

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

**Wednesday, January 13, 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. Farquharson - General Manager, Protective and Development Services  
R. Bingham, Interim General Manager, Operational Services  
C. Bonneville - Municipal Clerk  
B. Thomas – Fire Chief  
S. Aymer – Deputy Fire Chief/FPO  
R. Kennedy – Municipal Law Enforcement Officer  
A. Clarke - Planner  
T. Tompkins – Manager, Building Services  
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 Warnock  
Seconded by Councillor Raymond

That the Protective and Development Services Committee Meeting Agenda for January 13, 2021 be adopted as circulated.

**Motion Carried.**

**3. Disclosure of Interest**

None were presented at this time.

**4. Presentations / Delegations**

None were received.

**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 - December 9, 2020

Moved by Councillor Warnock

Seconded by Mayor Walker

That the Protective and Development Services Committee meeting minutes of December 9, 2020 be adopted.

**Motion Carried.**

**5.2 Reports from Municipal Officials**

5.2.1 PDS-2021-03 Municipal Law Enforcement Officer and Planner, Short Term Rental Policy Review

General Manager, Protective and Development Services advised that the staff report is to summarize the survey results and provide potential framework in the planning process, which is first and foremost to create a definition within the General Zoning By-law for STR (Short Term Rental).

Committee discussed at length the Short Term Operator and Resident survey results as well as the Zoning By-law regulations and restrictions to regulate Short Term Rentals utilized by other municipalities.

Further discussion ensued with respect to implementation of a Licensing By-law which can regulate many aspects of a business to ensure they are operating safely; this method can also incorporate fire burning on site options for operators of Short Term Rentals.

Staff responded to questions and the committee agreed that although this is a great starting point further dialogue is needed when staff report back to the February Committee meeting.

Moved by Councillor Warnock

Seconded by Mayor Walker

That Staff Report No. PDS-2021-03 regarding the Short Term Rental Overview be received for information;

That staff proceed with the Planning Act process to establish a new definition of Short Term Rental in the Zoning By-law;

And that staff be directed to develop a licencing by-law and report back to February Committee meeting.

**Motion Carried.**

5.2.2 PDS-2021-01 Fire Chief, Open Air Burning Amendment

***Mayor Walker excused himself from the meeting to attend a flag raising ceremony vacated the Council chambers at 10:26 a.m. and resumed his seat at 10:39 a.m.***

The Fire Chief spoke to the report providing details on the recommended approved size of an open air burning device and permitted hours of burning. The current schedule of urban and rural areas and regulations were reviewed including the recommendation that every person conducting an open air burn shall post their permit in a conspicuous place on the property.

Committee discussed at length the number and variety of burning complaints and agreed that educational awareness on the rules and regulations of open air burning is imperative, emphasizing that only dried seasoned wood be permitted to burn and further recommended that the Open Air Burning By-law be amended to include a clause that no person conducting an open air burn shall be permitted to burn wood pallet skids.

In conclusion, Committee agreed to provide the Fire Chief with a list of recommended changes and that a revised report be brought forward to the January Council meeting.

Moved by Councillor Warnock

Seconded by Mayor Walker

That Staff Report No. PDS-2021-01 regarding amendments to Open Air Burning By-law 2019-51 be referred to Council.

**Motion Carried.**

5.2.3 PDS-2021-06 General Manager, Protective and Development Services, Planning and Development Services Division December 2020

Received for information.

5.2.4 PDS-2021-04 CBO/Manager of Building Services, Building Services Division Update December 2020

Received for information.

5.2.5 PDS-2021-02 Fire Chief, Fire Chief Monthly Report December 2020

Received for information.

5.2.6 PDS-2021-08 Deputy Fire Chief/FPO, Deputy Fire Chief /Fire Prevention Officer Monthly Activity Report December 2020

Received for information.

5.2.7 PDS-2021-10 Municipal Law Enforcement Office, By-law Enforcement Services Monthly Activity Report

Committee discussed the permitted days to set off fireworks and staff advised that the current permitted dates are under review. Following discussion Committee recommended that an amendment to the Fireworks By-law to include New Year's Eve to the list of days during the year that persons shall set off consumer fireworks; similar to that of neighbouring municipalities . Staff was directed accordingly.

5.2.8 PDS-2021-09 Municipal Law Enforcement Officer/Canine Control, MLEO/Canine Monthly Report December 2020

Received for information.

5.3 Other Business

None were received.

5.4 Items for Information

None were received.

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

No general discussion took place.

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

Staff noted that the Property Standards Process Review will be brought forward to February Committee.

**8. Closed Session**

No closed session was held.

**9. Adjournment**

Moved by Councillor Raymond  
Seconded by Councillor Warnock

That this meeting adjourn at 12:16 p.m.

**Motion Carried.**

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Chair

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Minutes Recorder