide direction to the Township's Planning Consultant to incorporate new policies and by-law provisions in the Draft Official Plan and Draft Zoning By-law that is currently underway which could be approved by Council as part of the Township's Official Plan and Zoning By-law review.

This option would save on application fees from an individual property owner but timing for approval could be an issue. Current timing is to allow the County of Simcoe to complete their Municipal Comprehensive Review (MCR) prior to presenting Township Council with a draft Official Plan and Zoning By-law for approval.

The MCR is a specific planning process used to bring an Official Plan (OP) into conformity with the Growth Plan. It establishes the overall pattern of development and environmental management in the County and sets the stage for more detailed local planning. The MCR will apply to the 16 Local Area Municipalities in the County. The MCR will be implemented through a County Official Plan Amendment or Amendments, with each having to be approved by the Ministry of Municipal Affairs and Housing, after first being adopted by County Council

3. Introduce a Township initiated proposal to amend the Township's Official Plan and Zoning By-law to permit ADUs outside of the main dwelling unit.

This option would allow the Township to move quicker towards approval, which then in the future be incorporated into the Draft Official Plan and Zoning By-law for Council approval once County has approved their own Official Plan. This option would also relieve the cost for an individual application.

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

Depending on which option is chosen from above, minimal financial obligation may be accrued as part of the planning process.

### **STRATEGIC PLAN:**

*Tay Resilient – Encouraging increased development of housing, specifically affordable housing.*



**CONCLUSION:**

By allowing ADUs in accessory structures, with appropriate criteria, would allow individual land owners to build a proper form of ADU on their property as a secondary dwelling outside of the main dwelling unit.

Staff recommends that Council provide direction to staff from one of the options listed above.

Prepared By:

Date: January 3, 2021

Todd Weatherell, RPP, CPT  
Manager of Planning and Development Services

Reviewed By:

Date:

Shawn Aymer, CMMIII Fire Service Executive  
Acting GM, Protect/Development Services/Fire Chief /CEMC



## STAFF REPORT

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<b><u>Department:</u></b>	Protective and Development Services
<b><u>Meeting Chair:</u></b>	Councillor Paul Raymond
<b><u>Meeting Date:</u></b>	January 12, 2022
<b><u>Report No.:</u></b>	<b>PDS-2022-05</b>
<b><u>Report Title:</u></b>	<b>Monthly Activity Report – Fire Chief/CEMC</b>

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The following are highlights from December 1 to December 31, 2021:

The Chief attended:

- 1 Structure Fire
- 1 MVC
- 2 Wires Down

### Monthly Training

1. The monthly training topics for December were:
  - Technical rescue – Orange helicopter operations
  - Incident command system

### Firefighter Development

2. TFES Firefighters attended a three day Firefighter Survival / Rapid Intervention Course. This course focuses on sharpening firefighter's situational awareness, and providing skills with the goal of reducing firefighter fatalities/injuries. In addition, the course trains firefighters on Rapid Intervention Team strategies and tactics to assist downed firefighters if they become trapped or run out of air.

### Food/Toy Drive

3. Firefighters from Station 5 (Victoria Harbour) volunteered their time to participate in Toy and Food Drives on two Saturdays in December. The event was held at the Victoria Harbour Foodland in conjunction with the North Simcoe Emergency Services Toy and Food Drive. Donations from the event went to the Salvation Army.

Meetings/Training

1. Protective and Development Services Committee
2. Council meetings
3. Senior Leadership Team meetings
4. Emergency Management training
5. Emergency Management Program Committee
6. COVID-19 related updates (County)
7. Various meetings and online training

Year to Date Totals:

2021	279
2020	305
2019	285
2018	257
2017	272

Prepared by:

Date: January 4, 2022

Shawn Aymer, CMMIII Fire Service Executive  
General Manager, Protective and Development Services  
Fire Chief / CEMC



## STAFF REPORT

**Department:** Protective and Development Services

**Meeting Chair:** Councillor Paul Raymond

**Meeting Date:** January 12, 2022

**Report No.:** **PDS-2022-06**

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

The following are highlights from December 1 to December 31, 2021:

The Deputy Chief attended: 1 Alarm Call  
2 MVC  
1 Structure Fire  
1 Hydro/ Wires Down

Activity	This Month	YTD 2021 (Prorated from May 11)	YTD 2020	YTD 2019
General Inspections	0	9	7	18
Request Inspections	1	5	2	5
Complaint Inspections	1	1	1	5
Information Inspection	1	4	0	2
Follow up Inspections	2	12	19	29
Courses Attended	1	7	6	5
Fire Calls Attended	5	39	42	59
Meetings (PIP, Op Co-op, etc.)	1	6	29	46
Orders Issued	1	3	6	4
Immediate Threat To Life	0	0	0	0
Burning Complaint(s)	0	2	2	0
Training Presented	0	5	3	5
Pub Ed Performed	0	2	0	2
Hall Meetings	4	15	8	22
Hall Practices	0	0	4	2

Council	0	2	2	2
Misc. (dept related)	16	52	45	55
Court	0	0	1	0
Fire Safety Plans Reviewed	0	12	20	29
<b>Total</b>	<b>33</b>	<b>176</b>	<b>197</b>	<b>290</b>

**TICKETS ISSUED:**

<b>Ticket</b>	<b>Quantity</b>	<b>Total</b>
Part I	0	0
Part II	0	0
Part III	1	1
<b>Total</b>	<b>0</b>	<b>0</b>

Prepared by:

Date: January 5, 2022

Mike Moore  
Deputy Fire Chief / Fire Prevention Officer

Reviewed By:

Date: January 5, 2022

Shawn Aymer, CMMIII Fire Service Executive  
General Manager, Protective & Development Services  
Fire Chief/CEMC



## STAFF REPORT

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<b><u>Department:</u></b>	Protective and Development Services
<b><u>Meeting Chair:</u></b>	Councillor Paul Raymond
<b><u>Meeting Date:</u></b>	January 12, 2022
<b><u>Report No.:</u></b>	<b>PDS-2022-03</b>
<b><u>Report Title:</u></b>	<b>Monthly Activity Report – Building Services Division</b>

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### **INTRODUCTION/BACKGROUND:**

The following is an overview of the activities of the Building Services Division for December 2021 calendar month.

<b>PERMITS</b>	<b>DECEMBER 2020</b>	<b>DECEMBER 2021</b>
Number of Permits Issued this Month	14	22
Number of Permits Issued to Date	390	423
New Dwelling Units	1	2
Total New Dwelling Units to Date	60	58
Accessory Buildings(garages,sheds,gazebos etc.)	0	3
Additions	0	1
Decks	2	1
Demolition	1	1
Water line services/Plumbing	1	3
Farm Buildings	0	1
Renovations	6	6
Solid Fuel-Fired Appliances	0	0
Swimming Pool / Fence Permits	0	0
Commercial/Industrial/Institutional	1	1
Transfer	0	1
Temporary Structures (Foundations – SDD)	0	0

Other Government New	0	0
<b>Inspections and Orders</b>		
Residential Solar Panel/Mechanical	0	0
Change of Use	1	1
Septic System	1	2
Inspections Conducted	284	105
Site Inspections/Consultations Conducted without a Permit	31	32
Inspections Conducted to Date	2431	2239
Orders to Comply Issued	0	0
Stop Work Orders Issued	0	0
Orders to Remedy Unsafe Building Issued/Prohibited Use	0	0
Orders to Uncover	0	0
Permits Closed	105	21
Total Permits Closed to Date	500	510
Total Permits Outstanding	598	699
<b>Fees and Construction Value</b>		
Permit Fees	\$5,375.48	\$16,535.23
Total Permit Fees to Date	\$229,761.53	\$291,935.23
Construction Value	\$2,583,500.00	\$1,901,900.00
Total Construction Value to Date	\$29,086,970.00	\$37,712,670.00

Prepared by:

Date: January 3, 2022

Terry Tompkins, CMM II, CBCO, CRBO, CPSO  
Chief Building Official/Manager of Building Services

Reviewed By:

Date: January 3, 2022

Shawn Aymer, CMMIII Fire Service Executive  
A/General Manager, Protective & Development Services  
Fire Chief/CEMC



## STAFF REPORT

**Department:** Protective and Development Services

**Meeting Chair:** Councillor Paul Raymond

**Meeting Date:** January 12, 2022

**Report No.:** **PDS-2022-04**

**Report Title:** **Year End Report 2021 – Building Services Division**

### **INTRODUCTION/BACKGROUND:**

The following is an overview of the activities of the Building Services Division for the 2021 calendar year.

<b>Statistics</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Total Building Permits Issued	423	390	420
New Dwelling	58	60	59
Building Permits Closed	510	500	449
Inspections Conducted	2239	2431	2365
Value of Construction	\$37,712,670.00	\$29,086,970.00	\$42,550,523.00
Permit Fees Collected	\$291,935.23	\$229,761.53	\$252,826.07

<b>Service Vehicles</b>	<b>Kilometers (as of 12/31/20)</b>	<b>Kilometers (as of 12/31/21)</b>	<b>Total Usage 2021</b>
2012 Ford Escape	148,797	168,504	19,707
2017 Ford Escape	49,231	67,669	18,438

### **RETENTION OF PERMIT INFORMATION**

The Retention By-Law requires that the Building permits be kept in the Building Services Department for 2 years and all remaining permits in storage for an indefinite period. Building Services staff will be re-locating all completed residential permits that were closed prior to January 1, 2019.



**SEPTIC RE-INSPECTION PROGRAM**

No additional properties were inspected and 26 files were closed. The deadline for submitting pump out information was extended to summer of 2022.

**LEGAL PROCEEDINGS**

No court proceedings in 2021

**EDUCATION**

The regular attendance at chapter meetings was attended online and the following courses and seminars were completed:

OBOA Leadership Days (online)	Attended By: Terry Steve
OBOA Annual Meeting and Training Sessions (online)	Attended By: Terry Steve

Prepared by:

Date: January 3, 2022

Terry Tompkins, CMM II, CBCO, CRBO, CPSO  
Chief Building Official/Manager of Building Services

Reviewed by:

Date: January 3, 2022

Shawn Aymer, CMMIII Fire Service Executive  
A/General Manager, Protective & Development Services  
Fire Chief/CEMC



## STAFF REPORT

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<b><u>Department:</u></b>	Protective and Development Services
<b><u>Meeting Chair:</u></b>	Councillor Paul Raymond
<b><u>Meeting Date:</u></b>	January 12, 2022
<b><u>Report No.:</u></b>	<b>PDS-2022-02</b>
<b><u>Report Title:</u></b>	<b>Monthly Activity Report - Planning</b>

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The following are the highlights for the month of December 2021:

### Zoning Certificates

1. For the month of December, 7 applications were received, with 3 being issued. There are a number of applications presently on hold due to information required, or to address additional Planning Act applications such as a minor variance.

### Development

2. Staff continues to work through multiple development files and obtain internal comments on the applications.
3. Staff continues to work with GSP to monitor County of Simcoe and the Municipal Comprehensive Review process.
4. Committee of Adjustment dealt with 2 applications at their December 15<sup>th</sup>, 2021 meeting.
5. Staff is working on completing site plan control agreements that form part of the building permit process for the construction of new single detached dwellings upon lots along Swan and Dock Lane.
6. Staff continues to receive a high volume of public relation inquiries via telephone, emails and walk-ins with respect to redevelopment opportunities, lots for sale, consent and minor variance inquires within the Township.

Meetings/Training

7. Planning Staff and other Township Staff conducted 2 pre-consultation meetings for potential development within the Township.

Prepared by:

Date: January 4, 2022

Todd Weatherell, RPP, CPT  
Manager of Planning & Development Services

Reviewed by:

Date: , 2021

Shawn Aymer, CMMIII Fire Service Executive  
Fire Chief/CEMC  
Acting General Manager, Protective and Development Services