

## **Township of Tay**

### **Improvements in Service during 2006**

Section 300 of the Municipal Act, 2001, S.O. 2001, requires that the Municipality report at least once each calendar year, and provide notice to the public, on the improvements in efficiency and effectiveness of the delivery of services by the municipality and its local boards, and to identify barriers experienced by the municipality in achieving the improvements.

## **Township of Tay**

### **General Government Committee**

#### **Automation for Election:**

During the 2006 Municipal Election Township staff will be using automated vote tabulators within the polling stations. This improvement in service will ensure consistent and time efficient results. It will also provide the voter with an opportunity to revote if the tabulator determines that they have over voted in a particular race. Previous municipal elections were done using the traditional method.

#### **Financial Software Implementation:**

A number of new features were implemented in 2006, and significant efficiencies were realized.

**Budget preparation:** work duplication was eliminated by using a report writer that summarized the required information into the council reporting format. This was previously done manually, and accuracy was a time consuming exercise.

**Letter writing:** the software has a letter writing wizard which eliminates the need to type in addresses, and is especially effective in producing repetitive letters in which account balances or other information are recorded.

**Absentee Reporting:** a web based product to provide supervisors and department heads with absentee summaries, detail and overtime information was implemented. This provided on desk information for them, and eliminated the manual tracking of information by the payroll clerk.

**EDI:** software was obtained to allow the municipality to download electronically submitted payments. Previously these had been recorded manually. During tax and water due dates weeks, this has eliminated a minimum of 20 hours of work per week.

#### **Policies:**

Township staff is currently reviewing the existing policies and updating as necessary. Throughout the review a number of new policies are being created for those areas that need same such as internet and email usage. This process will help to ensure that consistent practices are being followed by all Township staff which will ultimately benefit our ratepayers.

**Website:**

The Township is currently upgrading our website to make the site more user friendly and to provide additional information to those people interested in staying informed. A number of applications are being provided on the website to enable people to download the forms and have them filled out prior to coming into the municipal office. This will help to make the various application processes more time efficient for residents.

**By-laws:**

Council initiated the process of using a consent agenda for the passage of By-laws during the Council meeting. This process ensures a more timely review of the by-laws as they are no longer referred to individually.

**Township Owned Land Inventory:**

Staff have reviewed the existing land inventory and updated as necessary by either removing properties that have been sold or adding newly acquired properties. A further review was done of all not for sale properties to determine if we should continue to retain or look into the option of selling.

This update will provide more accurate information to the people who are interested in determining if the Township would consider selling a particular piece of property.

**Culture and Recreation**

One of the goals of the Recreation Department is to encourage residents to embrace healthy, active lives by participating in the many physical and social activities which are made available to them.

Of particular interest:

- Enrolment in the 2006 soccer program increased 41.5% since 2005
- In 2006, enrolment in the winter programs increased 10.5% and 76% in the spring programs, compared to the same periods in 2005
- The variety of fitness programs offered continues to expand
  - the addition of three new dance programs
  - the addition of two new walking programs

The department has also been working with parent volunteers to offer a youth drop in program for teenagers living in both Port McNicoll and Victoria Harbour. This program is one that has not been offered in recent years, but the Township recognizes the needs of the youth in the community and is exploring opportunities to meet those needs.

## Mayor's Walk

This continues to be a popular and successful event due to the involvement of the local schools. In 2005 there were 740 people who participated and in 2006 the number of participants increased to 812. This event is a perfect opportunity for the Township to reinforce to residents the importance of making physical activity a daily part of their lives.

## **Active Family Challenge**

Presented in part with the North Simcoe Good for Life Committee, the Recreation Department hosted a summer-long challenge to encourage families to participate in physical activities together. In addition to reaping the benefits of being physically active, families had the opportunity to win a variety of great prizes, including a \$1,000 gift certificate for Source for Sports.

## Parks

In Waubaushene, the skating rink was relocated from its current location on Ellen Street to Bridgeview Park, where patrons can make use of the new heated change room and snack booth.

At Talbot Park, to complete the work started in 2005, site drainage works were completed, lights installed on one field and bleachers installed at both fields.

The Township of Tay and its residents are extremely excited about the biggest improvement in service with the addition of the new trail. Appropriately named the Tay Shore Trail, the Township now has a 16.4 kilometre stretch of shoreline trail for users of all ages and abilities to use. In 2006 the following work was completed on the stretch of the trail from the Wye River to Ellen Street in Victoria Harbour: drainage improvements along the route, brushing, installation of railings on the bridges, signage and paving. Phase 2 (from Ellen Street to Waubaushene) is scheduled for completion in 2007. This multi-use recreational trail links the communities of Tay from one end to the other, and is accessible to all residents and visitors, regardless of age, income or physical ability.

## **Protection to Persons and Property**

### **Dog Tag Software Program**

The second phase of implementing the dog tag software program was to generate invoices for those customers that purchased dog tags in the previous year. These invoices note the reduced fee that applies if purchased prior to the first interim tax due date. The sale of dog tags increased 100% in the number of dog tags purchased prior to the end of the discount date.

## **Fire Department**

One officer has completed the Ice Water Training course and is certified to train the Ice Water Rescue Team.

Four firefighters have received 1 week pump operation training. One firefighter has been certified as a Pump Operations trainer.

Each station (4) has a computer for records management.

The Fire Department has purchased 40 new MSA breathing apparatus and four rapid entry kits for the rescue of downed firefighters. The replacement of the breathing apparatus will ensure that all firefighters are working with the same equipment and will facilitate consistent training. 80 aluminum air bottles were also purchased, to replace the old steel bottles.

### **Public Works Committee**

During 2006, approximately 8.8 kilometers of road were resurfaced and 4.5 kilometers of gravel roads upgraded to hard surface roads.

### **Public Works – Water**

Phase 1 of the Area Water System was completed in the spring of 2006. The construction of a booster station produced significant improvements to the pressure in areas of Port McNicoll. Completion of this Phase supplies existing customers with water from the Victoria Harbour Water Treatment Plant. Two existing water treatment plants providing water to customers in Bayberry Estates and Midland Bay Woods were shutdown. These plants were antiquated and no longer satisfied the Ministry of Environment regulations and required significant upgrades.

In 2006, the second phase of the Area Water Project was completed by installing eight kilometers of watermain to connect Waubaushene to the Victoria Harbour Water Treatment Plant improving the supply volume to Waubaushene. Construction of the watermain eliminated the Waubaushene Water Treatment Plant.

Other work completed in 2006 included a “filter to waste” system and the addition of Ultra Violet light disinfection at the Victoria Harbour Water Treatment Plant. This will result in a more efficient treatment process and an improved double barrier disinfection system of both UV and Chlorination.

The completion of Phase 1 and Phase 2 of the Area Water system and the plant improvements carried out at Rope Subdivision brought all of our Water Treatment facilities into compliance with the Ministry of Environment Regulations.

The Area Water System implementation was delayed by the timing of the COMRIF funding announcements. This delay affected all Phases of the project, and resulted, in the end, in higher prices: firstly, in that tender prices were higher due to the activity in the water industry, and secondly, in that the savings from the elimination of plants was not realized as quickly.

#### Water Main Replacement

The replacement of old cast iron pipes in Port McNicoll resulted in better water quality and pressure to customers, and a significant reduction in customer complaints. Financial considerations continue to be a barrier, limiting the length of pipe replaced each year.

#### **Victoria Harbour Water Plant Expansion**

A review of the capacity and the allocation of capacity for the Victoria Harbour Water Treatment Plant, taking into account the implementation of the Area Water system, has resulted in a deferral of the plant expansion.

#### **Public Works Committee – Sewer Infiltration Reduction**

A regular program of TV inspections of the sewer main resulted in the identification and correction of some infiltration. This will reduce the stream processed by the Sewage Treatment Plant. The barrier to completing more work in any year is financial. The amount of infiltration does affect the size of the equalization storage that is required for the Port McNicoll Sewage Treatment Plant, which is a financial setback. Maintenance Holes (manholes) were repaired in 2006 to reduce infiltration.

Victoria Harbour Waste Water Treatment Plant.

A review of the capacity and the allocation of capacity for the Victoria Harbour Waste Water Treatment Plant has resulted in a deferral of the plant expansion. This deferral will continue to be monitored.

#### **Planning and Development Committee**