

**THE CORPORATION OF THE TOWNSHIP OF TAY
REGULAR MEETING OF MUNICIPAL COUNCIL
FEBRUARY 10, 2010
7:00 P.M.**

MUNICIPAL OFFICE COUNCIL CHAMBERS

1. CALL TO ORDER

2. MOMENT OF SILENT REFLECTION

3. DECLARATIONS OF PECUNIARY INTEREST

4. CORRESPONDENCE

5. DELEGATIONS

6. MUNICIPAL REPORT (2010-02-01) & RECOMMENDATIONS

7. OTHER BUSINESS

- 7.1 Verbal – Clerk – Re: Advance Vote & Retirement Home Voting Hours
- 7.2 Verbal – Dir. of Finance – Re: Extension Agreement – 363 Wardell St.
- 7.3 Report – C.A.O. – Re: OSPCA Agreement
- 7.4 Verbal – C.A.O. – Re: North Simcoe Community Futures Development Corporation (NSCFDC) Agreement

8. BY-LAWS

- 2010-07 Municipal Election 2010 – Advance Vote Date
- 2010-08 Municipal Election 2010 – Retirement Home Voting Hours
- 2010-09 Extension Agreement – 363 Wardell St.
- 2010-10 Appointment – Emergency Plan – Alternate for C.A.O.
- 2010-11 Agreement – Canine Poundkeeping Services

9. NOTICES OF MOTION

10. IN CAMERA SESSION

10.1

11. ADJOURNMENT

CORRESPONDENCE:

4.1 **FROM:** Emergency Control Group **RE:** Minutes- Oct. 16/09

REFERRED TO CHAIRPERSON: For Your Information

4.2 **FROM:** Community Improvement Plan Committee **RE:** Minutes-Oct. 21/09

REFERRED TO CHAIRPERSON: For Your Information

4.3 **FROM:** Severn Sound Sustainability Plan **RE:** Minutes-Nov. 20/09

REFERRED TO CHAIRPERSON: For Your Information

4.4 **FROM:** Emergency Control Group **RE:** Minutes-Dec. 14/09

REFERRED TO CHAIRPERSON: For Your Information

4.5 **FROM:** Tay Township Public Library Board **RE:** Minutes-Dec. 17/09

REFERRED TO CHAIRPERSON: For Your Information

4.6 **FROM:** _____ **RE:** _____

REFERRED TO CHAIRPERSON: _____

4.7 **FROM:** _____ **RE:** _____

REFERRED TO CHAIRPERSON: _____

4.8 **FROM:** _____ **RE:** _____

REFERRED TO CHAIRPERSON: _____

4.9 **FROM:** _____ **RE:** _____

REFERRED TO CHAIRPERSON: _____

EMERGENCY CONTROL GROUP MEETING
FRIDAY, OCTOBER 16, 2009
VIC KELLY MEETING ROOM

PRESENT: Mayor Scott Warnock *
Simone Latham, C.A.O.
Brian Thomas, Fire Chief/CEMC
Alison Thomas, Clerk/Alt. CEMC
Shawn Aymer, Deputy Fire Chief/FPO
Nick Colucci, Director of Public Works

REGRETS: A. Ferguson, O.P.P.
Deputy Mayor Michael Ladouceur

* left at 9:45 a.m.

1. CALL TO ORDER:

The meeting was called to order by the Fire Chief/CEMC at 9:07 a.m.

2. MINUTES:

We reviewed minutes of the Emergency Control Group meeting of September 11, 2009 and they were accepted as circulated.

3. REVIEW OF 'ACTION REQUIRED LIST':

The Committee reviewed the 'Action Required List' and provided updates on the action items.

4. ITEMS FROM THE FIRE CHIEF/CEMC:

4.1 J.E.P.P. Update

The Fire Chief/CEMC advised the Committee that no funds will be received in the upcoming year as the deadline for submission of the grants was missed, primarily due to confusing information on the submission website.

4.2 *Priority Access Dialing (P.A.D.) Update*

The Fire Chief/CEMC advised that the Township has obtained access to the P.A.D. system. He noted that the listing was updated by the Clerk and himself to reflect current staffing.

It was agreed that once any additional updates are completed that the listing would be placed in the Township's Emergency Plan appendices.

4.3 *Back-up Power Wiring for Community Centres*

It was reported that while assembling the J.E.P.P. application that quotes were received for the generator wiring of the Port McNicoll Community Centre for \$4,000 and the Oakwood Community Centre for \$5,000. The Fire Chief/CEMC indicated that he received three (3) quotes for the wiring as follows:

1 st quote	\$9,000
2 nd quote	\$30,00
3 rd quote	14,500

It was agreed that the Fire Chief/CEMC would do a report to December Committee of all Council, per the Procurement Policy, recommending that the wiring be done as the \$9,000 quote from Walker's Electric is within the \$20,000 originally established so that the works may be undertaken in 2010.

4.4 *Business Continuity & Pandemic Planning Templates & EOC Infection Control from Emergency Management*

The Committee discussed pandemic and business continuity planning; however, agreed that the Committee is still uncertain as to what is required. It was agreed that the Committee would focus its efforts on the business continuity essential services planning sheet and that it would be reviewed at the next EOC Group meeting.

The Committee discussed what precautions should be taken to protect staff and residents when accessing municipal services from the current influenza strain. It was agreed hand sanitizer

would be obtained and face masks, if necessary. In addition, the regular disinfecting of handles, etc. would become part of the new office cleaning contract.

5. ITEMS FROM ALTERNATE CEMCs

5.1 Emergency Information Plan

The Clerk advised that research is underway regarding the development of an Emergency Information Plan and that the Committee would be advised as progress is made.

5.2 Appointment of New Alternates

Following discussion, it was agreed that Nick Colucci would be recommended to Council as the new 1st Alternate CEMC to replace Jeff Bumstead. It was further agreed that Joanne Sanders would be recommended to Council as the new 1st Alternate CAO in the event of an emergency.

6. NEW BUSINESS

None were presented.

7. NEXT MEETING DATE:

The meeting adjourned at 10:00 a.m. and it was agreed that the next regular meeting be held on ***December 14, 2009*** at 9:00 a.m.

Minutes Recorder: Alison Thomas, Clerk.

**COMMUNITY IMPROVEMENT PLAN COMMITTEE
MINUTES
OCTOBER 21, 2009**

Present: Michael Ladouceur, Deputy Mayor
Mara Burton, Director of Planning and Development
Ray Deschenes, Committee Member

1. CALL TO ORDER

The meeting was called to order by Mara Burton at 3:30 p.m.

2. PECUNIARY INTERESTS

None were present

3. NEW AND UNFINISHED BUSINESS

3.1 Review of CIP Applications

3.1.1 161 William Street, Mr. Zimmerman


Discussion regarding the horizontal pre-finished siding in yellow. The Committee was satisfied with the proposal in that it met the priority area for the Township and that the materials meet the architectural guidelines. The Committee approved the application for \$10,000.00 to do the Albert Street and William Street sides and to wrap as much as possible the west side of the building facing down William Street.

3.1.2 154 William Street, Mr. Landry


The new doors at 152 William Street were inspected by the Committee members and it was agreed to release the funds to Mr. Landry as per his approved application.

4. Adjournment and Next Meeting

The meeting was adjourned at 4:30 p.m. The next meeting to be held at the call of the Director of Planning and Development.



Michael Ladouceur, Deputy Mayor



Mara Burton, Director of Planning and Development

Severn Sound Sustainability Plan
Interim Sustainability Plan Steering Committee (ISPSC)
Meeting #4 Minutes
November 20, 2009, 11:00 a.m – 2:00 p.m (NSCFDC Office)

Attendance

Doug Beach	Township of Severn
Peggy Breckenridge	County of Simcoe
Mara Burton	Township of Tay
Wes Crown	Town of Midland
Peter Dance	City of Orillia
Winanne Grant	Township of Springwater
Doug Luker	Township of Tiny
Debra Muenz	North Simcoe Community Futures Development Corporation
Eleanor Rath	Town of Penetanguishene
Keith Sherman	Severn Sound Environmental Association
Greg Sutcliffe	Township of Georgian Bay (ISPSC Chair)
Gloria Tozek	Orillia CDC
Glenn White	Township of Oro-Medonte, alternate for Andria Leigh

And:

Jessica Klug Sustainability Plan Intern

Regrets

Marina Whelan	Simcoe Muskoka District Health Unit
Andria Leigh	Township of Oro-Medonte

1.0 WELCOME AND INTRODUCTIONS

Mr. Greg Sutcliffe called the meeting to order. All present introduced themselves and their affiliations.

2.0 REVIEW OF TODAY'S AGENDA AND MINUTES - September 18, 2009

Moved by Doug Beach and Seconded by Peter Dance.

THAT the agenda for today's meeting and the minutes from the ISPSC meeting of September 18, 2009 be adopted.

Carried.

3.0 ACTION ITEMS/STATUS

3.1 NOMINATION OF ISPSC VICE-CHAIR

At the September 18, 2009 meeting of the ISPSC, it was recommended that a Vice-Chair be nominated for the purpose of filling in when the Chair is unable to convene the meetings.

Moved by Doug Beach and Seconded by Eleanor Rath.

THAT Wes Crown be nominated as Vice-Chair for the Interim Sustainability Plan Steering Committee.

No other nominations were put forward.

Moved by Doug Beach and Seconded by Mara Burton.

THAT Wes Crown be appointed as Vice-Chair for the Interim Sustainability Plan Steering Committee.

Carried.

3.2 ORGANIZATION MODEL RECOMMENDATION - REVISED

Doug Luker gave a presentation on the Terms of Reference and the recommended organization model that was revised by the subcommittee. The subcommittee recommends that a Sustainability Steering Committee be established to guide the implementation of the Sustainability Plan, and that 2 contract staff (1.5 FTEs) be hired to work with the Steering Committee to implement the plan. Terms of Reference document and presentation attached.

Committee Feedback:

- Concern was expressed over the need for the 1.5 FTEs as the workload following the Lura project may not be as onerous. Others stated that there are a number of sustainability issues requiring coordination within and between municipalities that warrant the staff complement called for in the Terms of Reference.
- On discussion of sources of funding, the committee agreed that there should be a broad recommendation in the Terms of Reference that explains the model is contingent upon external funding (i.e. not municipal funding at this time).
 - There was some concern that funding would go towards the administration of the Sustainability Plan instead of actual projects on the ground. The Sustainability Plan, as maintained, will support or be a prerequisite to proposals for “in the ground” projects.
 - The subcommittee is presenting a model that would be the most effective for the implementation of the Plan. If external funding is not successful, the ISPSC will need to revisit other options.

Moved by Wes Crown and Seconded by Peter Dance.

THAT the Terms of Reference be approved, with the following amendments:

- A statement be included to explain that the organizational model is contingent upon external funding.
- The sentence on page 11 about the Sustainability Plan paying for itself be removed.
- The “Citizen Panel” item in the budget be changed to “Public Consultation.”
- The composition of the Steering Committee be reflective of the current ISPSC composition, with the removal of representatives from the County of Simcoe and District of Muskoka.

Carried.

3.3 NEXT STEPS TO FINALIZE ORGANIZATIONAL MODEL

The presentation of the Organizational Model and Terms of Reference will be provided to the SSEA Board at their meeting on January 28th, 2010. Wes Crown nominated Doug Luker to make the presentation at the meeting. Doug accepted. All ISPSC members are encouraged to attend.

4.0 WORK PLAN

4.1 Revisions to Work Plan

Keith Sherman discussed the proposed Work Plan, amended from the initial Work Plan drafted earlier on during the ISPSC's term. The committee discussed the upcoming meetings and suggested that the January ISPSC meeting be held after the organizational model is presented to the SSEA Board on January 28th, 2010. Also, there will hopefully be a draft format for progress reporting at the ISPSC meeting in January.

The committee also discussed providing updates to their councils on the progress to date and/or submitting the ISPSC minutes to councils. It was recommended that the final Terms of Reference document be sent to the SSEA Board Members as soon as possible.

ACTION ITEM: Jessica and Keith will put together a cover letter for the Terms of Reference document and send the package out to the SSEA Board Members.

4.2 Partnership and Recruitment Strategy Update

Keith discussed his attempts to find a Federal representative (Environment Canada) and a Provincial representative (MMAH or MOE) to keep apprised of the ISPSC's work and progress. Keith also noted that members from the agricultural community will be meeting in December to talk about partnerships and strategic directions.

5.0 Progress Reporting Update

Jess provided an update on the ongoing meetings with Sustainability Partners to update the baseline data that was collected by Lura in September 2008. The new baseline document merges spreadsheets from the Sustainability Plan appendices so that the information can easily be connected and interpreted. Approximately half of the meetings have been conducted, and Jess would like to finish up the rest of the meetings before the end of the year. Once all of the data is in order, Jess will create a report that illustrates the current status of the region and the priorities going forward.

ACTION ITEM: If you have not already met with Jessica Klug to provide a progress report, please make sure you schedule a time to meet before the end of the year.

6.0 Other Business

The floor was opened to further discussion and information sharing.

Town of Penetanguishene:

Recently installed a solar stop light at the bottom of Main Street, and it has turned out to be more affordable than providing an electrical connection. The Town of Penetanguishene is also working with AMO's Local Authority Services (LAS) to establish a proposal for placing solar panels on rooftops and accessing the Ontario Power Authority's Feed-In-Tariff (FIT) program.

Town of Midland: The Town of Midland is also looking to lease roof space for solar panels at the North Simcoe Sports and Recreation Centre.

Orillia CDC: Gloria has been working with the Index of Wellbeing, chaired by Roy Romanow and suggests that these indicators will be useful to enhance the Sustainability Plan's community well-being and economic prosperity indicators.

Doug Luker: Suggested looking at Markham - the Markham Civic Centre will be the first municipal building in Canada to go zero waste.

North Simcoe CFDC: Debra discussed that they are looking at ways to make the office "greener" and chemical free. They are already using products from OnlyGreen, and have been receiving research from Jess about how to help businesses transition to greener practices. Jess has found a "Checklist for Office Sustainability" and will pass around to the ISPSC.

7.0 Next Meeting/Adjourn

- December 18th, 2009 - 11am-2pm (NSCFDC Office in Midland)
- January 29th, 2010 - 11am-2pm (NSCFDC Office in Midland)
- February 19th, 2010 - 11am-2pm (NSCFDC Office in Midland)
- March 26th, 2010 - 11am-2pm (NSCFDC Office in Midland)

Severn Sound Sustainability Plan
Interim Sustainability Plan Steering Committee
WORK PLAN
April 2009 - April 2010
as of November 20, 2009

ISPSC Meeting	Key Deliverables	Status
Apr 27, 2009	<ul style="list-style-type: none"> • Orientation - Mandate, Work Plan, Briefing on Sustainability Plan Strategies and Actions 	<i>Complete</i>
Jun 15, 2009	<ul style="list-style-type: none"> • Best Practices - Alternative Organizational Models 	<i>Complete</i>
Sep 18, 2009	<ul style="list-style-type: none"> • Identification of optional Organizational/Implementation Models 	<i>Complete</i>
Oct 16, 2009		<i>Cancelled</i>
Nov 20, 2009	<ul style="list-style-type: none"> • Confirm Implementation Model • Partnership Recruitment • Identify partner progress for reporting 	<i>Complete</i> <i>Ongoing</i> <i>Ongoing</i>
Dec 18, 2009	<ul style="list-style-type: none"> • Identification of Priorities for Implementation - Year 1 • Identify partner priorities for years 2-5 • Indicators 	
Jan 29, 2010	<ul style="list-style-type: none"> • Review draft progress • Review Community Engagement Plan and Schedule (SAT, stakeholders, public and Panel) • Meet with SAT re: implementation model and progress report 	
Feb 19, 2010	<ul style="list-style-type: none"> • Confirm progress report • Develop Plan for Sustainability Training for Partner Staff • Review plans for Annual Public Progress Report Meeting 	
Mar 26, 2010	<ul style="list-style-type: none"> • Convene Annual Public Progress Report Meeting 	
Apr 16, 2010	<ul style="list-style-type: none"> • Implement Preferred Model • Confirm Partner Priorities years 2-5 	

EMERGENCY CONTROL GROUP MEETING
MONDAY, DECEMBER 14, 2009
VIC KELLY MEETING ROOM

PRESENT: Mayor Scott Warnock
Simone Latham, C.A.O.
Brian Thomas, Fire Chief/CEMC
Alison Thomas, Clerk/Alt. CEMC

REGRETS: A. Ferguson, O.P.P.
Deputy Mayor Michael Ladouceur
Nick Colucci, Director of Public Works
Shawn Aymer, Deputy Fire Chief/FPO

1. CALL TO ORDER:

The meeting was called to order by the Fire Chief/CEMC at 9:08 a.m.

2. MINUTES:

We reviewed minutes of the Emergency Control Group meeting of October 16, 2009 and they were accepted as circulated.

3. REVIEW OF ‘ACTION REQUIRED LIST’:

The Committee reviewed the ‘Action Required List’ and provided updates on the action items.

4. ITEMS FROM THE FIRE CHIEF/CEMC:

4.1 2009 Emergency Management Exercise Debrief

The Fire Chief/CEMC reviewed his summary of the exercise and noted that he will contact the answering/dispatch service to correct errors made during the “call-out”. It was agreed, following the Fire Chief/CEMC’s recommendation, that another follow-up test be conducted in early 2010 to confirm corrections were made.

4.2 *Business Continuity Essential Services*

The business continuity template was reviewed and it was agreed that it would be brought forward to a future Department Head's meeting. Each Department Head would be asked to complete their respective sections and then the submissions would be reviewed by EOC Group.

4.3 *Wiring of Community Centres*

The Fire Chief/CEMC advised that he is encountering difficulty in obtaining a third quote for the generator wiring for the community centres. Following discussion it was agreed that the Fire Chief/CEMC would report to Council, indicating the difficulties in obtaining quotes, and seek direction.

It was noted that the current Public Works generator may be used to power 80% of the Port McNicoll Community Centre, once the wiring is complete; however, that a larger generator would have to be borrowed from the County or another source for the Oakwood Community Centre.

5. **ITEMS FROM ALTERNATE CEMCs**

5.1 *Update – October 30th, 2009 Lakes Sector Meeting*

The Clerk provided a summary of the Sector Meeting and highlighted that plans for the G8 have been held in abeyance until a final decision is made on the location of the G20 Summit. In addition, it was noted that if municipalities are outside the designated “special security zone” that funding will not be received from the Province or Federal Government.

5.2 *Update – Emergency Standing Council Committee*

The Clerk advised that information has been received from the City of Peterborough, who implemented this system after their 2006 Flood. Following discussion, it was agreed that a report would be taken to Council in early 2010 to propose that the Township adopt a similar system.

5.3 *Review of Essential Level Compliance*

The Clerk reported that the Committee has completed all the requirements for the essential level and the annual maintenance checklist was reviewed. It was requested that the required compliance form and information be sent off to the Province.

6. **NEW BUSINESS**

None were presented.

7. **NEXT MEETING DATE:**

The meeting adjourned at 10:37 a.m. and it was agreed that the next regular meeting be held on *January 12, 2010* at 9:00 a.m.

Minutes Recorder: Alison Thomas, Clerk.

**MINUTES OF THE TAY TOWNSHIP
PUBLIC LIBRARY BOARD MEETING
HELD AT THE VICTORIA HARBOUR LIBRARY
THURSDAY, DECEMBER 17TH, 2009
7:00 P.M.**

PRESENT: Nelson Baumgardner
Bob Coryell
Axel Frandsen
Sandy Talbot

STAFF PRESENT: Alison Thomas, C.E.O.
Heather Walker, Head Librarian

REGRETS: Michele Gouett

1. CALL TO ORDER:

The meeting was called to order by Chairperson, Bob Coryell at 7:00 p.m.

2. DECLARATIONS OF PECUNIARY INTEREST:

There were no declarations of interest brought forward.

3. ADOPTION OF MINUTES:

3.1 November 19th, 2009

MOVED BY: SANDY TALBOT

SECONDED BY: NELSON BAUMGARDNER

**THAT THE MINUTES OF THE MEETING DATED NOVEMBER 19TH,
2009 BE ADOPTED AS CIRCULATED.**

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

There were no items of business arising from the minutes.

5. **ACCOUNTS:**

5.1 November 2009

MOVED BY: NELSON BAUMGARDNER

SECONDED BY: AXEL FRANSEN

**THAT THE NOVEMBER ACCOUNTS, AS PRESENTED AND ATTACHED,
IN THE AMOUNT OF \$3,827.75 BE ACCEPTED.**

CARRIED.

6. **BRANCH REPORTS:**

6. a Port McNicoll

The Board received for information the November 2009 report prepared by the Branch Librarian for the J & M Young Public Library.

6. b Victoria Harbour

The Board received for information the November 2009 report prepared by the Branch Librarian for the Theo & Elaine Bernard Branch Library.

6. c Waubaushene

The Board received for information the November 2009 report prepared by the Branch Librarian for the Waubaushene Library.

In response to a Board query, the Head Librarian reported that the Silent Auctions held in December, at each Branch Library were again a successful fundraising endeavour.

7. **STATISTICS:**

7.1 November Statistics

The Board received the November statistics of the individual branches and reviewed same.

8. **CORRESPONDENCE FOR INFORMATION:**

8.1 Tay Library Newsletter, December 2009; received for information only.

8.2 Request for support of Knowledge Ontario

**MOVED BY: NELSON BAUMGARDNER
SECONDED BY: SANDY TALBOT**

**THAT WHEREAS TAY TOWNSHIP PUBLIC LIBRARY BOARD VALUES
THE PROGRAMS DELIVERED BY KNOWLEDGE ONTARIO; AND**

**THAT WHEREAS TAY TOWNSHIP PUBLIC LIBRARY BOARD
SUPPORTS KNOWLEDGE ONTARIO'S REQUEST FOR SUSTAINABLE
FUNDING FROM THE PROVINCIAL GOVERNMENT;**

**NOW THEREFORE BE IT RESOLVED THAT THE TAY TOWNSHIP
PUBLIC LIBRARY BOARD SEND A LETTER OF SUPPORT TO THE
MINISTER OF CULTURE EMPHASIZING THESE POINTS.**

CARRIED.

9. OTHER ITEMS OF BUSINESS:

9.1 AODA Training

The Board Members present, participated in a training session compliant to the Accessibility Standards for Customer Service facilitated by the Library C.E.O. in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) .

10. ADJOURNMENT:

**MOVED BY: AXEL FRANDBSEN
SECONDED BY: NELSON BAUMGARDNER**

**THAT THIS MEETING OF THE TAY TOWNSHIP PUBLIC LIBRARY
BOARD ADJOURN AT 8:07 P.M.**

CARRIED.

Date: January 17, 2010

Vice Chairperson: Michele Gouett

Secretary: Heather Walker

February 1, 2010

Mayor and Council,
The Corporation of the
Township of Tay

Enclosed please find Municipal Report No. 2010-02-01 respectfully
recommended to Council for adoption.

Simone Latham, CMA, A.M.C.T.
Chief Administrative Officer

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**PROTECTION TO PERSONS AND PROPERTY
CHAIRPERSON: COUNCILLOR JAMES PEARSALL**

RECOMMENDATIONS

That the following recommendations be and are hereby adopted by Council:

1. THAT MS. TANYA COPELAND REQUEST FOR PERMISSION FOR THREE DOGS BE APPROVED; AND
THAT DUE TO EXTENUATING CIRCUMSTANCES 15 EARLDOM BOULEVARD BE PERMITTED TO RETAIN THREE DOGS UNTIL DECEMBER 31, 2010;
AND FURTHER, IF THREE DOGS REMAIN AFTER DECEMBER 31, 2010, STAFF BE DIRECTED TO FOLLOW THE COUNCIL EXEMPTION TO 2 DOG LIMIT ADMINISTRATION POLICY TO DETERMINE IF A FURTHER EXTENSION IS GRANTED;
AND FURTHER, WHEN CIRCUMSTANCES RESULT IN THE NUMBER OF DOGS BEING REDUCED PERMISSION FOR THE ADDITIONAL DOGS WILL AUTOMATICALLY EXPIRE.

COUNCIL ACTION: _____

2. THAT COUNCIL APPROVE THE RECOMMENDATION OF THE EMERGENCY MANAGEMENT COMMITTEE AND NAME JOANNE SANDERS AS THE ALTERNATE CAO FOR THE TOWNSHIP OF TAY.

COUNCIL ACTION: _____

PUBLIC WORKS
CHAIRPERSON: COUNCILLOR BILL RAWSON
RECOMMENDATIONS

That the following recommendations be and are hereby adopted by Council:

3. THAT THE QUOTE IN THE AMOUNT OF \$28,578.00 SUBMITTED BY GLS WELDING AND FABRICATION BE ACCEPTED AND THAT GLS WELDING AND FABRICATION BE CONTRACTED IMMEDIATELY TO COMMENCE THE FABRICATION OF THE KIOSK STRUCTURES FOR INSTALLATION PRIOR TO MARCH 31, 2010;
AND, THAT THE QUOTE IN THE AMOUNT OF \$5,108.00 SUBMITTED BY BARRIE PRESS BE ACCEPTED AND THAT BARRIE PRESS BE CONTRACTED IMMEDIATELY TO COMMENCE THE PRODUCTION OF THE MAP AND GUIDE AND THAT THE PRINTED MATERIAL BE DELIVERED PRIOR TO MARCH 31, 2010.

COUNCIL ACTION: _____

**GENERAL GOVERNMENT AND FINANCE
CHAIRPERSON: COUNCILLOR AXEL FRANDBSEN**

RECOMMENDATIONS

That the following recommendations be and are hereby adopted by Council:

4. THAT THE REPORT DATED FEBRUARY 1, 2010 RECOMMENDING ADOPTING OF THE MINUTES BE APPROVED.

COUNCIL ACTION:_____

5. THAT CYNDI THERRIEN'S BARTENDER APPLICATION BE ACCEPTED AND THAT HER NAME BE ADDED TO THE TOWNSHIP'S BARTENDER LIST.

COUNCIL ACTION:_____

6. THAT THE PROPOSED RECREATION PROGRAMMING AND SPECIAL EVENTS FOR SPRING 2010 ARE APPROVED AS OUTLINED IN THIS REPORT.

COUNCIL ACTION:_____

7. THAT THE CORPORATE HEALTH AND SAFETY POLICY ATTACHED HERETO, BEING REVIEWED BY COUNCIL, IS HEREBY CONFIRMED BY COUNCIL AND THE MAYOR AND C.A.O. ARE HEREBY AUTHORIZED TO SIGN THE SAID POLICY ON BEHALF OF THE TOWNSHIP.

COUNCIL ACTION:_____

8. THAT COUNCIL AUTHORIZES THE PUBLIC WORKS DIRECTOR TO IMPLEMENT A PUBLIC WORKS ON CALL SYSTEM, EFFECTIVE MARCH 1, 2010.

COUNCIL ACTION:_____

9. THAT MILEAGE REIMBURSEMENT RATE FOR THE USE OF PERSONAL VEHICLES BE MAINTAINED AT .495 CENTS PER KM FOR 2010.

COUNCIL ACTION:_____

10. THAT WHEREAS THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZED A BUDGET OF \$42,500.00 FOR OEB ENTERPRISES TO PROCEED WITH STRATEGIC PLANNING AND GOVERNMENT COORDINATION;

Cont'd....

AND THAT WHEREAS THE CORPORATION OF THE TOWNSHIP OF TAY ENTERED INTO A MEMORANDUM OF UNDERSTANDING WITH THE TOWNSHIP OF ORO-MEDONTE AND SKYLINE DEVELOPMENT INC.;

AND WHEREAS THE GEORGIAN VALLEY PROJECT COMMITTEE HAS RECOMMENDED THAT THE ROLE OF OEB ENTERPRISES THAT IS DEFINED IN THE MEMORANDUM OF UNDERSTANDING SHOULD BE EXPANDED;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZES OEB ENTERPRISE TO PROCEED WITH THE FOLLOWING PROJECTS;

- ❑ COORDINATION/MANAGEMENT
- ❑ COMMUNITY AND PARTNERSHIP DEVELOPMENT AND RELATIONS

AND FURTHER THAT COUNCIL CONFIRMS THAT THE ESTABLISHED BUDGET REMAIN AT THE SAME LEVEL.

COUNCIL ACTION: _____

11. THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY RECEIVES THE CANINE CONTROL SERVICES REPORT OF THE CAO DATED JANUARY 13, 2010 AND CONCURS WITH THE RECOMMENDATIONS CONTAINED THEREIN.

COUNCIL ACTION: _____

12. THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY DIRECT STAFF TO PROVIDE NOTIFICATION OF CONTRACT TERMINATION TO CARE ANIMAL CONTROL EFFECTIVE MAY 1, 2010.

COUNCIL ACTION: _____

13. THAT THE POSITION OF CANINE CONTROL/MUNICIPAL LAW ENFORCEMENT OFFICER BE ADDED AS A FULL-TIME POSITION TO THE STAFF COMPLEMENT EFFECTIVE MARCH 29, 2010, AND THAT THE CAO BE AUTHORIZED TO COMMENCE RECRUITMENT ACTIVITIES.

COUNCIL ACTION: _____

- 14.** THAT STAFF ARE HEREBY AUTHORIZED TO PURCHASE A TRUCK CAP AND OTHER EQUIPMENT NECESSARY, TO AN UPSET LIMIT OF \$2,500.00, TO EQUIP THE MUNICIPAL BY-LAW ENFORCEMENT OFFICERS TO COMMENCE CANINE CONTROL ACTIVITIES.

COUNCIL ACTION:_____

- 15.** THAT STAFF ARE HEREBY AUTHORIZED TO COMMENCE NEGOTIATIONS WITH THE OSPCA TO ENTER INTO A CONTRACT FOR POUNDKEEPING SERVICES EFFECTIVE MAY 1, 2010.

COUNCIL ACTION:_____

- 16.** THAT THE RESPONSIBILITY FOR BY-LAW ENFORCEMENT ACTIVITIES BE TRANSFERRED TO THE CLERK'S DEPARTMENT, EFFECTIVE APRIL 1, 2010.

COUNCIL ACTION:_____

TO: Councillor Axel Frandsen,
Chairman, General Government Committee

FROM: Alison Thomas,
Clerk

DATE: February 1, 2010

SUBJECT: **COUNCIL AND COMMITTEE OF ALL COUNCIL
MINUTES**

I recommend the adoption of the minutes of the

- Regular Meeting of Municipal Council January 13, 2010
- Regular Meeting of Committee of All Council January 20, 2010

Alison Thomas, BAH, CMM
Clerk

**THE CORPORATION OF THE TOWNSHIP OF TAY
REGULAR COUNCIL MEETING
WEDNESDAY, JANUARY 13, 2010
7:00 P.M.**

PRESENT: Mayor Scott Warnock
Deputy Mayor Michael Ladouceur
Councillor James Pearsall
Councillor Rick Black
Councillor Nelson Baumgardner
Councillor Axel Frandsen
Councillor Bill Rawson

STAFF PRESENT: Simone Latham, C.A.O./Deputy Clerk
Alison Thomas, Clerk
Mara Burton, Director of Planning & Development
Joanne Sanders, Director of Finance
Nick Colucci, Director of Public Works
Brian Thomas, Fire Chief

1. CALL TO ORDER:

Mayor Warnock called the meeting to order at 7:00 p.m.

2. MOMENT OF SILENT REFLECTION:

Mayor Warnock called for a moment of silent reflection.

3. DECLARATIONS OF INTEREST:

None were presented.

4. CORRESPONDENCE:

MOVED BY: COUNCILLOR RICK BLACK

SECONDED BY: COUNCILLOR AXEL FRANSEN

**THAT THE CORRESPONDENCE BE DIRECTED TO FILE WITH
THE EXCEPTION OF THOSE ITEMS BEING REFERRED TO
COMMITTEE CHAIRPERSONS.**

CARRIED.

5. DELEGATIONS:

None were presented.

6. MUNICIPAL REPORT NO. 2010-01-01:

MOVED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

SECONDED BY: COUNCILLOR RICK BLACK

**THAT MUNICIPAL REPORT NO. 2010-01-01 BE AND IS HEREBY
ADOPTED AS FOLLOWS:**

1. CARRIED.

3. CARRIED.

5. CARRIED.

2. CARRIED.

4. CARRIED.

6. CARRIED.

CARRIED.

7. OTHER BUSINESS:

7.1 Report – Dir. Of Planning & Development – Re: 2009 Housekeeping Amendment to Zoning By-law:

Council considered a report from the Director of Planning & Development, under date of December 14, 2009 regarding the 2009 Housekeeping Amendment to Zoning By-law.

MOVED BY: COUNCILLOR RICK BLACK

SECONDED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

THAT THE 2009 HOUSEKEEPING AMENDMENT TO ZONING BY-LAW 2000-57 BE APPROVED.

CARRIED.

7.2 Report – Dir. Of Planning & Development – Re: Application No.2008ZBA05 – Conc. 10 Pt Lt 6, 3350 Fesserton Side Road:

Council considered a report from the Director of Planning & Development, under date of January 4, 2010 regarding Application No.2008ZBA05 – Conc. 10 Pt Lot 6, 3350 Fesserton Side Road.

Deferred to a future meeting at the request of the applicant.

7.3 Report – Dir. Of Planning & Development – Re: Application No.2008ZBA08 – Conc. 8, Pt Lt 16:

Council considered a report from the Director of Planning & Development, under date of January 5, 2010 regarding Application No.2008ZBA08 – Conc. 8 Pt Lot 16.

MOVED BY: COUNCILLOR JIM PEARSALL

SECONDED BY: COUNCILLOR BILL RAWSON

THAT APPLICATION NO. 2008ZBA08 TO REZONE PART OF LOT 16, CONCESSION 8, FROM THE RURAL “RU” ZONE TO THE SHORELINE RESIDENTIAL “SR-1” ZONE AND TO THE SHORELINE RESIDENTIAL EXCEPTION TWO “SR-2” ZONE BE DENIED.

DEFEATED.

MOVED BY: COUNCILLOR AXEL FRANDBEN

SECONDED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

THAT APPLICATION NO. 2008ZBA08 FOR PART OF LOT 16, CONCESSION 8 BE APPROVED AS SUBMITTED.

CARRIED.

7.4 Report – Fire Chief – Re: Community Center Back Up Wiring

Council received a report from the Fire Chief, under date of January 5, 2010 regarding Community Centre Back Up Wiring.

MOVED BY: COUNCILLOR BILL RAWSON

SECONDED BY: COUNCILLOR JIM PEARSALL

THAT WHEREAS IT IS A REQUIREMENT FOR THE MUNICIPALITY TO OBTAIN THREE QUOTES;

AND WHEREAS THE FIRE CHIEF HAS REQUESTED QUOTATIONS FROM A NUMBER OF FIRMS TO EQUIP THE COMMUNITY CENTRES;

AND WHEREAS THE COSTS ARE DETAILED IN THE REPORT OF JANUARY 5, 2010;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF TAY AUTHORIZES THE FIRE CHIEF TO PROCEED WITH THE WORK TO BE COMPLETED BY NORM'S ELECTRIC FOR THE AMOUNT OF \$8,058.25 PLUS TAXES;

AND FURTHER THAT THE PROJECT BE FUNDED WITH THE INFRASTRUCTURE MONIES RECEIVED FROM THE PROVINCE;

AND FURTHER THAT THE FIRE CHIEF BE GIVEN APPROVAL TO PROCEED IMMEDIATELY.

CARRIED.

7.5 Verbal Report – Dir. Of Finance – Re: Interim Tax Levy By-law

Council received a verbal report from the Director of Finance, regarding the Interim Tax Levy By-law.

The Director of Finance noted that the required by-law is before Council for consideration later in the meeting.

7.6 Verbal Report – Fire Chief – Re: Appointment of Committee Representative – Master Fire Plan

Council received a verbal report from the Fire Chief regarding the appointment of the community representative for the Master Fire Plan Committee.

MOVED BY: COUNCILLOR JIM PEARSALL

SECONDED BY: COUNCILLOR NELSON BAUMGARDNER

THAT MR. ADAM KOZLOWSKI BE APPOINTED AS THE COMMUNITY REPRESENTATIVE TO THE MASTER FIRE PLAN COMMITTEE.

CARRIED.

7.7 Verbal Report – C.A.O. – Re: Grant Application for Georgian Valley Project Update (North Simcoe Community Futures)

Council received a verbal report from the Chief Administrative Officer regarding the grant application for the Georgian Valley Project and update.

MOVED BY: COUNCILLOR AXEL FRANDBEN

SECONDED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZES STAFF TO APPLY TO THE NORTH SIMCOE COMMUNITY FUTURES DEVELOPMENT CORPORATION FOR FUNDING UNDER THE RURAL COMMUNITIES DEVELOPMENT FUND TO CONTRIBUTE TO STUDIES RELATED TO THE PRE-DEVELOPMENT STAGE OF THE GEORGIAN VALLEY PROJECT.

CARRIED.

7.8 Verbal Report – Clerk – Re: Horticulture Committee Update – Re: Request for Direction.

Council received a verbal report from the Clerk regarding the Horticulture Committee.

Council directed the Clerk to pursue recruitment for the two vacant committee positions (Port McNicoll & Waubashene).

7.9 Report – Dir. Of Public Works – Re: RInC Agreement & Update on the Port McNicoll Outdoor Rink

Council received a report for information from Director of Public Works, under date of January 13, 2010, regarding the RInC Agreement and Update on the Port McNicoll Outdoor Rink.

The Director of Public Works provided an update on the project and noted that the by-law to authorize the RInC Funding Agreement is before Council for consideration later in the meeting.

7.10 Verbal Report – C.A.O. – Re: Community Adjustment Fund Application

Council received a verbal report from Chief Administrative Officer regarding the Community Adjustment Fund Application.

MOVED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

SECONDED BY: COUNCILLOR AXEL FRANDBEN

THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZES STAFF TO APPLY TO THE COMMUNITY ADJUSTMENT FUND FOR SOUTHERN ONTARIO FOR STUDIES RELATED TO THE PRE-DEVELOPMENT STAGE OF THE GEORGIAN VALLEY PROJECT.

CARRIED.

8. **BY-LAWS:**

MOVED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

SECONDED BY: COUNCILLOR AXEL FRANSEN

THAT LEAVE BE GRANTED TO INTRODUCE BY-LAWS 2010-01, 2010-02, 2010-04, 2010-05, AND 2010-06.

CARRIED.

MOVED BY: COUNCILLOR JIM PEARSALL

SECONDED BY: COUNCILLOR AXEL FRANSEN

THAT BY-LAWS 2010-01, 2010-02, 2010-04, 2010-05, AND 2010-06 BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED.

CARRIED.

9. **NOTICES OF MOTION:**

None were presented.

10. **IN CAMERA SESSION:**

No In Camera session was held.

11. **ADJOURNMENT:**

MOVED BY: COUNCILLOR AXEL FRANSEN

SECONDED BY: COUNCILLOR JIM PEARSALL

THAT THIS REGULAR MEETING OF COUNCIL ADJOURN AT 8:02 P.M. AND TO RECONVENE ON FEBRUARY 10, 2010 AT 7:00 P.M.

CARRIED.

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF TAY
COMMITTEE OF ALL COUNCIL MEETING
WEDNESDAY, JANUARY 20, 2010
1:00 P.M.**

PRESENT: Mayor Scott Warnock
Deputy Mayor Michael Ladouceur
Councillor Nelson Baumgardner
Councillor Axel Frandsen
Councillor James Pearsall
Councillor Bill Rawson

STAFF PRESENT: Simone Latham, C.A.O./Deputy Clerk
Nick Colucci, Director of Public Works
Shawn Aymer, Deputy Fire Chief/FPO (Section A, B & C)
Joanne Sanders, Director of Finance (Section C)
Raymond Knuff, Environmental Superintendent (Section B)
Gerard LaChapelle, Works Superintendent (Section B)
Mara Burton, Dir. of Planning & Development (Section D)
Bryan Anderson, Recreation Coordinator (Section C)
Cyndi Bonneville, Administrative Support

REGRETS: Councillor Rick Black

1. CALL TO ORDER:

Mayor Warnock called the meeting to order at 1:00 p.m.

(The order of items dealt with during the meeting may differ from the order presented in these Minutes.)

2. DECLARATIONS OF INTEREST:

Councillor Baumgardner declared a pecuniary interest on Item B.2.4 as his business provides product to the party.

Councillor Frandsen declared a pecuniary interest on Item C.3.1 as he is a member of the Waubaushene Lions which is organizing the farmers market.

3. DELEGATIONS:

1:15 p.m. – Ms. Tanya Copeland - Re: Canine Control Issue (3 Dog Request)

Ms. Copeland appeared before Committee regarding a request to have 3 dogs at her father's residence. Ms. Copeland noted that she is temporally residing with her father until such time her own residence is available and requested that she be given permission to keep the said dogs until she relocates.

After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Councillor Frandsen recommending the following to Council for consideration:

THAT MS. TANYA COPELAND REQUEST FOR PERMISSION FOR THREE DOGS BE APPROVED; AND

THAT DUE TO EXTENUATING CIRCUMSTANCES 15 EARLDOM BOULEVARD BE PERMITTED TO RETAIN THREE DOGS UNTIL DECEMBER 31, 2010;

AND FURTHER, IF THREE DOGS REMAIN AFTER DECEMBER 31, 2010, STAFF BE DIRECTED TO FOLLOW THE COUNCIL EXEMPTION TO 2 DOG LIMIT ADMINISTRATION POLICY TO DETERMINE IF A FURTHER EXTENSION IS GRANTED;

AND FURTHER, WHEN CIRCUMSTANCES RESULT IN THE NUMBER OF DOGS BEING REDUCED PERMISSION FOR THE ADDITIONAL DOGS WILL AUTOMATICALLY EXPIRE.

CARRIED.

Following further discussion Council directed staff to bring forth the Staff Report, under date of October 21, 2009, regarding the Two Dog Limit for reconsideration at the next meeting.

4. COMMITTEE BUSINESS:

A: PROTECTION TO PERSONS & PROPERTY COMMITTEE – CHAIRED BY COUNCILLOR JIM PEARSALL:

- A.1 The Protection to Persons & Property Committee was called to order by the Chair at 1:05 p.m.
- A.2.1 We received for information the Southern Georgian Bay O.P.P. monthly Corporate & Emergency Services Report for the month of December 2009.
- A.2.2 We received for information the monthly Fire Chief's report, under date of January 5, 2010, for the month of December 2009.
- A.2.3 We received a report from the Fire Chief, under date of January 6, 2010, regarding the appointment of an Emergency Plan First Alternate for the CAO.

After discussion and consideration the following motion was moved by Councillor Frandsen and seconded by Councillor Rawson recommending the following to Council for consideration:

THAT COUNCIL APPROVE THE RECOMMENDATION OF THE EMERGENCY MANAGEMENT COMMITTEE AND NAME JOANNE SANDERS AS THE ALTERNATE CAO FOR THE TOWNSHIP OF TAY.

CARRIED.

- A.2.4 We received for information a report from the Fire Chief, under date of January 11, 2010, regarding 2010 Emergency Management Priorities.
- A.3 No Other Business Items were presented.
- A.4.1 We received for information the Deputy Fire Chief/Fire Prevention Officer's monthly activity report for December 2009.
- A.4.2 We received for information the Care Animal & Pest Control monthly activity report for December 2009.
- A.4.3 We received for information correspondence from the Ontario SPCA regarding a Request for Tag Days for 2010.
Council had no objection to the proposed "tag" days and wished the OSPCA best wishes in their fundraising endeavours.

B: PUBLIC WORKS COMMITTEE - CHAIRED BY COUNCILLOR BILL RAWSON:

- B.1 The Public Works Committee was called to order by the Chair at 1:29 p.m.
- B.2.1 We received for information a report from the Environmental Superintendent, under date of January 20, 2010 regarding Monthly Activity Report for December 2009.
- B.2.2 We received for information a Memorandum from the Environmental Superintendent, under date of January 12, 2010 regarding 2009 Water System's Annual Report.
- B.2.3 We received for information a report from the Works Superintendent, under date of January 20, 2010, regarding Monthly Activity Report for December, 2009.

Councillor Baumgardner declared a pecuniary interest on Item B.2.4 as his business provides product to the party.

- B.2.4 We received a report from the Director of Public Works, under date of January 20, 2010 regarding Information Kiosks and Map Printing.
The Director presented a power point presentation and responded to questions of Council.

After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Mayor Warnock recommending the following to Council for consideration:

THAT THE QUOTE IN THE AMOUNT OF \$28,578.00 SUBMITTED BY GLS WELDING AND FABRICATION BE ACCEPTED AND THAT GLS WELDING AND FABRICATION BE CONTRACTED IMMEDIATELY TO COMMENCE THE FABRICATION OF THE KIOSK STRUCTURES FOR INSTALLATION PRIOR TO MARCH 31, 2010;

Cont'd...

AND, THAT THE QUOTE IN THE AMOUNT OF \$5,108.00 SUBMITTED BY BARRIE PRESS BE ACCEPTED AND THAT BARRIE PRESS BE CONTRACTED IMMEDIATELY TO COMMENCE THE PRODUCTION OF THE MAP AND GUIDE AND THAT THE PRINTED MATERIAL BE DELIVERED PRIOR TO MARCH 31, 2010.

CARRIED.

Councillor Baumgardner resumed his seat.

B.3 No Other Business Items were presented.

B.4.1 We received for information correspondence from the Ontario Good Roads Association regarding the 2010-2011 Nomination Committee.

C: GENERAL GOVERNMENT/FINANCE – CHAIRED BY COUNCILLOR FRANSEN:

C.1 The General Government & Finance Committee was called to order by the Chair at 1:59 p.m.

C.2.1 We reviewed a report from the Recreation Coordinator, regarding the monthly Recreation Update, under date of January 2010, for the month of December, 2009.

After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Councillor Baumgardner recommending the following to Council for consideration:

THAT CYNDI THERRIEN'S BARTENDER APPLICATION BE ACCEPTED AND THAT HER NAME BE ADDED TO THE TOWNSHIP'S BARTENDER LIST.

CARRIED.

C.2.2 We reviewed a report from the Recreation Coordinator, under date of January 20, 2010 regarding the Spring 2010 Recreation Programming & Special Event Proposal.

After discussion and consideration the following motion was moved by Councillor Baumgardner and seconded by Mayor Warnock recommending the following to Council for consideration:

THAT THE PROPOSED RECREATION PROGRAMMING AND SPECIAL EVENTS FOR SPRING 2010 ARE APPROVED AS OUTLINED IN THIS REPORT.

CARRIED.

C.2.3 We reviewed a report from the Chief Administrative Officer, under date of January 6, 2010 regarding Corporate Health & Safety Policy.

After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Councillor Pearsall recommending the following to Council for consideration:

THAT THE CORPORATE HEALTH AND SAFETY POLICY ATTACHED HERETO, BEING REVIEWED BY COUNCIL, IS HEREBY CONFIRMED BY COUNCIL AND THE MAYOR AND C.A.O. ARE HEREBY AUTHORIZED TO SIGN THE SAID POLICY ON BEHALF OF THE TOWNSHIP.

CARRIED.

- C.2.4 We reviewed a report from the Chief Administrative Officer, under date of January 12, 2010 regarding After Hours Emergency Service – Works Dept. After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Councillor Pearsall recommending the following to Council for consideration:

THAT COUNCIL AUTHORIZES THE PUBLIC WORKS DIRECTOR TO IMPLEMENT A PUBLIC WORKS ON CALL SYSTEM, EFFECTIVE MARCH 1, 2010.

CARRIED.

- C.2.5 We reviewed a report from the Chief Administrative Officer, under date of January 13, 2010 regarding Mileage Rate for Reimbursement.

After discussion and consideration the following motion was moved by Deputy Mayor Ladouceur and seconded by Councillor Rawson recommending the following to Council for consideration:

THAT THAT MILEAGE REIMBURSEMENT RATE FOR THE USE OF PERSONAL VEHICLES BE MAINTAINED AT .495 CENTS PER KM FOR 2010.

CARRIED.

Councillor Frandsen declared a pecuniary interest on Item C.3.1 as he is a member of the Waubaushene Lions which is organizing the farmers market.

- C.3.1 We received for information a verbal report from the CAO regarding Farmers Markets.

The CAO advised that the Waubaushene Lions Club would like to hold a Farmers Market during the Victoria Day Weekend and noted that if it is well received by the community it is their intention to hold the Farmers Market on a weekly basis. The CAO commented that the Lions Club has put an extensive amount of work into getting this project up and running.

Council expressed their support of this project.

Councillor Frandsen resumed the Chair.

- C.3.2 We received a verbal report from the CAO regarding the Georgian Valley Project.

The CAO provided a brief summary of the Georgian Valley Project and outlined the additional services required to move the project forward.

After discussion and consideration a motion was moved by Mayor Warnock and seconded by Deputy Mayor Ladouceur recommending the following to Council for consideration;

THAT WHEREAS THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZED A BUDGET OF \$42,500.00 FOR OEB ENTERPRISES TO PROCEED WITH STRATEGIC PLANNING AND GOVERNMENT COORDINATION;

AND THAT WHEREAS THE CORPORATION OF THE TOWNSHIP OF TAY ENTERED INTO A MEMORANDUM OF UNDERSTANDING WITH THE TOWNSHIP OF ORO-MEDONTE AND SKYLINE DEVELOPMENT INC.;

AND WHEREAS THE GEORGIAN VALLEY PROJECT COMMITTEE HAS RECOMMENDED THAT THE ROLE OF OEB ENTERPRISES THAT IS DEFINED IN THE MEMORANDUM OF UNDERSTANDING SHOULD BE EXPANDED;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF TAY AUTHORIZES OEB ENTERPRISE TO PROCEED WITH THE FOLLOWING PROJECTS;

- ❑ **COORDINATION/MANAGEMENT**
- ❑ **COMMUNITY AND PARTNERSHIP DEVELOPMENT AND RELATIONS**

AND FURTHER THAT COUNCIL CONFIRMS THAT THE ESTABLISHED BUDGET REMAIN AT THE SAME LEVEL.

CARRIED.

C.3.3 We received a verbal report from Councillor Frandsen with respect to staff attendance during Council meetings. Councillor Frandsen recommended that the IT Technician not be required to attend the Regular Council meetings as Council has adjusted to the electronic agenda format.

Council concurred and advised staff accordingly.

C.4.1 We received for information correspondence from AMO regarding 2010-2014 Federal Gas Tax Fund Extension Update.

D: PLANNING & DEVELOPMENT COMMITTEE – CHAIRED BY DEPUTY MAYOR MICHAEL LADOUCEUR:

D.1 The Planning & Development Committee was called to order by the Chair at 2:54 p.m.

D.2.1 We received for information the monthly Municipal By-law Enforcement Services report, under date of December 24, for the month of December 2009.

D.2.2 We received for information a report from the Municipal By-law Enforcement Services Officer, under date of January 4, 2010, regarding Annual By-law Enforcement Services for 2009.

- D.2.3 We received for information the monthly Building Services report, under date of January 4, 2010, for the month of December 2009.
- D.2.4 We received for information a report from the Chief Building Official regarding Annual Building Services for 2009.
- D.3 No Other Business Items were presented.
- D.4 No Items for Information were presented.

5. IN CAMERA SESSION:

Following the regular Committee of All Council business we adjourned to an “In Camera” Session and the following motion was passed.

MOVED BY: COUNCILLOR AXEL FRANDBSEN

SECONDED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

THAT COUNCIL ADJOURN TO AN IN CAMERA SESSION;

AND FURTHER THAT THIS PORTION OF THE MEETING BE CLOSED TO THE PUBLIC PURSUANT TO THE FOLLOWING SECTION(S) – AS MARKED, OF SECTION 239, SUBSECTION (2) OF THE MUNICIPAL ACT, 2001:

THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD (2009 INTERIM AUDIT)

PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (CANINE CONTROL SERVICES).

CARRIED.

- 5.1 We received a verbal report from the Chief Administrative Officer with respect to the security of the property of the municipality as it relates to the 2009 Interim Audit Letter.

After discussion, Council received the letter for information only.

- 5.2 We received a verbal report from the Chief Administrative Officer with respect to personnel matters about an identifiable individual, including municipal or local board employees.

After discussion, Council reviewed the matter and provided direction to bring the motion forward after the conclusion of the “In Camera” Session.

MOVED BY: DEPUTY MAYOR MICHAEL LADOUCEUR

SECONDED BY: COUNCILLOR AXEL FRANDBSEN

THAT COUNCIL ADJOURN FROM THE IN CAMERA SESSION AT 3:32 P.M. AND RETURN TO THE REGULAR MEETING.

CARRIED.

After discussion and consideration the following motion was moved by Councillor Pearsall and seconded by Councillor Frandsen recommending the following to Council for consideration:

1. **THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY RECEIVES THE CANINE CONTROL SERVICES REPORT OF THE CAO DATED JANUARY 13, 2010 AND CONCURS WITH THE RECOMMENDATIONS CONTAINED THEREIN.**
2. **THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY DIRECT STAFF TO PROVIDE NOTIFICATION OF CONTRACT TERMINATION TO CARE ANIMAL CONTROL EFFECTIVE MAY 1, 2010.**
3. **THAT THE POSITION OF CANINE CONTROL/MUNICIPAL LAW ENFORCEMENT OFFICER BE ADDED AS A FULL-TIME POSITION TO THE STAFF COMPLEMENT EFFECTIVE MARCH 29, 2010, AND THAT THE CAO BE AUTHORIZED TO COMMENCE RECRUITMENT ACTIVITIES.**
4. **THAT STAFF ARE HEREBY AUTHORIZED TO PURCHASE A TRUCK CAP AND OTHER EQUIPMENT NECESSARY, TO AN UPSET LIMIT OF \$2,500.00, TO EQUIP THE MUNICIPAL BY-LAW ENFORCEMENT OFFICERS TO COMMENCE CANINE CONTROL ACTIVITIES.**
5. **THAT STAFF ARE HEREBY AUTHORIZED TO COMMENCE NEGOTIATIONS WITH THE OSPCA TO ENTER INTO A CONTRACT FOR POUNDKEEPING SERVICES EFFECTIVE MAY 1, 2010.**
6. **THAT THE RESPONSIBILITY FOR BY-LAW ENFORCEMENT ACTIVITIES BE TRANSFERRED TO THE CLERK'S DEPARTMENT, EFFECTIVE APRIL 1, 2010.**

CARRIED.

6. ADJOURNMENT:

Moved by Councillor Frandsen and seconded by Councillor Rawson.

THAT THIS COMMITTEE OF ALL COUNCIL MEETING ADJOURN AT 3:35 P.M. AND RECONVENE FEBRUARY 17, 2010.

CARRIED.

Minutes Recorder: Cyndi Bonneville, Administrative Support

PAGE NO.

**PLANNING AND DEVELOPMENT
CHAIRPERSON: DEPUTY MAYOR MICHAEL LADOUCEUR
RECOMMENDATIONS**

That the following recommendations be and are hereby adopted by Council:

STAFF REPORT

TO: Mayor Scott Warnock, Members of Council
FROM: Simone Latham, CAO
DATE: February 1, 2010
SUBJECT: **OSPCA AGREEMENT**

ORIGIN:

C.A.O.

BACKGROUND:

A report was considered at the In Camera session of January 20, 2010 regarding the provision of canine control services. A copy of the report is attached.

ANALYSIS:

Staff conducted a teleconference meeting with representatives from the Ontario SPCA to review details surrounding the contract to provide kennel services. An agreement has been prepared jointly by the OSPCA and municipal staff, this agreement was reviewed by the municipal solicitor, and is attached for Council's consideration. The By-Law will be before Council during the Council meeting.

Respectfully submitted,

Simone Latham
CAO

SL/rd

STAFF REPORT

DEPARTMENT/FUNCTION: General Government/Finance
CHAIRPERSON: Councilor Axel Frandsen
DATE: January 13, 2010
SUBJECT: **CANINE CONTROL SERVICES**

ORIGIN:

C.A.O.

BACKGROUND:

Currently the provision of canine control services is performed, under contract, by Care Animal Control. In 2009, the municipality had 159 complaints/investigations (226 in 2008), 65 dogs were picked up (81 in 2008) and 5 dogs were destroyed (2 in 2008). Council authorized staff to investigate the provision of canine services in house, upon staff's request.

ANALYSIS:

Currently, Care Animal Control is under contract to provide canine control, and the Municipal Law Enforcement Officer responds to all other animal complaints during the hours of 8:30 to 4:30. The OPP responds to complaints outside normal business hours.

Early morning, late evening and weekend patrols are scheduled for general By-law enforcement, with emphasis on parking violations in the winter months, watering violations during the summer, etc. The increased emphasis on early morning patrols this winter season has been very successful, just as the increased patrols outside normal working hours has been well received by the majority of Tay residents during the summer.

The contract with Care Animal Control expires in 2011, and has a 3-month termination clause. The following services are provided:

- Provision of Animal Shelter, with guaranteed hours to the public of Monday, Wednesday and Friday from 11:00 a.m. to 1:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m.
- Telephone answering service or message machine
- Minimum patrol hours of 10 hours per week
- Specific telephone line for animal control function
- Requirement to respond to rabid dogs, dog bites, dog attacks or injured dogs immediately

- Requirements for the training of staff, and supply of uniform clothing that is to the Corporation's satisfaction
- Monthly reporting, including updates with respect to offence notices
- Fees for impound and dog/kennel licenses sold are retained by Care Animal Control
- Provide food, shelter and reasonable services for animals held during the redemption period, and place for adoption as appropriate.
- Provide \$2 million liability insurance

Staffing for by-law enforcement was increased the last 2 years as follows:

- Contract period extended to 7 months
- Seasonal position, rather than summer student
- Provision of weekend and evening/early morning patrols

With the increase in the budget for the second By-Law Enforcement officer in the past 2 years, and the increase in the contract fees for canine control, it became logical to investigate changing this service to an in-house service. Some of the concerns that staff have with the existing provision of canine control services is that without a substantial increase in contract fees, the patrol hours and the shelter hours during which the shelter is guaranteed to be open is limited.

Proposed Canine Control Services

A combination of contracted impound services and in house canine control was investigated to determine if there could be a cost savings and/or an increase in level of service without additional costs.

The OSPCA is interested in providing shelter facilities, and they currently provide these services in other municipalities. Access to the provided shelter area (2 dog runs) would be available 24 hours per day, 7 days per week. The OSPCA would charge the impound fees to the owner, issue dog licenses, and retain any other fees that they levy. The OSPCA would provide food and basic care until either the dog is claimed by the owner, or if after 5 days the dog is not claimed, would proceed with adoption. They also have a new software program which is useful in finding dog owners, and they have the ability to microchip dogs.

A contract has been proposed by the Ontario SPCA, and staff, along with the municipal solicitor are reviewing the contract. Staff anticipate that this would be completed by the February Council meeting.

There is an agreement in place between the Township and the OSPCA for the issuance of dog tags, and it is anticipated that no change would occur as a result of the Poundkeeper agreement. The agreement provides that a commission of \$9.00 per tag is provided to the OSPCA as their fee. No discount period (January and February) applies to tags purchased at the OSPCA.

Financial Analysis

The savings to moving the canine control service in-house would be \$15,000.00 for 2010 and \$19,000.00 for 2011. Included in the cost estimates are the following:

- For 2010:**
- 4 months of Care Animal control Services
 - 8 months of OSPCA
 - Equipment – truck cap \$1,700.00
 - Training, other expenses \$800.00
 - Adding the current 7 month seasonal By-law Enforcement position to the approved full-time staff complement effective March 31, 2010.
- For 2011:**
- 3 months full-time staff complement addition
 - Full year for OSPCA and no expenditures for Care Animal Control

Further, staff feels that there are a number of advantages of making the change:

1. Level of Service to the Taxpayer for Canine Control

Since complaints and follow up would all be handled through the Township office, this means that the dog owner would have one point of contact.

The hours of service at the OSPCA would make picking up a stray dog much more convenient as they are open 7 days per week, and the location is well known and somewhat central.

2. Efficiency with respect to Patrols

As staff is patrolling for current by-law infractions, they will also be patrolling for canine related issues. This will increase the hours of patrol with respect to stray dogs. It will be an advantage to staff to be able to share the responsibility for after hour patrols, in that a second By-law officer will be available during the winter months.

3. Visibility regarding By-Law Enforcement

Canine Control signage will be added to the Township By-law vehicle. With the increased number of patrol hours it is felt that this will increase the residents' understanding of Council's priority for both canine control and general by-law enforcement, and as a result, greater compliance by residents.

4. Kennel Licensing

Currently Care Animal Control is responsible for the issuance of kennel licenses. This responsibility would be transferred to the MLEO and will, we feel, provide for better inspections, and adherence to the municipal by-laws with respect to zoning, etc. As well, the revenue will flow to the municipality (estimated at \$1,000.00 per year).

5. Fines

It is anticipated that the fines and charges laid will increase initially in an effort to increase voluntary compliance to the By-law. It has been our experience that a consistent approach, and the knowledge that the Township is proactive with respect to enforcing the By-laws, results in greater compliance generally.

6. General Dog Tag Revenue

The number of dog tags issued has been decreasing over the past number of years, and it is anticipated that the municipal staff will place this as a higher priority as they patrol the municipality.

Implementation

Staffing:

The job description for the existing Municipal Law Enforcement will need to be updated to include some reference to canine control training and responsibilities. The main responsibility for canine control issues, patrols and documentation will be assigned to the revised position.

The administrative responsibilities with respect to dog tags, sales and related correspondence will continue to be performed by the Administrative Support Person position.

Reporting:

The responsibility for By-law Enforcement reporting is mixed among municipalities – some have it as a Clerk responsibility, some to Planning, and some to Building Department. Currently, the dog licensing administration is supervised by the Clerk and the By-law enforcement is supervised by the Director of Planning and Development.

It is recommended that the responsibility for By-law Enforcement move to the Clerk's position, as this would be easier to administer. This would require a change to the Clerk's Job Evaluation Sheet, and also to that of the Director of Planning and Development. It is not anticipated that either position would result in a ranking change, but that would need to be confirmed by the Job Evaluation Committee.

This has been discussed with the Directors who do not have a concern, as the By-law Enforcement Officers will continue to work with all departments and priorities will not change.

Equipment:

It is proposed that a truck cap be added to the By-law enforcement vehicle. The emergency lights will need to be moved from the existing bar to the roof. The cost for this is estimated to be \$1,700.00. In addition, the municipality will need to purchase a couple of animal crates, a couple of choke collars and small supplies (like dog treats).

The By-law staff currently has uniforms and bite gloves. Other small items may be identified as training takes place, particularly in the first year.

Training:

AMCTO offers a training course with respect to the dangerous dog legislation (DOLA), and the Municipal Law Enforcement Officers Association is contemplating courses related to more hands on training with respect to animal control. In talking to other staff and companies that provide this service, most of the training has been “on the job”.

In investigating this issue, municipal staff has received offers from others to assist with respect to training, and it is anticipated that many of these offers will be accepted. In addition, the OSPCA has offered to provide training at a reasonable cost. As more formal training becomes available, the By-law officers will be registered for the courses.

Vacation Back Up:

Depending on the situation, the municipality may need, during the Canine MLEO’s vacation, to purchase some assistance from the OSPCA to address a specific complaint that the Municipal By-law Enforcement Officer is not comfortable addressing independently. This need cannot be determined at this time and has not been included in the calculation of annual savings.

Timing:

It is recommended that notice be given to Care Animal Control on January 31, 2010 that the municipality is terminating the contract, as the service is no longer required, and that effective date would be April 30, 2010.

The seasonal By-law Enforcement Officer is scheduled to commence work on March 29. It is recommended that the job postings, etc., be timed in such a way to allow the successful candidate to commence in the position on March 31. This would allow some overlap with Care Animal Control, provide sufficient time to set up any reporting requirements, arrange telephone forwarding, provide training for the candidate, etc.

SUMMARY:

The provision of canine control services in-house, rather than contract, it is felt will benefit the municipality in more ways than a financial reduction in costs. Staff feels that a higher compliance can be achieved through a more proactive approach, during a period that staff is patrolling the municipality anyway.

RECOMMENDATIONS:

The following recommendations are respectfully submitted for Council's consideration:

1. **THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY RECEIVES THE REPORT OF THE CAO DATED JANUARY 13, 2010 AND CONCURS WITH THE RECOMMENDATIONS CONTAINED THEREIN.**
2. **THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY DIRECT STAFF TO PROVIDE NOTIFICATION OF CONTRACT TERMINATION TO CARE ANIMAL CONTROL EFFECTIVE MAY 1, 2010.**
3. **THAT THE POSITION OF CANINE CONTROL/MUNICIPAL LAW ENFORCEMENT OFFICER BE ADDED AS A FULL-TIME POSITION TO THE STAFF COMPLEMENT EFFECTIVE MARCH 29, 2010, AND THAT THE CAO BE AUTHORIZED TO COMMENCE RECRUITMENT ACTIVITIES.**
4. **THAT STAFF ARE HEREBY AUTHORIZED TO PURCHASE A TRUCK CAP AND OTHER EQUIPMENT NECESSARY, TO AN UPSET LIMIT OF \$2,500.00, TO EQUIP THE MUNICIPAL BY-LAW ENFORCEMENT OFFICERS TO COMMENCE CANINE CONTROL ACTIVITIES.**
5. **THAT STAFF ARE HEREBY AUTHORIZED TO COMMENCE NEGOTIATIONS WITH THE OSPCA TO ENTER INTO A CONTRACT FOR POUNDKEEPING SERVICES EFFECTIVE MAY 1, 2010.**
6. **THAT THE RESPONSIBILITY FOR BY-LAW ENFORCEMENT ACTIVITIES BE TRANSFERRED TO THE CLERK'S DEPARTMENT, EFFECTIVE APRIL 1, 2010.**

Respectfully submitted,

Simone Latham,
C.A.O.

SL/rd

THIS AGREEMENT made in duplicate this 1ST day of May, 2010

BETWEEN

THE TOWNSHIP OF TAY

Hereinafter called the "The Township" of the FIRST PART

-and-

**THE ONTARIO SOCIETY FOR THE PREVENTION OF CRUELTY TO
ANIMALS**

(Ontario SPCA) a Society Incorporated under the Ontario SPCA Act

Hereinafter called the "Society" of the SECOND PART

WHEREAS the Ontario SPCA, Midland & District Branch, has the facilities and is prepared to act as Canine Poundkeeper for the Corporation,

AND WHEREAS the Ontario SPCA, Midland & District Branch currently has an agreement with the Municipality for the provision of Canine Tag issuing services, which is not affected by this Agreement,

NOW THEREFORE THIS AGREEMENT WITNESSETH and it is hereby agreed between the parties as follows:

1. The Township agrees:
 - 1.1 To appoint the Society as Canine Poundkeeper for The Township with the duties of such Poundkeeper to be exercised by the Society to impound any canine in accordance with the provisions of The Township by-laws.
 - 1.2 To pay the Society as remuneration for its services as such Poundkeeper effective the 1st day of May 2010 until the 30th day of April, 2011, a sum of \$19,500.00 per annum, payable quarterly in advance.
 - 1.3 To grant to the Society the right to dispose of all canines impounded which becomes the property of the The Township in accordance with the The Township by-laws.
 - 1.4 To grant to the Society the right to collect pound fees and boarding fees as they see fit from the canine owner.
 - 1.5 The Township Canine Control Officer will promptly transport injured dogs to a veterinarian, if the owner of the dog is unknown or cannot be located in a timely fashion. The Township will be responsible for the payment of all veterinary fees related to said dog, until such time as the owner can be located. If no owner is found, and once the dog has been treated and released from the veterinary clinic, the Canine Control Officer may transport the dog to the Society for the duration of the remaining impound period.
 - 1.6 That any medical care required to keep the canine comfortable while they are still the property of the Township will be paid by the Ontario SPCA, but will be invoiced to the Township, unless the canine owner is identified and pays restitution to the Society.

- 1.7 That the Society is not responsible to accept any deceased animals or wildlife.
 - 1.8 To provide the Society with a copy the Canine Control By-law, or updates thereof, to enable the Society to perform the duties as required.
 - 1.9 To release information regarding dog tags issued to the Society on a regular or as required basis.
2. The Society agrees:
- 2.1 To provide at its expense an canine shelter, at no cost to The Township, capable of providing adequate accommodation for all canines impounded from The Township geographical region and of meeting the requirements set for this type of building by the Society and the Animals for Research Act as it relates to Pounds.
 - 2.2 To receive, impound and hold for claiming by the owners, any canine delivered to the Society's animal shelter by The Township Canine Control Officer.
 - 2.3 To grant 24 hour access to the shelter, to qualified Township personnel, who will complete the required forms and ensure the premises is secure upon exiting.
 - 2.4 To contact the canine owner and charge the canine owner such pound and other fees as may be appropriate.
 - 2.5 To dispose of all canines impounded which become the property of the Corporation or to place such impounded canines into the Society Adoption program, in accordance with the Canine Control by-laws of the corporation and the laws of the Province of Ontario.
 - 2.6 To provide and install all the equipment necessary for the proper operation of the canine shelter and in particular to supply the equipment necessary to humanely destroy unwanted or unclaimed canines and such equipment must meet the standards set by the Society and the Animals for Research Act.
 - 2.7 To keep the shelter open and in operation on such days and at such hours as shall from time to time be agreed upon between the parties to ensure that the owners of impounded canines have a reasonable opportunity to reclaim such canines.
 - 2.8 To deliver to The Township on a monthly basis a written statement of the operations of the shelter as it relates to the canine shelter contract, showing the number of impounded canines received at the shelter and the disposal of the canines, and to provide regular updates to the municipality regarding dog tags issued.
 - 2.9 To provide a twenty four (24) hour answering service to assist the public.
 - 2.10 To indemnify and save harmless The Township in respect to all charges, costs, expenses and claims whatsoever, in connection with the operation of the shelter.
 - 2.11 To keep the building insured for fire and to keep the Society and The Township properly insured in respect to public liability and property damage, including claims in respect to injury and loss and/or death of any canine in the following amounts:

Public Liability Property Damage	\$2,000,000.00
Erroneous Death or Injury to a Canine	\$ 25,000.00

Proof of such insurance coverage shall be supplied to the Corporation.

Both Parties agree;

- 1.0 This contract shall remain in force for the period indicated unless either party gives notice in writing 90 days prior to the date they wish to terminate this agreement, without cause.
- 2.0 This contract may be extended each year, through a letter of agreement, with a financial adjustment to reflect an inflationary increase and volume of dogs impounded.

WITNESSETH THE TOWNSHIP OF TAY attested to by the proper Officers in that behalf, and executed by the Society by its Officers properly authorized to do so.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE TOWNSHIP OF TAY

Scott Warnock, Mayor

Alison Thomas, Clerk

THE ONTARIO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ONTARIO HUMANE SOCIETY) a Society Incorporated under the Ontario SPCA Act.

Tom Stephenson, Chief Financial Officer